

Getting online

Keeping your online training file up to date throughout your ACA training is essential and easier than you may think. Nicola White, training and CPD manager at ICAEW, shares her top tips on how to keep your training file current and how to prepare for a six-monthly review

From the day you register as an ACA student, you will be able to log in and access your training file until it is signed off at the end of your training agreement. It is your responsibility to keep your file up to date. Meeting your qualified person responsible for training (QPRT), counsellor or principal every six months is also a mandatory requirement of the ACA.

KEEP YOUR ACA PROGRESS ON TRACK

Your training file is easy to navigate. Ensure you don't miss a step by watching the guidance video, it provides everything you need to know. Watch it on demand at [icaew.com/how-to](https://www.icaew.com/how-to)

Once you have watched the video, here are some tips on how to maintain your ACA progress and stay organised.

Start recording your progress as soon as your training starts and continue throughout your training agreement period.

✦ Please note that if your employer's internal professional development and/or ethical programmes have been accredited by ICAEW, you will only see the sections of the training file relevant to you.

PROFESSIONAL DEVELOPMENT

Provide an example from your day-to-day work experience to show how you meet each professional development skill. You'll need to evidence all 52 skills before the end of your training agreement. Record how you demonstrate each skill within your training file and include feedback from your QPRT, counsellor or principal.

Access webinars and past *Vital* articles on each professional development skill to ensure you continue to gain those all-important skills at [icaew.com/listenagain](https://www.icaew.com/listenagain)

Ensure you have acquired all the skills before you attempt the ACA Advanced Level Case Study exam.

ETHICS AND PROFESSIONAL SCEPTICISM

You'll develop your ethics know-how throughout your ACA training and it's vital that ethics is discussed at every six-monthly review. Failure to complete this section will jeopardise your journey into membership.

Steadily progress through the ethics learning programme during your training and after completing each module watch the corresponding Practising Ethics webinar. Make notes on the ethical scenarios during the webinar as you will discuss these at your next review.

When you have completed all six modules you will need to achieve 70% or more within the devolved assessment. Remember to speak to your employer before you take the assessment.

Keep a note of ethical examples that you read in the news or see in the workplace as they will help you to talk about a real-life situation in your next review.

PRACTICAL WORK EXPERIENCE

Keep a record of the number of hours you complete per day using a timesheet or noting the hours in a diary.

One working day is seven hours so if you work longer than this, you may be able to record more time.

Add your number of days in six-month blocks in your training file and make sure that the days you enter are for the full period of your training agreement - don't leave any gaps.

You can't count study leave, courses, sickness days, holidays or office administration towards your work experience.



For additional help and guidance on your online training file or six-monthly reviews, speak to your QPRT, counsellor, principal or contact ICAEW. Call +44 (0)1908 248 250 or email studentsupport@icaew.com

AUDIT QUALIFICATION

Audit experience gained during your ACA training may help you to gain the Audit Qualification (AQ) if you're working for a firm of registered auditors in the UK who is an ICAEW authorised training employer. You will need the AQ to become a Responsible Individual to sign audit reports in the future.

Ensure you record your audit experience throughout your training agreement, not just after an audit. If you don't record your audit experience, you will lose it. You may not know yet if you'll ever become a Responsible Individual, but don't limit your future career by ignoring it now. You will not be able to claim the experience you are gaining now in years to come. At the end of your training agreement, you will have six months to finalise your audit experience and submit to ICAEW.

EXAMS

Keep a tab on the exams you have taken and your marks by logging in to your training file. Book a Professional or Advanced Level exam via your training file and log in on results day to view your marks. You can download and email your exam results to anyone when you're logged into your file.

MORE TIPS

You can update your training file at any time. Access it online 24/7 by using a tablet, laptop or desktop computer. ICAEW run random checks every month to ensure that students are keeping their training files up to date. If we check your file and six-monthly reviews are not taking place, we'll be in contact with you. An incomplete training file is not compliant with ICAEW regulations.

Ensure you receive information from ICAEW by keeping your contact details up to date - you can view your details and update them in your file. By keeping your file current it will be much easier when your file is ready to be signed off and it will also help ICAEW to verify your records before you're invited to become a member. Remember, you won't be able to qualify if your training file is incomplete. Before the end of your training agreement, download a copy of your file to keep a record of it. ●

SIX-MONTHLY REVIEW: WHAT YOU NEED TO DO

Get your six-monthly review meetings in the diary early. Schedule them to occur at each six-month point of your training agreement period and remember to invite your QPRT, counsellor or principal. This will help you to work towards each review date and ensure that you continue to monitor and record your ACA progress. You'll discuss the progress and development of each ACA component at every six-monthly review. Here is a summary of what you need to do to prepare.

Professional development Review your progress through each of the seven ladders over the last six months and record how you have demonstrated the skills. You'll gain feedback on this at the review.

Ethics and professional scepticism

Be ready to discuss at least one ethical scenario from the Practising Ethics webinars and prepare a real ethical situation to discuss at the review. You will need to confirm within your file that this discussion took place. You'll also be asked about your progress in the ethics learning programme.

Practical work experience Ensure you have the number of days worked within the last six months ready to discuss and agree at the review.

Exams Be prepared to talk through your exam progress, results and any resit plans.

Audit qualification If you're aiming to apply for the audit qualification, ensure you have the number of audit days you have worked within the last six months ready for the review. You'll need to have recorded the nature of the audit work you have carried out and the full legal names of all businesses audited.

You may also want to discuss other areas for development, such as on-the-job guidance, coaching and mentoring. Update your file by taking a tablet or laptop in to the review. Log on at [icaew.com/trainingfile](https://www.icaew.com/trainingfile) and remember to add any feedback given to you by your QPRT, counsellor or principal.