



THE AUDIT QUALIFICATION: HOW TO SUBMIT AUDIT EXPERIENCE FOR FINAL SIGN-OFF

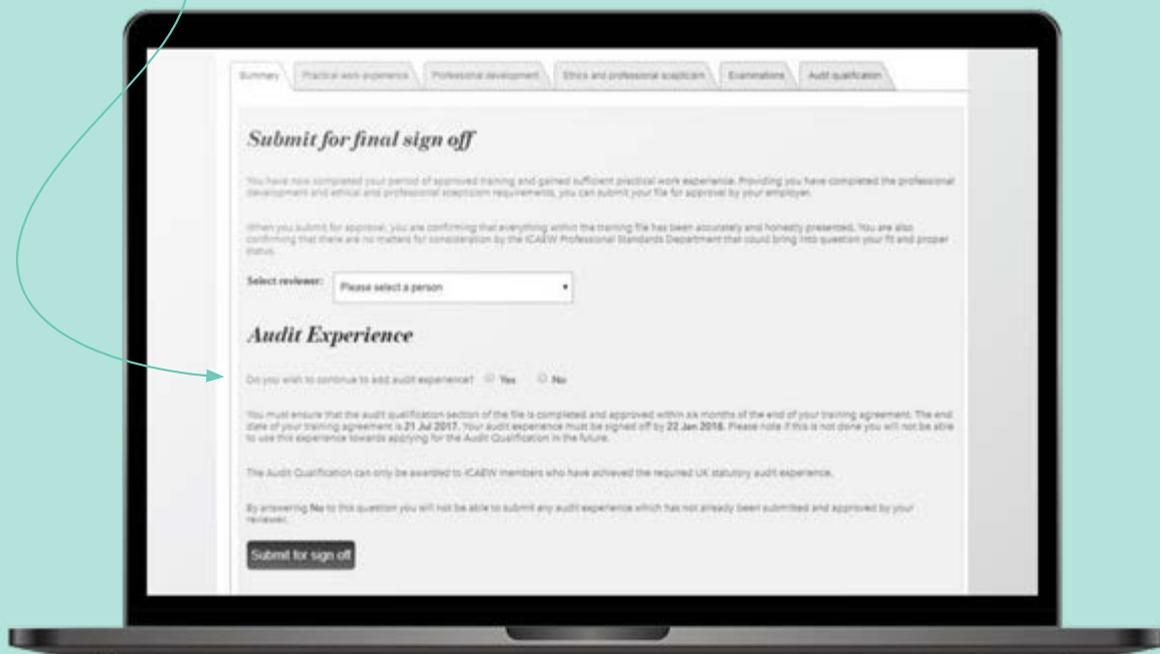
The Audit Qualification (AQ) is an additional qualification to the ACA. It is available for students working for a firm of UK or EU registered auditors who can provide relevant audit experience. The Audit Qualification recognises the audit experience you gain during your training, being awarded the qualification is the first step to becoming a UK statutory auditor.

The Audit Qualification is awarded free of charge and once awarded to you, will remain yours forever.

During your training you will log your audit experience and gain feedback on each entry as part of your six-monthly reviews. When you reach the final day of your training agreement, you will need to submit your audit experience for final sign off. You can do this prior to finalising the rest of your training file or choose to keep the Audit Qualification tab open for up to six months. This time will allow you to update your audit experience and gain final approval.

To submit your audit experience and your training file for final sign off, [log in](#) to your training file. Within the summary tab, under 'Audit Experience' you will be asked the question 'Do you wish to continue to add audit experience?'

Selecting 'Yes' will keep the summary tab open for up to six months (from the final day of your training agreement). This will allow you to record your audit experience up to the final day of your training agreement and gives you time to add your audit experience, gain feedback and final approval for each entry.



Please note, the final approval will need to be completed and approved by your reviewer within six months of the end of your training agreement otherwise your audit experience will be lost.

If you select 'No', this will close your Audit Qualification tab and you will not be able to submit any further audit experience that does not already show as "Approved" by your reviewer.

The flow chart below explains which option you should select.

