

Time summary

Any unusual work patterns may need further supporting evidence in the form of time sheets from your employer.

Member's name					Membership number		
Time summary (in hours)	6 months to	6 months to	6 months to	6 months to	6 months to	6 months to	Total
Audit – statutory (Note A)							
Audit – other							
Audit – sub-total							
Other working time ¹							
Total working time²							
Number of statutory audit clients ³							
Number of other audit clients ³							
Client sectors ⁴							
Size of clients ⁴							
Member's initials and date							
Authorised supervisor's initials and date (if applicable)							
Principal's initials and date (always required)							

Note A

I confirm that these hours qualify as 'statutory audit work'. Please refer to the definition of statutory audit set out in the Audit Qualification Experience Requirement.

Principal's signature

Date

Member's authentication

I confirm that these AQEF are a true record of my experience and elements achieved and a fair reflection of time spent over the training period. I understand that if I provide any false, inaccurate or misleading information in this form, I may face disciplinary action for dishonest conduct, and may also invalidate any decision reached in this application.

Member's signature

Date

¹ This includes other working time not included in any of the other categories above. This may include non-chargeable time, and covers time spent working in areas such as research, payroll, tax, insolvency.

² As a guideline, ACCA considers full-time work experience to be 35 hours per week. 1,540 hours of part-time work equates to one year of full-time experience.

³ These should be the number of statutory and other audit clients worked on during the period.

⁴ These relate to all clients you have worked on during the period. Please refer to Appendix 1 of the AQEF for detailed lists.