CIASP
CENTER FOR INTERNAL
ADVISORY SERVICES PHILIPPINES

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# Center for Internal Advisory Services Philippines
# CIASP
# 2027 TRAINING CATALOG

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Updated November 16, 2026

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# 2027 TRAINING CALENDAR

## Online Training through Zoom

### JANUARY to DECEMBER 2027

| Date | Fee | Title of Seminar or Program |
|---|---|---|
| January 16, 23, 30; and February 6, 2027 | 9,408 | **Audit of Procurement and Payables** |
| February 8, 9, 10, 11 and 12, 2027 | 9,408 | **Applying CAATs in Inventory Count and Reconciliation** |
| February 15, 16, 17, 18 and 19, 2027 | 9,408 | **Preventing and Detecting Procurement Fraud** |
| February 22, 23, 24, 25, 26; March 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18 and 19, 2027 | 21,560 Package Rate<br>19,400 Discounted Rate | **Internal Auditing School I - Package**<br>(Complete course on the internal audit cycle) |
| February 22, 23, 24, 25, 26; March 1, 2 and 3, 2027 | 12,348 Regular rate<br>11,200 Discounted rate | **Internal Audit Strategic Plan and Risk Based Annual Audit Plan** |
| March 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18 and 19, 2027 | 18,522 Regular rate<br>16,800 Discounted rate | **Planning, Performing, Reporting and Monitoring the Audit Engagement** |
| March 30, 31; April 1, 2, 5, 6, 7 and 8, 2027 | 19,800 | **Internal Audit's Role in the Risk Management Process**<br>(Includes templates, Audit Procedures Guide and Risk Management Manual) |
| April 12, 13, 14, 15 and 16, 2027 | 9,408 | **Internal Audit of Donor-funded Projects** |
| April 20, 21, 22, 23, 27, 28, 29 and 30, 2027 | 19,800 | **Internal Audit Operations Manual with Quality Assurance and Improvement Program (QAIP) Internal Assessment** |

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| Date | Fee | Title of Seminar or Program |
|---|---|---|
| May 3, 4, 5, 6 and 7, 2027 | 9,408 | **Computer Assisted Auditing Techniques (CAATs) and Data Analytics Using Excel** |
| May 8, 15, 22 and 29, 2027 (*tentative*) | 9,408 | **Audit of Manufacturing and Logistics Value Chain** |
| June 7, 8, 9, 10 and 11, 2027 | 9,408 | **Audit 101: Internal Auditing for Non-Auditors** |
| July 3, 10, 17 and 24, 2027 *(tentative)* | 9,408 | **Internal Controls Over Financial Reporting** |
| August 14, 21, 28 & Sept 4, 2027 (*tentative*) | 9,408 | **Business Process Mapping, Analysis and Improvement** |
| August 23, 24, 25, 26 and 27, 2027 | 9,408 | **Competency Framework and Capability Development for Internal Auditors** |
| September 6, 7, 8, 9 and 10, 2027 | Regular Rate 15,680 Discounted Rate 14,000 | **Risk Based Internal Auditing** (*Condensed version of Internal Auditing School I*) **Face-to-face** Venue: Makati City |
| September 20, 21, 22, 23, 24, 27, 28, 29, 30; October 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, and 15, 2027 | 21,560 Package Rate 19,400 Discounted Rate | **Internal Auditing School I - Package** (Complete course on the internal audit cycle) |
| September 20, 21, 22, 23, 24, 27, 28 and 29, 2027 | 12,348 Regular rate 11,200 Discounted rate | **Internal Audit Strategic Plan and Risk Based Annual Audit Plan** |
| September 30; October 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, and 15, 2027 | 18,522 Regular rate 16,800 Discounted rate | **Planning, Performing, Reporting and Monitoring the Audit Engagement** |
| November 3, 4, 5, 8, 9, 10, 11 and 12, 2027 | 19,800 | **Internal Audit Operations Manual with QAIP Internal Assessment** |
| November 15, 16, 17, 18 & 19, 2027 | 9,408 | **IT Auditing Fundamentals** |

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| Date | Fee | Title of Seminar or Program |
|---|---|---|
| November 20, 27 and December 4, 2027 | 9,408 | **Audit Sampling and Root Cause Analysis** |
| November 22, 23, 24, 25 and 26, 2027 | 9,408 | **Fraud Audit Fundamentals** |
| December 1, 2, 3, 6 and 7, 2027 | 9,408 | **CAATs and Data Analytics Using Excel** |
| December 9, 10, 13, 14 and 15, 2027 | 9,408 | **Audit 101: Internal Auditing for Non-Auditors** |

*Notes:*

- *Seminar fees are inclusive of 12% VAT.*
- *We will advise of any changes in the schedule.*
- *We will aim that all seminars will run as scheduled. However, we will also consider first the feasibility of running the seminar, i.e., if we have reached the target number of participants.*

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## SUMMARY OF SEMINARS WITH SCHEDULES

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Core Internal Audit Courses** | | | | | | | | | | | | |
| Internal Auditing School I (package) | | February 22 to March 19 | | | | | | | September 20 to October 15 | | | |
| Risk Based Internal Auditing | | | | | | | | | 6 to 10 | | | |
| IT Auditing Fundamentals | | | | | | | | | | | 15 to 19 | |
| Fraud Audit Fundamentals | | | | | | | | | | | 22 to 26 | |
| CAATs Using Excel | | | | | 3 to 7 | | | | | | | 1 to 7 |
| Standardized Work Program | | | | | | | | | | | | |
| Sampling / Root Cause Analysis | | | | | | | | | | | 20, 27 | 4 |
| Business Process Mapping | | | | | | | | 14, 21, 28 | 4 | | | |
| Plan, Perform, Report, Monitor | | | 4 to 19 | | | | | | Sept 30 to Oct 15 | | | |
| Report Writing; Presentation | | | | | | | | | | | | |
| Audit 101 for Non-Auditors | | | | | | 7 to 11 | | | | | | 9 to 15 |
| **Industry or Sector-based Courses** | | | | | | | | | | | | |
| Risk Based Auditing for LGU | | | | | | | | | | | | |
| Audit of Donor Funded Projects | | | | 12 to 16 | | | | | | | | |
| **Process-based Courses** | | | | | | | | | | | | |
| Audit: Procure-ment & Payables | Jan 16, 23, 30; Feb 6 | | | | | | | | | | | |
| Audit: Manufact-uring & Logistics | | | | | 8, 15, 22, 29 | | | | | | | |
| Procurement Fraud Audit | | 15 to 19 | | | | | | | | | | |
| CAATs Financial Reporting | | | | | | | | | | | | |
| CAATs Inventory Count | | 8 to 12 | | | | | | | | | | |

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| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Internal Audit Management Courses** | | | | | | | | | | | | |
| IA Strategic Plan Risk Based Plan | | February 22 to March 3 | | | | | | | 20 to 29 | | | |
| Project Mgt for Auditors | | | | | | | | | | | | |
| IA Manual with QAIP | | | | 20 to 30 | | | | | | | 3 to 12 | |
| Capability Dev't for Auditors | | | | | | | | 23 to 27 | | | | |
| **Governance, Risk management and Other Courses** | | | | | | | | | | | | |
| IA Role in Governance | | | | | | | | | | | | |
| IA Role in Risk Management | | | March 30 to April 8 | | | | | | | | | |
| Internal Controls Fin. Reporting | | | | | | | 3, 10, 17, 24 | | | | | |

**Gold** shade: Online training through Zoom
**Yellow** shade: Face-to-face training

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## IN-HOUSE TRAINING REQUEST

Advantages of In-house training seminars:

- *Your organization saves money*. If you have 15 or more people needing the same training, then an inhouse seminar is the most cost-effective approach.
- *You can customize the training content*. You can select and modify the topics based on your team's training needs analysis and unique requirements.
- *The training schedule and duration are flexible*. You can select the schedule and duration most convenient to your team and aligned with the availability of the speakers.
- *Your people learn as one team*. No need to re-echo a seminar since your team will be there in one venue, having common understanding of the topics and learning from each other through shared experiences and leading practices.

For inhouse training requests, please communicate with us through the contact details below. Please provide the following initial information for us to come up with a draft proposal:

- Name of Organization
- Industry
- Name of Seminar(s) or Program(s) you are interested in
- Number of Participants
- Target Schedule (indicate also if you are open to Saturday training)
- Venue
- Approved Training Budget and inclusions, if applicable

## CONTACT DETAILS

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## TRAINING PATH

Standard 3.2 states: "*Internal auditors must maintain and continually develop their competencies to improve the effectiveness and quality of internal audit services. Internal auditors must pursue continuing professional development including education and training*."

Ideally, the selection of seminars should be the result of a training needs analysis and an intervention program that is part of a **capability planning framework** adopted by the internal audit function.

In the absence of a defined capability planning framework, the internal audit function can use as initial reference the IIA Global Competency Framework.

The CIASP seminars are mapped to the applicable competencies defined in the IIA Global Competency Framework.

Another constraint faced by many internal audit organizations is the limitation of the budget for training. For example, only 40 equivalent training hours for the year allocated for each auditor for both internal and external training. This translates to only about one or two external trainings per year for each auditor. This is a limiting factor especially for junior staff auditors who need training the most.

In order to manage this, we recommend that:

- Selection of seminars be carefully made based on the training needs analysis or the performance assessment results or any similar tool. The training path should show progression of learning or should adopt a ladderized approach (e.g., from basic to intermediate). Please see next page for sample training path.
- Explore option for in-house training as a more cost-effective option to address budget constraints. Please see previous page for details.
- Take advantage of opportunities for volume discounts for better management of the training budget and flexibility in deployment of auditors for the selected seminars (which they can later re-echo to the group).

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## AUDIT STAFF – Suggested Training Path

| Basic – (Core Internal Audit Knowledge) | Basic to Intermediate (Specific Knowledge Areas) | Intermediate |
|---|---|---|
| *Either one of the following:*<br>• Internal Auditing School I<br>• Planning, Performing, Reporting and Monitoring the Audit Engagement<br>• Risk Based Internal Auditing | *Ideally to take all four:*<br>1. IT Auditing Fundamentals<br>2. Fraud Audit Fundamentals<br>3. Business Process Mapping, Analysis & Improvement<br>4. CAATs and Data Analytics Using Excel<br>*Enhancement courses on the audit process:*<br>• Audit Sampling and Root Cause Analysis<br>• Standardized Audit Work Program and Test Templates | *Suggested courses based on audit engagement assigned to staff:*<br>• Audit of Procurement and Payables<br>• Audit of Manufacturing and Logistics Value Chain<br>• Audit of Sales and Distribution<br>• Applying CAATs in Revenue to Collection<br>• Applying CAATs in Inventory Count and Reconciliation<br>• Applying CAATs in Financial Reporting<br>• Applying CAATs in Payroll<br>*Industry-based courses:*<br>• Audit of Credit Cooperatives<br>• Internal Audit and Financial Controls for Projects Funded by Grants and Donations |

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## AUDIT SENIOR STAFF / SUPERVISOR – Suggested Training Path

| Basic – (Core Internal Audit Knowledge) | Basic to Intermediate (Specific Knowledge Areas) | Intermediate |
|---|---|---|
| *Applicable if the senior staff / supervisor is newly transferred to Internal Audit; or wants to be refreshed/updated on the risk based audit approach*<br>• Internal Auditing School I<br>• Risk Based Internal Auditing | *If the senior staff / supervisor has not yet taken all of the 'Basic to Intermediate' courses for Audit Staff (see above), then taking of these courses is still recommended. Otherwise, additional courses are the ff:*<br>• Project Management for Internal Auditors<br>• Financial Management | *Intermediate courses for Audit Staff also applicable here based on assigned engagement to supervise.*<br>*plus …*<br>*Audit courses to enhance supervisory effectiveness*<br>• Internal Audit Strategic Plan & Risk Based Plan<br>• Internal Audit Operations Manual with QAIP Internal Assessment<br>• Internal Controls Over Financial Reporting<br>• Internal Audit's Role in the Risk Management Process<br>• Audit Rating System<br>• Internal Audit's Role in the Governance Process |

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## AUDIT MANAGER / CHIEF AUDIT EXECUTIVE / HEAD OF INTERNAL AUDIT – Suggested Training Path

| Basic – (Core Internal Audit Knowledge) | Basic to Intermediate (Specific Knowledge Areas) | Intermediate |
|---|---|---|
| *Applicable if the audit manager or CAE/HoIA is new to Internal Audit or tasked to set-up an Internal Audit Department (i.e. coming from outside Internal Audit); or needs to be refreshed on the basic risk-based audit approach*<br>• Internal Auditing School I<br>• Risk Based Internal Auditing | • *'Basic to Intermediate' courses for Audit Staff are also applicable here (such as IT Auditing and Fraud Auditing especially if the Manager or CAE wants to know the latest trends or emerging risks on IT Auditing and Fraud)*<br>• *All of the 'Basic to Intermediate' courses for Senior Staff / Supervisor (see above) are also applicable here.* | *Courses to enhance audit management effective-ness and ensuring a quality internal audit function*<br>• Internal Audit Strategic Plan & Risk Based Plan<br>• Internal Audit Operations Manual with QAIP Internal Assessment<br>• Internal Audit Role in the Risk Management Process<br>• Audit Rating System<br>• Competency Framework and Capability Development for Internal Auditors<br>• Internal Audit's Role in the Governance Process |

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## LIST OF SEMINARS WITH BRIEF DESCRIPTIONS

### CORE INTERNAL AUDIT COURSES

**Internal Auditing School I** (Complete course on the internal audit cycle)
*Duration:* 10 equivalent days (20 sessions) *Level:* Basic
*Description and Objectives*: This program will provide a comprehensive, hands-on and systematic approach to understanding all the key areas of the internal audit process. It will provide the participants with the critical knowledge, skills and competencies for them to perform their job effectively. This program is ideal for new internal auditors as well as for experienced internal auditors who want to refresh their knowledge on leading practices or benchmark with other participants and organizations.
*Key Topics:* Developing the Internal Audit Strategy; Developing the Risk Based Audit Plan; Planning and Conducting the Individual Audit Engagement; Establishing Credible Workpaper System; Data Gathering Tools; Interviewing Techniques; Communicating Results Through Report Writing and Effective Presentation; Follow-up and Monitoring Progress

**IT Auditing Fundamentals**
*Duration:* 2.5 days (five sessions) *Level:* Basic to Intermediate
*Description and Objectives:* The objective of this course is to provide a general overview of IT Auditing, within the context of today's business environment that is highly dependent on IT. At the end of the course, the participants are expected to understand the value of IT and IT controls in Business Operations and Strategy. They will also understand Information Systems control and auditing framework.
*Key Topics:* IT General Controls Review (Definition of General Controls, Technology Risk Models, IT Security Frameworks, Areas of General Controls); IT Application Controls Review (Definition of Application Controls, Types of Application Controls, Application Controls Risk Assessment); Data Privacy (Data Privacy Act, Data Privacy Risk Assessment)

**Fraud Auditing Fundamentals**
*Duration:* 2.5 days (five sessions) *Level:* Basic to Intermediate
*Description and Objectives:* This seminar will equip the participants with the foundational knowledge of the different aspects of fraud auditing. Participants will learn about fraud awareness, fraud responsibilities, fraud risk assessment, fraud prevention and detection program and fraud investigation. At the end of the seminar, the participants are expected to

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have the capability to incorporate fraud auditing into their audit process and contribute to improving the risk and control environment in their organization.
*Key Topics:* Fraud Awareness; Fraud Responsibilities; Fraud Risk Assessment; Fraud Prevention and Detection; Fraud Investigation; Forming an Opinion

**CAATs Using Excel**

*Duration:* 2.5 days (five sessions) *Level:* Basic to Intermediate
*Description and Objectives:* This course will teach you how to accelerate your financial, accounting, operations and audit process over 10 times faster using simple and innovative functions in Excel. This is the first part of Excel seminar series that will take your financial, accounting and audit process into another level. Learn the basic tricks to better performance.
*Key Topics:* CAATs Phases: I. Planning your project; II. Acquiring the data; III. Accessing the data; IV. Verifying the integrity of data; V. Analyzing the data; VI. Reporting your findings; Cases: Accelerating Upload of Data; Validating Data; Manipulating data; Manipulating data I Alpha 1; Manipulating data I Alpha 2; Normalizing data; Cleansing data; Accelerating reports; Creating amazing visuals 1; Presenting to win; Creating amazing visuals 2; Consolidating data

**Developing Standardized Audit Work Program and Test Templates**

*Duration:* 2 days (four sessions) *Level:* Basic to Intermediate
*Description and Objectives:* An internal audit organization is primarily and largely focused on core business operations. And most of the time, these core business operations are already composed of well-established and defined day-to-day processes. The objective of this course is to help the participants identify these day-to-day processes and create standardized audit work program and test templates to effectively and efficiently carry out internal audit engagements and even periodic controls self-assessment exercises.
*Key Topics:* Internal Auditing Concepts; Risk Universe; Understanding the Organization and Business Operations; Developing the Audit Program and Test Templates: Key Examples – Accounting, Accounts Receivable, Distribution, Sales

**Audit Sampling and Root Cause Analysis**

*Duration:* 1.5 or 2 days (three or four sessions) *Level:* Basic to Intermediate
*Description and Objectives:* This seminar will enable the participants to: determine the importance of sampling and root cause analysis in producing quality results; determine the

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appropriate sampling approach and methodology; determine various root cause analysis tools; and integrate information to provide value-adding audit findings and conclusions.
*Key Topics:* Sampling: Developing the Sampling Plan and Methodology; Determining When Sampling is Appropriate and Efficient to Meet Audit Objectives; Sampling Methods – Statistical and Non-Statistical; Types of Risks (sampling risk and non-sampling risk); Statistical Sampling Decisions; Sampling Operations (sample design; sample selection procedures; estimation procedures); Attribute Sampling; Variable Sampling; Other Sampling Methods;
Root Cause Analysis: Root Cause Analysis (RCA) Basics; Three Steps for Resolution; Seven Basic Tools for RCA: 1. Ishikawa Diagrams, 2. Check Sheet, 3. Control Chart, 4. Histogram, 5. Pareto Chart, 6. Scatter Diagram, 7. Stratification; Five Advanced Tools from Operations Research: 1. Survey Sampling, 2. Acceptance Sampling, 3. Statistical Hypothesis Testing, 4. Design of Experiments, 5. Multivariate Analysis

**Business Process Mapping, Analysis and Improvement**

*Duration:* 2 days (four sessions) *Level:* Basic to Intermediate
*Description and Objectives:* This seminar/workshop will equip the participants with the knowledge and techniques to identify, design, execute, evaluate, review and improve either the components of a process or the overall process itself. This will also follow the principles and practices of Six-Sigma. The learnings and output will be useful in process re-design or re-engineering that will help the organization become more efficient and deliver savings both in time and costs.
*Key Topics:* Fundamentals of Business Process Mapping and Review; Business Process Review Elements and Steps: Process Identification, Interviewing and Map Generation, Map Analysis and Common Pitfalls and Traps, Customer Mapping, RACI Matrices, Gantt Charts, Enterprise Risk Management and Process Mapping; Key Challenges and Leading Practices; Six-Sigma Approach to Process Deep-dive: I. Introduction to Six Sigma; Tools and Techniques; Business Process Improvement using Six Sigma Tools; Practical Application/Workshop

**Audit Rating System**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate
*Description and Objectives:* At the end of the seminar, the participants are expected to: Understand the principles and practices of governance, risk management and control as it applies to the audit rating system; Develop ways to build an audit rating system that is

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responsive to the needs of the organization; Apply the audit rating system when assessing the adequacy and effectiveness of controls in responding to risks to the objectives

*Key Topics:* Establishing the Need for an Audit Opinion; Principles in Formulating Audit Opinion; Designing the Audit Rating System; Implementing the Audit Rating System; Reporting on the Audit Rating System

**Planning, Performing, Reporting Follow-up and Monitoring the Audit Engagement**

*Duration:* 6 days (twelve sessions) *Level:* Basic

*Description and Objectives:* At the end of the seminar, the participants are expected to: Explain the overall individual engagement audit process: planning, performing, communicating results and monitoring progress; Apply the key steps and components of engagement planning, performing the engagement, reporting and follow-up and monitoring process; Demonstrate ability to evaluate adequacy of control design and effectiveness of implementation; Determine the appropriate workpaper to be produced at each stage of the audit process; Apply the techniques, principles, and practices of producing a good quality audit workpaper; Develop a systematic method to integrate the data to support the audit engagement results

*Key Topics:* Internal Audit Workpaper: Overview of the Individual Engagement Cycle; Principles in Developing Quality Internal Audit Workpaper; Planning the Engagement: Key Steps; Performing the Engagement: Key Steps; Communicating Results: Overview: Closing the Audit Engagement; Monitoring Progress

## INDUSTRY OR SECTOR-BASED COURSES

**Risk Based Internal Auditing for Local Government Units (LGUs)**

*Duration:* 10 equivalent days (20 sessions) *Level:* Basic

*Description and Objectives:* At the end of the seminar/workshop, the participants will be able to: Understand the role of internal auditing under a governance, risk management and control framework in an LGU setting; Explain the risk-based audit process and the key elements, procedures and tools; Identify key issues, assess risks and vulnerabilities, and recommend areas for improvement; Enhance their skills and technical expertise in the area of internal audit and controls to deliver added value to the LCE, management, and other stakeholders.

*Key Topics:* Internal Auditing under a Governance Framework / LGU setting; Developing the Internal Audit Strategic Plan; Establishing the Annual Risk-Based Plan of Engagements;

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Conducting the Individual Audit Engagement (planning, performing, reporting, interviewing, presentation and monitoring); Discussion of common audit issues, process gaps, recommendations and good practices per LGU office/department or type of service

**Internal Audit and Financial Controls of Credit Cooperatives**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate

*Description and Objectives:* Participants will learn how to audit the key processes of the credit cooperative or any organization performing similar functions. This will enable the participants to identify key issues, assess risks and vulnerabilities, and contribute to strengthening internal controls. This will result to better governance for the cooperative and higher level of assurance given to the Audit Committee and executive management. Participants will learn the best practices in conducting the audit, including workpapers, templates and reports. Participants can also share their insights and challenges. They can also benchmark their audit practices with the other participants.

*Key Topics:* Internal Auditing Concepts; Governance Practices for Credit Cooperatives; Internal Controls Review; Audit and Control Areas: Membership (processing membership applications, updating membership status, capital build-up, dividends and patronage refund, capital withdrawal) Loans (loan origination, loan collection, loan maintenance, loan-related adjustments and allowances, loan income, loan remediation and foreclosure, off-balance sheet activities), Cash Disbursement (processing payment, ATM reconciliation, bank reconciliation, cash reconciliation), Financial Reporting (chart of accounts maintenance, inter-branch transactions, expense allocation and accrual, income accrual, basic financial statements, regulatory reports), Information Security (general and application controls)

**Internal Audit and Financial Controls of Projects Funded by Grants and Donations**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate

*Description and Objectives:* Participants will learn the basics of financial controls, the importance of maintaining a good risk management process and the elements of good governance as applied to projects and programs. It will help the participants perform a compliance audit consistent with the requirements of local and foreign donors, government agencies, and international funding and grant-making institutions.

Participants will learn the best practices in managing the financial and program aspects of donor funded projects. This will help the entity strengthen their organizational controls and

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be better equipped to meet donor requirements thereby reducing the financial, operational and reputational risks.

*Key Topics:* Role of Internal Audit and Risk Management; Risk Based Audit; Allowable Costs and Activities (disallowed or questioned costs, shared program costs, indirect costs, large transfer); Period of Availability (before, during and after the grant period); Cash Management (cash planning, cash receipts, cash disbursements, drawdowns, sub-recipient advances, bank reconciliations); Reporting (financial reporting, program reporting: output-based, outcome-based); Eligibility (primary recipients, secondary recipients); Procurement (procurement planning, accreditation of vendors, maintenance of vendor list, validation of vendor performance, procurement system, compliance with anti-terrorism policy, sole source procurement); Program Income (fees for services performed, use or rental of real or personal property, sale of commodities or fabricated items, payments of principal and interest and loans); Equipment & Commodity (use and disposal of equipment, regular count and reconciliation, property records, disposal of equipment, monitoring of fuel consumption); Sub-recipient Monitoring (pre-award assessment, award, implementation, on-going monitoring, project close-out); Special Provisions (anti-discrimination and disability policy, anti-money laundering policy, monitoring of taxes and refunds, required markings and acknowledgements, special provisions in the sub-grant agreement)

## PROCESS-BASED COURSES

### Audit of Procurement and Payables

*Duration:* 2 days (four sessions) *Level:* Intermediate

*Description and Objectives:* The end-to-end process of materials and service management within the supply chain encompasses Planning to Procurement, and all the way to Payment. In today's business context, the interlinking and best practices of integrating these functions have become a company's potential source of competitive advantage. Different models have evolved since the development of Materials Requirement Planning all the way to the more recent Integrated Business Management framework. This seminar provides the participants with a comprehensive understanding of all the components of the P2P process. The training will be delivered through lecture, facilitated sharing of actual experiences, case studies and group discussions to enable the participants to apply the lessons learned when conducting audit work

*Key Topics:* Materials and Services Planning; Planning to Procurement to Payment Process; The Sourcing Process; Vendor Master Data and Supplier Management; Procurement

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Execution and Control; Payables; Ensuring Quality and Innovation; Implementing the Procurement and Payables Audit

**Audit of Manufacturing and Logistics Value Chain**

*Duration:* 2 days (four sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Understand Value Chain concepts and tools; Learn to use control frameworks applicable to the manufacturing and logistics value chain; Determine the tools, practices and techniques in auditing the key components and areas of the value chain

*Key Topics:* Definition of the Value Chain and Key Strategies; Organization Design and General Controls; Demand and Supply Planning; Manufacturing Process, Inventory, Fixed Assets and Spare Parts Management; Logistics and Distribution; Financial Controls and Information System; Planning and Executing the Value Chain Audit

**Audit of Sales and Distribution**

*Duration:* 2 days (four sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants will be able to: Understand the key components of the sales and distribution process, including its objectives, risks and controls; Learn how to audit the process and provide value adding recommendations to management, Board and other stakeholders

*Key Topics:* Understanding the Sales and Distribution Process: Understanding the Route to Market Model; Product Flow and Control Points (Logistics and Warehousing, Product Transfers); Understanding the Concept of Head Quarters and Sales Office; Business Planning and Target Setting; Pricing; Day to Day Sales Operations; Back Office Processes (Finance, Sales Assistants); Understanding Treasury Credit Policies; Trade Programs and Trade Point of Sales / Premium Item Management; Managing Bad Order (BOs) and Sales Returns; Sales Office Petty Cash Fund;

Assessing Risk in the Process and Executing the Audit: Risk Assurance over Sales and Distribution - Enterprise-level Risk Assessment – Process and Tools, Risk Categorization, Common Control Issues in Sales and Distribution, Engagement Level Risk Assessment, Scoping – Areas of Audit in a Sales Office and Salesmen Audit, Closing the Audit

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**Audit and CAATs for Revenue to Collection**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate

*Description and Objectives:* This innovative program will help you solve your difficulty in managing your sales force and revenue-to-collection process. Participants will have more time in analyzing and auditing the performance of its sales personnel and its revenue and collection reports, thus providing more valuable advice to management. At the end of the seminar, participants will be able to apply the techniques in Excel to make their review and processing of sales force, revenue, collections and receivables data more efficient and fun! Cut several days' work into hours and gain more value-added time in helping management successfully run the business! This program is ideal for internal auditors, sales personnel, revenue accountants, accounts receivable, billing and collection personnel, or anyone who works on Excel.

*Key Topics:* Sales force management: Sales force planning; Performance monitoring; Revenue to collection process: Pre-assessment of prospective customers; Contract management; Service/product delivery; Billing or invoicing; Collections; Receivables management; Preparing management reports: Analysis by customer (name or location); Analysis by sales representative; Analysis by product

**Audit and CAATs for Inventory Count and Reconciliation**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate

*Description and Objectives:* The participants will learn the essentials on what it takes to successfully audit, assess and complete an inventory count and reconciliation activity. As part of group activity, simulated cases will reinforce the participants' understanding of the process by discussing, deliberating and finding consensus on issues and matters critical to the success of the inventory count activity. This will prepare the participants for their next count and avoid the common pitfalls and problems encountered during the count and reconciliation process. It will also discuss the key elements of the inventory count instruction covering the procedures, forms and responsibilities that need to be observed during the actual count and reconciliation procedures. Cases covered by the seminar include the use of manual count procedures and partially automated process using bar gun technology.

*Key Topics:* Fundamentals of the inventory count (Composition of the count team; Roles and responsibilities; Principles and leading practices; Audit findings and experiences during count); Scope of the inventory count activity: Type (i.e. cycle count, annual count); Manner (i.e. manual or with the use of bar gun); The inventory count instruction (Procedures; Forms;

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Flowchart); Processes of the inventory count activity (Planning the activity; Pre-count activities; Conducting the actual inventory count; Summarization of the results of count; Reconciliation of variances; Book-to-physical adjustments)

**Preventing and Detecting Procurement Fraud**

*Duration:* 2.5 days (five sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants will be able to: Understand fraud concepts, fraud risks and controls as it relates to the procurement process; Learn how to assess or advise management on the establishment of a strong procurement fraud prevention program; Learn how to detect common procurement fraud schemes and determine the appropriate investigation or fraud examination approach; Apply common data analysis tools to make the fraud audit work more efficient.

*Key Topics:* Basic Fraud Concepts; Warning Signs or Red Flags; Risk Management in the Procurement Process; Fraud Management Program; Potential Risks in the Procurement Process; Contract and Procurement Fraud; Fraud Tools and Investigation Engagements; Applying Data Analysis in Procurement Fraud Examination

## INTERNAL AUDIT MANAGEMENT COURSES

**Internal Audit Strategic Plan and Risk Based Annual Audit Plan**

*Duration:* 4 days (eight sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Understand the process and components in developing the internal audit strategic plan; Formulate the risk based annual audit plan; Assess areas where the internal audit activity needs to improve to deliver on the expectations of the Board, management and other stakeholders; Learn from the other participants and benchmark on existing practices through discussion and sharing.

*Key Topics:* Internal Auditing Overview; Setting the Context for the Strategic Plan; The Strategic Planning Process: Establish or Review the Mandate of the Internal Audit Activity; Revisit and Understand the Organizational Environment; Discuss with Stakeholders Their Expectations; Develop or Update the Internal Audit Vision and Mission; Assess the Current Situation; Develop Clear Roadmap and Initiatives to Attain the Vision; Let the Strategic Plan Drive the Annual Risk Based Plans; The Risk Based Annual Audit Planning Process: Understand the Organization; Conduct the Risk Assessment; Determine Priority Areas to

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Audit; Ensure Adequate Resources to Support the Plan; Enable the Approval, Reporting and Monitoring on the Plan

**Project Management Techniques for Internal Auditors**

*Duration:* 2.5 days (five sessions) *Level:* Basic to Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Apply and integrate project management principles and techniques when managing and implementing audit projects and engagements; Identify key improvement areas in cost, time, quality and resources, and determine the effective ways to handle them to meet stakeholder needs and expectations.

*Key Topics:* Basics of Project Management; Audit Kickoff; Audit Planning; Audit Execution and Monitoring; Leadership: Five Critical Conversations

**Internal Audit Operations Manual with QAIP Internal Assessment**

*Duration:* 4 days (eight sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Understand the framework and rationale for developing and maintaining the internal audit policies and procedures manual; Determine the components of the internal audit manual based on the size and structure of the internal audit activity and the complexity of the work; Understand how to improve policies and procedures to be able meet quality assurance requirements and the expectations of stakeholders

*Key Topics:* Internal Auditing Overview; Quality Assurance Considerations; Internal Audit Manual Framework: Form and Structure; Organizational Environment and Operating Policies; The Internal Audit Activity; Internal Audit Governance: Polices, Guidelines and Procedures: Developing the Internal Audit Strategic Plan; Internal Audit Charter; Independence and Objectivity; Quality Assurance and Improvement Program; Internal Audit Staff: Policies and Procedures: Capability Planning; Human Resource Management (Recruitment, Retention, HR Policies, Performance Measurement); Professional Development; Internal Audit Management: Policies and Procedures: Annual Planning / Risk Based Plan; Reporting to Senior Management and the Board; Coordination and Reliance on Other Assurance Providers; Administrative Support to the Audit Committee; Marketing the Internal Audit Function; Other Administrative Policies; Internal Audit Process: Policies and Procedures: Types of Engagement; Nature of Work; Engagement Planning; Performing the Engagement; Engagement Supervision; Communicating Results; Follow-up and Monitoring; Special Audit Engagements and Services

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## GOVERNANCE, RISK, COMPLIANCE AND OTHER COURSES

### Internal Audit Role in the Risk Management Process

*Duration:* 4 days (eight sessions) *Level:* Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Understand Internal Audit's assurance and advisory role in the risk management process; Assess the components and dynamics in the establishment and implementation of the enterprise risk management system; Provide valuable insights and recommendations to board, senior management, local chief executives and other stakeholders to improve the, risk management process

*Key Topics:* Internal Auditing Overview; ERM Overview; Key Phases of the ERM Process; Build the ERM Framework; Conduct the Risk Assessment; Develop the Implementation Strategy; Assess the Effectiveness of ERM Implementation

### Internal Controls Over Financial Reporting – A SOX-based Approach

*Duration:* 2 days (four half-day sessions) *Level:* Intermediate

*Description and Objectives:* This program will enable the participants to assess, audit and strengthen the financial reporting process of their organization. The program will use tools, documentation and practices as recommended under a SOX compliance approach. This will enable management and the Board to have greater assurance that their financial, reporting, operational and compliance objectives will be achieved.

*Key Topics:* Understanding the concept of Financial Statements (FS) Audit; Immersion to Financial Statement Fraud Fiasco; Role of SOX in Financial Statement Audit – a preventive measure; COSO Framework and its interplay with SOX; Introduction to Sarbanes-Oxley Act; Improving Corporate Governance through SOX; The Internal Auditor's Role in SOX – understanding the impact of SOX to IA; Understanding the Concept of Internal Controls over Financial Reporting (ICFR); Operationalizing ICFR; SOX Certification and Reporting SOX results to Audit Committee and the Board; Workshop

### Financial Management for Auditors and Non-Finance Personnel

*Duration:* 2 days *Level:* Basic to Intermediate

*Description and Objectives:* At the end of the seminar, the participants are expected to: Plan and implement key financial management approaches; Determine appropriate strategies and

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options to address business opportunities and challenges; Understand key valuation concepts and application to practical business situations; Review, evaluate and report on management of finances

*Key Topics:* Financial Management Concepts; Securities and Their Valuation; Projects and Their Valuation; Corporate Valuation; Strategic Financing Decision; Tactical Financing Decision; Special Topics

**CERTIFIED INTERNAL AUDITOR (CIA) REVIEW PROGRAM**

*About the CIA*

The Certified Internal Auditor is the premier certification offered by the Institute of Internal Auditors (IIA). CIA candidates should fulfill requirements related to education, experience and ethics, among others.

CIA candidates are expected to:

- Possess current knowledge of The IIA's International Professional Practices Framework (IPPF) and demonstrate appropriate use.
- Be able to perform an audit engagement with minimal supervision in conformance with The IIA's Global Internal Audit Standards.
- Understand and use critical judgement to apply the various concepts covered by the CIA® exam syllabi topics.

**Part 1 CIA Review**

*Duration:* 4 sessions *Level:* Intermediate

*Description and Objectives:* CIA Part One is well aligned with The IIA's International Professional Practices Framework (IPPF) and includes four sections covering the foundation of internal auditing; ethics and professionalism; governance, risk management and control; and fraud risks.

*Key Modules:* Foundations of Internal Auditing; Ethics and Professionalism, Governance, Risk Management and Control; Fraud Risks

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**Part 2 CIA Review**

*Duration:* 4 sessions *Level:* Intermediate

*Description and Objectives:* CIA Part Two syllabus covers three sections focused on engagement planning; information gathering, analysis and evaluation; and engagement supervision and communication.

*Key Modules:* Engagement Planning 1; Engagement Planning 2; Information Gathering and Analysis; Information Evaluation, Engagement Supervision and Communication

**Part 3 CIA Review**

*Duration:* 4 sessions *Level:* Intermediate

*Description and Objectives:* CIA Part Three syllabus covers four sections focused on internal audit operations; internal audit plan; quality of the internal audit function; and engagement results and monitoring

*Key Modules:* Internal Audit Operations; Internal Audit Plan; Quality of the Internal Audit Function; Engagement Results and Monitoring