



The Institute of
Internal Auditors
Malaysia

GUIDANCE FOR AN EFFECTIVE INTERNAL AUDIT FUNCTION: RESPONSIBILITIES, PRINCIPLES, COMPETENCIES, AND PERFORMANCE MEASUREMENTS

OVERVIEW

The recently launched Guidance for an Effective Internal Audit Function 2.0 comes as a comprehensively refreshed guide that is updated with the latest statutory, regulatory, and best practice requirements, which serves as a useful reference for everyone who has a duty or interest to uphold the highest level of governance, risk and control in any organisation. This course walks participants' through the fundamentals of internal auditing by revisiting their objectives and responsibilities, backed by core principles, and examines the competencies necessary for internal auditors, and whose deliverables are ultimately validated by performance measurements.

LEARNING OUTCOMES

By the end of the course, participants are expected to have the ability to:

- clearly define the responsibilities of the internal audit function.
- understand the core principles of internal auditing.
- identify competencies necessary to be effective internal auditors.
- Apply internal audit performance measures for quality assurance.

WEBINAR SERIES



TOPICS

RESPONSIBILITIES OF THE INTERNAL AUDIT FUNCTION

- Fulfillment of statutory, regulatory, and policy requirements;
- Overview of the International Professional Practices Framework;
- Role of the Board, Audit Committee, and Senior Management;
- Characteristics, positioning, and activities of internal auditors.

CORE PRINCIPLES OF INTERNAL AUDITING

- Demonstration of integrity, independence, and competence;
- Alignment with organisational objectives;
- Business and assurance partnering with organisations;
- Striving for quality and continuous improvement.

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TOPICS

CORE COMPETENCIES OF INTERNAL AUDITORS

- Professionalism at the forefront;
- Communication skills for audit effectiveness;
- Role of internal auditors in Environmental, Social, and Governance (ESG) reporting;
- Quality assessment and improvement programmes.

INTERNAL AUDIT PERFORMANCE MEASUREMENT

- Methodologies and criteria;
- KPI-setting;
- Balanced Scorecard;
- Action steps.

WEBINAR SERIES

ADMINISTRATIVE DETAILS

TARGET AUDIENCE LEVEL I-IV

MEMBER'S FEE RM600.00

NON-MEMBER'S FEE RM800.00

All Fees will be subject to 6% SST

DATE 18 November 2022

TIME 8:30 am – 1:00 pm

DELIVERY MODE Virtual Platform

PROGRAMME CODE WEB47

TRAINER **Dr Eddy Yap**
CIA, CMIIA, CA(M), ASEAN CPA,
FCCA, FMIM

CPD POINTS 5



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WEBINAR SERIES

ABOUT THE TRAINER

DR. EDDY YAP

CIA, CMIIA, CA(M), ASEAN CPA, FCCA, FMIM

DR. EDDY YAP, CIA, CMIIA, CA(M), ASEAN CPA, FCCA, FMIM, is the Founder and Managing Consultant of CONDUCTIVITI Business Advisory Sdn Bhd, and is actively involved in the diagnosis of organisational health, formulation of remedial solutions, and managing of improvements as his core area of practice. With more than 25 years of corporate, operational and advisory experience in various industries, he continues to be engaged with various public and private sector organisations in their initiatives and enhancement programmes.

A believer in theory and practice synergies, he is concurrently an Associate Professor of an Australian AACSB-accredited university and a visiting academic with PhD/MBA supervision responsibilities. He also speaks and trains widely on the professional development front in matters pertaining to strategic planning, financial management, operational improvements, leadership, communication, and creative thinking skills from a good corporate governance perspective.

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)"

DELEGATE 2

*Full Name (as per IC)

*Designation

*Mobile No.

*Email Address

☐ Member

☐ Non-Member

*Membership No. (only applicable for members)"

DELEGATE 3

*Full Name (as per IC)

*Designation

*Mobile No.

*Email Address

☐ Member

☐ Non-Member

*Membership No. (only applicable for members)"

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

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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 soft copy course material* 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.
 - Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - 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.
 - 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.
 - 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, advice 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.

* Subject to approval of the proprietor.