

EVIDENCE OF TECHNICAL WORK EXPERIENCE (ETWE) FORM

STUDENT NAME
STUDENT NUMBER
NOTES FOR COMPLETION
APPLYING FOR MEMBERSHIP Use this form to accumulate evidence of your technical work experience. It is important that you update it every six months and at the end of your training agreement. The completed form will be part of your application for membership. Should you work for more than one employer over your period of training, please ask your initial employer to sign off any work experience (page 2) and certify the approved training (page 1). Use the same form with your new employer, you should not start a new form.
TECHNICAL WORK EXPERIENCE You must be able to provide evidence of the number of days of technical work experience you are claiming (eg, timesheets, diaries) as you may be asked for this by your QPRT and ICAEW.
INITIAL PROFESSIONAL DEVELOPMENT (IPD) AND STRUCTURED TRAINING IN ETHICS (STE) To fulfil all requirements for membership you must have also received a final online sign off from your QPRT, PRT or Deputy QPRT, confirming completion of IPD and STE programmes.
RECORDING AUDIT EXPERIENCE Students working in audit registered firms should submit the Audit Qualification form. It is important that both forms are completed as part of your six-monthly review. For further information on the Audit Qualification visit icaew.com/aq
SECONDMENTS, ABSENCE AND PART-TIME WORKING If you have been, or will be, absent from work for a prolonged period, are seeking a secondment from your ATE, or are intending to work part time, please contact the student support team because this might affect your ability to fulfill our membership requirements.
RETURN CHECKLIST Online STE Declaration completed and approved Online IPD Declaration completed and approved ETWE form completed fully and signed by your QPRT, PRT or Deputy QPRT Audit Qualification form completed and enclosed (if appropriate)
If you don't return ALL documentation, or if you complete your form incorrectly, there may be a delay in your application for membership.
FURTHER INFORMATION AND GUIDANCE IS AVAILABLE on our website: icaew.com/acastudents from our student support team: +44 (0)1908 248 040 or email studentsupport@icaew.com

CERTIFICATION BY THE QPRT, PRT OR D TO COMPLETE THE FINAL SIGN OFF AT T TRAINING.							
AUTHORISED TRAINING EMPLOYER (ATE)	AUTHORISED TRAINING EMPLOYER (Additional employer details if required)						
ATE Name	ATE Name						
I certify that the student named opposite: a) served a period of approved training with this ATE from DD MM YY to * DD MM YY b) has completed days of technical work experience	I certify that the student named opposite: a) served a period of approved training with this ATE from DD MM YY to * DD MM YY b) has completed days of technical work experience						
c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of ICAEW.	 c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of ICAEW. 						
Signed	Signed						
Name (block capitals)	Name (Block capitals)						
ICAEW Number Date	ICAEW Number Date						
* If the training agreement has been extended, please ensure an Amendment to a Training Registration Appli 321	DD MM YY se return completed forms to: ications, ICAEW, Metropolitan House, Avebury Boulevard, Milton Keynes MK9 2FZ UK iplications@icaew.com						

WE FORM IULY 2010

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NOTES

- 1. The completion of all fields is mandatory.
- 2. If you successfully claimed credit for prior work experience (max 12 months) on ICAEW registration, the first row (in red) must contain the dates and total number of credited days (this one row is not limited to six months) for the technical work experience gained during the period in question.
- 3 Only approved QPRTs, PRTs or Deputy QPRTs can certify the student (overleaf) on completion of the training agreement. The accumulation of technical work experience at the six-monthly reviews may however be signed off by another employee who is a qualified accountant and has been authorised by the employer to monitor training.

THE STUDENT MUST ENTER:

- 1. The date of the six month period under review
- 2. The total number of days technical work experience
- 3. Any time spent on secondments to other organisations

If applying for the Audit Qualification, the student should enter the number of audit days and complete the Accompanying Narrative section in the Audit Qualification form (if training in a UK Audit ATE).

THE EMPLOYER MUST:

- 1. Enter that the student is a fit and proper person to continue approved training
- 2. Sign to confirm that all information entered is correct for the six month period
- 3. Confirm that any audit work undertaken was appropriately supervised (if relevant)
- 4. Ensure all sections are signed off by the appropriate individual

Six month per (start date and end date) DAY MONT	riod TH YEAR	TWE gair your prin registere (days)	ned in nary d ATE		TWE gain secondmo another A (max 50% TWE days)	ent to ATE 6 of		TWE ga secondr unauthor employ 33% of	orised		Total of all technical work experience (TWE) (days)	Name of QPRT, PRT, Deputy QPRT or Counsellor (BLOCK CAPITALS)	Signature of QPRT, PRT, Deputy QPRT or Counsellor	Fit and proper (✓)	Approp. supervised (UK Audit ATE's only) (✓)
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