## The Project Report: Template

## november 2021

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| STUDENT PROFILE | |
| **ICAEW Student Number** |  |

You should refer to the Project Report Guidance document before completing this template.

Project Report resources, including the Guidance and sample scripts, can be found at icaew.com/projectreport

**The maximum number of words you are allowed to write is 4,000. This excludes the words in the template (501)**

## QUESTION 1

Part a – Continuous improvement

*Take responsibility for their own professional development by seeking out opportunities that enhance their knowledge, skills and experience*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated continuous improvement * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 1

Part b – Building relationships

*Build trusted and sustainable relationships with individuals and organisations. Consistently support individuals and collaborate to achieve results as part of a team*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you built relationships * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 2

Please choose whether to answer the ‘Ethics and Integrity’ **or** ‘Professional Scepticism’ requirement (see below). **Do NOT answer both.**

Ethics and Integrity

*Identify ethical dilemmas, understand the implications and behave appropriately. Understand their legal responsibilities, both within the letter and the spirit of the law, as well as be aware of the procedures for reporting concerns over potentially unethical activities.*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated ethics and integrity * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

**or** Professional Scepticism

*Apply a questioning mind to conditions which may indicate a possible misstatement of financial information due to error or fraud.*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated professional scepticism * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 3

Communication

*Communicate in a clear, articulate and appropriate manner. Adapt communications to suit different situations, individuals or teams*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated communication * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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## QUESTION 4

Flexibility

*Adapt approach to assist organisations and individuals to manage their conflicting priorities as circumstances change*

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| Using a situation from your practical experience records:   * Describe the situation and your role / responsibilities * Explain the actions you carried out, and how you demonstrated flexibility * Evaluate how effective you were * Describe the lessons you learnt (that could be applied in the future) |

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