



## Want some help to pass your exams?

**T**hen transfer to our new work experience requirements because they are designed to help you develop your professional skills and get you thinking about the types of issues you might encounter in your exams.

From 1 August 2002, our new work experience requirements will be compulsory for all new students registering with us after this date. We recommend that you transfer to the new system as soon as possible, especially if you have not yet completed the Advanced Stage.

Find out more about the new requirements and how they will benefit you on page 2. 



## Contact Card saves the day!

**A** lost wallet belonging to a student currently training towards their ACA qualification was reunited with its owner, all thanks to their contact card!



The wallet was handed in to Godalming police station, Surrey, in April this year. The only contact details that the police could locate were those of the Student Support Team at ICAEW in Milton Keynes, as they are printed on the front of the card. Luckily the card had the student's registration number printed on the reverse which enabled the Student Support Team to identify the student and reunite them with their wallet. 



## The importance of identification for exams

**N**ew for 2002, for those of you sitting exams, is the requirement to show proof of identity to any institute official who requests it.

### The following are acceptable forms of identification:

- current passport
- company identification card showing your photograph and signature
- driving licence showing your photograph and signature
- national identity document showing your photograph and signature.

If you do not currently hold one of these means of identification then you are expected to obtain one prior to the date of the exam. If you have any questions please contact the Student Support Team on: **01908 248040** or email: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk).



Further guidance is available on our website: [www.icaew.co.uk/students](http://www.icaew.co.uk/students), under the Assessment section. 

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Student Support: 01908 248040  
Ethics Advisory Services: 01908 248258

Chartered Accountants' Hall, Moorgate, London:  
The Royal Armouries Museum, Leeds:

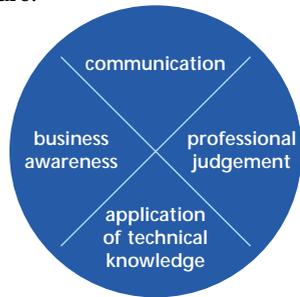
Saturday 28 September  
Saturday 12 October

## New work experience requirements

Students will soon be doing more than simply counting the number of days work experience gained whilst training to become a Chartered Accountant. Our new requirements are designed to help students make the most of their work experience by developing their professional skills and helping them to pass our exams.

Students must still gain 450 days of technical work experience, and we strongly recommend that this experience is gained across a variety of technical fields. However we will not be asking students completing the new requirements to split their total number of days of experience between technical categories.

Instead, new students and those transferring from the existing system will complete our work based learning framework. The framework focuses on the development of the professional skills that a Chartered Accountant must display. These are:



Those of you who are preparing for the Advanced Stage exams will notice that these are the same skills that are explicitly examined in the Test of Advanced Technical Competence and Advanced Case Study.

Development of these skills will be structured over the course of the training contract, using the three-stage framework. Each stage of the framework broadly corresponds to one year of the training contract.

Stage:	Involves:
One	Gathering of information
Two	Analysing information and options
Three	Making recommendations

Through the framework students are encouraged to link their work experience with their exam studies. For example the stage one requirement for application of technical knowledge includes identifying the need for and sources of further information. This is important in the workplace and it is also a skill that our examiners are always looking for students to demonstrate.

To help students progress through the framework we have designed a programme that involves answering questions provided on the student website.

The questions will help you to:

- think about your work and its relevance to your exam studies, and vice versa
- develop a broad business perspective
- identify and prioritise relevant issues
- contribute more valued added ideas
- share accurate and appropriate information.

These questions have been designed in conjunction with our examiners to ensure that they raise similar issues to those that students face in the exams.

*continues on next page >>>*

It is therefore in the best interests of all students to approach these questions sensibly.

The answers to the questions will not be seen by the ICAEW but will be discussed during the six monthly progress reviews with the MRT or Counsellor. They will not be assessing whether the answers are right or wrong, but the answers will help them to decide whether the framework requirements have been satisfied.

The framework, sample questions and new training records, along with the guidance on how to transfer, access the questions and prepare for a six monthly review are all available on the student website.

So, if you want some help to develop your professional skills and improve your exam performance, speak to your employer about transferring to our new work experience requirements. They will have received a booklet explaining the changes, and will shortly be receiving a CD-ROM providing them with further information.

## Greater flexibility of exam regulations for Professional Stage from September 2002

Our regulations are being modified in order to provide increased flexibility for both students and firms at the same time as maintaining the rigour of the exam process.

Our current regulations stipulate that students are required to sit a minimum of two Professional Stage papers at each attempt – with some exceptions.

With effect from the Professional Stage exams in September 2002, the maximum number of attempts will be six. There will be no restrictions on which papers are sat or the number of papers taken at each attempt.

Consideration will be given to candidates currently in the system that may be affected by this new rule. Any queries please contact the Student Support Team on: 01908 248040.

## Pilot of online Accounting

The ICAEW has recently completed a pilot of an online Accounting paper. We have been exploring interactive applications to conduct assessment with the help of 68 volunteer students.

These students were from a range of firms who passed the Professional Stage Accounting paper in December 2001. They sat the pilot during the week beginning 22 April 2002. Some completed the test at their office, some at home and others came to us in Milton Keynes.

The results will be collated to form the body of a report to be presented to the Assessment Committee in July this year.

Students were also asked to complete an evaluation questionnaire. An analysis of the comments received, along with views of firms, staff and other stakeholders, will also be presented in the report.

Some ICAEW staff also trialed the pilot – with mixed results! Perhaps they could not spare the three hours allowed!

## Useful web addresses

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

## Useful email addresses

[studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk)  
[ethics@icaew.co.uk](mailto:ethics@icaew.co.uk)

### A prize for your comments

**T**he Student Support Team is trying to establish your thoughts, views and comments to various means of communication from and within the ICAEW, by means of a Feedback Questionnaire.

On average, there are eight questions which vary each month. Return your completed questionnaire to us, in the pre-paid envelope provided, and you will be entered into our prize draw. The draw is made at the end of each month.

The questionnaires are mailed out to you along with any information you have requested from us. If you haven't received a questionnaire and would like to assist us and also be in with a chance of winning a prize, please email us at: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk), leaving your name and email address and we will send you a questionnaire.

Many thanks for all of your time and fingers crossed. 🙏

### It's here

**T**he long awaited, revamped and user friendly **Vital** has finally arrived. After many hours of deliberation and feedback from yourselves, we have developed a whole new format, incorporating the *networker*.

#### What do you think?

Please email your comments to me at:

[sara-jayne.stubbs@icaew.co.uk](mailto:sara-jayne.stubbs@icaew.co.uk) 🙏

### U passed :-)

**Y**ou can register online to be sent your Professional & Advanced Stage exam results by mobile text message and/or email. The messages, including marks, will be sent out at 6pm on these days:

- |                     |                  |
|---------------------|------------------|
| <b>Professional</b> | <b>Advanced</b>  |
| • 19 July 02        | • 30 August 02   |
| • 18 October 02     | • 13 December 02 |
| • 24 January 03     |                  |

Log on to: [www.icaew.co.uk/students](http://www.icaew.co.uk/students), click on ASSESSMENT, EXAM APPLICATIONS and then RESULT NOTIFICATION to register. You must register for this service a week prior to the despatch dates (as above).



The pass and credit lists will be available from 6pm on two websites:

- [www.icaewresults.co.uk](http://www.icaewresults.co.uk)
- [www.icaew.co.uk/examresults](http://www.icaew.co.uk/examresults)

NB: *We cannot guarantee the time you receive your message. Speed of delivery will depend on your mobile phone/email service provider.* 🙏

### Farewell to Mel

**A**fter 12 years at the Institute, Mel Brown has decided to take a well-deserved year out and go travelling throughout Canada. Mel left the Institute in June and will be missed tremendously. Mel used to be in charge of the production of *Vital* and has asked me to send a copy to her (why I do not know!), so I thought it would be nice to say hello to her, so...

*"Hello Mel*

*from all of us in E&T."* 🙏

### Ethical guidance now online

**T**he *Members Handbook*, including the *Guide to Professional Ethics*, is now available online at:  
[www.icaew.co.uk/membershandbook](http://www.icaew.co.uk/membershandbook).



You can search for any topic and register for an email alert whenever the handbook is updated.

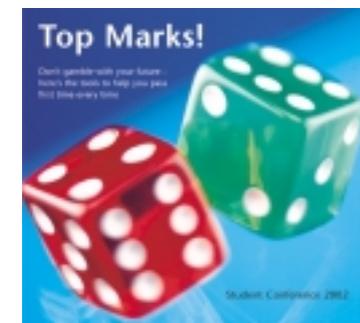
For further information about ethics and the requirement for structured training in ethics, check out our website: [www.icaew.co.uk/students](http://www.icaew.co.uk/students). Don't forget that, should you ever find yourself facing

a dilemma or needing advice at any stage in your career, our Ethics Advisory Service runs a free, confidential helpline for students and members: **01908 248258**, [ethics@icaew.co.uk](mailto:ethics@icaew.co.uk). 🙏

### Top Marks!

**T**he Institute is pleased to announce its new flagship event for students – **Student Conference**. The event will provide key exam technique advice and professional development guidance as well as up to date information on the education and training process.

We are offering a choice of two venues, to enable as many students as possible to attend.



The dates of the conferences are:  
**Saturday 28 September**  
Chartered Accountant's Hall, Moorgate, London.

**Saturday 12 October**  
The Royal Armouries Museum, Leeds.

If the information and booking form were not enclosed with this edition of *Vital* please contact us on: **01908 248040** or email: [studentsupport@icaew.co.uk](mailto:studentsupport@icaew.co.uk). 🙏



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## Further hints & tips from prize winners

**Richard Jonathan Davis (FMCB)** Finchley, London, achieved second place in the Business Management paper at Professional Stage in the June 2001 exams.

### What he had to say:

*"I maintained a steady progress throughout the year. I linked the whole year through so as to avoid any last minute cramming!"*

*I listened to and pursued tips my tutors (BPP) offered and found this very helpful. Every practice question I answered prior to the exam I gave to my tutor asking for their feedback."*

Richard also said that he felt little pressure working within a small firm. He was able to spend time on his revision and was supported greatly by his firm.

Before the revision courses took place he ensured that he knew enough to pass the exam. His advice is:

*"...aim to achieve at least 55%. As long as you get the pass you won't be disappointed and if you get more, it's a bonus."*

If he was unable to get his head around any questions worth a couple of marks, he would leave them and concentrate on others worth more. Afterwards he would ask his tutors for advice on tackling these.

Richard's response on finding out that he had become a prize winner was one of complete shock.

*"It was very satisfying and a real achievement."*

\*\*\*

**Sarah Victoria Thomas (HLB Kidsons)**, Manchester, achieved eleventh place in the order of merit in the Final Admitting Exam in July 2002.

### What Sarah had to say:

*"Use college tutors as much as you need to. In the Case Study in particular, I found the actual exam papers of prize winning/first quartile students that the ICAEW examiners publish very helpful as it showed what the examiners were looking for."*

### How does it feel?

*"Surprise and shock! All the work I had done had been worthwhile."*

### How did you obtain the result?

*"I was given a lot of support from my firm (HLB Kidsons) which made the studying more bearable."*

*I spent a lot of time thinking about what I thought the advance information meant but did not restrict myself to only learning items that I thought this would entail."*

*I read through the practice papers I had sat, my answers and the model answers. I discussed with my tutor ways in which I could improve."*

Other advice: ensure that the Case Study is not neglected when revising as, although the others have set topics that can be learnt, time still needs to be spent on Case Study technique and practice papers.

*"I ensured that I answered as much of the requirement as possible, in the order the information was requested."*

Bath half marathon  
Sunday 17 March 2002

After weeks of hard training seven BADCASS committee members took to the streets of Bath in aid of Dorothy House Hospice.  
"Along with proceeds from our annual dinner we raised a total of £4,250.

Although we did not give the leading pack too much to worry about, we did manage to finish and made it to Dorothy House's race tent afterwards for a well-earned massage.  
Thank you to all that sponsored us and to Dorothy House for providing such good support on the day."

Make TVCASS work for you!  
If you have an idea for an event and are able to organise going out on the town then let TVCASS know and we might be able to help find a sponsor. Call us on: 01737 773863.

and Hamish Masson, regional business manager for the South East. Guests were able to dance to the swing music of the Salisbury Big Band and then disco fever took over, whilst £800 was raised for KIDS, a charity for children with mobility problems.



Swinging time moves students to raise £800 for KIDS mobility



## 70 turn out to MCASS's AGM

The theme for the night is "Witches & Wizards." Attractions are: • live band • disco • casino. BADCASS for the past three years as dinner secretary. Contact Emma on: 01274 734724 or via email: emma.bailey@clough.co.uk.

Both at Horwath Clark Whitehill  
• Secretary Justin Lester  
01274 732522  
• Treasurer David Cragg  
01535 607361

September  
• Paintballing afternoon  
October  
• New starters' quiz

visit: www.mcass.org.uk for details.  
Please contact Kirstie Rowan:  
kirstie.rowan@bakerlilly.co.uk or  
01737 773863.

Bradford & District CASS:  
Emma Bailey has been appointed President of BADCASS. Emma is an Audit Senior for Clough and Company and has worked there for six years. Emma qualified as AAT and ACA during that time. She also teaches AAT part time at K e i g h l e y College. Emma has been part of BADCASS for the past three years as dinner secretary. Contact Emma on: 01274 734724 or via email: emma.bailey@clough.co.uk.



## Other Officers of BADCASS:

## Top Dogs!



On Tuesday 14 May TVCASS "went to the dogs," to enjoy a pint or two and the opportunity for a flutter on the races. The lucky few left with thicker wallets and large grins. Thanks to our generous sponsors, Red Accountancy, a free bar was provided which helped to take the edge off the weather and the failure to back the right hound. All in all a very entertaining night.

## Career ahead!

Career decisions on qualifying are important in the formulation of longer term career goals. Many finalists and newly qualified are, understandably, concerned as to the "what should I do next?" question, particularly when uncertain (as most are) of what they expect to be doing in the future.

To help address this the Institute has a dedicated Career Service, open to students and recently qualified members where they can obtain advice, in confidence, from experienced consultants on any aspect of career management relating to the first few years of qualifying.

For more info, visit the members website: [www.icaew.co.uk/members](http://www.icaew.co.uk/members), click on SERVICES then CAREERS in the main text, or call Judith Creasey, the Recently Qualified Career Service Administrator on: 020 7920 8767.

## Provisional Members are a critical stakeholder group to the ICAEW. They are, after all, the future life-blood of the Institute

The integration of Provisional Member structure into the Education and Training Department will reap considerable benefits to all students; they will be provided with a value-added one-stop shop providing numerous services. These will include: support during their education and training, career support, a single informative newsletter, Faculty membership, a comprehensive web site and perhaps most exciting of all, a new style Student Conference (see *Top Marks' page 5 of Vital for conference dates*).

BCASS Birmingham	
Aug	11 a-side Alastair Jones football final
Sep	Trip to Jongleurs Comedy night club
Sep	13/15th Annual activity weekend
Sep	19th Murder Mystery event
Oct	New members' evening
CASL	
Sep	10th Advanced Stage revision courses
Sep	22nd 5-a-side football tournament
Oct	Night golf
Oct	11th & 25th New members' party
MCASS	
Aug	A night at the dogs
Sep	Go-karting
Oct	New starters' evening
BADCASS	
Aug	8th Rounders and BBO
Sep	29th Booze cruise
Sep	20th Ten-pin bowling

## Diary Dates:

Many useful, fun, and interesting events are run for, and by, students on both a regional and local basis. With the support of the District Society Presidents, the Institute's ten Regional Managers view this time of change as a great opportunity. Not just to improve support to students, but to employ the energy and talents of Provisional Members more widely. This is an exciting time for students to get involved with their local Student Society and a warm welcome awaits them!

## What's happening?

### The Isle of Man CASSEV Events held:

- March 2002 Annual Ball at the Empress Hotel, Douglas = Huge success!
- May 2002 5-a-side Annual Tournament - eventual winner was Bennett Roy & Co. (on goal difference)

### Planned events:

- June/July 2002 General business skills workshop
- 10 August 2002 *provisional* Sailing Day - Cruise followed by a yacht race around Douglas Bay then a BBO and pub quiz.
- August/September 2002 Coach trip to the south of the Island, a meal and a pub-crawl!

### Sheffield & District CASS events:

- Cricket match
- Go-karting
- Clay pigeon shooting
- 6-a-side football
- Students' annual dinner

For more info, contact:

carmel.smithson@icaew.co.uk or sarah.ross@uk.pwcglobal.com