# *Apprenticeship student registration*

**When registering as an apprenticeship student with us, it's vital that students register correctly, as not doing so will prevent them from sitting the end-point assessment. Registering correctly also ensures that students are awarded their apprenticeship certificate when they qualify. Here we explain how a student and employer can check the registration status and how to amend, if needed.**

## How a student can check their registration status

A student will be able to check their registration status via their online training file.

An **ACA Standard** student will see the following information on their Summary page.



**Please note:** students who work for an ICAEW authorised training employer that is accredited for professional development, will not see the professional development tab within their online training file.

The Summary page for a registered **Level 4** or **Level 7 Apprenticeship** student will include an Apprenticeship section, which provides a summary of their progress. An example is shown below.



## How an employer can check their registration status

Employers can also check the registration status of their students. They log in to their students' online training file and will see a list of their students. Here, they can view the type of student their students are registered as, which will be displayed in the Type column.



Narrow the search to view apprenticeship students only by clicking on the drop down menu that refers to 'All types' and selecting the relevant option. The options are:
- ACA – an ACA Standard student;
- ACA App L7 – a Level 7 Accountancy Professional Apprenticeship student; and
- ACA App L4 – a Level 4 Accounting Technician Apprenticeship student.

An example is below where 'ACA App L7' has been selected.

## How to amend a registration

It's easy for a student to change their registration status. They simply visit icaew.com/studentregistration and log in using their username and password. They select the correct qualification, for example, they may have registered as an ACA Standard student but need to register as a Level 7 Apprenticeship student, so here they will select Level 7 Apprenticeship. They will be asked to confirm their personal details and provide additional information, if required.

When a student updates their registration, they will keep the same student number, they will also receive an email from us to confirm that they are registered as an apprenticeship student.

## More guides

Additional guidance is available on how to register as student with us:

> View the how to register as a student guide
> View the how to register for the Level 4 apprenticeship guide
> View the how to register for the Level 7 apprenticeship guide – for students who have registered as a standard ACA student

## Contact us

If you have a question, our dedicated student support team are here to help. Call +44 (0)1908 248 250 or email studentsupport@icaew.com

Alternatively, if you are browsing our website, look out for the live help boxes. You will be able to speak directly to an adviser.