

INTERNAL AUDIT'S ROLE IN THE RISK MANAGEMENT PROCESS

(with templates, Audit Procedures Guide
and Risk Management Manual)

COURSE DETAILS

Schedule: May 7, 8, 9, 10, 14, 15, 16 and 17, 2024

Duration: Eight half-day sessions

Time: 1:30 pm to 5:00 pm per session

Knowledge Level: Intermediate

Competency: Governance Risk and Control, Internal Audit Delivery, Business Acumen, Persuasion and Collaboration

Delivery Format: **Online Training through Zoom**

Position Level: Internal Auditors and other personnel handling risk and control responsibilities

Fee: Php 19,800.00 per participant, inclusive of VAT

SEMINAR 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.

COURSE OUTLINE

INTRODUCTION

- Internal Auditing Overview
 - Key Principles in Internal Auditing
- What is the Knowledge Required to Effectively Assess Risk Management?
 - Proficiency in internal auditing
 - Understanding the risk management process
 - Understanding the business or organization
 - ❖ Application/Workshop:

- Competency worksheet
- Business or organization profile
- What are the Factors that Could Influence the Role of Internal Audit in Risk Management?
 - Expectations of the senior management and the Board, Local Chief Executive, or Head of Agency, as applicable
 - Requirements under the International Professional Practices Framework (IPPF) / Global Internal Audit Standards or other authoritative guidance (e.g., for the public sector)
 - Maturity level of the organization
 - ❖ Application/Workshop:
 - Stakeholder expectations worksheet
 - IPPF - QAIP assessment worksheet
 - Maturity level worksheet
- What are the Two Types of Internal Audit Services Applicable for Risk Management?
 - 1. Assurance services**
 - Assessment approaches
 - A. **Separate engagement or evaluation** of the risk management system
 - Using ISO 31000 framework
 - Key Principles Approach
 - Process Elements Approach
 - Maturity Model Approach
 - Using COSO ERM framework
 - Assess if the components, principles, and controls are present, functioning and operating together
 - Other frameworks, as applicable
 - B. Evaluation derived from the results of **multiple individual engagements** conducted under the risk-based annual audit plan
 - 2. Consulting or advisory services**
 - Informal, or limited scope, or for certain ERM components only
 - Formal or full scope
 - Considerations in Providing Assurance and Consultancy Services
 - Allowable roles; Allowable roles but with caution or safeguards
 - Prohibited roles

THE ENTERPRISE RISK MANAGEMENT SYSTEM and INTERNAL AUDIT'S ROLE IN PROVIDING ASSURANCE AND ADVISORY SERVICES

MODULE 1: ERM Process, Framework and Structure

- ERM Process
 - Structured and integrated process
 - Appropriate documentation
 - Defined scope
- ERM Framework
 - Clear and well-organized framework
 - Suited to the needs and context of the organization
 - Sample frameworks:
 - COSO ERM 2017
 - ISO 31000: 2018
 - Hybrid and customized framework
- ERM Structure
 - Clear roles, responsibilities, and accountabilities
 - Cohesive, integrated and working together
 - Proper allocation of resources (e.g., people, systems, processes)
 - Appropriate structure for:
 - Strategy setting and oversight
 - Implementation
 - Coordination
 - Assurance

For each Module, there will be a discussion of Internal Audit's role with focus on the:

- ❖ Relevant Provisions in the **Risk Management Manual**
- ❖ Relevant Provisions in the **Audit Procedures Guide of the Internal Audit Manual**
 - Sample procedures for assurance engagements
 - Sample procedures for advisory engagements
- ❖ **Status, Challenges and Opportunities**
 - Common scenarios, audit issues, findings, and observations
 - Recommendations to improve the risk management process

Note: The Risk Management Manual and the Audit Procedures Guide are provided as part of the seminar materials.

MODULE 2: Strategy, Context and Culture

- Organizational Strategy
 - Vision, mission, core values, objectives, and strategic plan
 - Alignment of the risk management strategy
 - Setting of risk appetite or defining risk criteria
 - Creation, preservation, and enhancement of the entity's value
- Context
 - External environment
 - Internal environment
- Stakeholders
 - Identification of external and internal stakeholders
 - Stakeholder involvement and analysis
- Culture
 - Elements of organizational and risk culture
 - Impact of culture on organizational processes and decisions

MODULE 3: Risk Assessment - Risk Identification

- Risk Identification Methodology
 - Methods, approaches, and guidelines
 - Updates for new, emerging and changing risks, and opportunities
- Risk Inventory
 - Risk categories
 - Comprehensive profile of risks from entity-level to unit-level
 - Risk ownership

MODULE 4: Risk Assessment - Risk Analysis and Evaluation

- Risk Analysis Methodology
 - Qualitative and quantitative methods
 - Risk severity (impact, likelihood and other factors)
- Risk Evaluation Methodology
 - Use of heat map and other tools
 - Prioritization of risks

MODULE 5: Risk Response

- Types of Risk Response or Risk Treatment

- Accept, avoid, pursue, reduce, share
- Exploit opportunities
- Considerations in Selecting and Implementing the Risk Response
 - Within risk appetite and risk tolerance, achieve stakeholder expectations, aligned to business context, comply with regulatory obligations, cost-benefit analysis, etc.

MODULE 6: Risk Reporting and Monitoring

- Information, Communication and Reporting
 - Data management and information infrastructure
 - Communication channels
 - Risk reporting methodology
 - Reporting structure, mechanism, form, content, and frequency
 - Integration with other reports
 - Use of dashboard and tools
- Risk Monitoring and Review
 - Monitoring scope (all phases of the risk management system)
 - Regular update and review of key ERM outputs
 - Monitoring and review activities of the Risk Management Committee, risk management officer, risk champions, other stakeholders, etc.

MODULE 7: Risk Management Assurance

- Risk Management Assurance Providers
 - Internal Audit
 - Other internal assurance providers
 - External assurance providers
- Integrated assurance

MODULE 8: ERM Sustainability

- Development of the ERM Support Platform
 - Full integration with the performance management system
 - Education and training
 - Knowledge management
- Sustaining the Desired Risk Culture

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the seminar on **Internal Audit's Role in the Risk Management Process**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact details (full name, organization, designation, email address, office and mobile phone).

We will provide billing invoice upon receipt of the registration.

FEES AND PAYMENT DETAILS

- Regular Rate - Php 19,800.00 inclusive of VAT.
- Limited slots. Guaranteed seats will be given to those with paid registration.
- Payments can be made in **cash or check**.
- Payment should be deposited to any BPI branch. Payment can also be done through online funds transfer (e.g. PesoNet, GCash, Maya, InstaPay, bank wire transfer, etc.). CIASP bank account details are:
 - Bank of the Philippine Islands (BPI)
 - Current Account Number: 1621-0070-72
 - Account Name: Center for Internal Advisory Services Philippines Inc
 - SWIFT Code/BIC: BOIPHMM
 - For check payment, please make it payable to the account name.
 - For GCash transfer – bank: BPI; payee: Ciasp; Account number: 1621007072
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm receipt and provide the relevant seminar details and procedures.

OTHER SEMINAR DETAILS

- Seminar Inclusions:
 - Attendance to the online training sessions
 - Copy of presentation or powerpoint slides in pdf; or access to google drive
 - Templates, worksheets and other references
 - Risk Management Manual

- Audit Procedures Guide on assessing risk management (as part of the Internal Audit Policy and Procedures Manual)
- Certificate of completion
- Post webinar consultation as appropriate
- Delivery Mode:
 - Online training through Zoom
- Resource Speaker/Facilitator
 - Pol B. Mirafuentes; President, CIASP
- Time Schedule for the Online Training Sessions
 - 1:30 pm to 5:00 pm per session day

CONTACT DETAILS

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