Practical work experience Amendments required to online training file



If you are unable to amend the information within your practical work experience tab due to a technical fault or the practical work experience period is locked, please complete this form and we will amend your file for you. When you complete the form below please indicate whether the amendment is to 'amend' the information already within your file or whether you would like to 'add' new information. All amendments must be approved by an appropriately authorised individual. When you email the form to us, please provide details of your circumstances to explain the reason why the amendment is necessary offline.

Further information and guidance is available at icaew.com/dashboard or contact our student support team on +44 (0)1908 248 250 or studentsupport@icaew.com

Please scan and email your completed form to applications@icaew.com

YOUR DETAILS (PLEASE USE BLOCK CAPITALS)			
Student name	Student number		
Employer name	Employer number L00/X00		

PRACTICAL WORK EXPERIENCE						
Amend Add	Six month period (start date and end date)	Practical work experience gained in your primary registered employer (days) Practical work experience gained on secondment to another employer (max. 50%)	Practical work experience gained on secondment in an unauthorised employer (max. 33%)		it and roper	
• •	From 10-10-2018 to 10-04-2019	80	12	2	94	
1	From to					
2	From to					

PRACTICAL WORK EXPERIENCE (CONTINUED)							
Amend Add	Six month period (start date an	d end date)	Practical work experience gained in your primary registered employer (days)	Practical work experience gained on secondment to another employer (max. 50%)	Practical work experience gained on secondment in an unauthorised employer (max. 33%)	Total of all practical work experience (days)	Fit and proper
3	From	to					
4	From	to					
5	From	to					

NOTES (PLEASE ADD YOUR NOTES HERE)					

CONFI	CONFIRMATION (TO BE COMPLETED BY EMPLOYER)					
Name	TITLE	FORENAME	SURNAME	ICAEW number		
Signature				Date	DD MM YYYY	
To be signed by the qualified person responsible for training (QPRT, PRT, Deputy QPRT or Counsellor) (please delete as appropriate)						

USING YOUR PERSONAL INFORMATION

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, CABA 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. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to icaew.com/dataprotection

*Version 2018/03

© ICAEW 2018 LPDPLM16299 07/18