

STRUCTURED TRAINING IN ETHICS (STE)

As part of the ACA training you are required to complete our structured training in ethics (STE) programme. This is an online programme that will:

- familiarise you with ICAEW's code of ethics;
- show you how to apply the fundamental principles (and ethical guidance) in your work;
- help you to recognise ethical issues, make ethical decisions and resolve dilemmas; and
- make sure you know when (and who) to ask for help with ethical matters.

Ethics are integrated throughout the exam syllabus.

STRUCTURED TRAINING IN ETHICS (STE) DECLARATION

I have read the information above and understand that I need to complete the online STE programme before I apply for ICAEW membership.

MANDATORY DECLARATIONS

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent.

Acts and defaults requiring disclosure include (but are not limited to):

- having been charged with or found guilty of (or having pleaded guilty to) any criminal offence (this includes receiving a caution, conditional caution, reprimand or final warning). You do not need to mention road traffic offences that did not lead to a disqualification;
- having at any time been declared bankrupt or having entered into an Individual Voluntary Arrangement or any composition with creditors;
- having failed to satisfy a judgement debt;
- having been the subject of an investigation by or an adverse finding by a professional or regulatory body; or
- having had a Disqualification Order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation.

If any of the acts or defaults listed above apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK.

Do any of the above circumstances (or similar) apply to you? Yes No

ETHNIC ORIGIN

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

- | | | |
|--|--|---|
| <input type="checkbox"/> White British – English | <input type="checkbox"/> Mixed White and Black African | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> White British – Scottish | <input type="checkbox"/> Mixed White and Asian | <input type="checkbox"/> Black African |
| <input type="checkbox"/> White British – Welsh | <input type="checkbox"/> Mixed other | <input type="checkbox"/> Black other |
| <input type="checkbox"/> White British – other | <input type="checkbox"/> Asian India | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian Pakistani | <input type="checkbox"/> Malay |
| <input type="checkbox"/> White other | <input type="checkbox"/> Asian Bangladeshi | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Asian other | <input type="checkbox"/> Do not wish to say |

DISABILITY INFORMATION

Do you have a short-term or long-term impairment, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect any examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

Do you wish to notify ICAEW of any condition that may fall under the above? Yes
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on +44(0)1908 248 250.

If your condition means you will need alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence.

PAYMENT

Payment is accepted in UK sterling only.

This payment does not include examination fees which will be due when booking your examination sessions.

Please note that if you have already registered for the Certificate in Insolvency or Certificate in Finance, Accounting and Business you do not need to pay this fee.

PAYMENT METHODS	
<input type="checkbox"/> £165.00 (excludes VAT)	Please charge my credit/debit card with the amount £ <input type="text"/>
<input type="checkbox"/> £198.00 (includes VAT)	
I enclose a cheque for £ <input type="text"/> made payable to CHARTAC	Card no: <input type="text"/>
Send completed form and cheques to ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK	Valid from <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Maestro and Amex only)
Send completed forms and credit card details to the above address or to our secure fax +44 (0)1908 248 064.	Expiry date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (all cards)
	Issue no <input type="text"/> <input type="text"/> (Maestro only)
	Signature <input type="text"/>
	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DD MM YY

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.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to icaew.com/dataprotection