



## Audit Training of Trainers

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## Acknowledgements

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## Introduction

The Audit Training of Trainers (ToT) workshops focus on developing the capacity of the audit profession to deliver high-quality training and on providing continuing professional development programs based on International Standards on Auditing (ISA). The workshops focus in particular on the needs and challenges of Small and Medium-Sized Audit Practices (SMPs) to implement ISA, and help them to guide practitioners in the development of quality assurance procedures at the firm and engagement levels.

The target participant group are trainers from Professional Accounting Organizations (PAOs) and/or other organizations responsible for the design and delivery of continuing professional development (CPD) training programs for statutory auditors and audit firms. Participants are responsible for further disseminating the knowledge obtained through the Audit ToT program locally as well as contributing to the delivery of some sessions within the training modules.

The approach and format of the Audit ToT workshops includes:

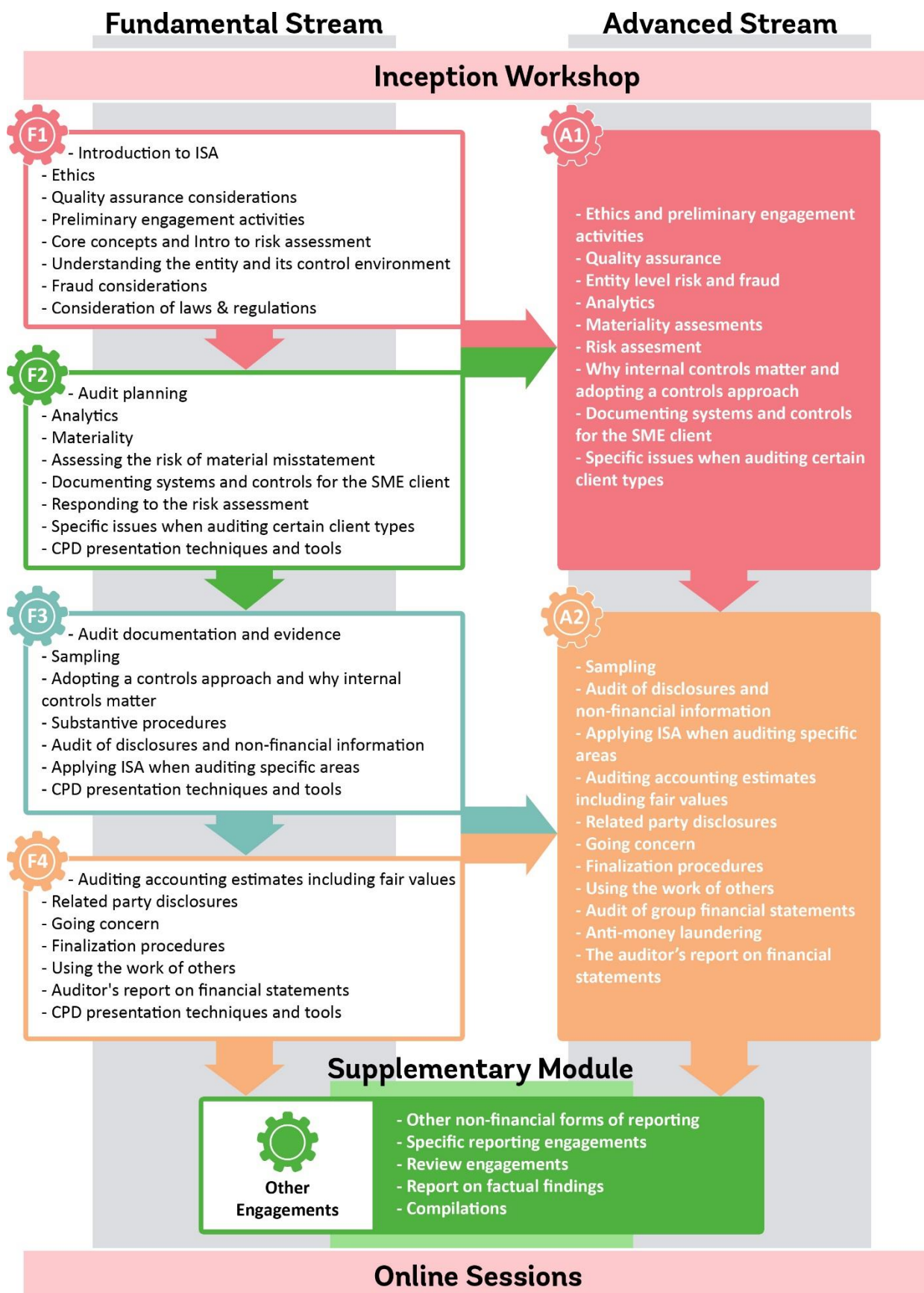
- A series of training sessions aimed at developing the capacity of audit trainers to deliver high-quality training and CPD based on ISA and, in particular, to assist the community of auditors of Small- and Medium-Sized Enterprises (i.e. the SMP Focus). Each workshop covers a module of the training program;
- Development of audit tools and solutions which can be used in actual practice. The integrated Audit Case Study and the Simulated “Client File” Templates are the core teaching resources;
- Facilitation of shared learning and peer exchange among countries in the region and members of the Community of Practice regarding the design, content, implementation arrangements, teaching and authorization environment for CPD. The approach and format are designed to be highly interactive.

The program is conducted with the support of the International Federation of Accountants (IFAC) and will continue to use the IFAC Guides as a teaching resource (Guide to Using International Standards on Auditing in the Audits of Small- and Medium-Sized Entities, the Guide to Quality Control for Small- and Medium-Sized Practices, the Guide to Review Engagements and the Guide to Compilation Engagements) as well as other tools and resources available at the IFAC Global Knowledge Gateway.

The workshops have two streams: (i) Auditing fundamentals stream with broader coverage of topics and many practical case studies on simulated audit clients designed for the less experienced practitioner; and (ii) Advanced stream for the more seasoned auditor with a narrower focus on more complex ISAs with emphasis on providing tools, templates and examples. Shorter online sessions covering ISA updates and refreshers (such as the new auditor reporting standard, auditing going concern as well as other specialized topics) are expected to have a greater outreach.

The picture below shows the relationship between the two streams and a summary of the modules covered under each stream:

## Audit Training of Trainers Modules



The topics covered in fundamental and advanced streams overlap and are linked, however the delivery of the session and teaching approach differ in terms of complexity of provided examples (i.e. more complex examples and scenarios for the advanced sessions) and format / length of group work (more narrowed questions with more focus for advanced stream).

A supplementary module is available for both streams with focus on other reporting circumstances, including review engagements (when negative assurance is provided), and agreed upon procedures and compilations (no assurance provided). This module provides further guidance to SMP practitioners regarding engagements other than audits by using the IFAC Guides on reviews and compilations.



## 1. Inception Workshop

The Inception Module is a preparatory workshop when the Community of Practice members meet, connect, and are familiarized with the context and approach of the training modules. During the inception workshop participants raise their current CPD challenges including available resources, and identify common solutions. The expectations from the participants to: (i) contribute to the program delivery and (ii) replicate the workshops locally, are also established. In the inception workshop, participants are also be familiarized with the IFAC Guides as well as how these could be used in practice and for training on auditing, quality control, review and compilation engagements. Other online resources are presented which can be used as reference materials when preparing CPD sessions.

## 2. Fundamentals stream

This stream has four modules, each delivered in a series of workshops. The stream covers the ISA requirements, following the logical sequence of the audit process (from accepting the engagement, audit planning, to execution and concluding of the audit process):

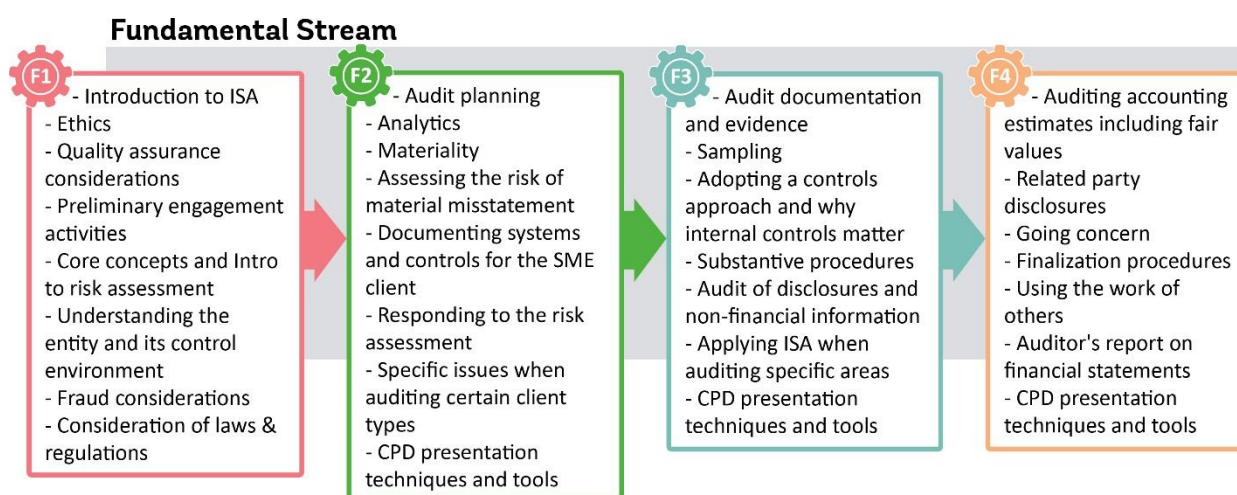


An integrated case study of a fictional company is part of the teaching format and integrated into the five modules. The content and delivery is aimed at the “younger” and less experienced auditor (i.e. with less than three years practical experience), with lots of case study work and practical guidance. The composition of the modules is as follows:



- **F1** covers the introduction to ISA, ethical requirements, quality assurance and preliminary engagement activities such as accepting the audit engagement and the terms of the engagement. It also covers the introduction to audit risk, understanding the entity and its environment, assessing the entity control environment and the risk of fraud, as well as the auditor's responsibility to consider laws and regulations.
- **F2** starts with the audit planning activities and the importance of the analytical review in planning, execution and completion. The concept of materiality is covered and the assessment of the risks of material misstatement will be introduced. The session also includes examples and techniques on how much documentation of the systems, processes and controls is required for an SME client. Some specific risks and issues to certain audit client types will be presented (e.g. retailers, manufacturers, construction, etc.). A separate session on presentation techniques and CPD dissemination tips will be included.
- **F3** touches on topics such as audit documentation and audit evidence, but the essential part of the module focuses on the internal controls, audit sampling and substantive testing. Disclosures in the financial statements are becoming increasingly important and a session on the audit of disclosures is planned. ISA requirements when auditing specific areas (e.g. opening balances, non-current assets, inventories, receivables, provisions) are also covered. A separate session on presentation techniques and CPD dissemination tips will be included.
- **F4** features the more complex ISA requirements such as accounting estimates and fair values, related party disclosures, and using the work of others. The audit finalization procedures will be introduced (e.g. evaluation of misstatements, subsequent events) and auditing the going concern assumption will be covered. The module deals with the auditing of non-financial information and the related challenges and the auditor's report on the financial statements.

The proposed training program is presented in the following pages:



F1	Case study format	Duration
<b>Introduction to ISAs</b> <ul style="list-style-type: none"> <li>• <i>Benefits of audit and ISAs</i></li> <li>• <i>Overall audit objectives under ISAs (ISA 200)</i></li> <li>• <i>Consistent application of the ISAs</i></li> <li>• <i>Auditor's obligation to follow the ISAs</i></li> <li>• <i>Standard by standard overview focusing on objectives of ISAs</i></li> </ul>	None	60 min
<b>Professional and Ethical Codes</b> <ul style="list-style-type: none"> <li>• <i>Ethical considerations and the ISEBA Code of Ethics for Professional Accountants</i></li> </ul>	Short ethical dilemma scenarios	60 min
<b>Quality assurance</b> <ul style="list-style-type: none"> <li>• <i>Quality assurance at company level and at audit engagement level: International Standard on Quality Control 1 (ISQC 1) and Quality Control (ISA 220)</i></li> <li>• <i>IFAC Guide to Quality Control</i></li> <li>• <i>Implementing quality controls in a Small and Medium Practice: feedback from practical experience</i></li> <li>• <i>Engagement-level quality assurance requirements</i></li> <li>• <i>Embedding quality in Audit Training programs – an audit QAS perspective. Audit work and documentation from the perspective of quality assurance systems</i></li> <li>• <i>IFIAR Summary Report on Inspections: What are the audit regulator's main findings?</i></li> </ul>	None	90 min
<b>Preliminary engagement activities</b> <ul style="list-style-type: none"> <li>• <i>Accepting audit appointments (ISQC 1, ISA 220), including guidance on how to deal with the ethical threats that arise</i></li> <li>• <i>Agreeing the terms of audit engagement (ISA 210): Preconditions for an audit and audit engagement letter, including examples</i></li> <li>• <i>Communicating with those charged with governance (ISA 260)</i></li> </ul>	Simulated audit client case – accepting audit engagement	90 min
<b>Core concepts and Introduction to risk assessment</b> <ul style="list-style-type: none"> <li>• <i>Levels of assurance (reasonable vs limited)</i></li> <li>• <i>Introduction to risk: professional skepticism, professional judgement and ethical requirements (ISA 200)</i></li> <li>• <i>Overall audit risk: audit risk, inherent risk, control risk and detection risk</i></li> <li>• <i>Audit risk: translating principles into practice</i></li> </ul>	None	60 min
<b>Understanding the entity and its environment (ISA 315)</b> <ul style="list-style-type: none"> <li>• <i>Reason for gaining an understanding</i></li> <li>• <i>Gaining an understanding: inquiry, analytical procedures, observation, inspection</i></li> </ul>	Simulated audit client case – documenting the findings and understanding the entity and its environment + template	90 min

F1	Case study format	Duration
<b>Understanding the control environment</b> <ul style="list-style-type: none"> <li>• <i>Elements of internal control (ISA 315)</i></li> <li>• <i>Understanding design and implementation of internal control systems in order to decide on an audit approach</i></li> <li>• <i>From theory to practice: key issues facing auditors when assessing internal controls, and tools for effective assessments</i></li> <li>• <i>Communication with management and those charged with governance when control deficiencies are identified (ISA 265)</i></li> </ul>	Simulated audit client case – Assessing internal control + template	90 min
<b>Auditor's responsibilities relating to fraud (ISA 240)</b> <ul style="list-style-type: none"> <li>• <i>Professional skepticism re-visited</i></li> <li>• <i>Procedures for addressing risk of fraud during the audit</i></li> <li>• <i>Procedures when fraud is identified</i></li> <li>• <i>Practical examples of recent fraud cases ('cooking the books')</i></li> </ul>	Video on skepticism? Short quiz; short question and answer session	90 min
<b>Auditor's consideration of applicable laws and regulation (ISA 250)</b> <ul style="list-style-type: none"> <li>• <i>Responsibilities and audit procedures when non-compliance is identified</i></li> </ul>	None	30 min
<b>Total Estimated Duration</b>	<b>11 hours (2 day workshop)</b>	

F 2	Case study format	Duration
<b>Audit planning (ISA 300)</b> <ul style="list-style-type: none"> <li>• <i>Importance of planning</i></li> <li>• <i>Audit strategy and how to document the audit plan including examples</i></li> </ul>	Simulated audit client case – Preparing the planning memorandum + template	90 min
<b>Analytical review – Planning, execution and completion</b> <ul style="list-style-type: none"> <li>• <i>Analytical procedures (ISA 520): the importance of what the numbers indicate and fail to indicate</i></li> <li>• <i>Implementing analytics in auditing: case study</i></li> </ul>	Simulated audit client case – Analytics	90 min
<b>Materiality (ISA 320)</b> <ul style="list-style-type: none"> <li>• <i>Materiality for the financial statements as a whole</i></li> <li>• <i>Performance materiality</i></li> <li>• <i>Documenting materiality assessments and examples of different situations and calculation basis</i></li> </ul>	Simulated audit client case – Determining materiality + template	90 min
<b>Assessing the risks of material misstatement (ISA 315)</b> <ul style="list-style-type: none"> <li>• <i>Financial statement assertions</i></li> <li>• <i>Practical risk assessment examples (financial statement level and assertion level)</i></li> <li>• <i>Determining significant accounts and disclosures and their relevant assertions</i></li> </ul>	Simulated audit client case – Determining SA and disclosures + template	90 min

F 2	Case study format	Duration
<b>Documenting systems, processes and controls for SMEs</b> <ul style="list-style-type: none"> <li>How much should the SME auditor document regarding the systems and controls?</li> <li>Templates and requirements</li> </ul>	Conducting a good interview – role play exercise	90 min
<b>Responding to the risk assessment (ISA 330)</b> <ul style="list-style-type: none"> <li>Responses at the financial statement level and the risk response at the assertion level: addressing combined risk assessment</li> <li>Case studies</li> </ul>	Simulated audit client case – Determining materiality + template	120 min
<b>Specific issues when auditing certain client type</b> <ul style="list-style-type: none"> <li>Retailers</li> <li>Manufacturing</li> <li>Construction</li> <li>Groups</li> <li>Dormant companies</li> <li>Cash intensive business</li> </ul>	Examples	90 min
<b>Session on presentation skills / dissemination methods / designing a CPD presentation</b>	None	60 min
<b>Total Estimated Duration</b>	<b>11.5 hours (2 day workshop)</b>	

F 3	Case study format	Duration
<b>Audit documentation (ISA 230) and audit evidence</b> <ul style="list-style-type: none"> <li>Objectives of audit documentation</li> <li>Form, content and examples of working papers</li> <li>The need to obtain sufficient appropriate audit evidence (ISA 500): sufficiency (quantity) and appropriateness (quality, relevance and reliability)</li> <li>Hierarchy of audit evidence, types, examples of when various techniques are appropriate</li> </ul>	Examples	60 min
<b>Sampling (ISA 530)</b> <ul style="list-style-type: none"> <li>Sampling methods including statistical and non-statistical</li> <li>Sampling for tests of controls compared to tests of details</li> <li>Extrapolation of misstatements and evaluation of deviation rates</li> <li>Numerical examples</li> </ul>	Calculating samples, extrapolation of misstatements, numerical examples	90 min

F 3	Case study format	Duration
<b>Adopting a controls approach and why internal controls matter</b> <ul style="list-style-type: none"> <li>A real life example will be shared on why a system of proper internal controls matters</li> <li>Discussion on the relevance and importance of internal control in auditors work Internal control systems and tests of control</li> <li>Importance of IT controls for the audit approach</li> <li>Case studies: practicing tests of controls on typical business cycles</li> </ul>	Simulated audit client case – Selecting controls and designing tests of control + template	120 min
<b>Substantive testing:</b> <ul style="list-style-type: none"> <li>Tests of detail of transactions, account balances and disclosures</li> <li>Case Studies: practicing tests of details on typical business cycles</li> </ul>	Simulated audit client case – Selecting controls and designing substantive procedures + template	120 min
<b>Audit of disclosures and non-financial information:</b> <ul style="list-style-type: none"> <li>Key concepts</li> <li>Types of non-financial information</li> <li>Related challenges and required skills</li> </ul>	Examples	60 min
<b>Application of ISAs when auditing specific areas</b> <ul style="list-style-type: none"> <li>Non-current assets, payables and non-current liabilities</li> <li>Inventory, work in progress valuations, including inventory count attendance (ISA 501)</li> <li>Receivables and bank balances including external confirmations (ISA 505)</li> <li>Payables, accruals and provisions (including for legal disputes (ISA 501))</li> <li>Opening balances (ISA 510)</li> <li>Audit of tax balances</li> <li>Non-routine transactions</li> <li>Other financial statement areas</li> </ul>	Examples, templates, short scenarios	180 min
<b>Session on presentation skills / dissemination methods / designing a CPD presentation</b>	None	60 min
<b>Total Estimated Duration</b>		<b>11.5 hours (2 day workshop)</b>

F 4	Case study format	Duration
<b>Auditing accounting estimates including fair value estimates (ISA 540)</b> <ul style="list-style-type: none"> <li>Auditing management's and auditor's point estimates</li> <li>Estimation uncertainty and management bias</li> <li>Evaluating the use of models</li> </ul>	Examples, templates, short scenarios	90 min

F 4	Case study format	Duration
<b>Auditing related party disclosures (ISA 550)</b> <ul style="list-style-type: none"> <li>• <i>A risk-based approach, including possibility of undisclosed related parties</i></li> <li>• <i>Significant related party transactions outside normal business</i></li> <li>• <i>Dominant influence as a fraud risk factor</i></li> </ul>	Examples, templates, short scenarios	60 min
<b>Going concern (ISA 570)</b> <ul style="list-style-type: none"> <li>• <i>Documentation requirements and audit procedures</i></li> <li>• <i>Concluding on going concern assumption</i></li> <li>• <i>Real cases</i></li> </ul>	Short case study and examples	90 min
<b>Finalization and review procedures</b> <ul style="list-style-type: none"> <li>• <i>Evaluation of misstatements found during the audit (ISA 450)</i></li> <li>• <i>Final analytical review (ISA 520)</i></li> <li>• <i>Subsequent events (ISA 560)</i></li> <li>• <i>Obtaining written representations (ISA 580)</i></li> </ul>	Short case study and examples	60 min
<b>Using the work of others</b> <ul style="list-style-type: none"> <li>• <i>Evaluating the work of internal audits (ISA 610)</i></li> <li>• <i>Using an auditor's expert (ISA 620) and management's expert (ISA 500)</i></li> <li>• <i>Considerations when an entity is using a service organization (ISA 402)</i></li> </ul>	Examples, templates, short scenarios	60 min
<b>The auditor's report on the financial statements</b> <ul style="list-style-type: none"> <li>• <i>Audit reports with a standard (unmodified) opinion (ISA 700): required contents and form, including examples</i></li> <li>• <i>Communicating key audit matters (ISA 701)</i></li> <li>• <i>Modifications to the audit opinion (ISA 705): qualified opinion, adverse opinion, disclaimer of opinion – illustrative examples</i></li> <li>• <i>Additional paragraphs not affecting the opinion (ISA 706): Emphasis of matter paragraphs, Other matter(s) paragraphs – Illustrative examples</i></li> <li>• <i>Comparative information (ISA 710)</i></li> <li>• <i>Other information contained within the financial statements (ISA 720)</i></li> </ul>	Case study – writing the new format report for simulated audit client Examples	180 min
<b>Session on presentation skills / dissemination methods / designing a CPD presentation</b>	None	60 min
<b>Total Estimated Duration</b>	<b>10.5 hours (2 day workshop)</b>	

### 3. Advanced stream

The advanced stream has two modules, which are also delivered in a series of workshops. The stream covers selected ISA requirements and more complex audit areas with short scenarios, examples and Q&A sessions. Knowledge and documentation templates / tools are shared among the community of practice. The content and delivery is aimed at the “seasoned” and more experienced auditor, with the focus on more complex areas where audit judgement and experience is required. The composition of the modules under this stream include:

- **A1** integrates relevant topics from Modules F1-F2 of the fundamental stream but is tailored for the more experienced auditor including narrower and more focused sessions and shorter examples and scenarios. It covers the ethical requirements, quality assurance and preliminary engagement activities such as accepting the audit engagement and the terms of the engagement. It also covers the assessment of the entity control environment and the risk of fraud, as well as the auditor’s responsibility to consider laws and regulations. Sessions on internal controls, analytics, materiality and some specific issues when auditing certain client types (e.g. retailers, manufacturers, construction, etc.).
- **A2** integrates relevant topics from Modules F2-F3 and covers sampling and auditing of disclosures. ISA requirements when auditing specific areas (e.g. opening balances, non-current assets, inventories, receivables, provisions). Some more complex ISA requirements will be covered such as accounting estimates and fair values, related party disclosures, audit of group financial statements and using the work of others. The audit finalization procedures will be introduced (e.g. evaluation of misstatements, subsequent events) and the auditing of the going concern and audit of non-financial information and the related challenges. Finally, Anti-money laundering procedures and the auditor’s report on the financial statements are covered.

The proposed training program is presented below:





A 1	Case study format	Duration
<b>Ethical considerations and preliminary engagement activities</b> <ul style="list-style-type: none"> <li><i>Ethical considerations and the IESBA Code of Ethics for Professional Accountants</i></li> <li><i>Accepting audit appointments (ISQC 1, ISA 220), including guidance on how to deal with the ethical threats that arise</i></li> <li><i>Agreeing the terms of audit engagements (ISA 210): Preconditions for an audit and audit engagement letter including examples</i></li> <li><i>Communicating with those charged with governance (ISA 260)</i></li> </ul>	<b>Short ethical dilemma scenarios / sharing templates and tools</b>	<b>60 min</b>
<b>Quality assurance</b> <ul style="list-style-type: none"> <li><i>Quality assurance at the company level and at the audit engagement level: International Standard on Quality Control 1 (ISQC 1) and Quality Control (ISA 220)</i></li> <li><i>IFAC Guide to Quality Control</i></li> <li><i>Implementing quality controls in a Small and Medium Practice: feedback from practical experience</i></li> <li><i>Engagement-level quality assurance requirements</i></li> <li><i>Embedding quality in Audit Training programs – an audit QAS perspective. Audit work and documentation from the perspective of quality assurance systems</i></li> <li><i>IFIAR Summary Report on Inspections: What are the audit regulator’s main findings?</i></li> </ul>	<b>Feedback from practices</b>	<b>60 min</b>
<b>Assessing the entity control environment</b> <ul style="list-style-type: none"> <li><i>The elements of internal control (ISA 315)</i></li> <li><i>Understanding the design and implementation of internal control systems in order to decide on an audit approach</i></li> <li><i>From theory to practice: key issues facing auditors when assessing internal controls, and tools for effective assessments</i></li> <li><i>Communication with management and those charged with governance when control deficiencies are identified (ISA 265)</i></li> </ul>	<b>Short scenarios and examples</b>	<b>60 min</b>
<b>Auditor’s responsibilities relating to fraud (ISA 240)</b> <ul style="list-style-type: none"> <li><i>Professional skepticism re-visited</i></li> <li><i>Procedures for addressing the risk of fraud during the audit</i></li> <li><i>Procedures when fraud is identified</i></li> <li><i>Practical examples of recent fraud cases (‘cooking the books’)</i></li> </ul>	<b>Video on skepticism?</b> <b>Short quiz;</b> <b>Short question and answer session</b>	<b>60 min</b>

A 1	Case study format	Duration
<b>Auditor's consideration of applicable laws and regulation (ISA 250)</b> <ul style="list-style-type: none"> <li>Responsibilities and audit procedures when non-compliance is identified</li> </ul>	None	30 min
<b>Analytical review – Planning, execution and completion</b> <ul style="list-style-type: none"> <li>Analytical procedures (ISA 520): The importance of what the numbers indicate and fail to indicate</li> <li>Implementing analytics in auditing: A case study</li> </ul>	Case – analytics	60 min
<b>Materiality (ISA 320)</b> <ul style="list-style-type: none"> <li>Materiality for the financial statements as a whole</li> <li>Performance materiality</li> <li>Documenting materiality assessments and examples of different situations and calculation basis</li> </ul>	Examples and Q&A	60 min
<b>Assessing the risks of material misstatement (ISA 315) and responses to the risk assessments (ISA 330)</b> <ul style="list-style-type: none"> <li>Financial statement assertions</li> <li>Practical risk assessment examples (financial statement level and assertion level)</li> <li>Responses at the financial statement level and the risk response at the assertion level: addressing combined risk assessment</li> <li>Determining significant accounts and disclosures and their relevant assertions</li> </ul>	Examples and Q&A	60 min
<b>Adopting a controls approach and why internal control matters?</b> <ul style="list-style-type: none"> <li>A real life example will be shared on why a system of proper internal controls matters</li> <li>Discussion on relevance and importance of internal control in auditors' work</li> <li>Internal control systems and tests of control</li> <li>Importance of IT controls for the audit approach</li> <li>Example of test of controls on typical business cycles</li> </ul>	None	60 min
<b>Documenting systems, processes and controls for SMEs</b> <ul style="list-style-type: none"> <li>How much should the SME auditor document regarding the systems and controls?</li> <li>Templates and requirements</li> </ul>	Conducting a good interview – role play exercise	60 min
<b>Specific issues when auditing certain client types</b> <ul style="list-style-type: none"> <li>Retailers</li> <li>Manufacturing</li> <li>Construction</li> <li>Groups</li> <li>Dormant companies</li> <li>Cash intensive business</li> </ul>	Examples	90 min
<b>Total Estimated Duration</b>	<b>11 hours (2 day workshop)</b>	

A 2	Case study format	Duration
<b>Sampling (ISA 530)</b> <ul style="list-style-type: none"> <li>Sampling methods including statistical and non-statistical</li> <li>Sampling for tests of controls compared to tests of details</li> <li>Extrapolation of misstatements and evaluation of deviation rates</li> <li>Numerical examples</li> </ul>	Extrapolation of misstatements, numerical examples	60 min
<b>Audit of disclosures and non-financial information:</b> <ul style="list-style-type: none"> <li>Key concepts</li> <li>Types of non-financial information</li> <li>Related challenges and required skills</li> </ul>	Examples	60 min
<b>Application of ISAs when auditing specific areas</b> <ul style="list-style-type: none"> <li>Non-current assets, payables and non-current liabilities</li> <li>Inventory, work in progress valuations, including inventory count attendance (ISA 501)</li> <li>Receivables and bank balances including external confirmations (ISA 505)</li> <li>Payables, accruals and provisions (including for legal disputes (ISA 501))</li> <li>Opening balances (ISA 510)</li> <li>Audit of tax balances</li> <li>Non routine transactions</li> <li>Other financial statement areas</li> </ul>	Examples, templates, short scenarios	90 min
<b>Auditing accounting estimates, including fair value estimates (ISA 540)</b> <ul style="list-style-type: none"> <li>Auditing management's and auditor's point estimates</li> <li>Estimation uncertainty and management bias</li> <li>Evaluating the use of models</li> </ul>	Examples, templates, short scenarios	60 min
<b>Auditing Related party disclosures (ISA 550)</b> <ul style="list-style-type: none"> <li>A risk-based approach, including the possibility of undisclosed related parties</li> <li>Significant related party transactions outside normal business</li> <li>Dominant influence as a fraud risk factor</li> </ul>	Examples, templates, short scenarios	60 min
<b>Going concern (ISA 570)</b> <ul style="list-style-type: none"> <li>Documentation requirements and audit procedures</li> <li>Concluding on going concern assumption</li> <li>Real cases</li> </ul>	Short case study and examples	60 min

A 2	Case study format	Duration
<b>Finalization and review procedures</b> <ul style="list-style-type: none"> <li><i>Evaluation of misstatements found during the audit (ISA 450)</i></li> <li><i>Final analytical review (ISA 520)</i></li> <li><i>Subsequent events (ISA 560)</i></li> <li><i>Obtaining written representations (ISA 580)</i></li> </ul>	Short case study and examples	60 min
<b>Using the work of others</b> <ul style="list-style-type: none"> <li><i>Evaluating the work of an internal audit (ISA 610)</i></li> <li><i>Using an auditor's expert (ISA 620) and management's expert (ISA 500)</i></li> <li><i>Considerations when an entity is using a service organization (ISA 402)</i></li> </ul>	Examples, templates, short scenarios	60 min
<b>Audit of group financial statements (ISA 600)</b> <ul style="list-style-type: none"> <li><i>Responsibilities of the group auditor</i></li> <li><i>Responsibilities of component auditors</i></li> <li><i>Relationship between the group and component auditor</i></li> <li><i>Group and component materiality</i></li> <li><i>The group and company audit opinion</i></li> </ul>	None	60 min
<b>Anti-money laundering</b> <ul style="list-style-type: none"> <li><i>Indicators and requirements</i></li> </ul>	Short examples	60 min
<b>The auditor's report on the financial statements</b> <ul style="list-style-type: none"> <li><i>Audit reports with a standard (unmodified) opinion (ISA 700): required contents and form, including examples</i></li> <li><i>Communicating key audit matters (ISA 701)</i></li> <li><i>Modifications to the audit opinion (ISA 705): qualified opinion, adverse opinion, disclaimer of opinion – illustrative examples</i></li> <li><i>Additional paragraphs not affecting the opinion (ISA 706): Emphasis of matter paragraphs, Other matter(s) paragraphs – Illustrative examples</i></li> <li><i>Comparative information (ISA 710)</i></li> <li><i>Other information contained within the financial statements (ISA 720)</i></li> </ul>	Case study – writing the new format report for simulated audit client Examples	90 min
<b>Total Estimated Duration</b>	<b>11.5 hours (2 day workshop)</b>	

## 4. Supplementary module

This module is a supplementary module to both the fundamentals and advanced stream of the program. Its need is inspired by the growing demand for other services and engagements providing some level of assurance (reviews) and no assurance (agreed upon procedures and compilations) and the few quality CPD trainings available in the participating countries for such engagements. The module will draw from the IFAC guides on compilations and reviews and focus on the documentation requirements and steps needed to perform these other types of engagements. The module will also discuss nonfinancial reporting (e.g. integrated reporting) and provide guidance regarding specific reporting situations.

### Supplementary Module



Other engagements	Case study format	Duration
<b>Other non-financial forms of reporting</b> <ul style="list-style-type: none"> <li>• <i>Non-financial reporting and why is it becoming more and more relevant (integrated reporting, sustainability reporting)</i></li> <li>• <i>Examples</i></li> </ul>	None	90 min
<b>Other specific reporting situations</b> <ul style="list-style-type: none"> <li>• <i>Financial statements prepared in accordance with special purpose frameworks (ISA 800)</i></li> <li>• <i>Single financial statements or elements of financial statements (ISA 805)</i></li> <li>• <i>Summary financial statements (ISA 810)</i></li> </ul>	Examples	90 min
<b>Review engagements</b> <ul style="list-style-type: none"> <li>• <i>Basic documentation requirements and mandatory steps to conduct a review – IFAC Guide will be used</i></li> </ul>	Templates / short exercises	180 min
<b>Report on factual findings</b> <ul style="list-style-type: none"> <li>• <i>Agreed upon procedures</i></li> </ul>	Examples and short exercises	120 min
<b>Compilation engagements</b> <ul style="list-style-type: none"> <li>• <i>Basic documentation requirements and mandatory steps to conduct a compilation– IFAC Guide will be used</i></li> </ul>	Templates / short exercises	180 min
<b>Total Estimated Duration</b>	<b>11 hours (2 day workshop)</b>	

## 5. Online sessions

The online sessions complement both the fundamentals and advanced streams. They are delivered to the members of the Community of Practice but also include an opportunity for greater outreach to participating PAOs. The online sessions will include as a minimum an ISA update session including the new auditor reporting standards and annual update on ethics and quality assurance. Further sessions on the application of ISAs in specific areas (specialized topics) and more complex audit topics (such as auditing estimates, fair values, auditing the going concern) can also be considered for inclusion in online courses.





