



SPECIALISED LEARNING

**AUTHORISED TRAINING
EMPLOYER GUIDE**



icaew.com

CONTENTS

INTRODUCTION	3
BROWSE AND VIEW SPECIALISED LEARNING COURSES	5
VIEWING INDIVIDUAL STUDENT PROGRESS	9
SPECIALISED LEARNING REPORTS	10



INTRODUCTION

Specialised Learning provides ACA students with tailored learning opportunities to keep them ahead in a changing world.

Hosted on an interactive e-Learning platform, students are able to choose from a wide range of content to develop both technical and professional skills, complementing the other elements of the ACA. Courses covering key sectors and specialisms are also available, along with regularly updated content to respond quickly to changes in the external environment.

Students will need to complete a minimum of 30 units of Specialised Learning during their training agreement. One unit is equivalent to one notional hour of learning, with courses typically ranging from one to four units.

Specialised Learning is a key feature of the ACA qualification and should be considered as part of the six-monthly review meeting process. As their employer, you can specify any courses that you require your students to complete. This can be done verbally at six-monthly reviews, or via email. You will be able to track students' progress through the reporting functionality on the Specialised Learning platform.

Use this guide to help you to navigate the Specialised Learning platform.

Specialised Learning has been designed to:

- Bring learning to life in a practical and engaging way with a blend of quizzes, videos, voice recordings and articles.
- Provide a wide variety of choice so learning can be tailored to suit individual development needs and meet business requirements.
- Be updated regularly, keeping ACA students at the cutting edge of the profession.
- Embed the mindset of lifelong learning, preparing students for ICAEW membership.

SPECIALISED LEARNING > ONLINE LEARNING RESOURCES FOR STUDENTS



SPECIALISED LEARNING COURSES ARE SPLIT INTO FOUR KEY CATEGORIES

Specialised technical content

This content builds on the technical aspects within the ACA exams, providing deep dives in areas such as tax, financial reporting and sustainability.

Sector specific content

This content gives students the opportunity to specialise in particular sectors, ranging from farming to financial services, charities and the public sector. A suite of courses will focus on specific areas within these sectors, such as accounting, tax and other key areas.

Professional skills content

This content supports skills development, such as communication, curious thinking, project management and report writing.

Emerging issues and updates

This content will be updated regularly, providing real time relevant updates on key matters, covering topics such as tax updates, audit reform, sustainability and new corporate reporting standards.

New courses: ICAEW will regularly update and add new courses to the Specialised Learning platform. Keep up to date with the announcements posted on the Specialised Learning platform, or [read more about Specialised Learning on the Employer Support Hub](#).



BROWSE AND VIEW SPECIALISED LEARNING COURSES

The Specialised Learning platform is accessed via the [Employer Support Hub](#).

From the Specialised Learning homepage, you will be able to view Specialised Learning courses. As an employer user, courses will be read only, and no progress information will be tracked.

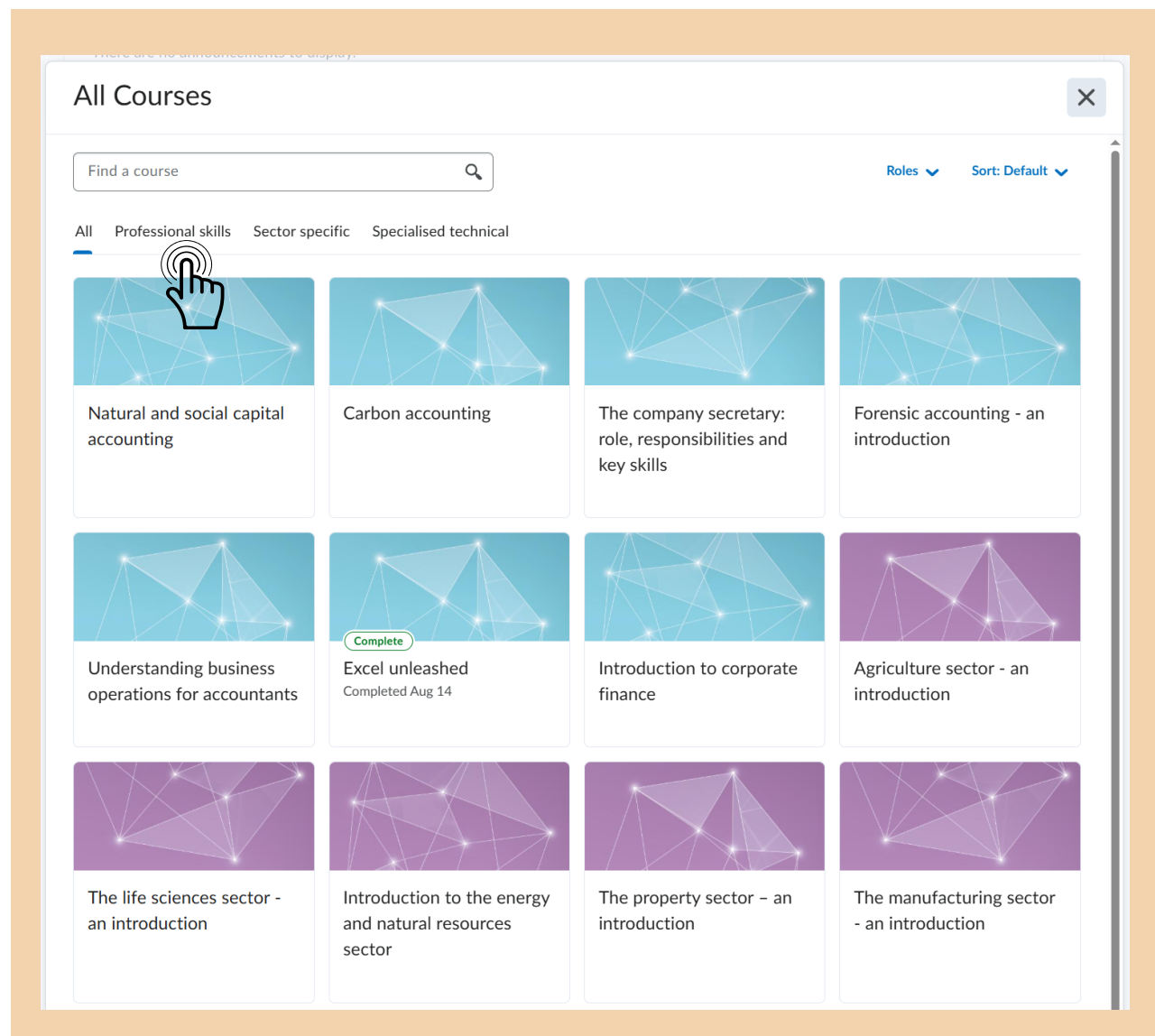
From the login page, scroll down to view the Specialised Learning courses. Click “View All Courses” to see all courses.

The screenshot displays the Specialised Learning platform interface. At the top, there are four tabs: "All", "Professional skills", "Sector specific", and "Specialised technical". Below the tabs is a grid of 12 course cards, arranged in 4 rows and 3 columns. Each card has a blue header with a geometric pattern and a white body with the course title. The courses are:

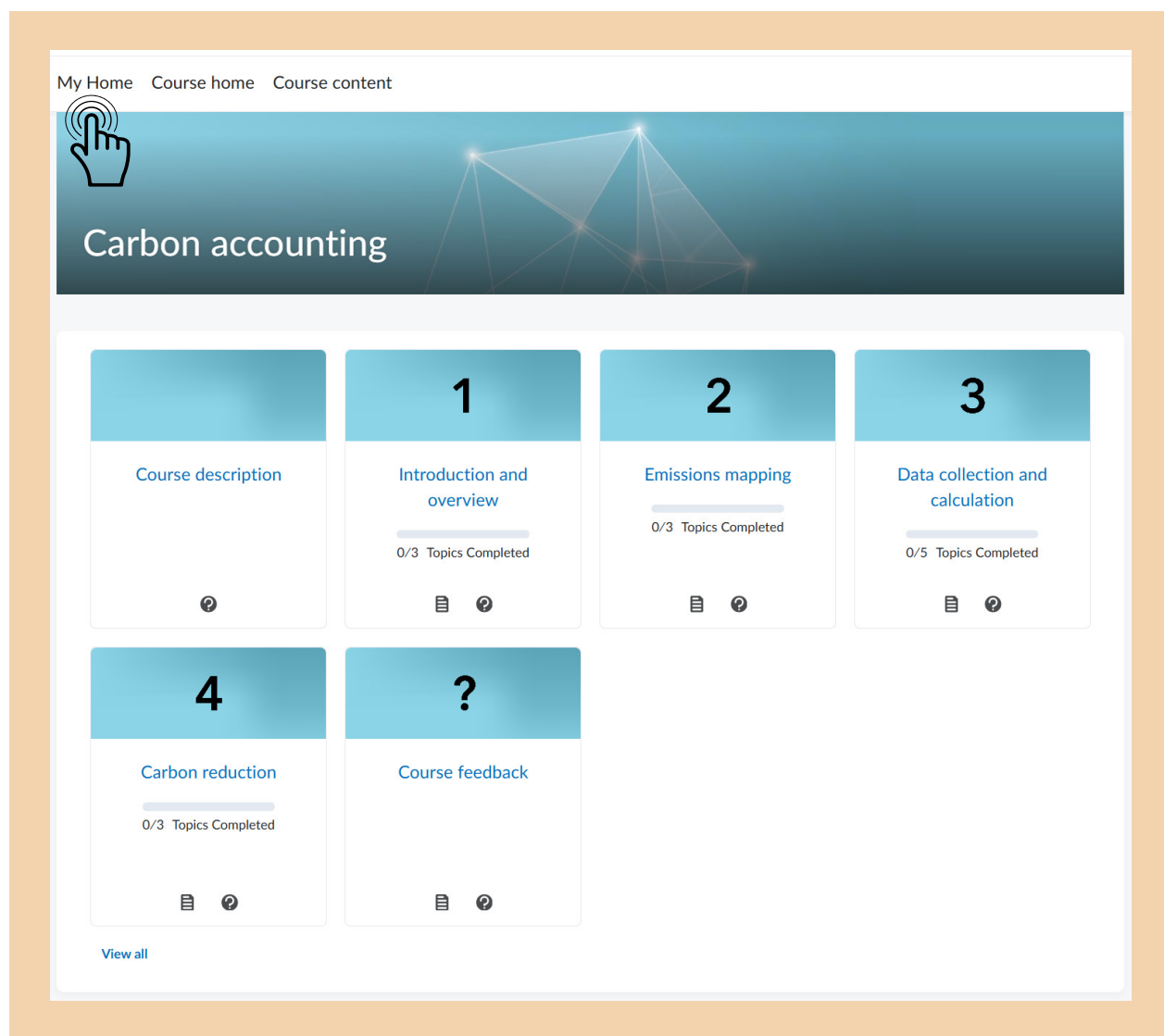
- Natural and social capital accounting
- Carbon accounting
- The company secretary: role, responsibilities and key skills
- Forensic accounting - an introduction
- Understanding business operations for accountants
- Excel unleashed (Completed Aug 14)
- Introduction to corporate finance
- Agriculture sector - an introduction
- The life sciences sector - an introduction
- Introduction to the energy and natural resources sector
- The property sector - an introduction
- The manufacturing sector - an introduction

At the bottom left of the grid, there is a link: [View All Courses \(20+\)](#). A hand icon is pointing at this link.

You can use the tabs to view the different course categories, use the search box or sort the courses.

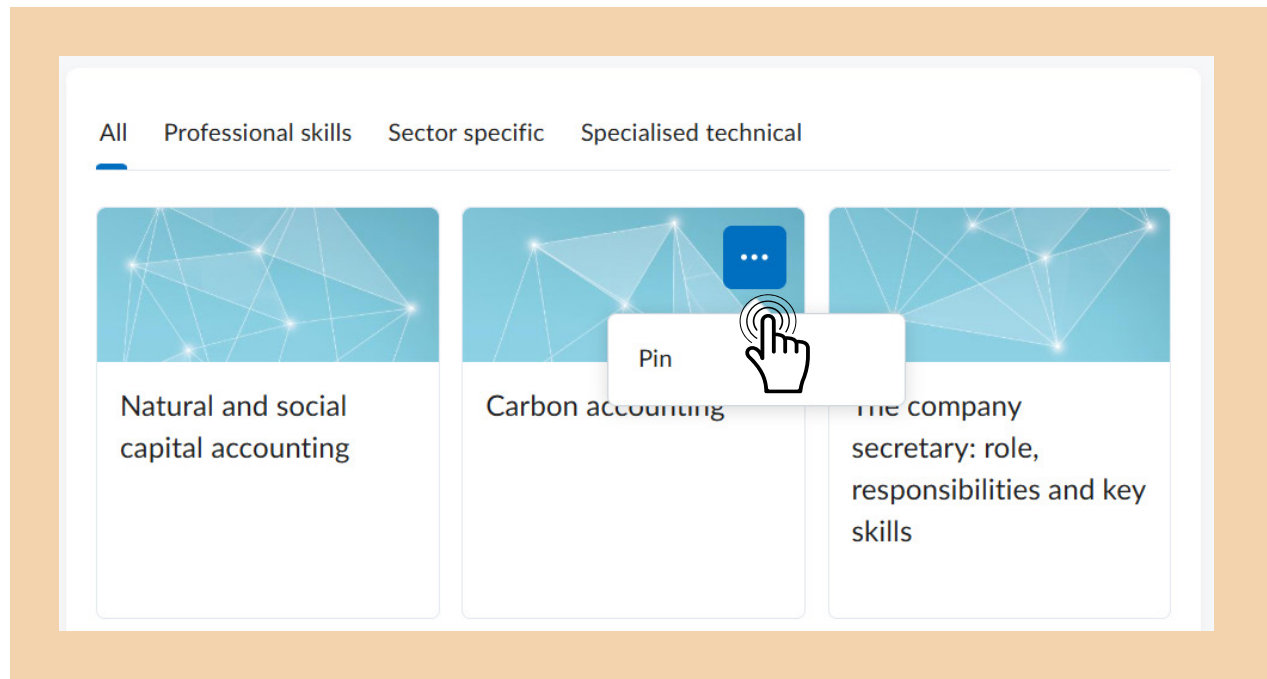


Click into a course to view the course content in from the same perspective as a student would view it. As an employer user, Specialised Learning progress will not be logged.

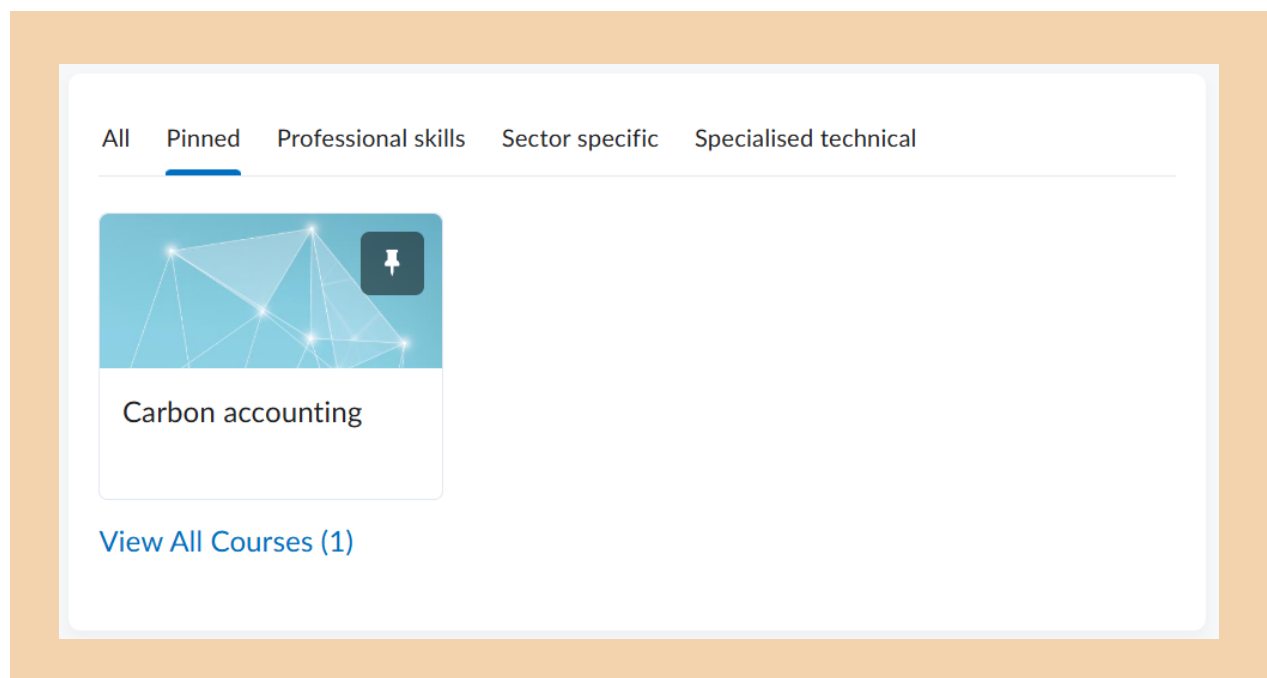


To return to the Specialised Learning homepage, click the "My home" or ICAEW logo in the top left.

For easy access, you can pin a course to add it to your Specialised Learning homepage.



To unpin the course, click the pin button.



Note: You can browse full courses from a student perspective, however as an employer this will be read only and you will not receive Specialised Learning units for completing a course.



VIEWING INDIVIDUAL STUDENT PROGRESS

You can view the number of units your student has completed in the [online training file](#).

Log into the training file and find the student record you want to view. If you're unsure how to do this, you can find more information in the [Next Generation ACA Handbook](#).

On the "Summary" tab of the student's training file, scroll down to the "Specialised Learning" section.

The number of Specialised Learning units the student has completed will be displayed here. In the below example, the student hasn't completed any units yet.

Summary
Practical work experience
Professional Skills
Ethics and professional scepticism
Examinations
Audit qualification

Summary

- Authorised Training Employer: ICAEW Test Account
- Agreement duration: 01 June 2022 to 31 May 2025
- Agreement period including CPWE: 36 months 0 days
- Minimum Required total PWE: 450 days
- Agreement period excluding CPWE: 36 months 0 days
- Agreement expected end date: 31 May 2025

Sign-off checklist

Once you have completed all elements below, you will be able submit your training file to your employer for final sign-off and submission to ICAEW. Each completed element is represented by a green tick.

- ✓ Total number of PWE days meets the requirement for your training agreement
- ✓ Minimum level of professional skills reviews. Best practice requires skills review every 6 months.
- ✓ You have recorded PWE days to the expected end date of your training agreement
- ✓ Minimum 'Experienced' level required in all 25 skills, and 'Accomplished' in at least 5 of the 25 skills
- ✓ Minimum level of ethics reviews. Best practice requires an ethics review every 6 months.
- ✓ You need to complete a minimum of 30 units of Specialised Learning.

Examinations

How you are progressing through the ACA examinations.

Ethics and professional scepticism

How you will demonstrate ethical competence by completion of the Ethics Learning Programme and by practising ethical and professional scepticism in the workplace.

Practical work experience

How you will evidence real and practical work experience of a financial, business or commercial nature, developing in complexity, over the course of your Training Agreement.

514 / 450 days achieved

Professional development

How you will demonstrate development in the other professional skills required to become an ICAEW chartered accountant, such as team-working and problem-solving, by providing specific examples from the workplace.

Audit qualification

Only applicable to students carrying out work that qualifies as UK audit experience. How you will evidence development in audit skills and accumulated experience, over the period of your training.

0 days achieved

Specialised Learning

Specialised Learning brings your learning to life and allows you to tailor your training to your role and sector. Over the course of your training agreement, you will need to complete a minimum of 30 units of Specialised Learning.

No units

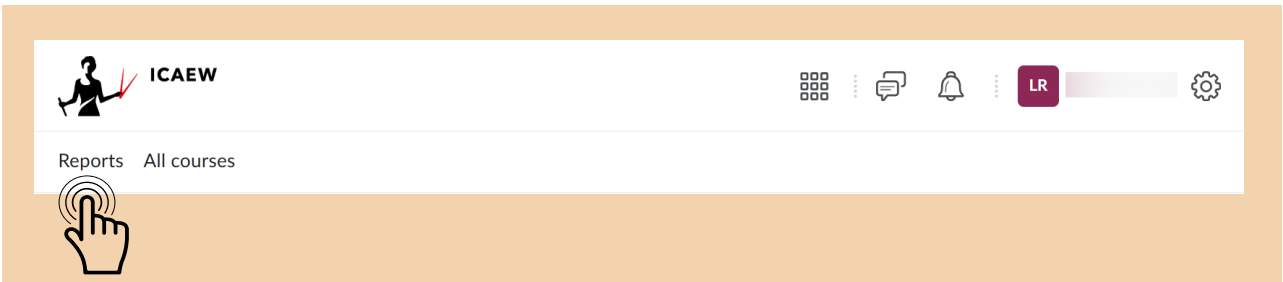


SPECIALISED LEARNING REPORTS

Reports can be run on the Specialised Learning platform by an authorised individual. This could be the qualified person responsible for training (QPRT), person responsible for training (PRT), ACA Student Manager or Specialised Learning data manager.

You will be able to run your own report to see your student’s activity.

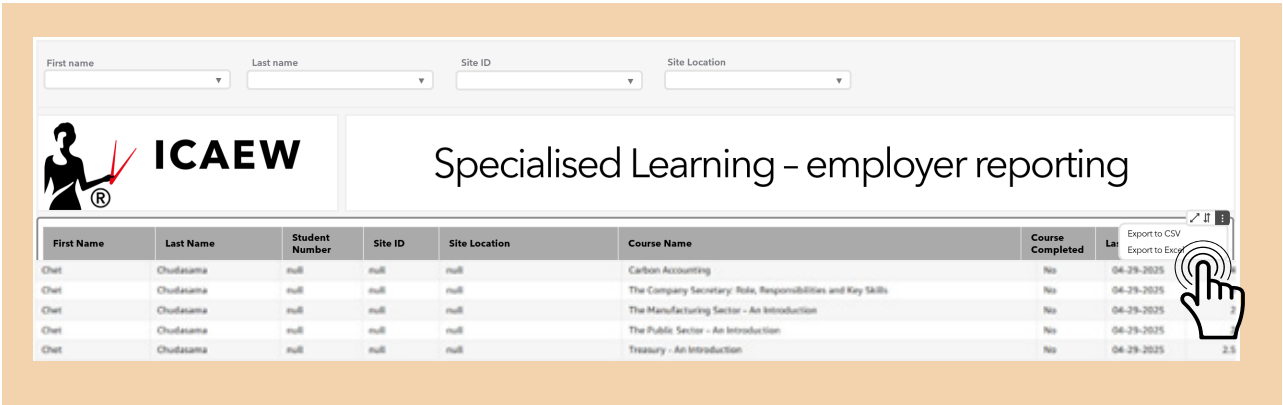
Log into the Specialised Learning platform and click the “Reports” tab at the top of the page.



Click into the “Dashboard” report. Once you are in the reporting pages you will be able to filter the dropdown options by student name and/or office location.

Once you have selected the information that you require, you will be presented with the report detailing which Specialised Learning courses students have completed.

You can export the report to Excel by clicking the three dots and selecting “Export to CSV/Excel” to enable you to manipulate the data.



Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 210,000 members and students around the world. 98 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor more than 11,000 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

charteredaccountantsworldwide.com
globalaccountingalliance.com

ICAEW

Chartered Accountants' Hall
Moorgate Place
London
EC2R 6EA UK

T +44 (0)20 7920 8100
E generalenquiries@icaew.com
icaew.com



* includes parent companies. Source: ICAEW member data
March 2025, Interbrand, Best Global Brands 2024