



The Institute of Internal Auditors, Singapore

The Secretariat
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11 March 2008

Dear Members

2.5 Day Seminar on Internal Audit Quality Assessment - Performing An Internal Or External Review

21 – 23 April 2008 by Mr Donald Espersen

What you will gain from this seminar:

YOUR OPPORTUNITY TO...

- Apply the International Professional Practices Framework and *International Standards for the Professional Practice of Internal Auditing* on quality assessment review case study.
- Develop a solid understanding of the process used to complete a periodic internal assessment or external quality assessment of an internal audit activity.
- Discover and utilize proven quality assessment tools and techniques.
- Explore the recommended external quality assessment approaches and assist participants identify the best approach for their organization.
- Fulfill one of the requirements to become a qualified Internal Assessor/Validator. Note: Participants must attend the entire course and complete the case study in order to receive the Internal Assessor/Validator qualification certificate.

Course Description

The *Global Summary of the Common Body of Knowledge 2006* (CBOK) reported that only 32.8% of the respondents had quality assurance and improvement programs in accordance with Standard 1300. CAE's responding to CBOK reported that 47.4% of their internal activities had never had an internal assessment and 39.7% (Standard 1311) had never had an external quality assessment (Standard 1312).

This IIA seminar is designed to assist participants improve their internal audit activity's ability to comply with Standard 1300 – and more importantly realize the benefits of an effective Quality Assurance and Improvement Program. The seminar focuses on the assessment process that is used in a periodic internal assessment (Standard 1311) and an external quality assessment (Standard 1312). The seminar is lead by knowledgeable instructors with extensive experience in quality assessment activities.

Course Outline

Please see Appendix I.

About the Speaker

Donald Espersen, CIA, is an independent risk/control advisor and internal auditor based in St. Paul, Minnesota, USA. His firm, *despersen & associate*, specializes in the design/delivery customized training programs and internal audit quality improvement activities. He has worked with client groups in Asia, Canada, Europe, Mexico, the Middle East, South America, and the United States.

Prior to forming *despersen & associate* in 1999, Espersen held a variety of Chief Audit Executive internal audit management and staff positions in several financial services organizations. Don is one of the primary facilitators for The Institute of Internal Auditor's (IIA) Chief Audit Executive's Vision University series. Additionally, he has developed and led many of the Institutes seminars.

Espersen is an active member of the IIA. He currently is a member of the Board of Research & Educational Advisors, and is the co-editor of the Internal Auditors "Risk Watch" column. He is also an IIA distinguished faculty member, holds The IIA's accreditation in Internal Quality Assessment/Validation, and has a B.S. in Business from the University of Minnesota. Biographical Information.

Who Should Attend

- Auditors who are involved in their internal audit activity's quality program or periodic internal assessment.
- Auditors, service providers and other parties who are interested in learning more about the external quality assessment.
- CAE's, Audit Directors/Managers, organization executives, and Board/Audit Committee members who are interested in learning how to evaluate and improve their internal audit activity.

Details of the administrative arrangements are as follows:

- Date : 21 – 23 April 2008
- Time : 9.00 am to 5.00 pm (21 – 22 April 2008)
9.00 am to 1.00 pm (23 April 2008)
(Lunch and refreshments provided. Except for 23 Apr, lunch is not included)
- Registration : 8.30 am
- Venue : **Park Hotel Orchard Singapore** (former Crown Prince Hotel)
Jewel Room 1, Level 3
270 Orchard Road
Singapore 238857
- CPE credit : 18 hours
- Fee : S\$1,300 (IIA / ISACA Member)
S\$1,690 (Non-member)
*** NO GST payable**
****NO invoice will be issued**
- Closing Date : 9 April 2008

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
Lena Kuok
for Education Committee

REPLY SLIP

To: The Institute of Internal Auditors, Singapore
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Internal Audit Quality Assessment -
Performing An Internal Or External Review
21 – 23 April 2008 by Mr Donald Espersen

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. IIA reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
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\$1,300 and _____ non-member(s) @ S\$1,690.

Participants will be awarded 18 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 <<<<<

COURSE OUTLINE

Understanding the Essential Guidance

- The International Professional Practices Framework
- The Definition of Internal Auditing and Value-added Services
- Code of Ethics
- The Standards, Practice Advisories and Position Papers
- Common Quality Assessment Observations and Rating Challenges

A Closer Look at Internal Audit Quality Assurance and Improvement Programs (QAIP)

- Creating Buy-in – QAIP Benefits
- A Closer Look at the QAIP Standards and Practice Advisories
- Periodic Internal/External Quality Assessment Process Overview
- Exploring the External Quality Assessment Options

Planning the Quality Assessment (QA) Review

- Focusing the Review – QA Objectives and Scope
- Planning Activities and QA Manual Tools & Techniques
 - ⇒ Selecting the Team – Practical Considerations
 - ⇒ Internal Audit Client and Staff Surveys
- QA Case Study Application

Performing the Review

- Using the QA Manual Tools & Techniques
 - ⇒ Conducting Internal Audit Client and Staff Interviews
 - ⇒ Completing the QA Program Segments
- QA Case Study Applications

Communicating the Results

- Evaluating the Significance of Issues and Overall Results
- Developing Observations and Recommendations – Success Stories and Lessons Learned
- QA Case Study Applications
- Comparing the QA Manual Report Formats

Putting It All Together

- Getting Ready For an External QA – Success Stories and Lessons Learned
- External Quality Assessment Options Revisited and Your Next Steps
- Final QA Quiz