

Amendment to a training agreement

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

T +44 (0)1908 248 250

If you wish to cancel a training agreement, please note that this must be completed online by the authorised individual(s) at your training office. If they are unable to do so, please contact the live web chat team at icaew.com/webchat

STUDENT DETAILS

Name

Student number

Mobile (including international
country dialling code where
relevant)

Email

TRAINING ORGANISATION DETAILS

Name

Training Office Number
L00/X00

Office address (where student
is based)

Postcode/zipcode

Country

Mobile (including international
country dialling code where
relevant)

Email

In case of queries please
contact

The details below can be signed off by the qualified person responsible for training (QPRT), or by another individual providing that person is authorised to do so by the training employer

Signature

Date

Print name

Member
number

QPRT/deputy

YES

NO

Job title

In case of queries, contact
number

AMENDMENT DETAILS

This form gives details of a (please tick the appropriate box)

Change of office within our training organisation (see section A)

Suspension application (see section C)

Training agreement duration amendment (see section B)

A. CHANGE OF OFFICE WITHIN OUR TRAINING ORGANISATION

The dates must run consecutively without any gaps. As an example, if the last date at their previous office was a Friday, you will need to indicate the date they joined the new office was the Saturday.

Date left previous office

Date joined new office

New Training Office Number

L00/X00

Office address (where student
is based)

Postcode/zipcode

Country

Email

I can confirm that the details given above are correct.

Signature

Date

B. TRAINING AGREEMENT DURATION AMENDMENT

Original agreement duration

New agreement duration

- A training agreement is for three to five years, and any changes in duration may not exceed these limits.
- Where a training agreement is being reduced, the work experience requirements must have been met at the point of completion.
- Training agreements are normally only extended to meet work experience requirements.

I can confirm that the details given above are correct.

Signature of student

Date

C. SUSPENSION APPLICATION

Suspension of a training agreement is only relevant for those who have a break in training which is more than four consecutive weeks.

I apply to suspend the training agreement for the following reason.

If approved, the suspension should be registered from

When the student returns to work, please inform the Applications Department by submitting a further Amendment form. For further information on suspensions please see the regulations or contact applications@icaew.com

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your personal data to deliver your inclusive student services including advice, awareness, assessment, caba eligibility, communications, examinations, networking, products, quality, regulation, research services, training and to administer your membership account. Any documents submitted as part of your registration may be verified with the issuing authority. 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 policies, please go to [Privacy notices | ICAEW](#)