



The Secretariat  
10 Anson Road  
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12 March 2007

Dear Members

## **IIA Quality Assurance Assessment: Performing QA Reviews 2.5 Days Workshop 16 – 18 April 2007**

Effective January 1 2002, The Institute of Internal Auditors' *Standards for the Professional Practice of Internal Auditing Standards* require a mandatory **Quality Assurance Review to be conducted by an external party at least once in each five-year period**. Reviews can be totally outsourced or you can conduct an internal review and then have that review validated by an accredited external reviewer. In either case, an internal review *must* be undertaken.

In order to assist members in complying with the *Standards*, IIA Singapore is organizing a **seventh workshop** on Quality Assessment. Please refer to the attached write-up on course outline and coverage.

The aim of this 2.5 Days course is to provide training in the quality assurance reviews. The course is targeted at

- Auditors, regardless of level, who want to help their organization enhance their internal quality assessment program and/or prepare for an external quality assessment.
- Auditors, executive, and Board/Audit Committee members who are interested in learning how to evaluate and improve their internal auditing function.

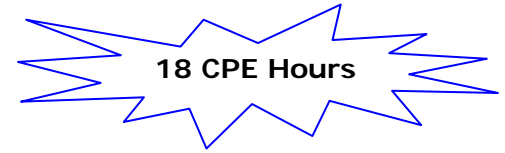
Subject to **participant's full (100%) attendance** and successful completion of **the entire course**, a certificate is given indicating the recipient is a Qualified Internal Assessor/Validator, which means the person is qualified to perform independent validations of self assessments as outlined in the *Standards* for an external organization. **(To reiterate, participants will not receive a certificate if they are unable to attain 100% attendance.)** This accreditation may also be used as part of an internal quality process.

The course will be conducted by Mr. Donald Espersen, CIA, an independent internal audit practitioner, business risk/control advisor, and professional trainer based in St. Paul, Minnesota, USA. His background includes developing several of the IIA's seminars which include Internal Quality Assessment: Countdown to Quality and working with numerous large/small organizations on Internal Audit quality assessment and improvement projects

Please note that the class size of this course will be kept small and registrations will be accepted on a first-come-first-served basis. Registration and payment must be received by **April 2nd, 2007** to give the IIA Secretariat sufficient time to prepare the course materials which will be dispatched about one week before course commencement to enable participants to do pre-course reading.



**Administrative Details** of the seminar are as follows:



- Date:** 16 – 18 April 2007
- Time:** 8:30am to 5:00pm (16 – 17 April 2007)  
8:30am to 12:45pm (18 April 2007)  
(Lunch & refreshment provided)
- Registration:** 8:00am
- Venue:** **Grand Plaza Park Hotel**  
Ballroom I, Level 2  
10 Coleman Street  
Singapore 179809
- Fee:** \$1,300\* (IIA/ISACA members)  
\$1,500\* (non-members)  
\* **No GST payable**
- Closing Date:** **2<sup>nd</sup> April 2007**
- Max Participants:** 40 only

To register, please complete the reply slip and fax to the Secretariat. Registration will only be confirmed upon receipt of payment. **No invoice will be issued.**

Yours sincerely,

Eric Lim  
Education Committee

# Join the “A” Team

The QA Team that is:

## QUALITY ASSESSMENT INTERNAL ASSESSOR/VALIDATOR ACCREDITATION COURSE

2.5 Days Workshop  
(18 CPE Hours Available)

### You Now Have the Perfect Opportunity To...

- Learn about the new *Professional Practices Framework*, including the *International Standards for the Professional Practice of Internal Auditing*.
- Understand the Quality Assurance Standards and the mandatory external assessment requirements.
- Discover state-of-the-art quality assessment techniques and processes.
- Identify best practices and key benchmarking criteria that separate top performing internal audit activities from the rest of the pack.
- Prepare your department for a future external assessment.
- Explore the Self-Assessment with Independent Validation option and process.
- Become a qualified Internal Assessor/Validator.

### COURSE OUTLINE

- **The Evolution of Internal Auditing and Impact on Quality Assessment.**
- **Quality Assessment Objectives.**
- **The Professional Practices Framework.**
- **The Quality Assurance Standards (Mandatory External Assessment Requirements).**
- **Organisation and Internal Auditing Environment.**
- **External and Internal Quality Assessment Processes (Assessment Tools and References and Best Practices)**
- **Internal Assessment with Independent Validation Process.**
- **Hands-on Quality Assessment Practical Application Experience**
- **Final Quiz.**

### COURSE MATERIALS PROVIDED:

- **2.5 Days Internal Assessor/Validator Accreditation Course Workbook**
- **Quality Assessment Manual - 5<sup>th</sup> Edition**
- **The New Professional Practices Framework (The New Redbook)**
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Offered through the IIA Quality Auditing Services Group

**REPLY SLIP**

To: The Institute of Internal Auditors, Singapore  
The Secretariat  
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Tel: 6324 9029  
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**IIA Quality Assurance Assessment: Performing QA Reviews**  
**2.5 Days Workshop**  
**16 – 18 April 2007**

From: Mr/Mrs/Ms/Miss \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Attendee	Designation	IIA Membership No.

**Terms and Conditions**

1. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
2. Payment must be received **before 5 April'07**.
3. No invoice will be issued. Fees paid are not refundable.
4. Substitutions for persons unable to attend have to be made in writing 3 days prior to the event.
5. Extra charges will be incurred where a non-member substitutes a member registrant.
6. Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore".
7. Reservation is not allowed.
8. Each organization is allowed 2 participants for the QAR course. If vacancies arise, applicants on wait list will be given priority.
9. Organizer reserves the right to make any amendments or changes to the programmed, venue, speaker replacements or topics if warranted.
10. Any request for special food arrangement must be made at time of registration.

Enclosed is a cheque number \_\_\_\_\_ for S\$ \_\_\_\_\_ being payment for \_\_\_\_\_ IIA/ISACA member(s) @ S\$1,300 and \_\_\_\_\_ non-member(s) @ S\$1,500.

Participants will be awarded eighteen CPE credit upon completion of the course.

**Complete and Fax to: (65) 6220 5972**

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## DONALD ESPERSEN, CIA

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Donald Espersen, CIA, is an independent internal audit practitioner, business risk/control advisor, and professional trainer based in St. Paul, Minnesota, USA. Don has worked with client groups in Asia, Canada, Europe, Mexico, South America, and the United States. His background includes –

- Serving as one of the primary facilitators for the IIA's Chief Audit Executive's Vision University series and Enterprise Risk Management/Sarbanes-Oxley seminars
- Co-authoring "The Internal Auditor's Role in Corporate Governance: Sarbanes-Oxley Compliance". He is currently working on "Sarbanes-Oxley Integration into Enterprise Management" research project.
- Developing several of the IIA's seminars including Internal Quality Assessment: Countdown to Quality.
- Working with numerous large/small organizations Internal Audit quality assessment and improvement projects

He has an extensive background in internal auditing. Prior to forming *despersen & associate* in 1999, he held a variety of Chief Audit Executive and internal audit management/staff positions in several financial services organizations. His internal audit groups practices have been featured in several publications. As an internal auditor/business advisor/trainer, he has worked with over forty individual boards and audit committees.

Don has served on several of the IIA's International Committees and is currently the co-editor of the Internal Auditors Risk Watch column. He has also served as a member of the Bank Administration Institute's Audit Commission. He is a Certified Internal Auditor, an IIA Distinguished Faculty Member, and has the IIA's Accreditation in Internal Quality Assessment/Validation.