

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

TO BE COMPLETED BY THE TRAINING PRINCIPAL

Issued July 2008



Overview: TWES work permits are normally issued where there is a genuine need for the overseas national to either undertake a period of work experience or obtain work-based training for a professional or specialist qualification. The overseas national must be additional to the employer's normal staffing requirements. They must not be filling a vacancy which would otherwise be filled by a resident worker.

SECTION 1 EMPLOYER DETAILS

Employer 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.)

PLEASE READ THE ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THE FOLLOWING SECTIONS

SECTION 2 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 Employer – practising certificate development.

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 3 DECLARATION

The declaration should be completed by the firm's Training Principal.

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 Employer-practising certificate development requirements 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:

Employer Business Relationships
ACCA UK
29 Linclon's Inn Fields
London
WC2A 3EE

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

