ACA milestone planner

Here is the blank version of the milestone table. You may wish to complete this with your employer so that you are clear on how you will move through each requirement and what your employer will review at each six-monthly review meeting. Remember, you need to update all sections of your online training file after each six-monthly review, including your employer’s comments, and you will show reasonable progress in each area.

You can also add in your exam milestones including when you plan to study, revise and take your exams, simply scroll to page 2.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review date** | **Practical work experience** | **Professional development** | **Ethics and professional scepticism - programme and full assessment** | **Ethics and professional scepticism – scenario discussion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

View more [hints and tips](https://www.icaew.com/for-current-aca-students/getting-started/how-to-guides-for-aca-students) on how to use and keep your training file on track. Log in to your training file at <https://my.icaew.com/trainingfile>

**Exam milestone tables**

**Certificate Level (available to sit throughout the year)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Accounting** | **Business, Technology and Finance** | **Assurance** | **Law** | **Management Information** | **Principles of Taxation** |
| Tuition |  |  |  |  |  |  |
| Revision |  |  |  |  |  |  |
| Exam date |  |  |  |  |  |  |

**Professional Level (available to sit in March, June, September, and December. Please note Business Planning: Banking and Business Planning: Insurance are available in June, September and December)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Audit and Assurance** | **Business Planning** | **Business Strategy and Technology** | **Financial Accounting and Reporting** | **Financial Management** | **Tax Compliance** |
| Tuition |  |  |  |  |  |  |
| Revision |  |  |  |  |  |  |
| Exam date |  |  |  |  |  |  |

**Advanced Level (available to sit in July and November)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Case Study** | **Corporate Reporting** | **Strategic Business Management** |
| Tuition |  |  |  |
| Revision |  |  |  |
| Exam date |  |  |  |

You can also use the [ACA planner](https://www.icaew.com/for-current-aca-students/exam-resources/aca-wallplanner) to make a note of key dates and keep your training on track.

View all key exam [dates and deadlines](https://www.icaew.com/for-current-aca-students/apply-for-exams/exam-applications/aca-dates-and-deadlines), [exam resources](https://www.icaew.com/for-current-aca-students/exam-resources/) and guidance on [how to book an exam](https://www.icaew.com/for-current-aca-students/getting-started/how-to-guides-for-aca-students).