

# Credit for prior work experience (CPWE) guidance notes



Please note that only work experience from an office authorised by ICAEW to train chartered accountancy students will be considered for credit.

We do not accept applications from offices that are not authorised to train ICAEW students.

- You can only apply for CPWE if you met the minimum entry for the ACA at the point that this period of experience began.
- You must have a minimum of 65 days of practical work experience within any period of prior work experience.
- No period of less than three months will be accepted.

**Please also be aware that you may only claim up to 24 months experience (for CCAB students on a two year training agreement starting from/after 1 July 2025, this is 16 months). This period of time must be within two years prior to the start of your current training agreement.**

## CLAIMING CREDIT FOR PRIOR WORK EXPERIENCE

Your application for credit will only be considered when you have met the requirements below and your claim falls within ICAEW's criteria.

You will need to provide the following on this form:

- Your name, student number and address of the office where the experience was gained.
- The dates of the experience you are claiming.
- The number of practical work experience that you have gained for the period you are claiming for.
- The signature of the QPRT from the office where the work experience was gained (if this is not your current employer).
- Declaration by your current qualified person responsible for training (QPRT) to validate your claim.

## IMPORTANT NOTES

It is possible that your training office may not wish to count prior experience towards your training agreement duration. They may wish you to serve a period longer than the minimum 36 months that ICAEW requires and this decision lies with your employer.

Although you may believe that the work you have undertaken is relevant and equivalent to the training a chartered accountancy student would gain, it is the decision of the QPRT from the office where the experience was achieved to permit your claim. ICAEW will not be able to consider your application without this approval.

If your CPWE claim is awarded, this will alter the length of your ACA training agreement duration.

**Work experience prior to the start of a training agreement can only be recognised if gained with an ICAEW authorised training employer (ATE).**

**You can only apply for CPWE if you met the minimum entry for the ACA at the point that this period of experience began.**

**If you are applying for experience gained in your current ATE complete section 2.**

**If you are applying for experience gained in a previous ATE complete sections 2 and 3.**

## SENDING YOUR APPLICATION

Please ensure that your form is fully completed and it has been signed off by your employer.

Please scan and email your completed application to [applications@icaw.com](mailto:applications@icaw.com)

# Credit for prior work experience (CPWE)

Please complete the form and send it to [applications@icaew.com](mailto:applications@icaew.com)

## 1. REQUIREMENTS

In order for credit for prior work experience to be awarded, please confirm the following criteria have been met:

You are currently in a training agreement

Your claim is within two years of the start of your training agreement

You have met the entry requirements at the start of your CPWE claim

The duration of your claim is between 3-24 months

## 2. THE STUDENT

Gender       Male       Female      Date of birth

Preferred title       Mr       Mrs       Ms       Other

Full name

Student registration number

Training Office Number  
L00/X00

Name and address of office where work experience was gained

Postcode/zipcode

Mobile (including international country dialling code where relevant)

Email

Dates of period of work to be credited: from      to

PWE in primary employer      PWE on seconddment      PWE on seconddment (unauthorised)

Signature      Date

### 3. CERTIFICATION BY QPRT IN STUDENT'S CURRENT TRAINING OFFICE

Fit and proper      YES      NO

Signature of the QPRT

Date

Print name of the QPRT

Member number

### 4. DECLARATION BY QPRT IN OFFICE WHERE EXPERIENCE WAS GAINED

- I agree to this student gaining credit for the period of work experience at the office shown above and during the dates stated above.
- I can confirm that for the period of work experience the student is claiming credit, they have been receiving approved training to the same level as that of a chartered student in a training agreement.
- I can confirm that on completion of the period of work experience claimed, the student had achieved experience equal to that expected of a student at this level of training.

Fit and proper      YES      NO

Signature of the QPRT

Date

Print name of the QPRT

Member number

#### USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your personal data to deliver your inclusive student services including advice, awareness, assessment, caba eligibility, communications, examinations, networking, products, quality, regulation, research services, training and to administer your membership account. Any documents submitted as part of your registration may be verified with the issuing authority. 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 policies, please go to [Privacy notices | ICAEW](#)