

ESSENTIAL TOOLS FOR DEVELOPMENT OF FIELDWORK SKILLS

OVERVIEW

This course provides the essential tools for the development of fieldwork skills, from planning through to performing and reporting the engagement.

International Professional Practices Framework (IPPF) standard suggests that internal auditors consider management's assessment of risks relevant to the activity under review. The need to build the state of risk management into the audit approach calls for some flexibility in the way audits are undertaken.

The internal audit activities cover the combination of risk based systems audits, reviews, investigations, consulting projects and short exercises that typifies the internal auditors' fieldwork. The auditor should perform fieldwork to arrive at an opinion and advice on managing outstanding risks, with regards to all references to IIA Definition, Code of Ethics, Core Principles, IIA Attribute and Performance standards, Implementation Guides and Supplementary Guides relate to the International Professional Practices Framework (IPPF) published by the Institute of Internal Auditors in 2017.

OBJECTIVES

Upon completion you will be able to:

- To apply IPPF standards by developing the appropriate fieldwork skills in planning, execution, monitoring and reporting phase.
- To enhance the effectiveness and efficiency of internal audit function.
- To improve the overall auditing skills to complete the audit assignment in most efficient manner.
- To consider value for money audit concept to allow internal auditors to add value to the organisation in enhancing its operations and achieving targets.
- To improve the internal audit competencies by developing the relevant tools for fieldwork skills.

OUTLINE

ESSENTIAL TOOLS FOR THE DEVELOPMENT OF FIELDWORK SKILLS

- Understand the IPPF standards from Planning, Performance to Reporting.
- Provide a systematic and discipline approach to obtain sufficient, reliable, relevant and useful information to form the basis of the audit opinion.
- Develop analytical skills in understanding the business performance and relates to the audit objective, scope and audit procedures.

- Identify and evaluate risks and key controls during the risk assessment process by using COSO and ERM model.
- Documentation of Risk Control Matrix, Audit Work Program and Audit Working Paper.
- Apply the appropriate analytical tools for obtaining, analysing financial and non-financial data and presenting audit evidence.
- Understanding the application of sampling techniques.
- Executing Test Plan to address the test objective and effectiveness of controls.
- Understanding the application of effective report writing skills.
- Best practices for selling audit results and recommendations to stakeholders.
- Necessary steps to wrap up the audit after the report is issued.
- Conduct the follow-up audit and validation of resolutions to audit recommendations.
- Quality assurance standards to provide continuous improvement to the effectiveness and efficiency of the internal audit function.
- To consider Value for Money Audit model in achieving a more efficient and effective internal auditing process.

CLASSROOM
(in Virtual
Format)

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ABOUT THE TRAINER

MONNIE GOH

CIA (USA), ICAEW (UK), FCCA (UK), ACFE, CA (M), CMIIA

Monnie involves in the risk management assessment and implementation of IFRS projects for banks in Malaysia. She is also the evaluator for financial statement for the Sarawak Chamber of Commerce & Industry ("SCCI") Annual Corporate Report Award from 2011 to 2013.

In her previous career with Baker Tilly Monteiro Heng, and she has assumed the role of a Director to provide consultancy services and manages a portfolio of clients with diversified operations including construction, manufacturing, services, shipping, trading, resort, hotel operations hospital, oil and gas, software developments and investment holding companies incorporated in Malaysia, China, Indonesia, Hong Kong and Austria. She also conducts seminars and talks for MICPA and ACCA in Malaysia and Vietnam.

Her career background includes more than 10 years of risk management, internal and external audit experience. She was with PricewaterhouseCoopers for a period of 8 years. Monnie also worked with a group of multi-national companies (listed in overseas) as the Head of the Internal Audit Department.

She has carried out special assignments for due diligence audits for major mergers and acquisitions, initial public offerings, financial due diligence, corporate exercises and investigative audits. Monnie has successfully completed the Institute of Internal Auditors "Internal Assessor /Validator Accreditation Course" and the related examination necessary to achieve Accreditation in Internal Quality Assessment / Validation. She is a Certified Internal Auditor (CIA) and a member of IIA Malaysia.

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL I-II
MEMBER'S FEE	RM1,900.00
NON-MEMBER'S FEE	RM2,400.00
	<i>All Fees will be subject to 6% SST</i>
EARLY BIRD FEE	10% discount for registration received one (1) month prior to respective workshop dates
DATE	11 & 12 October 2021
TIME	9:00 am – 5:00 pm (Registration on Day 1 at 8:30am)
DELIVERY MODE	Virtual Platform
PROGRAMME CODE	KL27
TRAINER	Monnie Goh CIA (USA), ICAEW (UK), FCCA (UK), ACFE, CA (M), CMIIA
CPD POINTS	16

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Tel: +603 2181 8008 ext 210/213/212 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my

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COURSE DETAIL

Course Title

Course Code

Course Date(s)

DELEGATE 1

*Full Name (as per IC)

*Designation

*Mobile No.

*Email Address

☐ Member ☐ Non-Member "Membership No. (only applicable for members)"

Dietary Preferences ☐ Vegetarian ☐ Non-Vegetarian

DELEGATE 2

*Full Name (as per IC)

*Designation

*Mobile No.

*Email Address

☐ Member ☐ Non-Member "Membership No. (only applicable for members)"

Dietary Preferences ☐ Vegetarian ☐ Non-Vegetarian

DELEGATE 3

*Full Name (as per IC)

*Designation

*Mobile No.

*Email Address

☐ Member ☐ Non-Member "Membership No. (only applicable for members)"

Dietary Preferences ☐ Vegetarian ☐ Non-Vegetarian

CORPORATE DETAILS (only applicable for corporations)

☐ Corporate Member Corporate Membership No: _____

☐ Corporate Non-Member

CONTACT DETAILS

Organisation Name

Mailing Address

Contact Person

Designation

Telephone

Fax

Email Address

BILLING DETAILS

☐ please tick if billing details are the same as contact details.

Contact Person

Designation

Billing Address

Telephone

Fax

Email Address

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
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PAYMENT DETAILS

Payment Details	Member Rate (per person) for KL-code related courses	Non-Member (per person)	6% SST	Total with SST
Fee (per pax) RM				
No. of pax				
Subtotal				

All registrations **MUST** be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (✓) the chosen method)

☐ Enclosed is a cheque/bank draft no. _____ for the sum of RM _____ payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

☐ LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details: United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620 UEP Subang Jaya, Selangor

Account No.: 165-301-514-9 Bank Swift Code: UOVBMKYL

☐ OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address: 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Beneficiary's Bank: STANDARD CHARTERED BANK MALAYSIA BERHAD

Beneficiary's Bank Address: Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur

Account No.: 312-170-024-235 Bank Swift Code: SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges. (Please fax the bank-in slip to +603 2181 1717 or email to training@iiam.com.my)

☐ CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card. to the value of

RM _____ Card Type: ☐ VISA ☐ MASTER

Card Number:

Expiry Date: _____ Cardholder's Name _____

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Signature (As per credit card) _____ Date _____

TERMS & CONDITIONS

FEE

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/bank-in slip. Admittance will only be permitted upon receipt of full payment
- The fee covers the hard copy course material, lunches, refreshment and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is subject to 6% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.

CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/transfer policy shall be applied as follows.
 - a) Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - b) Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
 - c) Written cancellations/no-show on the day of the workshop.
 - No refund will be entertained.
 - Unpaid registrations will also be liable to full payment of the registrations fee.
 - Partial cancellation is not allowed.
 - d) You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

RESERVATION

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute is not responsible for the action, advise or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.
- Certificates of Attendance will be issued an "E-certificate" via email. For this purpose, it is COMPULSORY to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this Workshop. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel the Workshop should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.