



SIX-MONTHLY REVIEW TRACKER

Six-monthly reviews are a mandatory part of ACA training. They can be carried out by the qualified person responsible for training (QPRT), authorised training principal (ATP), person responsible for training (PRT), deputy QPRT or counsellor. Each review should take around an hour.

Click [here](#) to access your student's training file.

Student name	Training agreement end date	Review date	Next review date

Professional work experience	<p>Days are recorded in the online training file for last six months</p> <p>Days correlate to timesheets or other records</p> <p>Work experience is progressing in line with expectation</p> <p>Student is on track to achieve at least 450 days by end of agreement</p>
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Professional skills	Number of skills at aware	Number of skills at experienced	Number of skills at accomplished	Look forward - skills to work on over next six-months	Feedback provided	Training file updated
Communication						
Critical Thinking						
Emotional Intelligence						
Leadership						
Professionalism						

Name of Specialised Learning module	Number of units	Date Completed
Total units completed		
Look forward - suggested modules to be complete in next six-month period		

Ethics scenario discussions (required every six months throughout training)	Completed
One real scenario and one ICAEW scenario discussed with student	
Ethics review added to ethics section of student training file	