



# Apprenticeship student registration

When registering as an apprenticeship student with us, it's vital that students register correctly, as not doing so will prevent them from sitting the end-point assessment. Registering correctly also ensures that students are awarded their apprenticeship certificate when they qualify. Here we explain how a student and employer can check the registration status and how to amend, if needed.

## How a student can check their registration status

A student will be able to check their registration status via their [online training file](#).

An **ACA Standard** student will see the following information on their Summary page.

Summary Practical work experience Professional development Ethics and professional scepticism Examinations Audit qualification

### Summary

- Authorised Training Employer:
- Agreement duration: 17 August 2018 to 16 August 2021
- Agreement period including CPWE: 36 months 0 days
- Minimum Required total PWE: 450 days
- Agreement period excluding CPWE: 36 months 0 days

**Examinations**  
How you are progressing through the ACA examinations.

**Ethics and professional scepticism**  
How you will demonstrate ethical competence by completion of the Ethics Learning Programme and by practising ethical and professional scepticism in the workplace.

**Practical work experience**  
How you will evidence real and practical work experience of a financial, business or commercial nature, developing in complexity, over the course of your Training Agreement.  
0 / 450 days achieved

**Professional development**  
How you will demonstrate development in the other professional skills required to become an ICAEW chartered accountant, such as team-working and problem-solving, by providing specific examples from the workplace.  
0 / 52 (0%)

**My primary address** edit

**My contact details** edit

Email: iweb.  
Mobile:  
Home phone:

**Please note:** students who work for an ICAEW authorised training employer that is accredited for professional development, will not see the professional development tab within their online training file.

The Summary page for a registered **Level 4** or **Level 7 Apprenticeship** student will include an Apprenticeship section, which provides a summary of their progress. An example is shown below.

**Summary**

- Authorised Training Employer:
- Agreement duration: 25 August 2016 to 24 August 2019
- Agreement period including CPWE: 36 months 0 days
- Minimum Required total PWE: 450 days
- Agreement period excluding CPWE: 36 months 0 days

**Apprenticeship**  
A summary of your progress.

Tutor:  
Employer Reference Number:  
Unique Learner Number: [Update ULN/Employer Ref/Tutor](#)

**Activity log**

Level	Date	Activity
ACA Level 7	13 Jun 2018	Registered as an apprentice

**Examinations**  
How you are progressing through the ACA examinations.

**Ethics and professional scepticism**  
How you will demonstrate ethical competence by completion of the Ethics Learning Programme and by practising ethical and professional scepticism in the workplace.

**My primary address** [edit](#)

**My contact details** [edit](#)

Email:  
Mobile:  
Home phone:

## How an employer can check their registration status

Employers can also check the registration status of their students. They log in to their students' [online training file](#) and will see a list of their students. Here, they can view the type of student their students are registered as, which will be displayed in the Type column.

**Student list** [View reports](#) [Apprentice Gateway Signoff](#)

Filter list: My Actions | All Offices | All Types | Search by name or number

[Download Excel](#)

Displaying my actions from all offices | Showing 61 to 75 of 166 students

Student name	Student number	Type	Training office	City/Code	Action
		ACA App L7			PWE review requested
		ACA			Audit feedback requested
		ACA			Pending Sign Off
		ACA			Audit feedback requested

Narrow the search to view apprenticeship students only by clicking on the drop down menu that refers to 'All types' and selecting the relevant option. The options are:

- ACA – an ACA Standard student;
- ACA App L7 – a Level 7 Accountancy Professional Apprenticeship student; and
- ACA App L4 – a Level 4 Accounting Technician Apprenticeship student.

An example is below where 'ACA App L7' has been selected.

Student list
View reports
Apprentice Gateway Signoff

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Filter list: My Actions  All Offices  ACA App L7

[Download Excel](#)

Displaying my actions from all offices Showing 1 to 4 of 4 students

Student name ▼	Student number ▼	Type	Training office	City/Code	Action
		ACA App L7			PWE review requested
		ACA App L7			PWE review requested
		ACA App L7			PWE review requested

## How to amend a registration

It's easy for a student to change their registration status. They simply visit [icaew.com/studentregistration](https://icaew.com/studentregistration) and log in using their username and password. They select the correct qualification, for example, they may have registered as an ACA Standard student but need to register as a Level 7 Apprenticeship student, so here they will select Level 7 Apprenticeship. They will be asked to confirm their personal details and provide additional information, if required.

When a student updates their registration, they will keep the same student number, they will also receive an email from us to confirm that they are registered as an apprenticeship student.

## More guides

Additional guidance is available on how to register as student with us:

- > [View the how to register as a student guide](#)
- > [View the how to register for the Level 4 apprenticeship guide](#)
- > [View the how to register for the Level 7 apprenticeship guide – for students who have registered as a standard ACA student](#)

## Contact us

If you have a question, our dedicated student support team are here to help. Call +44 (0)1908 248 250 or email [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

Alternatively, if you are browsing our [website](#), look out for the live help boxes. You will be able to speak directly to an adviser.