



# ACA STUDENT TRAINING GUIDE

FOR ACA STUDENTS WHO REGISTER FROM 1 JULY 2013



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# WELCOME TO ICAEW



Welcome to ICAEW – you are now studying towards a world-leading professional qualification in accountancy, finance and business. You join a community of over 20,000 ACA students worldwide training to become ICAEW Chartered Accountants of the future.

This guide provides you with the help and support you need as you progress through ACA training and includes:

- an overview of your ACA training;
- all the information that you need to complete the integrated components of ACA training; and
- details of the wide range of support and resources that are available to you throughout your training.

It is also important that you keep up to date with ICAEW regulations and processes, as they do change to reflect the requirements of our authorised training employers and regulatory bodies. [icaew.com/regulations](https://www.icaew.com/regulations)

## THE STUDENT SUPPORT TEAM

Our student support team is here to help you with advice and guidance on issues including your ICAEW registration, credit for prior learning, training agreement matters, exam-related enquiries and any changes to your contact details.

The helpline is open Monday, Tuesday, Thursday and Friday, 08:30–17:30 and 09:30–17:30 on Wednesdays, UK-time.

T +44 (0)1908 248 250

E [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

When you contact us you'll need to provide us with your student registration number as this will help us deal with your enquiry more efficiently. All calls are treated in confidence.

## YOUR CONTACT DETAILS

It is important that you keep us up to date with any changes to your contact details. This is vital as throughout your training, we will send you regular communications relating to your exam applications, exam results and regulation changes.

To update your details, contact the student support team or go online at [icaew.com/dashboard](https://www.icaew.com/dashboard)

We wish you every success with your ACA training and look forward to welcoming you as an ICAEW Chartered Accountant soon.

# ACA QUALIFICATION: OVERVIEW

Here is an overview of the information and guidance you need from the start of your training through to becoming an ICAEW member.

## AT THE START

**Register as a student with ICAEW** at [icaew.com/studentregistration](https://icaew.com/studentregistration) – it is your responsibility to register with us.

Once you have registered you can access the full range of resources, apply for exams and access your online training file. This is where you will log your progress, so it is worth becoming familiar with the tabs in your file at [icaew.com/trainingfile](https://icaew.com/trainingfile)

The registration process for students training with an ICAEW authorised training employer (ATE) ensures that we know that your training agreement is in place and that your period of approved training has begun. Make sure that you have your employer's approval before you register with us.

If you're struggling to register please contact our student support team on +44 (0)1908 248 250 or [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

**Your ACA training agreement** – ensure that your employer gives you your ACA training agreement and that you sign it. Please see page 9 for more information about training agreements.

**Apply for credit for prior learning (CPL)** – this recognises areas of the ACA syllabus you may have covered as part of your academic or professional studies. For full information and to check your eligibility, please refer to the CPL directory at [icaew.com/dashboard](https://icaew.com/dashboard). If you have a training agreement, your employer will tell you if you are allowed to apply for credits – check with your employer first. It's essential that you apply early. Please allow 14 days (from receipt of your CPL application) for it to be assessed and processed. You cannot apply for CPL on an exam you have already attempted.

**Apply for exams** – you need to apply for your exams before the exam entry deadlines. To see the exam dates and deadlines visit [icaew.com/dashboard](https://icaew.com/dashboard). You can apply for exams via your online training file.

**Apply for alternative exam arrangements** – if you have a disability, health condition or specific learning difficulty that is likely to affect you during an exam, please contact us as early as possible so that we can assess what arrangements you might need. You can also apply for alternative arrangements if your responsibilities as a carer are likely to affect you during the period you take your exams.

- For Certificate Level exams you must apply for any alternative arrangements no later than 90 days before the session you intend to sit.
- For Professional and Advanced Level exams, you must apply for alternative arrangements no later than 30 days before the exam entry deadline.

The application form is available at [icaew.com/dashboard](https://icaew.com/dashboard)

If you would like to talk to someone about your arrangements, please contact the student support team on +44 (0)1908 248 250 or email [concessions@icaew.com](mailto:concessions@icaew.com)



## YOUR ACA TRAINING

The ACA qualification has integrated components that provide you with an in-depth understanding across accountancy, finance and business. Combined, they help build the technical knowledge, professional skills and practical experience needed to become an ICAEW Chartered Accountant.

Each component is designed to complement each other, which means that you can put theory into practice and you can understand and apply what you learn to your day-to-day work. Progression through all the elements of the ACA simultaneously will enable you to be more successful in the workplace and exams. The components are:



## ONLINE TRAINING FILE

Throughout your ACA training agreement, you are responsible for keeping and completing accurate training records. Your progress and logs within your online training file will form the basis of discussions at your six-monthly reviews.

You will need to provide evidence that you have completed your:

- professional development;
- ethics and professional scepticism;
- practical work experience; and
- audit experience (where relevant).

Your employer should review your training records every six months. This will ensure that you are on track to qualify as an ICAEW Chartered Accountant.

Your employer or ICAEW may want to review your training records at any stage during your training. Therefore it is essential that you keep these up to date.



Watch a video about how to update your online training file, visit [icaew.com/acatrainingguide](https://www.icaew.com/acatrainingguide)

**webinar**

## SIX-MONTHLY REVIEWS

It is a requirement of the ACA training agreement that you and your employer meet at least every six months. Your employer may choose to meet more frequently but you cannot meet less than once every six months. These meetings are to discuss and monitor your progress on all the integrated components of the ACA.

It is your responsibility to arrange these six-monthly reviews with your employer, and your employer should do everything they can to facilitate these meetings.

Your training records will form the basis of discussion at each of your six-monthly review. It is your responsibility to update your training records within your file.

You can log your progression in professional development, ethics and professional scepticism, practical work experience and audit experience at any time within your training file.

## APPLYING FOR MEMBERSHIP

You will be invited to apply for ICAEW membership once you have:

- passed all the ACA exams;
- completed your professional development, ethics and professional scepticism and practical work experience;
- completed and submitted your online training file with the final sign off; and
- completed your training period with an ICAEW authorised training employer.

ICAEW membership allows you to call yourself an ICAEW Chartered Accountant and use the globally respected designatory 'ACA' letters after your name, highlighting the quality of your achievement. You will have access to:

- resources and events to continue your professional development;
- leading academic and technical materials through membership of technical helplines, faculties and special interest groups;
- the world-leading ICAEW Library and Information Service;
- specially negotiated discounts on a variety of products and services; and
- unique opportunities for networking and career development through our specialist training programmes and qualifications.

Once your application to ICAEW membership has been successful, you will be invited to a New Members' Ceremony at Chartered Accountants' Hall in London. The ceremony gives us the opportunity to congratulate you on your success and enables you to meet other new members, to find out more about the many benefits of ICAEW membership and to look around our historic headquarters.

If you have any questions at any stage of your training, please contact our student support helpline on +44 (0)1908 248 250 or email [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

ICAEW is your professional membership organisation and we are here to support you. We wish you every success during your ACA training and career.  
Good luck!

# YOUR RESOURCES AND STUDENT BENEFITS

## STUDENT SUPPORT TEAM

**T** +44 (0)1908 248 250  
**E** [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

## STUDENT WEBSITE

The ACA student area of our website includes information, guidance and resources to help you as you progress through the ACA. [icaew.com/dashboard](https://icaew.com/dashboard)

## ACA STUDENT WEBINARS

Each month we run free training webinars for ACA students. Focusing on the skills which are relevant to your professional development. We hope you find them useful for your job and as evidence when you update the 'professional development' tab in your training file. Examples of recent webinars include:

- speed reading;
- advanced Excel skills;
- strategic time management;
- project management;
- managing for the first time; and
- presentation skills.

For a full list of upcoming webinars and to access a library of webinars on demand, visit [icaew.com/dashboard](https://icaew.com/dashboard)

## ACA PLANNER

Stay organised with dates and deadlines. Download the ACA planner at [icaew.com/acaplanner](https://icaew.com/acaplanner)

## KEEP UP TO DATE

*VITAL* is ICAEW's magazine for ACA students. Posted to you each quarter (January, April, July and October), *VITAL* will keep you up to date on our latest resources, examiners' feedback and guidance from tutors. Download the latest edition and access past issues at [icaew.com/dashboard](https://icaew.com/dashboard)

In addition to *VITAL*, you will receive ICAEW's monthly member magazine, *economia*. Download the free *economia* app for iPhone and iPad, available on the AppStore.

We will also send you regular e-newsletters with the latest information, useful resources and reminders about key dates and exam entry deadlines.

## EXAM WEBINARS

These special recordings can help you understand what is being asked of you in the exams. They are available for:

- all six Certificate Level modules; and
- the Case Study.

You can access the recordings in the relevant exam module tabs at [icaew.com/dashboard](https://icaew.com/dashboard)

## JOIN FIND NETWORK AND LIKE ICAEW STUDENTS

The online student community is the place to ask study questions, read articles and keep an eye out for Ask a Tutor sessions – where you can quiz tutors in the build-up to some exam sittings. Access at [icaew.com/studentcommunity](https://icaew.com/studentcommunity)



Find us on Facebook for interesting content and reminders of key dates such as events and exam entry deadlines.  
[facebook.com/icaewstudents](https://facebook.com/icaewstudents)



LinkedIn  
Join our network which is dedicated to ACA students.  
Search 'ICAEW Students' on linkedin.com



Follow ICAEW on Twitter: [@ICAEW\\_Talk](https://twitter.com/ICAEW_Talk)

## YOUR LOCAL STUDENT SOCIETY OR NETWORK

As an ACA student, you receive automatic membership to your local ICAEW student society or network. These are found throughout the UK, Europe, Russia, the Middle East, China and South East Asia. The societies and networks are run by students for students and provide a wide range of events and activities which include:

- popular social events eg, football tournaments, new joiner parties, annual balls and dinners;
- skill-based seminars such as CV writing, assertiveness, body language and negotiating for success;
- meeting students in your local area; and
- exam revision sessions.

Find out more at [icaew.com/dashboard](https://www.icaew.com/dashboard)

## ICAEW STUDENT COUNCIL

The ICAEW Student Council (ISC) brings together student representatives from around the world. The council is often asked to feed back their opinions of recent exams, and is involved in making decisions affecting future student activity. In addition the chair of the ISC also sits on our governing council, ensuring students have a voice at the very top of ICAEW.

## LIBRARY & INFORMATION SERVICE (LIS)

LIS's extensive online and print facilities include company information, country and sector resources, economic forecasts and eBooks, with services including book loans, document delivery and help with research queries.

**T** +44 (0)20 7920 8620

**E** [library@icaew.com](mailto:library@icaew.com)

[icaew.com/library](https://www.icaew.com/library)

## ICAEW BUSINESS CENTRE

Located in Chartered Accountants' Hall (Moorgate, London, EC2R 6EA) our business centre offers ACA students, ICAEW members and their guests a contemporary space to meet. Facilities include computers and printers, internet and free WiFi, scanning, copying and faxing plus comfortable and quiet work spaces and a café. Open daily from 08:00 to 18:00.

## FACULTIES AND SPECIAL INTEREST GROUPS

Faculties and special interest groups support and develop members and students in areas of work and industry sectors that are of particular interest.

Our **seven faculties** provide knowledge, events and essential technical resources. They cover Audit and Assurance, Corporate Finance, Finance and Management, Financial Reporting, Financial Services, Information Technology and Tax. ACA students are entitled to register to receive either complimentary factsheets from the Financial Reporting Faculty or an e-newsletter from one faculty of their choice each year throughout their studies.

Our **12 special interest groups** provide practical support, information and representation within a range of industry sectors including Charity and Voluntary, Entertainment and Media, Farming and Rural Business, Forensic and Expert Witness, Healthcare, Insolvency and Restructuring, Interim Management, Solicitors, Tourism and Hospitality, Public Sector\*, Valuation and Non-Executive Directors. ACA students can receive free provisional membership of one group each year throughout their studies.

Find out more about faculties and special interest groups at [icaew.com/dashboard](https://www.icaew.com/dashboard)

\*Students are eligible to join the Public Sector Group, but subscription to this group is not included in the student offer and will be charged at the full subscription rate.

## ETHICS ADVISORY SERVICES

If you find you have an ethical dilemma and need some guidance, you should seek advice from your employer in the first instance. If you still need help, ethics advisory services offer a confidential telephone helpline service that is open to all members, students and affiliates.

**T** +44 (0)1908 248 250

Follow the Ethics Advisory Service on Twitter [@ICAEW\\_TAS](https://twitter.com/ICAEW_TAS)

## TECHNICAL ENQUIRIES SERVICE

The technical enquiries service deals with a wide range of subjects covering auditing, accounting, company law, and general technical advice. Please note that taxation advice is not available via this service.

**T** +44 (0)1908 248 250

Follow the Technical Enquiries Service on Twitter [@ICAEW\\_TAS](https://twitter.com/ICAEW_TAS)

## CHARTERED ACCOUNTANTS' BENEVOLENT ASSOCIATION (CABA)

CABA is the first point of contact for chartered accountants and their families who are facing any emotional or financial difficulty. They provide practical, emotional and financial support to ACA students in training agreements that are facing emotional or financial difficulty. All information is handled in confidence. Call CABA on +44 (0)1788 556 366. Alternatively visit [caba.org.uk](https://www.caba.org.uk) or follow them on Twitter [@cabacharity](https://twitter.com/cabacharity)



# TRAINING WITH AN ICAEW AUTHORISED TRAINING EMPLOYER

## FREQUENTLY ASKED QUESTIONS

### **Q. What is a training agreement?**

- A. It is specific to your ACA training and it is not the same as an employment contract. The agreement outlines the support that you will receive from your employer and what is expected of you in return in relation to your training.

Your training agreement is likely to cover:

- start date – training agreements can start at any time of the year;
- the length of time your training agreement will cover;
- the number of exam attempts your employer will support; and
- your employer's study leave policy and how the exams should be fitted around work.

It is important that you read and understand the training agreement, as it is a formal agreement.

### **Q. I've completed 450 days of practical work experience, do I need to complete my three year period of training?**

- A. Yes, you are not eligible for ICAEW membership without completing both.

### **Q. I have not completed all of my exams; do I need to extend my training agreement?**

- A. No. You can continue to take exams once your period of approved training has been completed providing you have met all of the requirements of professional development, ethics and professional scepticism and practical work experience. You only need to extend a training agreement if you have not completed these requirements.

### **Q. I recently had my training agreement terminated and I am now working for a different organisation. What do I need to do?**

- A. As you progress through ACA training, you must ensure that you record and maintain your professional development, ethics and practical work experience within our online training. If you were working for a firm of registered auditors, you should also ensure that any audit experience has been signed off by your previous employer. If your new employer would like to review your training records to date, they are able to view your training file online. See page 22 for more information on the Audit Qualification.

### **Q. My employer has asked me to provide a hard copy of the details I entered to register as a student with ICAEW. How do I view or get a copy of my full student registration details?**

- A. Your employer has online access to student registration details, training progress at [icaew.com/employers](https://icaew.com/employers)

### **Q. Who is eligible for a two-year training agreement?**

- A. Some individuals with previous professional qualifications may be eligible for a two-year training agreement. Please refer to the training agreement section on our website at [icaew.com/dashboard](https://icaew.com/dashboard) or contact the student support helpline on +44 (0)1908 248 250 or [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

# STUDYING FOR THE ACA AS AN INDEPENDENT STUDENT

## GAIN THE ACA

As an independent student you are not currently supported by an ICAEW authorised training employer (ATE).

To qualify as an ICAEW Chartered Accountant and to gain ICAEW membership, you will need to successfully complete all the integrated components of the ACA – professional development, ethics and professional scepticism, practical work experience and exams. You also need to complete a period of approved training under an ACA training agreement with an authorised training employer.

You can find full details on all these elements throughout this guide.

During your training with an ATE you will be able to complete all the elements of ACA training.

### Is your current employer already authorised to train ACA students?

- You can contact the student support helpline to check if your current employer is already registered as an ATE.
- If your current employer is not authorised to train ACA students, you might like to talk to them about becoming authorised to train ACA students. It is a free and straightforward process which can take just a few weeks. More information can be found in the potential employers section at [icaew.com/trainACA](https://icaew.com/trainACA)

There are over 2,850 organisations that are authorised to train ACA students around the world ranging from accountancy firms to FTSE companies, commerce and business as well as public sector organisations.

### Help in finding a training agreement

*Training Vacancies* is a comprehensive listing of UK and international organisations that offer ACA training opportunities. Access *Training Vacancies* at [icaew.com/careers](https://icaew.com/careers)

## SUPPORT

You will receive all the same support from us that is available to students with a training agreement. See pages 7–8.

## EXAMS

You can study and sit for all of the ACA module exams (except for the Case Study) as an independent student.

You can order the official learning materials for the ACA syllabus from our distributor at [gillards.com/icaew](https://gillards.com/icaew)

You must always be familiar with ICAEW regulations that relate to ACA students and to the ACA assessments (as these may be subject to change). You can find these under the qualifications tab at [icaew.com/regulations](https://icaew.com/regulations)

Currently, ACA regulations allow a maximum of four attempts at each Certificate and Professional Level module exam and an unlimited number of attempts at the Advanced Level module exams. However, once you gain a training agreement with an ATE, your employer may choose to restrict the number of attempts you can have with them, so you must always be fully prepared for each exam.

## TUITION

A variety of tuition providers offer courses for the ACA modules. There are an increasing number of flexible tuition options – classroom, distance learning, online learning and residential – for you to choose the best option for you. Look for a tuition provider at [icaew.com/dashboard](https://icaew.com/dashboard)

## COST OF TRAINING

As an independent student, you will need to pay the annual student registration fee, your exam entry costs, ACA learning materials and any credit for prior learning for which you are applying. These costs are payable to ICAEW. Any tuition costs are payable directly to your tuition provider. Your tuition provider may choose to provide the ACA learning materials as part of the cost of their course.

## GAIN THE ICAEW CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS

The ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB) consists of the same six modules of the Certificate Level of the ACA, so you can gain another qualification on route to the ACA. Find out more at [icaew.com/cfab](https://icaew.com/cfab)



# PROFESSIONAL DEVELOPMENT



Professional development is an essential component of the ACA qualification as it prepares you to successfully handle a variety of situations that you will encounter throughout your career.

## WHAT IS PROFESSIONAL DEVELOPMENT?

Professional development is made up of seven ladders, which you will work your way through while training for the ACA.

Each ladder represents a theme, or related set of skills. Where you start and how fast you progress up each ladder is flexible and will be managed by your employer. The seven ladders are:

- 1 Communication
- 2 Team working
- 3 Decision making
- 4 Consideration
- 5 Adding value
- 6 Problem solving
- 7 Technical competence

Each ladder contains seven or eight steps, each representing a skill. You are required to demonstrate each skill by providing an example from your practical work experience. Guidance is given to show the type of skill required, and a sample response is also provided.

Professional development requires you to reflect on your skills needs and, with your employer's support, undertake regular activity to develop your professional skills throughout your training and subsequent career. This could include:

- attend in-house training courses, seminars and meetings;
- discussions with your seniors;
- attend events or listen to online webinars;
- on-the-job learning; and/or
- mentoring, coaching or shadowing.

Many of the skills within each ladder are linked to the Case Study, so we recommend that the steps within each ladder are completed before you attempt the Case Study exam. When you have attempted all ACA exams, and only have the Case Study to attempt, your employer will be able to review your professional development progress to evaluate whether they you are ready to take the final exam.

### YOUR PROFESSIONAL DEVELOPMENT LOG

You will follow one of two paths to log your professional development, either:

- 1 ICAEW professional development ladders; or
- 2 Your employer's professional development training.

If in doubt, your employer will be able to advise you which path you are on. The good news is, whichever path you're on, you can access the professional development resources available.

If you are following the ICAEW professional development ladders, you will record and maintain your progress via your online training file within the professional development tab.

More information on the seven ladders, their themes and guidance on specific examples to give is available at [icaew.com/dashboard](https://icaew.com/dashboard)

You will follow one of two paths to log your professional development, either:

- 1 ICAEW professional development ladders; or
- 2 Your employer's professional development training.

### 1. ACA STUDENTS FOLLOWING THE ICAEW PROFESSIONAL DEVELOPMENT LADDERS

- 1 Part of your six-monthly reviews with your employer will include a review of your professional development. In preparation for this, you will need to do the following.
  - Update the professional development tab in your training file with examples to demonstrate how you have met step(s) within each ladder.
  - When you update your professional development log, you should reflect on your previous six months work, identify skills that you have developed and recognise areas that may require further development. You can find more information about each level and the skills at [icaew.com/dashboard](https://www.icaew.com/dashboard)
- 2 You are responsible for completing and updating your professional development log, for organising your six-monthly reviews with your employer and for providing evidence of the professional development you have completed for your review meetings.
- 3 Where you start and how fast you progress within each professional development ladder is flexible and will be managed by your employer. We recommend that the steps within each ladder are completed before you attempt the Case Study.
- 4 At your six-monthly review meeting, your employer will review your professional development progress. They will provide feedback on the steps you have achieved and clarify further development. If they are satisfied with your examples you can confirm this achievement within your online training file.

### 2. ACA STUDENTS FOLLOWING THEIR EMPLOYER'S PROFESSIONAL DEVELOPMENT SCHEME

If you are following your employer's own performance development process complete their documentation. You'll notice that because you are following your employer's scheme you won't have the professional development tab in your online training file.

We require a single sign off at the end of your training from your employer to sign off your practical work experience, professional development, ethics and to confirm you are fit and proper to be admitted to ICAEW membership.

#### HINTS AND TIPS

- **Whichever scheme you follow, you must not leave your professional development until the end of your training. Examiners will look for evidence throughout the exams of professional skills, so it is critical that you do regular development from the start of your training.**
- **Professional development progress (along with exams, ethics and professional scepticism, work experience and any audit experience) should be discussed at each six-monthly review.**



## PROFESSIONAL DEVELOPMENT FREQUENTLY ASKED QUESTIONS

**Q. Can I include experience that I have gained with my current employer before I started my ACA training?**

- A. Any development of professional development skills gained at your current employer can be included in your online training file and assessed by your employer.

**Q. I have gained experience with a previous employer. Can I include this?**

- A. Your current employer cannot assess skills gained elsewhere. You need to demonstrate those skills in your new work place.

**Q. How much should I write?**

- A. You need to provide enough evidence so that your employer can use professional judgement to confirm that you have demonstrated you meet one of the steps in the professional development ladders. You must ensure that the evidence provided is of high quality to help your employer make a decision.

**Q. Is my online training file submitted to ICAEW at each six-monthly review?**

- A. No. However your online training file is available for your employer and ICAEW online.

**Q. Does my online training file save my progress?**

- A. Within the professional development tab of your online training file you can add and save your entries. We suggest you regularly update your professional development tab so that you are prepared for your next six-monthly review.

**Q. Who can complete the final sign off for my professional development?**

- A. We require a single sign off at the end of your training from your employer to sign off your practical work experience, professional development, ethics and to confirm you are fit and proper to be admitted to ICAEW membership.

**Q. Can I sit the Case Study exam before I have completed all seven professional development ladders?**

- A. Within the professional development tab of your online training file, there are skills which require Case Study-level skills to be demonstrated. We recommend that these steps on the ladders are completed before you attempt the Case Study exam. The professional development tab of your online training file will summarise your Case Study-level skills you have achieved. The decision to sit the Case Study should be made by your employer.



# ETHICS AND PROFESSIONAL SCEPTICISM



Ethics is more than just knowing the rules around confidentiality, integrity and objectivity. It's about identifying ethical dilemmas, understanding the implications and behaving appropriately. Ethics is integrated throughout the ACA qualification to develop your ethical capabilities – so you'll always know how to make the right decisions and justify them.

As you progress through the ACA, you will develop ethical capabilities in three ways – **LEARN**, **PRACTISE** and **APPLY**.

## LEARN

Ethics will be examined in context within all 15 modules of the ACA qualification. The ethical elements of each exam can be viewed within each module syllabus available at [icaew.com/dashboard](https://www.icaew.com/dashboard)

The learning element of your ethical training also includes an online learning programme based on the ICAEW Code of Ethics, so you are able to understand the ICAEW ethical framework, identify ethical principles relating to a scenario and advise on appropriate ways of addressing an ethical threat. The programme will include six modules and a devolved assessment.

- 1 Introduction to the ICAEW Code of Ethics.
- 2 The fundamental ethical principles.
- 3 Threats and safeguards to the fundamental ethical principles.
- 4 Conflicts of interest.
- 5 Considerations for professional accountants in practice.
- 6 Considerations for professional accountants in business.

When you register as an ACA student, you will receive an email with log in details to the Ethics Learning Programme once your training agreement has started. Access the programme via your online training file.

The devolved assessment is a test that assesses your ethical progress. It is recommended that you get approval from your employer before attempting it. The assessment is 60 minutes long, includes 30 multiple choice questions and has a recommended target score of 70%. Each attempt at the assessment will be recorded within the ethics and professional scepticism tab within your online

training file. The assessment is taken online and has an unlimited number of attempts.

You are also required to log ethics progress within your online training file and this will be discussed at each six-monthly review.

It is recommended that you aim to complete the ethics learning programme and the devolved assessment before attempting the Case Study. Obtain approval from your employer before taking the devolved assessment.

### PRACTISE

A series of webinars, Practising Ethics, is available for you to watch. After completing each module of the Ethics Learning Programme you should watch the accompanying webinar. Each webinar recaps what you have learned in the module and allows you to practise using the scenarios with ethical dilemmas. They have been designed to help develop ethics and professional scepticism skills and to facilitate ethical discussions within the workplace, either in groups or at each six-monthly review.

The scenarios enable you to practise what you have learnt within the Ethics Learning Programme. You can access the webinars and further guidance at [icaew.com/dashboard](https://icaew.com/dashboard) and within your online training file.

### APPLY

Having learnt the basic ethical requirements within each ACA module and the ethics learning programme, and practised them in the webinars, you're then able to apply these skills and principles in the workplace. This can be done within your daily practical work experience and also within the ethical elements included in some of the steps in the professional development ladders.

### HOW TO LOG YOUR PROGRESS

Before each six-monthly review, add your progress on the Ethics Learning Programme, devolved assessment and the ethical elements within professional development in your online training file at [icaew.com/trainingfile](https://icaew.com/trainingfile). This will form the basis of discussion within the review.

- 1** You should complete one or more modules of the ethics learning programme in advance of your six-monthly review.
- 2** After each module of the ethics learning programme listen to the relevant webinar and consider responses to each scenario.
- 3** In the training file, use the 'Add ethics review' button to log your progress since the last review, plus you will be asked to enter details of the review itself.
- 4** When you have completed the ethics learning programme, obtain approval from your employer to attempt the ethics assessment.
- 5** Only at the end of your training will your employer sign off 'ethically competent' component, taking all of the above elements into consideration.

### SIX-MONTHLY REVIEWS

At your six-monthly review, you and your employer should discuss:

- your progress with the Ethics Learning Programme;
- the result of any attempts at the devolved assessment;
- your progress with the ethical elements of professional development;
- a real ethical situation; and
- a scenario from the Practising Ethics webinars.

You will also discuss any further training and development needed.



# PRACTICAL WORK EXPERIENCE



Practical work experience is gained as part of a training agreement with one of our 2,850 authorised training employers around the world. You need to complete at least 450 days, which normally takes between three and five years.

The knowledge, skills and experience you gain as part of your training agreement are invaluable, giving you the opportunity to put what you're learning into practice.

Your work experience must be recorded within the practical work experience tab of your online training file. Your employer should review your training records with you at least every six months as part of your six-monthly reviews. This will ensure that you are on track to qualify as an ACA and to enter ICAEW membership.

## WHAT IS PRACTICAL WORK EXPERIENCE?

As part of your training with your employer you must complete a minimum of 450 days of technical work experience. If you are eligible for a two-year training agreement you must complete a minimum of 300 days of work experience.

Practical work experience is undertaking 'real' work of a financial, business and/or commercial nature. It excludes exam days, holidays, courses, illness and office administration.

Your practical work experience must relate to **at least one** of the following six technical categories:

<b>Accounting</b>	<b>Financial Management</b>
<b>Audit/Assurance*</b>	<b>Insolvency</b>
<b>Taxation</b>	<b>Information Technology</b>

It is not essential to complete audit work experience to gain the ACA qualification.

Examples of practical work experience can be found on pages 19–20.

\* Please refer to page 22 if you are gaining audit work experience or intend to work in audit during your career.

### WHAT PRACTICAL WORK EXPERIENCE NEEDS TO INCLUDE

Practical work experience can be in just one technical category, in which case you'll need to demonstrate an excellent depth of understanding. However, it can be in more than one area allowing you to gain excellent depth and breadth of understanding.

#### PRACTICAL WORK EXPERIENCE NEEDS TO:

- incorporate responsibility levels that increase in depth and scope during your training period;
- be recorded accurately throughout the course of your training; and
- expose you to as many practical assignments, finance functions and/or clients in as many different sectors as possible.

Secondments can be a good way to get more varied work experience. However, your employer will need to discuss this with us, as it may impact your training agreement and work experience requirements.

### LOG YOUR PRACTICAL WORK EXPERIENCE

As you progress through the ACA, you will log the number of days in the practical work experience tab of your training file. Here is a step-by-step guide to help you when logging your records:

- 1** Keep records within a timesheet, job sheet or diary of the number of work experience hours you complete.
- 2** At your six-monthly review, discuss and calculate the number of days you have accrued with your employer.
- 3** Then log the number of days within the practical work experience tab of your training file. Use the 'add practical work experience' button to do this.
- 4** Once your employer is happy with the number of days you have accrued, you are required to confirm this in your online training file. This period of work experience will then be locked\*. Your employer may also want to sign off your practical work experience progress.

If you need further development, then your work experience will not be signed off and a development plan will be put into place until your employer is satisfied that you have gained the required skills.

If you are unable to gain 450 days practical work experience during your training agreement period, then the agreement will need to be extended. You will also need to let us know.

\* If you need to update your record once locked, your QPRT should email [studentsupport@icaew.com](mailto:studentsupport@icaew.com) on your behalf, with the amendment.



## PRACTICAL WORK EXPERIENCE CATEGORIES

You must complete a minimum of 450 days of practical work experience (or 300 days if eligible). This experience should relate to **at least one** of the six technical categories shown below.

Category	Common areas of activity	Examples
<b>Accounting</b>	Financial accounting Management accounting	<ul style="list-style-type: none"> <li>• Recording financial transactions and investigating and correcting errors in books of accounts</li> <li>• Preparing management reports</li> <li>• Preparing financial statements including consolidations</li> <li>• Applying relevant Financial Reporting Standards, Companies Acts, Stock Exchange and other requirements to financial statements</li> <li>• Preparing and reviewing budgets, comparison against performance, profit and cash flow forecasts</li> <li>• Designing and installing management accounting information and control systems</li> <li>• Forensic accounting</li> <li>• Preparing accountant's reports for small companies (in lieu of audit reports)</li> <li>• Use of IT in any of the above</li> </ul>
<b>Audit/Assurance</b>	Company audit Assurance assignments Other external audit Internal audit	<ul style="list-style-type: none"> <li>• Planning, controlling and recording audit/assurance work</li> <li>• Assessing adequacy of accounting systems</li> <li>• Gathering and evaluating audit evidence</li> <li>• Evaluating and testing internal controls</li> <li>• Reviewing financial statements</li> <li>• Applying Auditing Standards and Guidelines</li> <li>• Compliance with regulatory body requirements</li> <li>• Drafting audit and similar reports</li> <li>• Use of IT in any of the above</li> </ul>
<b>Taxation</b>	Corporate tax compliance Personal tax compliance PAYE, NIC, VAT Tax planning and advice Personal financial planning	<ul style="list-style-type: none"> <li>• Analysis of income, expenditure and other relevant data</li> <li>• Preparation of personal and corporate tax returns and computations</li> <li>• Preparation of returns and administration of PAYE, NIC, VAT and other Excise duties</li> <li>• Communications with tax authorities</li> <li>• Other work to ensure compliance with statutory tax obligations</li> <li>• Tax planning reviews</li> <li>• Back duty/in-depth investigations</li> <li>• Dealing with investments, pensions and trusts</li> <li>• Carrying out fiscal valuations</li> <li>• Use of IT in any of the above</li> </ul>

Continued overleaf

## PRACTICAL WORK EXPERIENCE CATEGORIES Continued from previous page

Category	Common areas of activity	Examples
<b>Financial Management</b>	Treasury Investment and financing decisions Business process change Resource management Company secretarial Corporate finance Corporate advisory services	<ul style="list-style-type: none"> <li>• Evaluating investment proposals</li> <li>• Choosing and obtaining sources of finance</li> <li>• Management of borrowings, cash and other liquid resources</li> <li>• Debtor and creditor management</li> <li>• Formulating corporate structures and business plans</li> <li>• Changing business processes and information systems</li> <li>• Analysing and interpreting financial information</li> <li>• Preparing investigation reports/circulars</li> <li>• Foreign exchange transactions</li> <li>• Non-fiscal valuations</li> <li>• Investigation and due diligence</li> <li>• Use of IT in any of the above</li> </ul>
<b>Insolvency</b>	Administration Receivership Liquidation	<ul style="list-style-type: none"> <li>• Preparing statements of affairs</li> <li>• Realisation of assets</li> <li>• Proving debtors and creditors</li> <li>• Completing statutory returns</li> <li>• Meetings procedures</li> <li>• Use of IT in any of the above</li> </ul>
<b>Information Technology</b>	Systems analysis Systems design and programming Systems selection and implementation IT support	<ul style="list-style-type: none"> <li>• Carrying out general controls and application reviews</li> <li>• Changing business processes and information systems</li> <li>• Interrogations using computer aided audit techniques</li> <li>• Evaluating hardware and software</li> <li>• Security reviews</li> <li>• Disaster and contingency planning</li> <li>• Design of databases, networks and communications links</li> <li>• Training of users and operators</li> </ul>

## PRACTICAL WORK EXPERIENCE

### FREQUENTLY ASKED QUESTIONS

**Q. What happens if I haven't accumulated 450 days at the end of my training agreement?**

A. Your employer will need to extend the length of your training agreement accordingly.

**Q. Does practical work experience include work of an administrative nature or study leave?**

A. No it doesn't – for more information about what it does include please read the categories on pages 19 and 20 or speak to your employer about this.

**Q. Do I have to complete 450 days?**

A. Yes – unless you are a student who is eligible for a two-year training agreement. In this instance you are required to complete a minimum of 300 days.

**Q. Who can sign off my practical work experience?**

A. Once your employer is happy with the number of days you have accrued, you are required to confirm this in your online training file. This period of work experience will then be locked. If you need to update your record once locked, your QPRT should email [studentsupport@icaew.com](mailto:studentsupport@icaew.com) on your behalf, with the amendment.

**Q. What guidance is available for employers?**

A. This can be found in the employers' area of the website at [icaew.com/employers](http://icaew.com/employers) and in the *Employers Handbook*.

**Q. I work for a UK audit firm – how do I record audit experience?**

A. If you are a student training with a registered auditor authorised to offer adequate audit training, you may have enough experience on completion of your period of approved training to apply for the Audit Qualification.

Any work experience you undertake must be recorded within the Audit Qualification tab of your online training file.

Any audit experience should be discussed and signed off at each six-monthly review. Audit experience is also relevant for practical work experience. For more information, please visit [icaew.com/aq](http://icaew.com/aq) and page 22 of this guide.

**Q. I am leaving my current place of employment, what shall I do?**

A. You need to make sure that your online training file is up to date and signed off by your employer (if appropriate) when your training agreement is cancelled. When you start another training agreement, the number of days you have accrued in your last training agreement will be saved in your online training file. This will be available for your future employer to view also.

**Q. Can I maintain my practical work experience on a paper-based form?**

A. We recommend that you keep time sheets or a manual record of the number of hours and days work experience you accrue, so you can easily update your training file and discuss your work experience progress with your employer at each six-monthly review.

**Q. What counts towards practical work experience?**

A. Practical work experience is a day of real work. To determine what counts, start by excluding the following which do not count:

- exam days;
- holidays;
- courses;
- illness; and
- office administration.

Then assess your remaining experience against the categories on pages 18–20 to establish what can be recorded. Both you and your employer will need to use professional judgement from time to time to determine what counts as practical work experience updating your training file.

**Q. Do I need to complete a set number of hours for each category of practical work experience?**

A. No, you must complete 450 days in total. It is your employers' responsibility to ensure that there is a range and depth of experience within the 450 days. If you are eligible for a two-year training agreement you must complete a minimum of 300 days.

**Q. How many hours constitute a day of practical work experience?**

A. The default day is seven hours – for example if you work 42 hours in one week, you should log this as six days. Remember that the requirement is both the minimum number of practical work experience days and the length of your training agreement.

# RECORDING AUDIT EXPERIENCE AND THE AUDIT QUALIFICATION

## WORKING IN AUDIT

If you intend to work in audit during your career, then we recommend that you apply for the Audit Qualification once you have completed the ACA.

Eligible ACA students (those working with an ICAEW authorised training employer who is a firm of registered auditors within the EU) may be able to count the audit experience they gain while they are a student towards the requirements of the Audit Qualification.

## WHAT IS THE AUDIT QUALIFICATION?

The Audit Qualification is granted as recognition of meeting audit work experience requirements and obtaining it is the first step to becoming a UK statutory auditor. It is awarded to ICAEW members who have demonstrated audit competencies through work experience and examination. It is free of charge and once granted, remains yours indefinitely.

There are separate conditions for the award of the Audit Qualification and you will need to record your audit experience on the Audit Qualification tab within your training file throughout your ACA training.

## HOLDING THE AUDIT QUALIFICATION

Holding the Audit Qualification will:

- qualify you as counting towards the control percentage of an audit registered firm. All audit registered firms require at least 50% of their partners to hold the Audit Qualification, and holding the qualification could benefit your career promotions compared to someone without it; and
- make up one of the required elements for becoming a UK statutory auditor.

**Holding the Audit Qualification alone does not give you UK statutory audit rights.**

## ELIGIBILITY REQUIREMENTS

To obtain the Audit Qualification you must have:

1. appropriate work experience completed under appropriate supervision;
  - a) within an ICAEW authorised training employer;
  - b) within an audit registered firm;
  - c) in accordance with ICAEW regulations;
2. passed all the ACA exams; and
3. completed the Audit Qualification tab within your training file in full.

## WHAT IS APPROPRIATE WORK EXPERIENCE?

Three years of work experience with an authorised training employer, of which two years of work experience must be gained in a firm of registered auditors. Within this timeframe, 240 days of audit work experience must be achieved; of which at least 120 days must be in UK statutory audit.

If you meet the above criteria and plan to continue your work in audit in the future at any point then you should apply for the Audit Qualification.

## RECORDING AUDIT EXPERIENCE

**As well as recording the audit work experience you do as part of your practical work experience days you should ALSO record it within the Audit Qualification tab in your training file.**

You should log your audit work experience within the Audit Qualification tab of your online training file as you progress through the ACA and discuss this at each six-monthly review. After the review, your audit experience should be signed off by the authorised individual listed within your online training file. Your employer will also need to sign off your audit experience at each six-monthly review.

If you do not obtain enough work experience to gain the Audit Qualification through your training, you may continue to log your experience once you are an ICAEW member to meet the required amount of time. You will be able to continue adding your audit work experience days within your online training file for up to six months following the final sign off of your ACA training. For further information please visit [icaew.com/aq](https://www.icaew.com/aq)



# EXAMS



## THERE ARE 15 ACCOUNTANCY, FINANCE AND BUSINESS MODULES OVER THREE LEVELS.

Each of the ACA modules is directly relevant to the work that you do on a day-to-day basis. You will gain in-depth knowledge across a broad range of topics in accountancy, finance and business.

The modules can be taken in any order, to suit your career and your employer, with the exception of the Case Study which has to be attempted last. You must pass every exam (or receive credit) – there are no options. This ensures that once qualified, all ICAEW Chartered Accountants have a consistent level of knowledge, skills and experience.

## CERTIFICATE LEVEL

There are six modules that will introduce the fundamentals of accountancy, finance and business.

They each have a 1.5 hour computer-based assessment which can be sat at any time (subject to availability) at ICAEW-approved test centres. The pass mark for each assessment is 55%.

## COMING SOON: BOOKKEEPING ACCOUNTS AND PREPARATION PROGRAMME

An optional bookkeeping programme will be available to help give you experience of recording and preparing financial information. It covers the process of recording transactions from source documents through to preparing financial statements – essential skills for ACA students across all types of roles in a variety of sectors. The programme complements the learning materials and skills learnt in the Certificate Level Accounting module.

## PROFESSIONAL LEVEL

The next six modules build on the fundamentals and tests your understanding and ability to use technical knowledge in real-life scenarios. Each module has a 2.5 hour paper-based exam, except the Financial Accounting and Reporting exam which is 3 hours. The Professional Level modules exams are available to sit in March, June, September and December. The pass mark for each Professional Level exam is 55%.

These modules are flexible and can be taken in any order to fit in with your day-to-day work. The Business Planning: Taxation and Business Strategy modules in particular help you progress to the Advanced Level.



# ACA EXAM MODULES

## ADVANCED LEVEL

The Corporate Reporting and Strategic Business Management modules test understanding and strategic decision making at a senior level. They present real-life scenarios, with increased complexity and wider implications from the Professional Level modules.

The Case Study presents a complex business issue which challenges your ability to problem solve, identify the ethical implications and provide an effective solution. The Case Study tests through contextualisation the ability to apply your knowledge, skills and experience.

The Advanced Level exams are paper-based and can be taken in July and November. They are fully open book, so they replicate a real-life scenario where all the resources are at your fingertips. The Corporate Reporting and Strategic Business Management exams are 3.5 hours and the Case Study is 4 hours; each has a 50% pass mark. The Strategic Business Management exam will consist of two scenario-based questions, forming a stepping stone to the Case Study.

You have the option to attempt the Case Study before the final year of your training agreement. However, this is only applicable if you sit the Advanced Level from July 2014. Before attempting the Case Study you must have attempted all other exams, and should be close to completing professional development, ethics and professional scepticism, and practical work experience. Your employer will decide when you are ready to sit the Case Study.

Exam information, dates and deadlines and how to apply for exams is available at [icaew.com/dashboard](https://icaew.com/dashboard)

## GAIN THE CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS WHILE YOU STUDY

Once you complete all six Certificate Level assessments, you can apply for the ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB).

Visit [icaew.com/cfab](https://icaew.com/cfab) for further information.



## EXAM PREPARATION

### OFFICIAL ICAEW LEARNING MATERIALS

Our official learning materials consist of a study manual and question bank for each module except for the Case Study. The Case Study pack consists of a study manual, practice case studies, marks keys and answer books.

Please check with your employer how you will receive your learning materials. It is important that you study using the correct learning materials for the exam session you are sitting.

### EXAM RESOURCES

We have a wide variety of resources to help you prepare for your exams.

- Access sample exam papers, past papers, examiners feedback and useful articles from tutors and experts at [icaew.com/dashboard](https://icaew.com/dashboard)
- Examiners will look to see you demonstrate your professional skills in your exams. We provide free ACA training webinars linked to these competencies as well as technical topics. See what is coming up and listen to past recordings at [icaew.com/dashboard](https://icaew.com/dashboard)
- You can share exam experiences and form study groups with fellow students on the student community at [icaew.com/studentcommunity](https://icaew.com/studentcommunity)
- You can find a huge range of resources from our world-leading accountancy and business library, student magazine *VITAL*, special interest groups and faculties. See page 7 for more details.

## EXAM APPLICATIONS

### PLAN AHEAD

- Make sure you know when the exam entry deadlines are. It is your responsibility to apply for all your exams.
- The application process for Certificate Level e-assessments is different to the Professional and Advanced Level paper-based exams – the information below will help you with your application.
- Apply for credits if you are eligible (with your employer's permission). You cannot apply for CPL on an exam you have already attempted. Remember that you need to allow 14 days. See [icaew.com/dashboard](https://icaew.com/dashboard) for more information.
- Familiarise yourself with the ACA assessment regulations before you sit any exams. Find these under the qualification tab at [icaew.com/regulations](https://icaew.com/regulations)
- You can find everything you need for your exams including exam centre location details at [icaew.com/dashboard](https://icaew.com/dashboard)

## APPLYING FOR CERTIFICATE LEVEL ASSESSMENTS

You will need to apply directly with an approved assessment centre, which will be:

- your tuition provider – contact details can be found at [icaew.com/dashboard](https://icaew.com/dashboard); or
- one of the centres within the Pearson Vue network. Their website is [pearsonvue.com/icaew](https://pearsonvue.com/icaew)

### APPLYING FOR PROFESSIONAL OR ADVANCED LEVEL EXAMS

(Professional and Advanced Level modules)

There are currently two ways for you to apply to sit these exams:

- online at [icaew.com/dashboard](https://icaew.com/dashboard). This is the quickest and recommended method of applying; or
- complete and submit a paper-based application form. Download from the exams section of the student website at [icaew.com/dashboard](https://icaew.com/dashboard)

### ADMISSION DETAILS FOR PROFESSIONAL AND ADVANCED LEVEL EXAMS

Admission details will be available from 07:00 (UK time) on the Saturday two weeks before the exams. We will send you an email to tell you when your admission details are available, so it is important we have an up-to-date email address for you. If you have requested alternative arrangements for your exams, we will contact you to confirm the arrangements and your timetable for the session.

### APPLY FOR ALTERNATIVE EXAM ARRANGEMENTS

If you have a disability, health condition or specific learning difficulty that is likely to affect you during an exam, please contact us as early as possible so that we can assess what arrangements you might need. You can also apply for alternative arrangements if your responsibilities as a carer are likely to affect you during the period you take your exams.

### LATE EXAM ENTRIES AND PENALTIES

We will accept late entries for up to seven days after the closing date, but you will have to pay a surcharge which is twice the normal exam fee. We can't make allowances for any special circumstances, errors or omissions.

## CANCELLING A CERTIFICATE LEVEL ASSESSMENT

You can re-schedule a Certificate Level assessment provided you notify your chosen assessment centre at least 24 hours before you are due to take the exam. If you have booked a Certificate Level assessment but are unable to attend due to illness or injury, you are expected to advise the assessment centre and re-schedule the exam date directly with the exam centre. Failure to notify the exam centre of non-attendance may affect any exam fee refunds to which you may be entitled.

## CANCELLING A PROFESSIONAL OR ADVANCED LEVEL EXAM

- You can cancel your application for a Professional or Advanced Level exam before the exam entry deadline and receive a full credit. Do this online at [icaew.com/dashboard](https://icaew.com/dashboard)
- Any cancellation after the exam entry deadline cannot be done online. We must receive it in writing or by email at [studentsupport@icaew.com](mailto:studentsupport@icaew.com)
- The fee refund deadline is the Monday three weeks before the start of the exam session, at 17:15 (UK time).
- If you cancel or withdraw from an exam after the entry deadline but before the exam fee refund deadline, the full fee will be held as a credit against your record for re-use at a later exam session.
- After the refund deadline, no credit or refund is normally available. If you are unable to attend an exam because of illness or other reason beyond your control, you can ask for your exam fees to be credited or refunded. You must make your request within 28 days of the date of the exam and you must provide appropriate evidence.

You can find more information at [icaew.com/dashboard](https://icaew.com/dashboard)

## EXAM RESITS

- We allow a maximum of four attempts for each Certificate Level and Professional Level exam. If you fail at the fourth attempt, you will not be allowed to continue as an ACA student.
- Currently, we do not impose any limits to the number of attempts at the Advanced Level exams. However, your employer may have different rules, so please check with your employer before you apply for exam entry.
- You must always make sure you keep up to date on regulations regarding ACA exams and ACA students as these may be subject to change at any time. Go to the qualifications tab at [icaew.com/regulations](https://icaew.com/regulations)
- Your online training file will show the number of attempts you have taken per exam. Your employer can also see this information.

## WHAT COUNTS AS AN EXAM ATTEMPT?

An attempt is when you enter for and attend an individual exam assessment and have sight of the content of that assessment.

The following situations don't count as an attempt:

- you enter for an assessment and are absent;
- you enter for an assessment and withdraw before the assessment; or
- an assessment cannot be completed and/or the result determined due to system failure or an exceptional event beyond the control of ICAEW.

You will not be permitted, under any circumstances, to transfer assessment attempts from one module to another.

If you believe you are entitled to more exam attempts than ICAEW regulations stipulate, you can apply for a concession. More details are available under the qualification tab at [icaew.com/regulations](https://icaew.com/regulations)

## ON THE DAY OF YOUR EXAM

### WHAT TIME SHOULD YOU ARRIVE AT THE EXAM HALL

You must arrive and be seated 30 minutes before the start of your exam.

### WHAT IDENTIFICATION DO YOU NEED TO TAKE TO THE EXAM

You have to take two forms of identification into the exam hall with you:

- one piece of identification must have a signature and a photograph eg, a current passport, a photographic driving licence, company ID card containing a photo and a signature; and
- the other identification must have a signature eg, any of the above, or a credit or debit card.

### WHAT WILL BE ON YOUR EXAM DESK

Exam stationery will be set out on your desk in the exam hall. You will be provided with a standard sized desk (460mm x 600mm).

On your desk you will find the following.

**Your personalised answer booklet** – for the Professional Level and the Corporate Reporting and Strategic Business Management Advanced Level exams, your candidate details will be printed on the front of your answer booklet. You will be given time to check this before the exam starts. If you registered for the exam after the published closing date, you may be given a blank answer booklet where you are required to write your candidate information onto the booklet. You will be asked to sign, date and print your name on your answer booklet.

For the Case Study exam, you are required to complete a signature slip before the exam starts. Instead of an answer booklet, you will be given an answer pad. You will need to write your candidate number on each page and remember to collate and secure your script at the end of the assessment.

**Your candidate number** – you will need to write your candidate number onto the question paper as instructed.

**Personalised OT (objective test) sheets (where applicable)** – this is your multiple choice answer sheet and your details will be printed on the front cover.

**You must write in BLACK BALL POINT PEN in your answer booklet and OT sheets.**

Before your Professional and Advanced Level exams, please read the Instructions to Candidates at [icaew.com/dashboard](https://icaew.com/dashboard)

#### BEFORE THE START OF THE EXAM

The invigilator will verify your candidate identification and give you the question paper. Read the instructions on the front cover of the question paper but do not open the paper until instructed to do so.

You must:

1. Check that the details on your personalised answer booklet are correct for all Professional Level modules and the Advanced Level Corporate Reporting and Strategic Business Management exams. If you are sitting the Case Study, you need to complete a signature slip.
2. Sign and date your answer booklet and OT sheet (where applicable).

#### DURING THE EXAM

1. You must write in BLACK BALL POINT PEN in your answer booklets and OT sheets.
2. Writing must be contained in the writing grid. Anything outside of this grid may be trimmed or missed during scanning.
3. You must start each question on a new page. Where possible, do not leave blank pages in between answers.
4. You can complete questions in any order, but make sure they are clearly numbered.
5. In the unlikely event that you fill your answer booklet, you can ask for a shorter continuation booklet from the invigilator.

#### AFTER THE EXAM

Make sure that all of your candidate details are on the front of each booklet. If you have used any continuation booklets, tag them together with your answer booklet (you will be given a tag).

You can find more information about these instructions in the Instructions to Candidates at [icaew.com/dashboard](https://icaew.com/dashboard)

#### EXAM RESULTS

The results of your Certificate Level assessments are usually available in your online training file within 24 hours of completing your assessment.

For the Professional and Advanced Level exams, we will send your results to you by letter and post them on the ICAEW website. You can also choose to receive your results by email and by text message. You need to register for this service at each exam session, at least one week before the results are published.

#### AWARDS FOR THE HIGHEST ACHIEVERS

Each year, we award prizes to students from around the world who achieve the highest marks in Professional and Advanced Level exams.

We publish prize details in Orders of Merit on the website, alongside the exam results after each Professional and Advanced Level exam session.

We invite prizewinning students to receive their prize at our annual International ACA Prizegiving Ceremony at Chartered Accountants' Hall in London. Many of the prizes were established in memory of the first ICAEW presidents and council members and date back to the start of the 20th century. The prizes include the solid gold Peat medal which was founded by Sir William Peat, one of the original members of ICAEW in 1910 and it is awarded for achieving first place in the Advanced Level International Annual Order of Merit.

# APPLYING FOR ICAEW MEMBERSHIP

At the start of your training and during your studies, membership of ICAEW may seem a long way off, but through your regular six-monthly reviews with your employer, you will ensure that you are on track to gain the ACA and qualify as an ICAEW Chartered Accountant.

You will be invited to apply for ICAEW membership once you have completed all the components of ACA training, your employer has signed off your online training file and we have verified your training records.

You have 12 months (from your qualification date) to apply for ICAEW membership. The qualification date is the latter of:

- the date you were notified you had passed the last of the ACA exams; or
- the date your training agreement was completed (including any extension).

We will invite you to apply for membership once you have:

- completed professional development;
- completed ethics and professional scepticism;
- achieved a minimum of 450 days of practical work experience (or at least 300 days if you were eligible for a two-year training agreement);
- passed all the ACA exams; and
- received final sign off of your online training file by your employer.

## WHAT HAPPENS NEXT?

Once we have reviewed and verified your online training file, we will send you an email with an application form to apply for ICAEW membership. You will need to complete this and return it to us with the appropriate fees (which are outlined on the application).

If you have any questions regarding your application, the student support helpline will be able to help you.

## STUDENT SUPPORT TEAM

**T** +44 (0)1908 248 250

**E** [studentsupport@icaew.com](mailto:studentsupport@icaew.com)



# ICAEW CONTACT DETAILS

We are a world leading professional membership organisation with offices in the UK, China, Europe, Hong Kong, Malaysia, Middle East and South East Asia.

## ICAEW

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Moorgate Place  
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