

Professional Internal Auditor Training program – Modules & Outcomes

Training modules – supplementary to the Workplace Structured Training

Training Module 1: Internal Audit’s role in Governance

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. The business environment – factors that affect the organisation with reference to governance and applicable legislation: <ul style="list-style-type: none"> • Private sector – commerce & industry • Public sector - spheres of government. 	P
2. Governance maturity models.	P
3. Governance frameworks/systems – the main elements (COSO, King III).	P
4. Understand governance with relation to risk management and internal control.	P
5. Three lines of defence model including governance assessment (Wrt std. 2110 and related PAs).	P
6. Combined assurance (King III) – Lead role of the IAA and the challenges in implementing the model.	P
7. Integrated reporting (King III) – Role of the IAA and the challenges in implementing an integrated reporting system.	P
8. Ethical leadership and corporate citizenship (King III) - Role of the IAA in assessing ethical culture and ethics performance.	P
9. The IAA’s role in governance.	P
10. Auditing governance including governance assessments (WRT Std. 2110 and related PAs).	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to discuss the business environment, distinguishing between the private and public sectors, with reference to governance and applicable legislation.	
2. Have the ability to evaluate the following: <ul style="list-style-type: none"> • Governance maturity models • Governance frameworks • Governance in relation to risk management and internal control • The three lines of defence model • Combined assurance – including the IAA’s role and the challenges in implementing the model • Integrated reporting – including the IAA’s role and the challenges in implementing an integrated reporting system 	



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- Ethical leadership and corporate citizenship – including the IAA’s role in assessing the ethical culture and the ethics performance of the organisation

3. Have the ability to explain the IAA’s role with regard to governance.

4. Have the ability to assess the effectiveness of governance in a practical scenario.



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Training Module 2: Internal Audit's role in Risk Management and Control

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. The main elements of the enterprise risk management process (ERM), including the development and implementation of an organisation-wide risk and control framework.	P
2. The risk management process: <ul style="list-style-type: none"> • Risk identification, formulating the risk, risk assessment, structure/frameworks, risk strategy, monitoring and reporting. 	P
3. Levels of risk maturity in the organisation.	P
4. Specific roles and responsibilities in the ERM process.	P
5. Internal assessment of risk management processes in the organisation (Wrt Std. 2120 and related PAs).	P
6. The impact of the risk assessment on audit plan development.	P
7. Control <ul style="list-style-type: none"> • Definition, control frameworks, roles and responsibilities, purpose, control vs. risks, limitations, adequacy vs. effectiveness. 	P
8. Internal audit assessment of control processes in the organisation (Wrt Std. 2130 and related PAs).	P
9. Management's acceptance of risks (Wrt Std. 2600).	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to assess the adequacy and effectiveness of ERM in the workplace.	
2. Have the ability to develop and implement an organisation-wide risk and control framework.	
3. Have the ability to evaluate the main elements of the risk management process, including the internal assessment of the risk management process and the impact of the risk assessment on the audit plan development.	
4. Have the ability to assess risk maturity in the organisation.	
5. Have the ability to determine the main elements of control, including the internal assessment of control processes.	
6. Have the ability to discuss the IAA's role with regard to management's acceptance of risks.	



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Training Module 3: Managing the Internal Audit Activity

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. The role of the CAE (Wrt Std. 2000 and relevant PAs) including the leadership role.	P
2. CPD planning for internal audit staff.	P
3. Marketing and selling of Internal Audit.	P
4. Stakeholder management <ul style="list-style-type: none"> • Primary stakeholders of the IAA - The Board, executive management, Audit Committee, Line management, other assurance providers. 	P
5. Quality assurance and improvement program (QAIP) <ul style="list-style-type: none"> • Purpose of QA reviews • Internal and External assessments (Wrt Std. 1300). 	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to discuss the role of the CAE, including the management of the IAA and marketing and selling IA.	
2. Have the ability to review, assess and advise on the CPD plan for internal audit staff.	
3. Have the ability to describe the primary stakeholders of the IAA and discuss the management of these stakeholders.	
4. Have the ability to discuss the QAIP.	
5. Promote quality assurance and improvement of the internal audit activity.	
6. Conduct quality assurance procedures and recommend improvements to the performance of the internal audit activity.	
7. Monitor the effectiveness of the quality assurance and improvement program.	
8. Report the results of the quality assurance and improvement program to the board or other governing body.	



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Training Module 4: Advanced Interpersonal Skills and Communicating Results

Duration: 3 days

Content – Days 1-3	Level of Understanding
1. Supervision responsibilities (Wrt Std. 2340 and related PAs)	P
2. Problem management – techniques, personal and technical, conflict management, managing difficult conversations and dealing with intimidation.	P
3. Evaluating evidence for relevancy, sufficiency and completeness.	P
4. Communicating results of the audit engagement and monitoring the implementation of recommendations (Wrt Std. 2400, 2500 and related PAs) – including presentation skills.	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to demonstrate supervisory responsibilities of a senior internal auditor in the workplace.	
2. Have the ability to apply problem management skills in a practical scenario, including conflict management and managing difficult conversations.	
3. Have the ability to evaluate the relevancy, sufficiency and completeness of evidence.	
4. Have the ability to communicate the results of the internal audit engagement in a formal presentation.	
5. Have the ability to prepare a draft audit report based on a practical scenario.	
6. Have the ability to monitor the implementation of the recommendations.	
7. Have the ability to explain the principles and responsibilities of monitoring activities.	



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Training Module 5: Specific Internal Audit Engagements

Duration: 3 days

Content – Days 1-3	Level of Understanding
<p>1. Types of engagements:</p> <ul style="list-style-type: none"> • Assurance versus consulting engagements-challenges such as independence. <ul style="list-style-type: none"> ○ Contract auditing ○ Environmental auditing ○ Sustainability assurance ○ Facilitating Control Risk Self-Assessment ○ Audit of predetermined objectives ○ Performance auditing ○ IT Auditing <ul style="list-style-type: none"> - SDLC methodologies and other program/system change policies and procedures - Change and PATCH - Continuous auditing - Privacy risks - Managing and auditing IT vulnerabilities ○ Forensic investigations ○ Due diligence audits 	P
Expected Outcomes	
On completion of this module candidates should:	
1. Have the ability to describe the steps that are taken to perform assurance engagements.	
2. Have the ability to describe consulting type engagements.	
3. Have the ability to explain the difference between assurance and consulting type engagements.	
<p>4. For at least three of the of the above engagements, have the ability to:</p> <ul style="list-style-type: none"> • identify engagement objectives and scope • identify the key risks • identify the key controls • prepare an engagement work program • draft the engagement findings 	