

RE-REGISTRATION OF A STUDENT



Please complete and submit this form if a student has previously been registered in a training agreement with ICAEW, and send it to applications@icaew.com within one month of the start of your new training agreement to ensure this work experience can be counted in full.

REQUIREMENTS

In order for this Re-registration to be processed, please confirm the following have been actioned:

Previous ACA training agreement has been cancelled

Practical work experience (PWE) with previous employer has been entered up to the cancellation date on your online training file. (If not, a PWE amendment form will need to be submitted before the re-registration can be processed)

All other elements of your training file have been updated

Any audit days you have added to the Audit Qualification tab (where relevant) have been confirmed by your employer and that they have provided feedback against those days and signed them off

If you have any questions on what is required when cancelling a training agreement – please contact the student support team by **live web chat** at icaew.com/webchat or **phone** on +44 (0)1908 248 250.

Lines are open Mon-Fri 09:00-17:00 UK time

THE STUDENT

Name	TITLE	FORENAME	SURNAME
Student number			
Private address			
Postcode/zipcode		Country	
Telephone (daytime)			
Email			

PREVIOUS EMPLOYMENT

If your break(s) in service is two years or more from the end date of your last approved training agreement, please attach the following:

CV / career resumé

Covering letter explaining the reason for the gap between training agreements.

MANDATORY DECLARATIONS

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts and defaults requiring disclosure include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you? YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please send details to declarations@icaew.com. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

DD MM YYYY

ETHNIC ORIGIN

I consent to the processing of my ethnicity information for the purpose of statistical analysis only. Please tick this box to confirm your consent.

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

- | | | |
|---|---|--|
| <input type="radio"/> White English | <input type="radio"/> Mixed – White and Black African | <input type="radio"/> Black Caribbean |
| <input type="radio"/> White Scottish | <input type="radio"/> Mixed – White and Asian | <input type="radio"/> Black African |
| <input type="radio"/> White Welsh | <input type="radio"/> Mixed Other | <input type="radio"/> Black Other |
| <input type="radio"/> White British | <input type="radio"/> Asian Indian | <input type="radio"/> Chinese |
| <input type="radio"/> White Irish | <input type="radio"/> Asian Pakistani | <input type="radio"/> Malay |
| <input type="radio"/> White Northern Irish | <input type="radio"/> Asian Bangladeshi | <input type="radio"/> Other |
| <input type="radio"/> White Other | <input type="radio"/> Asian Other | <input type="radio"/> Do not wish to say |
| <input type="radio"/> Mixed – White and Black Caribbean | <input type="radio"/> Arab | |

DISABILITY INFORMATION

Do you have a short-term, long-term or permanent disability, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect your examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

I consent to my Health and Disability data being used for Examination Access Arrangements and wish to notify ICAEW of a condition/s that may fall under the above. Please tick this box to confirm your consent.
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third-party organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on **+44(0)1908 248 250** or by **live webchat at [icaew.com/webchat](https://www.icaew.com/webchat) (Lines are open Mon-Fri 09:00-17:00 UK time)**. If your condition means you will need access arrangements, we will ask you to complete a more detailed form and provide supporting evidence. Please submit your application or enquiry to my.icaew.com/examsonline

We will use your information for statistical and equal opportunity purposes.

STUDENT'S CERTIFICATE

I confirm that the details given overleaf and below are correct and that I have been provided with an employment contract and an ACA training agreement. If applicable, I also enclose a copy of my CV and Covering Letter as referred to overleaf in the previous employment section.

Please ensure that your training agreement has been cancelled with your previous employer, and that you have recorded practical work experience up to your exact cancellation date and updated all other tabs in your online training file and that your previous employer has provided feedback and signed off any audit days you have entered in the Audit Qualification tab. This will ensure none of your experience or days are lost.

Signature of student

Date

DD MM YYYY

NEW TRAINING ORGANISATION

Name of new training organisation

Training Office Number L00/X00

Office address

Postcode/zipcode

Country

Telephone (daytime)

Email

In case of queries
please contact

REGISTRATION OF STUDENT

I am applying to register the student named overleaf and confirm that the student has been provided with an employment contract and an ACA training agreement.

PREVIOUSLY COMPLETED

• The student has **previously completed** _____ months and _____ days under a previous training agreement(s) and gained _____ days of practical work experience days while under that training agreement(s).

WILL NOW COMPLETE

• The student will **now** complete _____ months and _____ days while under a new training agreement with us.

Their training agreement with us will start on **DD MM YYYY** and is expected to end on **DD MM YYYY**.

IN TOTAL

Combining all the above times, this student is expected to spend an overall total of _____ months and _____ days in a training agreement(s).

PLEASE NOTE

A student must have achieved at least three months and gained at least 65 days of practical work experience in a previous training agreement for that time to count as approved training. If they have not achieved both these milestones between the start of their previous training and the suspension or cancellation of that previous training, then none of that time or practical work days can be counted towards their overall total.

Signed for on behalf of the authorised training employer (ATE).

Signature

Date

DD MM YYYY

Print name

ICAEW Member's
number (if relevant)

To be signed by the qualified person responsible for training

QPRT

PRT

PRSO

Job title

In case of queries
please contact

Are you re-registering this student as an Apprentice?

YES

NO

If Yes, please supply the following information:

ACA Level 4 or ACA Level 7

Name of tutor
organisation

Location of tutor
organisation

Employer ID
(not ATE no)

Unique Learner Number

Please ensure that you return this form within one month of the start date, to ensure that this experience can be counted in full.

For any queries please contact the student support team via live webchat at [icaew.com/webchat](https://www.icaew.com/webchat) or by phone on +44 (0)1908 248 250. Lines are open Mon-Fri 09:00-17:00 UK time.

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 and privacy policy please go to [icaew.com/privacy](https://www.icaew.com/privacy)

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