



IIA Certificate in Internal Audit and Business Risk - FAQs

The Institute reviewed and relaunched the IIA Certificate in Internal Audit and Business Risk in the Spring of 2010. This document outlines some of the frequently asked questions regarding the revised model of the IIA Certificate.

What is the IIA Certificate in Internal Audit and Business Risk?

The IIA Certificate is a certificated training programme for those whose role requires them to have a sound appreciation of the framework and processes for providing assurance on business risks in all sectors. This will include those involved in internal auditing, compliance testing and risk assessment and in similar or related areas, including general management positions and those serving on audit committees. The programme delivers a focussed course of knowledge, skills and understanding through a short set of intensive training sessions that centre on governance, business risk, internal control, audit and assurance. It is assessed through the demonstration of reflective practice in Personal Development Logs and a Professional Experience Record, leading to the designation 'IACert'.

What is the structure of the IIA Certificate?

The IIA Certificate comprises four Awards. Two Awards are core and two Awards are optional. The core Awards are:

- C1 IIA Award in Corporate Governance and Risk Management
- C2 IIA Award in the Internal Audit Planning and Assurance Framework

Currently, the optional Awards available are:

- C3 IIA Award in the Effective Delivery of Audit and Assurance
- C4 IIA Award in Interpersonal Skills for Audit and Assurance
- C5 IIA Award in Information Systems Audit and Assurance
- C6 IIA Award in Compliance Audit and Assurance

Further options may become available as they are developed.

Each Award comprises 30 notional learning hours, comprised as follows:

Pre-workshop reading and preparation	4 hours
Attendance at the workshop (over two days)	12 hours
Review of learning from workshop	2 hours
Post-workshop reading and reflection	4 hours
Completion and submission of Personal Development Log	8 hours



What are the entry requirements?

Entry to the IIA Certificate is open to registered affiliate members of the Chartered Institute of Internal Auditors only. There are no other formal entry requirements but candidates are advised to seek the support of their line manager/employer in ensuring they will be able to satisfy the demands of each Award and the Professional Experience Record.

What professional experience is required to complete the IIA Certificate?

Candidates need to be working in a suitable role for a minimum of six months in order to meet the professional experience requirements of the IIA Certificate, such as internal audit, assurance, compliance, or similar operational positions.

Do I need to be working in internal audit in order to undertake the IIA Certificate?

As noted above, candidates need to be working in a suitable role for a minimum of six months in order to meet the requirements of the IIA Certificate, such as internal audit, assurance, compliance, or similar operational position.

However, this requirement is for completing the experiential requirements of the training programme and the can be accumulated alongside completion of the four Awards that make up the overall IIA Certificate.

How is the IIA Certificate assessed?

Assessment of candidates for the IIA Certificate is made in two ways:

- Reflection on the learning gained and how it might be applied is assessed through a Personal Development Log for each Award
- Professional competence is assessed through a Professional Experience Record related assignment.

How long does it take?

Members are encouraged to complete the IIA Certificate in as short a time as is practical for them as an individual. However, applications for the IACert designation and Professional Experience Records must be submitted within six months of completing the Awards or 18 months of commencing Awards contributing to the IIA Certificate, whichever is the sooner. Personal Development Logs for each Award must be submitted within six weeks of the Award workshop undertaken.

When does it start?

Those interested in the IIA Certificate may enrol at any time using our affiliate member registration form. The registration form can be found in the Courses and Events section of our website at www.iaa.org.uk.



How much will it cost?

The IIA Certificate costs £4,071.38 including VAT at 17.5% (current to 31 December 2010). This fee covers all tuition materials, face-to-face training for all four IIA Awards and assessment of the personal development logs and the professional experience record. An application fee of £95 is payable to become a member of the Institute and the annual subscription for affiliate membership for the year costs £145. Both the application fee and the annual subscription are VAT exempt.

Where can I get hold of further information?

Information on the IIA Certificate is given in the Courses and Events section of our website at www.iaa.org.uk. Enquiries should be made to studentsupport@iaa.org.uk.

What is the Personal Development Log?

The Personal Development Log is a log of your personal objectives for each IIA Award, your reflections upon those objectives and any subsequent plans for further personal development. Each log is collected over the weeks surrounding the award workshop and should total 1000 to 1200 words.

What is the Professional Experience Record?

The Professional Experience Record is a record of professional experience across a range of key areas of internal audit, operations and business risk, as is most relevant to the individual. These will be taken from the following:

- Audit/operational engagement
- Audit/operational scope and the audit plan
- Recording information and reporting on an audit operation
- Audit/operational testing
- Audit evidence
- Corporate governance
- Risk identification and analysis
- Risk management strategies

Whilst there is no set limit, records are likely to be approximately 2000 words in length.

Are the IIA Awards available as stand-alone training?

Yes. Each of the IIA Awards of the IIA Certificate may be undertaken as stand-alone training. Should you decide subsequently to undertake the full IIA Certificate you will be able to claim credit for any IIA Award already completed. However, all IIA Awards, Personal Development Logs and the Professional Experience Record must be completed within six months of completing the required IIA Awards or 18 months of commencing IIA Awards contributing to the IIA Certificate, whichever is the sooner.

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