



ACA STUDENT TRAINING GUIDE



WELCOME TO ICAEW

Welcome to ICAEW – you are now studying for one of the world’s leading business and finance qualifications and join a group of over 17,000 students who are studying for the ACA around the world.

This guide will provide you with:

- an overview of your ACA training;
- all the information that you need to complete the essential elements of ACA training; and
- details of the wide range of support and resources that are available to you throughout your training including a student magazine, online student community, webinars, local student societies and networks and a world-leading accountancy and business library.

Occasionally we have to change our regulations and processes to reflect the requirements of our authorised training employers or regulatory bodies.

It is important that you keep up to date with ICAEW regulations that affect ACA students and ACA exams. See these in the qualifications tab at [icaew.com/regulations](https://www.icaew.com/regulations)

Any changes we make to the information in this guide will be posted on the ACA student area of the website [icaew.com/acastudents](https://www.icaew.com/acastudents)

THE STUDENT SUPPORT HELPLINE

Our student support team is here to help you with advice and guidance on issues including your ICAEW registration, credit for prior learning/exemptions, training agreement matters, exam related enquiries and any changes to your contact details.

The helpline is open Monday, Tuesday, Thursday and Friday, 08:30–17:30 and 09:30–17:30 on Wednesdays, UK time.

T +44 (0)1908 248 250
E studentsupport@icaew.com

All calls are treated in confidence. You’ll need to provide us with your student registration number as this will help us deal with your enquiry more efficiently.

YOUR CONTACT DETAILS

It is important that you keep us up to date with any changes to your contact details. This is vital as throughout your training, we need to send you regular communications relating to your exam applications, exam results and regulation changes etc.

To update your details, please contact the student support helpline or go to the **my details** link on the right-hand side of the student web pages.

We wish you every success with your ACA training and look forward to welcoming you as an ICAEW Chartered Accountant soon.

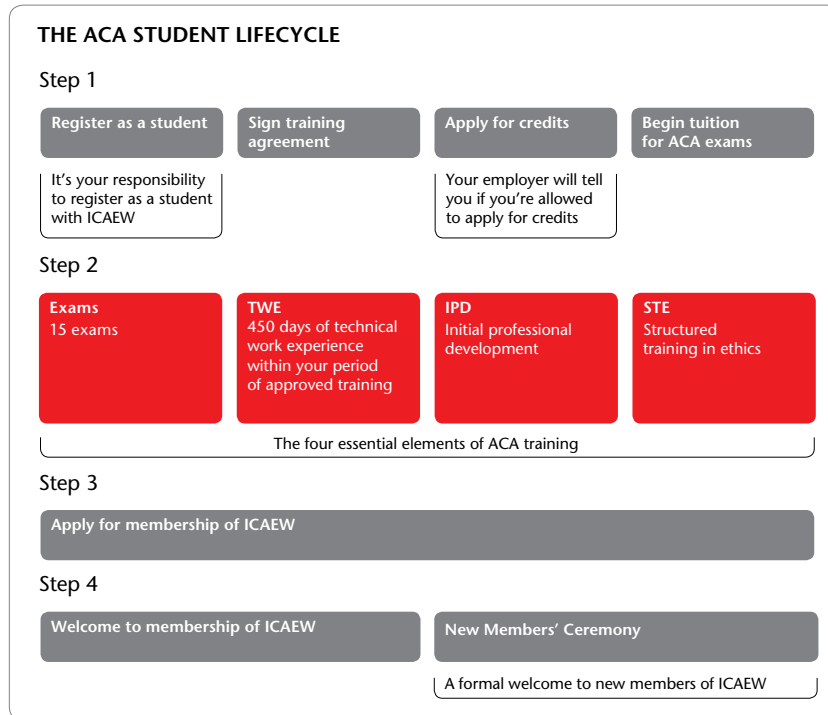


CONTENTS

	Page
WELCOME TO ICAEW	2
ACA OVERVIEW – four steps to gaining the ACA qualification	4
YOUR KEY RESOURCES	7
TRAINING WITH AN ICAEW AUTHORISED TRAINING EMPLOYER (ATE)	9
STUDYING FOR THE ACA INDEPENDENTLY OF AN ICAEW AUTHORISED TRAINING EMPLOYER (ATE)	10
ACA EXAMS	12
TECHNICAL WORK EXPERIENCE (TWE)	17
RECORDING AUDIT EXPERIENCE AND THE AUDIT QUALIFICATION	20
EVIDENCE OF TECHNICAL WORK EXPERIENCE (ETWE) FORM	23
INITIAL PROFESSIONAL DEVELOPMENT (IPD)	25
STRUCTURED TRAINING IN ETHICS (STE)	28
APPLYING FOR MEMBERSHIP OF ICAEW	32
YOUR ICAEW	34
USEFUL CONTACT DETAILS	35

ACA OVERVIEW

ACA TRAINING IS MORE THAN JUST EXAMS



There are four steps to gaining the ACA qualification

STEP 1

Register as a student with ICAEW at [icaew.com/acastudents](https://www.icaew.com/acastudents) – it is your responsibility to register as a student with ICAEW.

Once you have registered you can apply for exams and access the full range of resources available to you as an ACA student.

The registration process for students training with an ICAEW authorised training employer (ATE) ensures that ICAEW knows that your training agreement is in place and that your period of approved training has begun. Please make sure that you have your employers' approval before you register with us.

Your ACA training agreement – ensure that your employer provides you with your ACA training agreement and that you sign it. Please see page 9 for more information about training agreements.

Apply for credit for prior learning (CPL) or exemptions – this recognises areas of the syllabus you may have covered as part of your academic or professional studies. For full information and to check your eligibility, please refer to [icaew.com/cpl](https://www.icaew.com/cpl). If you have a training agreement, your employer will tell you if you are allowed to apply for credits – please check with your employer first. It's essential that you apply early. Please allow 14 days (from receipt of your CPL application by ICAEW) for it to be assessed and processed. You cannot apply for CPL on an exam you have already attempted.

Apply for exams – you need to apply for your exams before the exam entry deadlines. To see the exam dates, application deadlines and to apply for exams visit [icaew.com/exams](https://www.icaew.com/exams)

Apply for alternative exam arrangements – if you have a special requirement, indisposition, impairment or disability, please contact us as early as possible to enable us to assess what arrangements you need.

- For paper-based exams, you must apply for alternative arrangements no later than 30 days before the exam entry closing date.
- For e-assessment exams (the Knowledge modules) you must apply for any alternative arrangements no later than 90 days before the session you intend to sit.

The application form is available at [icaew.com/alternativearrangements](https://www.icaew.com/alternativearrangements)

If you would like to talk to someone about your arrangements please contact the **student support team**.

T +44 (0)1908 248 250

E studentsupport@icaew.com



80% of ACA students pass the final ACA exam first time

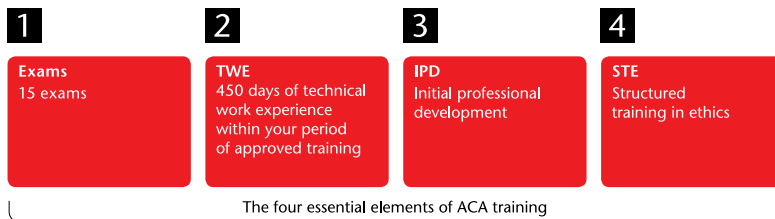
PROFESSIONAL OVERSIGHT BOARD JUNE 2011

STEP 2

In addition to the requirements of your ACA training agreement and your six-monthly review meetings with your employer, there are four essential elements that you must successfully complete during your studies.

These are:

- 1 Exams
- 2 Technical work experience (TWE)
- 3 Initial professional development (IPD)
- 4 Structured training in ethics (STE)



Along with completing your training agreement and regular six-monthly reviews throughout your training, you must successfully complete all four elements in order to gain the ACA qualification and qualify as an ICAEW Chartered Accountant. By progressing all elements of the ACA at the same time, it will help you to have the correct skills to help you pass the exams.

If you do not complete all of the elements of ACA training and submit the required training records you may not be able to gain the ACA qualification and membership of ICAEW.

Please see pages 12 to 30 for more information about these elements. There is also an *Essential Elements of ACA Training* recorded webinar on [icaew.com/studentcommunity](https://www.icaew.com/studentcommunity) to help you.

TRAINING RECORDS – IMPORTANT POINTS TO REMEMBER

You are responsible for keeping accurate training records and completing these throughout your training. These training records will form the basis of discussions at your six-monthly progress reviews.

You will need to provide evidence that you have completed your:

- technical work experience (TWE);
- initial professional development (IPD);
- structured training in ethics (STE); and
- audit experience (where relevant).

Your training records or logs are the evidence that show you have completed these elements of ACA training. Your employer should review and sign off your training records every six months. This will ensure that you are on track to qualify as an ICAEW Chartered Accountant.

Your employer or ICAEW can ask you to submit your training records for review at any stage during your training. Therefore it is essential that you keep these up to date.

SIX-MONTHLY REVIEWS – IMPORTANT POINTS TO REMEMBER

It is a requirement of the ACA training agreement that you and your employer meet at least every six months. Your employer may choose to meet more frequently (eg, once every three months) but you cannot meet less than once every six months. These meetings are to discuss, monitor (and sign off) your progress on all the essential elements of the ACA.

It is your responsibility to arrange these six-monthly reviews with your employer, and you employer should do everything they can to facilitate these meetings.

You'll need to make sure your records are completed before your six-monthly review as they will form the basis of discussion for your progress on all the elements of the ACA:

- complete your Evidence of Technical Work Experience (ETWE) form. This is a paper-based form (there is no online sign off for TWE). You'll find a copy of this form in this training guide or download it from [icaew.com/twe](https://www.icaew.com/twe)
- sign off the online declarations for IPD at [icaew.com/ipd](https://www.icaew.com/ipd)
- sign off the online declarations for STE at [icaew.com/ste](https://www.icaew.com/ste)
- if you are working for a firm of registered auditors and will be obtaining audit experience during your training, it is your responsibility to get your experience signed off using the Audit Qualification application form (see page 20 for more on recording audit and the Audit Qualification).

STEP 3

You will be invited to apply for membership of ICAEW once you have:

- passed all the ACA exams successfully;
- completed your technical work experience, initial work experience and structured training in ethics;
- submitted the required training records and sign offs; and
- completed your training period with an ICAEW authorised training employer (ATE).

Your ICAEW membership will allow you to use the letters ACA after your name and give you access to:

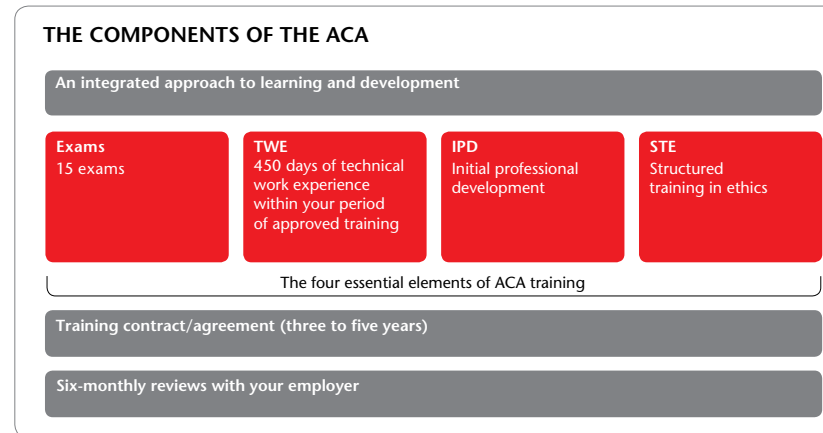
- a range of top quality continuing professional development to help you stay ahead of your peers;
- leading academic and professional thinking in accountancy through membership of faculties and special interest groups, technical helplines and an exceptional library;
- unique opportunities for professional networking and career and business development through a range of qualifications and programmes; and
- generous discounts on an expanding portfolio of products and services.

STEP 4

AN OFFICIAL WELCOME TO ICAEW

Once your application to ICAEW membership has been successful, you will be invited to a New Members' Ceremony at Chartered Accountants' Hall in London. The ceremony gives us the opportunity to congratulate you on your success and enables you to meet other new members, to find out more about the many benefits of ICAEW membership and to look around our historic headquarters.

If you have any questions at any stage of your training, please contact our ICAEW student support helpline or visit [icaew.com/acastudents](https://www.icaew.com/acastudents)



Good luck!

We wish you every success with your ACA training.

YOUR KEY RESOURCES

STUDENT SUPPORT TEAM

T +44 (0)1908 248 250
E studentsupport@icaew.com

STUDENT WEBSITE

icaew.com/acastudents student homepage
icaew.com/exams exam applications, deadlines, regulations and more
icaew.com/cpl credit for prior learning/exemptions
icaew.com/examresources examiners comments, syllabus, past papers and more
icaew.com/examresults exam results
icaew.com/twe technical work experience
icaew.com/ipd initial professional development
icaew.com/ste structured training in ethics

FREQUENTLY ASKED QUESTIONS

icaew.com/acafaq – frequently asked questions (FAQ) on key topics including ACA training agreements, exams, credit for prior learning, initial professional development (IPD), technical work experience (TWE), six-monthly reviews, AAT-ACA Fast Track and more.

ACA STUDENT WEBINARS

We run free monthly ACA training webinars for students around the world. These cover technical and professional skills development topics (linked into the IPD competencies). Recent webinars have included:

- presentation skills;
- effective business writing;
- dealing with difficult people;
- personal skills to manage your hierarchy and peers;
- managing for the first time;
- stress management; and
- updates on IFRSs.

You can register for future webinars and listen to previous recordings at icaew.com/acawebinars

The recordings, presentations and Q&A from each session and further resources are available on the student community at icaew.com/studentcommunity for those who couldn't listen on the day or want to listen again in the future.

SPECIAL RECORDINGS

These special recordings can help you understand what is being asked of you in the exams. They are:

- how to pass the Technical Integration papers; and
- how to pass the Case Study.

You can access the recordings in the relevant exam module tabs in the exam resources section at icaew.com/examresources

KEEP UP TO DATE

VITAL is ICAEW's magazine for ACA students. Posted to you four times a year, *VITAL* will keep you up to date on the latest resources from ICAEW, examiners' feedback and study guidance. You can also download the latest edition and access past issues at icaew.com/vital

You will also receive ICAEW's monthly official member magazine.

We will also send you regular e-newsletters with the latest information, regulation changes and reminders about key dates and exam entry deadlines.

ONLINE STUDENT COMMUNITY

The online student community allows you to ask questions, gain study and exam advice from fellow ACA students and access our free webinars. There are also regular Ask an Expert and Ask a Tutor sessions to help you with key technical topics and exam papers. Access the community at icaew.com/studentcommunity

YOUR LOCAL STUDENT SOCIETY OR NETWORK

As an ACA student, you receive automatic membership to your local ICAEW student society or network. These are found throughout the UK and in Cyprus, Russia, the Middle East, China and South East Asia. The societies and networks are run by students for students and provide a wide range of events and activities including:

- popular social events eg, football tournaments, new joiner parties, annual balls and dinners;
- skill-based seminars such as CV writing, assertiveness, body language and negotiating for success;
- meeting students in your local area; and
- exam revision sessions.

Find out more at [icaew.com/studentgroups](https://www.icaew.com/studentgroups)

ICAEW STUDENT COUNCIL (ISC)

The ICAEW Student Council (ISC) brings together student representatives from around the world. The council is often asked to feed back their opinions of recent exams, and is involved in making decisions affecting future student activity. In addition the chair of the ISC also sits on ICAEW's governing council, ensuring students have a voice at the very top of ICAEW.

THE LIBRARY & INFORMATION SERVICE (LIS)

The Library & Information Service (LIS) is ICAEW's world-leading accountancy and business library. Expert staff are on hand to answer your queries whether you visit in person or make requests by email, fax or phone. The team can also help with more detailed research. Books may be borrowed in person or posted to your home or work address.

T +44 (0)20 7920 8620

E library@icaew.com
[icaew.com/library](https://www.icaew.com/library)

The library is situated in the Business Centre in our London headquarters. As well as the resources available from LIS, why not make use of our café, quiet study zones, free Wi-Fi facilities plus free access to computers, printers and internet. The Business Centre is open Monday to Friday 08:00–18:00. You don't need to book.

FACULTIES AND SPECIAL INTEREST GROUPS

Faculties and special interest groups (SIGs) support and develop members and students in areas of work and industry sectors that are of particular interest.

As an ACA student, you are entitled to free provisional membership of one faculty and one SIG throughout your studies.

There are **seven faculties** which provide knowledge, events and essential technical resources in Audit and Assurance, Corporate Finance, Finance and Management, Financial Reporting, Financial Services, Information Technology and Tax.

Our 11 **special interest groups** provide practical support, information and representation within a range of industry sectors including Charity and Voluntary, Entertainment and Media, Farming and Rural Business, Forensic, Healthcare, Insolvency, Valuation, Tourism and Hospitality, the Public Sector* and more.

* Please note you can join the Public Sector SIG, however, subscription to this group is not included in the student offer and will be charged at the full subscription rate. To find out more about faculties go to [icaew.com/faculties](https://www.icaew.com/faculties) and for SIG information visit [icaew.com/sigs](https://www.icaew.com/sigs)

ETHICS ADVISORY SERVICES

If you find you have an ethical dilemma, and need some guidance, you should seek advice from your employer in the first instance. If you still need help, ethics advisory services offer a confidential telephone helpline service that is open to all members, students and affiliates.

T +44 (0)1908 248 250

TECHNICAL ENQUIRIES SERVICE

The technical enquiries service deals with a wide range of subjects covering auditing, accounting, company law, and general technical advice. Please note that taxation advice is not available via this service.

T +44 (0)1908 248 250

CHARTERED ACCOUNTANTS' BENEVOLENT ASSOCIATION (CABA)

CABA is here to help when life takes an unexpected turn for the worse. We provide practical, emotional and financial support, in times of need, to ACA students in training agreements both in the UK and overseas.

Call in confidence on:

T +44 (0)1788 556 366

www.caba.org.uk

Follow us on Twitter [@cabacharity](https://twitter.com/cabacharity)

CABA works in partnership with ICAEW, while maintaining its independence.

TRAINING WITH AN ICAEW AUTHORISED TRAINING EMPLOYER (ATE)

You can find the answers to these questions and more on the frequently asked question (FAQ) area on the student website at [icaew.com/acafaq](https://www.icaew.com/acafaq)

FREQUENTLY ASKED QUESTIONS

Q. What is a training agreement?

A. It is specific to your ACA training and it is not the same as an employment contract. The agreement outlines the support that you will receive from your employer and what is expected of you in return in relation to your training.

Your training agreement is likely to cover:

- start date – training agreements can start at any time of the year;
- the length of time your training agreement will cover – eg, three years;
- the number of exam attempts your employer will support; and
- your employer’s study leave policy and how the exams should be fitted around work.

It is important that you read and understand the training agreement, as it is a formal agreement.

Q. I’ve completed 450 days of TWE, do I need to complete my three year period of training?

A. Yes, you are not eligible for ICAEW membership without completing both.

Q. I have not completed all of my exams; do I need to extend my training agreement?

A. No. You can continue to take exams once your period of approved training has been completed (including the Case Study) providing you have met all of the requirements of TWE, IPD and STE. You only need to extend a training agreement if you have not completed all the requirements of TWE, IPD and STE.

Q. I recently had my training agreement terminated and I am now working for a different organisation. What do I need to do?

A. You must ensure that your previous employer has signed off all of your IPD, STE and TWE forms and if you are working for a firm of registered auditors, you should also make sure that any audit experience is signed off in your Audit Qualification application form. See page 20 for more information on the Audit Qualification.

Q. My employer has asked me to provide a hard copy of the details I entered to register as a student with ICAEW. How do I view or get a copy of my full student registration details?

A. Your employer has online access to student registration details, training records and sign off procedures through [icaew.com/employersonlineaccess](https://www.icaew.com/employersonlineaccess)

Q. Who is eligible for a two-year training agreement?

A. Some individuals with previous professional qualifications may be eligible for a two-year training agreement. Please refer to the training agreements section on the FAQ area at [icaew.com/acafaq](https://www.icaew.com/acafaq) or contact the student support helpline.

STUDYING FOR THE ACA INDEPENDENTLY OF AN ICAEW AUTHORISED TRAINING EMPLOYER (ATE)

GAIN THE ACA

As an independent student you are not currently supported by an ICAEW authorised training employer (ATE).

To qualify as an ACA and to gain membership of ICAEW, you will need to successfully complete the four essential elements of ACA training – exams, technical work experience (TWE), initial professional development (IPD) and structured training in ethics (STE) – and complete a period of approved training under an ACA training agreement with an authorised training employer.

You can find full details on all these elements throughout this guide.

During your training with an ATE you will be able to complete the essential elements of ACA training.

Is your current employer already authorised to train ACA students?

- You can contact the student support helpline to check if your current employer is already registered as an ATE.
- If your current employer is not authorised to train ACA students, you might like to talk to them about becoming authorised to train ACA students. Authorisation is a free and straightforward process which can take just a few weeks. More information can be found in the potential employers section at icaew.com/aca

There are over 2,600 organisations that are authorised to train ACA students around the world ranging from accountancy firms to FTSE companies, commerce and business as well as public sector organisations.

Help in finding a training agreement

Training Vacancies is a comprehensive listing of UK and international organisations that offer ACA training opportunities. Access *Training Vacancies* at icaew.com/careers

SUPPORT

You will receive all the same support from ICAEW that is available to students with a training agreement. See pages 7–8.

EXAMS

You can study and sit for all of the ACA exams (except for the Case Study) as an independent student. You must be in an ACA training agreement to be eligible to sit the ACA Case Study.

You can order the official learning materials for the ACA syllabus from our distributor at www.gillards.com/icaew

You must always be familiar with ICAEW regulations that relate to ACA students and to the ACA assessments (as these may be subject to change). You can find these under the qualifications tab at icaew.com/regulations

Currently, ACA regulations allow a maximum of four attempts at each Professional Stage exam and an unlimited number of attempts at the Advanced Stage exams. However, once you gain a training agreement with an ATE, your employer may choose to restrict the number of attempts you can have with them, so you must always be fully prepared for each exam.

TUITION

A variety of tuition providers offer courses for the ACA exams. Study methods can include classroom, web-based and distance learning. Look for a tuition provider at icaew.com/exams

COST OF TRAINING

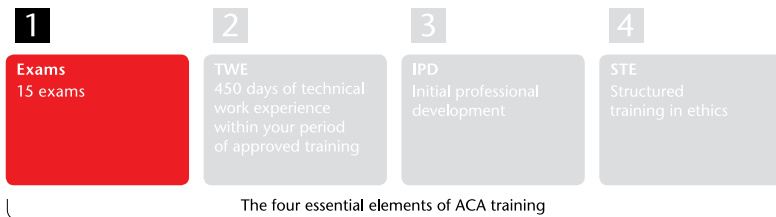
As an independent student, you will need to pay the annual student registration fee, your exam entry costs, ACA learning materials and any credit for prior learning (exam exemptions) for which you are applying. These costs are payable to ICAEW. Any tuition costs are payable directly to your tuition provider. Your tuition provider may choose to provide the ACA learning materials as part of the cost of their course.

GAIN THE CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS WHILE YOU STUDY

Once you complete all six of the Professional Stage knowledge modules, you can apply for the ICAEW Certificate in Finance, Accounting and Business (CFAB). Visit icaew.com/cfab

THE FOUR ESSENTIAL ELEMENTS OF THE ACA





There are 15 ACA exams which are broken down into two stages – the Professional Stage and the Advanced Stage.

The syllabus is designed to develop your core technical, commercial and ethical skills and knowledge in a structured and rigorous way. Progression through the ACA modules will equip and prepare you for the demanding multi-disciplinary Case Study.

PROFESSIONAL STAGE

There are 12 exam modules at the Professional Stage which focus on the acquisition and application of technical skills and knowledge.

Knowledge modules – six computer-based assessments that provide an introduction to the core concepts underpinning accountancy. The assessments are one and a half hours long and you can sit them at any time (subject to availability) at ICAEW-approved test centres. You can find a full list of test centres at [icaew.com/exams](https://www.icaew.com/exams)

Application modules – six paper-based exams that allow you to develop and apply your technical knowledge and skills. These exams are two and a half hours long and are sat at ICAEW-approved exam centres. There are four exam sessions each year – March, June, September and December.

ADVANCED STAGE

There are two Technical Integration modules and a Case Study at the Advanced Stage. The Technical Integration exams will require you to integrate and apply your professional, technical and ethical judgement skills to business scenarios.

The Case Study requires you to apply your technical knowledge, integration of learning from across the syllabus and a demonstration of strategic business skills. **The Case Study must be the final exam that you attempt. Before you sit the Case Study, we strongly recommend that you complete all stages of the structured training in ethics (STE) programme and be well advanced into the final level (Level 3) of initial professional development (IPD).**

These exams are sat at ICAEW-approved exam centres and there are two exam sessions each year – July and November. The Technical Integration exams are three and a half hours long and the Case Study is four hours.

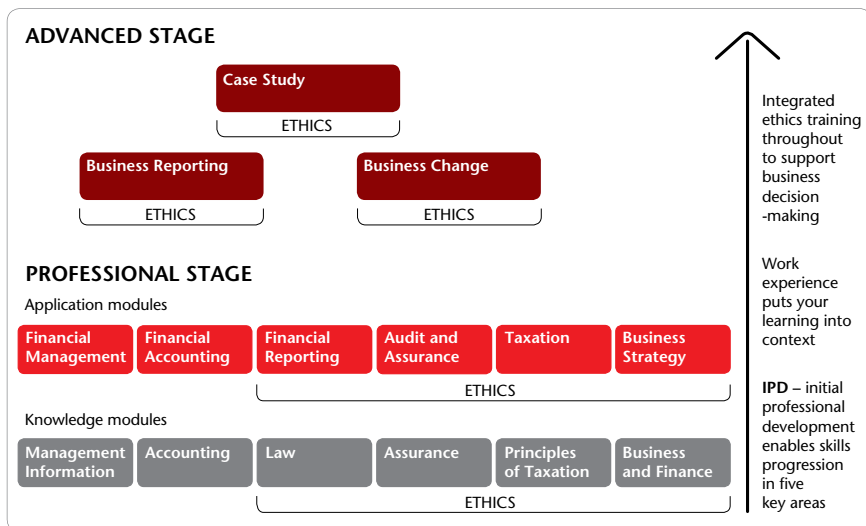
Exam information, dates and deadlines and how to apply for exams is available at [icaew.com/exams](https://www.icaew.com/exams)

GAIN THE CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS WHILE YOU STUDY

Once you complete all six Professional Stage knowledge modules, you can apply for the ICAEW Certificate in Finance, Accounting and Business (CFAB). Visit [icaew.com/cfab](https://www.icaew.com/cfab) for further information.

FLEXIBILITY

The Professional Stage exams can be attempted in any order to suit your career and your employer.



EXAM APPLICATIONS

PLAN AHEAD

- Make sure you know when the exam entry deadlines are. It is your responsibility to apply for all your exams.
- The application process for e-assessments is different to the paper-based exams – the information below will help you with your application.
- Apply for credits if you are eligible (with your employer’s permission). You cannot apply for CPL on an exam you have already attempted. Remember that you need to allow 14 days. See [icaew.com/cpl](https://www.icaew.com/cpl) for more information.
- Familiarise yourself with the ACA assessment regulations before you sit any exams. Find these under the qualification tab at [icaew.com/regulations](https://www.icaew.com/regulations)
- You can find everything you need for your exams including exam centre location details for both e-assessment and paper-based exams in the exam applications section of [icaew.com/exams](https://www.icaew.com/exams)

EXAM PREPARATION

OFFICIAL ICAEW LEARNING MATERIALS

ICAEW’s official learning materials consist of a study manual and question bank for each module except for the Case Study. The Case Study pack consists of a study manual, practice case studies, marks keys and answer books.

Please check with your employer how you will receive your learning materials.

EXAM RESOURCES

We have a wide variety of resources to help you prepare for your exams.

- Access sample exam papers, past papers, examiners feedback and useful articles from tutors and experts at [icaew.com/examresources](https://www.icaew.com/examresources)
- Examiners will look to see you demonstrate your professional skills in your exams. We provide free ACA training webinars linked to these competencies as well as technical topics. See what is coming up and listen to past recordings at [icaew.com/acawebinars](https://www.icaew.com/acawebinars)
- You can share exam experiences and form study groups with fellow students on the student community at [icaew.com/studentcommunity](https://www.icaew.com/studentcommunity)
- You can find a huge range of resources from our world-leading accountancy and business library, student magazine *VITAL*, special interest groups (SIGs) and faculties. See pages 7–8 for more details.

APPLYING FOR COMPUTER-BASED ASSESSMENTS

(knowledge modules only)

You will need to apply directly with an approved assessment centre, which will be:

- your tuition provider – contact details can be found at [icaew.com/exams](https://www.icaew.com/exams); or
- one of the centres within the Pearson Vue network. Their website is www.pearsonvue.com/icaew

APPLYING FOR PAPER-BASED EXAMS

There are currently two ways for you to apply to sit these exams:

- online at [icaew.com/acastudents](https://www.icaew.com/acastudents). This is the quickest and recommended method of applying; or
- complete and submit a paper-based application form which can be downloaded from the exams section of the student website at [icaew.com/exams](https://www.icaew.com/exams)

ADMISSION DETAILS FOR PAPER-BASED EXAMS

Admission details will be available from 07:00 on the Saturday two weeks before the exams. We will send you an email to tell you when your admission details are available, so it is important we have an up-to-date email address for you. If you have requested alternative arrangements for your exams, we will send you a letter confirming the arrangements and your timetable for the session.



Make sure ICAEW always has your latest contact details. Go to the **my details** link on the right-hand side of the student pages.

APPLY FOR ALTERNATIVE EXAM ARRANGEMENTS

If you have a special requirement, indisposition, impairment or disability, please contact us as early as possible to enable us to assess what arrangements you need.

- For paper-based exams, you must apply for alternative arrangements no later than 30 days before the exam entry deadline date.
- For e-assessments, you must apply 90 days before the assessment you intend to sit.

The application form is available at [icaew.com/alternativearrangements](https://www.icaew.com/alternativearrangements)

LATE EXAM ENTRIES AND PENALTIES

We will accept late entries for up to seven days after the closing date, but you will have to pay a surcharge which is twice the normal exam fee. We can't make allowances for any special circumstances, errors or omissions.

CANCELLING A COMPUTER-BASED ASSESSMENT *(knowledge modules only)*

You can re-schedule a knowledge module assessment provided you notify your chosen assessment centre at least 24 hours before you are due to take the exam. If you have booked a knowledge module assessment but are unable to attend due to illness or injury, you are expected to advise the assessment centre and re-schedule the exam date directly with the exam centre. Failure to notify the exam centre of non-attendance may affect any exam fee refunds to which you may be entitled.

CANCELLING A PAPER-BASED EXAM APPLICATION AND EXAM FEE REFUND POLICY

- You can cancel your application for a paper-based exam before the exam entry deadline and receive a full credit. Do this online at [icaew.com/exams](https://www.icaew.com/exams)
- Any cancellation after the exam entry deadline cannot be done online. We must receive it in writing or by email at studentsupport@icaew.com
- The fee refund deadline is the Monday three weeks before the start of the exam session, at 17:15, UK time.
- If you cancel or withdraw from an exam after the entry deadline but before the exam fee refund deadline, the full fee will be held as a credit against your record for re-use at a later exam session.
- After the refund deadline, no credit or refund is normally available. If you are unable to attend an exam because of illness or other reason beyond your control, you can ask for your exam fees to be credited or refunded. You must make your request within 28 days of the date of the exam and you must provide appropriate evidence.

You can find more information at [icaew.com/exams](https://www.icaew.com/exams)

EXAM RESITS

- ICAEW allows a maximum of four attempts for each Professional Stage exam module. If you fail a Professional Stage exam at the fourth attempt, you will not be allowed to continue as an ACA student.
- Currently, ICAEW does not impose any limits to the number of attempts at the Advanced Stage exams. However, your employer may have different rules, so please check with your employer before you apply for exam entry.
- You must always make sure you keep up to date on regulations regarding ACA exams and ACA students as these may be subject to change at any time. Go to the qualifications tab at [icaew.com/regulations](https://www.icaew.com/regulations)
- Your student online record will show the number of attempts you have taken per exam. Your employer can also see this information.

WHAT COUNTS AS AN EXAM ATTEMPT?

An attempt is when a student enters for and attends an individual exam assessment and has sight of the content of that assessment.

The following situations don't count as an attempt:

- the student enters for an assessment and is absent;
- the student enters for an assessment and withdraws before the assessment; or
- an assessment cannot be completed and/or the result determined due to system failure or an exceptional event beyond the control of ICAEW.

You will not be permitted, under any circumstances, to transfer assessment attempts from one module to another.

Any student who believes they are entitled to more exam attempts than ICAEW regulations stipulate, can apply for a concession. More details are available under the qualification tab at [icaew.com/regulations](https://www.icaew.com/regulations)

ON THE DAY OF YOUR EXAM

WHAT TIME SHOULD YOU ARRIVE AT THE EXAM HALL

You must arrive and be seated 30 minutes before the start of your exam.

WHAT IDENTIFICATION DO YOU NEED TO TAKE TO THE EXAM

You have to take two forms of identification into the exam hall with you:

- one piece of identification must have a signature and a photograph eg, a current passport, a photographic driving licence, company ID card containing a photo and a signature; and
- the other identification must have a signature eg, any of the above, or a credit or debit card.

WHAT WILL BE ON YOUR EXAM DESK

Exam stationery will be set out on your desk in the exam hall.

On your desk you will find the following.

1. Your answer booklet – there is a signature strip across the bottom of the cover that you need to sign and date.
2. Your candidate number – this will be printed on a separate sheet.
3. Personalised candidate labels – your candidate name and number will be printed on the label. You need to stick this on the front of your answer booklet in the top right-hand corner. This label will reduce the risk of misidentification of scripts.
4. Personalised OT (objective test) sheets (where applicable) – this is your multiple choice answer sheet and your details will be printed on the front cover.

You must write in BLACK BALL POINT PEN in your answer booklet and OT sheets.

BEFORE THE START OF THE EXAM

The invigilator will verify your candidate identification and give you the question paper. Read the instructions on the front cover of the question paper but do not open the paper until instructed to do so.

You must:

1. Check that the details on your personalised candidate label are correct. It will include details of the exam paper you are sitting, the location of the exam hall, your name, candidate number and date.
2. Stick your personalised label on the answer booklet.
3. Sign and date your answer booklet and OT sheet (where applicable).

DURING THE EXAM

1. You must write in BLACK BALL POINT PEN in your answer booklets and OT sheets.
2. Writing must be contained in the writing grid. Anything outside of this grid may be trimmed or missed during scanning.
3. You must start each question on a new page. Where possible, do not leave blank pages in between answers.
4. You can complete questions in any order, but make sure they are clearly numbered.

5. In the unlikely event that you fill your answer booklet, you can ask for a shorter continuation booklet from the invigilator.

AFTER THE EXAM

Make sure that all of your candidate details are on the front of each booklet. If you have used any continuation booklets, tag them together with your answer booklet (you will be given a tag).

You can find more information about these instructions in the Instructions to Candidates at [icaew.com/exams](https://www.icaew.com/exams)

EXAM RESULTS

The results of your computer-based assessments for the Professional Stage – knowledge modules are usually available in your exam results history section of the ICAEW website within 24 hours of completing your assessment.

For the Professional Stage application and Advanced Stage exams, we will send your results to you by letter and post them on the ICAEW website. You can also choose to receive your results by email and by text message. You need to register for this service at the time you apply for your exams.

AWARDS FOR THE HIGHEST ACHIEVERS

Each year, ICAEW awards prizes to students from around the world who achieve the highest marks in the ACA Professional Stage application and Advanced Stage papers.

We publish prize details in orders of merit on the website, alongside the exam results after each paper-based exam session. We also write to each of the prizewinning students.

We invite prizewinning students to receive their prize at our annual ACA International Prizegiving Ceremony at Chartered Accountants' Hall in London. Many of the prizes were established in memory of the first ICAEW presidents and council members and date back to the start of the 20th century. The prizes include the solid gold Peat medal which was founded by Sir William Peat, one of the original members of ICAEW in 1910 and it is awarded for achieving first place in the International Annual Order of Merit.



You must write in BLACK BALL POINT PEN in your answer booklet and OT sheets

IMPORTANT DATES – EXAMINATION DATES AND DEADLINES FOR 2011/2012

EXAMINATION DATES AND DEADLINES FOR 2011

September

- 2 results letter dispatched for July Advanced Stage exams
- 5, 6, 7 Professional Stage application exams

October

- 6 exam entry deadline for November Advanced Stage exams
- 14 results letter dispatched for September Professional Stage application exams
- 17 cancellation deadline for November Advanced Stage exams
- 22 admission details available for November Advanced Stage exams

November

- 3 exam entry deadline for December Professional Stage application exams
- 7, 8, 9 Advanced Stage exams
- 14 cancellation deadline for December Professional Stage application exams
- 19 admission details available for December Professional Stage application exams

December

- 5, 6, 7 Professional Stage application exams
- 16 results letter dispatched for November Advanced Stage exams

EXAMINATION DATES AND DEADLINES FOR 2012

January

- 20 results letter dispatched for December Professional Stage application exams

February

- 16 exam entry deadline for March Professional Stage application exams
- 27 cancellation deadline for March Professional Stage application exams

March

- 3 admission details available for March Professional Stage application exams
- 19, 20, 21 Professional Stage application exams

April

- 27 results letter dispatched for March Professional Stage application exams

May

- 10 exam entry deadline for June Professional Stage application exams
- 21 cancellation deadline for June Professional Stage application exams
- 26 admission details available for June Professional Stage application exams

June

- 11, 12, 13 Professional Stage application exams
- 21 exam entry deadline for July Advanced Stage exams

July

- 2 cancellation deadline for July Advanced Stage exams
- 7 admission details available for July Advanced Stage exams
- 20 results letter dispatched for June Professional Stage application exams
- 23, 24, 25 Advanced Stage exams

August

- 9 exam entry deadline for September Professional Stage application exams
- 20 cancellation deadline for September Professional Stage application exams
- 25 admission details available for September Professional Stage application exams
- 31 results letter dispatched for July Advanced Stage exams

September

- 10, 11, 12 Professional Stage application exams

October

- 4 exam entry deadline for November Advanced Stage exams
- 15 cancellation deadline for November Advanced Stage exams
- 19 results letter dispatched for September Professional Stage application exams
- 20 admission details available for November Advanced Stage exams

November

- 5, 6, 7 Advanced Stage exams
- 8 exam entry deadline for December Professional Stage application exams
- 19 cancellation deadline for December Professional Stage application exams
- 24 admission details available for December Professional Stage application exams

December

- 10, 11, 12 Professional Stage application exams
- 14 results letter dispatched for November Advanced Stage exams

EXAMINATION DATES AND DEADLINES FOR 2013

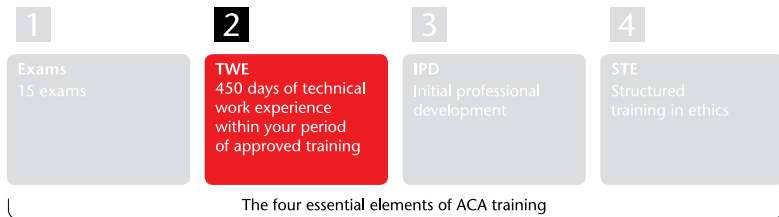
January

- 25 results letter dispatched for December Professional Stage application exams

Please note: ICAEW reserves the right to vary examination dates, deadlines and times. Dates are correct as of August 2011. Please check icaew.com/exams for up-to-date information.

2

TECHNICAL WORK EXPERIENCE (TWE)



Technical work experience (TWE) is an integral part of training to become an ICAEW Chartered Accountant. You cannot gain the ACA qualification without successfully completing this.

Your work experience must be recorded as part of your ACA training records throughout your training period. Your employer should review and sign off your training records with you at least every six months as part of your six-monthly reviews. This will ensure that you are on track to qualify as an ACA and to enter ICAEW membership.

WHAT IS TWE?

As part of your training with your ICAEW ATE you must complete a minimum of 450 days of technical work experience. If you are eligible for a two-year training agreement you must complete a minimum of 300 days of TWE.

TWE is undertaking 'real' work of a financial, business and/or commercial nature. It excludes exam days, holidays, courses, illness and office administration.

Your TWE must relate to **at least one** of the following six technical categories:

- | | |
|------------------|------------------------|
| Accounting | Financial Management |
| Audit/Assurance* | Insolvency |
| Taxation | Information Technology |

It is not essential to complete TWE in audit to gain the ACA qualification.

Examples of TWE can be found on pages 18–19.

* Please refer to page 20 if you are gaining audit technical work experience or intend to work in audit during your career.

WHAT TWE NEEDS TO INCLUDE

TWE can be in just one technical category, in which case you'll need to demonstrate an excellent depth of understanding. However, TWE can be in more than one area allowing you to gain excellent depth and breadth of understanding.

TWE NEEDS TO:

- incorporate responsibility levels that increase in depth and scope during your training period;
- be recorded accurately throughout the course of your training; and
- expose you to as many practical assignments, finance functions and/or clients in as many different sectors as possible.

Secondments can be a good way to get more varied work experience. However, your employer will need to discuss this with ICAEW as it may impact your training agreement and work experience requirements.

TECHNICAL WORK EXPERIENCE CATEGORIES

You must complete a minimum of 450 days of TWE (or 300 days if eligible).
This experience should relate to **at least one** of the six technical categories shown below.

Technical category	Common areas of activity	Examples
Accounting	Financial accounting Management accounting	<ul style="list-style-type: none"> • Recording financial transactions and investigating and correcting errors in books of accounts • Preparing management reports • Preparing financial statements including consolidations • Applying relevant Financial Reporting Standards, Companies Acts, Stock Exchange and other requirements to financial statements • Preparing and reviewing budgets, comparison against performance, profit and cash flow forecasts • Designing and installing management accounting information and control systems • Forensic accounting • Preparing accountant's reports for small companies (in lieu of audit reports) • Use of IT in any of the above
Audit/Assurance	Company audit Assurance assignments Other external audit Internal audit	<ul style="list-style-type: none"> • Planning, controlling and recording audit/assurance work • Assessing adequacy of accounting systems • Gathering and evaluating audit evidence • Evaluating and testing internal controls • Reviewing financial statements • Applying Auditing Standards and Guidelines • Compliance with regulatory body requirements • Drafting audit and similar reports • Use of IT in any of the above
Taxation	Corporate tax compliance Personal tax compliance PAYE, NIC, VAT Tax planning and advice Personal financial planning	<ul style="list-style-type: none"> • Analysis of income, expenditure and other relevant data • Preparation of personal and corporate tax returns and computations • Preparation of returns and administration of PAYE, NIC, VAT and other Excise duties • Communications with tax authorities • Other work to ensure compliance with statutory tax obligations • Tax planning reviews • Back duty/in-depth investigations • Dealing with investments, pensions and trusts • Carrying out fiscal valuations • Use of IT in any of the above

Continued overleaf

TECHNICAL WORK EXPERIENCE CATEGORIES Continued from previous page

Technical category	Common areas of activity	Examples
Financial Management	Treasury Investment and financing decisions Business process change Resource management Company secretarial Corporate finance Corporate advisory services	<ul style="list-style-type: none"> • Evaluating investment proposals • Choosing and obtaining sources of finance • Management of borrowings, cash and other liquid resources • Debtor and creditor management • Formulating corporate structures and business plans • Changing business processes and information systems • Analysing and interpreting financial information • Preparing investigation reports/circulars • Foreign exchange transactions • Non-fiscal valuations • Investigation and due diligence • Use of IT in any of the above
Insolvency	Administration Receivership Liquidation	<ul style="list-style-type: none"> • Preparing statements of affairs • Realisation of assets • Proving debtors and creditors • Completing statutory returns • Meetings procedures • Use of IT in any of the above
Information Technology	Systems analysis Systems design and programming Systems selection and implementation IT support	<ul style="list-style-type: none"> • Carrying out general controls and application reviews • Changing business processes and information systems • Interrogations using computer aided audit techniques • Evaluating hardware and software • Security reviews • Disaster and contingency planning • Design of databases, networks and communications links • Training of users and operators

RECORDING AUDIT EXPERIENCE AND THE AUDIT QUALIFICATION (AQ)

WORKING IN AUDIT

If you are an ICAEW student and intend to work in audit during your career, then we recommend that you apply for the Audit Qualification (AQ) once you have completed the ACA.

Eligible ACA students (those working with an ICAEW authorised training employer who is a firm of registered auditors within the EU) may be able to count the audit experience they gain while they are a student towards the requirements of the Audit Qualification.

WHAT IS THE AUDIT QUALIFICATION?

The Audit Qualification (AQ) is granted as recognition of meeting audit work experience requirements and obtaining it is the first step to becoming a UK statutory auditor. It is awarded to ICAEW members who have demonstrated audit competencies through work experience and examination. It is free of charge and once granted, remains yours indefinitely.

There are separate conditions for the award of the Audit Qualification and you will need to record your audit experience on the Audit Qualification application form throughout your training.

HOLDING THE AUDIT QUALIFICATION (AQ)

Holding the AQ will:

- qualify you as counting towards the control percentage of an audit registered firm. All Audit registered firms require at least 50% of their partners to hold the AQ, and holding the AQ could benefit your career promotions compared to someone without the AQ; and
- make up one of the required elements for becoming a UK statutory auditor.

Holding the Audit Qualification alone does not give you UK statutory audit rights.

ELIGIBILITY REQUIREMENTS

To obtain the Audit Qualification you must have:

1. appropriate work experience completed under appropriate supervision;
 - a) within an ICAEW ATE;
 - b) within an audit registered firm;
 - c) in accordance with ICAEW regulations;
2. passed all the ACA exams; and
3. completed the Application for Audit Qualification form in full.

WHAT IS APPROPRIATE WORK EXPERIENCE?

- Three years of work experience with an ATE, of which two years of work experience must be gained in a firm of registered auditors. Within this timeframe, 240 days of audit work experience must be achieved; of which at least 50% must be in UK statutory audit.

If you meet the above criteria and plan to continue your work in audit in the future at any point then you should apply for the AQ.

RECORDING AUDIT EXPERIENCE

As well as recording the audit work experience you do as part of your TWE days you should ALSO record it on the Application for Audit Qualification which you can find at [icaew.com/aq](https://www.icaew.com/aq)

You will need to submit your Application for Audit Qualification form with your completed Evidence of Technical Work Experience form. Your QPRT should have signed off both forms at your six-monthly reviews.

If you do not obtain enough work experience to gain the Audit Qualification through your training, you may continue to log your experience following qualification to meet the required amount of time. For further information please visit [icaew.com/aq](https://www.icaew.com/aq)

If you are eligible the Audit Qualification will be awarded to you on admission to ICAEW membership.

HOW TO COMPLETE YOUR TECHNICAL WORK EXPERIENCE (TWE)

You must complete a record of your technical work experience (TWE) which must be presented to your employer every six months for approval. You'll need to complete at least 450 days of TWE during your training (or at least 300 days if you are eligible for a two-year training agreement).

1 Record and accumulate evidence of your TWE throughout your training. Your records must verify the number of days that you enter on your Evidence of Technical Work Experience (ETWE) form. You can keep a spreadsheet which adds up all of your TWE days together for each six-month period. This spreadsheet must then be supported by timesheets, job cards or diary entries to verify the work you have carried out.

If you are doing audit work experience and are eligible for the Audit Qualification (see page 20), you must also record your relevant audit experience on the Audit Qualification application form which is available at icaew.com/aq

If you keep all this information together, you will be able to produce it during your six-monthly reviews. You must not leave the completion of your records or ETWE form until the end of your training – your employer or ICAEW can ask to review this at any time.

2 Complete the Evidence of Technical Work Experience (ETWE) form which appears on pages 23–24 or at icaew.com/twe in preparation for your first six-monthly review. Notes on how to complete the form are also included on the document itself. **A completed and appropriately signed off ETWE form is a vital part of ICAEW membership application, which is why you should keep it safe and up to date at all times.**

3 Present records of your TWE days and ETWE form to your employer at each six-monthly review. This will serve as the basis for discussion of your TWE. You should also discuss exam progress, IPD, STE (and any audit progress if relevant) at these reviews.



4 Your employer needs to sign off your ETWE form every six months at these reviews. If you or your employer feel you need further development, together you should instigate a support plan. Your employer does not have to sign off the ETWE form until he/she is satisfied you have gained the required skill.

5 Your QPRT (qualified person responsible for training), PRT (person responsible for training) or Deputy QPRT are the only people who can complete the final front page sign off at the end of your training. This is because they must also declare you 'fit and proper' as part of the final certification prior to ICAEW membership.

TWE FREQUENTLY ASKED QUESTIONS

You can find the answers to all your TWE questions on the frequently asked questions (FAQ) area of the student website at icaew.com/acafaq

Q. What happens if I haven't accumulated 450 days at the end of my training agreement?

A. Your employer will need to extend the length of your training agreement accordingly.

Q. Does TWE include work of an administrative nature or study leave?

A. No it doesn't – for more information about what TWE does include please read the TWE categories on pages 17 and 18 or speak to your employer about this.

Q. Do I have to complete 450 days of TWE?

A. Yes – unless you are a student who is eligible for a two-year training agreement. In this instance you are required to complete a minimum of 300 days of TWE.

Q. Who can sign off my Evidence of Technical Work Experience (ETWE) form?

A. Only certain people within your organisation are authorised to sign off your ETWE form; please check with your employer. In preparation for your application for ICAEW membership, your final sign off can only be completed by your QPRT, PRT or Deputy QPRT.

Q. What guidance is available for employers?

A. This can be found in the employers' area of the website icaew.com/employers and in the *Employers Handbook*.

Q. I work for a UK audit firm – how do I record audit experience?

A. If you are a student training with a registered auditor authorised to offer adequate audit training, you may have enough experience on completion of your period of approved training to apply for the Audit Qualification.

Any work experience you undertake must be recorded on the **Application for Audit Qualification form** which is separate to the **Evidence of Technical Work Experience (ETWE) form**.

Any audit experience should be discussed and signed off at each six-monthly review. Audit experience is also relevant for TWE. For more information, please visit icaew.com/aq and page 20 of this guide.

Q. I am leaving my current place of employment, what shall I do?

A. You need to make sure that your ETWE form is up to date and signed by the QPRT, PRT, or Deputy QPRT when your training agreement is cancelled. Ensure you keep a copy of the document for your future employer.

Q. Can I maintain my ETWE form electronically or is it just available as a paper-based form?

A. Some parts of the form can be typed but it needs to be manually signed by your QPRT, PRT or Deputy QPRT.

Q. What counts towards TWE?

A. TWE is a day of real work. To determine what counts as TWE, start by excluding the following which do not count:

- exam days;
- holidays;
- courses;
- illness; and
- office administration.

Then assess your remaining experience against the TWE categories on pages 18–19 to establish what can be recorded. Both you and your employer will need to use professional judgement from time to time to determine what counts as TWE when completing your record. For more information about professional judgement please refer to the IPD skills area of professional judgement which can be found at icaew.com/ipd

Q. Do I need to complete a set number of hours for each category of TWE?

A. No, you must complete 450 days in total. It is your employers' responsibility to ensure that there is a range and depth of experience within the 450 days. If you are eligible for a two-year training agreement you must complete a minimum of 300 days of TWE.

Q. How many hours constitute a day of TWE?

A. The default day is seven hours. Remember that the requirement is both the minimum number of TWE days and the length of your training agreement.



EVIDENCE OF TECHNICAL WORK EXPERIENCE (ETWE) FORM

STUDENT NAME

STUDENT NUMBER

NOTES FOR COMPLETION

APPLYING FOR MEMBERSHIP

Use this form to accumulate evidence of your technical work experience. It is important that you update it every six months and at the end of your training agreement. The completed form will be part of your application for membership. Should you work for more than one employer over your period of training, please ask your initial employer to sign off any work experience (page 2) and certify the approved training (page 1). Use the same form with your new employer, you should not start a new form.

TECHNICAL WORK EXPERIENCE

You must be able to provide evidence of the number of days of technical work experience you are claiming (eg, timesheets, diaries) as you may be asked for this by your QPRT and ICAEW.

INITIAL PROFESSIONAL DEVELOPMENT (IPD) AND STRUCTURED TRAINING IN ETHICS (STE)

To fulfil all requirements for membership you must have also received a final online sign off from your QPRT, PRT or Deputy QPRT, confirming completion of IPD and STE programmes.

RECORDING AUDIT EXPERIENCE

Students working in audit registered firms should submit the Audit Qualification form. It is important that both forms are completed as part of your six-monthly review. For further information on the Audit Qualification visit icaew.com/aq

SECONDMENTS, ABSENCE AND PART-TIME WORKING

If you have been, or will be, absent from work for a prolonged period, are seeking a secondment from your ATE, or are intending to work part time, please contact the student support team because this might affect your ability to fulfill our membership requirements.

RETURN CHECKLIST

- Online STE Declaration completed and approved
- Online IPD Declaration completed and approved
- ETWE form completed fully and signed by your QPRT, PRT or Deputy QPRT
- Audit Qualification form completed and enclosed (if appropriate)

If you don't return ALL documentation, or if you complete your form incorrectly, there may be a delay in your application for membership.

FURTHER INFORMATION AND GUIDANCE IS AVAILABLE

- on our website: icaew.com/acastudents
- from our student support team: +44 (0)1908 248 040 or email studentsupport@icaew.com

CERTIFICATION BY THE QPRT, PRT OR DEPUTY QPRT AUTHORISED BY ICAEW TO COMPLETE THE FINAL SIGN OFF AT THE END OF THE PERIOD OF APPROVED TRAINING.

AUTHORISED TRAINING EMPLOYER (ATE)

ATE Name

I certify that the student named opposite:

a) served a period of approved training with this ATE

from

DD MM YY

to *

DD MM YY

b) has completed days of technical work experience

c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of ICAEW.

Signed

Name (BLOCK CAPITALS)

ICAEW Number

Date

DD MM YY

* If the training agreement has been extended, please ensure an Amendment to a Training Registration form has been submitted to ICAEW.

AUTHORISED TRAINING EMPLOYER (Additional employer details if required)

ATE Name

I certify that the student named opposite:

a) served a period of approved training with this ATE

from

DD MM YY

to *

DD MM YY

b) has completed days of technical work experience

c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of ICAEW.

Signed

Name (BLOCK CAPITALS)

ICAEW Number

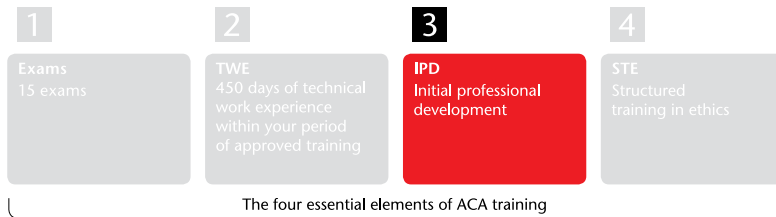
Date

DD MM YY

Please return completed forms to:

Applications, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes MK9 2FZ UK
E applications@icaew.com

INITIAL PROFESSIONAL DEVELOPMENT (IPD)



Initial professional development (IPD) is an integral part of training to become a chartered accountant. You cannot gain the ACA qualification without successfully completing this.

WHAT IS IPD?

Initial professional development (IPD) is the name given to the development of key added-value professional skills that help define an ICAEW Chartered Accountant. The strong focus of the ACA on developing these skills through IPD is a key part of what makes ACA different and it will help you become a more rounded business adviser.

You will be required to demonstrate professional skills in your exams, so IPD is designed to help you integrate your professional and technical skills with your exam studies. IPD is one part of your training records and an essential element of training.

IPD requires you to reflect on your skills needs and, with your employer's support, undertake regular activity to develop your professional skills throughout your training and subsequent career. This could include:

- attend in-house training courses, seminars and meetings;
- discussions with your seniors;
- attend events or listen to online webinars;
- on-the-job learning and/or
- mentoring, coaching or shadowing etc.

Development (and subsequent sign off) is required in a number of different areas of IPD focus.

- 1 Ethics and professionalism** – recognising issues and using knowledge and experience to assess the implications. You should become more confident in making decisions and recommendations as your training progresses.
- 2 Personal effectiveness** – develop and exercise the skills and attributes required in the roles that you do. This could include effective communication skills, teamwork, presentation skills, your ability to write effectively or build relationships with clients etc.
- 3 Technical and functional expertise** – applying what you have learnt to real situations.
- 4 Business awareness** – awareness of the internal and external pressures for change facing organisations and the ability to assess an organisation's performance.
- 5 Professional judgement** – making recommendations and adding value to your employer or your client with appropriate and relevant solutions.

There are three levels of IPD to complete throughout your training but these are not specifically tied to each year of a typical three-year training agreement.

A QUICK GUIDE TO COMPLETING YOUR IPD

How to complete your IPD

There are two ways to complete IPD:

- 1 ICAEW IPD scheme

or

- 2 Your own employer's accredited IPD scheme

Your employer will advise you on which IPD scheme you will be following. You should only complete one scheme.

1. FOR ACA STUDENTS FOLLOWING THE ICAEW IPD SCHEME

- 1 Part of your six-monthly reviews with your employer will include a review of your IPD. In preparation for this, you will need to do the following.
 - Update your IPD student log. This is a paper-based document which contains a section to complete for each of the three levels of IPD. An example of a partially completed student log and an IPD log for you to complete are available at icaew.com/ipd
 - When you update your IPD log, you should reflect on your previous six months work, identify skills that you have developed and recognise areas that may require further development. You can find more information about each level and the skills at icaew.com/ipd
 - When you have completed an IPD level, access the online declaration at icaew.com/ipd and complete the sign off for the level you have finished. You will need to repeat this process for each of the three levels of IPD. We recommend that you send your IPD log to your employer before your six-monthly review meeting.
- 2 You are responsible for completing and updating your IPD log, for organising your six-monthly reviews with your employer and for providing evidence of the IPD you have completed for your review meetings.

- 3 The three levels of IPD can be conducted at your own pace and this should be agreed with your employer. **ICAEW strongly recommends that you should be well advanced into the final level (Level 3) of the ICAEW IPD scheme before you sit the Case Study, otherwise you will not have gained enough practical experience to demonstrate your professional skills within the exam paper.**
- 4 At your six-monthly review meeting, your employer will sign off the IPD level you have completed on your IPD log. Your employer will also need to sign off your online declaration. Make sure that you have signed off the appropriate IPD level on your online declaration ahead of your review as your employer will not be able to sign it off until you have.

2. FOR ACA STUDENTS FOLLOWING THEIR OWN ORGANISATION'S ACCREDITED IPD SCHEME

If you are following your employer's own performance development process, you don't need to make an online declaration for each stage of the IPD scheme (this is only for ACA students who are following the ICAEW IPD scheme). You need to follow your employer's process and complete their documentation.

You only need to complete ICAEW's final online sign off at the end of your training. You will need to declare that you have gained the competencies equivalent to completing ICAEW's IPD scheme and your employer (your qualified person responsible for training (QPRT), person responsible for training (PRT) or Deputy QPRT) will need to sign off to declare you as fit and proper prior to ICAEW membership.

You can complete the final sign off by accessing the declaration at icaew.com/ipd Employers can access this at icaew.com/employersonlineaccess

HINTS AND TIPS

- **Whichever scheme you follow, you must not leave your IPD development until the end of your training. Examiners will look for evidence throughout the exams of professional skills, so it is critical that you do regular development from the start of your training.**
- **IPD progress (along with exams, TWE, STE and any audit experience) should be discussed at each six-monthly review.**

IPD FREQUENTLY ASKED QUESTIONS

You can find the answers to your IPD queries at the frequently asked questions (FAQ) area of the student website at icaew.com/acafaq

Q. How will I know if I have signed off my IPD?

A. For ACA students following the ICAEW IPD scheme – you and your employer will need to sign off each of the three levels of your IPD as you complete them. The electronic sign offs/declarations are found at icaew.com/ipd. You can look at these declaration pages to check what levels you have signed off. Both you and your employer are responsible for ensuring that this happens.

For ACA students following their own organisation's accredited IPD scheme – sign off from your employer's accredited scheme will be done online by your employer. You will need to complete a final online sign off at the end of your period of approved training. You should do this by accessing icaew.com/ipd

Q. Who needs to complete the online IPD declaration?

A. All students need to complete an online declaration. The process for ACA students following their employers' own IPD scheme is slightly different to the process for ACA students following the ICAEW IPD scheme. Please refer to page 26. You can find the declaration at icaew.com/ipd

Q. Can I include experience that I have gained with my current employer before I started my ACA training?

A. Any development of IPD skills gained at your current employer can be included in your IPD log and assessed by your employer.

Q. I have gained experience with a previous employer. Can I include this?

A. Your current employer cannot assess skills gained elsewhere. You need to demonstrate those skills in your new work place.

Q. How much should I write?

A. You need to provide enough evidence so that your reviewer can use professional judgement to confirm that you have completed a level. You must ensure that the evidence provided is of high quality to help your reviewer make a decision. For more information about professional judgement please refer to the IPD skills area of professional judgement at icaew.com/ipd

Q. Is my IPD log submitted to ICAEW?

A. No. However it must be made available for your employer and ICAEW on request. Please note that if you do not supply it on request, you may be barred from continuing with your ACA training.

Q. Who should keep a copy of my IPD log?

A. We advise that both you and your employer retain a copy.

Q. Who can complete the final sign off for my IPD?

A. Your QPRT, PRT or Deputy QPRT can confirm the completion of your IPD.

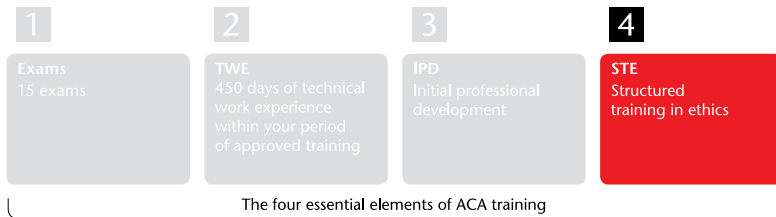
Q. Can I change the approver/reviewer of my IPD log?

A. Your QPRT will need to contact the ICAEW training team to do this. Students cannot change the approver. The ICAEW training team can be contacted on +44 (0)1908 248 038 or training@icaew.com

Q. I'm trying to access the online IPD declaration but I keep getting an error message saying access is denied. What should I do?

A. The most common cause of this is that your period of approved training is complete. However, you should still be able to access the IPD sign off for six months after the end of your training agreement. If you are having problems, contact the student support team or you can complete the paper version of the declaration which is available at icaew.com/ipd

4 STRUCTURED TRAINING IN ETHICS (STE)



Your ACA study and training will equip you with the awareness and judgement that you need to make ethical business decisions. Throughout your career, you will be expected to keep high standards of ethical behaviour, set an example for others to follow and develop your moral leadership skills to help maintain an ethical culture in your organisation.

You cannot gain the ACA qualification without successfully completing the STE programme.

The objectives of the STE programme are to:

- familiarise you with the ICAEW Code of Ethics. You can find more information at [icaew.com/ethics](https://www.icaew.com/ethics);
- show you how to apply the fundamental principles (and ethical guidance) in your work;
- help you recognise ethical issues, make ethical decisions and resolve dilemmas; and
- make sure you know when (and who) to ask for help with ethical matters.

The ACA exams ensure that you gain a clear understanding of the range of knowledge and technical skills that you need to become a chartered accountant. During your TWE and IPD, you will develop a range of essential skills needed in your working life. These must include the important concept of ethics and ethical behaviour. The STE programme is designed to reinforce this learning through an e-learning facility.

The STE programme is a web-based learning and assessment programme. It involves interactive case studies, assignments, scenarios and self-test questions and is divided into three stages. Each stage takes a couple of hours. There is no pass mark but all stages of the STE programme must be completed as part of the ACA qualification. On completion of the three stages you will have:

- developed your knowledge and understanding of ethical philosophies and theories;
- understood how these philosophies and theories relate to the ICAEW Code of Ethics;
- tested your understanding by applying ethical theories to case studies and scenarios; and
- satisfied in full the STE requirements of ACA training.

Access the online STE programme at [icaew.com/ste](https://www.icaew.com/ste)

At each of your six-monthly reviews, you should discuss any STE stages you have completed in the last six months. The three stages will not necessarily coincide with the three years of a typical training agreement and can be conducted at your own pace.

- **We strongly recommend that you complete the STE programme at regular intervals throughout your training, and urge you not to leave your STE requirements until the end of your training. Examiners will be looking for a growing awareness and understanding of ethics in your exams and completing STE at regular intervals during your training will help you.**
- **We strongly recommend that all students should have completed all three stages before attempting the ACA Case Study.** You will no longer have access to the online STE programme once you have completed your training agreement.

You should give the programme sufficient time and attention (each stage takes a couple of hours) to ensure that you have adequately covered and understood all objectives of each stage of the programme. You should not proceed onto the next stage without approval of completion from your employer.

GUIDE TO COMPLETING THE ONLINE STE DECLARATION – ALL STUDENTS

(Please note that this process is similar to the process for completing the online declaration for the ICAEW IPD scheme)

After you have completed each stage of the STE programme, you need to complete the online declaration. Access the online declaration at icaew.com/ste

You should then schedule a six-monthly review meeting with your employer. In preparation for your six-monthly review, reflect on what you have learnt from the programme stage you have completed and identify the skills that you have developed and that need further development. Your answers and opinions should form the basis of your discussion with your employer at your six-monthly review meeting.

At your six-monthly review meeting your employer will either:

- approve the skills level that you have attained and complete the online declaration for the STE stage that you have completed. Make sure that you have signed off the appropriate STE stage on your online declaration ahead of your review as your employer will not be able to sign it off until you have.
- or;
- agree action points with you that require further development before your employer can complete the online declaration.

If you have any queries about completing the STE declaration, please contact the student support helpline

T +44 (0)1908 248 250
E studentsupport@icaew.com

If your employer has any queries about completing the STE declaration, please contact the training team

T +44 (0)1908 248 038
E training@icaew.com



STE FREQUENTLY ASKED QUESTIONS

You can find all the answers to your STE queries in the frequently asked questions (FAQ) area of the student website at [icaew.com/acafaq](https://www.icaew.com/acafaq)

Q. What is the requirement?

A. You must complete the ICAEW web-based programme that has three stages. At the end of each stage, you must discuss what you have learnt at a six-monthly review meeting with your employer. You must also complete the online declaration for each stage of the programme. You can find the programme and declaration at [icaew.com/ste](https://www.icaew.com/ste)

Q. How long will it take to complete?

A. The package is designed to be completed during your training. You must not leave your STE requirements until the end of your training. Each stage should take approximately two to three hours. The three stages are designed to help you in your ACA exams; there is now a far greater emphasis on ethics within most exam papers. Completing your STE at regular intervals throughout training will help you develop a growing awareness and understanding of ethics and ethical judgement which in turn can help you in your exams.

Q. How is my progress recorded?

A. By signing off each stage online at [icaew.com/ste](https://www.icaew.com/ste). By the end of your training there will be an online record of your progression through the three levels.

Q. Will ICAEW see the answers to the assignments?

A. No, assignments are reviewed by your organisation and are not submitted to ICAEW. However, it is important that you keep evidence of your STE progress as your employer may be asked to submit this evidence as part of a review process. ICAEW may require your organisation to undertake linked to the authorised training employer (ATE) process.

Q. When should I sign off each stage of STE and how is it reviewed?

A. There is a series of case studies and assignments that you need to complete at every stage. When you feel confident that you have completed each stage, you should sign off the relevant stage. You will then need to take evidence to your next six-monthly review for discussion with your employer. Your employer may provide a real-life ethical scenario for discussion at your review to which you can apply what you have learnt from the STE stage you have completed.

Q. How do I sign off each stage of STE?

A. Please refer to the guide to completing the online STE declaration. This can be found earlier in this guide.

Q. I'm trying to access the online STE declaration but I keep getting an error message saying access is denied. What should I do?

A. The most common cause of this is that you have completed your ACA training agreement. In which case, you need to use the paper version of the declaration which is available on [icaew.com/ste](https://www.icaew.com/ste)



APPLYING FOR MEMBERSHIP OF ICAEW

At the start of your training and during your studies, membership of ICAEW may seem a long way off, but through your regular six-monthly reviews with your employer, you will ensure that you are on track to gain the ACA and qualify as an ICAEW Chartered Accountant.

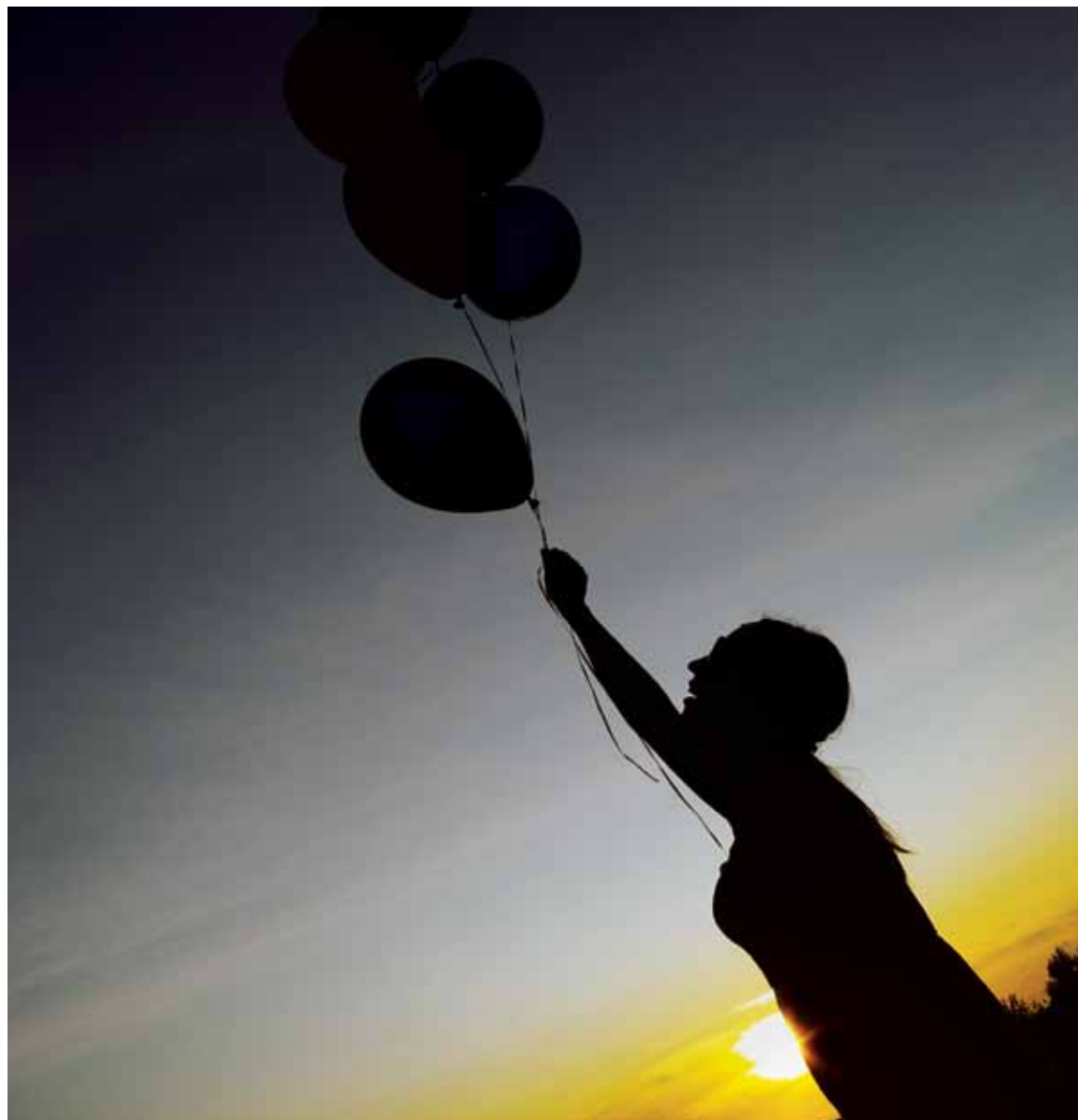
You must complete and pass all four components of the ACA (exams, IPD, STE and TWE) to be eligible for ICAEW membership.

You have 12 months (from your qualification date) to apply for ICAEW membership. The qualification date is the later of:

- the date you were notified you had passed the last of the ACA exams; or
- the date your training agreement was completed (including any extension).

ICAEW will invite you to apply for membership once you have:

- passed all the ACA exams;
- completed your initial professional development (IPD), technical work experience (TWE) and structured training in ethics (STE);
- completed your ACA training agreement with an ICAEW authorised training employer;
- achieved a minimum of 450 days of technical work experience (or at least 300 days if you were eligible for a two-year training agreement); and
- submitted the training records and sign offs for your:
 - technical work experience (TWE);
 - initial professional development (IPD);
 - structured training in ethics (STE); and
 - (if relevant) your Audit Qualification application form (see page 20).



TECHNICAL WORK EXPERIENCE (TWE) OR EVIDENCE OF WORK-BASED LEARNING

You will need to send us the completed and signed ETWE form. This should have been completed throughout your training. Further details can be found on icaew.com/twe

INITIAL PROFESSIONAL DEVELOPMENT (IPD)

If you are following the ICAEW IPD scheme, you will need to ensure that you have completed the online declaration at icaew.com/ipd for each stage.

If you are following your employer's own performance development process, you do not need to make an online declaration for each stage of the IPD scheme. You need to follow your employer's process and complete their documentation. Then you will need to complete a final online sign off at the end of your period of approved training at icaew.com/ipd

If you are trying to access the online declaration but you get an error message saying access is denied, this may be because your ACA training agreement is complete. In this case, you will need to use the paper version of the declaration which is available at icaew.com/ipd

STRUCTURED TRAINING IN ETHICS (STE)

After you have completed each stage of the STE programme, you will need to complete the online declaration. Access the online declaration at icaew.com/ste

If you are trying to access the online declaration but you get an error message saying access is denied, this may be because your period of approved training is complete. You will need to use the paper version of the declaration which is available at icaew.com/ste

WHERE SHOULD I SEND THE DOCUMENTS?

You can email the forms to applications@icaew.com or you can post copies (please keep the originals) to:

Applications
ICAEW
Metropolitan House
321 Avebury Boulevard
Milton Keynes MK9 2FZ UK

WHAT HAPPENS NEXT?

Once we receive all of your documents and they have been checked and approved, we will send you an email with an application to apply for ICAEW membership form. You will need to complete this and return it to ICAEW with the appropriate fees (which are outlined on the application).

If you have any questions regarding your application, the student support helpline will be able to help you.

 **84% of UK FTSE 100 companies have an ICAEW Chartered Accountant on their board***

*ICAEW MEMBER DATA AT JANUARY 2011, FTSE QUARTERLY DATA AT DECEMBER 2010

YOUR ICAEW

ICAEW was established in **1880** when Queen Victoria granted a Royal Charter.

84% of UK FTSE 100 companies have an ICAEW Chartered Accountant on their board. (ICAEW member data Jan 2011; FTSE 350 data Dec 2010)

ICAEW is a UK-based **international organisation** with members in 160 countries and offices in the UK, Belgium, China, Hong Kong, Malaysia, Singapore and the United Arab Emirates.

Training for the **ACA qualification** is available throughout the UK and in Bangladesh, China, Cyprus, Greece, the Gulf states, Malaysia, Mauritius, Pakistan, Romania, Russia and Singapore.

75% of UK FTSE 250 companies have an ICAEW Chartered Accountant as chairman, CEO or CFO (ICAEW member data Jan 2011; FTSE 350 data Dec 2010)

ICAEW is the only professional accountancy membership organisation to be represented at the annual **World Economic Forum** in Davos.



We run some **600 training events** each year covering topics such as setting up a new firm, volunteering, and planning for retirement.

ICAEW Chartered Accountants, working with pfeg (Personal Finance Education Group), help deliver **financial literacy** in schools and to improve people's confidence in dealing with their personal finances.

ICAEW is the **largest regulator** of insolvency practitioners in the UK.

ICAEW has a **growing portfolio** of qualifications and learning programmes to meet member and market needs.

Our international **capacity-building work** with the World Bank focuses on making national accountancy bodies strong and sustainable, and able to help build national financial infrastructure and international business confidence. We have completed a 30-month project in Bangladesh, and are currently working on a twinning project with the Botswana Institute of Accountants.

Audit oversight and training projects have also taken place in Bulgaria, Croatia and Serbia and we continue to operate a service contract in audit quality assurance in Dubai.

Chartered Accountants' Hall in Moorgate, London was designed by eminent Victorian architect, Sir John Belcher RA. Completed in 1893, it is now a grade II listed building.

Some of the **early presidents** of ICAEW went on to form today's global Big Four firms including:

Arthur Cooper	(1883–84)	PwC
William Welch Deloitte	(1888–89)	Deloitte
Edwin Waterhouse	(1892–94)	PwC
William Barclay Peat	(1906–08)	KPMG

ICAEW CONTACT DETAILS

ICAEW is a UK-based international organisation with members in 160 countries and offices in the UK, Belgium, China, Hong Kong, Malaysia, Singapore and the United Arab Emirates.



UK

ICAEW
Chartered Accountants' Hall
Moorgate Place
London EC2R 6EA
UK
T +44 (0)20 7920 8100
F +44 (0)20 7920 0547

EU

ICAEW
227 rue de la Loi
B-1040
Brussels, Belgium
T + 322 230 3272
F + 322 230 2851
E europa@icaew.com

CHINA

There are relocation plans for this office. Please go to the **contact us** area at icaew.com for the correct contact information.
E china@icaew.com

HONG KONG

27th Floor
Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong
T +852 2287 7277
E hongkong@icaew.com

ICAEW

Metropolitan House
321 Avebury Boulevard
Milton Keynes MK9 2FZ
UK
T +44 (0)1908 248 100
F +44 (0)1908 248 088

SOUTH EAST ASIA

There are relocation plans for this office. Please go to the **contact us** area at icaew.com for the correct contact information.
E southeastasia@icaew.com

MALAYSIA

ICAEW Malaysia
Level 2 Chulan Tower
3 Jalan Conlay
50450 Kuala Lumpur
Malaysia
T +60 3 2171 6022
E malaysia@icaew.com

MIDDLE EAST

ICAEW Middle East Limited
Currency House, Unit 4, Level 4
Dubai International Financial Centre
PO Box 506836
Dubai, United Arab Emirates
T +971 (0)4 408 0000
E middleeast@icaew.com



ICAEW is a founder member of the Global Accounting Alliance, which represents around 775,000 of the world's leading professional accountants in over 165 countries around the globe, to promote quality services, share information and collaborate on important international issues.

ICAEW is a professional membership organisation, supporting over 136,000 chartered accountants around the world. Through our technical knowledge, skills and expertise, we provide insight and leadership to the global accountancy and finance profession.

Our members provide financial knowledge and guidance based on the highest professional, technical and ethical standards. We develop and support individuals, organisations and communities to help them achieve long-term, sustainable economic value.

Because of us, people can do business with confidence.


ICAEW

Chartered Accountants' Hall
Moorgate Place
London EC2R 6EA UK


T +44 (0)1908 248 250

F +44 (0)1908 248 069

E studentsupport@icaew.com

 [linkedin.com](https://www.linkedin.com) – find ICAEW

 twitter.com/icaew

 facebook.com/icaew