

# Training authorisation



## 1. Training standards

An organisation that wishes to become, or continue to be, a training organisation must comply with the ICAEW's training standards.

The training standards focus on the main elements of training and reflect best practice in all types and sizes of organisations. Full details of the standards are available on the website.

The ICAEW monitors compliance with the training standards through a programme of review and support visits.

## 2. Review and support visits

All training organisations, including any subsidiary offices where appropriate, are visited at least once every five years as part of a programme of review and support visits. These visits are designed to:

- provide support and practical advice
- update on education and training issues
- gain feedback from training organisations
- ensure training organisations continue to meet the training standards.

The ICAEW's Training Consultants carry out these visits. Offices that are due for a review and support visit are notified in writing that a Training Consultant will be contacting them to arrange a meeting at a convenient time during the next six months.

Refusal to meet with the Training Consultant can result in an organisation's authorisation to train students being withdrawn.

## 3. Changes in circumstances

All changes in circumstances that may affect student training must be reported to the training team. This includes a:

- change in Member Responsible for Training (MRT) or Person Responsible for Training (see section 6.1)
- merger or de-merger
- significant change in the nature of clients and/or work experience available for students
- change in status of the organisation (e.g. a partnership converting to limited company)
- significant change in your training policies.

In these situations a Training Consultant may contact you to discuss the reported changes. If you are reporting a change in MRT a Training Consultant will contact the new MRT to arrange an informal meeting.

## 4. Student quota

Each training organisation is awarded a quota when they are initially authorised to train students. This is the maximum number of ACA students that you can train at any one time. When setting or changing a quota the ICAEW considers:

- the range and depth of work experience available to students
- the number of professionally qualified employees who contribute to the support and development of students
- the number of students training for other professional qualifications.

The following may be used as a **rough guideline** for determining your organisation's student quota:

- 4 students per partner/director
- 2 students per qualified member of staff.

The partners/directors and qualified members of staff used in the quota calculation must be a member of a professional accounting body and comply with the CPE requirements of that organisation.

If you are intending to increase the number of your students training at your organisation and would like to increase your student quota, please contact the training team.

## **5. Re-appraisal of authorisation status**

The ICAEW will re-appraise an organisation's authorisation to train students where there are concerns over whether the training standards are being met, following:

- a review and support visit
- the receipt of information from other ICAEW departments, such as the Professional Standards Directorate
- a material change in the circumstances of the organisation (see section 3).

You will be informed in writing if your organisation is to be re-appraised and will receive a copy of the training standards. If you can demonstrate that your organisation meets the training standards the authorisation to train students will be continued.

## **6. Training office groups**

Training organisations with more than one office can be structured as a training office group (TOG). This is a group of offices that operate as one business unit and adhere to common training policies and working practices.

The TOG must nominate one office to be the principal office – the 'head' office for training purposes. The MRT should be based at this office. All other offices in the group, known as subsidiary offices, must nominate a Person Responsible for Training.

### **6.1 Person Responsible for Training**

The Person Responsible for Training (PRT) must be an experienced individual, preferably of partner status or equivalent and a member of the ICAEW. Where there is no ICAEW member available to take on this role the PRT may be an ACCA, CIMA, CIPFA, ICAI or ICAS member.

The PRT must be resident at the subsidiary office and there must be effective communication between the MRT and PRT.

### **6.2 Training contracts**

Training contracts are registered at the office in the group where the student is based. You should notify the student registration team if one of your students is re-located to a different office within the group on a permanent basis.

### **6.3 Student quota**

The student quota is granted in respect of the TOG as a whole. It is the MRT's responsibility to manage the distribution of students across the group offices. It may be appropriate for students to work at different offices during their training contract in order to obtain a range of work experience.