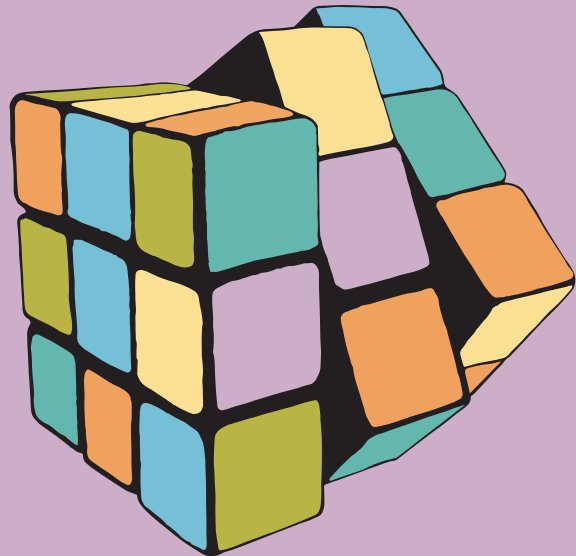ICAEW

BASE builds winning skills

REGISTRATION PACK

Chartered accountancy is for problem solvers

Unpicking puzzles. Analysing situations. Finding answers.
There's a lot more to accountancy than just numbers. It's a career that can take your students into any industry. An ICAEW qualification is their way in. So, if your students are undecided about their next step – problem solved.

More than you'd imagine
icaew.com/base

Contents

Introducing BASE 2020

We're delighted that you've registered your school to take part in BASE. This registration pack includes all the information you need to take part in the competition, broken down into stages to help you every step of the way. If you need anything else or have any questions, please email us at **base@icaew.com**

We wish you and your students the best of luck and we hope to see you at the National Final in June!
Beth, Lara and Dave

KEY DATES

13 JANUARY – 31 MARCH
Online round –
game and presentation

23 – 24 JUNE
National Final

Who is BASE for?

All students aged 16-17, in Year 12 or equivalent. Students from all subjects can take part due to the transferable employability skills BASE helps to develop.

How does BASE work?

1 Teacher puts students in teams of four, and they register

2 Teams complete the online game

3 Teams complete the video presentation

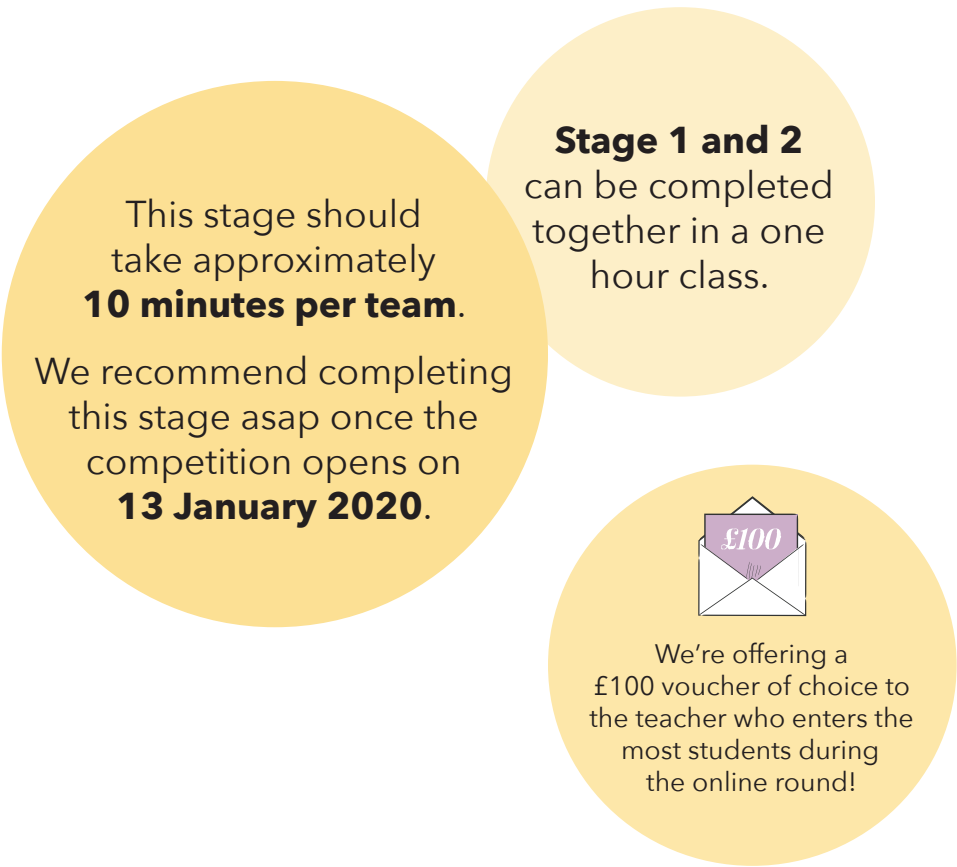**4** Top 24 teams go through to the BASE National Final

Preparing for BASE

The BASE competition has been designed to be completed within two hours of class time, and throughout this pack we have provided you with resources to help you with this. However, you can also run the competition outside lessons or as homework if time is restricted. The following steps will prepare you and your students before the competition kicks off on 13 January 2020:

1. Read this pack and download the following resources from the Teacher Portal at **icaew.com/base**:
   • Lesson plan
   • Team Table – to keep track of your teams
   • Student Engagement Presentation – to engage students in the competition
   • Student Competition Guide – to present to your students as they take part
   • How To Guide video – to share with students if they need technical help
   • Student video presentation resources (these will also be emailed to students).

2. In class or form groups, show the Student Engagement Presentation to students and hand out the student flyer to encourage them to take part.

3. The online game includes a series of videos hosted on a private site. To make sure these work through your school firewalls, please test the following link before starting the competition: **https://bit.ly/323uJRM**

4. If you encounter any problems with this link, speak to your IT team to whitelist the videos.

5. To request the full list of URLs or if you continue to experience technical issues, email **icaew.support@capp.co**

Stage 1 – Student registration

The following steps are based on your lesson being delivered during class, ideally in a room with IT facilities.

1. Display the Student Competition Guide to your students to help them as they take part in the competition.

2. Put your students into teams of four (maximum) and seat each team around their own PC.

3. Each team should then:
   - nominate a team captain
   - visit **icaew.com/base**, click on the Student Portal, and then click 'Take Part'
   - enter their details, the team captain first followed by the other team members.

4. Your teams are now ready to start the competition.

This stage should take approximately **10 minutes per team**.

We recommend completing this stage asap once the competition opens on **13 January 2020**.

Stage 1 and 2 can be completed together in a one hour class.

£100

We're offering a £100 voucher of choice to the teacher who enters the most students during the online round!

Tips:

Use the Team Table from the downloadable resources, and Appendix 1, to record your teams, as they will remain in these teams for the rest of the competition.

Use the How To Guide video to help students with the registration process.

Stage 1 – Lesson plan

The complete lesson plan (Stages 1-3) is designed to be delivered over two hours (or two lessons) but can be adapted as you see fit. Teams can do some, if not all, of the presentation task we've allocated to the second lesson in their own time, if there is a concern about dedicating two lessons to BASE.
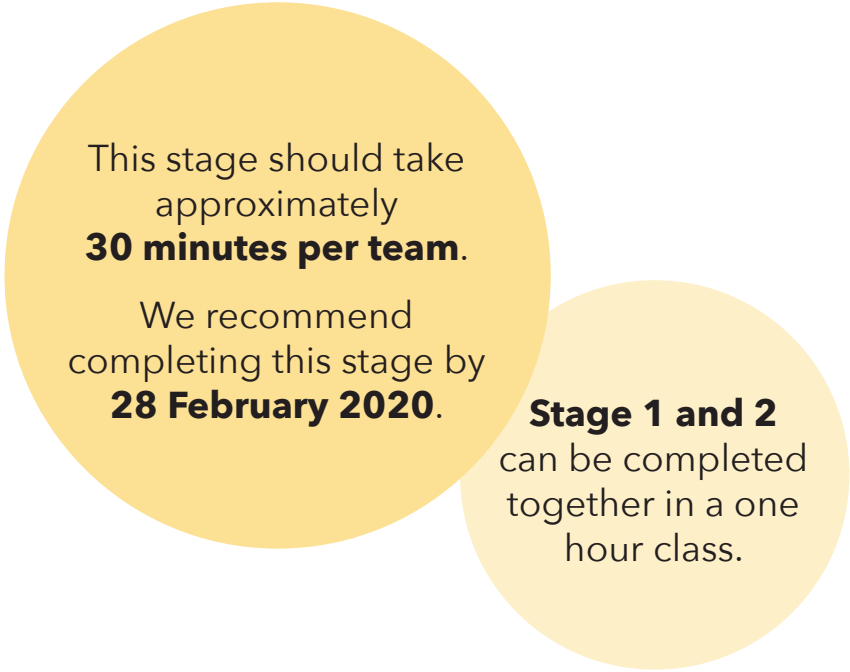
BASE has been designed so that the learning outcomes of the competition complement the Business and Economics curriculum and PSHE studies.

TEACHER:	CLASS:	DATE:	PERIOD:
Relevant student information and preparation	- Download the Student Competition Guide, from the BASE Resources section on **icaew.com/base**, and display this as teams take part in each stage of the competition. - You will need to put students into teams of four and team captains to be nominated. - Team captains must create accounts in the online Student Portal on **icaew.com/base** before taking part in the lesson(s), and share those credentials with their team. - As part of creating their accounts, team captains will also be asked to enter the details of the rest of their team.		
Learning objectives	Please see Appendix 3 on page 16 of this registration pack.		

Stage 2 – Online game

Your students are now registered for BASE and can take part in the online game as a team.

1. See Appendix 2 on page 15 for an example question before teams start.

2. The team captain needs to make sure they are logged into **icaew.com/base**, and then click 'Take Part' to start the game.

3. The aim of this game is to help students understand the different work chartered accountants do and the various skills they use. For a full list of the learning objectives of BASE, see Appendix 3 on page 16.

4. Once teams have completed the game, the team captain will receive feedback in an email report, highlighting their team strengths and an area for improvement.

This stage should take approximately **30 minutes per team**.

We recommend completing this stage by **28 February 2020**.

Stage 1 and 2 can be completed together in a one hour class.

Tip:

You may wish to set some of Stage 3 – Video presentation as homework after this class to allow more time in the next class for the practice and delivery of the presentation.
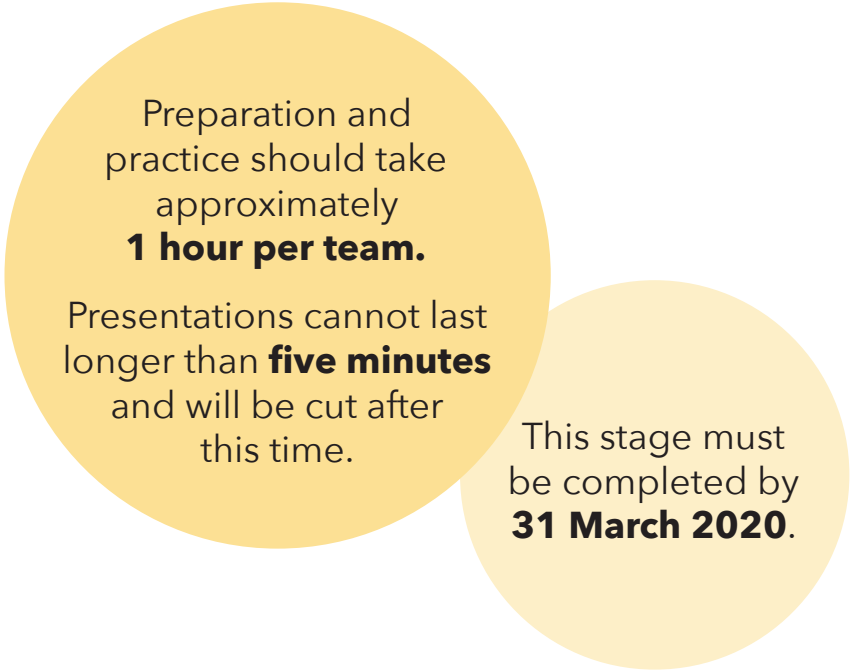
Stage 2 – Lesson plan

ACTIVITIES/TASKS	REVIEW/PROGRESS CHECK	STRETCH, CHALLENGE AND SUPPORT
HOUR ONE - ONLINE GAME See Appendix 2 on page 15 for an example question before teams start. The team captain will need to log into their account at **icaew.com/base** The team will then take part in an online game, watching a video outlining the experiences of four trainee chartered accountants. The video will regularly pause and present teams with questions. They will then need to collectively decide which option they would be most likely to choose in that situation. Shortly after this round, students will receive team feedback. This will outline three key strengths and an area for improvement. You may now wish to set some of the presentation prep and practice as homework if you are limited on class time.	Monitor how long teams are taking to complete the game. It should take about 30 minutes, but can take longer if needs be as there will be 15 minutes of the hour lesson spare. Ask questions throughout to see how the teams are getting on.	For those who are taking longer, ask open questions to encourage teams to think about the task and lead them to how they may answer it. If teams complete the online game early, encourage them to start thinking about their presentations. They can begin their online research and think about how they want to approach the presentation, ready for lesson two.

Stage 3 – Video presentation

Each team captain will receive all the presentation information via email after completing the online game. You can also download this on the resources page.

1. Teams need to allocate roles among themselves to work on the different elements of the presentation.

2. Teams can then work on preparing and practising their presentation for the remainder of the class.

3. Once ready, teams can deliver their presentation by logging into **icaew.com/base**, visiting the Student Portal and clicking 'Take Part'. Teams will only have one chance to deliver their presentation, although a practice option is available.

Preparation and practice should take approximately
1 hour per team.

Presentations cannot last longer than **five minutes** and will be cut after this time.

This stage must be completed by
31 March 2020.

Tips:

Remember to check the video platform works in your school before this stage. If you have any issues, contact your IT team and revisit the information on 'Preparing for BASE' on page 3.

As classroom time is limited, you could set a part of this stage as homework to give students more time to prepare or practise.

Stage 3 – Lesson plan

ACTIVITIES/TASKS	REVIEW/PROGRESS CHECK	STRETCH, CHALLENGE & SUPPORT
HOUR TWO – PRESENTATION PREP + DELIVERY • When teams have completed the online round, they will be emailed the question(s) they are expected to answer in their presentations. You can download these documents on the resources page on the Teacher Portal at **icaew.com/base** • If you have previously set the presentation prep and practice as homework, this lesson can be for the teams' final practice and delivery of the presentation. • Teams can use visual aids during their presentation, however they should bear in mind whether these will be visible on the screen. There is no need for PowerPoint slides. They can use cue cards if needed. • Teams should treat this as if it were being delivered to a live panel of judges in order to replicate skills gained from career experience, with presentations lasting no longer than five minutes. Presentations exceeding this time will be cut at the five minute mark. • Teams will only get one opportunity to deliver the 'real' presentation, however, there is a practice option included in the video platform which students are encouraged to use as much as possible. • The delivery of presentations in hour two may take more or less time depending on how many teams are taking part from your class. We recommend that you allow six minutes per team to record their five-minute presentations. • To deliver the presentation, the team captain will need to log onto the Student Portal via **icaew.com/base** using the credentials used for the online game.	The presentation prep and practice should take about one hour if completed during lesson time, if this wasn't set as homework. We recommend allowing six minutes per team for their final five minute presentation. Ask students to discuss their ideas for the presentations, allocate roles for their presentation and encourage plenty of practice. They can do a run through with you or partner up with another team for you to see how they're getting on. There is also a practice option on the video platform which teams should take full advantage of. Check that every team member contributes to the presentation in some way. Although not all students have to present we would encourage it to improve presentation and communication skills.	For those who need extra support, encourage background research on the topic to give additional context. To stretch those who are doing well, ensure they have covered every possible area they could include and make sure the presentation is as refined as possible before delivery. Allow those doing well to deliver their presentations first to give those struggling additional time to prepare.

The National Final

This year's National Final will take place at The Queens Hotel in Leeds on Tuesday 23 and Wednesday 24 June 2020.

We'll be inviting the top 24 performing teams from across the UK to compete in one final challenge; to create and present a business strategy to a panel of judges.

Students will also have the opportunity to network with the biggest school leaver and graduate employers and gain first-hand career advice during the employer exhibition.

This fantastic event is rounded off with an inspirational talk from an expert in the industry, a three-course lunch and award ceremony to celebrate the students' achievements.

There's more ...

Get to know other finalists during the games and networking evening.

Professional photos and video of the event to share with peers.

You and your team will receive a free overnight stay at the venue.

The prizes

We have a fantastic range of prizes up for grabs this year for you, your students and your school!

The winners
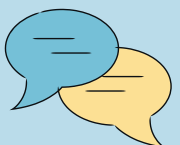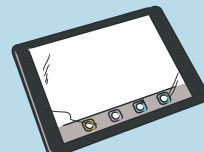### THE NATIONAL CHAMPIONS WILL WIN:

£4,000 cash prize for the school to spend on student development, school resources and enrichment activities.

A Champions' Day at Chartered Accountants' Hall

The chance to interview ICAEW's CEO, Michael Izza

An iPad Air each

A full-day employability session for their school

THE RUNNERS-UP WILL WIN:

An iPad each

A half-day employability session for their school

THERE'S MORE ...

Every year we award students and teams who perform exceptionally well in areas such as communication, critical analysis and integrity.

The winners of these receive sponsor-related prizes including highly sought after work experience opportunities and career coaching.

FAQs

WHICH STUDENTS CAN TAKE PART IN BASE?
Students aged 16-17 in Year 12 or equivalent, studying any subjects.

HOW MANY STUDENTS CAN BE IN A TEAM?
A maximum of four, minimum of two. You will need to pick the teams and make sure a team captain is assigned.

HOW LONG WILL BASE TAKE?
We recommend dedicating two hours of class time. Students can also take part in their own time, or parts of the competition can be set as homework.

HOW DO STUDENTS CREATE LOG INS?
Only team captains need to create log ins. They will enter who is in their teams as part of this process. They should share their log in details with their team mates so they all have access.

WHEN DO STUDENTS CREATE LOG INS?
Teams should create their accounts before taking part in Stage 2, the online game. This will allow plenty of time to identify and resolve any issues and will ensure they have the maximum time to participate in the competition.

HOW DO TEAMS TAKE THE ONLINE GAME?
Teams can take part between 13 January and 31 March 2020 via the Student Portal at **icaew.com/base**

HOW DO TEAMS DELIVER THEIR PRESENTATION?
Teams will deliver their presentation via the video platform which they can access via the Student Portal they used to take the online game.

CAN TEAMS PRACTISE THEIR PRESENTATIONS ON THE PLATFORM?
Yes. The video platform has a practice option which we would recommend using as many times as possible.

HOW MANY CHANCES WILL A TEAM GET TO DELIVER THEIR FINAL PRESENTATION?
One.

WHAT HAPPENS IF A STUDENT FORGETS THEIR PASSWORD?
There is a password reset functionality on the platform.

WHO DO I CONTACT IF I NEED TECHNICAL SUPPORT?
Please contact **icaew.support@capp.co**. You will receive a response within two working days.

WHAT DOES BASE MEAN?
BASE stands for Business Accounting Skills Education.

Further information

For students

Students can visit **icaew.com/careers** to find out more about careers in chartered accountancy. They can hear from our members and learn about the different routes into the profession. They will also find hints, tips and advice about how they can make themselves more employable, how we can support them and how to improve their CV.

We'd recommend that any students ready to start their careers should start their search early, with many organisations advertising their opportunities up to a year in advance of their start dates. Students can search our job board at **icaewtrainingvacancies.com** to find the latest vacancies from the best employers in the industry.

For you

We can send you additional materials, such as brochures, if you need them. These are a great resource for your careers service, ensuring advisers and students have access to the latest information.

We have volunteers available to attend careers fairs and deliver presentations in your school. If this is something you'd be interested in, please contact **careers@icaew.com** for more information.

Appendix 1 – Team Table

	TEAM 1	TEAM 2	TEAM 3
Team Captain			
Team member 1			
Team member 2			
Team member 3			

	TEAM 4	TEAM 5	TEAM 6
Team Captain			
Team member 1			
Team member 2			
Team member 3			

Appendix 2 – Example question

Teams will be required to watch a video following the working lives of four trainee chartered accountants. They will be presented with a range of situations that the trainees encounter, along with four multiple choice options which they will need to rank in order from their most, to least likely response.

Example:

INTRODUCING ALEX PAYNE, TRAINEE ACCOUNTANT AT JMC.

1) Alex has spent the last four months in an advisory team. The team has been working closely with a charity that helps to educate young people in developing countries. During his lunch, Alex is reading a report that was sent to the client by his colleague, Stephanie.

Though he has never met her, Alex is aware that she is a very senior member of JMC. Towards the end of the report, he notices that a number of graphs and tables don't add up.

WHAT WOULD YOU DO IN THIS SITUATION?

a) You mention it to a colleague to find out what they think. You don't want to embarrass Stephanie, so you seek a second opinion.

b) You immediately contact Stephanie to highlight the error. You believe it is important to challenge things when they are wrong.

c) You decide not to highlight the error. You don't want to create a negative first impression with someone so senior.

d) You examine the implications of the error, then contact Stephanie. Although she is very senior, you are prepared to raise important issues when it will make a difference.

Appendix 3 – Learning objectives

ICAEW has extensively mapped the key learning outcomes for a student. We have designed BASE to develop transferable soft and academic skillsets as both are vital to a successful career.

ACADEMIC SKILLS

The business environment and managing change

Students need to look at an 'organisation's' internal and external environment and assess impact on the business, how the business could adapt and how to manage the change.

Critical analysis and analysing the external environment

Students are required to assess how external factors drive supply and demand and how this impacts a business financially.

Financial management, strategies and accounts

Students are required to evaluate financial strengths and weaknesses based on a set of company accounts, supporting their comments with evidence, and recommend strategies based on their analysis.

SOFT SKILLS

Integrity

Individuals and teams will need to take ownership and do the right thing; acting accountably for actions undertaken and decisions made.

Organisation

Individuals and teams will need to manage and prioritise work effectively to complete all the tasks within the allotted time.

Communication skills

Students will need to communicate concisely and effectively with each other to successfully convey and bring together their individual ideas to complete the challenge as a team.

Relationship building

Planning, managing and controlling an effective team to achieve the task set, supporting and learning from other members of the team, motivating and building effective relationships.

Adaptability

Having the flexibility to adjust and respond successfully to changes in working conditions and expectations.

Resilience

The capacity to respond to the demands and pressures of tasks. How students approach tasks and maintain responsiveness.

Curiosity

The drive of a student to thoughtfully learn and retain information to be applied effectively throughout tasks.

Presentation skills

Students will be required to clearly communicate their thought processes and justify their decisions as if presenting to a board of senior managers.

Exposure to true-to-life recruitment processes

Some of the questions/exercises are based on those used by leading employers during their recruitment and selection processes.

Understanding what accountants do

BASE is designed to enable students to work through true-to-life business challenges and scenarios chartered accountants find themselves in every day.

Developing digital skills

The team task involves online working, allowing students to integrate digital and non-digital skills.

There are over 1.8m chartered accountants and students around the world – talented, ethical and committed professionals who use their expertise to ensure we have a successful and sustainable future.

Over 181,500 of these are ICAEW Chartered Accountants and students. We train, develop and support each one of them so that they have the knowledge and values to help build local and global economies that are sustainable, accountable and fair.

We've been at the heart of the accountancy profession since we were founded in 1880 to ensure trust in business. We share our knowledge and insight with governments, regulators and business leaders worldwide as we believe accountancy is a force for positive economic change across the world.

www.charteredaccountantsworldwide.com
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ICAEW
Chartered Accountants' Hall
Moorgate Place
London
EC2R 6EA
UK
T +44 (0)1908 248 250
F +44 (0)1908 248 260
E careers@icaew.com
icaew.com/careers

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