



General Information

COURSE SCHEDULE

08:00	Registration	08:30	Commencement	10:00	Morning tea break:
13:00	Luncheon	15:00	Afternoon tea break	16:30	Concluding

SCHEDULE CHANGES

At times it might be necessary to cancel or reschedule a course after receipt of a confirmation letter. The IIA SA will provide advance notice of any changes and in doing so will not be responsible for penalties related to the cancelling or rescheduling of airfares, accommodation, etc.

Although every effort is made to keep to the published program information, the Institute reserves the right to make any changes deemed necessary.

REGISTRATIONS

To reserve a place on any course advertised, please complete the registration form and fax it to the Course Administrator on: 086 685 0161, to reserve a provisional seat. Your registration form is an acceptance of your attendance to the course concerned. A confirmation letter will be sent two - three weeks before the course date. Should you not receive this before the event, please contact the Course Administrator, on (011) 450 1040.

PAYMENTS SHOULD BE RECEIVED PRIOR TO THE COURSE OR NO LATER THAN THE DAY OF THE COURSE.

IF YOU CANNOT ATTEND THE COURSE

Refunds of 90% can be made if written notice is received TWO weeks prior to the course presentation date. Beyond this time no refunds are allowed, although a substitution of an alternative participant may be made at any time provided the IIA SA is advised in writing.

It is essential to inform the Course Administrator of such a replacement in order to ensure the attendee name for the Course Certificate is correct.

VENUES

Courses are arranged at locations throughout South and Southern Africa, wherever warranted by sufficient demand.

SPECIAL DIETARY REQUIREMENTS

As the Institute provides a set menu for all courses meals, participants are advised to inform the Course Administrator of any special dietary requirements e.g. Kosher, Halaal, Diabetic, Vegetarian.

COURSE FEES FOR 2010 (INCLUSIVE OF 14% VAT)

INDIVIDUAL DAYS			SPECIAL RATE FOR "BLOCKS"		
DAYS	MEMBERS	NON-MEMBERS	DAYS	MEMBERS	NON-MEMBERS
1	R1 200	R1 500	4	R4 800	R6 000
2	R2 400	R3 000	5	R5 000	R6 300
3	R3 600	R4 500	10	R10 000	R12 600

Please note that prices differ on certain specialist courses. Rates appear on each course content page.

General Information

DISCOUNTS

There are discounts on selected courses where two or more participants from the same organisation are booked on the same course - Please take note of the discounts noted under the course details.

PAYMENTS

CHEQUE PAYMENTS

Cheques must be made payable to the Institute of Internal Auditors South Africa - post to: The Course Administrator, P O Box 2290, BEDFORDVIEW, 2008. Alternatively, fax your registration form to: 086 685 0161 .

CREDIT CARD PAYMENTS

Should you wish to pay by credit card, please ensure all your details are included as requested on the registration form.

DIRECT PAYMENTS

Electronic transfers or direct deposits into the Institute of Internal Auditor's bank account, validated by a faxed copy of the transaction slip, will be accepted. Please contact the IIA SA for bank details.

VALUE ADDED TAX

Course fees quoted in this program include 14% VAT.

TAX INVOICES

Tax invoices will be issued once course is confirmed.

CPD REQUIREMENTS

The IIA SA's educational programs fulfil Continuing Professional Development (CPD) requirements.

FURTHER INFORMATION

For any further information on any of the advertised courses, or to suggest any additional courses not already on the program, please contact the Course Administrator, at Tel: (011) 450 1040, Fax: 086 685 0161 or e-mail: seminars@iiasa.org.za.

EXPLANATION OF COURSE LEVELS

The levels start at 1 (entry level) and become progressively more advanced to level 4.

Level 1

Entry or introductory level for those requiring a fundamental understanding

Level 2

Internal auditors who are already practicing internal audit and have a basic understanding of the subject

Level 3

Supervisory/competent/senior internal auditors: those who already have a sound, practical grasp of the fundamentals of internal auditing and manage staff

Level 4

For advanced internal auditors: Auditors with excellent understanding of topics being presented, who are interested in exchanging knowledge with instructors and other participants

