

# Application to register as an ACA student manager



ACA student managers are responsible for the administration and monitoring of exam training in larger organisations or can be [the person that an ACA student reports to when carrying out particular tasks or assignments](#). To become an ACA student manager, please complete this interactive form and email it to [ATEaccess@icaew.com](mailto:ATEaccess@icaew.com). Alternatively, you can print it, fill it in by hand and post it to:

ICAEW, Authorised Training Employer team, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ, UK

## APPLICATION DETAILS

ICAEW training office number L00  or X00

**An ACA student manager does not need to be a qualified accountant.**

If accountancy qualified, please indicate through which professional body.

ICAEW

ACCA

CIMA

CIPFA

ICAS

CAI

Other

Membership number

Date of birth

DD MM YYYY

Name

TITLE

FORENAME

SURNAME

Job title

Organisation

Primary business address

Postcode/zipcode

Country

Telephone   
(including country code)

Email

Applicant's signature

Date

DD MM YYYY

## QPRT/PRT

All requests to give an ACA student manager access to restricted areas of the ICAEW website must be authorised by the QPRT or equivalent.

QPRT/PRT name

QPRT/PRT signature

Date

DD MM YYYY

## USING YOUR PERSONAL INFORMATION

See reverse for details.

## 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 carry out our responsibilities as a regulator and as a professional body, to monitor compliance with our regulations, for administration and to communicate with you on ACA training matters. In addition, we will use your personal data to provide access to ICAEW's online training file platform, to enable you to carry out your organisation's obligations as an ICAEW Authorised Training Employer or your role as an ICAEW Authorised Training Principal. We may, either as required by law or to carry out our responsibilities, share your personal data with individuals nominated in an approved ACA Training role within your organisation, other professional bodies and regulators. When specifically required, due to the location of an ACA student or Authorised Training Employer/Principal, we may also transfer your information outside of the European Economic Area (EEA) eg, to one of our offices. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)