

Re-registration of a student



Complete and submit this form if a student has previously been registered in a training agreement with ICAEW.

In order that we can validate any practical work experience that the student has gained with their previous employer, please ensure that this experience has been entered and approved on their online training file.

Please scan and email your completed form to applications@icaew.com within one month of the start date, to ensure that this experience can be counted in full.

THE STUDENT

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

ADDITIONAL QUALIFICATIONS

Please list any additional educational or professional qualifications you have obtained since you were originally registered with ICAEW.

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
- Covering Letter explaining the reason for the break in service.

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have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.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 organisation without your express 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.

If your condition means you will need access arrangements, we will ask you to complete a more detailed form and provide supporting evidence. Please email aa@icaew.com

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 ICAEW 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.

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 chartered accountant student named overleaf and confirm that the student has been provided with an employment contract and an ICAEW training agreement.

The student completed a total of _____ months and _____ days under a previous training agreement. During this period, the student completed _____ days of practical work experience.

Please note Learning & Professional Development Regulation 50 states:

No period between the commencement and suspension or cancellation of a training agreement in which the provisional member received less than thirteen weeks practical work experience (65 days) shall count as approved training.

The further training agreement began on **DD MM YYYY** and the student is expected to complete a total of _____ months and _____ days of approved training at this training office.

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

Please note that if your student's break(s) in service since first beginning approved training exceeds two years, ICAEW may require the student to complete an additional period of approved training. We will notify you if this is the case, at the time of registration.

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

Signature _____ Date **DD MM YYYY**

Print name _____ Member number _____

To be signed by the qualified person responsible for training QPRT PRT or Deputy QPRT

Job title _____

In case of queries
please contact _____

If you are registering as an Apprenticeship student, please supply the following information:

ACA L4 or ACA L7

Name of tutor
organisation _____

Location _____

Employer ID (not ATE no) _____ Unique Learner Number _____

For any enquiries please contact our Student Support line on:

T + 44 (0)1908 248250

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