

# TP2 TWES: Training Programme for Practising Certificate or Practising Certificate and Audit Qualification

TO BE COMPLETED BY THE TRAINING PARTNER



## SECTION 1 PRACTICE DETAILS

|                                               |             |
|-----------------------------------------------|-------------|
| Practice name:                                |             |
| Address:                                      |             |
|                                               |             |
| Telephone number:                             | Fax number: |
| E-mail:                                       |             |
| Member's name: (Mr/ Mrs/ Ms/ Miss):           |             |
| ACCA membership number (if known):            |             |
| Employment department case number (if known): |             |

Please tick this box if a previous training programme has been submitted to ACCA by your organisation or another employer in respect of this member.

Enter the date on which the member will begin / began employment with your organisation: \_\_\_ / \_\_\_ / \_\_\_

*(Please note that it is a criminal offence under Section 8 of The Asylum and Immigration Act 1996 to employ a person who does not have permission to live and work in Great Britain. Before employment commences, the employer should ask the employee to produce an original document which verifies the employee's status (e.g. documented national insurance number; a British passport; a British birth certificate; or a certificate of registration or naturalisation). It is the responsibility of the employer to ensure that they have seen this document and retained a copy for their files. For avoidance of discrimination, the employer should ensure that all offers of employment are subject to this evidential test.)*

## SECTION 2 CONTINUING PROFESSIONAL DEVELOPMENT

Please enter details of CPD arrangements:

|  |
|--|
|  |
|  |
|  |
|  |
|  |

### SECTION 3 SALARY AND BENEFITS

|                                                   |   |
|---------------------------------------------------|---|
| Gross annual salary (excluding London weighting): | £ |
| London weighting (if applicable):                 | £ |
| Other benefits:                                   |   |

*(Please note that salary and benefit levels are assessed by Work Permits UK, not by ACCA, and their decision is final.)*

### PLEASE READ THE ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THE FOLLOWING SECTIONS.

#### SECTION 4 PREVIOUS PRACTICAL EXPERIENCE

When determining the period of experience required for a practising certificate or practising certificate and audit qualification, ACCA will include experience gained before, and since, admission to membership if it:

1. covers the required competences of practising certificate holders; and
2. is gained in a registered office of an ACCA Approved Training Practice.

If you do **not** want the member's previous practical experience (outlined in form PE2) to be taken into account you must give detailed reasons below:

|                                    |
|------------------------------------|
|                                    |
|                                    |
|                                    |
|                                    |
| (attach extra sheets if necessary) |

#### SECTION 5 DECLARATION

I confirm that the member will be provided with the support and required experience for a practising certificate /practising certificate and audit qualification\* in accordance with the ACCA Approved Training Practice Guide and that s/he will be supervised by a nominated Training Principal for the duration of training. *\*(Please delete as appropriate)*

|                           |                              |
|---------------------------|------------------------------|
| Signature:                | Date:                        |
| Name (Mr/ Mrs/ Ms/ Miss): |                              |
| Position:                 | Professional Qualifications: |

Please return the completed form TP2 together with form PE2 to:

Training Department  
ACCA UK  
29 Lincoln's Inn Fields  
London  
WC2A 3EE

**You should allow at least 10 working days for the assessment of these forms to be completed.**

