

TOOLS AND TECHNIQUES FOR INTERNAL AUDITORS



The Institute of
Internal Auditors
Tanzania

VENUE: FAYKAT TOWER- DAR ES SALAAM



18 – 21, March 2024

ABOUT THIS COURSE

This course aims at exposing internal auditors and non-auditors who are responsible for business – control, compliance, and quality- audit activities to essential tools and techniques they need to have excel in internal audit. 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.

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 includes interactive group activities and breakout sessions of real-life scenarios that teach the essential concepts, tools, and techniques of internal auditing.

COURSE OBJECTIVES

- Become familiar with the core elements of the International Professional Practices Framework (IPPF).
- Learn the components of the audit model and identify the requirements of annual audit planning.
- Identify the components of audit interviews and learn the best practices for conducting and documenting interviews.
- Understand 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.
- Learn on 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.

COURSE TOPICS

Day 1

Internal Auditing Today

- The IPPF and an Overview of the Audit Model
- Understanding the Internal Control Environment
- Audit Governance, Roles & Responsibilities

Day 2

Performing Value Adding Internal Audit

- Audit Planning & Opening Conference

- Conducting an Interview
- Audit Risk Assessment, Internal Controls & Walkthrough

Day 3

Performing Value Adding Internal Audit

- Audit Program Development
- Audit Fieldwork & Testing
- Audit Findings & Recommendations

Day 4

Reporting and Selling results

- Audit Reporting & Exit Conference
- Audit Wrap-Up & Monitoring
- Quality Assurance & Improvement Program

WHO SHOULD ATTEND?

Internal Auditors, External Auditors, Risk Managers, Chief Audit Executives, Audit Managers, Directors of Internal Auditors, and other interested parties.

WORKSHOP FEES

Category	Payment before 11.03.2024	Payment after 11.03.2024
Member	600,000	700,000
Non-Member	700,000	800,000

Note that all participation fees are VAT 18% inclusive.

Discount: All Workshop fees have been favour-ably discounted.

COURSE FEE PAYMENT

All cheques should be payable to the “**The Institute of Internal Auditors Tanzania**”. All participants should deposit their fees, before the event, into the IIA Tanzania **USD A/c no. 011105013080 or TZS A/c no.011103028262 at NBC Corporate Branch or NMB TZS A/c no. 22306600425.**

CANCELLATION POLICY:

Cancellation charge of 20% will be charged if written notification for cancellation is received before 11th March 2024. No refund shall be remitted for cancellation after 11th March 2024.



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