



# *Pathways route to ICAEW membership*

## *Examination of Experience*

# *Agenda*

- Who is this route to membership for?
- What do you have to do to apply?
- What is the Examination of Experience?
- Examiners' tips
- Look at each question
- Questions, key contacts

# *Who is this route to ICAEW membership for?*

- Current, qualified, experienced members of bodies which have been assessed by ICAEW as having 10 or more credits against the ACAs 15 exams
- At least five years' full membership (achieved in full by relevant submission deadline)
- Membership gained by normal education and training route
- Good disciplinary record
- Comply with current professional body's CPD
- Letter from your current professional body stating you are a member in good standing
- Suitable sponsor

# *Letter of good standing*

- The letter of good standing needs to confirm:
  - You are a current member of that body
  - Date and year you were admitted as a fully qualified member
  - Your membership was gained by the normal education and training route
  - Good disciplinary record with no outstanding complaints against you
  - You are fully compliant with their CPD requirements
  - That this professional body knows of no ethical or other reason why you should not be admitted to ICAEW
- Must be issued/dated within the 3 months before the submission deadline date
- Application is not valid unless your letter confirms **all** the above

# *Sponsorship*

- One person who meets all the criteria
- Sponsor must know the applicant
- Qualified member who holds membership of an IFAC full member body (not an affiliate body)
- Membership gained by normal education and training route
- Good disciplinary record
- Comply with their current professional body's CPD
- Must get a letter from their current professional body stating they are a member in good standing ('sponsor' area on website has required wording)

# *What do you have to do to apply?*

- Register as a Pathways candidate – it's free
  - Already have ICAEW record number? Use that to register for Pathways
  - Unsure if have ICAEW record number – contact us
- If you work in practice, you may need to apply for an ICAEW practising certificate
- Answer the questions in the Examination of Experience using the templates provided
- Sponsor must read through your application and Examination of Experience then complete the relevant form
- Submit all your documents online before the deadline date and pay the exam administration fee: £260 non-refundable

# *Examination of Experience*

- Based on your past achievements and experience from the past five years
- It assesses your
  - Achievements and experience
  - Planning and analytical skills
  - Ethical awareness and professional judgement
  - Quality of thought
  - Awareness of current and technical issues

# *Examination of Experience*

- Part 1 - applicants must reflect on their experience and achievements over the past five years and provide specific examples to demonstrate their **professional skills** and **expertise** to answer the set questions
- Part 2 – summary of employment for at least the last five years



# *General approach*

- Word count for answers = 3,000-6,000 words
  - Approx. 500 words per question
- About 1 typed page per question, font = Arial size 11
- Total marks available = 100
- Five marks are awarded for good format and language
- Five marks are awarded for use of recent experience
- Each part of a question has 10 marks available
- Must score at least 55 marks
- If score is between 55 and 60, can only fail one question
- Say 'I'

# *Tips from the Examiners*

- Always use the latest resources from the Pathways website
- Describe a suitable level of work relevant to you
- Use as much experience as possible but be selective about the examples you use and keep it as recent as possible
- Cross reference your examples to your employment history
- Explain your role in the examples used
- Think about presentation and make it easy to read
- Take your time
- Use website resources (examiner guidance, sample scripts, FAQs)

# *Question 1*

Using your recent work experience, describe **how** you **identified** two different business and/or technical financial issues

- It is all about the **HOW** rather than the what
- You must describe your approach, explain your processes
- Focus on how you identified the issues rather than the outcome of the identification

## *Question 2.1*

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

- Again it is all about the **HOW** rather than the what
- State what the technical expertise and business knowledge used was
- Clearly explain the analysis undertaken rather than the outcome of the analysis

## *Question 2.2*

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

- Again it is all about the **HOW** rather than the what
- State what the numerical techniques used were, eg, financial statement analysis, budget reviews, valuation models
- Clearly explain the analysis undertaken rather than the outcome of the analysis

## *Question 3.1*

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

- Again it is all about the **HOW** rather than the what
- State what the different options were
- Explain clearly how you applied professional judgement to decide what the options were and which was best

## *Question 3.2*

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

- Again it is all about the **HOW** rather than the what
- State what the issues were
- Explain clearly how you applied professional judgement to decide which were most important
- Show the prioritising criteria

## *Question 4*

Using your recent work experience, describe two situations where you utilised your **technical knowledge** and/or **practical experience** to develop **advice**

- State the technical knowledge or practical experience used
- Explain clearly how it helped you develop the advice and why it was relevant



# *Question 5*

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

- Use a real life example, that you had a high level of personal involvement with
- Do not state your, your organisation's or your profession's approach to ethical training
- Explain what you did, what you had to think about, what action you took
- Only one example is required

# *Submitting your application*

- Must have registered for Pathways before you can submit
  - Can't register and submit an application on same day
- Submit online by specified deadline – 4pm (GMT) on relevant day
- Late or incomplete applications will not be processed
- Follow required template for your Examination of Experience
- Submit all documents in one go
  - System can get slow on deadline day – so submit early!
- Make full use of the free resources – designed to help you succeed

# *Help and guidance – it's all in one place*

Pathways website [icaew.com/pathways](https://icaew.com/pathways)

- Examination questions
  - Examination template to follow
  - Guidance from examiners – how to approach the Examination
  - Sample scripts
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- Helpline [+44 \(0\)1908 248 250](tel:+441908248250)
  - Email [pathways@icaew.com](mailto:pathways@icaew.com)
  - Webchat via Pathways website

