

Quality Assessment Accreditation Training

.....offered by the Institute of Internal Auditor (IIA)
UAE Association

Highlights...

The training will enable attendees to:

- *Apply the International Professional Practices Framework and International Standards for the Professional Practice of Internal Auditing on Quality Assessment;*
- *Develop a solid understanding of the process used to complete a periodic internal assessment or external quality assessment of an internal audit activity;*
- *Discover and utilize proven quality assessment tools and techniques;*
- *Explore the recommended external quality assessment approaches and help participants identify the best approach for their respective organisations.*

**ADDED
VALUE**

- **Significant savings in travel cost, by bringing the opportunity for accreditation with IIA, to the UAE**
- **Earn 19.5 credits**

12th to 14th September, 2011

Venue: Dusit Thani Hotel, Dubai, UAE

lorna@iiauae.org or youssef@iiauae.org

Aside from the materials we will provide you for the training, the following materials will be required:

- Quality Manual Book US \$ 180.00 plus CD-ROM
- IPPF Book US \$ 50.00
- CD Rom (Optional) US \$ 120.00

Please advise if you do not yet have these materials so we can facilitate the ordering of same through the IIA Bookstore at discounted prices.



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Course Outline

Session 1

Understanding the Essential Guidance

- *The International Professional Practices Framework*
- *The Definition of Internal Auditing and Value-added Services*
- *Code of Ethics*
- *The Standards, Practice Advisories and Position Papers*
- *Common Quality Assessment Observations and Rating Challenges*

Session 2

A Closer Look at Internal Audit Quality Assurance and Improvement Programs (QAIP)

- *Creating Buy-in – QAIP Benefits*
- *A closer look at the QAIP Standards and Practice Advisories*
- *Periodic Internal / External Quality Assessment Process Overview*
- *Exploring the External Quality Assessment Options*

Session 3

Planning the Quality Assessment (QA) Review

- *Focusing the Review – QA Objectives and Scope*
- *Planning Activities and QA Manual Tools & Techniques*
- * *Selecting the Team – Practical Considerations*
- * *Internal Audit Client and Staff Surveys*

Session 4

Performing the Review

- *Using the QA Manual Tools & Techniques*
- * *Conducting Internal Audit Client & Staff Interviews*
- * *Completing the QA Program Segments*
- *QA Case Study Applications*

Session 5

Communicating the Results

- *Evaluating the Significance of Issues and Overall Results*
- *Developing Observations and Recommendations – Success Stories and Lessons learned*
- *QA Case Study Applications*
- *Comparing the QA Manual Report Formats*

Session 6

Putting it all Together

- *Getting ready for an External QA – Success Stories and Lessons Learned*
- *External QA Options Revisited & Next Steps*
- *Final QA Quiz*

About the Instructor



Alfredo Dautzenberg is an established external quality assessment expert for the Institute of Internal Auditors (IIA). He has been approved and endorsed as an external quality assessment leader and conducts reviews and training courses on behalf of the IIA.

In the last seven years, he has led numerous IIA quality assessments (QA's), independent validations and gap analyses, and offered courses and seminars on quality assessment, internal audit, risk assessment and controls in 28 countries throughout America, Europe, Africa and the Middle East. He also provides consultancy services on audit initiatives and was a lecturer on Best Practices and Quality Assessments at various IIA annual conferences (i.e. Spain, Colombia, Ecuador, Philippines and at FLAI- The Federacion Latinamericana de Auditores Internos).

He was Vice President of the Single Europe Program for Citibank until his retirement in May 2002. In his last post, he was on-site audit liaison for Citigroup subsidiaries in Luxembourg and Project Manager for the Spanish chapter of the Single Europe and Corporate Governance Program. His prior assignments at Citibank includes being Regional Audit Director in London, England from 1994 to 1998, Audit Program Director in Brussels, Belgium from 1988 to 1993 and Audit Manager in South America and the Caribbean from 1975 to 1987.

Seminar Fee

<i>Membership Class</i>	<i>in US \$</i>
<i>Non Member</i>	2,470.00
<i>Individual Member</i>	2,280.00
<i>Bronze Member</i>	2,100.00
<i>Silver Member</i>	1,970.00
<i>Gold Member</i>	1,850.00
<i>Platinum Member</i>	1,730.00

PAYMENT METHOD :

*Cheque or Cash directly deposited to
Union National Bank
In favor of the –
Institute of Internal Auditors*

*Please send to us proof of deposit made along with the filled up registration form
through*

lorna@iiauae.org or youssef@iiauae.org

GUARANTEED SEATS : *Only for confirmed registrations*

SUBSTITUTION:

Substitutions for attendees will be allowed upon written notice to the IIA UAE at least three (3) working days prior to the day of the seminar. No show is subject to 50% penalty however, you have an option to offset this amount by attending other training courses offered by the IAA-IIA UAE Association within the year.

We will release the certificates once we receive full payment of the seminar fee.

To register, please fill up the attached registration form.



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