ICAEW Trustee Training How To Guide

Step 1: https://www.icaew.com/technical/charity-community/trustee-training-modules

Step 2: Click 'create ICAEW account'



Step 3: Choose a username, password and security question and click 'Next', then enter the rest of your details and click 'Continue Registration'.



Main registration form

Jsername *					
Enter username					
Choose password *					
Enter password					
Confirm password *					
Enter password again					
Security question *					
Select question					~
Enter answer *					
Enter answer					
lf you forget your pass	word we	will be abl	e to identify	you with	
this information.					
Continue		Back			

Step 4: Click 'ICAEW Trustee Training Modules 2024'



Step 5: You will then see a course description. Please click 'Enrol in course'



Course Description

ICAEW's online training modules provide an overview of charity trustees' legal and financial responsibilities and their strategic and operational considerations. This self-directed programme provides a learning space where you can explore the knowledge and skills required to be an effective charity trustee through a range of reading materials, video recordings, reflective activities, and an optional assessment at the end of the training. The estimated learning time is 4-6 hours depending on prior knowledge and existing trustee experience.

Step 6: You will then see an overview of the training. You can click on the 'Welcome' section to see an overview and click on each section to view more. You can then leave the training and come back to it in your own time. You can access the training again with the following link https://learning.icaew.com/d2l/home.



Step 7: Click on 'Course Modules' to view and complete each module. You can leave the training and come back to it in your own time. You can access the training again with the following link <u>https://learning.icaew.com/d2l/home</u>.



Step 8: Once you have completed the training go to the 'Assessment' area, click 'Go to Assessment' and then 'Go to Quiz' and complete the quiz in order to receive a certificate. Once you have received your certificate, please forward this to <u>wilearninghub@nfwi.org.uk</u> and your Federation Secretary.

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