



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 DEPUTY QPRT AUTHORISED BY ICAEW TO COMPLETE THE FINAL SIGN OFF AT THE END OF THE PERIOD OF APPROVED TRAINING.

AUTHORISED TRAINING EMPLOYER (ATE)

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

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

Name (BLOCK CAPITALS)

ICAEW Number

Date

DD MM YY

* If the training agreement has been extended, please ensure an Amendment to a Training Registration form has been submitted to ICAEW.

AUTHORISED TRAINING EMPLOYER (Additional employer details if required)

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

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

Name (BLOCK CAPITALS)

ICAEW Number

Date

DD MM YY

Please return completed forms to:

Applications, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes MK9 2FZ UK
E applications@icaew.com

