



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
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7 January 2011

Dear Members

3 Day Workshop on IT Audit and Control

21 – 23 February 2011 by Mr Frank Yam

PROGRAM BACKGROUND

This three-day workshop is designed to develop practical skills for IT audit and control professionals. You will gain in-depth knowledge on controls for information and related technologies. Then, you will learn the entire IT audit process, step-by-step, from the beginning to the end. Our multiple award-winning instructor will also share his experiences with you, using real-life examples. Finally, you will be able to apply what you have learned through a set of customized exercises and case studies. You will leave the course with solid understanding of the best practices and tested management techniques in IT audit, control and governance.

Workshop Agenda

Please refer to Appendix I attached.

About the Speaker

Mr. Frank Yam, FHKIoD, FHKCS, FFA, CISA, CIA, CFE, CSP, CCP, CDP, CFSA

Mr. Frank Yam is an ISACA International Award Winning Speaker with over 20 years of IT audit and control experience. Mr. Yam is currently a Council Member and Chairperson of the Information Security Specialist Group of the Hong Kong Computer Society and Governor of the IIA Hong Kong Chapter. He also served as the International VP of ISACA International and the IT Governance Institute from 2004-2009. Mr. Yam has served in a number of international organizations, including KPMG Peat Marwick Canada and several leading international financial institutions. He is currently the Chief Executive of Focus Strategic Group Inc and Managing Director of Handshake Networking Limited.

Mr. Yam is a well-known leader in the field of IT governance and information security. He has been an adjunct professor and part-time lecturer for universities in USA, Canada, Australia, China, and Hong Kong and is a very popular speaker at seminars and conferences.

Prerequisite: None

Learning Level: Intermediate

Who Should Attend

New IS Auditors; Control Professionals; IT Management; Security Professionals; Financial, Operational, Business Applications, and External Auditors.

Details of the administrative arrangements are as follows:

Date : 21 – 23 February 2011

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : TBC

CPE credit : 21 hours

Fee : S\$1,200 (IIA / ISACA Member)
S\$1,560 (Non-member)
***NO GST payable**
****NO invoice will be issued**

Closing Date : 9 February 2011

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely
Melinda Sam
for Education Committee

REPLY SLIP

To: The Institute of Internal Auditors, Singapore
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Singapore 068906
Tel: 6324 9029
Fax: 6220 5972

3 Day Workshop on
IT Audit and Control
21 – 23 February 2011 by Mr Frank Yam

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. Programme may be subject to change.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$1,200 and _____ non-member(s) @ S\$1,560.

Participants will be awarded 21 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<

Workshop Agenda

1. IT Audit and Control – From Concepts to Practice

- Information Technology Risks
- The Need for Controls
- The Roles of IT Audit and Control Professionals
- Establishing an IT Audit and Control Function
- Risk and Control Self Assessment

2. IT Governance

- Corporate Governance and Sarbanes-Oxley Act
- IT Governance and Enterprise Governance of IT
- COBIT – Control Objectives for Information and Related Technology
- ISO 27002 / ISO 17799 / BS 7799 – Information Security Best Practices
- ISO 20000 / BS 15000 / ITIL – IT Infrastructure Library
- Why You Should Care and What You Should Do

3. Maximising Performance by Effective Marketing

- Identifying Your Customers
- Understanding Your Customers' Needs
- Effective Marketing Techniques

4. Risk Assessment

- Risk Concepts
- Risk Factors
- Risk Categories
- Risk Management Strategies
- **Develop Audit Programs with Risk Assessment**

5. IT General Controls

- Differentiating General Controls and Application Controls
- Scope of IT General Controls Review
- Placing Reliance on IT General Controls
- Physical Security
- Information Security
- Disaster Recovery and Business Continuity Planning

6. Application Controls

- Types of Business Applications
- Scope of Application Controls Review
- Input and Processing Models
- SDLC – Systems Development Life Cycle
- Typical Application Controls

7. The IT Audit Process

- Pre-Audit Planning
- Data Gathering
- Risk and Materiality Analysis
- The Opening Meeting
- Performing IT Audits
- Evaluating and Testing Internal Controls
- Audit Documentation
- CAATs
- Communicating Audit Results
- Follow-up

8. Case Studies