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Nurturing expertise

As part of the evolving profession of internal auditors there is a responsibility for practitioners to build upon current skills and cultivate new techniques in order to develop teams and the profession as a whole. At the Chartered IIA we have tailored training, qualifications and development courses with the intention to nurture everyday practices of the internal audit function.



Chartered IIA's Global Competency Framework

Members of the Chartered IIA are required to complete 40 CPE points every year to maintain their professionalism. Attending a training course is an effective and motivating way to build these points. Developing your skillset can support positive change and further your career goals.

The full list of competencies are:
Professionalism
Performance
Environment
Leadership and communication

View all training courses by **clicking here**

Certificate courses

Stick insects have incredible diversity, each of the various species have evolved to make themselves almost completely invisible to predators and risks.

IIA Certificate in Internal Audit and Business Risk

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IIA Certificate in Internal Audit and Business Risk

The IIA Certificate is a practical, accredited modular course that you can tailor to your needs. If you're new to internal audit, need a refresher, or you work in a related role, such as compliance, it will give you a thorough grounding in the practice and principles of audit, governance, risk and assurance. The Certificate can be completed in one year and leads to the IACert designation.

See page

Studying for the IIA Certificate

The IIA Certificate is made up of five individual awards, each covering a key area of internal audit. You will study two core and two optional awards of your choice.

Core IIA Awards

IIA Award in corporate governance and risk management	8
IIA Award in the internal audit planning and assurance framework	9

Optional IIA Awards

IIA Award in compliance audit and assurance	8
IIA Award in the effective delivery of audit and assurance	9
IIA Award in interpersonal skills for audit and assurance	10

What's involved

Each award compromises of a 30-hour learning programme which includes a twoday training course as well as self-study.

You will need to set objectives and complete some reading before attending each course.

For each award you will need to submit a personal development log.

There are no exams to sit and the IIA Certificate is not graded. You will be assessed through personal development logs and your professional experience record.



To find out more and register **Click here**



IIA Award in corporate governance and risk management

Learn about the essential characteristics of corporate governance and risk management, and the contribution they make to organisational effectiveness. The contributions required from a variety of roles are explored, along with techniques for embedding risk management into the culture of an organisation.

Duration

Two days

CPE competency

Performance

For booking, pricing and dates: Click here

IIA Award in the internal audit planning and assurance framework

Understand the framework within which internal audit planning and assurance are set. Exploring the different types of internal audit plans i.e., strategic, annual and engagement. Focussing on the internal audit engagement cycle and how the various elements contribute to the overall assurance internal audit provides. Time will be spent understanding the various stages of the systematic disciplined approach to delivering audit engagements and the link to risk, the control environment, and the work of internal audit, along with the reliability of reporting. The identification and mitigation of risks linked to the organisation's risk maturity and how the strengthening of the control environment contributes to the mitigation of risk.

Duration

Two days



CPE competency

- Performance
- Leadership and communication

For booking, pricing and dates: **Click here**

IIA Award in compliance audit and assurance

This course has been developed for those people who are based in the first and second line of defence and who are responsible for providing assurance on specific parts of the business for example anti-money laundering, contract or quality or environmental compliance. It has been designed to provide a framework for both the establishment of an effective compliance function and the methodology of undertaking risk-based assurance work. The course aims to demonstrate how important it is for the first and second lines of defence to deliver good quality assurance that can be relied upon by both stakeholders and other assurance providers including internal audit.



Contents

"Content was amazing and the tutor really knows the topic."

"I was able to build my confidence and develop a better understanding of second and third line."

IIA Award in the effective delivery of audit and assurance

This workshop provides practical guidance and information on the activities an audit function should be delivering to enable the success of the assurance work undertaken by the audit team. Specifically, it covers such topics as the future of internal audit, audit strategy development, agile and lean approaches, combined assurance, use of audit software and data analytics, quality improvement plans, performance measurement and added value. The course is interactive. discursive and activity led with delegates encouraged to assess their own teams in terms of continuous improvement and added stakeholder value.

Duration

Two days



CPE competency

- O Environment
- Leadership and communication

IIA Award in interpersonal skills for audit and assurance

Interpersonal skills are also known as people skills or soft skills and are critical for communication and developing good business relationships. Effective interpersonal skills are essential for those who work in internal audit or compliance. The roles involve communicating with others, using the powers of persuasion to influence them, or being assertive as necessary to make a point. This award will help you identify your areas of strength and those where you may wish to make improvements.



Training courses

Training is integral to both your personal development and business success. Our live, virtual training courses are all run by tutors who are experts in their field. Each course offers you CPE points and learning materials to develop your skills for success.

The transition from caterpillar to butterfly inside a cocoon, or chrysalis, can take just a few days for some caterpillars but up to three years for others depending on the type, environment and conditions.

Nor of the second state of

Introduction to internal auditing

The profile of internal auditors is rising, and this practical course will guide you through the principles and techniques of internal auditing to help you plan and perform internal audit work in line with the latest standards and best practice.

An introduction to professional internal auditing

This course will provide you with a thorough grounding in the principles of professional internal auditing. You will be able to appreciate how internal audit services should be managed and delivered based on the latest guidance and leading-edge best practices. "A great opportunity to interact with peers and understand the different challenges we all face"

Duration

Four days

CPE competency

• Professionalism

- Performance
- O Environment
- Leadership and communication



The wings of a moth have to be incredibly soft and delicate to allow movement in flight, but they are also strengthened by a system of veins to ensure the body maintains support in the air.

Sof skill

Soft skills

Interpersonal skills such as communication and the art of persuasion are just as vital to internal auditors as technical skills. Our courses cover some of the key challenges you're likely to face.

Handling difficult client situations – challenges and strategies

Another day passes and another delay drags out the progress of your audit – sounds familiar? We have all met non–co–operative people that make you feel edgy as they subtly challenge your work or do not listen. This course suggests **nine** core strategies for you to deploy to help keep **you** in the driving seat.

"Immense knowledge from the teacher, enthusiasm and ability to communicate with impact"



Around the world the Dragonfly is synonymous with change, transformation and adaptability.

Auditing specialist topics

Some business processes are altered to match specific industries, this customisation can require auditors to have highly specialised knowledge. Explore our specialist topics to develop a deep understanding of a subject area.

Auditing cash flow management

Learn to review cash flow management risks and control objectives from policy setting to oversight of cash, working capital, investing surplus funds, borrowings and periodic reporting. You will also learn to assess the adequacy of modelling and stress testing techniques. Recent cases will be used to consolidate learning.

Auditing contracts, outsourcing and procurement

In the news, you see organisations being criticised for their mediocre performance in the handling of contractors. When vour organisation decides to outsource activities or infrastructure, uncertainties over delivery, cost and quality become a key threat. This course highlights best practice and steers you through the audit of contracting, outsourcing or procurement activities.

Auditing corporate governance: An ESG masterclass

This updated and hugely topical course really puts the "G" into ESG! Spend a full day thinking about governance concepts, best practices and current developments from across the private, public and third sectors and consider internal audit's role in an interactive and participative style. This course will improve your ability to provide effective, professional insight and internal audit assurance that moves beyond a tick box approach, identifying the real underlying governance risks faced by organisations.

Duration

One day

CPE competency

O Environment

For booking, pricing and dates: **Click here**



For booking, pricing and dates: **Click here**





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Auditing culture

Risk and control issues are increasingly attributed to cultural weaknesses – and the new 2020 Code asks IA teams to look at this area. This course will examine what we mean by culture, risk culture and sub-cultures and behaviour and also the systemic and psychological factors that drive culture. We will also examine the ways in which the IIA standards can "come to the rescue" in terms of having a robust approach in this area, and not just subjective impressions.

Auditing employee health, welfare and well-being

Increasingly, the best organisations have recognised the need to properly ensure the welfare and wellbeing of their critical human resources. They are demonstrating a real duty of care through word, practice and action - evidencing that people are indeed their greatest asset. What is your organisation doing in this critical area and how is it managing the associated risks in the changed, post-2020 world?

Auditing fraud and financial crime

Fraud and financial crime pose significant risks to the financial health and stability of any organisation.

Internal audit need to be in a sound position to provide management with proactive and up-to-date assurance over the effectiveness of controls in these key areas.

This course will provide you with the knowledge and tools to audit these risks.

In association with-

Click here

This course is for heads of internal audit and audit managers.



Duration

One day

CPE competency

- Professionalism
- Performance
- O Environment
- Leadership and communication



Auditing human resources and people risk

People are regularly described as an organisation's greatest asset. They can also be the source of significant risk. The Chartered Institute's Risk in Focus 2024 survey highlights "human capital, diversity, talent management and retention" as second place in its list of key risks identified by CAEs across Europe. This one-day course will help you provide effective, professional insight and internal audit assurance over the often neglected – but vitally important – areas of human capital, people risks and HRM. We, as internal auditors, must step up in this critical area!

Auditing projects, project management and project risk

Failure of a project can have a massive impact on an organisation's reputation and the confidence of its stakeholders. Understanding the dynamics of complex projects is a challenge to every audit team. This course gives a good introduction to projects and project risk for any auditor.

Auditing the treasury function

Learn about auditing treasury risks and controls at every stage; from setting overall strategy and policy to day-to-day management, dealing, processing, settlement and reporting cycles as well as demystifying treasury derivatives to mitigate risks. Recent cases of treasury incidents will be used to consolidate learning.



For booking, pricing and dates Click here



For booking, pricing and dates: Click here



New

Auditing climate risk and environmental sustainability: An ESG masterclass

Some of the most significant impacts of climate change, whether they be temperature increase, extreme weather events such as wildfires or flooding, failing crops or mass migration, are widely acknowledged to be crystalising now. Climate change is visibly damaging infrastructure and assets, threatening businesses' reputation, challenging supply chains and introducing a whole new level of regulatory and compliance risks that will increasingly test business resilience. Throughout 2023, regulators and governments have progressed action and activity for enhanced ESG reporting and much of this focuses on climate change, biodiversity, and environmental sustainability.

New

Auditing social risks and responses: An ESG masterclass

Throughout 2023, regulators and governments have progressed action and activity for enhanced ESG reporting and much of this focuses on organisational social, employee and wider stakeholder-related activity.

The Chartered Institute's Risk in Focus 2024 survey has once again highlighted ESG as a key area of concern for increasing numbers of CAEs across Europe, whatever size, sector, or scale of internal audit team.

Building on the coverage in the Chartered IIA's popular "Auditing ESG: A strategic overview" training session, this new course for 2024 puts the "S" into ESG! Spend a full day thinking about social, people, employee and community-related concepts, best practices, and current developments from across the private, public and third sectors. Consider internal audit's role in these areas in an interactive and participative style. This course will improve your ability to provide effective, professional insight and internal audit assurance that moves beyond a tick box approach, identifying the real underlying 'S' risks faced by organisations.



For booking, pricing and dates: Click here

Duration

One day

CPE competency

• Performance

O Environment

Cybercrime and crisis management

High-profile technology issues are in the news – a business being hacked, a company being stopped in its tracks because it is under attack, or somebody coming to harm because of a stolen identity. This course will help you better understand cybercrime, cyber incident handling and the controls that must be in place to help protect your organisation.

Data risks, security and GDPR in a hybrid working world

In today's 'big data' world cyber criminals will target any business regardless of size. The rapid pace of technological change and globalisation have profoundly transformed the scale and way in which personal data is collected, accessed, used and transferred. The global spike in remote working has increased security challenges as employees remotely accessed company networks, files, and data — but the work landscape is shifting again. Now, many businesses are implementing a hybrid work model, allowing employees to work both in the office and remotely offering a new set of challenges.

UPDATED ESG: A strategic overview

Our course on environmental, social and governance matters are the perfect starting point for learning about ESG and proved to be one of our most popular courses in both 2022 and 2023! The Chartered Institute's Risk in Focus 2024 survey has once again highlighted ESG as a key area of concern for increasing numbers of CAEs across Europe, whatever size, sector, or scale of internal audit team. Join us on this course to gain a focused overview of ESG, with each element broken down into key, topical areas of interest, risk, and audit activity. As an extra bonus, we've updated this course again for 2024.

Duration

One day

CPE competency O Environment

For booking, pricing and dates: Click here







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Geopolitical risk and the role of the internal auditor

Recent events have highlighted the many ways companies, the public sector and charities can be affected, often indirectly, by geopolitical disruption. This one-day course provides an overview of how geopolitical trends globally will increasingly challenge the international business environment and structured insight into how these trends can create direct and indirect impacts on corporate strategy, financial performance, operational resilience, reputation and ESG decisions. This provides the basis for setting out the key ways in which internal audit can provide greater assurance to boards and other strategic stakeholders that their organisations are anticipating and managing the impacts of such a critical area of emerging risk. We will also examine and consider internal audit's growing role in providing assurance over organisational responses to the proliferation of sanctions as a geopolitical tool.

IT Auditing – Next Steps

IT knowledge is complex, expires quickly, and developing expertise in IT audit, beyond the basics, is challenging. This course is designed to lift your understanding of IT audit to the next level. Most importantly, it will focus on what is 'doable' by any auditor approaching the field of IT Audit and will be driven by delegates' interests and prior experience.



Half day

CPE competency

- Performance
- O Environment
- Leadership and communication

For booking, pricing and dates: **Click here**



IT Auditing – basecamp

If you haven't conducted an IT audit before, or you've only been involved in a couple of IT audits, then this course is the ideal starting point. It aligns to the latest standards and best practice approaches and is updated each year to keep pace with emerging technology. This course will enable you to confidently perform a review of the impact of technology on your organisation.

People auditing: delivering professional assurance over employee engagement

People are regularly described as an organisation's greatest asset. They can also be the source of significant risk. The Chartered Institute's Risk in Focus 2024 survey highlights "human capital, diversity, talent management and retention" as second place in its list of key risks identified by CAEs. This topical course deep dives into one of the most important areas relating to our people - employee engagement.

Sanctions: It's a world of pain out there

Sanctions have gained mainstream media coverage linked to the war in Ukraine. Sanctions can be placed on states, organisations or individuals at any time and can be imposed quickly by different players. Staying abreast of this volatile arena can be challenging and the consequences for deliberately - or inadvertently - breaking sanctions can be severe, resulting in a world of pain. Learn more about this evolving geopolitical and diplomatic tool, and its consequences, in our brand new course in which we will deliver a focused overview of sanctions. the associated risks and how to establish and embed an effective set of mitigations and controls.



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Duration Three days

CPE competency

- Performance
- O Environment

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Strategy and leadership

Senior internal auditors must work ever more closely with business leaders, audit committee members, peers and audit teams. This requires strong stakeholder management and influencing skills. You also need the ability to think strategically, plan efficiently, and be able to motivate and lead a team.

Heads of internal audit - induction masterclass

What does it take to be a successful HIA? What types of transition into the HIA role are there and what are the pitfalls and elephant traps to avoid? We will look at best practice GRC, assurance co-ordination, the audit planning process to ensure IA adds value and is properly resourced. We will also look at some key lean/agile points to drive IA team productivity; the challenges managing and motivating the IA team, as well as some of the key political factors to be aware of.

This course is for heads of internal audit and senior audit managers hoping to get the HIA role.

Duration

Two days

CPE competency

- Professionalism
- O Environment
- Leadership and communication

For booking, pricing and dates: **Click here**

Introducing behavioural risk into audit assignments

This course will help you understand what behavioural risk is and how it can impact the way key business risks are managed. It will cover the psychological and systemic drivers that create behavioural risk and what to do to manage their impact. You will learn when and how to incorporate a behavioural risk component into audit planning and audit assignments across a range of areas.

Leading and delivering internal audit engagements

This course covers all aspects of performing internal audit work at the applied knowledge level of the internal audit competency framework. It also explores the leadership and communication skills required for the effective delivery of internal audit engagements.



For booking, pricing and dates: **Click here**

CPE competency

Duration

One day

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"Understanding politics at a higher level and the different perspectives of stakeholders in various situations will impact my role directly"

Preparing for an external quality assessment

We know what the IIA standards say, but how do we put these into practice, so that we can pass an EQA? Understand the common blind-spots around EQAs and the practical things you can do to ensure you are on top of things, without being burdened by excessive bureaucracy. We will discuss "war stories" around selecting and managing EQA providers and also how best to manage the EQA process. As we will discover, it's not by accident that EQAs can trigger the outsourcing of the IA team or a change in the HIA.

This course is for heads of internal audit and audit managers and those in an IA quality role.

Duration

One day

CPE competency

- Professionalism
- Performance
- Leadership and communication

For booking, pricing and dates: Click here

Successful influencing and political savvy strategies

Beyond technical skills, managing stakeholders and dealing with office politics is an essential part of what it takes to be effective in internal audit. This course, suitable for heads of internal audit and senior audit managers who want to take stock of what they are currently doing and how to proactively promote the value of internal audit and head off potential pitfalls, will look at different styles of influencing and take stock of their approach to influencing. You will learn about how to influence without authority and the "hamburger model" of task/ process and climate you need to keep in mind when influencing others. You will also reframe common misunderstandings about politics and how to manage this in an ethical way, as well as how to identify "tricky situations" and "tricky managers" and understand the importance of thinking ahead.





An Ant is a symbol of diligence, unity, determination and accomplishment. Ants work in colonies in order to maximise their skillsets and achieve impressive structures.

Tools and techniques

Tools and techniques

Internal audit is a fast-paced profession. It is essential to keep up to date with the latest tools, techniques and methodology to meet the demands of the job. Our courses will give you practical guidance on a range of topics we know matter.

Agreeing findings and actions – a collaborative approach

The most challenging aspect of an assurance process is often the stage in which assurance providers discuss their findings and recommendations with management and seek to agree the actions that management will take. Learn how to approach this task, using a clear structure, to help you develop recommendations that will add value to the organisation.

This course is for all assurance professionals involved in discussing findings with management and agreeing actions to be taken.

Duration

One day

CPE competency

- Performance
- Leadership and communication

For booking, pricing and dates: **Click here**

Assurance mapping and co-ordination

We are now required to ensure our work is co-ordinated with others and we have a consistent process for determining how much to rely on them. Learn how to measure other assurances (in the first and second lines) and best practices for audit planning leveraging such information. We will also cover basic assurance mapping techniques to identify gaps and overlaps in the assurance jigsaw (a common problem area revealed by EQAs). Learn through numerous practical case studies how to keep assurance mapping work practical and focussed and how to align insights to drive improved GRC and a better value adding role for IA.

For heads of internal audit and senior audit managers.

Duration

One day

CPE competency

- Professionalism
- Performance
- Leadership and communication

For booking, pricing and dates: Click here

Audit planning – latest requirements and good practices

There is a new practice guide on audit planning that reminds us that audit cycles and audit universes are really a legacy of a more traditional approach to planning. Learn progressive ways to do a "top down" plan that is better aligned to strategies, objectives and key risks and that incorporates other assurances. Also learn how to create a plan that adds value by being clear about the key "exam questions" and that flows into assignment plans so that timely and relevant assignments are delivered.

This course is for heads of internal audit, senior audit managers and experienced auditors.

Duration

One day

CPE competency

- Professionalism
- Performance
- O Environment
- Leadership and communication

For booking, pricing and dates: **Click here**

CPF



Auditing management information and digitalisation

The Chartered Institute's Risk in Focus 2024 Survey reported that over 30% of the CAEs responding saw "digital disruption, new technology and AI" as a top five risk for their organisation. When looking further ahead, 50% saw it as a top five risk in three years' time. Furthermore, the necessity of reliable management information continues to be a 'holy grail' for many organisations, resulting in poor quality and less reliable decision making at every level. How good is your organisation's management information and the ways in which it manages this information?

Audit report writing

Internal auditors need to create reports that are clear, logical and convincing. Creating compelling content needs good presentation of facts and the correct sequencing of observations and findings. This introduction to audit report writing shows you how to produce reports that have impact and add value to your organisation.

Duration

Half day



CPE competency • Performance

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Data analytics for auditors

Using data analytics is now a core requirement for internal auditors. This "hands-on" course for auditors starting their data analytics journey helps learners understand the "language of data; understand how data analytics fits with the audit process: and key techniques and approaches to get started - such as how to document the data and the analytics tests. Useful Excel functions are explored during the course and learners will have lots of hands on practice using data analytics. The course includes two post training "surgeries" to help embed the course learnings, as well as ongoing access to monthly data analytics advice sessions.



For booking, pricing and dates: **Click here**

Improving audit efficiency – processes, strategies and tools

This course showcases ideas, tools, processes, and strategies to help you to improve your efficiency as an audit team and help you improve the value and business relevance of your work.

Duration

One day

Click here

For booking, pricing and dates:

Internal audit analytics – data and visualisation -'hands on'

The digitisation of organisations is forcing internal auditors to rethink their approach to data and become more 'hands-on'. This course takes you on a rapid tour of how to get the most out of MS Excel software. Designed around the needs of novices and newcomers to this field. you'll learn tips and tricks to speed up your work, particularly in the control testing phase of an audit.



Lean and agile auditing

Lean and agile techniques provide tools and techniques to eliminate waste, maximise impact and increase value adding activities – key for many internal audit functions. They also point us towards ways to audit in a progressive way. At the same time, we must remain compliant with IIA standards; so, learn practical ways to be lean and agile whilst having a robust, IIA compliant, audit approach.

This course is for heads of internal audit, internal audit managers and audit staff.

Root cause analysis (RCA) for internal auditors

Learn about key RCA techniques, going beyond the 5 whys technique, including 3 way 5 whys, the fishbone diagram (but with IA specific categories) and causal loop mapping. With these enhanced techniques learn to see the difference between immediate, contributing and root causes and to see the systemic nature of many issues that IA assignments uncover. Learn also that RCA will not slow down audit assignments and will often help with smarter assignment scoping and shorter more insightful reporting.

This course is for heads of internal audit, senior audit managers and experienced auditors.

Duration

One day

CPE competency

- Professionalism
- Performance
- O Environment
- Leadership and communication

For booking, pricing and dates: Click here



Techniques for effective testing

Clear objectives and assurance requirements are an essential basis for test design. Assurance providers also need thorough knowledge of testing strategies, including sampling and the use of computerised techniques. Learn how to design testing activities that are efficient, effective and appropriate to each situation.

The basics that matter – scoping and work programme design/delivery

At present, with the impact of Covid, a number of audit teams are questioning some of the basics of their audit approach. Specifically audits that suffer from scope creep and work programmes that take time to create and can easily miss the wood for the trees. This course is for internal audit managers and experienced audit staff.



For booking, pricing and dates: Click here



For booking, pricing and dates: **Click here**

Online training courses

Enhance your skills with our short training courses that you can take at your own pace over 90 days from your purchase date, so you can fit your development around your schedule.

For a full list of training courses please go to the **website**.



About the Chartered IIA

The Chartered Institute of Internal Auditors is the only professional body dedicated exclusively to training, supporting and representing internal auditors in the UK and Ireland. We have over 10,000 members in all sectors of the economy.

First established in 1948, we obtained our Royal Charter in 2010. Members are part of a global network of 180,000 members in 190 countries, all working to the same International Standards and Code of Ethics.

Stay connected



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