The Institute of Internal Auditors Malaysia

IIAM GLOBAL SERIES

2024

TOOLS FOR NEW AUDITORS

(DEVELOPED BY GLOBAL IIA)

PROGRAM OVERVIEW

Learning and understanding the fundamentals of internal auditing is necessary step for the new internal auditor who wants to grow quicky within the profession. This Seminar provides an overview of the life cycle of an audit engagement, including planning, examining the internal control environment and audit governance, obtaining, and presenting audit evidence, and successfully wrapping-up the engagement.

This course includes interactive group activities and breakout sessions of real-life scenarios that teach the essential concepts, tools and techniques of internal auditing. Internal auditors that complete this course will walk away with solid internal audit practices that can be immediately applied to an organization of any size, and within any industry.

This course is designed for the new internal auditor – with 1-3 years' experience, and who has a desire to boost their internal audit knowledge and skills, as well as their overall effectiveness within an organization.

OBJECTIVES

- Identify the core elements of the International Professional Practices Framework (IPPF).
- Describe the components of the audit model.
- Identify the requirements of annual audit planning.
- Compare the roles and responsibilities for organizational governance.
- Identify the components of audit interviews.
- Describe best practices for conducting and documenting interviews.
- Identify the common forms used during process documentation.
- Identify risks and key controls during the risk assessment process.
- Apply the methods for obtaining and presenting audit evidence.
- Identify the best practices for selling audit results to stakeholders.
- Demonstrate the steps necessary to wrap up the audit after the report is issued.
- Conduct the follow-up and validation of resolutions to audit recommendations.

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OUTLINE

The International Professional Practices Framework (IPPF)
- Overview of the new IPPF.
- Mandatory guidance.
- Applying the Code of Ethics.

Understanding the Control Environment
- COSO Internal Control Framework.
- Enterprise risk management (ERM).
- COSO ERM Framework.
- Commonly used internal control resources.
- Definitions of risk and risk management.

Audit Governance
- IIA guidance on governance.
- The board, audit committee, and CAE.
- Executive management and management-level committees.
- Internal audit, external audit, other assurance providers, and regulators.

Roles and Responsibilities
- Roles of internal auditors.
- Internal audit customers and stakeholers.
- Audit team roles.
- Definition of integrated auditing.
- Qualifications of audit team members, by level.
- Mission statement, vision statement, and audit charter.

Audit Planning & Opening Conference
- Preliminary audit planning.
- Your role in audit planning.
- Conducting an interview.
- Types of interviews and best practices for conducting interviews.
- Interview practices to avoid.
- Best practices for documenting interviews.
- Defining audit scope and objectives, hours, resources, and key activities.
- Preparing and submitting an audit planning memo.
- Reviewing existing internal control documentation and assurance work.
- Reviewing policies and procedures applicable to the function.
- Reviewing and creating process flow documentation.
- Best practices for narratives and flowcharts.
- Conducting an effective audit opening conference.

Audit Risk Assessment, Internal Controls, and Walkthrough
- Performing a risk assessment.
- Risk assessment concepts and terms.
- Application of risk assessment concepts and terms.
- Internal control overview.
- Control concepts and terms.
- Evaluation of control adequacy.
- Test of effectiveness – Performing a walkthrough of internal controls.
- Documenting the walkthrough.

Audit Program Development
- Preparing a value-add audit program.
- Tailoring audit programs.
- Your role in developing audit programs.
- Identifying standard test procedures applicable to the function.

Audit Fieldwork & Testing
- Audit evidence.
- Standards for audit evidence.
- Types of audit evidence.
- Evaluating audit evidence.
- Data analysis in fieldwork.
- Sampling and testing terms.
- Sampling and testing approaches.
- Documentation of results.
- Reviewing testing workpapers.

Audit Findings & Recommendations
- Preparing point sheets to document audit observations.
- Communicating observations and components of audit reporting.
- Audit reporting components.
- Approaches to audit write-ups.
- Developing recommendations.
- Guidelines for rating audit observations and findings.
- Presenting audit findings and recommendations.

Audit Reporting & Exit Conference
- Preparing an audit report.
- Report-reader assessment.
- Developing the audit report.
- 10 things Not to Say in an Internal Audit Report.
- Guidelines for overall audit ratings.
- Conducting an effective audit exit conference.
- Best practices for exit conferences.

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Audit Wrap-Up & Workpaper Review
- Typical wrap-up activities to completion of the audit.

Audit Findings: Follow-Up, Validation and Resolution
- Follow-up on remediation activity.
- Monitoring after the audit.
- Elements of the monitoring plan.

Quality Assurance & Improvement Program (QAIP)
- Quality assurance.
- QAIP framework.
- Applicable guidance and sample QAIPs.

ABOUT THE TRAINER

SHANMUGAM M
CA (M), ACMA (UK), MBA, CMIIA

Shanmugam M is the Chief Executive Officer of Fiscal Consultants Sdn Bhd, rendering services in control assurance, internal and management audit, risk management and related training services through IIA Malaysia. He is a Chartered Accountant (Malaysia), an Associate Member of CIMA, and holds an MBA from the University of Bath (UK).

After a brief stint with the Ministry of Trade & Industry, Malaysia, he began his corporate career in one of Malaysia's largest conglomerates. Shan has contributed to the various diverse businesses within the conglomerate and his varied experience of more than 25 years includes accounting and finance, corporate treasury and secretarial work, financial controllership, general management and internal and management audit.

As an accredited quality reviewer of the Institute, Shan also assists in carrying out internal audit quality assurance work, as emphasised by the profession.

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL I
MEMBER'S FEE	RM3,186.00 *Fee is inclusive of 8% SST*
NON-MEMBER'S FEE	RM3,726.00 *Fee is inclusive of 8% SST*
EARLY BIRD FEE	10% discount for registration received one (1) month prior to respective workshop dates
DATE	24, 25 & 26 June 2024
TIME	9:00 am - 5:00 pm *(Registration on Day 1 at 8:30am)*
DELIVERY MODE	Physical Class
LOCATION	KUALA LUMPUR
PROGRAMME CODE	2024/KL26
TRAINER	**Shanmugam M.**
CPD POINTS	24

Disclaimer
This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

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REGISTRATION FORM

Are you claiming under HRDC SBL Khas?

☐ Yes ☐ No

COURSE DETAILS

Course Title 2024 Tools for New Auditors

Course Code 2024/KL26 Course Date(s) 24, 25 & 26 June 2024

DELEGATE 1

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender ☐ Male ☐ Female Race _____

Mobile No. _____ Email Address _____

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

Dietery Preferences ☐ Vegetarian ☐ Non-Vegetarian

DELEGATE 2

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender ☐ Male ☐ Female Race _____

Mobile No. _____ Email Address _____

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

Dietery Preferences ☐ Vegetarian ☐ Non-Vegetarian

If you are sending more than 2 delegates, kindly send the delegates details in an Excel File format.

CORPORATE DETAILS (only applicable for corporations)

☐ Corporate Member Corporate Membership No: _____

☐ Corporate Non-Member

CONTACT DETAILS

Organisation Name _____ Company Registration No. _____

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 _____

For non-member, would you like to be contacted to know more about IIA Membership programme? ☐ Yes ☐ No

ENQUIRY & REGISTRATION
1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Tel: +603 2181 8008 ext 210/211/212/213 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my
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REGISTRATION FORM

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PAYMENT DETAILS

Payment Details	Member Rate (per person) for KL-code related courses	Non-Member (per person)	8% 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: UOVBMYKL

☐ **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 a copy of course material*, lunches, refreshment, and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is inclusive of 8% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.
- This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDC) SBL KHAS CLAIM(S) [APPLICABLE TO HRDC SBL KHAS CLAIMABLE COURSE(S) ONLY]

- Claimants are fully responsible:
  - To provide IIA Malaysia with the HRDC grant approval notification (letter or email) minimum 7 working days before the commencement of the course(s).
  - To provide IIA Malaysia with Letter of Undertaking (LOU) for full settlement of the course fees if grant approval notification is received from HRDC prior to the commencement of the course(s).
  - To adhere to all terms and conditions set by HRDC (i.e., full attendance of the courses).
  - For timely completion and submission of all required HRDC documents as per their requirement.
  - To follow up and respond to any queries from HRDC and attain the approval of grant claim(s) within 60 days from the completion of the course(s). If no grant claim approval is attained within 60 days, claimants are responsible to arrange for an immediate full settlement of the course fee(s). Should a late approval is attained post the full settlement, IIA Malaysia will arrange for the reimbursement accordingly based on the approved grant claim.
  - The HRDC Grant Approval Amount falls within the purview of HRDC. IIA Malaysia is obligated to adhere to the HRDC procedure and permissible cost matrix. In the event that the approved amount is less than the total training cost, the participant or attending corporate entity is required to cover the remaining balance.

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 reserves the right to utilize any recordings or photographs taken during the delivery of the course(s) for marketing and advertising purposes.
- The Institute is not responsible for the action, advise or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- 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.
- 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.

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 workshop(s) 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. IIA Malaysia is not responsible for any incidental cost of participants (i.e. return flights, accommodation and etc) due to changes or cancellation of course(s). Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

** Subject to approval of the proprietor.*

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