FAQs for ICAI Members to become Members of ICAEW under the MoU signed between the Institute of Chartered Accountants of India & the Institute of Chartered Accountants in England and Wales

1. **What is the current scope of MoU between ICAI & ICAEW?**

   The MoU provides for Recognition and Examination arrangements for the members of the two largest Institutes. This agreement would facilitate mobility of members across the borders and further strengthen the ties between India and Great Britain. The MoU entails membership of Institute without license to practice . General practice rights excluding auditing rights would be available.

2. **What is the effective date of the MoU?**

   This MoU would be effective from December 01, 2008

3. **What an ICAI member would require to take up the membership of ICAEW?**

   Existing members of ICAI, in good standing and with two years post qualification experience (availing credit of prior learning) will be eligible for ICAEW membership on passing single examination of ICAEW on Case Study. The ICAI members with less than two years experience (not availing credit for prior learning) will be required to appear additional papers in Business Reporting (T1) and Business Change (T2) along with Case Study. They will also be required to pursue the structure training in ethics.

4. **What is the procedure/steps to be followed to become ICAEW member?**
   - Apply to ICAEW in the prescribed format for registration.
   - Register with the ICAEW with requisite documents
   - Purchase learning materials
   - Register for exam(s) as mentioned in 3 above.
   - Sit & pass exams
   - Complete online Structured Training in Ethics programme (STE) and declaration
   - Complete application for membership and file it alongwith the letter of Good Standing issued by ICAI

5. **What documents are required at the time of registering with the ICAEW**

Registration would require documents such as

- **Personal Details**
- **Proof of active ICAI membership**
- **Proof of Good standing**
- **Confirmation of work experience**
- **Registration fee**

ICAI members with no adverse disciplinary findings made against them and those who have confirmed their compliance with the CPD requirements of ICAI will only be eligible for the arrangement.

6. What are the experience requirement for the ICAI members?

An ICAI member with a minimum of two years' post qualification experience which has been certified by their current (and, if appropriate, past) employer(s) would be taken as meeting the aims and learning outcomes of the ICAEW's Technical Integration Business Change and Technical Integration Business Reporting papers. ICAI members who are sole practitioners may self-certify that their post-qualification experience meets the aims and learning outcomes of these papers.

Those ICAI members with less than two years' post qualification experience will be required to sit for and pass the Case Study, Technical Integration Business Change and Technical Integration Business Reporting papers, and to complete the Structured Training in Ethics programme applicable to ICAEW provisional members to become eligible for ICAEW membership.

There is no additional requirement of undergoing any additional training experience requirements or take any other examinations.

7. What is the sequence in which the requirements as stated at 3 above need to be undertaken by an ICAI member?

An ICAI member can within few weeks (please specify) of the registration with ICAEW can opt for Structured Training in Ethics / Case Study Paper i.e. these two are independent of each other and needn't necessarily follow a pattern.

Structured Training in Ethics - An ICAI member may complete the Structured Training in Ethics (STE) Programme at any point between ICAEW registration and application for ICAEW membership. The programme is independent of the ICAEW examinations and is a web-based training package which is based on interactive case studies and self-test questions. It is split into

three stages that are designed to be spread over the length of training, generally for our students this would be one stage during each year of a three-year contract, however for experienced professionals this could be covered intensively in around 5 hours.

The STE programme provides:

- **structured training in professional ethics**
- **case studies and other material on some of the issues you are likely to face**
- **sources of further information and support.**

The programme's objectives are to:

1. **familiarise ICAI member with the ICAEW's code of ethics**
2. **show the member how to apply the fundamental principles (and ethical guidance) in their work**
3. **help member to recognise ethical issues, make ethical decisions and resolve dilemmas**
4. **when (and who) to ask for help with ethical matters.**

Completion of the STE programme will be mandatory for members of the ICAI wishing to join the ICAEW.

Please visit http://www.icaew.com/index.cfm/route/153965/icaew_ga/en/Employers/ACA_qualification/Structured_training_in_ethics/Structured_training_in_ethics_programme_STE for a copy of the Structured Training in Ethics Programme to review. You will need to extract the downloaded files and save them to your hard drive, before the programme will run.

An ICAI member (less than two years experience) could opt for T 1, T2 and case study paper simultaneously. While he could opt for case study paper first as well, however the preferred option is to follow T1, T2 and then case study.

The two Technical Integration papers and the Case Study are all written examinations, which would take place under exam conditions. The Case Study must be the last exam attempted by a candidate, however the regulations do allow for all three papers (TI – Business Reporting (TI BR), TI – Business Change (TI BC), and the Case Study) to be sat in one session.

If a candidate who has not gained the two years' post qualification experience chooses to sit the papers over more than one session, they must take the two Technical Integration papers first. The

Technical Integration papers should be attempted at the same sitting due to their common technical content.

8. How are the requirements, as stipulated in question 3 above, administered?

For the Business Reporting (T1) & Business Change (T2) papers, the exam centers at the British Council would be administered by the ICAI.

An ICAI member may complete the Structured Training in Ethics program at any point between ICAEW registration & application for ICAEW membership. The program is independent of the ICAEW examinations and is a web based training package.

Completion of the STE program would be mandatory for members of the ICAI wishing to join the ICAEW.

9.Whether I have to take tuition before appearing for the papers?

Professional tuition for the examinations is not mandatory. However, while not mandatory, it is strongly recommended for professional tuition to all candidates – – as key to giving them the best chance at passing the ICAEW examinations. It is recommended that ICAI members avail of the option of professional tuition available in respect of the Technical Integration and Case Study papers. The said tuition would be imparted by ICAI in India. Further details shall be available at ICAI's website shortly.

This tuition / training would only be required for:

a) TI – Business Reporting
b) T2 - Business Change; and
c) Case Study

No training would be required for the completion of the Structured Training in Ethics program.

10. Whether there is any specified time lag between training and taking of examinations?

There is a four-week period between the latest deadline for registering for an examination and the examination date.

11. What would the training encompass?

Tuition for the ACA Advanced Stage (i.e. the Technical Integration papers plus the Case Study) is taught over approximately 7 weeks full-time by current professional providers. The Case Study is integrated within these 7 weeks but, if de-coupled, is usually taught over approximately 10 days full-time (including pre-examination revision). These figures are the classroom time and candidates are expected to do further work outside the classroom over this period.

12. How many attempts are allowed per paper in order to be eligible for the membership of the ICAEW?

A maximum of four attempts are available per paper of Technical Integration Business Change and Technical Integration Business Reporting papers. However, one is advised to sit no more than 3 times in order to remain eligible to apply for credit for prior work experience if you have gained two years' post qualification work experience.

A maximum of four attempts permitted at the Case Study

13. What is the pass percentage in each paper?

Pass marks are 50% in the Technical Integration and Case study papers

14. Who would be the contact person in India in case of any issues?

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15. Who would be the contact person in UK in case of any issues?

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