## The Statement of Intent

## DATE OF TEMPLATE: JANUARY 2025 and Future Sessions

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| APPLICANT DETAILS | |
| **ICAEW Candidate Number** |  |

You should refer to the Statement of Intent guidance document before completing this template.

Statement of Intent resources can be found at icaew.com

**The maximum number of words you are allowed to write is 5,000. This excludes the words in the template (729).**

**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 (except with regards to a further attempt of a previously failed submission by yourself).

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 Statement of Intent submissions, both past and present using sophisticated antiplagiarism software. It is acceptable to ask colleagues and training providers to help you prepare your Statement of Intent – for example helping you choose the best situations from your professional experience to answer the questions, or proof reading your answers before you submit them. However, your Statement of Intent MUST describe your own experiences and be written by yourself, in your own words with no Generative AI tools (such as ChatGPT) used in its production.

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

* **solely describes work that that I have carried out;**
* **was written solely by myself; and**
* **has been produced without use of any Generative AI tools (such as ChatGPT).**

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

**Part 1: Illustrative situations**

***Commitment to the skills needed to be highly effective***

QUESTION 1

Collaboration

*Works with colleague(s) to deliver effective outcomes.*

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| Describe a situation from your professional experience that illustrates how you:     * collaborate with colleague(s) to deliver effective outcomes. |

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QUESTION 2

Judgement

*Applies judgement in choosing between mutually exclusive options.*

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| Describe a situation from your professional experience that illustrates how you:   * exercise judgement in choosing between options. |

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QUESTION 3

Leadership

*Drives a project to a successful conclusion.*

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| Describe a situation from your professional experience that illustrates how you:   * demonstrate leadership. |

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QUESTION 4

Communication

*Effectively conveys information to a range of audiences through different media.*

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| Describe a situation from your professional experience that illustrates how you:   * deliver effective communications. |

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***Commitment to life-long improvement***

QUESTION 5

Evaluation of effectiveness

*Proactively reviews their effectiveness at the end of a piece of work.*

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| Describe a situation from your professional experience that illustrates how you:   * evaluate your effectiveness after completing a piece of work. |

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QUESTION 6

Development opportunities

*Proactively takes action to address their development opportunities.*

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| Describe a situation from your professional experience that illustrates how you:   * address your development opportunities. |

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***Commitment to sustainability, scepticism and ethics***

QUESTION 7

Sustainability

*Embeds sustainable practices into their work (i.e.. environmental, social & governance).*

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| Describe a situation from your professional experience that illustrates how you:   * exercise sustainable practices. |

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QUESTION 8

Professional scepticism

*Applies an enquiring mind to consider the appropriateness of assumptions and data.*

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| Describe a situation from your professional experience that illustrates how you:   * exercise professional scepticism. |

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QUESTION 9

Ethics

*Applies the profession’s ethical standards to their work.*

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| Describe a situation from your professional experience that illustrates how you:   * maintain ethical standards. |

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**Part 2: Summary of employment**

For each of the last three years, add into the relevant yearly box a short paragraph of your role(s) 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, different roles with a single employer, or different projects within a single role. If you carried out multiple roles or distinct projects during a 12 month period, you should include a separate row for each.

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| --- | --- | --- | --- |
| **Date**  (12 month sections) | **Description of your role** | **What you did during this period** | **Reference question number answers** |
| **Year 3** | | | |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |
| **Year 2** | | | |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |
| **Year 1** | | | |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |
| MM/YY – MM/YY |  |  |  |