

HR Intermediary Accreditation

HR Intermediary Role

An HR Intermediary is a facilitator who can obtain human resources and/or employment law expertise provided by a separate HR specialist, such as Workforce Guardian. An HR Intermediary acts on behalf of the business owner, working with the HR expert to understand the requirements of the business and put in place the required processes and documents to comply with the *Fair Work Act 2009*.

The role of the HR Intermediary will be to help ensure the business is complying with the Fair Work Act, modern award or agreement and other employer obligations with the help of a HR Expert. The HR Intermediary is the link between the business and the HR advice expert.

Prerequisites, Qualification, and Experience

- Member of ICB at Member or Fellow level
- Connect to HR expert provider (either each business or yourself)
- 2-3 years' experience running various types of payroll
- Review ICB's HR Intermediary Webinar
- Complete the [Fair Work Workplace Basics Quiz](#) and download the certificate
- Complete all requirements of the accreditation process
- Complete the HR Intermediary Eligibility Assessment including the Declaration

If providing services to clients, or clients of your employer, you must also:

- Be an ICB Member (or Fellow) in Practice
- Be a Registered BAS Agent (or Tax Agent)
- Have PII Insurance that includes the HRI Clause (similar to the inclusion in IME policy)

ICB Bookkeeper in Employment

- May only use the HR Intermediary Accreditation as a personal certification
- May only provide the HRI services to your employer's business

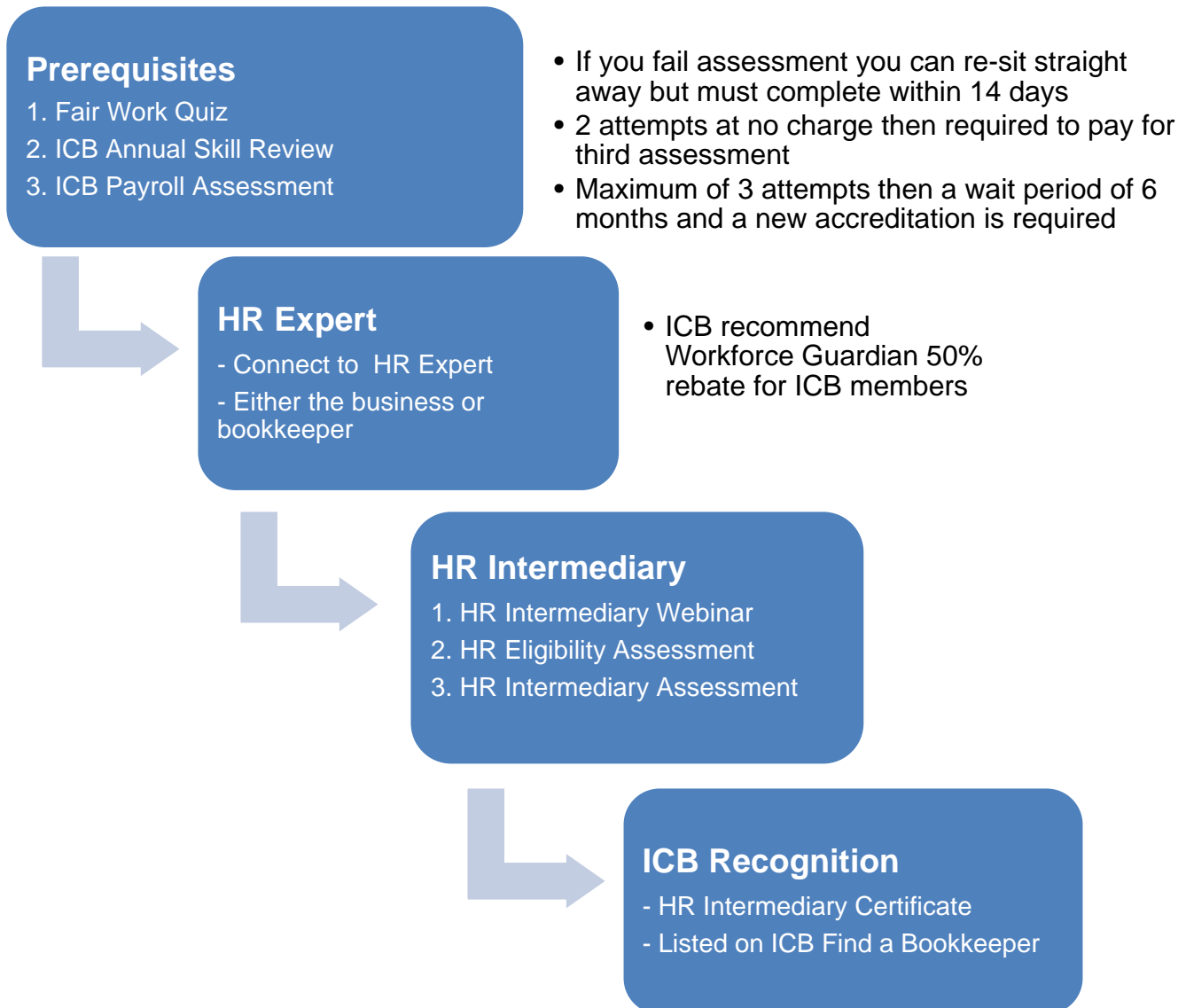
Assessments

ICB provides assessments to expand and test your knowledge in payroll and preparing to act as an HR Intermediary. These assessments are based on resources from the ICB website. See below links to the relevant webpages.

- [ICB - Payroll Resources](#)
- [ICB - HR Intermediary](#)
- [ICB - Awards, Fair Work and HR Matters](#)

Each assessment has an 80% pass mark. The Payroll Assessment and the Annual Skill Review must be successfully completed before you are eligible to sit the HR Intermediary Assessment. You will be able to re-sit the assessments.

Accreditation Process



To Commence Your ICB Assessments

- Log in to ICB website
- Go to MyICB
- Go to Book Exam
- Select the relevant assessment, “add to basket”
- Then “checkout”
- You will be sent an email confirming your booking. The email contains the instructions and link to then take the pre-booked assessment.
- Once you have passed the Payroll Assessment, the Annual Skill Review (each with a pass mark of at least 80%) and completed the HR Eligibility Assessment, you can then apply for the HR Intermediary Assessment.

Payroll Assessment

This must be completed before HR Intermediary assessment can be released.

- New employee
- Payroll cycle including wages, superannuation, entitlements, allowances, loadings, deductions
- Pay slips
- Salary sacrifice
- Terminations
- Employment Termination Payment (ETP)
- Leave –annual, personal, long service and paid parental leave
- Child support
- Cash out leave
- Payroll tax

HR Intermediary Assessment

This will be released once the Payroll Assessment and Annual Skill Review has been passed and the HR Intermediary Eligibility Assessment has been completed.

- How to gain legal advice from an HR expert
- Modern awards and enterprise agreements
- Employment contracts
- National Employment Standards (NES)
- Fair Work Commission
- Employer obligations
- Working with difficult clients

Continual Professional Education (CPE)

These assessments will count towards continuing professional education and development for ICB membership. Successful completion of the final assessment will automatically add 2 hours to your MyICB CPE log. An additional CPE requirement is to pass the ICB Annual Skill Review each year.

HR Expert Partner

The choice of an HR expert should be well researched before engaging for your own business and/or for your client. ICB have a preferred HR expert being Workforce Guardian. Make sure that the provider you use supplies legally reliable written advice specific to your client's situation.

Recognition

ICB will:

- Issue to you an HR Intermediary Certificate
- Automatically list you as a HR Intermediary on the ICB Find a Bookkeeper
- Add 2 hours of CPE for each of the Payroll and HRI assessments to your MyICB CPE log

ICB Find a Bookkeeper Listing for Members

Find a Bookkeeper is designed for business owners who are searching for bookkeepers with certain skill sets.

An HR Intermediary accredited bookkeeper can act as the liaison between the Fair Work Ombudsman, the HR expert provider and the business owner. They will work together to interpret the award or industrial instrument and how it applies to the business owner so that they are compliant with the requirements of relevant employment laws and employer legal obligations.

Find a Bookkeeper - Skill Set

Filter by Software / Skill

<input type="checkbox"/> Software - Intuit QBO	<input type="checkbox"/> BAS Agent
<input type="checkbox"/> Software - MYOB	<input type="checkbox"/> Skill - Inventory
<input type="checkbox"/> Software - Reckon	<input type="checkbox"/> Skill - Overseas Purchases and Sales
<input type="checkbox"/> Software - Xero	<input type="checkbox"/> Skill - Payment Summaries
<input type="checkbox"/> Software Conversions	<input checked="" type="checkbox"/> Skill - Payroll
<input checked="" type="checkbox"/> HR Intermediary Accrediation	<input type="checkbox"/> Skill - WET

Timeline

We expect these assessments to take approximately 2 hours each. You must achieve 80% in the payroll assessment before proceeding to the HR Intermediary assessment. Once you have passed both assessments, you will be listed on Find a Bookkeeper and you will be sent a certificate of accreditation within a fortnight.

References

- [ICB - Payroll Resources](#)
- [ICB - HR Intermediary](#)
- [ICB - Awards, Fair Work and HR Matters](#)
- [Workforce Guardian](#)
- [Insurance Made Easy](#)