## The Project Report

## NoVEMBER 2023

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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 (740)**

**Declaration**

Under no circumstances should the submitted text in your answers be taken from any previous submission, existing submission, example submission or any other individual or existing source. Submitting answers which originate from another source is likely to be considered to be plagiarism, and will be investigated as a matter of misconduct for which serious penalties may be applied to candidates. For this reason ICAEW carries out detailed checks on each submission at every session. These checks include comparisons against all Level 7 Project Report submissions, both past and present using sophisticated antiplagiarism software. It is acceptable to ask colleagues and training providers to help you prepare your Project Report – for example helping you choose the best situations from your Training Records to answer the questions, or proof reading your answers before you submit them. However, your Project Report MUST describe your own experiences and be written by yourself, in your own words.

**By submitting this completed template I am confirming that my application:**

* **solely describes work that that I have carried out; and**
* **it was written solely by me.**

**I understand that submitting information that does not comply with these two statements could lead to an investigation by ICAEW into the nature of my application, which could lead to disciplinary action against me.**

## 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)**
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**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

Leadership

*Take ownership of allocated projects and effectively manage their own time and the time of others. Demonstrate good project management skills to deliver high quality work within the appropriate timeframe. Act as a role model and motivate others to deliver results.*

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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 leadership
* Evaluate how effective you were
* Describe the lessons you learnt (that could be applied in the future)
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## QUESTION 4

Adding Value

*Anticipate an individual’s/organisation’s future needs and requirements. Identify opportunities that can add value for the individual/organisation.*

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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 added value
* Evaluate how effective you were
* Describe the lessons you learnt (that could be applied in the future)
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