<h1 style="text-align:center">Audit Tools and Techniques</h1>

Do you wish to learn the basics of auditing?
How to prepare the checklist, perform, guide on how to write a report and understand the concept of follow up?

Introduction
New auditors will learn the basics of auditing at the new internal auditor level. This course provides an overview of the life cycle of an audit from a new auditor's perspective while examining the internal control environment and audit governance. During this course the participants will participate in interactive activities and real-life scenarios. Be prepared with the best practise on audit tools and techniques and can apply to your organisation and its internal audit function.

This course is designed for auditor\s with less than 3 years' experience who want to learn the concepts, tools, and techniques to enhance their efficiency and effectiveness in their capabilities and grow within the profession.

Objectives
This program aims to:
- Identify the core elements of auditing principles
- Describe the components of the audit model.
- Identify the requirement of the audit planning
- How to prepare the audit programmes?
- Identify the roles and responsibilities for governance
- Identify the tools for gathering evidence
- Documentations, techniques and tools used in gathering evidence
- Demonstrate and identify steps to wrap up the audit and report
- Follow up on the audit issues

Learning Outcome
After completing this training, participants should be able to:
- Understand the basic principle of auditing
- Plan an audit taking into account concept of key important elements, risk and materiality
- Evaluate internal control
- Perform walkthrough test
- Understand sampling techniques
- Perform audit procedures
- Gather evidence

- Recognise audit issues
- Writing report
- Exit conference

Who Should Attend?
New auditors who newly join the Audit Department and those with experience less than 3 years.

Program Outline

9.00am – 10.30am	**Basic Principle of Auditing** Understand the concept of basic principles of auditing such as integrity, objectivity, independence, confidentiality, skill, audit evidence, internal control, audit conclusion or opinion, reporting and certification. In this module the participants will learn the principle of auditing and have the whole picture of the work of an auditor.
10.30am - 11.00am	Break
11.00am – 1.00pm	**Audit Process: A) Organisation Background** Requesting financial documents and other related documents to get the overall picture of the organisation and the financial system. What type of documents should be kept by the auditors? How many files should be kept relating to the audit work. To enable the auditor to develop the skill to understand the financial system and the activities of the organisation.
1.00pm - 2.00pm	Lunch
2.00pm - 3.30pm	**Audit Process: B) Preparing an Audit Plan** Planning – The auditor should look over all information during the gathering organisation background stage before starting planning the audit works. This is to make sure the audit carried out will achieve the audit objective. Therefore, the participants will highlight the actions needed to be taken in documenting the audit procedure which should be followed. They will be taught on the topics below: • Preliminary Audit Planning • Construct Audit Planning and Audit Memorandum

	• Define the Audit scope and objectives, timeline, budget, staffing • Develop Audit Programme • Identifying Matters of Potential Audit • Scheduling a meeting with the client: Conducting Entrance Conference
3.30pm - 4.00pm	Break
4.00pm – 5.00pm	**Audit Process: C) Audit Plan** • Preparing Detail Audit/Audit Planning Memorandum (APM) which provide the detail of the activities should be carried out throughout the year.
9.00am – 10.30am	**Audit Process: D) Audit Fieldwork** After the exit Conference, the auditor gathered from the meeting and used it to finalise the audit plan. Fieldwork is then conducted based on the approved plan and starts reviewing procedures and processes. The auditor will be taught on how to review and conduct walkthrough tests, substantive test and compliance testing procedures and policies and evaluate the internal control of the sub-system of the financial system. The auditor will be also taught on auditing the organisation Financial System such as Revenue, Disbursement, payroll, expenditure, stock/asset etc.
10.30am – 11.00am	Break
11.00am – 1.00pm	**Audit Process: E) Audit Evidence** What makes Audit Evidence sufficient and appropriate? Audit evidence is based on the information obtained from audit procedures, testing, interview, sighting and other documents sources which the auditor relies on in forming the audit opinion and conclusion. The participants would learn the following topics: a) Standards for audit Evidence b) Types of Audit evidence c) Prepare worksheets to document audit observations d) Audit reporting components e) Approached to audit write up f) Developing recommendations g) Presenting audit findings and recommendations

1.00pm - 2.00pm	Lunch
2.00pm - 3.30pm	**Reporting: Audit Reporting and Exit Conference** Preparing an audit report is the last part of the audit work. An audit report is the formal opinion of the audit findings which shows the result of an audit and can be used by the organisation to take action, improvement or investigation if there is finding of fraud etc. An audit report shows whether the financial system is healthy or otherwise. So, it is important to the participants to master this knowledge so that the audit report prepared is of a quality report. Among other things to considered in writing an audit report are as below: • Developing audit report • Things not to say in the report • Guideline for overall audit ratings • Conducting and effective exit conference • Best Practices for Exit Conferences • Things not to say in the report • Guideline for overall audit ratings • Conducting and effective exit conference • Best Practices for Exit Conferences • Audit Write up activities after Exit Conference • What to write in the Final Audit Report?
3.30pm – 4.00pm	Break
4.00pm – 5.00pm	**Follow Up: Mechanism** Once an audit report officially submits or distributed among the head of the department/division of the organisation the recommendation for the relevant party to take action whether for improvement, corrective action or punitive action. The participant will learn true experience how the follow up process was done. The follow up process are as follows: • Follow up on remedy and when is the best time to do follow up • Monitoring after the audit • Elements of monitoring plan • Audit common issues