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ACADEMY**

for Guardians of Governance

Internal Audit Technician Training program – Modules & Outcomes

Training modules – supplementary to the Workplace Structured Training

Training Module 1: Introduction – Building the foundations

Duration: 3 days

Content – Day 1	Level of Understanding
1. Induction by the Academy <ul style="list-style-type: none"> • The role of the IIA(SA) as a professional body • The career path • Details of Professional Training Programme – Training material, responsibilities etc. 	P
2. Business etiquette <ul style="list-style-type: none"> • Appearance <ul style="list-style-type: none"> - Appropriate dress attire and good manners • Professional conduct <ul style="list-style-type: none"> - Adherence to company policies and professional code of conduct - Relationship with staff and clients • Punctuality <ul style="list-style-type: none"> - Timelines to work and attendance at meetings • Dependability <ul style="list-style-type: none"> - Ability to be relied upon - Complete and submit deliverables on time (from beginning to end) - Willingness to cooperate • Time management <ul style="list-style-type: none"> - Prioritisation of tasks - Completing work within allocated time frames - Communication with seniors regarding meeting delivery dates - Multi-tasking • Initiative <ul style="list-style-type: none"> - Willingness to put in extra effort to assist team members to perform their duties effectively - Commitment and willingness to share and transfer skills and knowledge - Continuous feedback during audits • Positive attitude 	P



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<ul style="list-style-type: none"> - Supportive within team - Motivate own self and team members • Performance under pressure <ul style="list-style-type: none"> - Ability to deliver within short deadlines • Trustworthiness • Courteousness • Competency • Respectfulness • Acting with integrity • Consideration • Empathy 	
Content – Days 2-3	Level of Understanding
<ol style="list-style-type: none"> 1. The role and responsibilities of IA 2. The position of the IAA in the organisational structure 3. Elements of the IPPF <ul style="list-style-type: none"> • Mandatory part in detail and how to apply <ul style="list-style-type: none"> - Code of Ethics - Definition - International Standards • Non-Mandatory part as an overview <ul style="list-style-type: none"> - Practice Advisories - Practice Guides - Position Papers 	P
Expected Outcomes	
On completion of this module candidates should:	
<ol style="list-style-type: none"> 1. Have the ability to discuss the internal audit profession, with reference to the IIA structure, IIA global vision and mission + IIA competency framework, certifications, qualifications, CPD and career paths. 	
<ol style="list-style-type: none"> 2. Have an understanding of applying business etiquette. 	
<ol style="list-style-type: none"> 3. Have the ability to discuss the IAA's position within the organisation (organisation structure) including its dual reporting responsibilities and its relationships with stakeholders. 	
<ol style="list-style-type: none"> 4. Have the ability to discuss the purpose of the IPPF (all 6 elements). 	
<ol style="list-style-type: none"> 5. Demonstrate proficiency in applying the principles and the rules of the IIA Code of Ethics and professional conduct during the execution of internal audit engagements. 	



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Training Module 2: Aspects of Fraud

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Role and Responsibility of Internal Audit in relation to fraud	P
2. Elements of fraud	P
3. Psychology of a fraudster	A
4. Occupational fraud categories: <ul style="list-style-type: none"> • Corruption • Asset misappropriation • Fraudulent financial statements 	P
5. Components of a best-practice ethics and fraud risk management program including management buy-in and handling intimidation.	P
6. Fraud Risk Assessment	A
7. Types of computer fraud.	A
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to explain the role of the internal auditor in relation to fraud.	
2. Have the ability to discuss the key elements of fraud & the psychology of a fraudster.	
3. Have the ability to discuss the three occupational fraud categories.	
4. Have the ability to briefly discuss the values and ethical codes of the business.	
5. Have the ability to briefly discuss the policies in place and indicators that may be observed in the prevention & detection of fraud.	
6. Have the ability to explain fraud and corruption risk areas in the business environment.	
7. Ability to explain types of computer fraud.	



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Training Module 3: The Internal Auditor and Information Technology

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. The role of ICT in an organisation	A
2. Basic ICT governance & control frameworks, KING III Recommended Practice and common terminology <ul style="list-style-type: none"> a. COSO Framework b. COBIT 4 and 5 Frameworks (ISACA) c. ITIL d. ValIT 	A
3. General control principles and related risks	P
4. Application control principles and related risks	P
5. Latest development in the ICT environment e.g. Cloud computing, BYOD, Big Data, Social Media and other developments	A
6. The internal auditor's role in relation to ICT.	P
7. Principles of CAATS and using computer aided auditing Tools and Techniques [CAATTs].	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to explain the role of ICT in an organisation.	
2. Have the ability to explain IT governance and control frameworks.	
3. Have the ability to discuss general control principles and related risks.	
4. Have the ability to discuss application control principles and related risks.	
5. Have the ability to explain the latest developments in the ICT environment.	
6. Have the ability to discuss the role of the Internal Auditor in the ICT environment.	
7. Utilise knowledge to effectively apply CAATTs.	



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Training Module 4: Business Communication

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Elements of effective communication	P
2. Interpersonal communication skills	P
3. Interviewing techniques	P
4. Presentation skills	P
5. Business writing skills	P
6. Graphic communication (Charts, graphs, diagrams)	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to explain the elements of effective communication (verbal, non-verbal & written).	
2. Have the ability to apply interpersonal communication skills.	
3. Use and apply knowledge of sound interviewing techniques, and participate where required.	
4. Have the ability to demonstrate effective presentation skills.	
5. Have the ability to apply business writing skills appropriately.	
6. Have the ability to utilise graphic communication effectively.	



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Module 5: Governance, Risk Management and Control

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Organisational governance (overview) with specific reference to internal audit's stakeholders,(such as BOD, Audit & Risk Committee, Management, External Audit) as well as applicable legislation and regulations (such as PFMA, MFMA, TR, Companies Act)	P
2. Governance, Risk and Control Frameworks e.g. King III, Cadbury , COSO, COSO ERM, CoCo, ISO 31000	A
3. The Enterprise Risk Management Process (ERM)	A
4. Types of controls and management control techniques	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to discuss the fundamentals of organisational governance with respect to stakeholders and applicable legislation.	
2. Have the ability to discuss the elements of governance, risk and control frameworks.	
3. Have the ability to discuss the ERM process.	
4. Have the ability to identify types of controls and management control techniques.	



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Training Module 6: The Internal Audit Process

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Difference between assurance and consulting services.	P
2. Different types of assurance assignments.	P
3. The audit approach (methodology) including automated working papers.	P
4. The internal audit process, including planning, fieldwork, communicating results and monitoring.	P
5. Tools and techniques for the audit process e.g. systems descriptions and flowcharts, sampling, risk and control matrix, internal control questionnaires.	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to explain the difference between assurance and consulting services.	
2. Have the ability to describe different types of assurance assignments.	
3. Have the ability to utilise an audit methodology including automated working papers.	
4. Have the ability to implement the internal audit process, from planning through to conducting field work, to compiling a finding (communication), to follow-up (monitoring).	
5. Have the ability to effectively apply relevant tools and techniques in the internal audit process.	



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Training Module 7: Business Processes

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. The Audit Universe	A
2. Business Processes including : <ul style="list-style-type: none">• Revenue and receipts• Supply chain management• Purchases and payments• Inventories and production• Human Resources and payroll• Health and Safety	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to describe the Audit Universe.	
2. Have the ability to: <ul style="list-style-type: none">• Discuss what happens (functions, people, divisions, documents and records used) in each business process.• Identify and describe the key risk areas (Including Fraud Risks) in each business process.• Identify and describe the key control activities in each business process• Prepare the relevant audit procedures for each business process	



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Training Module 8: Aspects of Financial Management

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Principles of financial management & cost accounting	A
2. Budgets	A
3. Equity, assets, investments and liabilities	A
4. Finance and funding	A
5. Analytical Review	P
6. Financial reporting frameworks and standards (IFRS, GRAP, etc.)	A
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to discuss the principles of financial management and cost accounting.	
2. Have the ability to discuss the principles of developing budgets, including the monitoring and control thereof.	
3. Have the ability to apply internal audit principles to equity, assets, investments, and liabilities.	
4. Have the ability to discuss the principles relating to finance and funding, and what controls can be introduced to manage the risks.	
5. Have the ability to perform analytical review procedures and interpret the results.	
6. Have an understanding of relevant financial reporting frameworks and standards.	