

SIX-MONTHLY REVIEW TRACKER



Six-monthly reviews are a mandatory part of ACA training. They can be carried out by the qualified person responsible for training (QPRT), authorised training principal (ATP), person responsible for training (PRT), deputy QPRT or counsellor. Each review should take around an hour.

Click [here](#) to access your student's training file.

Student name	Training agreement end date	Review date	Next review date

Practical work experience	
	<p>Days are recorded in the online training file for last six months</p> <p>Days correlate to timesheets or other records</p> <p>Work experience is progressing in line with expectation</p> <p>Student is on track to achieve at least 450 days by end of agreement</p>

Professional development ladders	Progress at this review	Target for next review	Feedback provided	Training file updated
Ethics and Professional Scepticism	/8	/8		
Communication	/7	/7		
Teamwork	/8	/8		
Problem Solving	/7	/7		
Decision Making	/8	/8		
Adding Value	/8	/8		
Technical Competence	/6	/6		
Total	/52	/52		

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Ethics Learning Programme modules (to be completed in first 12 months)	Completed
ICAEW and Public Trust	
The ICAEW Code of Ethics	
Ethics, Stakeholders and Culture	
Ethics in Business	
Ethics in Public Practice	
Ethics in a Transforming World	
Ethics assessment (70% required)	

Ethics scenarios discussions (required every six months throughout training)	Completed
One real scenario and one ICAEW scenario discussed with student	
Ethics review added to ethics section of student training file	