



# Pathways Examination of Experience

## SUMMARY OF EMPLOYMENT GUIDANCE

The Examination of Experience is seeking evidence of candidates' work experience from the last five years. The Summary of Employment section is where candidates detail their recent work experience. This allows the examiners to assess three important aspects of each candidate's Pathways submission:

- Whether there is a **clear description of the candidate's recent work experience**, split into a minimum of five sections – one for each of the relevant years' experience.
- Whether there are **references to each of the candidate's answers**.
- Whether the candidate has **spread their answers across these five years' experience**, to demonstrate their answers represent the full breadth of their recent experience.

**Five marks are available for Summary of Employment section. To obtain these marks candidates must clearly satisfy the three points above.**

For the Summary of Employment section, a pro forma template table is provided for you. The Summary of Experience should be split into five rows where you provide a breakdown of that period of work. The table should, therefore, have a minimum of five sections – one section for each of your most recent five years' work experience.

There are some instances where candidates would require more than five rows to demonstrate their experience, please see the sections on [resubmitting](#), [career breaks](#) and [change of jobs within the last five years](#).

### Important points:

- DO NOT alter the structure of the table,
- Start with your most recent years' experience at the top of the table,
- Ensure each of the five rows covers a 12-month period.
- DO NOT include experience further than five years back unless you are a resubmitting candidate or have had a career break in the last five years.

### To gain high marks for Summary of Employment:

- The 'Description of your role' should include your job title and the employer where you worked.
- The 'What you did during this period' should be a brief top level (three or four bullet points) description of the work you have undertaken.
- The final column of the table is where you reference the answers from the Examination of Experience. For example, if your answer for Question 2.2 is taken from work you did in this year then you would put "2.2" in the top row of the Summary of Employment table ([see page 3](#))

- In each of your years ensure you DO NOT just copy and paste 'What you did during this period' from year-to-year. Even if you have not changed roles, it is important that you reflect the variety of work you have performed from year-to-year.
- Your answers should be drawn from across the last five years, and it is strongly advised that you have at least one answer per year and include references in the last column consistent with this.

### **Resubmitting candidates:**

As a resubmitting candidate you should complete the Summary of Employment section of the Examination of Experience when you resubmit.

In Part One of the Examination of Experience, you can either rework the existing examples for the answers you failed or choose new examples from the last five years. This might mean that you are now reworking answers more than five years old OR that you are choosing a new example from between when you last failed and your current resubmission. Either of these scenarios is fine but might mean you will insert another row for your most recent work. You, therefore, might have six rows in your Summary of Employment – because you will be using your last six years' of experience.

### **Career breaks:**

Only draw upon the last five years of your professional experience e.g. if you have had a two-year career break in the last five years, tell us in Summary of Employment section of the application form. In this case, you could use the last seven years, as you would still be using the last five years of your professional experience.

### **New job within the last five years:**

If you have changed job during a 12-month period you can add another row to reflect this – for example you may have one row that describes part of a year, and an additional row the remainder of that year, representing the time that you changed job.

## SUMMARY OF EMPLOYMENT EXAMPLE

Date (12-month sections)	Description of your role	What you did during this period	Referred to in answer to question number
08/22 - 07/23	Deputy Director — Finance ABC Limited United Kingdom	<ul style="list-style-type: none"> <li>Leading on financial planning and analysis (FP&amp;A), including forecasting, budgeting, and cash flow management.</li> <li>Advising Senior Management Team on financing for an acquisition and other financial decisions.</li> <li>Deputising at board meetings for FD.</li> </ul>	2.2
08/21 - 07/22	Senior Finance Manager ABC Limited United Kingdom	<ul style="list-style-type: none"> <li>Preparation of monthly, quarterly, and annual financial reports.</li> <li>Management of monthly, quarterly, and annual forecasts.</li> <li>Management of financial implications resulting from COVID, including...</li> </ul>	1.1 1.2 5
08/20-07/21	Senior Finance Manager ABC Limited United Kingdom	<ul style="list-style-type: none"> <li>Producing financial reports related to budgets, account payables, account receivables, expenses.</li> <li>Management of monthly, quarterly, and annual forecasts.</li> <li>Overseeing accounting tasks, including payroll, taxes, and compliance.</li> </ul>	3.2 4.1
08/19-07/20	Finance Manger XYZ Corporation United Arab Emirates	<ul style="list-style-type: none"> <li>Work on preparation of year end accounts.</li> <li>Review department spending and highlight cost saving measures for management.</li> <li>Point of contact for external auditors.</li> <li>Payroll and HMRC</li> </ul>	4.2 3.2
08/18-07/19	Finance Manger XYZ Corporation United Arab Emirates	<ul style="list-style-type: none"> <li>Work on preparation of year end accounts.</li> <li>Assist Head of Finance in implementing new budgeting and forecasting procedures.</li> <li>Prepare and post monthly accruals and prepayments.</li> </ul>	2.1