



**Tshwane University
of Technology**

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STUDENT STUDY GUIDE

NAME OF QUALIFICATION: ADVANCED DIPLOMA IN INTERNAL AUDITING			
Department of Auditing			
NQF LEVEL	NQF CREDITS	MODULE NAME	MODULE CODE
7	12	Internal Audit	IAB117V IAU40BT

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DEPARTMENT: Auditing

DATE: 2020 2nd Semester

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FACULTY OF ECONOMICS AND FINANCE

Tshwane University of Technology

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Pretoria

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SECTION A: INTRODUCTION

1. INTRODUCTION

The internal audit profession is a fast growing profession, not only globally, but also in South Africa. This has led to there being an acute shortage of competent internal auditors to satisfy the demand. The aim of this Advanced Diploma is to prepare students to comply with the competencies for entry level internal auditors.

Internal auditing can add much value to simplify the processes and also ensure that organisations adhere to the guidance and legislation. To this end, the internal audit function provides both assurance and advisory services to senior management and boards of organisations.

This qualification expands on the general knowledge gained in the Diploma of Internal Auditing. The Advanced Diploma teaches students to conduct an internal audit engagement according to the requirements of the Institute of Internal Audit (IIA) standards. The appropriate techniques for every type of audit will be explored. The roles and responsibilities of Internal Auditors with regards to fraud and illegal activities and other unique situations in entities will be explored.

The significance of this qualification is that it will enable successful learners in the targeted areas to enter a number of career paths and to apply their learning to different accountancy contexts. This advanced diploma programme includes appropriate work-integrated learning (WIL) components. The WIL components are all computer-based and consist of generalised audit software applications used by auditors.

2. WELCOME

We have pleasure in welcoming you as a student to the module: Internal Audit. This module is part of the Advanced Diploma in Internal Auditing and is presented in the second semester. We trust that you will find your studies, both enjoyable and stimulating. We have partnered with the Internal Audit Education Partner (IAEP), an Internal Audit Foundation School accredited by the Institute of Internal Auditors in the United States. We are also affiliated with the global professional body for information systems auditing (ISACA) as one of the officially recognised ISACA student groups.

In this study guide, we direct your attention to the Department of Auditing, which is situated on:

Building: 1st level of Building 10

Departmental Telephone Number: (012) 382 0682

Administrator: Mrs Selina Thobakgale (MaSelina)

Enquiries: For all your administrative enquiries to MaSelina @ Room 10-107

Email: ThobakgaleRS@tut.ac.za

3. GUIDELINE ON THE USE OF THIS STUDY GUIDE

This guide will assist you with the name of the qualification, NQF level, credits of the qualification, enabling you to verify the details with the registrations office. It will also provide information on the duration, the purpose of the qualification and the contact information.

4. CODE OF CONDUCT

See Chapter 15 of Students' Rules and Regulations.

“Any student who contravenes the provisions of rule 15.1 of the disciplinary code is guilty of misconduct and will be dealt with in terms of the disciplinary code for students. For the purposes of this disciplinary code, the word “University” refers to the Tshwane University of Technology (TUT).”

5. CLASS ATTENDANCE

See Chapter 12 of Students’ Rules and Regulations. (Rules 12.1.1 – 12.1.15).

“Regular class attendance is the responsibility of each student, and all TUT students shall attend classes for all their registered subjects. Any student who fails to attend at least 80% of scheduled classes may be refused examination admission for the subject concerned. A student who (for whatever reasons) cannot attend at least 80% of scheduled classes, may apply to the head of the academic department or the section head for exemption from the class attendance requirements.”

6. MODULE NAME

Internal Audit IVA (IAB117V) / Internal Audit IVB (IAU40BT)

7. MODULE CREDITS

Total credits for the course: 12

8. PURPOSE OF THE MODULE

After having completed this module, students should be able to:

- Display the attributes of an Internal auditor
- Conduct Corporate governance compliance engagements
- Understand the ethical values that determine the interaction between an organisation and its stakeholders (Organisational ethics)
- Plan and perform an internal audit engagement using the Enterprise risk management model
- Conduct Consulting engagements in accordance with the IIA standard requirements
- Understand how management can evaluate their own activities (Control self-assessment)
- Assessing the quality of Internal audit engagements.

SECTION B: ORGANISATIONAL COMPONENT

9. CONTACT INFORMATION OF DEPARTMENTAL ADMINISTRATOR

The department of Auditing is situated in building 10 at Ga-Rankuwa campus. For contact, please refer to the information below:

Name	Campus	Contact number and E-mail	Consultation Times	Role in Programme
Ms. Selina Thobakgale	Ga-Rankuwa	Tel: (012) 382 0682 ThobakgaleRS@tut.ac.za	08:00 – 16:00	Departmental administrator

10. CONTACT INFORMATION OF LECTURERS

Please note that the information below may be edited from time to time and students will be informed accordingly until the next issue of the study guide is issued.

Name	Campus	Contact number and E-mail
Ms. Precious Ramusi	Ga-Rankuwa	Building 10, Room 10-108 RamusiKP@tut.ac.za
Ms. Patricia Masethe	Ga-Rankuwa	Building 10, Room 10 -103 MasetheMP@tut.ac.za
Mr. Sabelo Dube	Mbombela	Mbombela Campus Sabelo.abednigo@gmail.com
Ms. Mabore Mamabolo	Polokwane	Polokwane Campus MamaboloMW@tut.ac.za

11. TIMETABLE

The timetable for the class attendance is obtainable from the time table coordinator or the departmental administrator as announced by the lecturer when ready for collection.

12. DATES AND YEAR PLANNER

This section is about all important dates for activities such as, assignments, class tests, excursions, practical, projects, computer-based tests submission dates etc. will be included here. To be completed by lecturer closer to time.

Date/s	Theme	Student Activity	Number of Contact sessions	Notional Hours	Assessment Activity
*Week 1	<p>Welcome Lecture</p> <p>STUDY UNIT 1: Attributes of an Internal Auditor</p> <ul style="list-style-type: none"> Code of ethics: <ul style="list-style-type: none"> Integrity Objectivity Confidentiality Competency Standard 1100 – Independence and Objectivity <ul style="list-style-type: none"> Standard 1120 – Individual Objectivity Standard 1130 – Impairment to Independence or Objectivity Standard 1200 – Proficiency and Due professional care <ul style="list-style-type: none"> Standard 1210 – Proficiency Standard 1220 – Due professional care Standard 1230 – Continuing Professional Development (CPD) 	Introductory	1 Contact Session	9 hours	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, test and examination</p>
*Week 1	<p>STUDY UNIT 2: Corporate Governance</p> <p>Understand and explain the following concept:</p> <ul style="list-style-type: none"> Corporate governance Discuss the need for improved governance and the importance of effective governance in line with the latest Corporate governance principles (KING IV). Design an audit programme to test compliance to the Corporate governance principles. 	Evaluate compliance with Corporate Governance principles within an organisation.	1 Contact Session	9 hours	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, test and examination</p>

	<ul style="list-style-type: none"> Evaluate the adequacy and effectiveness of Corporate governance for a scenario provided. Prepare the audit report based on findings identified in a scenario provided. 				
	<i>*Week 1: Study Unit 1 and 2 will be covered (NB.: Students are encouraged to prepare before coming to class)</i>				
(WR1: 35%) _ Week 2 – 3: Test Week (January 2021): Individual Assignment 1 / Semester Test 1 Scope: 1. Study Unit 1: Attributes of an Internal Auditor; and 2. Study Unit 2: Corporate Governance. (50 Marks: online or physical – to be confirmed)					
*Week 4	STUDY UNIT 3: Organisational ethics <ul style="list-style-type: none"> Understand and explain the following concepts: <ul style="list-style-type: none"> Organisational ethics Ethical culture Ethics strategy Discuss and apply the ethics management process to a practical scenario. Explain and apply the role of the Internal auditor in assessing the ethics of an organisation to a practical scenario. 	Evaluate the ethical climate at an organisation	1 Contact Sessions	9 hours	Formative: Case studies and class discussions Summative: Assignment, test and examination
*Week 4	STUDY UNIT 4: Enterprise risk management (ERM) Understand and explain the following concepts: <ul style="list-style-type: none"> Risk management Enterprise risk management Risk Risk appetite Risk tolerance Strategic objectives Inherent risk 	Apply the ERM model to plan and perform an Internal audit engagement.	2 Contact Sessions	9 hours	Formative: Case studies and class discussions Summative: Assignment, test and examination

	<ul style="list-style-type: none"> • Likelihood • Impact • Internal Controls • Residual risk <ul style="list-style-type: none"> • Identify inherent risks for objectives provided in a practical scenario. • Assess the likelihood and impact of the inherent risk provided in a practical scenario. • Recommend internal controls to mitigate the inherent risks identified from a practical scenario. • Evaluate the effectiveness of internal controls provided in a practical scenario in order to identify the residual risk. • Discuss and apply the components of COSO that affects any risk management process to a practical scenario. • Explain the Internal auditors' role with regards to ERM. • Develop an Internal audit activity's annual plan based on a practical scenario including an organisation's risk assessment. <p>Develop an audit programme based on a practical scenario including a risk-based plan for the Internal audit activity.</p>				
	<i>*Week 4: Study Unit 3 and 4 will be covered (NB.: Students are encouraged to prepare before coming to class)</i>				
*Week 5	STUDY UNIT 5: Consulting engagements Understand and explain the following concept: <ul style="list-style-type: none"> • Consulting engagements <ul style="list-style-type: none"> • Identify and explain the types of Consulting engagements 	Understand, explain and apply the principles of Consulting engagements as per the	1 Contact Session	9 hours	Formative: Case studies and class discussions Summative: Assignment, test and examination

	<ul style="list-style-type: none"> Perform the consulting engagement in accordance with the IPPF to a practical scenario: Standard 2200 – Engagement Planning <ul style="list-style-type: none"> Standard 2201 – Planning considerations Standard 2210 – Engagement objectives Standards 2220 – Engagement scope Standard 2230 – Resource allocation Standard 2240 – Engagement work programme Standard 2300 – Performing the engagement <ul style="list-style-type: none"> Standard 2310 – Identify the information Standard 2320 – Analyse and evaluate the information Standard 2330 – Document the information Standard 2340 – Supervise the engagement Standard 2400 – Communicating results <ul style="list-style-type: none"> Standard 2410 – Criteria for communicating Standard 2420 – Quality of communications Standard 2421 – Errors and Omissions Standard 2430 – Use of “Conducted in conformance with the International Standards for the Professional Practice of Internal Auditing” Standard 2440 – Disseminating results Standard 2500 – Monitoring progress Standard 2450 – Overall opinions 	standards included in the IPPF denoted with the letter C.			
*Week 5	STUDY UNIT 6: Control self-assessment <ul style="list-style-type: none"> Understand and explain the following concept: <ul style="list-style-type: none"> Control self-assessment Explain the advantages and disadvantages of control self-assessment. Explain the critical success factors to perform control-self assessment. List and explain the techniques to use when performing control-self assessment. Apply one of the techniques to a practical scenario provided. 	Understand and apply the control self-assessment process.	1 Contact Session	9 hours	Formative: Case studies and class discussions Summative: Assignment, test and examination

	Discuss and apply the use of control self-assessment by the Internal auditor to a practical scenario.				
	<i>*Week 5: Study Unit 5 and 6 will be covered (NB.: Students are encouraged to prepare before coming to class)</i>				
(WR2: 35%) _ Week 7 – 8: Test Week (February 2021): Individual Assignment 2 / Semester Test 2 Scope: 1. Study Unit 3: Organisational ethics; and 2. Study Unit 4: Enterprise risk management (ERM) (50 Marks: online or physical – to be confirmed)					
Week 9	STUDY UNIT 7: Quality assessment reviews <ul style="list-style-type: none"> Evaluate a working paper included in a practical scenario. Identify quality weaknesses (using the IPPF Standards as the criteria) from a practical scenario. 	Evaluate the quality of completed Internal audit engagements.	1 Contact Session	9 hours	Formative: Case studies and class discussions Summative: Assignment, test and examination
Holiday: 22 March 2021 (Human Rights Day) – No classes on Monday 22 March 2021)					
WR3: 30% _ Short Test on Study Unit 5, 6 and 7: (February 2021) Scope: 1. Study Unit 5: Consulting engagements; 2. Study Unit 6: Control self-assessment; and 3. Study Unit 7: Quality assessment reviews. (50 Marks: online or physical – to be confirmed)					
Week 9	Optional / Sick Test (TBC) Exam Revision (Preparation)				Sick Test Scope: Study Unit 1 – 7 <ul style="list-style-type: none"> Attributes of an Internal Auditor Corporate Governance Organisational ethics Enterprise risk management (ERM) Consulting engagements Control self-assessment

					<ul style="list-style-type: none"> Quality assessment reviews
	Predicate day				
Week 10	Exam Revision (Preparation)				
	Main examinations (second semester and year subjects 2020)				
	Supplementary examinations (second semester and year subjects 2020)				
	TUT recess				

SECTION C: PRESCRIBED AND RECOMMENDED RESOURCES

13. REQUIRED RESOURCES AND RECOMMENDED MATERIAL

The following tables indicate what literature and other resources are essential for successful completion of this course. You are strongly advised to acquire all the prescribed resources.

REQUIRED RESOURCES			
AUTHOR	NAME	Year of Publication	ISBN NO
The Institute of Internal Auditors	The International Professional Practices Framework (IPPF)	www.iiasa.org.za 2018	https://na.theiia.org/standards-guidance/pages/Permission-to-Reprint-and-Translate-IPPF.aspx
Coetzee GP, Du Bruyn R, Fourie H, Plant K, Adams, and Olivier J	Assurance: An Audit Perspective	2018	978-0-6390-0126-5
Required websites: 1. www.iiasa.org.za 2. www.globaliia.org		MyTUTor: Notes and Articles posted on My Tutor relevant to the lectures will be highlighted during class.	

In addition to the prescribed reading indicated above it is also advisable to read some of the recommended resources as per the Table below. This should also contribute and broaden your understanding of the subject matter.

RECOMMENDED RESOURCES			
AUTHOR	NAME	Year of Publication	ISBN NO
Coetzee P, Du Bruyn R, Fourie E H and Plant K	Advanced Internal Audit Topics 4 th edition	2017	978-0-409-11850-6 <i>NB.: Copies for the relevant chapters with be made available on MyTUTor</i>
Urton L. Anderson; Michael J. Head; Sridhar Ramamoorti, PhD; Cris Riddle; Paul J. Sobel	Internal Auditing: Assurance and Advisory Services 4th edition	2017	978-0-894-13987-1
<p>Recommended websites:</p> <p>www.knowledgeleader.com</p>			

SECTION D: MODULE DESCRIPTION

14.ARTICULATION WITH OTHER MODULES IN THE PROGRAMME

The knowledge gained in this module articulates well with internal audit and information systems auditing. It expands on the Internal Audit modules taught in the Diploma of Internal Audit and also prepares students for the Post Graduate Diploma in Internal Audit.

15.ALIGNMENT OF THIS MODULE WITH EXIT LEARNING OUTCOMES AND ASSESSMENT CRITERIA

This module is aligned to ELO 1, 3, 4, 5, 6 and 7 and are as follows:

<p>ELO1: Demonstrate an understanding of the professional standards and ethics of internal auditing, legal environment aspects, information systems environment, principles and concepts of risk and risk management and the functioning of the internal audit function within various sectors.</p>	<p>AC1: The professional standards and ethics of internal auditing are explained.</p> <p>AC2: Legal environment aspects are explained within various sectors.</p> <p>AC3: The information systems environment is explained within sectors.</p> <p>AC4: The functioning of the internal audit function is explained within sectors.</p>
<p>ELO 3: Demonstrate the ability to evaluate, select and apply internal audit engagement steps, audit programs and test procedures, audit tools and techniques in planning and conducting professional internal audit engagements to evaluate compliance with laws and policies, and safeguarding of assets within various sectors.</p>	<p>AC1: The internal audit engagement steps are professionally evaluated and applied in a practical scenario for various sectors.</p> <p>AC2: Audit programs and test procedures are prepared and applied to professionally evaluate the compliance with laws and regulations and the safeguarding of assets for various sectors.</p> <p>AC3: Audit tools and techniques are evaluated, selected and applied during the planning and conducting of an internal audit engagement for various sectors.</p>
<p>ELO4: Demonstrate the ability to accurately perform financial management activities, prepare and interpret financial statements, and ethically calculate income taxation for sole traders, partners and partnerships as well as listed companies.</p>	<p>AC1: A budget, budgetary controls, and investment and financing decisions are accurately performed for sole traders, partnerships and listed companies.</p> <p>AC2: Appropriate accounting standards for the preparation of the financial statements are accurately interpreted and applied for sole traders, partnerships and listed companies.</p> <p>AC3: The framework for the calculation of taxable income is applied ethically for sole traders, partners and listed companies.</p>

<p>ELO5: Demonstrate the ability to identify, analyse and mitigate financial and non-financial key risks areas and how to prevent and detect fraud and corruption risk areas by recommending appropriate controls for various sectors; examine the impact of the global business environment on risk.</p>	<p>AC1: The financial and non-financial key risk areas are comprehensively identified and evaluated and recommendations for improvement made.</p> <p>AC2: The fraud and corruption risk areas are diligently detected and analysed and recommendations for prevention made.</p> <p>AC3: Suitable control strategies are explained for mitigation of risks and fraud for various sectors.</p>
<p>ELO6: Demonstrate understanding of the implications of decisions and actions for organisations and ethics prescribed for the internal audit profession.</p>	<p>AC1: The ethical implications of decisions and actions are explained in the context of an organisation.</p> <p>AC2: The ethical implications of decisions and actions are explained for the individual.</p>
<p>ELO7: Demonstrate competence in computer literacy and information literacy to present and communicate complex information effectively to internal audit stakeholders.</p>	<p>AC1: Complex information is presented and communicated effectively using appropriate technology to internal audit stakeholders.</p>

16. LEARNING ASSUMED TO BE IN PLACE

Both Internal Auditing IIIA and IIIB is required for this module.

17. MODULE OUTLINE

Unit 1: Attributes of an Internal auditor

Unit 2: Corporate governance

Unit 3: Organisational Ethics

Unit 4: Enterprise risk management

Unit 5: Consulting engagements

Unit 6: Control self-assessment

Unit 7: Quality assessment reviews

18. LEARNING OUTCOMES, ASSESSMENT CRITERIA, TEACHING AND LEARNING ACTIVITIES AND ASSESSMENT METHOD

UNIT 1: Attributes of an Internal Auditor		
Outcomes: Understand the knowledge, skills and other competencies that is required to be an Internal auditor as expected by the IPPF.		
Assessment Criteria	Teaching activities	Assessment method
<p>Apply the attributes as outlined by the Code of ethics and Standards of the IPPF in a practical scenario:</p> <ul style="list-style-type: none">• Code of ethics:<ul style="list-style-type: none">○ Integrity○ Objectivity○ Confidentiality○ Competency• Standard 1100 – Independence and Objectivity<ul style="list-style-type: none">○ Standard 1120 – Individual Objectivity○ Standard 1130 – Impairment to Independence or Objectivity• Standard 1200 – Proficiency and Due professional care<ul style="list-style-type: none">○ Standard 1210 – Proficiency○ Standard 1220 – Due professional care○ Standard 1230 – Continuing Professional Development (CPD)	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>

UNIT 2: Corporate Governance Outcomes: Evaluate compliance with Corporate Governance principles within an organisation.		
Assessment Criteria	Teaching activities	Assessment method
<p>Understand and explain the following concept:</p> <ul style="list-style-type: none"> Corporate governance <p>Discuss the need for improved governance and the importance of effective governance in line with the latest Corporate governance principles (KING IV).</p> <p>Design an audit programme to test compliance to the Corporate governance principles.</p> <p>Evaluate the adequacy and effectiveness of Corporate governance for a scenario provided.</p> <p>Prepare the audit report based on findings identified in a scenario provided.</p>	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>
UNIT 3: Organisational ethics Outcomes: Evaluate the ethical climate at an organisation.		
Assessment Criteria	Teaching activities	Assessment method
<p>Understand and explain the following concepts:</p> <ul style="list-style-type: none"> Organisational ethics Ethical culture Ethics strategy 	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>

Discuss and apply the ethics management process to a practical scenario.	Student controlled: Studying of the	
Explain and apply the role of the Internal auditor in assessing the ethics of an organisation to a practical scenario.	theoretical content and case studies	
UNIT 4: Enterprise risk management (ERM)		
Outcomes: Apply the ERM model to plan and perform an Internal audit engagement.		
Assessment Criteria	Teaching activities	Assessment method
<p>Understand and explain the following concepts:</p> <ul style="list-style-type: none"> • Risk management • Enterprise risk management • Risk • Risk appetite • Risk tolerance • Strategic objectives • Inherent risk • Likelihood • Impact • Internal Controls • Residual risk <p>Identify inherent risks for objectives provided in a practical scenario.</p> <p>Assess the likelihood and impact of the inherent risk provided in a practical scenario.</p> <p>Recommend internal controls to mitigate the inherent risks identified from a practical scenario.</p> <p>Evaluate the effectiveness of internal controls provided in a practical scenario in order to identify the residual risk.</p>	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>

<p>Discuss and apply the components of COSO that affects any risk management process to a practical scenario.</p> <p>Explain the Internal auditors' role with regards to ERM.</p> <p>Develop an Internal audit activity's annual plan based on a practical scenario including an organisation's risk assessment.</p> <p>Develop an audit programme based on a practical scenario including a risk-based plan for the Internal audit activity.</p>		
<p>UNIT 5: Consulting engagements</p> <p>Outcomes: Understand, explain and apply the principles of Consulting engagements as per the standards included in the IPPF denoted with the letter C.</p>		
Assessment Criteria	Teaching activities	Assessment method
<p>Understand and explain the following concept:</p> <ul style="list-style-type: none"> Consulting engagements <p>Identify and explain the types of Consulting engagements</p> <p>Perform the consulting engagement in accordance with the IPPF to a practical scenario:</p> <ul style="list-style-type: none"> Standard 2200 – Engagement Planning <ul style="list-style-type: none"> Standard 2201 – Planning considerations Standard 2210 – Engagement objectives Standards 2220 – Engagement scope 	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>

<ul style="list-style-type: none"> ○ Standard 2230 – Resource allocation ○ Standard 2240 – Engagement work programme • Standard 2300 – Performing the engagement <ul style="list-style-type: none"> ○ Standard 2310 – Identify the information ○ Standard 2320 – Analyse and evaluate the information ○ Standard 2330 – Document the information ○ Standard 2340 – Supervise the engagement • Standard 2400 – Communicating results <ul style="list-style-type: none"> ○ Standard 2410 – Criteria for communicating ○ Standard 2420 – Quality of communications ○ Standard 2421 – Errors and Omissions ○ Standard 2430 – Use of “Conducted in conformance with the International Standards for the Professional Practice of Internal Auditing” ○ Standard 2440 – Disseminating results • Standard 2500 – Monitoring progress • Standard 2450 – Overall opinions 		
UNIT 6: Control self-assessment Outcomes: Understand and apply the control self-assessment process.		
Assessment Criteria	Teaching activities	Assessment method
Understand and explain the following concept: <ul style="list-style-type: none"> • Control self-assessment 	Lecturer controlled: Lecturing of new concepts and discussing case studies	Formative: Case studies and class discussions Summative:

<p>Explain the advantages and disadvantages of control self-assessment.</p> <p>Explain the critical success factors to perform control-self assessment.</p> <p>List and explain the techniques to use when performing control-self assessment.</p> <p>Apply one of the techniques to a practical scenario provided.</p> <p>Discuss and apply the use of control self-assessment by the Internal auditor to a practical scenario.</p>	<p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Assignment, CBT, test and examination</p>
<p>UNIT 7: Quality assessment reviews</p> <p>Outcomes: Evaluate the quality of completed Internal audit engagements.</p>		
Assessment Criteria	Teaching activities	Assessment method
<p>Evaluate a working paper included in a practical scenario.</p> <p>Identify quality weaknesses (using the IPPF Standards as the criteria) from a practical scenario.</p>	<p>Lecturer controlled: Lecturing of new concepts and discussing case studies</p> <p>Peer controlled: Group discussions</p> <p>Student controlled: Studying of the theoretical content and case studies</p>	<p>Formative: Case studies and class discussions</p> <p>Summative: Assignment, CBT, test and examination</p>

SECTION E: ASSESSMENT

19. ASSESSMENT ADMINISTRATION

The assessment administration process and expectations of the undergraduate student is outlined below. Refer to sections 19.1 – 19.5.

19.1 SPECIFICATIONS AND GUIDELINES FOR SUBMISSION OF ASSESSMENT

This will be completed by the lecturer closer to the time. (Lecturers may also use TUT assessment policy on this for guidance.)

19.2 DUE DATES FOR SUMMATIVE ASSESSMENTS

Due dates for summative assessments will be communicated to students by the lecturer or exams department as it is made available.

19.3 PREDICATE MARK

The following table reflects the allocation of marks for the calculation of the predicate mark:

Assessment	Mark Type	Weight
Semester Test 1/ Individual Assignment 1	WR 1	35%
Semester Test 2/ Individual Assignment 2	WR 2	35%
Individual Assignment / CBT Tests (Based on all Study Units)	WR 3	30%
		100%

(The examiner reserves the right to change the above structure as needed).

Predicate marks are put on the faculty notice boards. **If you have queries about your mark, you must immediately consult your course lecturer (contact details are given above), before predicate day.** Once the predicate mark is entered on TUT's mainframe computer, the mark **cannot** be changed.

The predicate mark and the examination mark each contribute 50% towards the final mark.

19.4 PROMOTION REQUIREMENTS

A sub minimum of 40% predicate mark is required for admittance to the exam. The final pass mark is 50%.

19.5 PASS REQUIREMENTS

A student must achieve a final mark of 50% to pass the module.

20. MODERATION

Moderation will be done externally by a moderator approved by Senate. The moderator will be competent in the area of auditing.

21. PLAGIARISM

The following is an extract from TUT's plagiarism policy. Reference: RIPPOL067.

All students have a moral obligation and responsibility to maintain the following academic integrity principles in the production and presentation of academic outputs, regardless of the presentation format and/or work type:

Each student should only submit his/her own original academic work, except when formal group work was required in the production of the academic output;

Each student should accurately indicate in all academic outputs when information is used that was produced by another scholar by referencing it in accordance with a recognised referencing convention system;

No student should use, present or submit someone else's electronic works, multimedia products or artistic works as if it is his/her own;

Each student should accurately indicate the download/access date and the uniform resource locator (URL) of the internet web page when information is used from a website, web page or other electronic source;

No student should allow another person/s to use or copy from his/her academic output and present it as their own work;

Each student is required to attach a signed Declaration of Originality (see Annexures A and B) for each academic output submission (e.g. assignment, project, manuscript, dissertation and thesis); and

Each student has the responsibility to request assistance from staff members should they require guidance and/or advice about plagiarism in their academic outputs.

Students have a moral obligation to report plagiarism incidents in academic and/or research environments. All whistle-blowers are protected in terms of the Policy on Prevention of Fraud, Corruption and Theft (Policy #: VCPOL010).

Plagiarism is a form of misconduct. The relevant part (Chapter 15 – Student Discipline) of the Prospectus, Part 1 (Students' rules and regulations) read as follows:

“Any student who contravenes the provisions of rule 15.1 of the disciplinary code is guilty of misconduct and will be dealt with in terms of the disciplinary code for students

15.1.16 Handing in any written assignment for assessment in which the essential parts of the assignment have been copied from the work of another person, or any form of plagiarism.”

All students must be fully aware that plagiarism offences/penalties can seriously affect their academic status and progress at TUT and other tertiary institutions. In the most serious cases, it can result in dismissal from the University and/or formal cancellation/retraction of current/previously submitted academic outputs. In addition, the University may indicate the nature and outcome of all plagiarism offences/penalties when it is required to provide a reference or conduct statement for the particular student.

22. GLOSSARY TERMS

The following technical terms are used in this course, and you should be familiar with these terms and their meanings.

Add Value - Organizations exist to create value or benefit to their owners, other stakeholders, customers, and clients. This concept provides purpose for their existence. Value is provided through their development of products and services and their use of resources to promote those products and services. In the process of gathering data to understand and assess risk, internal auditors develop significant insight into operations and opportunities for improvement that can be extremely beneficial to their organization. This valuable information can be in the form of consultation, advice, written communications, or through other products all of which should be properly communicated to the appropriate management or operating personnel.

Adequate Control - Present if management has planned and organized (designed) in a manner that provides reasonable assurance that the organization's risks have been managed effectively and that the organization's goals and objectives will be achieved efficiently and economically.

Assurance Services - An objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements.

Board - A board of directors, audit committee of such boards, head of an agency or legislative body to whom internal auditors report, board of governors or trustees of a nonprofit organization, or any other designated governing bodies of organizations.

Charter - The charter of the internal audit activity is a formal written document that defines the activity's purpose, authority, and responsibility. The charter should (a) establish the internal audit activity's position within the organization; (b) authorize access to records, personnel, and physical properties relevant to the performance of engagements; and (c) define the scope of internal audit activities.

Chief Audit Executive - Top position within the organization responsible for internal audit activities. In a traditional internal audit activity, this would be the internal audit director. In the case where internal audit activities are obtained from outside service providers, the chief audit executive is the person responsible for overseeing the service contract and the overall quality assurance of these activities, reporting to senior management and the board regarding internal audit activities, and follow-up of

engagement results. The term also includes such titles as general auditor, chief internal auditor, and inspector general.

Code of Ethics - The purpose of the *Code of Ethics* of The Institute of Internal Auditors (IIA) is to promote an ethical culture in the global profession of internal auditing. A code of ethics is necessary and appropriate for the profession of internal auditing, founded as it is on the trust placed in its objective assurance about risk, control, and governance. The *Code of Ethics* applies to both individuals and entities that provide internal audit services.

Compliance - The ability to reasonably ensure conformity and adherence to organization policies, plans, procedures, laws, regulations, and contracts.

Conflict of Interest - Any relationship that is or appears to be not in the best interest of the organization. A conflict of interest would prejudice an individual's ability to perform his or her duties and responsibilities objectively.

Consulting Services - The range of services, beyond internal audit's assurance services, provided to assist management in meeting its objectives. The nature and scope of work are agreed upon with the client. Examples include facilitation, process design, training, and advisory services.

Control - Any action taken by management, the board, and other parties to enhance risk management and increase the likelihood that established objectives and goals will be achieved. Management plans, organizes, and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.

Control Environment - The attitude and actions of the board and management regarding the significance of control within the organization. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control. The control environment includes the following elements:

- Integrity and ethical values.
- Management's philosophy and operating style.
- Organizational structure.
- Assignment of authority and responsibility.
- Human resource policies and practices.
- Competence of personnel.

Control Processes - The policies, procedures, and activities that are part of a control framework, designed to ensure that risks are contained within the risk tolerances established by the risk management process.

Engagement – A specific internal audit assignment, task, or review activity, such as an internal audit, Control Self-Assessment review, fraud examination, or consultancy. An engagement may include multiple tasks or activities designed to accomplish a specific set of related objectives.

Engagement Objectives - Broad statements developed by internal auditors that define intended engagement accomplishments.

Engagement Work Program - A document that lists the procedures to be followed during an engagement, designed to achieve the engagement plan.

External Service Provider - A person or firm, independent of the organization, who has special knowledge, skill, and experience in a particular discipline. Outside service providers include, among others, actuaries, accountants, appraisers, environmental specialists, fraud investigators, lawyers, engineers, geologists, security specialists, statisticians, information technology specialists, external auditors, and other auditing organizations. The board, senior management, or the chief audit executive may engage an outside service provider.

Fraud - Any illegal acts characterized by deceit, concealment or violation of trust. These acts are not dependent upon the application of threat of violence or of physical force. Frauds are perpetrated by individuals and organizations to obtain money, property or services; to avoid payment or loss of services; or to secure personal or business advantage.

Governance Process - The procedures utilized by the representatives of the organization's stakeholders (e.g., shareholders, etc.) to provide oversight of risk and control processes administered by management.

Impairments - Impairments to individual objectivity and organizational independence may include personal conflicts of interest, scope limitations, restrictions on access to records, personnel, and properties, and resource limitations (funding).

Internal Audit Activity – A department, division, team of consultants, or other practitioner(s) that provides independent, objective assurance and consulting services designed to add value and improve an organization's operations. The internal audit activity helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Objectivity - An unbiased mental attitude that requires internal auditors to perform engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Objectivity requires internal auditors not to subordinate their judgment on audit matters to that of others.

Risk - The uncertainty of an event occurring that could have an impact on the achievement of objectives. Risk is measured in terms of consequences and likelihood.

(Coetzee *et al.*, 2014, *Performing Internal Audit Engagements*, LexisNexis.)