

HOW TO REGISTER FOR THE LEVEL 7 APPRENTICESHIP



**FOR STUDENTS WHO HAVE
ALREADY REGISTERED AS A
STANDARD ACA STUDENT**



REGISTERING FOR THE LEVEL 7 APPRENTICESHIP: FOR STUDENTS WHO HAVE REGISTERED AS A STANDARD ACA STUDENT

If you would like to switch from Standard ACA to Level 7 Apprenticeship, have registered incorrectly, or have switched onto the apprenticeship during your studies, you will need to re-register with ICAEW as a Level 7 apprenticeship student. This document explains how this should be done.

- 1 Go to icaew.com/studentregistration and click on 'Log in'.

Student Registration

Register

Register here for any of the following ICAEW qualifications:

- > ACA (Training agreement and independent student)
- > ICAEW Certificate in Finance, Accountancy and Business (ICAEW CFAB)
- > Apprenticeship (via Training Agreement or ICAEW CFAB)
- > ICAEW Certificate in Insolvency
- > Pathways

In order to proceed with your registration, you will need to [Log in](#)

If you've forgotten your password, you can use the [password reminder](#) system to retrieve it.

If you don't have a login, please [register](#) to continue.

- 2 You will now be asked to confirm your personal details. Make sure they are correct and amend where necessary.

Main registration form

Please enter your details

Title *

Please select

First name *

Enter first name

Surname *

Enter surname

Gender *

Please select

Date of birth *

Day Month Year

Email address *

Enter email address

Primary telephone number *

Enter primary telephone number

Enter your local country code as part of your primary landline or mobile number. e.g. 0044 7123456789

Mobile number *

Enter mobile number

Enter your local country code as part of your mobile number. e.g. 0044 7123456789

Next

3

Log in or create your login-details and add a security question and answer.

Main registration form

Required field *

Your details Login details Add address

Choose your log-in details

Username *

Choose password *

Confirm password *

Security question *
 Select question

Enter answer *

If you forget your password we will be able to identify you with this information.

Next Back

4

Once logged in, confirm your address is correct, or update your address details.

Update address details

Required field *

Your details Add address

Registered address

As your address is a business linked address, please contact the correct department to update accordingly.

If you are a student, please contact our [student support team](#).

If your firm is regulated for insolvency, audit, probate, DPB or the licensed practise scheme, please contact our [regulatory support team](#).

If your firm is unregulated, please contact our [firm's admin team](#).

Type *

Continue student registration

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Select 'ACA - Student in a training agreement or an ACA - Apprenticeship' and then select 'Level 7 Apprenticeship'.

ICAEW qualifications registration

Please select your qualification and student category from the below options.

ACA - Student in training agreement or an ACA - Apprenticeship

Register here if you have started or have a date to start an ACA training agreement or an ACA Apprenticeship training agreement

[View qualifications](#)

ACA - Member of a professional body

If you are a full member of ICAB, ICAI (India), ICAP or ICASL you can join ICAEW by passing our Advanced Level ACA exams - register here

[View qualifications](#)

ACA standard Level 4 Apprenticeship Level 7 Apprenticeship

6 Then confirm that your educational qualifications details are correct.

Please note that it is not mandatory to supply copies of certificates when confirming Maths and English.

The screenshot shows the 'Educational qualifications' step of the registration process. At the top, a progress bar indicates the steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications (current step), 4. Other information, 5. Terms and conditions, 6. Application summary, and 7. Registration Submitted.

Below the progress bar, there is a section titled 'Already in an apprenticeship scheme?' with an information icon and text: 'If you have already completed or partially completed an apprenticeship scheme, with ICAEW or another awarding body, please contact us on +44 (0)1908 248 250 before registering.'

The main section is titled 'Educational qualifications'. It contains a table with the following details:

| Accounting and Finance - Degree | |
|--|--|
| Date: 01 Jul 2025 | Grade: 2.1 |
| Place of study: De Montfort University | Country: ENGLAND, WALES & NORTHERN IRELAND |
| Course Type: Full Time | Level: Bachelor |
| | Qualification: Degree |

Below the table, there is a section titled 'Eligibility for Credit for Prior Learning (CPL)' with a radio button. The text states: 'This qualification may be eligible for CPL (also known as "exemptions"). If you are in a training agreement, please discuss CPL with your employer before making an application, internal CPL policies and permissions may vary.'

Further down, there is a note: 'If you do not see your country or qualification please email your details to applications@icaww.com and continue with your registration.'

Another note states: 'You only need to enter the qualifications that meet our minimum entry requirements. View our [full list of entry requirements](#) for more information.'

There is a paragraph: 'Please upload your certificates and/or documents when you get to the summary page at the end of the registration in order for us to be able to verify your qualifications. Alternatively, you can scan and email your documents to applications@icaww.com. Your application will remain on hold until the copies of qualifications have been reviewed so we recommend uploading these at the time of application to avoid any unnecessary delays in processing your application.'

Below this is a dropdown menu for 'Qualification level' with the text 'Please Select' and an upward arrow.

At the bottom, there are two buttons: 'Next' (in red) and 'Back'.

7 If you have not previously provided us with training office details, these will need to be entered here.

The screenshot shows the 'Other information' step of the registration process. At the top, a progress bar indicates the steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications, 4. Other information (current step), 5. Terms and conditions, 6. Application summary, and 7. Registration Submitted.

The main section is titled 'Other information'. It contains a sub-section titled '1. Training office' with a 'Required field' asterisk and an edit icon.

Below this, there is a text box for 'Training office number' with a note: 'Your training office number is available from your employer. If you do not have this number please speak to your employer.'

There is a text input field for 'Training office number' with a placeholder 'eg. L001234567'.

Below this, there is a section titled 'Start date of training agreement' with a note: 'If your training agreement started on different dates, please contact our student support team on +44 (0)1908 248 250 or via [Contact us](#). You can only backdate the start date by four months. Any period outside this may qualify as Credit for Prior Work Experience (CPWE). Please refer to our CPWE page to see if you are eligible: [Prior work experience](#) | ICAEW'

There is a text input field for 'Start date of training agreement' with a placeholder 'DD/MM/YYYY'.

At the bottom of the '1. Training office' section, there is a 'Next' button.

Below this, there is a section titled '2. Additional information'.

At the bottom of the 'Other information' section, there is a 'Back' button.

8 You will need to have your 10-digit Unique Learner Number (ULN) to hand before you register.

Your training provider will give you this number. It is apprenticeship-specific and you will be asked to provide these details during the registration process. Your ULN can also be found on certificates issued by certain awarding bodies. If you don't provide this number when you register, that's alright, just remember to tell us before applying for your end-point assessment. You will be able to do this via the apprenticeship portal within your ICAEW online training file. If your employer has an Employer Reference Number (ERN) you can enter this here, but it is not a mandatory requirement.

Other information

1. Training office

2. Additional information

Your training agreement must be for a minimum of 36 months. If you are a member of ACCA, CIMA, CIPFA or CIMA, you may be eligible to complete a 24-month training agreement. A reduction to your training agreement duration must be agreed with your employer or principal. Please continue to complete your ACA student registration. If you would like to apply for a reduction to the duration of your training agreement, your employer or principal will guide you on this and if they agree, they will need to complete the Amendment to an training agreement form. Please return the form with a copy of your membership certificate to applications@icaw.com in order for the reduction to be applied to your training agreement.

* Length of training agreement

-- Please Select -- 0 Days

Starting salary (£)

Please enter GBP equivalent, only enter numbers.

EGBP

The ULN and ERN is not mandatory at this stage. If you do not have it to hand, you can complete your application without it. However, you will need to provide it in order to apply for your end-point assessment. You can provide it at a later date via the portal (a link to which appears in your ICAEW training file).

Employer Reference Number

The Employer Reference Number (ERN) is a 9 digit number and your tuition provider (or employer provider) can supply this.

eg 123456789

Unique Learner Number

The Unique Learner Number (ULN) is a 10 digit number which is given to you by your tuition provider. It may also be printed on exam certificates issued by other awarding bodies.

eg 1234567890

* Tutor organisation/Employer provider

If your employer is an employer provider, please choose their name from the drop down list.

9 You will then be required to agree to the terms and conditions.

Terms and conditions

1. Student statement

1a. Student statement - agreement

2. Privacy policy

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, case eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity.

Accept

Back

- 10 You should now check all the information entered is correct before submitting your registration.

The screenshot shows the 'Application summary' page of the ICAEW Level 7 Apprenticeship registration process. At the top, a progress bar indicates seven steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications, 4. Other information, 5. Terms and conditions, 6. Application summary (current step), and 7. Registration Submitted. The main heading is 'Application summary', followed by a sub-heading 'Registration type' with the value 'ACA - Level 7 Apprenticeship'. Below this is the 'Personal details' section, which includes fields for Name, Date of birth, Address, and Email. The 'Educational qualifications' section shows a dropdown menu with 'Accounting and Finance - Degree' selected. A document upload section titled 'Upload your documents Eg. Exams certificates:' includes a 'Choose Files' button (showing 'No file chosen') and an 'Upload file(s)...' button. A note specifies allowable file types: Microsoft Word (.doc), PDF (.pdf), Rich Text (.rtf), and Images (.jpg, .jpeg or .png) with a limit of 1MB per file.

The screenshot shows the 'Other details' page of the ICAEW Level 7 Apprenticeship registration process. The 'Educational qualifications' section is repeated, showing 'Accounting and Finance - Degree' selected. Below this is the 'Other details' section, which includes fields for Training Office number, Training Office name, Training Office address, Start date of training agreement, Length of training agreement, Tutor organisation/Employer provider, Working part time?, and Preferred exam location. At the bottom, the 'Complete registration' section contains a thank you message and a red 'Submit your registration' button.

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Once the application has been made, your record will be updated accordingly.

The screenshot shows a confirmation page titled "Registration submitted". At the top, a progress bar indicates seven steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications, 4. Other information, 5. Terms and conditions, 6. Application summary, and 7. Registration Submitted (highlighted). The main content area includes a thank you message, a note about email confirmation, and a 24-hour activation period for student resources. It also mentions that access to training files is delayed if the training agreement starts in the future. Below this, a section titled "Before you go..." provides information on applying for credit for prior learning (CPL) or access arrangements. Two boxes offer links to "Find out more" for "Access arrangements" and "Credit for prior Learning". At the bottom, contact information is provided: +44 (0)1908 248 250 or via Contact us.

Registration submitted

Thank you for submitting your registration details. You will shortly receive an email confirming your application with your ICAEW number.

Please note that access to your student resources and training file ^{*} can take 24 hours to activate.

^{*} If your training agreement starts at a future date, you will only be able to access your training file from your start date.

Before you go...

You may be eligible to apply for credit for prior learning (CPL) or access arrangements. Find out more about how to apply for CPL or complete your access arrangements application now.

Access arrangements

If you feel your exam performance may be hindered due to a health condition, disability, or specific learning difficulty (SpLD), we may be able to put access arrangements in place to support you during your exams.

[Find out more](#)

Credit for prior Learning

Credit for prior learning (CPL) is our term for exemptions. You may be eligible to apply for CPL if you hold a relevant degree or professional qualification.

[Find out more](#)

For more information, please contact [+44 \(0\)1908 248 250](tel:+441908248250) or via [Contact us](#)



HAVE A QUESTION?

You can email us or ask a question at [icaew.com/webchat](https://www.icaew.com/webchat). There are also live help boxes throughout our website to answer your queries. Or you can fill out our [contact us](#) form.

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 210,000 members and students around the world. 98 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor more than 11,000 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

[charteredaccountantsworldwide.com](https://www.charteredaccountantsworldwide.com)
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* includes parent companies. Source: ICAEW member data
March 2025, Interbrand, Best Global Brands 2024