

Credit for Prior Work Experience guidance notes

Please note that only work experience from an office authorised by BICA to train chartered accountancy students will be considered for credit. We do not accept applications from offices that are not authorised to train BICA students.

- You may only claim credit for prior work experience at the start of your training agreement.
- You must have a minimum of 65 days of practical work experience within any period of prior work experience.
- No period of less than three months will be accepted.

Please also be aware that you may only claim up to 12 months experience. This period of time must be within two years prior to the start of your current training agreement.

CLAIMING CREDIT FOR PRIOR WORK EXPERIENCE

You will need to provide the following on this form:

- Your name, student number and address of the office where the experience was gained.
- The dates of the experience you are claiming.
- The signature of the QPRT from the office where the work experience was gained (if this is not your current employer).
- Declaration by your current qualified person responsible for training (QPRT) to validate your claim.

In order for your application to be considered you will also need to provide a signed copy of an Evidence of practical work experience form, completed up to the date of your claim.

Only when you have fulfilled these requirements and your claim falls within BICA's criteria will your application for credit be considered.

IMPORTANT NOTES

It is possible that your training office may not wish to count prior experience towards your training agreement duration. They may wish you to serve a period longer than the minimum 36 months that BICA requires and this decision lies with your employer.

Although you may believe that the work you have undertaken is relevant and equivalent to the training a chartered accountancy student would gain, it is the decision of the QPRT from the office where the experience was achieved to permit your claim. BICA will not be able to consider your application without this approval.

SENDING YOUR APPLICATION

Please ensure that you send the correct documents:

- the completed form; and
- the Evidence of practical work experience form signed by the QPRT from the office where experience was gained.

You can scan and email your application to atesupport@bica.org.bw or alternatively you can post your completed form and your up-to-date Evidence of practical work experience form to:

Training & Professional Development
BICA
Private Bag 0021
Gaborone
Botswana

You can expect a response within two weeks of submitting your application forms, providing you have correctly supplied all the required information.



Credit for Prior Work Experience

You can scan and email your application tatesupport@bica.org.bw or alternatively you can post your completed form and your up-to-date Evidence of practical work experience form to:

Training & Professional Development BICA

Private Bag 0021, Gaborone, Botswana

T +267 3972992

Work experience prior to the start of a training agreement can only be recognised if gained with an BICA authorised training employer (ATE).

If you are applying for experience gained in your current ATE complete section 2.

If you are applying for experience gained in a previous ATE complete section 2 and 3.

1. THE STUDENT

Gender Male Female

Preferred title Mr Mrs Miss Dr Prof other

Date of birth

Student registration number

Forename/given name

Surname/family name

Name and address of office where experience was gained

Country

Telephone

Email

Dates of period of work to be credited: from

to

PWE in primary

PWE in secondment

PWE in unauthorized

Total

Fit and proper

I am applying for credit for prior work experience and I have attached a copy of my signed Evidence of Practical work Experience form, completed for the period of work experience that I am claiming credit.

Signature of student

Date

2. CERTIFICATION BY QPRT IN STUDENT'S CURRENT TRAINING OFFICE

Signature of the QPRT

Date

Print name of the QPRT

Member number

3. DECLARATION BY QPRT IN OFFICE WHERE EXPERIENCE WAS GAINED

- I agree to this student gaining credit for the period of work experience at the office shown above and during the dates stated above.
- I can confirm that for the period of work experience the student is claiming credit, they have been receiving approved training to the same level as that of a chartered student in a training agreement.
- I can confirm that on completion of the period of work experience claimed, the student had achieved experience equal to that expected of a student at this level of training.

Signature of the QPRT

Date

Print name of the QPRT

Member number

Using your personal information. We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams.



EVIDENCE OF PRACTICAL WORK EXPERIENCE (EPWE) FORM

STUDENT NAME

STUDENT NUMBER

NOTES FOR COMPLETION

APPLYING FOR MEMBERSHIP

Use this form to accumulate evidence of your technical work experience. It is important that you update it every six months and at the end of your training agreement. The completed form will be part of your application for membership. Should you work for more than one employer over your period of training, please ask your initial employer to sign off any work experience (page 2) and certify the approved training (page 1). Use the same form with your new employer, you should not start a new form.

PRACTICAL WORK EXPERIENCE

You must be able to provide evidence of the number of days of practical work experience you are claiming (eg, timesheets, diaries) as you may be asked for this by your QPRT and BICA.

PROFESSIONAL DEVELOPMENT (PD) AND ETHICS AND PROFESSIONAL SCEPTICISM (EPS)

To fulfil all requirements for membership you must have also received a final online sign off from your QPRT, PRT or Deputy QPRT, confirming completion of PD and EPS programmes.

RECORDING AUDIT EXPERIENCE

Students working in audit registered firms should submit the Audit Qualification form. It is important that both forms are completed as part of your six-monthly review. For further information on the Audit Qualification visit icaew.com/aq

SECONDMENTS, ABSENCE AND PART-TIME WORKING

If you have been, or will be, absent from work for a prolonged period, are seeking a secondment from your ATE, or are intending to work part time, please contact the student support team because this might affect your ability to fulfill our membership requirements.

RETURN CHECKLIST

- Online EPS Declaration completed and approved
- Online PD Declaration completed and approved
- ETWE form completed fully and signed by your QPRT, PRT or Deputy QPRT
- Audit Qualification form completed and enclosed (if appropriate)

If you don't return ALL documentation, or if you complete your form incorrectly, there may be a delay in your application for membership.

FURTHER INFORMATION AND GUIDANCE IS AVAILABLE

- on ICAEW website: icaew.com/twe
- from our student support team: +2673972992 or email atesupport@bica.org.bw

CERTIFICATION BY THE QPRT, PRT OR DEPUTY QPRT AUTHORISED BY BICA TO COMPLETE THE FINAL SIGN OFF AT THE END OF THE PERIOD OF APPROVED TRAINING.

AUTHORISED TRAINING EMPLOYER (A TE)

ATE Name

I certify that the student named opposite:

a) served a period of approved training with this ATE

from

DD MM YY

to *

DD MM YY

b) has completed days of practical work experience

c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of BICA.

Signed

Name (BLOCK CAPITALS)

BICA Number

Date

DD MM YY

AUTHORISED TRAINING EMPLOYER (Additional employer details if required)

ATE Name

I certify that the student named opposite:

a) served a period of approved training with this ATE

from

DD MM YY

to *

DD MM YY

b) has completed days of practical work experience

c) was a fit and proper person at the end of the approved training period specified above and is appropriately experienced to be admitted as an Associate Member of BICA.

Signed

Name (BLOCK CAPITALS)

BICA Number

Date

DD MM YY

Please return completed forms to:

E atesupport@bica.org.bw
ATEsupport, BICA, Private Bag 0021
Gaborone

* If the training agreement has been extended, please ensure an Amendment to a Training agreement form has been submitted to BICA.

