



Technical Skills

Technical Skills courses are aimed at developing or enhancing the technical skills for all internal auditors. The courses range from basic entry level courses to more advanced technical skills.





AUDITING BUSINESS CONTINUITY MANAGEMENT PLANS (ABCM) **NEW**

Technical skills

PRESENTER/S: PROZILOG

KEY INFORMATION:

DURATION:	1 DAY
CPD HOURS:	8
VENUE:	JOHANNESBURG
DATE / S:	13 MARCH 3 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS:	1 550
NON MEMBERS:	1 900

SEMINAR OBJECTIVE

Chief Audit Executives (CAE's) have been challenged to educate corporate executives on the risks, controls, costs, and benefits of adopting a Business Continuity Management (BCM) program. The CAE must understand the role of BCM as one of three elements of an Emergency Management Program.

COURSE CONTENT

- BCM Definition
- Crisis Management Planning
- Disaster Recovery of IT
- Building a Business Case
- Common Disaster Scenarios
- Common Disaster Impacts
- BCM Requirements
 - Management Support
 - Risk Assessment and Risk Mitigation
 - Business Impact Analysis
 - Business Recovery and Continuity Strategy
 - Disaster Recovery for IT
 - Awareness and Training
 - Maintenance of the BCM Program
 - Exercise of the Business Continuity
 - Crisis Communications
 - Coordination with External Agencies
- Emergency Response
- Crisis Management

WHO SHOULD ATTEND?

- Entry or introductory level for those requiring a fundamental understanding
- Internal auditors who are already practicing internal audit and have a basic understanding of the subject
- Supervisory/competent/senior internal auditors: those who already have a sound, practical grasp of the fundamentals of internal auditing and manage staff.

Level 1

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

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

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AUDITING GOVERNANCE, STRATEGY, ETHICS AND RISK MANAGEMENT (GSER)

Technical skills



HOW WILL THIS COURSE BENEFIT YOU?

This course will provide audit executives and managers with tools and techniques to assist them in auditing governance, strategy, ethics and risk management, ensuring that their internal audit functions comply with Standard 2100.

COURSE CONTENT

- Introduction and objective setting
- Standard 2100
- Auditing Corporate Governance
- Strategy per COSO and others
- Ethics and culture
- Risk Management per COSO
- Risk Management per IIA
- What did we learn

WHO SHOULD ATTEND?

Audit executives and managers who want their internal audit functions to remain relevant, to show this relevance and add real value.

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

PRESENTER:

Zach le Roux CIA, CCSA, CA (SA), CIMA, CIAB - Consultant, Audit and Governance Services.

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	16-17 APRIL 5-6 SEPTEMBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
NON MEMBERS:	3 800

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AUDITING OUTSOURCED CONTRACTS (CONA)

This course is designed to introduce you to the concepts of outsourcing and the potential impact on business processes. It enables you to consider how you can provide the assurance that senior management, the Board and other stakeholders seek when considering the accountability of contracting processes and the achievement of objectives.

Technical skills

PRESENTERS:

PROZILOG

KEY INFORMATION:

DURATION: 1

CPD HOURS: 8

VENUE: JOHANNESBURG

DATE / S: 4 MAY

10 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS: 1 550

NON MEMBERS: 1 900

COURSE SYNOPSIS

Develop techniques which enable you to audit outsourcing arrangements at all stages, from the original assessment of viability and decision making process, through the agreement of objectives, selection of partner and effective monitoring of the service delivery itself.

COURSE CONTENT

- The objective of outsourcing – why do organisations seek to outsource?
 - Key stages within the outsourcing process
 - The objectives and elements of contract management.
 - Internal audit's role – what impact does an outsourcing arrangement have on the planning and delivery of the auditor's work?
 - What are the system risks within the different stages of the contract:
 - o identification of need and assessment of viability
 - o identification of potential contractors
 - o tendering and award of the contract
 - o handover of the activity
 - o monitoring contract performance
 - o evaluation against objectives
 - o termination of the contract
 - How to evaluate and map of controls for considerable risks
 - The development of an audit programme to test the effectiveness of key controls identified.
- Overview of contract management
 - o outsourcing objectives
 - o transfer of risk
 - o roles and responsibilities
 - o elements of the management process
 - o different approaches to outsourcing
 - o legal and contractual issues
 - Internal audit's role
 - o changes to the internal audit approach
 - o who are we providing assurance to?
 - o the new challenges to face
 - o a focus on client management roles instead of operations management information needs
 - o communication flows
 - o where can we add value
 - Risk
 - o business seeking to transfer risk through the outsourcing process
 - o cost implications
 - o balancing risk and the cost of control
 - o what different risks are introduced through the outsourcing arrangement
 - Contract control and management
 - o developing the right structure
 - o matching control to contractual requirements
 - o qualitative v quantitative assessment
 - o development and use of KPIs
 - o introducing changes in service or activity requirements
 - o performance reporting
 - o poor performance – remedy and review



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AUDITING OUTSOURCED CONTRACTS (CONA) CONTINUED

Technical skills

- Audit approach
 - o considering the drivers for the business
 - o considering business history and inherent risk
 - o determining key risks
 - o assessing the business control framework
 - o developing a structured approach to the audit work
 - o focusing on key risk areas.

WHO SHOULD ATTEND?

Level 1

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AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK (APMR)

Internal auditors at the leading edge of risk awareness are being called upon to give assurance that organizational change is being properly governed and managed. Organisations are no longer happy to pour huge sums of money into late, under-functional and over budget projects.

Technical skills

PRESENTER: PROZILOG

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 9-10 MAY
12-13 SEPTEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

After completing this course, participants will be able to:

- Identify the differences between program and project management and understand the roles individuals play in project success
- Identify how risk materialises within live projects and, left uncontrolled, causes projects to fail
- Plan for involvement in project and program management audits
- Outline how different assessment strategies are deployed at different project stages and how these should be integrated with the project timeline
- Appreciate the interplay between risk, timescale and cost

This course is accompanied by an extensive and indexed manual for use on return to work.

COURSE CONTENT

1. Project and Program Management

- Defining project and programs – essential differences
- Project Diversity – Different types of projects
- The structure and organization of projects
- Key players and roles
- The risk profile of a typical project
- The audit role in projects and programs
- The internal auditor's involvement in projects
- Planning for audit action

2. Approaches to Project Management

- Traditional Approach
- Phased Approach in the development of a project
- Project Initiation - determining the nature and scope of the development
- The importance of project planning
- How to assess initial project risk?
- Factoring in complexities – partnership operations, outsourced service providers, undue reliance, culture risk etc.

3. Auditing Projects

- Understanding the Project Stages, Project risks, Project Roles and Responsibilities.
- The Principles of Good Internal Control
- Developing an Audit Program

4. Project Organization – Roles & Responsibilities

- Team structure and basic considerations
- Roles and responsibilities
- The project team: people and risk factors associated with pace and stress
- Understanding project metrics: Independent project auditors, project offices and project accountants
- Communications and Quality Issues

5. Project Risk

- Project Risk assessment
- Project Risk considerations-including, project risk planning, scope risk, resource risk, constraint management and managing activity risk.
- Controlling additional costs and time penalties
- Plan re-assessment



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AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK (APMR) CONTINUED



Technical skills

6. System Development Life Cycle

- Development or Maintenance
- Testing - Why do we need to test?
- Documentation – Do we really need it?
- Risks implicated
- Typical Controls

WHO SHOULD ATTEND?

- Anyone responsible for assessing or auditing projects, programs or project risk.
- All who need to understand the complex factors and interweaving of risk in modern projects and who need to ensure that projects are properly controlled.

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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

19-23 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

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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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CORPORATE GOVERNANCE: STRATEGIES FOR INTERNAL AUDIT (CGSA)

Technical skills

PRESENTER: PROZILOG

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 17-18 MAY
20-21 SEPTEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

- Gain the skills necessary to review and improve your corporate governance structure.
- Learn how to analyze and promote your organization's ethics program.
- Develop techniques to effectively assess your organization's risk management activities

COURSE CONTENT

Corporate Governance

- Why is governance important?
- General definitions including the Standards definition
- Value of corporate governance
- Examples of impact of poor governance on public and non-public entities
- King III

Roles And Responsibilities

- Board, audit committee, internal audit, external audit, and others
- Explore how the perspective of those responsible has changed and why

Legal, Regulatory, And Standard

- IIA Standards
- Companies Act, PFMA, MFMA etc
- COSO Enterprise Risk Management
- Examine the emerging body of knowledge of the various proponents of corporate governance and how we might act in response

Business Ethics

- Standards from Ethics professional organizations
- Codes of conduct, conflict of interest, ethics policies,
- Tone at the top, vision, and values - how to influence them
- Tools for assessing ethics
- Examine the impact on internal audit assurance and consulting services

Transparency

- Disclosure mechanisms

- Executive compensation
- Independence of Board
- The role of internal auditing in these sensitive issues
- Tools for assessing transparency

Enterprise Risk Management

- Organizational performance
- Internal auditing as a catalyst for ERM

Monitoring

- Audit committee role/charters
- Tools for Board and audit committee self-assessment
- Corporate governance as an auditable risk area
- Managing relationships
- Positioning internal auditing in the organization
- Tracking and measuring governance

Communications

- Ensuring all elements of governance are communicated
- Developing a strategy to link and implement all of the elements of corporate governance

Conclusion

- Practical solutions to meeting standards for assuring governance
- Risk and opportunities for the internal audit profession
- Personal challenges to the auditor

WHO SHOULD ATTEND?

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

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EFFECTIVE REPORT WRITING (ERW)

Technical skills



HOW WILL THIS COURSE BENEFIT YOU?

The aim of this course is to enable participants to effectively present the results of their internal audit engagement.

COURSE CONTENT

- Introduction and Setting of Objectives
- The IIA Standards – audit and reporting process
- The Audit and Reporting Process (as per the Standards)
 - o Sources of audit findings
 - o Elements of audit findings
 - o Determining the audit objective
 - o Assessing the condition
 - o Establishing the impact
 - o Determining the cause / contributing factors
 - o Developing the audit finding and recommendation
 - o Audit communication (including interviewing, reporting and presenting to management – discussion with management and incorporating their comments)
 - o Overcoming resistance to change through effective communication
 - o Agreeing action and resolving disagreements
 - o Developing the audit report (structure for impact)
 - o Following up on reports
 - o Effectiveness of reporting (characteristics of an effective report)
- (New section included): English Writing Tips (high level pointers (1 hour session))

- Case studies: Please refer to “Method of Evaluation” below
- Conclusion – What have we learned?

METHOD OF EVALUATION

- Participants will be required to develop and write numerous findings and to construct a report using the best practice principles learned during the course. The nature of this course is highly interactive and practical – numerous case studies will be presented. The presenter will review the final products for the adequacy and effectiveness thereof.

WHO SHOULD ATTEND?

Level 1

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

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

PRESENTERS:

Leani van Heerden CIA, CCSA, B Com(Hons) Internal Auditing trading as “LvH Consulting”

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	19-20 MARCH 19-20 JULY 5-6 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
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ENHANCING INTERNAL CONTROLS WITH STATISTICAL ANALYSIS (ECSA)

Technical skills

PRESENTER:

Dr. Sean de la Rosa CIA, BCOMPT(UNISA), DCOM (UP), CCSA, CISA, Enterprise and Project Risk Manager at Murray & Roberts

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 12-13 MARCH
17-18 SEPTEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

Both audit research and practice have proven that analytics is the most efficient and effective audit technique. Analytics allows you to reduce cycle time and lessen travel time, as you “bring the data to you.” Further, as you audit by exception, you deploy your resources in a more efficient manner. This type of analytics provides for more robust (and better received) audit findings. The course, “Enhancing internal controls with statistical analysis” will teach auditors how to perform a wide range of analytics, with extended emphasis on that ubiquitous tool, regression analysis — widely agreed-upon as the best of the analytic tools.

Take your audit findings to the next level and WOW your customers!

HOW WILL THIS COURSE BENEFIT YOU?

On completion of the course, participants should be able to:

- apply the various known levels of analytical procedures;
- know how to practically reduce sample sizes and audit costs by performing analytics versus tests of controls or substantive tests;
- know how to fine tune risk assessments and audit plans via the audit risk equation;
- introduce best practices that will reduce testing costs to your organisation;
- apply advanced analyses for detection and prevention of deviations;
- construct management dashboards for continuous controls monitoring; and
- select audit samples in an unbiased fashion

COURSE CONTENT

1. Identify and discuss the various known types of analytical procedures
2. Discuss fraud, waste, and abuse and how analytics can help manage
3. Identify and discuss (with practical demonstrations) linear regression as a powerful analytical tool:
 - Understand linear (simple) regression
 - Understand non-linear/curve linear regression

- Understand bivariate and multivariate regression and correlation analysis
- Explore what to do after running regression
- 4. Discuss setting statistical upper and lower bounds (e.g., constructing prediction intervals)
- 5. Discuss key statistical distribution types and what distributions fit which data
- 6. What to look out for in auditing excel based spreadsheets and mathematical models used by your clients
- 7. Understand how to handle data subpopulations, noise, and lagging
- 8. Learn to construct cockpits and dashboards
- 9. Understand continuous control monitoring (CCM)

WHO SHOULD ATTEND?

Level 2

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ESSENTIAL ELEMENTS OF THE INTERNAL AUDITING PROCESS (EEIP) **NEW**



Technical skills

COURSE CONTENT

Introduction

- The purpose of internal auditing.
- The definition of internal auditing.
- The internal auditor's roles and responsibility.
- Code of Ethics.
- Management expectations.
- General audit objectives.
- Types of internal audits.
- Building relationships.
- The role in selling the internal audit.

The COSO objectives

- Using COSO objectives to identify key points of focus for a given audit assignment.
- The difference between "hard" and "soft" controls.
- Practical ways to evaluate "soft" controls.
- Risk based auditing under COSO.
- How CSA workshops can support achievement of COSO objectives.
- How COSO objectives can be utilized to formulate audit objectives and audit work programs.
- Exercise : Developing audit objectives.

Planning

- The audit charter as starting point for proper planning.
- Covering of the audit universe during planning.
- Essential elements of a strategic, annual and assignment planning document.
- Plan the audit – the preliminary survey, audit objectives, scope and audit program.
- Difference between planning for assurance and consulting assignments.

- Compare and discuss audit tools during planning for documenting control systems including narratives, ICQ's, flowcharts and risk/control matrices.
- Exercise : flowcharting.

Risk Assessment

- Risk assessment and risk based internal auditing.
- Difference between risk based auditing and control based auditing.
- Using of risk registers for audit purposes.
- How to assess the effectiveness and adequacy of the risk assessment process.
- Internal audit's role in the risk assessment process. Do's and Don'ts.

Fieldwork – Gathering Audit Evidence

- Attributes of persuasive audit evidence.
- Types of engagement information.
- Sources of engagement evidence.
- Identifying engagement information.
- Role of analytical audit procedures in gathering engagement information.
- Making use of CAATS to gather engagement information.
- Documenting engagement information into working papers.
- Why do we need working papers?
- What should be on a working paper?
- Control over working papers during and after audit assignments.
- Exercise : audit evidence

Reviewing

- Importance of effective reviewing.
- When should reviewing occur and by whom should it be conducted?
- Essential elements to look for during the reviewing process.

PRESENTER:
PROZILOG

KEY INFORMATION:

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CPD HOURS: 40
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3-7 SEPTEMBER

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ESSENTIAL ELEMENTS OF THE INTERNAL AUDITING PROCESS (EEIP) CONTINUED

Technical skills

Reporting

- Source of audit findings.
- Elements of audit findings.
- Assessing the condition.
- Establishing the impact/risk.
- Determining the root cause/contributing factors and not only the symptoms.
- Developing cost effective audit recommendations.
- Importance of including management comments in audit reports.
- Importance of discussing the draft report before issuing the final report.
- Agreeing on corrective actions and resolving disagreements.
- Developing the audit report(structure for impact).
- Characteristics of an effective report.
- Avoid the pitfalls.
- Exercise : how to avoid the pitfalls
- Exercise : writing audit findings

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ESSENTIAL SKILLS FOR INTERNAL AUDITORS (ESIA)



Technical skills

LEARNING OUTCOMES

At the end of this two-day workshop, delegates would be able to:

- Initiate and complete an audit project.
- Understand the auditor's role in risks management.
- Review the adequacy of internal controls.
- Scope an audit project.
- Understand the essential techniques for gathering audit evidence and preparing workpapers.
- Build upon their interpersonal skill with colleagues and audit clients
- Demonstrate improved communication skill.

METHODOLOGY

Group exercises and discussions as well as case studies are used throughout the course.

COURSE CONTENT

A detailed overview of the Internal Auditor's Roles and Responsibilities

- Internal auditing defined.
- A review of internal audit role and responsibilities.
- Different types of audits and their uses
- Control identification and review
- The attributes of modern internal auditor
- How to market the internal audit function

Internal Auditing Standards

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

Teams and groups

- Understand the nature of teams.
- Determinants of team performance.
- Procedures for facilitating team learning.
- Guidelines for teambuilding

Audit Field Work

- A review of the essential steps in an audit project
- Audit planning.
- Preliminary survey and scoping the audit project
- Gathering and documenting audit evidence during fieldwork
- Communicate results
- Follow-up procedures
- Time management.

Computer assisted audit techniques

- A review of commonly used CAATs.
- Advantages and disadvantages of CAATs
- Computer generated reports and their shortcomings.

Essential Interpersonal Skills for Internal Auditors

- General overview of communication techniques for effective internal auditing.
- Effective interviewing techniques
- Problem solving and crisis management

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PRESENTER:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION: 2 DAYS

CPD HOURS: 16

VENUE: JOHANNESBURG

DATE / S: 14-15 MAY

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100

NON MEMBERS: 3 800

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

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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.



FINANCIAL AUDITING FOR INTERNAL AUDITORS (FAIA)

Internal auditors are increasingly being tasked with renewing or expanding their focus on financial auditing. This course will enable auditors to approach these tasks with renewed confidence. This is not a basic accounting class. Participants should have an understanding of basic accounting.

Technical skills

PRESENTERS:

PROZILOG

KEY INFORMATION:

DURATION: 3 DAYS

CPD HOURS: 24

VENUE: JOHANNESBURG

DATE / S: 23-25 APRIL

25-27 JULY

5-7 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 4 650

NON MEMBERS: 5 700

HOW WILL THIS COURSE BENEFIT YOU?

After completing this course, participants will be able to:

- Identify and develop constructive audit findings
- Discuss audit findings with clients
- Obtain agreement with management to take corrective action
- State the objectives and methods of reporting
- Develop an audit report outline
- Compile an effective report
- Provide guidance and constructive feedback on a report

COURSE CONTENT

Review of Accounting Principles

- Debits and credits
- GAAP / IFRS / GRAP

Information Flow from Business Process to

Financial Statement

- Procurement to financial statement
- Revenue
- Fixed assets
- Payroll and production cost
- Sales and marketing
- Financial reporting

Financial Statements

- Balance sheet
- Income statement
- Annual reports
- Analyzing financial statements

Common Recipes for Cooking the Books

- The big ones -- Enron, WorldCom, etc.
- Common manipulations
- Motivations

IT Applications

- Basics of application audits

Financial auditing process

- Identifying objectives
- Risk assessment
- Identifying controls
- Testing procedures

Emerging Trends

- Sarbanes-Oxley update
- Audit roles
- Keeping current

WHO SHOULD ATTEND?

Internal auditors who want to understand and expand their roles related to financial reporting. Internal auditors who need a "refresher" course on financial accounting concepts. Managers who want to expand their knowledge of financial reporting and controls.

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

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

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HOW TO DEVELOP A MODEL INTERNAL AUDIT PROGRAM (MIAP)

Technical skills



HOW WILL THIS COURSE BENEFIT YOU?

Upon completion, participants should be able to:

- Define the term internal audit and distinguish it from other audit terms such as the audit process, working papers, test plans
- Understand the principles and activities required to create the program
- Independently develop an internal audit program

COURSE CONTENT

- Internal audit – definition and contents
- Where the internal audit fits in the audit process
- The purpose and value of the audit program
- Three approaches to writing an internal audit program
- Steps to develop an internal audit program
- How to base the internal audit program on a risk assessment
- Audit risk related to a risk-based approach to internal audit
- Practical case studies

WHO SHOULD ATTEND?

New professionals who intend to add value to the internal audit function and believe that thorough preparation provides the baseline for successful audit execution and conclusions.

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

PRESENTER:

Trevor Boltman

KEY INFORMATION:

DURATION: 1 DAY
CPD HOURS: 8
VENUE: JOHANNESBURG
DATE / S: 26 APRIL
24 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS: 1 550
NON MEMBERS: 1 900

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

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HOW TO EFFECTIVELY REVIEW YOUR ORGANISATION'S RISK MANAGEMENT PROCESS (ORMP)

This successful IIA training course is now entering its 5th year. Its emphasis is on sharing practical risk management advice needed by internal auditors on attesting the risk management process.

Technical skills

PRESENTER:

Dr. Sean de la Rosa CIA, BCOMPT(UNISA), DCOM (UP), CCSA, CISA, Enterprise and Project Risk Manager at Murray & Roberts

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 8-9 MARCH
25-26 JUNE
15-16 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

On completion of the course, participants should:

- have a broad understanding of risk management and the interaction with internal audit;
- be able to develop their own risk based audit approach as well as consider how to successfully audit the risk management process required by various corporate governance codes;
- be able to determine whether risk management can be used as a basis for the audit plan; and
- make recommendations to management for improvement.

COURSE CONTENT

1. Why and how risk management has become pivotal in all industries today
2. The need for a common risk management language
3. An integrated approach to Board oversight – risk management as part of corporate governance
4. Increased risk management regulation – why all the fuss?
5. Discussing the key risk frameworks: COSO and ISO31000
6. King III's requirements on risk management and its impact on internal auditors
7. A closer Look at the "Risk Culture" - applying a risk assessment to evaluate an organisation's ethical climate
8. A risk management maturity model – defining your organisation's current and future state
9. Goals of an Enterprise Risk Management (ERM) initiative
10. The value proposition for ERM
11. Core risk management process steps depicted and discussed:

- Risk identification
 - Evaluation
 - Risk treatment
 - Monitoring and review
 - Communication
12. Suitable risk oversight structures and setting one up for your organisation
 13. Roles and responsibilities of key stakeholders in the risk management process
 14. Case studies on the integration of risk management and internal audit
 15. A risk management framework – do's and don'ts
 16. Achieving a full ERM capability – how long and what needs to be in place to make it a success
 17. Why risk management initiatives fail
 18. How to embed risk management into the organisation
 19. Introduction to risk modeling and general quantification techniques
 20. A risk management audit program provided and discussed
 21. Tips on developing your risk based audit plan
 22. Useful websites on risk management
 23. Future risk management trends

WHO SHOULD ATTEND?

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

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

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IMPLEMENTING THE INTERNATIONAL PROFESSIONAL PRACTICES FRAMEWORK (IPPF)

Technical skills



HOW WILL THIS COURSE BENEFIT YOU:

On January 1, 2009, the International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA) became effective. The IPPF is the foundation of the profession of internal auditing and is the advancement of the Professional Practices Framework (PPF). It is the result of careful study, consultation, and deliberation about the basic principles of internal auditing. The IPPF includes the Definition of Internal Auditing, the Code of Ethics, the IIA-Standards as well as the Position Papers, the Practice Advisories and the Practice Guides.

By attending his course, you will be able to master all the modern techniques as required by the IPPF.

COURSE CONTENT

DAY 1: Category 1: Mandatory

Members of the IIA and its affiliates, and all internal audit practitioners, are unconditionally obliged to comply with the Definition of Internal Auditing, the Code of Ethics and the IIA-Standards. The practical implementation of the mandatory documents cover the:

Definition of Internal Auditing

The Definition of Internal Auditing describes the fundamental purpose, nature, and scope of internal auditing.

Code of Ethics

The purpose of the Code of Ethics is to promote an ethical culture in the profession of internal auditing. It states the principles and expectations governing the behavior of individuals and organizations in the conduct of internal auditing.

IIA-Standards

As of January 1, 2011, several changes to the standards will become effective.

The IIA-Standards provide guidance for the conduct of internal auditing. Attribute Standards address the characteristics of organizations and parties performing internal audit activities. Performance Standards describe the nature of internal audit activities and provide criteria against which the performance of these services can be evaluated. Implementation Standards provide appropriate opportunities how to apply to Attribute and Performance Standards. Within the advancement of the IPPF, specifying Interpretations of the Standards were included and six new Standards were added. Both Statements and Interpretations have to be considered to understand and apply correctly.

Day 2: Category 2: Strongly Recommended

It is strongly recommended to consider and to comply with Position Papers, Practice Advisories and Practice Guides; however, they are not mandatory. The following categories of the IPPF, the content thereof and how to use them during the performance of our internal audit work will be explained by using practical examples:

Position Papers

Position Papers assist a wide range of interested parties in understanding significant governance, risk or control issues and delineating related roles and responsibilities of internal audit. Up to now two position papers are released.

PRESENTER:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	3-4 MAY 22-23 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
NON MEMBERS:	3 800



Next Page

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

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IMPLEMENTING THE INTERNATIONAL PROFESSIONAL PRACTICES FRAMEWORK (IPPF) CONTINUED

Technical skills

Practice Advisories

Practice Advisories address approaches, methodologies and considerations which provide concise and timely guidance to assist internal auditors in applying the Definition, the Code of Ethics and the Standards. Furthermore they promote good practices. But they do not provide detailed processes and procedures.

Practice Guides

Practice Guides provide detailed guidance for conducting internal audit activities. They include detailed processes and procedures, such as tools and techniques, programs, and step-by-step approaches, including examples of deliverables.

Internal Auditors require an adequate IPPF at any time; therefore a concise and timely review-process is essential. At least every three years the IPPF is reviewed and be adjusted and updated if required.

WHO SHOULD ATTEND?

Level 1

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

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

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

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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.

AN INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS AUDITING: ISO14000 ENVIRONMENTAL AUDITING (EMSA) **NEW**



Technical skills

HOW WILL THIS COURSE BENEFIT YOU:

You will have an understanding of Environmental auditing and become familiar with what is needed to perform an environmental audit.

You will be able to review the reports issued to you in case of reliance for combined assurance purposes.

COURSE CONTENT

- An introduction to Environmental management
- The history of environmental management
- Environmental principles
- Explanation of the ISO 14001 standard requirements
- Implementation of practical, efficient and cost effective Environmental management systems
- The methods to assess suppliers with and without formal environmental management systems in place
- Understanding a formal Environmental Management system
- Internal Environmental auditing
 - Planning
 - Audit preparation
 - Audit performance
 - Presentation and closing meeting

WHO SHOULD ATTEND?

All internal auditors dealing with combined assurance and environmental aspects

Level 1

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

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

PRESENTER:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 27-28 JUNE

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

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

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A PRACTICAL WORKSHOP IN CORPORATE GOVERNANCE AND RISK MANAGEMENT (PWCG)

Recent development and corporate failures have demonstrated the real need for effective corporate governance and risk management practices. Internal auditors have a critical role to play regarding effective governance and it is therefore imperative that they are up to date with current thinking in these areas.

Technical skills

PRESENTER:

Leani van Heerden CIA, CCSA, B Com(Hons) Internal Auditing trading as "LvH Consulting"

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 7-8 MARCH
22-23 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

After completion of this course, participants will be able to:

- understand the reasons behind the current state of play within the corporate governance arena
- appreciate and consider current and potential future corporate governance initiatives
- assess the extent to which your organisation demonstrates characteristics of good and effective corporate governance
- understand basic principles and practices of risk management
- appreciate the contribution that internal control makes to effective risk management and governance
- understand the role that internal audit may fulfill within an organisation's risk management and governance efforts
- appreciate practical ideas to embed risk management into the culture of the organisation
- have an overview of risk-based internal auditing

COURSE CONTENT

The course is highly interactive and will cover the following:

The course is highly interactive and will cover the following:

- Introduction and Setting of Objectives
 - Definition of Internal Audit – What is Internal Audit?

- o definition of risk management, internal control and corporate governance and the role and responsibilities of internal audit regarding these three elements
- What is Corporate Governance? (including the new definition of corporate governance (Bob Garrat, Thin in Top), stakeholders, roles and responsibilities of various role players, appropriate structures and processes - best practices)
- Introduction to best practice characteristics of good corporate governance (as per King III)
- King III Update
- Introduction to risk management and risk management practices and principles
- Introduction to internal control models and frameworks
- Embedding risk management
- Internal Audit and Risk Management
- Risk-based internal auditing
- Case studies: Please refer to "Method of Evaluation" below
- Conclusion – what did we learn

METHOD OF EVALUATION

- Case study to evaluate understanding of the concepts:
 - Regal Treasury Bank – Jeff Levenstein – demonstrating the total absence of good governance practices as identified during the course [participants will be required to review the case study and to review Regal Treasury's corporate governance practices or



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A PRACTICAL WORKSHOP IN CORPORATE GOVERNANCE AND RISK MANAGEMENT (PWCG) CONTINUED



Technical skills

the lack thereof and make recommendations to improve the governance practices]; and /or

Enron – participants will be required to review and to identify the corporate governance practices that were lacking and/or in place, but not effective and also to make recommendations to improve the corporate governance practices.

A comprehensive analysis of a company covering ALL aspects in terms of good corporate governance practices. This case study will be performed in syndicate groups and is very detailed – the case study review takes 1-2 hours to perform, where after auditors should be able to perform an audit of their organisation's corporate governance and risk management practices.

The case study will be prepared by the participants and evaluated by the course presenter to ensure that all concepts have been fully understood.

WHO SHOULD ATTEND?

The course will be suitable for those who wish to gain an overview and understanding of the principles of sound corporate governance.

Level 1

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

Level 2

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

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MAKE COSO WORK FOR YOU (COSO)

Technical skills

PRESENTERS:

Deon van der Westhuizen CIA, CA (SA), BCom, BCompt (Hons), CTA, – Watermark Assurance Services.

KEY INFORMATION:

DURATION: 2 DAYS
CPD HOURS: 16
VENUE: JOHANNESBURG
DATE / S: 29-30 MAY
19-20 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100
NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

Learn how the COSO framework expands upon traditional concepts of internal control.

COURSE CONTENT

COSO overview:

- “COSO internal control — The 1992 integrated framework discussed”
- “Internal control over financial reporting — The 1996 guidance for smaller public companies”
- Key concepts and implications
- “Guided tour” of the COSO report
- Two main COSO implementation principles and how to apply them
- The different challenges COSO presents to the internal audit profession
- “Monitoring internal control systems - The draft framework discussed”

Hard and soft controls

- The difference between “hard” and “soft” controls
- Practical ways to evaluate ‘soft’ controls
- Using the COSO report as an “idea generator” to identify key points of focus for a given audit assignment

Entity-wide evaluation

- Successful entity-wide evaluation tools provided by various organizations
- Five powerful entity-wide evaluation tools
- Designing an entity-wide evaluation technique for your own organization

Activity-level evaluation

- Successful activity-level evaluation tools provided by various organizations
- Five high-payback evaluation tools
- Designing an activity-level evaluation technique for your own organization
- Risk-based auditing under COSO
- CSA workshops and two alternative self-assessment techniques

Other COSO-based practices

- Three innovative internal control training programs
- Excerpts from audit reports addressing soft control issues
- Two methods for consolidating audit work into an evaluation of the organization as a whole
- Exploring examples of the three most common formats for internal control training

COSO Implementation: Getting Started

- The process successful implementers of COSO have followed to get where they are today
- Six steps to implementing COSO successfully
- Application to your own department: new practices, potential barriers, critical success factors

WHO SHOULD ATTEND?

All auditing staff, supervisors, and managers searching for firsthand experience and practical guidance as they select and implement the COSO framework in their own organizations.

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

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RISK-BASED AUDITING (RBA)

There is a real need in the business world today for effective corporate governance and risk management practices. Internal auditors have a critical role to play regarding effective governance and it is therefore imperative that they are up to date with current thinking in these areas.

Technical skills



HOW WILL THIS COURSE BENEFIT YOU?

By attending this highly practical course you will discover how to:

- Address the full range of issues that concern management
- Understand how to link objectives, identify events, measure and respond to risks and control risks effectively
- Challenge management and sell the benefits of proactive risk management
- Audit major areas of risk for your business with confidence
- Add value to your organisation by the application of risk-based assurance and consulting services
- Gain confidence in your audit plans through understanding the role of risk
- Develop and use high productivity techniques and tools
- Master all the modern techniques and the COSO ERM benchmark
- Develop and deliver risk based audit reports with real impact
- Measure success of implementation of a risk management system and a risk based audit plan effectively

- Monitoring the Risk management Process
- Exercise: Risks and the repertoire of Risk Responses available to organisations

Risk Based Audit

- Definitions by the IIA
- Trends in Auditing (from the BRM Internal audit best practice database)
- The levels of transition from transactions and systems based to risk based assurance
- The different approaches to internal and external audit
- Audits primary roles, objectives and concerns
 - Assurance and Consulting
 - Nature of Work
 - Independence and Other Issues
- What is best practice?
 - The IIA
 - External Audit
 - Audit Committees
 - Public vs Private Sector
 - International Laws, Regulations and Codes
- Institute of Internal Auditors professional standards
- How to ensure you adopt best practice
- The key challenges for planning audits
- Exercise Challenges for Internal Audit

COURSE CONTENT

DAY 1 - ESSENTIALS OF RISK MANAGEMENT AND THE LINK TO RISK BASED AUDIT

Introduction and objectives Understanding Risk and Risk Management Systems

- What is Risk and Risk Management
- Approaches to risk management
- The COSO ERM Framework as a template for success
- 4 Objectives and 8 Component to Risk Management
- Risk and your organisations culture
- Assessing the changing risk environment
- Risk appetite and the impact on assurance

Introducing a risk management program

- Options for involvement of IA in risk management
- How to introduce a successful risk management program
 - What do management think of you?
 - Have they embraced the wider role for IA?
 - How have they responded to changes already introduced?
 - What challenges have they posed?
- How to get management commitment
 - The need to measure value added
 - How to sell the benefits
 - Who you need to sell the approach to
- Low Cost Risk Identification and Measurement Methods

PRESENTER:

Deon van der Westhuizen CIA, CA (SA), BCom, BCompt (Hons), CTA, – Watermark Assurance Services.

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	19-20 APRIL 23-24 JULY 25-26 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
NON MEMBERS:	3 800



Next Page

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RISK-BASED AUDITING (RBA) CONTINUED

Technical skills

- Mature Risk Identification and Measurement Methods for Risk registers
- Risk Response and mitigation techniques and measurement
- The different measures for Inherent Risk And Residual Risk
- Monitoring and Assessing actual versus perceived controls
- Monitoring the effectiveness of risk management in your organisations
- Exercise a case study and discussion to allow you to experience Risk Workshop in action

Corporate Governance and the Internal Audit Role

- The Corporate Governance challenges
- The tensions created for management
- The opportunities for Internal Audit
- The converging role of the assurance providers
- The need to coordinate activities across assurance providers
- Audit Committees
- Relationships between Internal and External Audit
- Exercise Co-ordinating efforts with others

DAY 2 - RISK BASED AUDIT IN ACTION

Audit Planning

- Risk based audit planning
- The factors you need to consider
- Determining the level of Assurance required
- Linking management input from the Risk Management Process into the basis of the audit program
- Determining audit priorities and developing the audit plan.
- Which risks are not easily auditable and how should these topics be dealt with?
- Exercise - Risk based audit planning using the concepts
- A specific audit will be chosen for the purpose
- Brainstorm the issues
- Build a picture of the risks
- Consider threats and opportunities

- Plan the assignment
- Determine types of test and techniques to use
- What use could be made of audit tools
- Determine the threats to success

Risk Based Audit Reporting

(Delegates are asked to bring two recent reports with them to the event for their own reference only)

- Objectives of reporting
- Reports and the reporting process
- Professional standards
- Structure and Elements of the Audit Report
- What make a good report?
- What management expects and Audit's response to those expectations
- Exercise - 20 best practice questions about your reports

Why Traditional Reports need to Change

- The psychological dilemma
- Risk reporting the route to securing action
- How to link objectives, risk and audit findings
- Risk as a vehicle for promoting fundamental change

WHO SHOULD ATTEND?

Level 1

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

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

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ROOT CAUSE IDENTIFICATION (RCI)

Technical skills

COURSE OBJECTIVES

To create an awareness and understanding of the concept of root cause identification to enable participants to get to the actual root causes, when performing audits. Identifying and addressing the real root cause(s) will result in value-add recommendations.

COURSE CONTENT

- Introduction and Setting of Objectives
- Background re Importance of Root Cause Identification for the Internal Auditor
- Your Expectations and Challenges Identifying Root Causes
- Contextualising Internal Audit's Role
- Group Discussion on Identifying Root Causes - Challenges when Identifying and Reporting Root Causes
 - o Four different scenarios for group discussions
- Root Cause & Root Cause Analysis ("RCA")
 - o Defining Root Cause(s)
 - o Why do we need to determine Root Cause(s)?
 - o Three Types of Root Cause(s)
 - o Advantages of Root Cause Analysis
- 5 Phases of Root Cause Investigation [these 5 phases are discussed in detail]
 - o Data Collection
 - Different Audit Steps to gather information
 - o Assessment
 - Practical Approach to Identifying Root Causes (specifically for Internal Auditors)
 - Problem [Control Break down / gap] Definition
 - Develop an Ishikawa (aka 'Fishbone' or Cause and Effect Diagram)
 - 8 different problems are analysed in the groups and feedback provided
 - Implementing the Ishikawa
 - The Root Cause Model
 - Defining the Model
 - Understanding and Implementing the Model (5 Key Categories with 45 sub-categories, definitions and classifications)
 - 5 Key case studies to practise using the model
- o Corrective Actions and Follow-up
 - 10 key questions to ask to determine whether the problem has been effectively addressed
- o Inform (Reporting)
 - How to report on the root cause during the audit (working papers) and when developing the audit report
- Case Studies (Piper Alpha Oil Rig Disaster)
 - o Comprehensive 24 minute DVD case study in identifying risks; key breakdowns and root causes. Analyses of various problem definitions, as well as current newspaper articles (to identify the problems and root causes)
- Group discussion on key breakdowns and possible root causes
 - o 5 Different News Paper Clippings used with different problem definitions and root causes
 - o 15 Key questions relating to Root Cause Identification for Group Discussions
- Conclusion - Achievement of Objectives - What have we learned?

WHO SHOULD ATTEND?

Level 1

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

Level 2

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

PRESENTER:

Leani van Heerden (CIA, CCSA, B Com(Hons) Internal Auditing trading as "LvH Consulting")

KEY INFORMATION:

DURATION:	2 DAYS
CPD HOURS:	16
VENUE:	JOHANNESBURG
DATE / S:	7-8 JUNE 18-19 OCTOBER

COST PER DELEGATE (INC VAT):

MEMBERS:	3 100
NON MEMBERS:	3 800



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

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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.



SAMPLING FOR INTERNAL AUDITORS (SAMP)

Technical skills

PRESENTER:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION: 1 DAY

CPD HOURS: 8

VENUE: JOHANNESBURG

DATE / S: 22 MARCH

20 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS: 1 550

NON MEMBERS: 1 900

PURPOSE

Auditors' findings and recommendations are often challenged by management on the grounds that sampling activity is unrepresentative and that opinions reached are inconclusive in terms of significance. In order to overcome this deficiency, auditors are increasingly turning to modern methods of I sampling which have been greatly improved as a result of computer technology. This course provide a basic understanding of practical sampling, explains the principles of sampling and it focuses on the various methods, their advantages and disadvantages.

BENEFITS TO THE PARTICIPANTS

After completing this course, you will be able to:

- describe sampling techniques,
- describe sampling risk,
- describe the steps for testing controls using attribute and discovery sampling

Participants will become familiar with the principles and basic methods of sampling.

COURSE CONTENT:

- Why we sample
 - o How and why auditors undertake sampling
 - o Managements view's and reactions
 - o Advantages and drawbacks

- Concepts of Statistical Sampling
 - o Terminology
 - o Basic Principles
 - o Selection of sample items
 - o Communicating results
 - o Using sampling tables
- What the Standards say
 - o How does sampling fit into the ISPPIA
- Non-statistical sampling – judgmental, systematic, and haphazard sampling
- Statistical sampling – attributes, Rand value and Rand unit sampling

This course covers the basic theory of statistical and non-statistical sampling and how those tools are used by internal auditors.

WHO SHOULD ATTEND:

Auditors that perform audit tests and want to understand and quantify the risks associated with reviewing only a portion of the transactions in a universe. Employees with little training in statistics who wish to acquire a basic knowledge of sampling.

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

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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.

SKILLS FOR SUPERVISING AN INTERNAL AUDIT PROJECT (SIAP)

This course will assist participants to manage an audit project effectively and efficiently



Technical skills

HOW WILL THIS COURSE BENEFIT YOU?

After completing this course, participants will be able to:

- Describe the steps in project management
- Manage the planning of an audit project
- Manage the execution of an audit project
- Manage the completion of an audit project
- Manage customer relations, staff, time and money
- Manage the methodology

COURSE CONTENT

- Overview of project management
- Planning the project
- Conducting the project
- Completing the project
- Managing customer relations, staff, time and money
- Managing the methodology
- Review of project management

WHO SHOULD ATTEND?

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

PRESENTERS:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION: 1 DAY
CPD HOURS: 8
VENUE: JOHANNESBURG
DATE / S: 22 MAY
6 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 1 550
NON MEMBERS: 1 900

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

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TOOLS AND TECHNIQUES FOR THE INTERNAL AUDITOR – BLOCK 1 (TTB1)

Any person entering internal audit should be aware of the essential elements of internal auditing.

Technical skills

PRESENTERS:

PROZILOG

KEY INFORMATION:

DURATION: 5 DAYS

CPD HOURS: 40

VENUE: JOHANNESBURG

DATE / S: 26-30 MARCH
27-31 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS: 6 600

NON MEMBERS: 8 000

TOOLS AND TECHNIQUES SERIES

There are four tools and techniques block courses - together they provide a fully comprehensive exposure to the discipline of internal auditing.

Please note that each successive block course presupposes knowledge and understanding of the information presented in the previous block course.

HOW WILL THIS COURSE BENEFIT YOU?

Upon completion of this course, the first of a series of four tools and techniques blocks, participants will have a comprehensive understanding of the essential elements of internal auditing.

- Effectiveness
 - Effective Audit Sampling
 - Evaluating results of testing, and generating findings
- Audit evidence
- Working papers
- Audit report procedures
- Follow up
- The internal auditor and fraud
- The concept of Control Self-Assessment
- What did we learn?
- The components of controls in an organisation
- Using COSO as an Audit Framework
- COSO ERM as a Risk Management Framework
- Comprehensive case study

COURSE CONTENT

- Why are we here?
- What is Internal Audit?
- Different types of auditors
- Roles and responsibilities of internal audit
- Standards for the Professional Practice of Internal Audit
- The Basic Audit :Logic Sequence
 - Planning
 - Understand the auditee
 - Set the audit objectives
 - Determine the required evidence
 - Decide what audit procedures to use
 - Collect and analyse the audit evidence
 - Develop audit findings and conclusions
 - Report on the audit
- Planning and preliminary survey
 - Establishing audit objectives
 - Work program development
 - Understanding the customer
- Overall concepts of risk and control strategies
- Adequacy, Efficiency
 - System descriptions
 - Flow-charting
 - Benchmarking

WHO SHOULD ATTEND?

Persons entering the internal audit profession or those who have been practicing internal audit, but require introductory level training on internal auditing.

Level 1

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

Level 2

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

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.

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TOOLS AND TECHNIQUES FOR THE INTERNAL AUDITOR – BLOCK 2 (TTB2)

This course is designed to enhance the skills of those who already have some experience in internal auditing



Technical skills

HOW WILL THIS COURSE BENEFIT YOU?

This course, the second in a four part series, will enable the participants to:

- Conduct effective interviews
- Market internal audit to management/clients
- Use tools to audit more effectively
- Understand certain key concepts and control frameworks

COURSE CONTENT

- The principles of Corporate Governance and the role of internal auditing
 - Definition
 - History
 - The King Reports
 - The Public Finance Management Act
 - Going into the future
- Selling internal audit to management
 - Target Group
 - Timing
 - Corporate Culture
 - Methodology
 - Reporting
- Risk management, including strategies such as control systems
 - Risk Definitions
 - The need for risk management
 - Different risk categories
 - Principles of risk management
 - Risk profiles
 - Risk management structures
 - Other risk models and frameworks
 - The role of internal audit in risk management
 - Risk assessment tools and techniques
 - Linking the audit plan to risk management information
- Control frameworks COSO/COCO

- The COSO framework
- The COCO framework
- The COBIT framework
- Other important frameworks and approaches
- Standards, ethics and fraud awareness
 - Refreshing the audit standards
 - The code of ethics
 - Fraud and the internal auditor
 - Fraud awareness
 - The in-house vs the outsourced forensic department
 - Fraud prevention techniques
 - Computer fraud
 - Detail fraud statistics
 - Examples of fraud
 - What does the consulting activity entail?
 - The standards
 - Examples of consulting engagements
- Communication: Practical ways to interview your customers

WHO SHOULD ATTEND?

Auditors that need to get customers on their side.

Level 1

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

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

PRESENTERS:
PROZOLIG

KEY INFORMATION:

DURATION: 5 DAYS
CPD HOURS: 40
VENUE: JOHANNESBURG
DATE / S: 11-15 JUNE
17-21 SEPTEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 6 600
NON MEMBERS: 8 000

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

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TOOLS AND TECHNIQUES FOR THE INTERNAL AUDITOR – BLOCK 3 (TTB3)

Effective project management is key to the success of any internal audit function.

Technical skills

PRESENTERS:

IA Professional Placements and
Related Services

KEY INFORMATION:

DURATION: 5 DAYS
CPD HOURS: 40
VENUE: JOHANNESBURG
DATE / S: 2-6 JULY
26-30 NOVEMBER

COST PER DELEGATE (INC VAT):

MEMBERS: 6 600
NON MEMBERS: 8 000

HOW WILL THIS COURSE BENEFIT YOU?

This course, the third in a four part series, will enable internal auditors to manage and control projects effectively.

COURSE CONTENT

- Understanding the principles of management
- Audit project management
- Audit project risk assessment
- Project management
- Time and budget management
- Project implications relating to fraud
- Facilitating risk identification and risk assessment workshops
- Case studies
- Overview of control models
- Concepts of performance auditing and value for money auditing

WHO SHOULD ATTEND?

Audit supervisors and team leaders that need to manage audit engagements.

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

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.

TOOLS AND TECHNIQUES FOR THE INTERNAL AUDITOR – BLOCK 4 (TTB4)

Whilst operating within the ambit of the definition of internal audit, the ultimate objective of any Internal Audit function is to remain relevant, be able to display this relevance and to add real value to the organisation within which it operates.

Technical skills



HOW WILL THIS COURSE BENEFIT YOU?

This, the last in a series of four, will provide audit executives and managers with tools and techniques to assist them in ensuring that their internal audit functions remain relevant and add real value.

COURSE CONTENT

- Planning and managing the internal audit function
- High-level risk assessment
- Current and long-term audit plan
- Communicating the audit plan
- Auditing Corporate Governance
- Audit Committee terms of reference
- Audit Committee reporting
- Marketing the internal audit function to the Board and Management

WHO SHOULD ATTEND?

Audit executives and managers who want their internal audit functions to remain relevant, to show this relevance and to add real value.

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

PRESENTER:

Zach le Roux CIA, CCSA, CA (SA), CIMA, CIAB - Consultant, Audit and Governance Services.

KEY INFORMATION:

DURATION:	3 DAYS
CPD HOURS:	24
VENUE:	JOHANNESBURG
DATE / S:	25-27 JULY 3-5 DECEMBER

COST PER DELEGATE (INC VAT):

MEMBERS:	4 650
NON MEMBERS:	5 700

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.



USING THE GOVERNANCE APPROACH IN DEVELOPING AUDIT OBJECTIVES, TESTS AND RECOMMENDATIONS (UGAD)

Current developments in governance requires Internal Audit to constantly align existing audit methodology and practices to keep pace with governance developments. This contributes value added internal audit results that meet the demands of the growing concerns regarding corporate governance.

Technical skills

PRESENTER:

IA Professional Placements and Related Services

KEY INFORMATION:

DURATION: 2 DAYS

CPD HOURS: 16

VENUE: JOHANNESBURG

DATE / S: 11-12 APRIL
6-7 AUGUST

COST PER DELEGATE (INC VAT):

MEMBERS: 3 100

NON MEMBERS: 3 800

HOW WILL THIS COURSE BENEFIT YOU?

Delegates attending this workshop will be expected to participate fully. The program will cover the following topics:

- How to align audit objectives, test and recommendations to ensure value added internal audit results that meet the growing demands corporate governance improvements.

COURSE CONTENT

- Understanding the governance framework in an organisation
- Using a governance approach when developing audit objectives
- Linking governance to Risk Management
- Linking governance to legal and other prescripts
- Linking governance to contract compliance auditing
- Using a governance approach when developing audit tests
- Using a governance approach when developing audit recommendations
- Developing an applicable governance framework
- Mapping the audit objectives, test and recommendations against a governance framework.

WHO SHOULD ATTEND?

This workshop will be suitable for those who have already had exposure to business and organisational practices through work experience.

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

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

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