



Examination of Experience Guide

THE QUESTIONS

Question 1. Identification of business issues

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

Your answer should:

- Identify two business or professional issues that you have dealt with; and
- Focus on the process of how you identified the issues rather than the outcome of identification (evidence of work carried out subsequent to analysis or advice given is not required).

Question 2. Analysis of issues

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.

Your answer should:

- Use specific examples of your own work on projects or clients; and
- Not use generic situations, risk models or assurance approaches.

For question 2.1:

- You should clearly describe the technical expertise/business knowledge that you used; and
- You should clearly demonstrate the **analysis** you have undertaken rather than the outcome of the analysis (evidence of work carried out subsequent to analysis or advice given is not relevant in answering this question).

For question 2.2:

- You should clearly describe the numerical techniques used in a relevant situation (e.g, financial statement analysis, financial data analysis, budget reviews, valuation models); and
- You should clearly show the **analysis** you have undertaken rather than the outcome of the analysis (evidence of work carried out subsequent to analysis or advice given is not relevant in answering this question).

Question 3. Application of personal judgement

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.

Your answer should:

- Focus on your **application of professional judgement**;
- Use examples of client or internal business or professional issues; and
- Not deal with routine administrative matters.

For question 3.1:

- You should identify **the options considered**; and
- You should demonstrate your judgement in **choosing between them**.

For question 3.2:

- You should state **the issues that you prioritised**;
- You should demonstrate how **you applied your judgement in prioritising them**; and
- You should not just provide a list of steps or tasks without any prioritising criteria.

Question 4. Development of advice

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

Your answer should:

- Identify two situations;
- Contain a clear description of the technical knowledge / practical experience you used; and
- Contain a clear description of the advice you gave.

Question 5. Approach towards ethical issues

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

Your answer should:

- Be within a professional, business, financial or accounting context;
- Have a high level of personal involvement;
- Recount an actual ethical dilemma that you have faced; and
- Not be an account of you, your firm or your profession's approach to ethical training.