



APPLICATION TO REGISTER AN AAT FAST TRACK STUDENT

Please return this form to:

Applications, Learning & Professional Development

ICAEW Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ United Kingdom

icaew.com

THE STUDENT

Forename/given name

Surname/family name

Mr, Mrs, Miss, Ms or other title

Private address

Postcode/Zipcode

Country

Tel no

Email

Date of birth

Nationality

Has the student previously registered their details with ICAEW to sit exams without a training agreement? Yes No

ID number

THE TRAINING ORGANISATION

Name of organisation

Training office number

Office address (where student is based)

Postcode/Zipcode

Country

In case of queries, please contact (name)

Tel no

Email

I apply to register the above named student with ICAEW. The student has been provided with an employment contract and an ICAEW training agreement.

The training agreement began on / / and is for months of approved training.¹
DD MM YY

If the student is applying to have a prior period of work experience counted towards their training agreement please complete the following:

a number of months prior experience to be counted towards the training agreement (max 12)

b name of organisation where this experience was gained, if different to that named above.²

Notes

¹ The training agreement must be for a minimum of 36 months and a maximum of 60 months (including prior experience).

² Prior work experience must have been gained in an ICAEW authorised training employer (ATE).

SECONDARY EDUCATION

Level (eg GCSE, A-level)	Title	Grade	Year of award	Country

AAT QUALIFICATION

This section **must** be fully completed.

Please give the date that the student completed the AAT Intermediate Stage or Advanced Certificate or Level 3 Diploma

Please give the date that the student completed the AAT Technician Stage or Diploma in Accounting or Level 4 Diploma

Has the student completed the Drafting Financial Statements *Industry and Commerce* unit, or the Level 4 Financial Statements unit?

Yes No

AAT students are eligible to apply for credits from some of the modules within the Professional Stage qualifications. To do this please visit the credits section of the students website icaew.com/students.

Please tick here if you would like to attempt the Financial accounting Top-up paper.

Students who have completed Drafting Financial Statements *Accounting Practice, Industry and Commerce* at the Technician/Diploma level or Level 4 Financial Statements, are eligible to sit a Financial accounting Top-up paper which gives them credit from the Financial accounting application module.

DEGREE (if applicable)

Title	University/HE institution	Type (full/part-time, sandwich)	Designation (eg, BSc)	Class/grade (eg, 2.1)	Year of award	Country

The student's starting salary is £

MANDATORY DECLARATIONS

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants.

At the point of initial registration with ICAEW students are required to declare any act or default likely to bring discredit on themselves, ICAEW or the profession of accountancy, however long ago the offence or circumstances occurred. Offences or circumstances occurring following initial student registration should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose this information your registration may be revoked or later membership prevented or withdrawn.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

If any of the above statements apply to you, or you think that there are similar matters which you should declare, please attach details with your registration.

Do any of these circumstances (or similar) apply to you? Yes No

STUDENT'S DECLARATION

I confirm that:

- these details are correct
- I have been provided with a copy of the training agreement referred to on page 1
- I have not previously completed any period of service under an ICAEW training agreement.

Signature

Date / /
DD MM YY

QUALIFIED PERSON RESPONSIBLE FOR TRAINING'S (QPRT) DECLARATION

I confirm that these details are correct and that the student's qualifications have been verified, or will be verified shortly (by reference to documentary evidence of the qualifications claimed). I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.

Signature (QPRT or authorised signatory)

Date / /
DD MM YY

Print name

Member number (if applicable)

DISABILITY INFORMATION

Do you have a short-term or long-term impairment, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect any examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

Do you wish to notify ICAEW of any condition that may fall under the above? Yes
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on +44(0)1908 248 250.

If your condition means you will need alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence.

ETHNIC ORIGIN

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

<input type="checkbox"/> White British – English	<input type="checkbox"/> Mixed White and Black African	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> White British – Scottish	<input type="checkbox"/> Mixed White and Asian	<input type="checkbox"/> Black African
<input type="checkbox"/> White British – Welsh	<input type="checkbox"/> Mixed other	<input type="checkbox"/> Black other
<input type="checkbox"/> White British – other	<input type="checkbox"/> Asian India	<input type="checkbox"/> Chinese
<input type="checkbox"/> White Irish	<input type="checkbox"/> Asian Pakistani	<input type="checkbox"/> Malay
<input type="checkbox"/> White other	<input type="checkbox"/> Asian Bangladeshi	<input type="checkbox"/> Other
<input type="checkbox"/> Mixed White and Black Caribbean	<input type="checkbox"/> Asian other	<input type="checkbox"/> Do not wish to say

Using your personal information. We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams. We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)