Pathways to Membership - template

## template for the examination of experience

This must be completed, and submitted, as an original word-processed document.

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* **YOUR EXAMINATION ANSWERS AND SUMMARY OF EMPLOYMENT MUST BE COMPLETED AND SUBMITTED AS AN ORIGINAL WORD DOCUMENT.**
* **PLEASE DO NOT SUBMIT A SCANNED VERSION.**
* **PLEASE DO NOT SUBMIT YOUR ANSWERS IN PDF FORMAT, OR ANY OTHER FORMAT EXCEPT IN ORIGINAL WORD DOCUMENT.**
* **THE ONLINE EXAM SUBMISSION PROCESS WILL AUTOMATICALLY CONVERT**

**YOUR EXAMINATION ANSWERS AND SUMMARY OF EMPLOYMENT INTO PDF FORMAT AS PART OF THE ONLINE EXAM SUBMISSION PROCESS, BUT THIS CAN ONLY HAPPEN IF YOUR DOCUMENTS ARE IN THE ORIGINAL WORD FORMAT.**

* **YOUR UNIQUE CANDIDATE NUMBER WILL AUTOMATICALLY BE TRANSFERRED ONTO YOUR EXAMINATION DOCUMENTS DURING THE ONLINE EXAM SUBMISSION PROCESS.**
* **HANDWRITTEN SUBMISSIONS WILL NOT BE ASSESSED.**
* **ALL SUBMISSIONS MUST BE MADE IN ENGLISH.**

**Please start each question on a new page.** Do not exceed the maximum word count. For each requirement, include relevant cross-references to your work, responsibilities and achievements as set out in Part 2.

Please be aware that with any exam, there are discretionary marks awarded for effective use of Business English, good presentation style and format.

**Pathways application for membership to ICAEW – please use the following templates to submit your Examination of Experience answers.**

**Part 1: Demonstration of professional skills**

**1: Using your recent work experience, describe how you identified two different business or professional issues.**

**1.1:**

**1.2:**

**2.1: Using your recent work experience, describe how you have used your technical expertise and/or business knowledge to analyse a business or professional situation.**

**2.2: Using your recent work experience, demonstrate how you have used numerical techniques to analyse a business or professional situation.**

**3.1: Using your recent work experience, describe how you have used your professional judgement in choosing between options.**

**3.2: Using your recent work experience, describe how you have applied professional judgement to prioritise issues.**

**4: Using your recent work experience, describe two situations where you have used your technical knowledge and/or practical experience to develop advice.**

**4.1:**

**4.2:**

**5: Using your recent work experience, demonstrate how you dealt with an ethical issue.**

**Part 2: Summary of Employment – example template.** For each of the last five years, add into relevant yearly box, a short paragraph of your role during that year, the work you carried out during that period, and the question(s) to which this activity refers in your Examination answers in Part 1.

For each year, you will need to include, where relevant, different employers, or different roles with a single employer, or different projects within a single role.

**The below is an example**. This document forms part of your Examination and must be completed and submitted as an original WORD document. Do not submit a scanned version.

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (12 month sections) | Description of your role | What you did during this period | Referred to in your answer to question number |
| MM/YY – MM/YY  (please indicate the year – this top box should reflect your most recent year/ experience) |  |  | 2.2 |
| MM/YY – MM/YY  (please indicate the year – this should be your next most recent year) |  |  | 1.1  1.2  5 |
| MM/YY – MM/YY  (please indicate the year) |  |  | 3.2  4.1 |
| MM/YY – MM/YY  (please indicate the year) |  |  | 4.2  3.2 |
| MM/YY – MM/YY  (please indicate the year) |  |  | 2.1 |