How and when to document your online training file



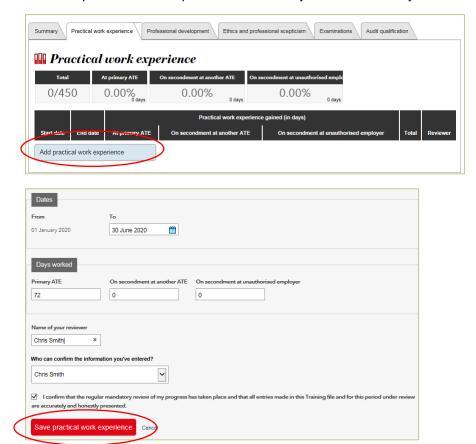
The ACA is a professional qualification, not just an academic one, which means that along with exams you must also update the practical work experience, professional development and ethics sections of your training file and have these reviewed by your employer at least every six months throughout your training. But don't worry, the ACA is a structured programme so you will accumulate practical work experience days and develop your professional development and ethical skills as you progress your training. So, you will have lots of updates to add into your file every six months.

Nicola Mower, ICAEW Training and CPD Manager, shares her top tips on how to update your **training file**, including what ICAEW is looking for, what you need to record, and how much to write.

HOW DO I LOG MY PRACTICAL WORK EXPERIENCE?

- Keep a timesheet, diary, or other method of recording your relevant work experience days.
- Log the number of relevant days worked within your training file every six months.
- During your six-monthly review confirm the accuracy of the days with your employer and enter their name within the reviewer field.
- Keep logging days until the final day of your training, even after the minimum 450-day requirement is met.

Go to the practical work experience tab to add your number of days and save.



PROFESSIONAL DEVELOPMENT

How quickly should I move through the professional development ladders?

The skills are progressive in nature and as such, you should complete them incrementally and work your way up each ladder by starting with the basic skills in each category at the start of your training and progressing towards the higher level skills by the end. Some students will naturally develop more quickly in some areas than others, but you should realistically be able to cover 15-20 skills in the first 12 months of your training agreement, a further 15-20 in months 13-24 and the remainder in your final year(s).

How much do I need to write for each one?

You only need to provide one specific example for each skill using your experience from the workplace. Examples should clearly indicate the Situation, Task, Action and Result (STAR).

Situation – provide some context about what you were working on.

Task – what was your specific role?

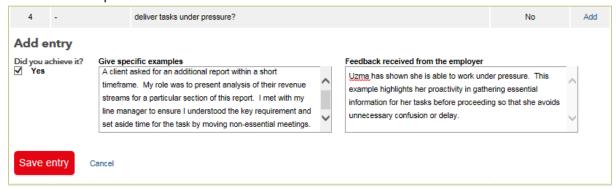
Action – what did you do, and how did your actions display the behaviours in the question?

Result – describe the positive outcome.

How do I record my employer's feedback?

Your employer does not have access to add their comments directly to your training file. Both the example and the feedback must be typed in by you during or after each review meeting. Summarise your employer's feedback in one to two sentences. This should clearly show that it has been reviewed and that you received constructive comments confirming your competence.

Here is an example:



ETHICS AND PROFESSIONAL SCEPTICISM

Ethics is included in all of my exams, so what do I need to enter in my training file?

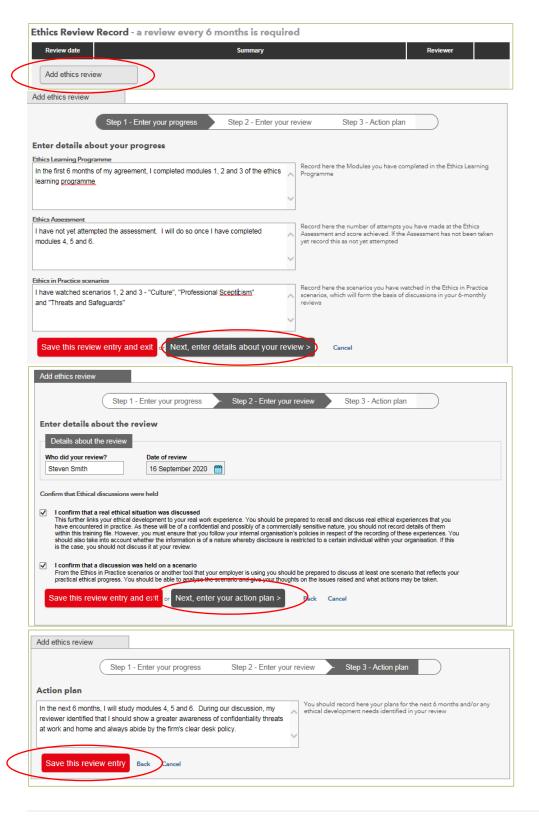
Ethics is a fundamental aspect of being an ICAEW Chartered Accountant, therefore it forms part of both the workplace and exam requirements. In addition to learning about ethics in the exams, you need to:

- study the Ethics Learning Programme within the first 12 months of your training agreement and achieve at least 70% in the full assessment;
- study three Ethics in Practice scenarios every six months;
- discuss at least one Ethics in Practice scenario plus a real ethics scenario with your employer every six months; and

• record an ethics review in the training file every six months, even if you have already completed the full assessment.

How do I record ethics reviews in my training file?

Go to the ethics tab in your training file and click "add ethics review". Keep moving through the review, completing all boxes, and do not exit your review until you have recorded all areas illustrated below.



AUDIT QUALIFICATION

If you are undertaking audit work (excluding internal audit), you may be able to claim experience towards the UK Audit Qualification. Just like the elements of the ACA, this must also be recorded at least every six months.



🗟 Audit qualification	
Total UK statutory audit work 'Other' audit work Outside primary.	ATE
0 0 0	
The UK Audit Qualification (AQ) is the qualification you are required to hold under the UK Companies Act 2006 should you wish to eventually sign UK audit reports. The AQ alone will not automatically entitle you to sign UK audit reports. For full details on the AQ please see icaew.com. If you are gaining audit experience outside of the UK, please check icaew.com to see if this experience can be recognised towards ICAEW AQ. The AQ section of the file should be completed and reviewed every six months as part of the six-monthly review process. Audit work experience gained (in days) Start date End date UK statutory audit work 'Other' audit work Experience gained outside of primary registered ATE Total	
Aud audit work experience	
Dates	
From To	
02 March 2020	
Audit Work experience gained (in days)	
Days of UK statutory audit work Days of 'other' audit work Days of work outside of primary registered ATE	
47 0	
Was this work performed outside of the UK?	
○Yes ® No	
Details of audit experience	
Details of addit experience	
Nature of audit work	
£40m turnover food manufacturing company, £15m turnover AIM listed software licensing company, law practice	Provide details of the size of the entity and industry information.
inceroing company, law practice	J
Name of entities audited	
ABC Ltd, X-Go PLC, Bradley & Co	Provide full names of all entities audited making the type of entity
755 Etd, X 661 EG, Bradiey & 66	clear e.g Ltd, LLP etc
	V
Audit experience and development	
I acted as team member on ABC Ltd and X-Go PLC, performing substantive testing	Consider your audit development and your development from previous audits.
on debtors and creditors (new areas for me) and testing the bank reconciliations (performed on previous audits). This was my 4th time performing Solicitors	What audit tasks were performed?
Accounts Rules work so I was able to coach a more junior member of staff.	What new audit experiences were achieved?
What role did you play in the audit team?	

However, unlike the rest of the training file, access to this area is restricted such that only the employer (who must hold the UK Audit Qualification themselves) can add feedback and approve experience.

Make sure that you inform your employer that you need them to review your latest entry, as they may not be aware.





For more help and guidance on your training file and how to prepare for a six-monthly review, go to icaew.com/how-to