

Application for ICPAK members with a training agreement



You must include proof of your relevant ICPAK membership or associate membership, a letter of good standing from ICPAK and an ICPAK Practising Certificate (PC) if you hold one. If you are including your letter of good standing as part of our eligibility checks we will contact your home professional body to gain confirmation of your membership. As an ICPAK member, you will automatically get credit for prior learning (CPL) on all 12 modules of the ACA Professional Stage and 150 days credit for technical work experience if you hold an ICPAK Practising Certificate (PC). Currently there are no CPL fees for you to pay.

1. YOUR DETAILS

Gender	<input type="radio"/> Male	<input type="radio"/> Female	Date of birth	DD MM YY
Name	TITLE	FORENAME	SURNAME	
Designatory letters	ICAEW number (if applicable)			
ICPAK membership number	Date of admission		DD MM YY	
Residential address	Business address			
Postcode/zipcode	Country	Postcode/zipcode	Country	
Telephone	Telephone			
Fax	Fax			
Email	Email			
Preferred address for correspondence (please tick)	Residential address	Business address		

2. PROFESSIONAL QUALIFICATION

Professional body ICPAK	Membership status CURRENT	Date admitted to membership	DD MM YY
Practising Certificate	YES NO	Date issued	DD MM YY
CPD DECLARATION I am compliant with ICPAK CPD regulations	YES NO		

3. THE TRAINING ORGANISATION

(YOUR QUALIFIED PERSON RESPONSIBLE FOR TRAINING (QPRT) MUST COMPLETE THIS SECTION)

As part of the ACA programme you are required to complete a three year training agreement with an authorised training employer. If you hold an ICPAK PC then you will only be required to complete a two year training agreement.

Name of organisation

Training Office number

Office address (where student is based)

Postcode/zipcode

Country

In case of queries, please contact (name)

Telephone

Email

(a) I apply to register the chartered accountant student named above and I confirm that the student has been provided with an employment contract and an ICAEW training agreement.

(b) the training agreement began on and is for months of approved training.

(c) the student's starting salary is

(d) I confirm that the above details are correct and that the student's details have been verified, or will be verified very shortly by reference to documentary evidence of the qualifications claimed. I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.

Signature

Date

(Qualified person responsible for training (QPRT) or authorised signatory)

Full name of QPRT

4. ETHICS AND PROFESSIONAL SCEPTICISM

As part of the ACA qualification, you are required to complete ethical training. We have developed an online Ethics Learning Programme based on the ICAEW Code of Ethics, to help you to understand our ethical framework and practise how you would respond to an ethical situation. The programme includes the following six modules:

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

Once you have worked your way through each of the six modules, you will need to complete a devolved assessment. This is a test to assess your knowledge of ethics and your progress through the programme. Here are the key things you need to know about the assessment:

- you will need to complete it online;
- it is 60 minutes long and includes 30 multiple choice questions;
- the target score is 70%;
- you will have an unlimited number of attempts; and
- each of your attempts will be recorded within the ethics and professional scepticism tab on your online training file.

Ethics is integrated throughout the ACA qualification.

I have read the information above and understand that I need to complete the online Ethics Learning Programme and achieve a mark of 70% or more within the devolved assessment before I apply for ICAEW membership.

When your registration is complete and you are registered as an ACA student, you will be able to access the Ethics Learning Programme via your online training file at [icaew.com/trainingfile](https://www.icaew.com/trainingfile)

5. MANDATORY DECLARATION

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.

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.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service and Nacro websites.

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 attach details with your application. 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

DD MM YYYY

6. 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 | |

7. 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 any third party 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 alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence.

We will use your information for statistical and equal opportunity purposes.

8. TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

You are eligible to apply for the ICPAK independent route if you:

- are a member or associate member of the Institute of Certified Public Accountants of Kenya (ICPAK)
- have obtained membership of your parent body by complying with its training and examinations requirements
- can provide documentary confirmation that you are a member in good standing
- can provide the rest of the documentation required as part of the ICAEW registration process

PRACTISING CERTIFICATES

Membership of ICAEW does not confer the right to practice accountancy or undertake work in the regulated areas of audit, insolvency or investment business. Members wishing to practise in the UK will be required to obtain an ICAEW practising certificate.

To obtain an ICAEW practising certificate, members must satisfy the normal ICAEW requirements. For more information on practising certificates please call +44 (0)1908 248 250.

WORKING IN THE REGULATED AREAS

The UK government regulates who may practise audit, insolvency and investment business. Individuals and firms working in these areas must be appropriately authorised. For more information please call +44 (0)1908 248 250.

DESIGNATORY LETTERS

ICAEW members may use the designatory letters ACA and title 'chartered accountant', subject to the regulations which apply to all ICAEW members.

CONTINUING PROFESSIONAL DEVELOPMENT

Members joining ICAEW under these arrangements will be expected to comply with ICAEW CPD requirements and make an annual declaration that they have done so.

CODE OF ETHICS

Members joining under these arrangements will be expected to comply with ICAEW Code of Ethics. For more information visit icaew.com/ethics

FELLOWSHIP

Fellowship of ICAEW, irrespective of entry route or age, requires 10 years membership of ICAEW and satisfactory evidence of CPD and good standing.

9. REGISTRATION CHECKLIST

Prior to returning your application to register with ICAEW, please ensure you have completed the form fully, and have included the following with your application:

- Completed mandatory declarations
- Letter of good standing from ICPAK
- ICPAK Practising Certificate (if held)
- Copy of ICPAK membership certificate or letter confirming ICPAK associate membership.

Failure to supply any of the information above will delay your application. If you are an ICPAK member, by completing this registration form and sending in supporting documents, this will automatically give you credit for prior learning (CPL) on all 12 modules of the ACA Professional Stage and 150 days credit for technical work experience if you hold an ICPAK Practising Certificate (PC).

10. STUDENT DECLARATION

I agree that during the existence of this training agreement and for any period up until I am admitted as a member of ICAEW, I will:

- comply in all respects with the provisions of the Royal and Supplemental Charters, the Bye-laws and Regulations of ICAEW which are applicable to students;
- use every effort to further the objects of ICAEW;
- observe and uphold the ethical and professional standards of ICAEW;
- provide copies of my training records to ICAEW on request; and
- provide promptly and willingly all possible information and assistance if asked to do so by ICAEW in accordance with its duties.

I confirm that:

- The given details are correct;
- I have been provided with an employment contract and ICAEW training agreement; and
- I have not previously completed any period of approved training under a training agreement.

Signature

Date

DD MM YY

Please email your completed form to applications@icaew.com

T +44 (0)1908 248 250

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 * Version 2018/03