

# *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 can only apply for CPWE if you met the minimum entry for the ACA at the point that this period of experience began.
- You must have a minimum of 65 days of practical 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 number of practical work experience that you have gained for the period you are claiming for.
- 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.

**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.

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

**You can only apply for CPWE if you met the minimum entry for the ACA at the point that this period of experience began.**

**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 sections 2 and 3.**

### **SENDING YOUR APPLICATION**

Please ensure that your form is fully completed and it has been signed off by your employer.

Please scan and email your completed application to [applications@icaew.com](mailto:applications@icaew.com)

# Credit for Prior Work Experience



Please complete the form and send it to [applications@icaew.com](mailto:applications@icaew.com)

## 1. REQUIREMENTS

In order for Credit for Prior Work Experience to be awarded, please confirm the following criteria have been met:

You are currently in a training agreement

Your claim is within two years of the start of your training agreement

You have met the entry requirements at the start of your CPWE claim

The duration of your claim is between 3-12 months

## 2. THE STUDENT

Gender  Male  Female Date of birth DD MM YYYY

Preferred title  Mr  Mrs  Ms Other

Full name

Student registration number

Training Office Number L00/X00

Name and address of office where work experience was gained

Postcode/  
zipcode

Telephone

Email

Dates of period of work to be credited: from DD MM YYYY to DD MM YYYY

PWE in primary

PWE on secondment

PWE on secondment  
(unauthorised)

Signature

Date DD MM YYYY

## 3. CERTIFICATION BY QPRT IN STUDENT'S CURRENT TRAINING OFFICE

Fit and proper  Yes  No

Signature of the QPRT

Date DD MM YYYY

Print name of the QPRT

Member number

## 4. 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.

Fit and proper  Yes  No

Signature of the QPRT

Date DD MM YYYY

Print name of the QPRT

Member number