



ACA training Role and responsibilities for QPRTs, PRTs and ATPs

If you are a qualified person responsible for training (QPRT), person responsible for training (PRT) or authorised training principal (ATP), here is an overview of your roles and responsibilities.

Use this list as a guide to ensure that your ACA students are on track throughout their ACA training agreement to become an ICAEW Chartered Accountant. It should also help to ensure you continue to meet the **ICAEW training standards** applicable to all authorised training employers and principals.

TOP TIPS

- Ensure that a signed training agreement is in place for all your students.
- Provide your students with at least 450 days of practical work experience (or 300 days where eligible).
- Plan and implement training programmes to allow sufficient range and depth of experience.
- Ensure that all your students are adequately supervised.
- Ensure that counsellors and line managers are familiar with all the ACA requirements (QPRT and PRT only. ATPs cannot delegate responsibility to counsellors).
- Ensure that your students complete the professional development and ethics requirements.
- Ensure that your student's progress and their online training file is reviewed by you or their counsellor every six months. The first review can take place up to eight months following your student's start date to accommodate existing appraisal cycles.

ONLINE TRAINING FILE

Every six months

- Ensure that your student's online training files are completed on a gradual basis, are reviewed every six months, and that every tab within the training file has been updated by the student following the review. [View the six-monthly review checklist for guidance.](#)

Exams (QPRT and PRT only)

- Select appropriate study programmes.
- Set policies for exam performance, study leave and financial support.
- Implement a system of monitoring study and exam performance, providing support where needed.

Audit Qualification (if applicable)

- Plan and implement training programmes to allow sufficient range and depth of audit experience.

- Ensure that an appropriate person is formally appointed to sign off audit records. This must be somebody who holds the **Audit Qualification**.
- Ensure that students performing audit work are adding audit days to their training file in accordance with the regulations (refer to the six-monthly review checklist).
- Determine whether audit work has been competently completed, and confirm this within the training file.
- Ensure that specific feedback is added to the training file, by the formally appointed reviewer, and on a timely basis.

At the end of a training agreement

- Perform the final sign-off of your student's online training file after the last day of the agreement.
- Exams do not need to be completed at this stage.

Further guidance

If you have a question, please contact your **local training and business development manager** or contact our student support team, call +44 (0)1908 248 250 or email **studentsupport@icaew.com**

If you are no longer involved with training ACA, or ICAEW apprenticeship students, your role has changed or you would like to update your contact details, please email our training team on **ATEaccess@icaew.com**

View your students' progress and access their online training file at **icaew.com/trainingfile**.

For guidance on how to review your students' online training file, **watch the online training file guidance video**.