



CREDIT FOR PRIOR WORK EXPERIENCE GUIDANCE NOTES

Please note that only work experience from an office authorised by ICAEW to train chartered accountancy students will be considered for credit. We do not accept applications from offices that are not authorised to train ICAEW students.

- You may only claim credit for prior work experience at the start of your training agreement.
- You must have a minimum of 65 days of technical work experience within any period of prior work experience.
- No period of less than three months will be accepted.

Please also be aware that you may only claim up to 12 months experience (for CCAB students on a two year training agreement this is eight months). This period of time must be within two years prior to the start of your current training agreement.

CLAIMING CREDIT FOR PRIOR WORK EXPERIENCE

You will need to provide the following on this form:

- Your name, student number and address of the office where the experience was gained.
- The dates of the experience you are claiming.
- The signature of the QPRT from the office where the work experience was gained (if this is not your current employer).
- Declaration by your current qualified person responsible for training (QPRT) to validate your claim.

In order for your application to be considered you will also need to provide a signed copy of an *Evidence of technical work experience* form, completed up to the date of your claim.

Only when you have fulfilled these requirements and your claim falls within ICAEW's criteria will your application for credit be considered.

IMPORTANT NOTES

It is possible that your training office may not wish to count prior experience towards your training agreement duration. They may wish you to serve a period longer than the minimum 36 months that ICAEW requires and this decision lies with your employer.

Although you may believe that the work you have undertaken is relevant and equivalent to the training a chartered accountancy student would gain, it is the decision of the QPRT from the office where the experience was achieved to permit your claim. ICAEW will not be able to consider your application without this approval.

SENDING YOUR APPLICATION

Please ensure that you send the correct documents:

- the completed form; and
- the *Evidence of technical work experience* form signed by the QPRT from the office where experience was gained.

You should post your completed form and your up-to-date *Evidence of technical work experience* form to:

Student Registration, Learning & Professional Development
ICAEW
Metropolitan House, 321 Avebury Boulevard
Central Milton Keynes, MK9 2FZ
United Kingdom

You can expect a response within two weeks of submitting your application forms, providing you have correctly supplied all the required information.



CREDIT FOR PRIOR WORK EXPERIENCE

Please return this form to:

Student Registration, Learning & Professional Development

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

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

Work experience prior to the start of a training agreement can only be recognised if gained with an ICAEW authorised training employer (ATE).

If you are applying for experience gained in your current ATE complete section 2.

If you are applying for experience gained in a previous ATE complete section 2 and 3.

1. THE STUDENT

Forename/given name

Surname/family name

Mr, Mrs, Miss, Ms or other title

Student registration number

Name and address of office where experience was gained

Postcode/Zipcode

Country

Dates of period of work to be credited: from

to

DD

MM

YY

DD

MM

YY

I am applying for credit for prior work experience and I have attached a copy of my signed *Evidence of work based learning* form, completed for the period of work experience that I am claiming credit.

Signature of student

Date

2. CERTIFICATION BY QPRT IN STUDENT'S CURRENT TRAINING OFFICE

Signature of the QPRT

Date

Print name of the QPRT

Member number

3. DECLARATION BY QPRT IN OFFICE WHERE EXPERIENCE WAS GAINED

- I agree to this student gaining credit for the period of work experience at the office shown above and during the dates stated above.
- I can confirm that for the period of work experience the student is claiming credit, they have been receiving approved training to the same level as that of a chartered student in a training agreement.
- I can confirm that on completion of the period of work experience claimed, the student had achieved experience equal to that expected of a student at this level of training.

Signature of the QPRT

Date

Print name of the QPRT

Member number

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