



# internal audit

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In-house only - Please call our bookings team on 0121 362 7690 to find out more.

Quorum Training Pool – if you fancy one of our in-house only titles, but only have one to three people that need the training, let us know by calling 0121 362 7690 and we will match you up with others wanting the same course on a date that works for you.

**internal auditors  
board members  
compliance officers  
and their staff**

All Courses take place in Central London unless otherwise stated.

## Achieving Better Results from Internal Audit Reporting



This course will help internal auditors to address improvements to the writing process and understand the vital inter-personal soft skills which can lead to line management's implementation of necessary changes arising from an audit.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

## Auditing Business Processes



This course provides a process-oriented approach to assessing business activities, in contrast to more traditional audit approaches. Risk is usually less understood, less well controlled and less well audited where a business activity cuts across a number of sections of the business.

To enquire about this course please call our bookings team on 0207 566 8207.

## Auditing for Compliance



This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities.

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

## Auditing IT Systems - Part 2



This course follows on from Auditing IT Systems - Part 1, with which it can be combined to form a three day programme. It will cover in more detail the areas of cybercrime, computer forensics and data analytics.

To enquire about this course please call our bookings team on 0207 566 8207.

## Contract Audit Workshop

This practical workshop provides a basic introduction to contract procedures and processes and will identify areas of concern for auditors. It also highlights the potential for inefficiency, ineffectiveness and the possibilities for contract fraud.

**Speaker:** David Bailey, BA, FBIM, FInstD, MBCS. Independent Lecturer and Consultant

**Date:** 25 October 2011

**Member:** £315 + VAT

**Non Member:** £575 + VAT

## Internal Audit Fundamentals - Part 1



This is the first day of a modular three day programme and provides the essential overview and framework for internal auditing. The content is self-contained and combines best practice theory (based on the standards of the Institute of Internal Auditors) with practical tips and advice throughout.

**Speaker:** Steve Giles, MA (Oxon) ACA Partner, Highview Consultants.

**Date:** 7 December 2011  
6 February 2012

**Member:** £315 + VAT

**Non Member:** £395 + VAT

## Audit Project Management



This course will deal with project management techniques in the context of the audit life cycle, including practical approaches to developing strategic audit plans.

To enquire about this course please call our bookings team on 0207 566 8207.

## Auditing Corporate Governance



This course aims to clarify what corporate governance should be and how the internal auditor might approach and plan its audit.

To enquire about this course please call our bookings team on 0207 566 8207.

## Auditing IT Systems - Part 1 (2 Days)



This two-day course is structured to cover the four main areas faced by an auditor when reviewing IT process, including planning and organisation of the IT function, the acquisition and implementation of IT systems, the delivery and support of IT systems and Monitoring and learning to enhance capability.

To enquire about this course please call our bookings team on 0207 566 8207.

## Communication Skills for Internal Auditors



As greater emphasis is placed on the competencies and skills required of an internal auditor, there is a growing need for individuals to develop and enhance their range of inter-personal skills. This course concentrates on the basic skills of interviewing, influencing and communication, providing a structured approach to the techniques and emphasising the practical application for the auditor.

To enquire about this course please call our bookings team on 0207 566 8207.

## Internal Audit for the Public Sector



This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities.

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

## Internal Audit Fundamentals - Part 2



This is the second day of a modular three day programme. This day focuses on the crucial role internal audit plays in providing independent assurance on systems of governance and internal controls to the board of directors.

**Speaker:** Steve Giles, MA (Oxon) ACA Partner, Highview Consultants.

**Date:** 8 December 2011  
7 February 2012

**Member:** £315 + VAT

**Non Member:** £395 + VAT

## Internal Audit Fundamentals - Part 3

This is the third day of a modular three day programme. Best practice is for internal auditors to take a risk-based approach to their work and the main objective of this day is to provide delegates with the understanding and skills to do this. The internal auditor's role as consultant is also explored.

**Speaker:** Steve Giles, MA (Oxon) ACA Partner, Highview Consultants.

**Date:** 9 December 2011  
8 February 2012

**Member:** £315 + VAT  
**Non Member:** £575 + VAT

## Quality Assurance of Internal Audit



This course examines the methodologies for adopting and applying quality assurance into the internal audit process. Participants will gain a better understanding of the standards and how quality assurance can improve audit performance.

To enquire about this course please call our bookings team on 0207 566 8207.

## Writing and Presenting Internal Audit Reports

This course provides practical guidance on writing audit reports and covers the dos and don'ts of technical writing as well as providing tutored discussion on style, layout structure and methods of communication and presentation of the report.

**Speaker:** David Bailey, BA, FBIM, FInstD, MBCS. Independent Lecturer and Consultant.

**Date:** 19 October 2011

**Member:** £315 + VAT  
**Non Member:** £575 + VAT

## Internal Control and Controls Assurance



This course sets out to provide participants with an appreciation of internal control and its importance, together with insights into how to design cost-effective, well-controlled systems and to assess their quality.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

## Testing Strategies for Auditors



The course aims to help auditors develop appropriate testing strategies by understanding the practice and implications of several important testing techniques.

To enquire about this course please call our bookings team on 0207 566 8207.

