Graduate Certificate in Internal Auditing

Your gateway to a rewarding career in Internal Auditing
About IIA-Australia

The Institute of Internal Auditors – Australia is the leading body representing internal auditors. Globally, the Institute represents more than 180,000 members in 165 countries.

The Institute in Australia has approximately 3,200 members within seven chapters Australia-wide, governed by a Board of Directors and supported by a national office.

IIA-Australia is also a registered higher education provider offering the nationally accredited Graduate Certificate in Internal Auditing.

To find out more visit www.iia.org.au/GradCertIA

Introduction to the GradCertIA

The Graduate Certificate in Internal Auditing (GradCertIA) is a postgraduate professional education program for those seeking to establish or further a career in internal audit, governance and risk. It is an academically rigorous qualification fully accredited by the higher education regulatory body in accordance with the Australian Qualifications Framework.

Upon completion of the program you will have achieved an internal auditing qualification of the highest standard. This qualification will also fulfill one of the major requirements for your application to become a Professional Member of the Institute of Internal Auditors – Australia.

The GradCertIA represents a coherent curriculum built around robust learning outcomes relevant to the Internal Auditing profession in Australia.

The program is designed to impart fundamental knowledge and skills in the field of internal auditing. Graduates gain the competencies to undertake professional work in a range of organisational contexts.

The GradCertIA supports IIA-Australia’s aim to develop a fully qualified profession by 2020 through offering a qualification program that is universally relevant across the corporate, government and not-for-profit sectors and meets stringent Australian educational standards.

Business Focus

Internal auditors need to understand the broader workings of a business or organisation to perform their roles effectively. Traditional skills in accounting and financial auditing are not typically sufficient to conduct broad-based internal audit reviews.

As such the GradCertIA offers a professional education program which prepares graduates to take a comprehensive view of the business environment in which it operates, whilst integrating the necessary technical aspects of internal auditing. The program’s strong focus on strategic thinking, broader business competencies and professionalism promotes a sound pathway to an executive career.

Learning Outcomes

The GradCertIA is designed to equip graduates with the knowledge, skills and values identified as essential for a professional internal auditor.

Knowledge

Graduates are well informed of the key elements within the IIA global body of knowledge and the associated professional standards.

Skills

Graduates will have developed the cognitive skills to review, analyse, consolidate and synthesise knowledge to:

- Solve problems innovatively
- Lead and effect change
- Respond to emerging technologies
- Communicate and influence effectively

Values

Graduates will have a high standard of:

- Ethics
- Professionalism
- Self awareness and commitment to life-long learning

Application of knowledge and skills

Graduates demonstrate the application of knowledge and skills that will enable them to make high level, independent judgements in planning, conducting and evaluating an internal audit in accordance with the International Professional Practices Framework (IPPF).

Developed for the profession by the profession
Course Structure
The course consists of four modules worth 6 credit points each. The first three modules are technical/skills based while the final module focuses primarily on the practical application of learned principles in workplace contexts, as well as professional, interpersonal and management skills.

The titles of the four modules are as follows:
- Module 1 – Risk Based Internal Auditing
- Module 2 – Legal and Regulatory Environment
- Module 3 – Organisational Systems and Processes
- Module 4 – Professional in Practice

Each of the four modules that make up the course will be conducted over a single semester.

Each module is conducted over a 14 week semester with the expectation that candidates will spend approximately 144 hours in total over the semester engaged in private study, participating in interactive learning opportunities and completing assessment requirements. Each semester consists of a 12 week teaching period plus a 2 week period set aside for candidates to complete their major assessment task.

Course Delivery
Each module is delivered in distance mode and candidate learning will be supported by:

- A comprehensive module learning pack which includes the module outline, study schedule, and detailed ‘units’ which provide content, learning activities and assistance in navigating through the prescribed readings for the module. The units make specific reference to the course textbook, where applicable, and the IPPF as well as providing links to a range of online resources to support candidate learning. Course materials are developed by technical experts and form a valuable resource for ongoing reference in practice.
- A web-based learning portal is used to provide announcements, supplementary resources and a range of tools to enhance candidates’ discussions with peers and tutors. All tutors are experienced professional internal auditors who will facilitate learner participation.
- Webinars are held for each module providing candidates with real time opportunities to hear from and interact with experienced practitioners who provide guest lectures.

“We really good internal audit talent is scarce. That is why it is important to continuously invest in new talent, from the start of their career and all the way through. Also if that career in internal audit is only a part of a wider career in Finance, or general management, it is a competency and skill set that maintains its value in various business roles.

The GradCertIA is one of these great investments in the members of my team. It provides the language and deep understanding as well as a framework. It is practical like training, yet it provides them with the technical knowledge and the concepts and frameworks as expected of an academic education that builds a career. The GradCertIA challenges the thinking of its students in a practical way and makes it directly applicable in the workplace. It links very well into other training provided by the Institute of Internal Auditors - Australia.

Westpac will continue to partner with the Institute of Internal Auditors - Australia.”

Rob Sweitzer CMIIA CIA
Chief Audit Executive
Westpac Banking Corp
The wonderful thing about the GradCert program is that it caters to more than just one crowd. Whether you are new to the internal audit, risk and governance space and are looking for an accredited qualification, or you are in a different industry or profession and are looking to pursue a career in internal auditing, the course offers something for everyone. I’ve even found that many experienced internal auditors have enrolled in the course as a refresher, using the program to challenge their existing understanding of risk and control and to find new, innovative ways to conduct their work.

Joshua Little
Governance Adviser & Business Auditor,
Caltex Australia
(GradCertIA tutor)

Overall the module content combined with the moodle site is a very supportive way to learn in a distance education environment. I always get timely responses and support from the tutors and admin staff and you should be congratulated on the organised, professional manner in which the course has been presented so far.

Nicole Waugh GradCertIA
(GradCertIA Graduate)

We are strongly encouraging each member of our team to undertake the GradCertIA. It provides fundamental professional development in the field of Internal Auditing, is relevant to the Australian governance landscape and grows our “work ready” talent internally. The skills developed through the program are practical and provide candidates with opportunities to build on previous experiences in associated fields of expertise and assimilate content quickly.

Carolyn Eagle CMIIA CIA CGAP CRMA
Director, Pacifica Chartered Accountants

I wanted to gain a certification as an internal auditor that added value to the work I was doing. The GradCertIA is hands on, practical and relevant to my current work environment. It has given me the knowledge, skills and values to carry out my work as a proficient internal auditor at a very high level. The course content sparked my curiosity and drove me to further research how I could make a difference and add value in my work place.

Tracy Parker CMIIA GradCertIA
(GradCertIA Graduate)

The IIA-Australia’s commitment to high level, quality internal auditing education is enhanced by the Graduate Certificate in Internal Auditing offering organisations and individuals the only post-graduate internal auditing course in Australia. It supports the aim of your Institute to develop a fully qualified internal auditing profession by 2020. Its practical focus and online delivery mode provides the technical knowledge required of an internal auditor in a flexible teaching environment. The GradCertIA supports the needs of organisations wishing to develop their internal audit teams with a rigorous program of professional development for individuals wishing to progress their internal auditing careers.

Lee Sullivan CMIIA
Group General Manager – Group Internal Audit, IAG Limited
Module 1

Risk Based Internal Auditing

This module aims to equip candidates with the technical skills and knowledge to undertake a risk based internal audit according to internationally accepted professional standards. The International Professional Practices Framework (IPPF) and incorporated Code of Ethics will be used to guide candidates as they critically evaluate their current practice and improve the quality of their audit work. This module is the entry point to the GradCertIA course and must be completed as a pre-requisite for enrolment in further modules.

This module will cover the following major topics:
- International Professional Practices Framework (IPPF)
- Governance, risk management and control
- Planning and performing the engagement
- Communicating results and monitoring progress
- Quality and control
- Managing internal audit activity engagements

Module 2

Legal and Regulatory Environment

This module aims to develop candidate knowledge and understanding of the broader environment (legal, regulatory and economic) in which Australian organisations operate and make decisions. The risk of fraud and ethical issues will also be covered.

The legal, regulatory and trading (economic) environment is complex and can include traversing through trade legislation and regulations, labour laws, copyright, privacy and cyber laws, civil and penal laws, taxation schemes, contract law as well as the nature and laws of legal evidence.

This module will cover the following major topics:
- Ethics, ethical organisations and evaluating ethics
- Legal and Regulatory Environment, including governance, the mandate for Internal Audit’s role, compliance mapping and assurance mapping
- Economic Environment, including the role of Government, macroeconomic issues and implications for Internal Audit
- Fraud risk, prevention and investigation

Module 3

Organisational Systems & Processes

Covering key knowledge areas of the internal auditor competency framework, this module aims to build candidates’ knowledge and understanding of the systems and processes used to manage an effective business.

The principles of the key financial statements and how they relate to each other are covered, including the different terminology organisations use for these (ie, Profit and Loss, Balance Sheet, Cash Flow and Changes in Equity). Numbers tell a story and internal audit uses trend and ratio analysis to provide data from which to further investigate.

The module will also focus on IT systems management and the integration of general controls effecting applications and business processes with effective information management controls.

This module will cover the following major topics:
- Financial management and accounting
- Analysis and interpretation of financial statements
- Accrual accounting
- Accounting for management
- The IT environment and governance
- Auditing IT projects
- IT security
- Business continuity management

Module 4

Professional in Practice

Professional in Practice is the capstone program of the Graduate Certificate in Internal Auditing. As such, it aims to provide opportunities for candidates to demonstrate the application of knowledge and skills that will enable them to make high level, independent judgements in planning, conducting and evaluating an internal audit in accordance with the IPPF.

Drawing on the three previous modules, this module will focus on the non-technical skills that will enable candidates to lead and effect change, and communicate and influence all levels of the organisation. Candidates will have the opportunity to consolidate and synthesise their knowledge, develop their problem solving skills and manage a value-adding internal audit program.

This module will cover the following major topics:
- Influence and communication
- Leadership and teamwork
- Conflict resolution and negotiation
- Change management
- Capstone study cases
**Admission Requirements**

The admission requirements for the GradCertIA are as follows:

- Candidates must reside in Australia
- Candidates must have completed a recognised bachelor degree from a recognised tertiary institution. Your application must be accompanied by an official educational transcript from the university or educational institution you attended. Your transcript must be supplied as an original document or certified copy delivered in person or by mail. Electronic copies cannot be accepted. A certified copy is a copy of a primary document that has been witnessed and signed to certify that it is a true copy of the primary document. This can either be done by a Justice of the Peace, your Chief Audit Executive, your Partner/ Director, a Professional Member of the Institute of Internal Auditors - Australia (CMIIA), or a person authorised to witness a statutory declaration.
- Candidates with academic qualifications from non-English speaking countries will be required to show evidence equivalent to an IELTS score of at least 7.
- Due to the practical nature of the coursework, it is highly desirable that candidates are concurrently working in Internal Audit or a closely related area while studying for the GradCertIA.

**Non-award Admission**

Candidates who have a minimum of two years’ experience working in internal audit within the last five years and who do not meet the education requirements may undertake Module 1 under a non-award enrolment.

Non-award candidates who achieve an assessment grade of credit or above on Module 1 will subsequently be considered eligible for award admission. Other admission requirements must be met.

**How to apply**

Applicants must complete and submit the application form, attach supporting documents and send their application to the Registrar.

**Registrar**

IIA-Australia
PO Box A2311
Sydney South NSW 1235
Telephone +61 2 9267 9155
Facsimile +61 2 9264 9240
registrar@iia.org.au

Approved candidates will be sent a link to an enrolment form at the beginning of the module enrolment period.

**Further Information**

Visit www.iia.org.au/GradCertIA for more information including the:
- Course handbook
- Academic calendar
- Module fees
- RPL
- Policies

Or contact the Registrar for further information:
registrar@iia.org.au
A certified copy is a copy of a primary document that has been witnessed and signed to certify that it is a true copy of the primary document. This can either be done by a Justice of the Peace, your Chief Audit Executive, your Partner/Director, a Professional Member of the Institute of Internal Auditors - Australia (CMIIA), or a person authorised to witness a statutory declaration.

Please ensure that you mail certified copies of the following:
• Transcripts from previous studies. Only certified copies will be accepted
• Proof of name change (if applicable)

* A certified copy is a copy of a primary document that has been witnessed and signed to certify that it is a true copy of the primary document. This can either be done by a Justice of the Peace, your Chief Audit Executive, your Partner/Director, a Professional Member of the Institute of Internal Auditors - Australia (CMIIA), or a person authorised to witness a statutory declaration.

1. Provide Personal Details - Please use block letters

Title: [ ] Prof [ ] Dr [ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Other
Family name: __________________________
Given name: __________________________
IIA-Australia member: [ ] Yes [ ] No
Membership No: ________________________
Address for correspondence/course material: ____________________________________________
City/State: _____________________________ Postcode: _____________________________
Telephone ( ): _________________________ Facsimile ( ): ____________________________
Email (for course related correspondence): _________________________________________

5. Award Entry

[ ] I have completed a Bachelor degree from a recognised higher education institution in Australia or other English speaking country

[ ] I have completed a Bachelor degree from a recognised higher education institution in a non-English speaking country (requires demonstrated proficiency in English - IELTS score of 7 or above)

Please ensure that you mail certified copies of the following:
• Transcripts from previous studies. Only certified copies will be accepted
• Proof of name change (if applicable)

6. Non-Award Entry

[ ] I do not have a previous tertiary qualification and wish to enrol in Module 1 as a non-award entry candidate. Non-award candidates who earn a credit grade or above will be invited to transfer across to award candidature.

[ ] I am from an English speaking background

OR

[ ] I am from a non-English speaking background (requires demonstrated proficiency in English - IELTS score of 7 or above)

7. Recognition of Prior Learning (RPL)

RPL is available for modules 2 and/or 3 only.

Please see www.iia.org.au/RPL for more information. Fees Apply.

Please tick your RPL application choice

[ ] No, I am not seeking RPL

[ ] RPL for Module 2

[ ] RPL for Module 3

8. How to return this form (including attachments)

In person: Level 7, 133 Castlereagh Street, Sydney
Post: Registrar
Institute of Internal Auditors - Australia
PO Box A231
Sydney South, NSW, 1235

Privacy Policy
The Institute of Internal Auditors - Australia will use your information gathered by recording your dealings with us (e.g., processing your orders and requests; assessing application forms and verifying information you provide (if appropriate)) for marketing purposes and providing information. For more information about IIA-Australia’s Privacy Policy, please visit www.iia.org.au
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