



# Completing the IIA Certificate in Internal Audit and Business Risk

**The IIA Certificate in Internal Audit and Business Risk is an accredited training programme designed for people who are new to internal audit as well as those seconded to the function. It offers a mixture of theory and practical skills and can be completed in six months to two years. Successful completion of the IIA Certificate will result in award of the designation 'IACert'.**

## Introduction

The IIA Certificate in Internal Audit and Business Risk provides the student with a mixture of theoretical and practical knowledge and skills. It will bring your understanding of internal auditing, corporate governance and risk management up to a basic level, allowing you to contribute to the work of your internal audit team and operate at an initial level of proficiency. You should seek advice from your line manager about how to further develop your knowledge or skills after completing the IIA Certificate.

After completing the Certificate you should be able to show understanding of:

- the importance of independence and objectivity in internal auditing
- the main requirements for providing risk based internal audit practices
- basic internal auditing theory, principles, methods, practices and techniques
- basic methods internal auditors use to locate, access and interpret data and information relevant to the assignment
- how internal audit can effectively communicate with clients
- how audit assignments are planned and delivered
- awareness of the context within which internal audit assignments are conducted and the environmental or other factors that can affect them

## Structure of the IIA Certificate

The IIA Certificate in Internal Audit and Business Risk comprises two theory modules:

- Corporate Governance and Risk Management
- Internal Auditing - Tools and Techniques

two skills modules:

- Effective Delivery of an Audit
- Communication and Client-Auditor Relations a personal development portfolio and an assignment of 3,500 words

For each of the four modules there is a study text and a two-day workshop. A professional development portfolio is to be completed as the programme is undertaken and upon completion an assignment is to be submitted to complete the award.



Institute of Internal Auditors  
UK AND IRELAND

## Entry requirements

The IIA Certificate is open to all members of the Institute. Non-members are also encouraged to register, at which time they also become student members of the Institute.

## Workshops

Once you have registered onto the qualification and have been accepted as a student member of the Institute of Internal Auditors – UK and Ireland, the Certificate Programme Coordinator will confirm your bookings onto your chosen workshops, subject to availability.

## Timetable

Students have up to 24 months to complete the IIA Certificate workshops and submit their professional development portfolio and assignment.

## Assessment

The outcome of the assessments is that you will be awarded a Pass or Fail.

You will have to satisfy the Institute's assessment criteria for both the portfolio and the project assignment.

If you do not meet the criteria your work will be referred back to you with feedback on where it falls short.

You will be asked to re-submit within two months of the date of the returned work. There will be no extra charge for one re-submission of work.

## Registration and costs

Applicants should use the registration form available on our website at [www.iaa.org.uk](http://www.iaa.org.uk). Members pay a registration fee of £45 + VAT and a tuition fee of £4,071.38 + VAT. The tuition fee covers the student guide, four study texts, four workshops (including meals and refreshments), assessment fee, and access to assistance for the personal development portfolio and assessment project. The fee does not cover overnight accommodation at the workshops or any travel costs arising. The tuition fee is correct up to 31 March 2010

## Further information

Further information on the IIA Certificate is available on our website at [www.iaa.org.uk](http://www.iaa.org.uk). If you have any queries then please contact [studentsupport@iaa.org.uk](mailto:studentsupport@iaa.org.uk) or call 020 7819 1907.

[www.iaa.org.uk](http://www.iaa.org.uk)

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