



CONDUCTING AN AUDIT FROM CRADLE TO GRAVE (CACTG)

Technical skills

PRESENTER:

I A Professional Placements and Related Services

KEY INFORMATION:

DURATION: 5 DAYS
CPD HOURS: 40
VENUE: JOHANNESBURG
DATE / S: 27 FEBRUARY -
2 MARCH
23 - 27 JULY
12-16 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 6 600
NON MEMBERS: 8 000

HOW WILL THIS COURSE BENEFIT YOU?

- Learn to conduct an audit from beginning to end
- Learn to understand risks and their role in auditing
- Understand how to identify, evaluate, and document internal controls
- Use the preliminary survey to determine how and what to audit
- Discover the best techniques for gathering audit evidence and preparing workpapers
- Enhance and practice interpersonal and team-building skills throughout the audit
- Understand the importance of the audit communication process

COURSE CONTENT

The Internal Auditor's Roles and Responsibilities

- The definition of internal auditing explored
- Audit responsibilities and general audit objectives
- Types of internal audits and factors impacting audit emphasis
- Attributes of the 21st century internal auditor
- Your role in selling the internal audit function

Internal Auditing Standards

- Code of Ethics for Internal Auditors
- International Standards for the Professional Practice of Internal Auditing

The Audit Model – Performance of Audit Work

- Overview of the audit process
- Plan the audit – the preliminary survey, audit objectives, scope, and audit program

- Examine, evaluate, and document information during fieldwork
- Communicate results
- Follow-up procedures
- Time budget values and hints for budgeting your time

Internal Control

- Understand management's responsibility for control
- Identify internal audit's responsibility regarding control
- Introduce the COSO control model
- Internal control components and factors
- Learn the various types of controls
- Understand the difference between "hard" and "soft" controls
- Review tools for documenting and evaluating internal controls

Documenting and Evaluating Internal Controls

- Learn to identify, evaluate, and document organizational strengths, weaknesses, and needed improvements
- Understand the purpose of the preliminary survey
- Determine which controls are efficient and properly designed
- Compare and discuss audit tools for documenting control systems including narratives, ICQ's, flowcharts, and risk/control matrices
- Learn the advantages and disadvantages of each tool
- Exercise: Flowcharting

A 10% discount applies if 2 or more participants from the same company attend this course.

Please be advised of the terms and conditions set out in the General Information and Fee Information sections of this booklet.

Delegates are also requested to review the content and the levels of the courses presented before booking, to ensure they are attending the right course.

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The Audit Program

- Understand the thought process involved in audit program development
- Review guidelines for preparing audit programs
- Learn to develop audit objectives, audit scope, and program test steps
- Exercise: Developing audit objectives, audit scope, and program test steps

Workpapers and Audit Evidence

- What the Standards say about work papers
- Typical work paper organization and contents
- Types of audit evidence

Developing Audit Findings

- Explore the art of developing the audit finding
- Understand when it is an audit finding through the five attributes of an audit finding approach
- Best practices for when to communicate audit findings
- Exercise: Develop audit findings

Analytical Review Using Audit Software

- Common uses of the computer as an audit tool
- Learn the concepts of data extraction and analysis in performing analytic review
- Review analyses to identify and investigate audit issues using the computer
- Exercise: Review of computer reports and how to make them better

Teamwork

- Understand the value of being an effective team member
- Determine who should be on your audit team
- Understand why getting your customer on the team is important
- Exercise on teamwork

Interpersonal Skills and Interviewing

- Gain insight into behavioural skills and communication techniques to improve your ability to communicate effectively with others
- Learn basic techniques for effective interviewing
- The relationship between good communication and problem solving
- Exercise: Audit interview role playing

Case Studies

- Used throughout the course to reinforce concepts learned

WHO SHOULD ATTEND?

- Auditors with less than six months of audit experience
- Non-auditors with responsibility for developing and monitoring internal control

Level 1

Entry or introductory level for those requiring a fundamental understanding of the subject

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