

# Vital

*your pool of information*



## Exam dates 2003

Exam	Date of Exam	Closing Date	Admission Letter	Results Letter
Professional Stage	25, 26, 27 March 03*	20 Feb 03	07 Mar 03	25 Apr 03
Professional Stage	10, 11, 12 June 03	08 May 03	23 May 03	18 Jul 03
Professional Stage	09, 10, 11 Sep 03	07 Aug 03	22 Aug 03	17 Oct 03
Professional Stage	09, 10, 11 Dec 03	06 Nov 03	21 Nov 03	23 Jan 04
Advanced Stage	22, 23, 24 July 03	19 Jun 03	04 Jul 03	29 Aug 03
Advanced Stage	04, 05, 06 Nov 03	02 Oct 03	17 Oct 03	12 Dec 03
TC2 referrals & FAE	22, 23, 24 July 03	19 Jun 03	04 Jul 03	29 Aug 03

\* Pilot session only.

## Exams Hints and Tips

*Rachel Davies achieved First Place and the Watts Prize for the Audit & Assurance paper at the Professional Stage examination in June 2001.*

This is how she did it...

Know which way of studying suits you - some people need to work at a slower pace over a longer period of time whereas some people are better at cramming last minute

Ensure that any hours spent studying are well spent. Two hours studying well are better than four hours "studying" of which two are spent looking out the window.

Prepare a study plan deciding upon which subject/chapter to study so that no time is wasted.

Do not be afraid to ask for help from your lecturers. That is what they are there for. Take proper breaks when you can. Distance yourself completely from studying for a while.

Finally, don't believe that my study regime is as organised as I make it sound!



## Results Release Time

Students sitting the November and December 2002 exams received their results by text, email and on the website at the earlier time of 5pm. This was run as a pilot and we would welcome your thoughts on the results release. Please email comments to: [lyndsay.jubb@icaew.co.uk](mailto:lyndsay.jubb@icaew.co.uk) using the subject 'results release'.

## Exams fees 2003

Professional Stage	Advanced Stage
1 paper £135	TATC 1 paper £130
2 papers £180	TATC 2 papers £175
3 papers £235	ACS £170
4 papers £280	TATC 1 paper & ACS £300
5 papers £335	TATC 2 papers & ACS £345
6 papers £380	

## Contents:

- |          |                                     |          |                                                                  |
|----------|-------------------------------------|----------|------------------------------------------------------------------|
| <b>2</b> | • Calculating Your Future           | <b>7</b> | • Networker - MCASS Model Behaviour View from the Chair          |
| <b>3</b> | • Professional Ethics - Objectivity |          |                                                                  |
| <b>4</b> | • Young Enterprise                  | <b>8</b> | • Networker - BADCASS New Members' Evening CASSL TV & Music Quiz |
| <b>5</b> | • Qualified - What Then?            |          |                                                                  |
| <b>6</b> | • Liaise with Lucy                  |          | Sharpe win for LENCASS                                           |

Useful phone numbers:

Student Recruitment: **01908 248316**

Ethics Advisory Service: **01908 248258**



## 'Calculating Your Future' – Insight into Professional Services

The ICAEW hosted a one-day event 'Calculating your future' at Chartered Accountants Hall in November. Now in its fourth year, the one day event is aimed at giving undergraduates an insight into a career in professional services. The firms taking part on the day were **BDO Stoy Hayward**, **KPMG**, **PKF**, **PwC** and **RSM Robson Rhodes** and **CRAC** (*Careers Research Advisory Centre*).

An overwhelming number of applications were received from students to attend the workshop, a selection process then took place to invite 60 students to London.



The workshop gave students the opportunity to:

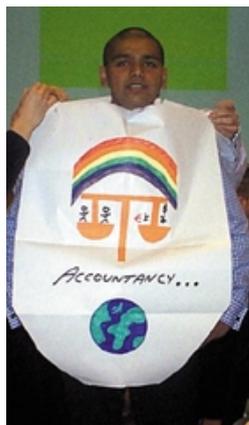
- get a feel for the breadth of accountancy opportunities
- find out more about the ACA qualification – training and exams
- meet and work with representatives from a range of professional services firms and the ICAEW
- gain inside information on applications and interview techniques from graduate recruiters.



The feedback received from both students and firms has been extremely positive and many of the participating firms have expressed a very keen interest to take part again in 2003.

The workshop was filled with interactive activities throughout the day. Part of the session involved the students taking part in a fun icebreaker, where they were asked to design a team t-shirt that resembled various aspects of chartered accountancy.

The event was open to penultimate and final year undergraduates from a wide range of degree disciplines. It was publicised at universities and also on the websites of the participating firms and CRAC.



### We want you!

The Student Recruitment team spent the latter part of last year attending careers fairs and hosting cocktail evenings as part of their new recruitment campaign

**"The full spectrum without the grey"**. If you can spare a couple of hours to talk to students about your experiences and would like to attend future events then please contact the Student Recruitment team on:

**01908 248316.**

Useful email addresses:

Student Support: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk)  
Careers: [careers@icaew.co.uk](mailto:careers@icaew.co.uk)  
Ethics Advice: [ethics@icaew.co.uk](mailto:ethics@icaew.co.uk)

## Professional Ethics Training - Objectivity

Carrying some extra weight after Christmas? (*And we're not referring to your waistline.*)  
Objectivity, what is it? Let us consider a little fictional scenario...

In the summer you were introduced to a long-standing wealthy client of your employer. The client is renowned for his generosity. During a networking event you discover that you and the client have a mutual passion for whisky. It is a passion which you rarely get to indulge and the client jokes that one day you will earn enough to have the odd tippie without breaking the bank! Over the coming months you find that you have an excellent working relationship with the client and you are given more responsibility for their affairs.

On Christmas morning your partner produces a beautifully wrapped box, which had arrived a few weeks earlier and which your partner stored away for you. On opening it you discover a box of fine whisky from the client. (It must be worth £300.)



What are you thinking? That it wouldn't affect your objectivity? That if you keep quiet no one will know? Possibly. But why

has the client given you the gift? Will they read this as something which you should take into account in future when dealing with their affairs?



You should raise the question with your line manager. Find out your employer's policy on accepting gifts. Is there a limit on the value you can receive? Does the fact the sum is probably insignificant to the client have any bearing?

These are questions which you should address. So if there are any such issues weighing on your shoulders, perhaps one of your New Year resolutions (apart from quitting whisky!) should be to consider your objectivity and make sure you can maintain it.

*The pictures illustrating this article are taken from our ethics training package. For details of this, speak to your Counsellor or visit: [www.icaew.co.uk/students](http://www.icaew.co.uk/students).*

Useful web addresses:

Young Enterprise:

[www.young-enterprise.org.uk](http://www.young-enterprise.org.uk)

Careers Service Info:

[www.icaew.co.uk/members](http://www.icaew.co.uk/members)

Exam hints & tips:

[www.icaew.co.uk/students](http://www.icaew.co.uk/students)



## Young Enterprise

**Student Recruitment Team members become Young Enterprise Business Advisers**

Louise Humphries and Paula Saving from the Student Recruitment & Promotion team have become business advisers for the Young Enterprise company – **A Touch of Glass**, of Lord Grey School in Bletchley, Milton Keynes. The company produces hand painted glasses. They sold their first stock to students and parents at their school Christmas fair on 6 December.



The ICAEW support the Young Enterprise Scheme nationally by sponsoring the Young Enterprise Business Adviser Award – now in its second year.

This year's award will be presented at the regional finals, as well as the national finals to be held at the Savoy Hotel in July. Business Advisers for Young Enterprise companies are people from the local business community who volunteer their time to provide vital guidance and assistance to young people in YE companies. The students play the roles of directors of a real company, producing a product or service, in which they aim to make a profit and pay dividends to their shareholders.

Louise and Paula are finding the experience highly enjoyable. *"It is a great opportunity to use your own business experience to help young people learn about the business world and develop crucial skills in preparation for entering employment or starting up their own business... it is very rewarding."*

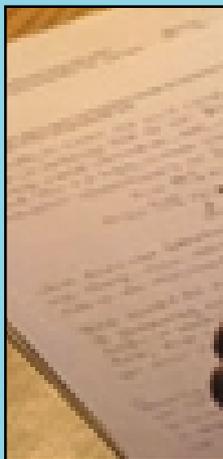
As a trainee Chartered Accountant, you are an ideal candidate for the YE Business Adviser scheme. You do not need any previous experience to be an adviser, just some knowledge of how businesses operate.



Commitment to the scheme is usually one to two hours per week, and you have the support of the YE local area board. To find out more about YE visit their web site at: [www.young-enterprise.org.uk](http://www.young-enterprise.org.uk).

### Phasing out of Technical Core 2 (TC2) and the Final Admitting Exam (FAE)

The July 2003 exam session will be the last opportunity to sit TC2 and the FAE. This session is only open to students sitting TC2 referrals and/or FAE resits. Students switching from the old TC2 and FAE structure to the new Advanced Stage can find guidance on our website: [www.icaew.co.uk/students](http://www.icaew.co.uk/students) in assessment, learning resources, advanced stage.



Useful email addresses:

Student Support: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk)  
Careers Service: [careers.service@icaew.co.uk](mailto:careers.service@icaew.co.uk)

## Qualified - What Then?

Those of you at latter stages of training contracts may already have your thoughts on the type of career you want on qualifying. The optimists will be relishing the host of different career paths available. The pessimists will be reflecting on how difficult the job market has become over the last 12 months!

Whichever camp you are in (and both views are correct) the approach to career planning is the same:

Self-assessment. Analyse your working life to date to start to assess where your abilities/interests lie.

For most, uncertain of the long term, consider the type of experience that will develop skills, provide the exposure to help in formulating objectives and maintain marketability.

Before making any move, consider (and hopefully talk frankly with) your present employer about what they can offer.

If you do decide on a job change, approach it as a self-marketing exercise: revisit and extend self-assessment; prepare a good CV; be able to present yourself well to employers and their brokers (ie recruitment agencies).

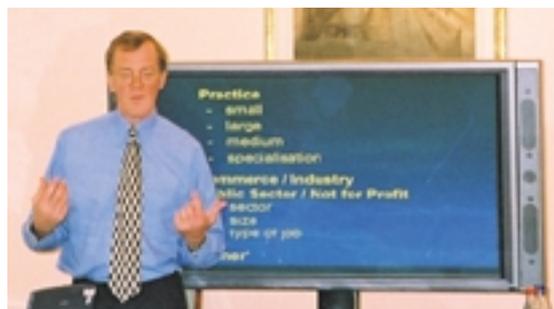


To get the “best” jobs on offer, these steps should always be adopted. When the job market is tight, as at present, they become even more important and different strategies may also need to be adopted if the type of opportunity you seek is just not available at present. Part of our role at the ‘Recently Qualified Career Service’ is advising members on just such issues.

For information on the Career Service, including details of our free career guides, or if you want advice from a consultant contact the Service Administrator, **Judy Creasey**, on: **01908 248032** or email: [career.service@icaew.co.uk](mailto:career.service@icaew.co.uk)

### Exam hall closures

Following a review of demand across the UK we are closing the Jersey, Sheffield and Leicester exam halls, with effect from January 2003. Should requirements change in these areas, this decision will be reviewed.



**John Seear** (above), Consultant responsible for the Institute’s ‘Recently Qualified Career Service’, looks at how to approach career planning on qualifying.



## Liaise with Lucy

### Sitting exams out of a training contract and finding a new employer

Dear Lucy

*I was employed for a year but after failing my Audit exam, my training contract was terminated. I am writing to find out whether or not it is possible to re-sit the paper on my own?*

*I am searching for a new employer but am eager to re-sit the exam at the next session, as I believe I won't fail at my next attempt. Can you let me know what my options are?*



#### Lucy replies

You can sit the exam independently, as you are still a registered student of the Institute. You can have a break in service of up to two years. However, we advise that the Advanced Stage should be sat whilst in a training contract and the case study cannot be taken until you have reached the final year of your training.

To help you in your search for a further training contract the Institute offers an Available Student Register for students whose contract is cancelled part way through their training. To register your details please contact **Kylie Morgan** on: **01908 248316**. We will then send them to authorised firms that are currently recruiting. We also offer hints and tips for tailoring your CV and preparing for interviews. You can find this and Training Vacancies on our website: [www.icaew.co.uk/careers](http://www.icaew.co.uk/careers).

Good luck in finding a training contract.

Regards  
Lucy

### Preparing for tuition and exams

Dear Lucy

*I enrolled as a trainee Chartered Accountant and I am a little worried that I should be doing something towards my course already. I have been informed that my first course (Audit and Assurance) starts in February. Should I be preparing for this?*

*Ideally I would like to know what areas the Audit and Assurance paper covers and whether there are any books you could suggest that I read. Also where could I find a syllabus?*

#### Lucy replies

There is no recommended reading in terms of advance preparation for this course. However, we have an area on our website dedicated to students which can be accessed at: [www.icaew.co.uk/students](http://www.icaew.co.uk/students). You should find the Learning Resources section there very useful. There is a range of study related material, including past exam papers, marking keys, illustrative scripts and reports from the examiners. Syllabuses can also be found here and are useful if you wish to gain an overview of the content of any of the Professional Stage subjects.

When you arrive at your tuition centre for the first time you will be supplied with a full ICAEW study pack which supports your learning.

Don't feel isolated. Your tutors will provide you with access to other students who are at a similar stage in their training to yourself. Such contact will provide you with an excellent opportunity to develop mutual support mechanisms with your peers.

Regards  
Lucy

## MCASS Model Behaviour



On 22 November 2002 MCASS, along with HMI Hitchenor Maher and House of Fraser, staged the MCASS & HMI Celebrity Fashion Ball at the Lowry Hotel. All proceeds from the event were donated to Francis House Children's Hospice, a charity based in Didsbury which looks after terminally ill children.

The evening started with a champagne reception. This was followed by a four course meal, spectacular catwalk display and a disco until the early hours.



Celebrities joined us for the evening from Coronation Street and the Sale Sharks. They were a great help in persuading the guests to part with their cash in support of the event.

The fashion show started around 9:30pm when the models, volunteers from local Manchester accountancy firms, took their first steps on the catwalk in front of 400 guests and their work colleagues. Clothing was provided by House of Fraser, hair was styled by Regis and make up was by Bobbi Brown.



This was followed by the Sale Sharks delighting the audience by taking off their clothes in an (almost) "Full Monty" style catwalk performance, and then a late night disco to the latest tunes.

It was a great night, everyone enjoyed themselves!



## View from the Chair



Firstly, I would like to wish you all a Happy New Year.

On the student society front it is the start of the busy season with regards to annual dinners. If you have not been to your student society dinner you are missing out. It is a really good excuse to get dressed up and have a great night out.

Student Council was quiet in the run up to Christmas, however, this was only short lived as we have plenty to discuss and organise before our next meeting in March. Student Council is keen to find out how the first year students are finding the new Work Based Learning questions. Are students finding the questions challenging and how long is it taking on average to answer each question?

I hope that those students who received results for the Advanced Stage last month were not disappointed and wish luck to those getting results this month for the Professional Stage.

If you have any comments for Student Council, please email: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk) using the subject "Student Council Feedback".

**Helen Macauley,**  
Chair, Student Council

## BADCASS New Members' Evening



On 18 October 2002, Bristol & District Chartered Accountant Student Society (BAD-CASS) held their annual get together for 70 students at Davy's Wine Bar, Clifton.

**Martyn Cutter** (Chair) and other committee members were on hand

to welcome the students to Bristol and answer any questions about forthcoming events and advice that the Society can offer.

After a nervous start, the wine and conversation were soon flowing and many new friendships were formed. The new students were so impressed by the committee that several have already volunteered to join and help organise future events!



## Sharpe win for LENCASS



Six teams and their supporters turned out on 15 November for the LENCASS 4-a-side Football Match. After many close matches, the two teams to reach the final were **J F Mould** and **Sharpe Langham**. In a tense and rather noisy final, Sharpe Langham emerged as clear winners 2-0. **David Newborough**, LENCASS President, presented the huge winners trophy (provided by **Nicholas Andrews**) in the bar after the game during the celebratory food and drinks.

## CASSL Film, TV & Music Quiz

The CASSL Film, TV & Music Quiz turned out to be quite raucous affair with everyone sinking quite a few beers, or whatever their favourite tippie. There were also plenty of cries of despair as lyrics were recognised but they just couldn't quite place that song, or remember that 'Sprocket' was the name of the dog in *Fraggle Rock*.

We had eight rounds of varying content and degrees of difficulty, these being from humble comedy general knowledge questions to *Celebrity Year Book*, *Guess the Song* from the sound clip or *Name the Film* the quote came from. In the end we had a joint first, *Spartak Moss Side* from **KPMG** and *Have you seen my Dwarf* from the **National Audit Office**. In second place was *The Real Razzle Dazzle Bobby Dazzle* from **HaysMacintyre** and 3rd place went to *Alzheimer Academicals* from **Rothman Pantell**. Everyone seemed to have a great night and the quiz master kept us entertained with his quick wit at all times. **Reed Accountancy Personnel**, who proved to be great sports, kindly sponsored this event.

