



AMENDMENT TO A TRAINING AGREEMENT

Complete and submit this form to notify ICAEW of a change in the status of a chartered accountant student's training agreement.

Please return this form to:

ICAEW Metropolitan House 321 Avebury Boulevard
Milton Keynes MK9 2FZ UK
T +44 (0)1908 248 250 E studentsupport@icaew.com

STUDENT DETAILS

Name

(title/forename/surname)

Student registration number

Address

Telephone

(daytime)

Email

Postcode/Zipcode

Country

TRAINING ORGANISATION DETAILS

Name

Training office number

Office address

(where student is based)

Telephone

(daytime)

Email

In case of queries please contact

Postcode/Zipcode

Country

The notifications below may be signed for on behalf of the authorised training employer (ATE) by an appropriate member of staff.

The exception to this is for a cancellation where the ATE does not feel the student is fit and proper to continue training. This must be signed by the qualified person responsible for training (QPRT) or ICAEW authorised deputy.

Signature

Date

DD

MM

YY

Print name

Member number

QPRT/deputy ☐ yes ☐ no

Job title

In case of queries, contact number

AMENDMENT DETAILS

This form gives details of a (please put a cross in the appropriate box)

☐

Change of office within our training organisation (see section A)

☐

Cancellation (see section C)

☐

Training agreement duration amendment (see section B)

☐

Suspension application (see section D)

Using your personal information

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to icaew.com/dataprotection

A. CHANGE OF OFFICE WITHIN OUR TRAINING ORGANISATION

Date left old office
DD MM YY

Date joined new office
DD MM YY

Training office number

Office address
(where student is based)

Telephone
(daytime)

Email

Postcode/Zipcode

Country

B. TRAINING AGREEMENT DURATION AMENDMENT

Original agreement duration

New agreement duration

- A training agreement is for three to five years, and any changes in duration may not exceed these limits.
- Where a training agreement is being reduced, the work experience requirements must have been met at the point of completion.
- Training agreements are normally only extended to meet work experience requirements.

C. CANCELLATION

You must complete this section in cases where your student's training agreement has come to an end prematurely.

The training agreement was cancelled by: ☐ the organisation, ☐ the student, ☐ mutual agreement.

The training agreement was cancelled because...

The date the training agreement was ended/will end
DD MM YY

At the point the training agreement ended/will end was the student (in due time) a fit and proper person to be admitted to membership?

☐ Yes ☐ No. If no, please give details below.

Please note: if you do not answer the above questions it will be taken by ICAEW that you are certifying that there were no reasons (eg, fit and proper/criminal/disciplinary matters) at the training agreement's termination why the student, upon satisfactory completion of approved training, should not be admitted to ICAEW membership.

D. SUSPENSION APPLICATION

I apply to suspend the training agreement for the following reason.

If approved, the suspension should be registered from
DD MM YY

I expect the suspension to end on or about
DD MM YY

When the student returns to work, please inform the Applications Department. For further information on suspensions please see the regulations or contact applications@icaew.com