



ACA training

Role and responsibilities for counsellors

If you are a counsellor for ACA student training, here is an overview of your roles and responsibilities.

Use this list as a guide to ensure that your ACA students are on track throughout their ACA training agreement to become an ICAEW Chartered Accountant. It should also help to ensure your organisation continues to meet the **ICAEW training standards** applicable to all authorised training employers and principals.

GENERAL

- Maintain regular contact with the qualified person responsible for training (QPRT) at your organisation to ensure that you are up to date with ACA requirements.
- Keep an up to date and accurate list of all students you are responsible for overseeing.
- Ensure that these students' understand the ACA requirements and that they have watched the online training file guidance video available at [icaew.com/how-to](https://www.icaew.com/how-to).

EVERY SIX MONTHS

- Ensure that all students under your remit have scheduled a review meeting with you, allowing adequate time to perform a thorough review.
- Set clear expectations and ensure that students have adequately prepared for the meeting. Guidance for students is available at [icaew.com/how-to](https://www.icaew.com/how-to).
- During the meeting, review the student's online training file and discuss their progress. This review must include all aspects of the training file. **View the six-monthly review checklist for guidance.**
- Ensure that, if not completed during the meeting, the student updates their training file to reflect your comments within a short agreed timeframe after the review meeting.
- Set a date and agree clear objectives with your student for the next six-monthly review.
- Update the QPRT with any relevant issues arising from the six-monthly review.

Further guidance

If you have a question, please contact your **local training and business development manager** or contact our student support team, call +44 (0)1908 248 250 or email studentsupport@icaew.com

If you are no longer involved with training ACA, or ICAEW apprenticeship students, your role has changed or you would like to update your contact details, please email our training team on ATEaccess@icaew.com

View your students' progress and access their online training file at icaew.com/trainingfile.

For guidance on how to review your students' online training file, [watch the online training file guidance video](#).