

Application to register as a training office group



Set up as a training office group (TOG) to recognise a group of Authorised Training Employer (ATE) offices within the same organisation that operate as one business unit and have common training policies and working practices. The TOG must nominate one office to be the principal office, which will be the 'head' office for training purposes. Complete this form to register as a TOG and send it to 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

Please complete and submit this form together with the [Application to register a person responsible for training \(PRT\)](#) form for the individual responsible for training at each subsidiary office.

Name of principal office

Training office number

Address

Postcode/zipcode

Country

NOTES

1. The qualified person responsible for training (QPRT) must be based at the principal office.
2. Each subsidiary office must nominate a person responsible for training (PRT).
3. A PRT must be a member of an [IFAC full membership body](#), or other equivalent recognised body at the discretion of ICAEW; have at least two years of membership of your professional body; be an experienced individual, ideally a partner, director or equivalent within your organisation; and be based at the subsidiary office.

Applicant's signature

Date

DD MM YYYY

SUBSIDIARY OFFICE - 1

Name of subsidiary office

Subsidiary office address

Postcode/zipcode

Country

Partners/directors/senior accounting staff *

Other professional staff

Total

USING YOUR PERSONAL INFORMATION

See last page for details.

SUBSIDIARY OFFICE - 2

Name of subsidiary office

Subsidiary office
address

Postcode/zipcode

Country

Partners/directors/senior
accounting staff *

Other professional
staff

Total

SUBSIDIARY OFFICE - 3

Name of subsidiary office

Subsidiary office
address

Postcode/zipcode

Country

Partners/directors/senior
accounting staff *

Other professional
staff

Total

SUBSIDIARY OFFICE - 4

Name of subsidiary office

Subsidiary office
address

Postcode/zipcode

Country

Partners/directors/senior
accounting staff *

Other professional
staff

Total

SUBSIDIARY OFFICE - 5

Name of subsidiary office

Subsidiary office
address

Postcode/zipcode

Country

Partners/directors/senior
accounting staff *

Other professional
staff

Total

* Please enter the number of partners if your organisation is engaged in public practice, directors if your organisation belongs to a corporate body (ie, a limited company whose directors are engaged in public practice), senior accounting staff if your organisation is engaged in industry, commerce or the public sector.

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)