

Invitation to Internal Audit Seminar



Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

Join us for a real-life internal audit experience

- WHAT?** An internal audit simulation for the human resources function
- WHERE?** University of Pretoria in South Africa, Centre of Internal Auditing Excellence through its online learning platform
- WHEN?** **16 September to 21 October 2021**
- HOW?** Join an internal audit student group and perform a simulated internal audit engagement from cradle to grave:

- Plan the audit as an audit team and engage with the “client” by participating in an audit kick-off meeting and drafting process designs / flow charts, preparing a risk-and-control matrix and drafting engagement work programmes / audit programmes;
- Perform audit procedures to gather sufficient, relevant, reliable and useful evidence; and
- Communicate the results of the audit to the “client” in a formal exit meeting and submit a complete audit file for assessment and evaluation.

Preliminary programme:

	2021	ACTIVITY	DELIVERY MODE
Session 1	16 September	<i>Discussion of human resources and payroll functions (theoretical principles)</i> <i>Lecturer and all students</i>	<i>Online discussion</i> <i>15:00 – 16:30</i> <i>(SA time)</i>
Student activity	17 – 22 September	<ul style="list-style-type: none">• Study the background to the client• Conduct an audit kick-off meeting• Prepare a list of questions that you want to ask the client and documents you need to conduct the audit engagement	
Session 2	23 September	<i>Engagement with client:</i> <i>Request for documentation and information</i> <i>“Client representatives” lecturers and all student groups</i>	<i>Online discussion</i> <i>15:00 – 16:30</i> <i>(SA time)</i>
Student activity	1 – 13 October	<ul style="list-style-type: none">• Perform the audit and prepare relevant working papers	
Session 3	14 October	<i>Follow-up with client to confirm factual accuracy and root causes of findings</i>	<i>Each group must schedule a 15 min follow-up meeting with the client</i>
Student activity	15 – 20 October	<ul style="list-style-type: none">• Finalise audit work and prepare audit file	
Session 4	21 & 22 October	<i>Exit interviews:</i> <i>Each group with client representatives</i> <i>Submission of electronic audit file for assessment</i>	<i>Each group must book a 20 min slot for an online exit meeting</i>