



Examination of Experience

PATHWAYS TO MEMBERSHIP

Agenda



- Who is this route to membership for?
- What do you have to do to apply?
- What is the Examination of Experience?
- General approach to the Examination of Experience
- Look at each question
- Cost and dates
- Questions

Who is this route for?



- Current, fully qualified, experienced members of bodies that 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
- Must get a letter from your current professional body stating you are a member in good standing
- Need to have suitable sponsor

Sponsor requirements

- 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 current professional body's CPD
- Must get a letter from their current professional body stating they are a member in good standing



What do you have to do to apply?

- Register as a candidate online – free
 - Registration = only way to get access to Examination questions, sample scripts, examiner guidance documents, Sponsor Form etc
- Answer the questions in the Examination of Experience using the templates provided
- Sponsor must read through your application and Examination of Experience, complete the relevant Sponsor Form form
- Pay the exam administration fee: £260 non-refundable
- If you work in practice, you must apply for an ICAEW practising certificate
- Submit Examination and all other documents via online exam application
- Successful applicants will be invited into membership – need to pay ICAEW admission and membership fee at that point

House-keeping

- Up to four attempts to pass the Examination of Experience
- Submit by specified deadline – 4pm (UK time) on relevant day
- Late or incomplete applications will not be processed
- Follow required template for your Examination of Experience
- Make full use of the free resources – designed to help you succeed



Examination of Experience

- Part 1 - applicants must reflect on their experience and achievements over the past five years only 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

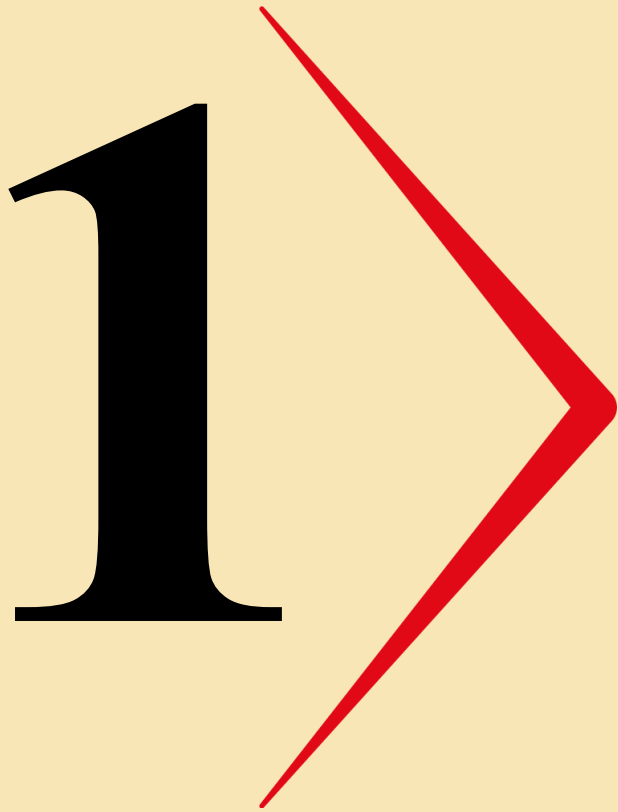
- Word count limit for answers = 3,000-6,000 words
- Approx. 500 words per question
- About 1 typed side of A4 paper page per question, font = Arial size 11
- Five marks are awarded for good format and language
- Five marks are awarded for use of recent experience
- Each part of a question has 10 marks available
- Must score at least 55 marks
- If score is between 55 and 60, can only fail one question
- Say 'I'

The marking scheme

Question	Mark	Q Total	Pass/Fail
1.1	5		
1.2	4	9	Fail
2.1	7		
2.2	6	13	Pass
3.1	6		
3.2	4	10	Fail
4.1	7		
4.2	6	13	Pass
5	7	7	Pass
6	3	3	
7	4	4	
	<u>59</u>	<u>59</u>	<u>Fail</u>

Question	Mark	Q Total	Pass/Fail
1.1	6		
1.2	5	11	Pass
2.1	6		
2.2	5	11	Pass
3.1	7		
3.2	3	10	Fail
4.1	7		
4.2	6	13	Pass
5	6	6	Pass
6	3	3	
7	1	1	
	<u>55</u>	<u>55</u>	<u>Pass</u>

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 were 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

The marking scheme

Question	Mark	Q Total	Pass/Fail
1.1	5		
1.2	4	9	Fail
2.1	7		
2.2	6	13	Pass
3.1	6		
3.2	4	10	Fail
4.1	7		
4.2	6	13	Pass
5	7	7	Pass
6	3	3	
7	4	4	
	<u>59</u>	<u>59</u>	<u>Fail</u>

Question	Mark	Q Total	Pass/Fail
1.1	6		
1.2	5	11	Pass
2.1	6		
2.2	5	11	Pass
3.1	7		
3.2	3	10	Fail
4.1	7		
4.2	6	13	Pass
5	6	6	Pass
6	3	3	
7	1	1	
	<u>55</u>	<u>55</u>	<u>Pass</u>

Cost and dates – 2019

- Admission fee - £300
- Annual membership fee - £375
- Half rate annual fee - £187.50
- Low rate annual fee - £53
- Half rate – earnings £14,301 – 28,600
- Low rate – earnings below £14,301
- 2019 submission dates
- Open from 20 June
- Closes on 1 August
- 16:00 UK time deadline
- Must be received, in full, by ICAEW before deadline
- AND payment must have cleared



Some Do's and Don'ts

- You must have an ICAEW candidate number to submit a Pathways application online
- Don't write name or candidate number on the Examination of Experience – the system will automatically print the relevant candidate number on the documents submitted
- Examination of Experience must be submitted as a WORD document – it will automatically be turned into a PDF during the application process
- There are various screens of the online exam application system
- Pathways exam submission must be done in one go. The system does not have the capacity to allow candidates to submit some of their documents and then go back in at a later time or date and finish their application. It must all be submitted in one session



Some Do's and Don'ts

- You need to complete each screen before you can progress on to the next
- There is a screen to attach the letter of good standing from the applicant, another screen to attach the Examination of Experience, a screen for the Sponsor Form and letter of good standing from the sponsor etc
- It can often take much longer than people expect to load up all these documents and submit a Pathways application online, so we always advise people never to leave it to the last day to apply. The system can get very slow on deadline day
- Deadline is 4pm (GMT) on deadline day. The system shuts down immediately after this time. Late or incomplete applications cannot be processed.



ICAEW

MY DETAILS

EDUCATION FINANCE JOBS COMMUNITIES

MY ACCOUNT

1 Login details

2 ICAEW qualifications

3 Educational qualifications

4 Other information

5 Terms and conditions

6 Application summary

7 All done

ICAEW qualifications registration

Please select your qualification and student category from the below options.

ACA - Student in a training agreement

Register here if you have started or have a date to start an ACA training agreement

[View qualifications](#)

ACA - Member of a professional body

If you are a full member of ICAB, ICAI (India), ICAP or ICASL, you can join ICAEW by passing our Advanced Level ACA exams - register here

[View qualifications](#)

ACA - Independent student

Register here if you are going to study the ACA independently and don't have an ACA training agreement confirmed

[View qualifications](#)

ICAEW CFAB, USS or Higher Apprenticeships

Register here to become a student on the ICAEW Certificate in Finance, Accounting and Business, the University Student Scheme (USS) or the Higher Apprenticeship in Audit/Assurance or Tax

[View qualifications](#)

ICAEW Certificate in Insolvency

Register to study the ICAEW Certificate in Insolvency

[View qualifications](#)

Pathways

Register for Pathways if you're a qualified member of another eligible body

[View qualifications](#)

Not sure which option to choose?

Contact our student support team on +44 (0)1908 248 250.



ICAEW

MY DETAILS

MY ACCOUNT

1 Login details

2 ICAEW qualifications

3 Educational qualifications

4 Other information

5 Terms and conditions

6 Application summary

7 All done

Professional membership

To start your Pathways application, you need to register as a candidate. This is the first step in demonstrating your intent to submit a Pathways Examination of Experience application. If you are not yet qualified please [register your interest](#) in Pathways.

Please read the full [Pathways eligibility criteria](#) before completing this application.

Please select your Pathways eligible body from the list below. Please note that if your body is not listed you are not eligible to apply under Pathways. You will be asked to attach a letter of good standing from this body when you submit your Examination of Experience.

* Professional body

Required field *

-- Please Select --

Back



Need help?

If you are unsure how to complete this application, please call ICAEW on [+44 \(0\) 1908 248 250](#).

Professional membership

To start your Fellowship application, you need to register as a candidate. This is the first step in demonstrating your intent to submit a Fellowship Examination of Experience application. If you are not yet qualified please register your interest in Fellowship.

Please read the full [Fellowship eligibility criteria](#) before completing this application.

Please select your Fellowship eligible body from the list below. Please note that if your body is not listed you are not eligible to apply under Fellowship. You will be asked to attach a letter of good standing from the body when you submit your Examination of Experience.

Professional body Required field *

Grade

Please select 'Member' if you are not yet a full member through non-normal induction or membership route.

Date of admission to full membership

Year

To complete this application, please call CAEW on +44 (0) 1905 250 250.

This example was taken during an ICAN (Nepal) application.

Select your relevant professional membership when promoted during the application process.

Professional membership

the Institute of Chartered Accountants of Nepal (ICAN) ✕

Date: 01 Jun 2010

Grade: Member

Country: NEPAL

Level: the Institute of Chartered Accountants of Nepal (ICAN)

Re-enter professional membership

Required field *

* Membership number

Membership number

* Will you have been a full member of the body above for a minimum of 5 years by the time you submit your examination of experience?

☐ Yes

☐ No

* Has your membership been continuous?

☐ Yes

☐ No

* Are you compliant with the continuing professional development (CPD) requirements of the body above?

☐ Yes

☐ No

* Do you need an ICAEW practising certificate?

More Information +

☐ Yes

☐ No

Next

Back

Other information

Required field *

1. Employment details



* Organisation name

ICAEW

* Job title

ADVISOR

* Sector of employment

Business



* Organisation size

501-1000



If you work in practice, please tick all statements in the list below that apply:

☐ I am a sole practitioner/partner/director

☒ I am an employee

☐ The organisation is conducting the regulated activities of audit and/or investment business

☐ The organisation is currently regulated by ICAEW

☐ The organisation is currently regulated by another professional body

Next

2. Disability information

3. Ethnic origin

Terms and conditions

1. Applicant statement



I agree that as part of my Pathways application and for any period up until I am admitted as a member of the ICAEW, I will:

- Comply in all respects with the relevant regulations, the Bye-laws and Regulations of the ICAEW which are applicable to students
- Observe and uphold the ethical and professional standards of the ICAEW
- Provide promptly and willingly all possible information and assistance if asked to do so by the

I agree

2. Mandatory statement

3. Data protection

Next

Back

2. Mandatory statement



At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you?

- ☐ Yes
☐ No

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please send details to declarations@icaew.com. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

3. Data protection



The information collected by the ICAEW, may be used for statistics and profiling, communications and research purposes, examination and training administration, billing and risk assessment purposes, and to enable us to keep you up to date with relevant product and service developments. This information may be shared with third parties in pursuit of the above.

[View ICAEW's full data protection statement.](#)

Accept

Cancel

Back

Application summary

Please review the details of your application and submit this page to register your application. If you would like to change the information in a section, please click the pencil icon and update.

Registration type

Pathways - Pathways eligible applicants

Personal details

Name T. [REDACTED] Date of birth 19/0 [REDACTED]
In [REDACTED] Email [REDACTED]
A [REDACTED] &
W [REDACTED] House, 4
R [REDACTED]
M [REDACTED]
U [REDACTED]
M [REDACTED]

Professional membership

the Institute of Chartered Accountants of Nepal (ICAN)

Membership number 123456 CPD compliant Yes
Active for 5 years? Yes Practising certificate needed No
Membership continuous Yes

Other details

Organization name [REDACTED] Ethnic Origins Do not wish to say
Job title [REDACTED]
Sector of employment [REDACTED]
Organisation size 501-1000

Complete registration

Thank you for applying to register with the ICAEW. Once you have completed and submitted this application we will email you confirmation of receipt of your registration for this qualification. You should receive this within two working days. If you do not receive this email please check your spam or junk mail folders.

Submit your registration

This section will show your personal details. We have obscured these here in this example for data protection.

MY DETAILS

1

Login
details

2

ICAEW
qualifications

3

Educational
qualifications

4

Other
information

5

Terms and
conditions

6

Application
summary

7

All
done

Application complete

Thank you for submitting your details, you will shortly receive 2 emails confirming your registration for Pathways.

The first email will contain your unique registration number, this should be used when communicating with us. The second email will contain information on how to submit your Examination of Experience. If you do not receive these within 1 hour of registering please check your spam folder.

From: Applications
Sent: 20 June 2017 16:39
Subject: Test - ICAEW Pathways Registration

Dear M. T. D.

Applicant Number [REDACTED]

Thank you for registering your interest in Pathways to Membership Examination of Experience.

By completing the registration you have not committed to applying for Pathways as an application will only be complete once you have submitted your Examination of Experience, all relevant supporting documentation and paid the appropriate fee.

If you decide that Pathways is not right for you we will keep your details on file in case you wish to apply in the future.

The deadline for applications is 4pm (GMT) on the specified submission date. Any applications not complete together with an examination of experience, by this time, will not be processed.

Next Steps

1. Download the templates, to be completed no later than the closing date for this Pathways session.
2. Submit your examination of experience and pay the fee. Please check the criteria carefully as you will not receive a refund if your documents fail the validation for onward submission to marking.

<https://www.icaew.com/membership/becoming-a-member/members-of-other-bodies/campaigns/pathways-to-membership>

Pathways – costs and deadline dates - <https://www.icaew.com/en/membership/becoming-a-member/members-of-other-bodies/campaigns/pathways-to-membership/prices-and-dates>

Frequently asked questions (FAQs) - <https://www.icaew.com/en/membership/becoming-a-member/members-of-other-bodies/campaigns/pathways-to-membership/pathways-faqs>

Submit your Examination of Experience – <https://my.icaew.com/examsonline>

ICAEW Student Support team
T [+44 \(0\)1908 248 250](tel:+441908248250)
F [+44 \(0\)1908 248 069](tel:+441908248069)
E applications@icaew.com



ICAEW

EXAMS ONLINE

Log in to account

Exams application

Apply for an exam

Apply online

Apply online - guidance notes

Apply by post

My exams

Application summary

Modify an existing application

Manage email/SMS results notification

View your exam results history

Help and guidance

Pathways website

icaew.com/pathways

Frequently asked questions

icaew.com/pathwaysfaqs

- Application form
 - Examination template to follow
 - Payment form
 - Guidance from examiners – how to approach the Examination
 - Sample scripts
-
- Helpline [+44 \(0\)1908 248 250](tel:+441908248250)
 - Questions? pathways@icaew.com



Thank you and good luck

PATHWAYS TO MEMBERSHIP