



Institute of Internal Auditors
UK AND IRELAND

IIA Learning



Supported distance
learning for IIA
professional qualifications

Informing. Inspiring. Assuring



Qualified success



Professional internal audit is a hot topic in today's boardrooms and interview rooms. Never before has it been more crucial to have the right people in the right jobs. Which is why it is a great time to invest in your future and become professionally qualified.

The Institute of Internal Auditors – UK and Ireland (IIA) is passionate about supporting, promoting and training internal auditors. It's what we do and it's why we are here. And we believe that the best way to do this is to qualify internal auditors through relevant, rigorous and respected professional qualifications.

In this brochure, we outline the tuition that the IIA offers for our two core professional qualifications:

- ▲ IIA Diploma in Internal Audit Practice (leading to PIIA designation)
- ▲ IIA Advanced Diploma in Internal Auditing and Management (leading to MIIA designation)

For more information on the content and structure of our qualifications, please refer to our qualifications prospectus, which is available via download (www.iaa.org.uk) or contact our Student Support Coordinator on 020 7819 1907 or studentsupport@iaa.org.uk.

Once you have found the qualification that is right for you, this brochure will tell you about the tutorial, revision and support services that will help you complete your studies successfully and become professionally qualified.

IIA Learning – your partners in professionalism

IIA Learning is an IIA-run tuition provision for professional qualifications in internal auditing. We offer a comprehensive distance learning package of guidance, instruction, networking, feedback and support that gives you the structure you need for effective study, and with it a greater prospect of success.

IIA Learning's tuition is designed for the busy professional already engaged with the professional world. Our programmes fit in with your personal schedule, rather than you having to fit into our class schedule.

We offer the highest quality distance learning materials, regularly updated to reflect current trends in the profession. We carefully select and train a team of specialist tutors to share their real-life internal auditing experience and on-the-ground knowledge. We constantly update our students on what's going on in the profession and new resources that will help in their studies.

As a result, we consistently achieve a higher exam pass rate than the national average for IIA examinations.

If you have any further questions, please contact IIA Learning at learning@iaa.org.uk, visit www.iaa.org.uk/learning, or telephone 020 7819 1939.

Francis Nicholson
IIA Education Director



IIA Diploma in Internal Audit Practice

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IIA Advanced Diploma in Internal
Auditing and Management

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In-house learning

IIA Learning also offers bespoke learning programmes for employers to ensure a flexible solution to meet their exact needs.

We offer:

- ▲ **First class tuition** – All our trainers and tutors are experts in their fields and specialists at combining professional training delivery with ‘hands on’ experience.
- ▲ **Cost savings** – Since the face-to-face elements of the programme take place at the employer’s own premises, there is no travel and no time away from the office.
- ▲ **Flexibility** – In-company study programmes provide the ultimate flexibility for studying to fit in with work demands.
- ▲ **Immediate impact** – By studying in familiar surroundings, learning is more effective. Sensitive company information can be shared and used as examples during the programme in complete confidence.
- ▲ **Competitive fees** – We offer a competitive fee structure depending on student numbers and the design of the programme.

Contact us

If you have any further questions, contact IIA Learning on learning@iia.org.uk, visit www.iia.org.uk/learning, or telephone 020 7819 1939.

IIA Diploma in Internal Audit Practice

The IIA Diploma is the primary professional qualification for practising internal auditors in all sectors. Employers regard it as the hallmark of a competent internal auditor.

The qualification comprises five theory modules, one skills module and a professional experience journal:

- ▲ P1 The Internal Audit Environment
- ▲ P2 Financial Risks and Controls
- ▲ P3 Internal Audit Practice
- ▲ P4 Information Systems Auditing
- ▲ P5 Corporate Governance and Risk Management
- ▲ P6 Interpersonal Skills for Internal Auditors
- ▲ Professional Experience Journal

The IIA Diploma learning programme

IIA Learning offers a comprehensive and newly updated tuition programme for the IIA Diploma leading the designation PIIA. The programme is an ideal combination of individual study, tutorial support, online learning and networking, printed study materials and face to face workshops.

Our programme is well structured to help students pace themselves and complete their studies in time for the exams. Students complete two to three assignments and can also take a mock exam. We combine this with the highest quality learning materials and unrestricted support from tutors. As a result, our programmes consistently achieve a higher exam pass rate than the national average for IIA exams.

Theory modules

Our tuition for the theory modules is primarily delivered via our new virtual learning environment. This exciting new development brings students a fantastic range of learning and networking resources to help them to study at their own pace and in their own time. The learning environment is complemented by printed materials and face to face workshops, catering for all learning styles.

The virtual learning environment

Our new integrated online learning model helps students to study independently by providing online networking and collaborative learning opportunities. As well as allowing access to the coursework, students can engage with tutors, fellow students and study materials. This results in a more active learning process. The programme includes a range of online resources including quizzes, mock examinations, tutorial support and student discussion forums. Visit www.iaa.org.uk/learning for more information.

Dedicated tutors and assignments

All students have access to a dedicated tutor for each module, accessible via the learning environment, email, or by telephone. Tutors are highly experienced in their subject areas and will provide students with help to get the most out of the study materials.

Assignments form an integral part of IIA Learning's tuition, as they reinforce and support the course content and the workshops. The tutor will assess and provide detailed feedback on the assignments. While assignment marks do not contribute to the final results, all students are expected to submit two assignments for each module to be eligible to enter the examination.

Face to face workshops

Induction days are designed for students new to the programme. They outline the full range of services available to IIA Learning students and allow new students to meet the Learning team and other students.

One-day student workshops take place half way into the study session; they aim to consolidate students' studies and build knowledge and understanding, as well as introduce new topics further ahead in the study materials. These workshops are not included in the overall fee for the learning programme but may be purchased separately. They are available to all IIA students irrespective of tuition provider.

Our two-day revision workshops for each module are included in the learning programme and are designed to assist students in preparing for the examinations. They provide an overview of the syllabus, guidance on examination skills, and examination practice. Revision workshops are non-residential but our staff can help with accommodation if required. The workshops are also available to all IIA students irrespective of tuition provider.

Printed study materials

For each module, students also receive a printed learning text that contains coverage of the syllabus subject matter. The online student handbook contains general guidance on studying, revision and tutor support.



For more information on the content and structure of the IIA Diploma in Internal Audit Practice, please refer to our qualifications prospectus. To obtain a copy visit www.iaa.org.uk or contact our Student Support Coordinator on 020 7819 1907 or studentsupport@iaa.org.uk

IIA Diploma in Internal Audit Practice

Continued...

Programme duration

Tuition and support are offered in two study sessions per year. Each study session provides 20 weeks of study and four to five weeks of examination preparation prior to the June or November examinations. Students should plan to spend approximately 180 hours on each module, including reading, study, completing learning activities and developing competencies in the workplace.

How to study

Students can study the theory modules in any order, and may undertake more than one in a single session. However, students are urged to consider the time they can realistically commit to studying when deciding how many modules to take at once. Typically, students take one or two theory modules per study session.

The programme requires students to study at a first year post-graduate level. Although the study materials are comprehensive, students are expected to undertake additional reading. All IIA Learning students must have access to the internet.

When and how to enrol

The IIA Diploma learning programme is organised into two study sessions leading to the examinations in June and November.

For students aiming to sit the June examinations, enrolment commences on 1 August and closes 31 October. Tuition will commence in December. For students aiming to sit the November examinations enrolment commences on 1 February and closes 30 April. Tuition will commence in June.

If you are new to the IIA, you will need to complete an application form to register onto the qualification and to become a student member. If you have previously enrolled with IIA Learning and are continuing your studies, you should complete the IIA Learning application form. Both forms are available at www.iaa.org.uk/learning.

Skills module

The IIA offers workshops for the IIA Diploma skills module, Interpersonal Skills for Internal Auditors, which cover all areas of the syllabus. The purpose of the workshops is to assist students to apply their communication, listening, negotiation, influencing and other soft skills across the range of activities within the audit assignment and interaction with audit stakeholders. They are intended to complement the theoretical knowledge gained while studying for the IIA Diploma.

The workshops are optional and are designed to be interactive with opportunities for role play, team work, discussion forums and individual activities all aimed at developing skills in an enjoyable and relaxed environment.

When and how to enrol

Students may enrol on these workshops at any time. Workshop dates and booking forms are available at www.iaa.org.uk/learning.

Additional information

If you have any further questions, contact IIA Learning at learning@iaa.org.uk, visit www.iaa.org.uk/learning or telephone 020 7819 1939.

Fees

Theory Modules

Complete Support

£1045 + VAT
Includes Tuition and two-day non-residential workshop

Extra Support

£1240 + VAT
Includes Tuition, two-day non-residential revision workshop and student workshop

Skills Modules

Complete Support

Skills workshops are available at
£675 + VAT

Standalone Workshop

Workshops are also available for non-IIA Learning students at the following fees

Student Workshops

£258 + VAT

Revision Workshops

£460 + VAT

All prices are per module and are valid December 2008 – November 2009.

The fees above apply only to the tuition programme outlined in this brochure. Students are also required to pay membership, examination, exemption and other fees as outlined in the IIA's qualifications prospectus.

“Using IIA Learning’s distance learning model means there is no need for staff to travel and that the training can be tailored to meet our needs and requirements. But probably the most important benefit is that everyone involved in the training feels at ease - they are training with colleagues, so therefore we bypass the whole getting-to-know-you stage and get straight to the important part – the learning.”

Richard Neal, Senior Manager, Internal Audit, Deloitte

IIA Advanced Diploma in Internal Auditing and Management

The IIA Advanced Diploma is an advanced qualification for senior and experienced professionals in internal auditing who need to engage with executives and managers on strategic issues.

The qualification comprises four theory modules, one skills module and a professional experience journal:

- ▲ M1 Strategic Management
- ▲ M2 Financial Management
- ▲ M3 Risk Assurance and Audit Management
- ▲ M4 Advanced Internal Auditing Case Study
- ▲ M5 Advanced Business Communication
- ▲ Professional Experience Journal

The IIA Advanced Diploma learning programme

IIA Learning offers a bespoke learning programme for the IIA Advanced Diploma leading to the designation MIIA. The programme includes three elements:

- ▲ For the three theory modules - a distance learning programme and face-to-face revision workshops
- ▲ For the case study module - a one-day revision workshop and one-day seminar
- ▲ For the Advanced Business Communication skills module - study material and a two-day practical workshop

Our programme is designed for independent study, with students expected to work at their own pace and undertake their own research. Our learning materials and resources are of the highest quality and our specialist tutors are there on an unrestricted basis to support students. Overall, the programme provides a well-tested structure for effective learning. As a result, our programmes consistently achieve a higher exam pass rate than the national average for IIA exams.

Theory modules

The IIA Advanced Diploma learning programme has been designed and developed in conjunction with London South Bank University (LSBU). It includes access to internet-based resources, tutor support, assignments and mock exams. IIA Learning students will be enrolled as LSBU students, providing valuable access to a range of LSBU resources including electronic library facilities and a range of online journals.

Internet-based study materials

Students receive a CD-ROM for each module, which contains the principal learning material, a bank of examination style questions and assignments. Students also receive a student handbook containing general guidance on studying, revision and tutor support, as well as access rights to the LSBU learning site.

Dedicated tutors and assignments

Students have access to a dedicated tutor for each module. Tutors are highly experienced in their subject areas and will help students get the most out of the study materials.

Optional assignments are available for each module. They are an excellent way of building knowledge and understanding of the subject, and getting feedback on progress. Students will receive guidance notes as well as individual feedback on their assignments.

For more information on the content and structure of the IIA Advanced Diploma in Internal Auditing and Management, please refer to our qualifications prospectus. To obtain a copy visit www.iaa.org.uk or contact our Student Support Coordinator on 020 7819 1907 or studentsupport@iaa.org.uk

Mock examinations

Mock exams are an invaluable way of preparing for the real thing and can be taken for each module. The mock exams are posted to the website about eight weeks before the real examinations. They can be completed under examination conditions at home and submitted to the tutors for marking. The marked script is returned to the student with individual feedback and guidance notes.

Face to face workshops

A two-day revision workshop is available for each module. These are designed to consolidate learning, apply knowledge to examination questions and develop examination technique. The workshops also provide students with the opportunity to discuss ideas and share knowledge with fellow students. These workshops are not included in the overall fee for the learning programme but may be purchased separately. They are available to all IIA members. Revision workshops are non-residential but our staff can help with accommodation if required.

Programme duration

Students are required to spend about 150 hours per module including reading, study, completing learning activities and developing competencies in the workplace.



“I regard an IIA qualification as a preferred requirement for prospective recruits to my team and arrange for study towards an IIA qualification for new team members if they are not so qualified.”

Karen Austin – Head of Internal Audit, Three Valleys Water

Continued...

How to study

Students can study the first three theory modules in any order, but must take the M4 Case Study last. Students can take more than one module at a time but they are urged to consider the time they can realistically commit to studying when deciding on the number of modules to take at once. On average, students take one to two theory modules at a time.

IIA Advanced Diploma students must be prepared to study at postgraduate level, which involves significant additional reading and undertaking and interpreting independent research. All students studying with IIA Learning must have access to the internet.

When and how to enrol

The IIA Advanced Diploma tuition programme now has 'rolling' enrolment, so there are no deadlines for applications. Students can enrol on a programme at any time and will receive support for two examination diets. For example, if a student registers between 1 June and 31 October 2009, they will receive support until June 2010. Students roll off the programme either when they pass an examination module (August and February), or once they have received support for two examination diets.

If you are new to the IIA, you will need to complete an application form to register onto the qualification and to become a student member. If you have previously enrolled with IIA Learning and are continuing your studies, you should complete the IIA Learning application form. Both forms are available at www.iaa.org.uk/learning

Case study module

For the Advanced Internal Auditing Case Study module, we offer a revision workshop and a seminar to give our students the best possible chance of examination success.

One day revision workshop

The focus of this workshop is to look at previous case studies, how they were dealt with, and what types of questions were asked. The objectives are to:

- ▲ assist in constructing a framework for tackling the case study examination, including an assessment of the amount of research required
- ▲ hone ability to critically analyse and evaluate organisational issues
- ▲ review and discuss the questions from previous exams and relate these back to the case study

Prior to the workshop, students will be sent a sample case study for analysis and evaluation. During the workshop, this case study will be discussed in groups and the solutions compared to the suggested answers and/or the actual outcome of the case.

One day seminar

The seminar analyses the actual examination case study and looks at how it may be examined in the upcoming examination. The objectives are to:

- ▲ review the forthcoming examination case study
- ▲ analyse the organisational issues in the case study
- ▲ assess possible areas for examination questions

Students will receive the actual examination case study approximately four weeks before the examination date. The seminar will provide an opportunity for an in-depth analysis of the case study to explore possible questions that may arise in the final examination paper.

Further information

We have an IIA Learning team ready to take your questions and comments, so please get in touch.

IIA Learning 020 7819 1939, learning@iia.org.uk, www.iia.org.uk/learning

General IIA queries 020 7498 0101 info@iia.org.uk

When and how to enrol

Workshops and seminars are held in May and October each year. Schedules and booking forms are available from www.iia.org.uk/learning, or can be requested from learning@iia.org.uk. These events are very popular and students are urged to book as soon as possible.

Skills module

Students receive a study text for the Advanced Business Communication module that covers all areas of the syllabus, and they can attend an optional two-day, interactive workshop.

The workshop is intended to complement the theoretical knowledge gained while studying for the IIA Advanced Diploma qualification and provide an opportunity for the theory to be applied to the practical working environment. It is designed to be highly interactive with opportunities for role play, team work, specialist training games and individual activities all aimed at developing skills in an enjoyable and relaxed environment.

When and how to enrol

Students can enrol on the skills module workshops at any time. Workshop dates and booking forms are available at www.iia.org.uk/learning.

Additional information

If you have any further questions, contact IIA Learning at learning@iia.org.uk, visit www.iia.org.uk/learning or telephone 020 7819 1939.

Fees

M1, M2, M3

Tuition per module
£368 + VAT

Revision workshop
£460 + VAT

M4

Case study workshop
£258 + VAT

Case study exam seminar
£258 + VAT

Skills Workshops

£675 + VAT

Prices are per module and are valid December 2008 – November 2009.

The fees above apply only to the tuition programme outlined in this brochure. Students are also required to pay membership, examination, exemption and other fees as outlined in the IIA's qualifications prospectus.

"I found that studying for the IIA Diploma qualification has helped provide a solid background to aid in the daily audit work that I carry out. In addition, meeting with fellow students and tutors at revision workshops was valuable, as it allowed the sharing of ideas and experiences. Overall, I found the experience a rewarding one and am now looking to continue with IIA Learning to achieve the IIA Advanced Diploma"

Rhiannon Jugessur, Internal Auditor, AISL

The Institute of Internal Auditors – UK and Ireland (IIA)

The IIA is the only body focused exclusively on internal auditing and we are passionate about supporting, promoting and training the professionals who work in it. We have been leading the profession of internal auditing for over 60 years.

The IIA plays an active role in the public arena, building awareness of internal auditing, promoting members' interests and challenging organisations to reach the highest standards of corporate governance.

Our International Standards and Code of Ethics unite a global community of 160,000 internal auditors in 165 countries.

We are committed to enhancing the recognition and professionalism of internal audit in the UK and Ireland, through:

- ▲ Dynamic leadership of the profession which maximises the reputation and influence of our members, both individually and collectively
- ▲ Setting performance benchmarks and promoting professional integrity through our International Standards and Code of Ethics
- ▲ Continually developing our qualifications so that their high quality and reputation is maintained
- ▲ Providing technical resources, networking opportunities and support to our members throughout their careers
- ▲ Maintaining our position as the market leader in internal audit training

Informing. Inspiring. Assuring.

Develop your potential – and get ahead

Internal auditing is a dynamic, challenging and professional career. Our members work in many types and sizes of organisation, across all sectors of the economy, not-for-profit, public sector, private sector, The IIA is represented by heads of internal audit in the majority of FTSE 100 companies.

The IIA is your champion – passionate about the profession and its development, inspiring you to tell others within and outside your organisation, about the value of internal auditing.

Informing.

Skilled professionals who can add value to the business are increasingly in demand. IIA qualifications provide you with a structured career pathway and the skills, knowledge and organisational understanding that employers want.

Inspiring.

Our vibrant online and regional community provides members with a programme of activities, to keep you in touch with fellow internal auditors and up-to-date with the latest thinking. At the IIA we create links, networks and opportunities for you to exchange ideas, share best practice, inspire and be inspired by your peers.

Assuring.

Internal auditing is all about people – working together to achieve business success. Join us and our growing, global network of 160,000 professional internal auditors and you'll be in good company.

Develop your potential – join us and get ahead.

www.iaa.org.uk

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