Chartered Institute of Internal Auditors

Chartered by Learning

Candidate handbook



September 2026

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Contact us



Find the most up-to-date information about our certifications and learning programmes on our website.

www.charterediia.org



Any questions, including registrations, exemptions, learning programmes and assessments can be directed to:

educationsupport@charterediia.org



Alternatively, you can give us a call:

+44 (0)20 7498 0101

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Welcome

Welcome to the Chartered Institute of Internal Auditors (Chartered IIA) and well done on making the important decision to invest in your future and the future of the profession.

The Chartered by Learning programme is aimed at aspiring leaders who wish to develop their knowledge, skills and behaviours.

The decision to undertake a certification is not an easy decision, and requires a significant investment in money, time and commitment. Remember that you're not undertaking this journey on your own, and we're here to support you in the best way we can.

Your study will require balancing full-time work and juggling other activities in your life. You'll need to set aside 400 hours of work (approximately an hour-and-a-half per day) and you have a maximum of three years to complete the programme and be awarded CMIIA.

Therefore, to prepare you so that you can fully benefit from the course, we suggest you refer to the details contained within this guide and familiarise yourself with the expectations, processes and policies.

By carefully reading this guide, you'll gain access to some useful and helpful tips to guide you every step of the way. If a situation arises that is outside of your control (as they sometimes do), it's good to know in advance the options available, and when or who to contact should you require the necessary support.

Once you're registered on the course, you'll have access to our study system where you can comment and ask further questions to our panel of facilitators, staff and other students.

Welcome to the course. I wish you the very best of luck.



Jan Olivier
Head of Education & Development



Introduction

Learning framework

Certification	Foundations of Internal Auditing	Internal Audit Practitioner	Certified Internal Auditor	Chartered Internal Auditor
Designation	FIA	IAP	CIA	CMIIA
Syllabus	Foundations of Internal Auditing	Internal Audit Practitioner	Certified Internal Auditor	Chartered by Experience Chartered by Learning
Apprentice-ships	Internal Audit Technician (Level 4)		Certified Internal Auditor (Level 6)	
Career level	Career starters No experience No other qualifications	Early career 1-2 years experience No other qualifications	Professional internal auditors 2+years experience	Aspiring or current leaders
Membership grade	Certified Practitioner		Certified Professional	Chartered Professional

The Chartered IIA offers two routes to achieving the coveted CMIIA designation:

Chartered by Learning

This route is for aspiring CAEs/HIAs and has been developed for members who are ready to take the next step in their careers but don't have the certification or experience necessary to take that step.

Internal auditors who hold a Chartered accountancy qualification from the ACCA, CIA, CIMA, CIPFA, ICAS, or ICAEW and have more than two years' experience are eligible via the Direct Entry route, and don't need to complete the CIA before enrolling.

Alternatively, Direct Entry is also open to holders of advanced business degrees (like MBAs), provided they have at least five years' experience.

Chartered by Experience

Aimed at current CAEs with significant experience in setting the organisational strategic objectives, the CBE route is rigorous and challenging for senior leaders to gain the CMIIA designation.

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Other routes

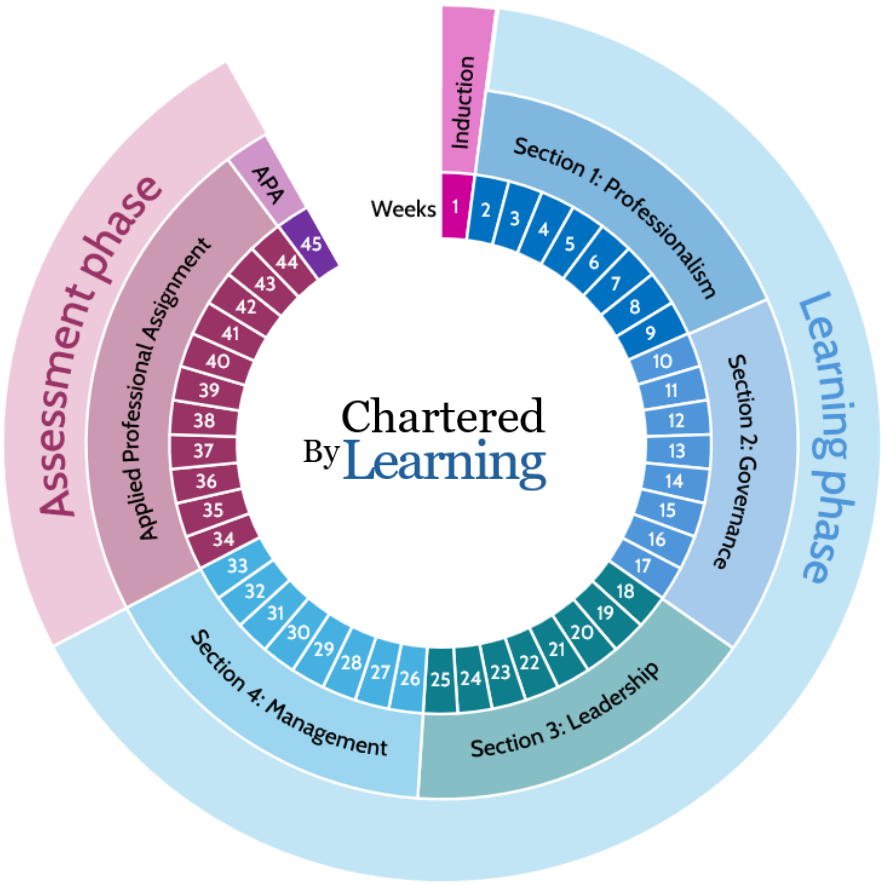
Also aimed at aspiring CAEs, the Chartered IIA and BCU collaborated to develop an MSc in Internal Audit Management and Consultancy, which incorporates both the CIA and the CMIIA. This route also aligns with the Internal Audit Professional apprenticeship (level 7), allowing candidates to access National Skills Levy funding.

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Understanding the syllabus

The syllabus is centred on leadership and management, addressing the essential competencies required of senior internal audit professionals. It's designed to foster the development of advanced cognitive skills among aspiring leaders in the field.

The syllabus is dynamic and adopts a tailored approach to align with candidates' individual career aspirations. Its primary aim is to prepare candidates for progression in their careers and to equip them with the skills necessary to lead the internal audit profession. Upon completion, Chartered members will possess the expertise to determine strategic direction and the confidence to successfully achieve their professional goals.



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The syllabus consists of four sections:

Section 1: Professionalism

This section is chiefly aligned with Domains I (the purpose of internal audit) and II (Ethics and Professionalism) of the Global Internal Audit Standards, while also incorporating elements from Domain III. It addresses essential internal audit topics, including the Chief Audit Executive's (CAE) responsibilities concerning ethics and integrity, objectivity, competency, professional care, confidentiality, and organisational independence.

Section 2: Governance

This section is primarily aligned with Domain III (Governing the Internal Audit Function) and also addresses certain aspects of Domain IV (Managing the Internal Audit Function) of the Global Internal Audit Standards. It covers fundamental governance matters, including the CAE's working relationship with the Board and senior management to establish and support the internal audit function, the processes of Board authorisation and oversight, the pursuit of quality, and the importance of effective communication.

Section 3: Leadership

This section is chiefly aligned with Domain IV (Managing the internal audit function) and also encompasses aspects related to leadership, thereby extending beyond the Global Internal Audit Standards. Standard-related topics focus on the internal audit strategy, while areas outside the Standards cover management and leadership theory, organisational strategy, culture, and emerging risks such as cyber and data threats, artificial intelligence, geopolitical and macroeconomic factors, and climate risk.

Section 4: Management

This section is primarily aligned with Domain IV (Managing the internal audit function) and, whilst it addresses standard-related topics such as planning, managing resources, and managing performance, it also covers areas associated with leadership that extend beyond the Global Internal Audit Standards. Topics outside the Standards include talent management, change leadership and emotional awareness.

It's important to note that the syllabus doesn't include IPPF Domain V (Performing internal audit services), as this is a leadership-focused paper and therefore doesn't address the practical aspects of internal auditing. Candidates should remember, however, that a comprehensive understanding of internal audit practice remains vital. A thorough grasp of the content in CIA Part 2 Practice of internal auditing, which covers the internal audit process, is essential for success.

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Learning Phase				Assessment Phase	
Section 1: Professionalism	Section 2: Governance	Section 3: Leadership	Section 4: Management	Applied Professional Assignment	Application Question
22 hours instruction 45 hours independent study	22 hours instruction 45 hours independent study	22 hours instruction 45 hours independent study	22 hours instruction 45 hours independent study	88 hours	44 hours
Total: 88 hours direct instruction Total: 180 hours independent study **Total: 268 hours**				**Total: 132 hours**	
400 notional hours					

In total the syllabus requires 400 notional hours of learning:

Out of the total 400 study hours, 268 hours are dedicated to learning activities. This equates to around 45 hours of independent study and 22 hours of formal instruction for each section of the syllabus.

The remaining 132 hours are set aside for the Applied Professional Assignment (APA), of which 88 hours are allocated to completing the assignment and 44 hours reserved for the final Application Question (AQ).

Notional hours

Notional hours are a theoretical or estimated measure of time assigned to a learning activity. It indicates the time that an average student would spend performing a task. This measure will be impacted by many factors including experience, other qualifications, reading speed, study technique, and the actual physical study environment.

It represents the total time to be spent, including reading, research, analysis, class attendance, revision and the actual time sitting the exam. In order words, it's the total of all the time to be spent working towards the designation.

Insight

Core to the Chartered by Learning course is insight. Candidates will need to demonstrate their ability to integrate existing knowledge and experience, supported by critical thinking, as well as new information, to make ethical decisions that are most suitable for the company, support strategic objectives, or address key risks. To achieve this, candidates will need to act and think like a CAE.

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Support

Support

When enrolling on Chartered by Learning, candidates also enrol on a comprehensive learning programme leading to the two integrated assessments. The learning programme is an essential part of gaining the CMIIA designation.

Course schedule

Below is the generic course schedule. Cohort specific schedules will be made available online at the start of each cohort.

Weeks		Virtual classes
1	Onboarding and induction	Week 1
2-33	**Learning phase**	
2-9	Section 1: Professionalism	Week 2 and 8
10-17	Section 2: Governance	Week 10 and 16
18-25	Section 3: Leadership	Week 18 and 24
26-33	Section 4: Management	Week 26 and 32
34-45	**Assessment phase**	
34	Assessment induction	Week 34
34-44	Complete and submit APA	Week 40
45	AQ	

Assumed learning

Most candidates will have already spent a considerable period working within the profession and will have developed substantial experience and knowledge. Many will be familiar with the theories and models explored in the syllabus.

Instead of a traditional lecture format and extensive reading lists, the programme encourages candidates to follow the syllabus closely and independently source additional materials for any areas where their familiarity may be limited.

This approach enables each candidate to address individual development needs and to focus on the models and theories that best support their professional practice.

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Cohorts

The programme is organised into two cohorts each year, with one cohort commencing in April and the other in October. This approach ensures that candidates have flexibility in choosing a start date that best suits their commitments and enables the institution to accommodate demand throughout the calendar year.

Upon enrolment, candidates embark on a comprehensive 45-week programme designed to provide a robust and structured learning experience. The programme is carefully divided into phases to facilitate steady progress and thorough understanding of the syllabus.

The initial 33 weeks are dedicated to learning activities, with approximately eight weeks allocated to each section of the syllabus. This staged approach ensures that candidates have sufficient time to engage with the material and develop their knowledge across all key areas.

Following the learning phase, candidates undertake the Applied Professional Assignment (APA) over an 11-week period, allowing them to consolidate their learning and demonstrate their practical understanding. Additionally, an Application Question (AQ) assessment is scheduled for week 12 of the APA, providing candidates with an opportunity to apply their insights to realistic scenarios.

Facilitators

Each group will be led by a facilitator, whose role is not that of a tutor or lecturer. Rather than delivering instruction or lectures during the classes, the facilitator will act as a guide throughout the programme.

All facilitators hold CMIIA and possess senior management experience. They're ideally positioned to support candidates by offering their expertise and extensive experience to guide discussions, assist with assignment preparation, and provide direction for the final assessment.

Perlego

Candidates also have access to a specialised online site designed to support their learning journey. This site includes a range of resources, including access to Perlego. Perlego is a digital platform that provides unlimited access to a vast library of academic and professional e-books.

It enables candidates to conveniently search, read and reference textbooks and other essential materials, making study more flexible and efficient. The inclusion of Perlego ensures that candidates can readily access up-to-date content covering all aspects of the syllabus, supporting both independent study and collaborative learning.

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Inductions

Candidates will have the opportunity to attend an induction, where they'll gain a clear understanding of how the course will be delivered. This session will also provide valuable insight into what will be expected throughout the programme.

The induction is scheduled to take place a week prior to the start of the course, and attendance at this session is strongly recommended.

Discussion forums

The forums serve as an open environment for candidates to share knowledge and experience, or to raise concerns and receive the necessary support. This online community enables easy connection and interaction with fellow students and facilitators, offering a space to discuss topics relevant to classes, assignments or exams. Candidates are encouraged to use the forum as frequently as possible to exchange information and to ask questions that may also benefit others.

Virtual classes

Adobe Connect will be used for all virtual classes. Candidates are encouraged to download the application onto their computer to facilitate easier access. Each class is conducted by a facilitator who will lead discussions on the syllabus topics.

They're in one virtual class for the induction, two virtual classes for each of the syllabus domains (eight in total), and a further two virtual classes to support and prepare candidates during the assessment phase.

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Assessment

Assessment overview

Candidates on the Chartered by Learning Programme will complete two integrated summative assessments, designed to assess their ability to apply leadership insight, professional judgement and internal audit knowledge at a senior level:

The assessments are:

- Applied Professional Assignment (APA)
- Application Question (AQ)

Both components are compulsory. To be awarded Chartered status, candidates must meet the required pass standard for both assessments.

The assessments form part of the 12-week assessment phase and are designed to evaluate candidates' ability to:

- Integrate learning across all four of the syllabus sections
- Apply internal audit standards, frameworks and leadership principles in a real-world context
- Demonstrate professional judgement, ethical reasoning and strategic insight
- Communicate clearly and persuasively at Chief Audit Executive (CAE) level

The assessments are scenario-based and reflect the responsibilities and decision-making expectations of a senior internal audit leader.

Applied Professional Assignment

The Applied Professional Assignment (APA) assesses your ability to demonstrate integrated leadership capability in the role of an aspiring Chief Audit Executive (CAE). It requires you to apply learning from across the syllabus to a defined scenario or theme.

- **Length:** 6,000 words (±5%), excluding references and appendices
- **Format:** Structured written assignment
- **Duration:** Completed and submitted on week 11 of the assessment phase
- **Submission:** Via the learning system using Turnitin

At the start of the assessment phase, candidates select and research a scenario and theme, which provides the context for both the APA and the subsequent AQ.

You must confirm your chosen scenario within the timeframe communicated at assessment induction.

The APA must demonstrate:

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- Clear understanding of the organisational and governance context
- Strategic internal audit leadership aligned to CAE responsibilities
- Application of the Global Internal Audit Standards
- Ethical reasoning and professional judgement
- Insightful reflection on leadership impact and effectiveness

The assignment must draw on learning from all four syllabus sections:

- Professionalism
- Governance
- Leadership
- Management

Application Question

The Application Question (AQ) assesses your ability to respond under time pressure, applying the insight developed in your APA to a practical leadership task in a specific format.

- **Length:** Maximum 1,000 words
- **Duration:** 4 hours
- **Release:** Via the learning system at a scheduled time
- **Submission:** Via Turnitin

The AQ requires you to communicate your response in a **specified professional format**, such as:

- Advisory note to the Board
- Audit Committee briefing
- Internal assurance paper

All candidates within a cohort complete the same question and format.

Responses should demonstrate:

- Strategic insight and clarity of thought
- Strong linkage to your APA and chosen scenario
- Professional tone appropriate to the intended audience
- Sound ethical judgement and leadership reasoning

Marking and Grading

Assignments are marked by experienced Chartered Internal Audit professionals using a standardised marking rubric, in which a high-level version is provided to candidates in advance. Detailed, developmental feedback is issued following assessment. The marking

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phase including Internal Quality Assurance and Moderation will take approximately 10-12 weeks. Results will be issued through Turnitin and confirmation by email.

Assessment eligibility

To be eligible to undertake the assessment, candidates must have completed the full 32-week course. The Chartered IIA doesn't allow the assessment to be attempted without the appropriate level of support and an in-depth understanding of the syllabus.

All candidates who enrol on the cohort will automatically be enrolled on the associated assessment phase.

Resits and resubmissions

Candidates who achieve below the minimum pass mark of 75% on the Applied Professional Assignment will be permitted one opportunity to resubmit the assignment and/or resit the AQ within one month of receiving their initial result. The Application Question resit date and time will be communicated within your assessment phase induction communications.

Applied Professional Assignment resubmissions and Application Question resits will be charged as below -

£400 applied professional assignment
£250 application question

The resubmission for the Applied Professional Assignment is intended to allow candidates to address feedback and demonstrate improved understanding. Resubmitted assignments must clearly identify all updates (for example, through tracked changes, highlighting, or a brief summary of revisions) as this will not be a full remarking exercise.

The resit for the application question will need to be a new piece of work and will follow the same arrangement as the original assessment with a 4 hour time limit however with a differing format requested for the assessment.

If the resubmitted work still doesn't meet the required 75% pass mark:

- You will be required to progress to the next available assessment phase in order to continue on the programme.
- This typically takes place approximately six months after your initial assessment phase.

This approach ensures that you have additional time to develop your knowledge, understanding, and application of leadership practice in line with Chartered expectations.

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To enter the next assessment phase a fee of £850 exclusive of VAT per assessment will apply. Previously passed assessments will not need to be submitted a second time.

This fee includes:

- Access to the online learning system for both learning and assessment hubs (Moodle)
- Access to all learning materials and resources to support your resubmission
- One resubmission and grading of assessments

Please note:

- This access does not include attendance at new virtual classes
- Facilitated forum discussions will not be available
- The focus is on independent learning and improvement, supported by previous feedback

Maximum Assessment Attempts and Programme Progression

- Candidates are permitted a maximum of two assessment phases which comprise of initial submission and resubmission of both assessments
- If the required 75% pass mark is not achieved after the second assessment phase you will be unenrolled from the Chartered Leadership Programme.

This requirement reflects the professional standard expected for Chartered status and ensures consistency and fairness for all candidates.

Similarity and plagiarism

Candidates should ensure that references are appropriately cited using the Harvard method. Support on referencing will be provided during the course. Candidates who don't reference the sources they use, or do so incorrectly, will be penalised and may be guilty of plagiarism.

All assignments are submitted via Turnitin and scanned for similarity against other assignments and published and unpublished sources.

Late submissions

Candidates are required to submit their assignments before 23:59 on the day that the assignments are due. The date is communicated on the Moodle platform.

Candidates who fail to submit their assignment on time will receive the following penalties:

- 10% penalty when submitted up to 12 hours late
- 20% penalty when submitted up to 24 hours late

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Any assignments received after the 24-hour mark will receive a score of zero.

Candidates who fail an assignment due to late submission or penalties related to similarity will be unable to resubmit their assignments.

Reasonable adjustments

Candidates requiring reasonable adjustments, (such as extra time for submission or further support regarding accessibility) should notify the Chartered IIA as soon as possible by emailing assessment@charterediia.org. Candidates will be asked to explain the reasons for the reasonable adjustment, and to explain in which manner their health condition - whether permanent or temporary - impacts their learning.

Candidates will also be asked to submit supporting documentation from a medical professional.

Candidates should allow at least four weeks for the Chartered IIA to put the arrangements in place. If less than four weeks' notice is given, the Chartered IIA may not be able to support the request.

Further details can be found within the full reasonable adjustment policy on the learning system.

Anonymity

Turnitin will ensure that all assignments and Application Questions remain anonymous during the marking processes by using the candidate's membership number rather than the candidate's name and surname.

Misconduct

The Chartered IIA insists on a very high standard of ethical conduct from all members. Misconduct will be seen as a very serious matter and will be referred to the Chartered IIA's disciplinary committee.

If there is satisfactory evidence of misconduct, candidates will be expelled from the Chartered IIA, and any professional designations will be withdrawn.

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Misconduct during assessments could include but are not limited to:

i. Unethical and unprofessional conduct.
ii. Committing plagiarism by improper referencing and citations resulting in candidates presenting the work of other people as their own.
iii. Failure to adhere to the Harvard referencing style.
iv. Failure to acknowledge the use of artificial intelligence (AI) tools.
v. Allowing another person to contribute to the assessment.
vi. Providing or trying to provide assistance to other candidates.
vii. Obtaining assistance or trying to obtain assistance from other candidates.
viii. Using the work of other candidates from the same or previous cohorts.
ix. Misquoting or referencing or placing a quote or reference in a context different from the original source text.
x. Drawing inaccurate conclusions based on data.
xi. Failing to identify root causes.
xii. Fabricating, falsifying or misrepresenting data.

Presentation of work

All assessments must be presented appropriately in line with the expectations of professional and academic documentation. This includes the use of appropriate terminology, the use of appropriate and professional language, layout, spelling and grammar.

Should the meaning of what the candidate is trying to convey is obscured by spelling or grammatical error, then the examiner can't allocate marks accordingly.

Conflict of interest

All assessments are marked by an independent external team of examiners. Facilitators are not involved in the setting of the assessments nor in the marking.

Technology

The candidate is responsible for ensuring they have a properly functioning computer, internet connectivity, and that all other hardware peripherals are in working condition. Any missed deadlines due to technological issues will be treated the same as any other late submissions.

The Chartered IIA recommends candidates don't use computers or any IT infrastructure provided by their employers to undertake their studies. Corporations usually have additional security measures, which may interfere with the platforms we use.

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Candidates who intend to use a computer provided by their employer should contact their IT team to ensure that all platforms are functioning as intended.

Extenuating circumstances

Candidates who feel that their performance in an assessment may be affected by a serious matter in the period leading up to the assessment should contact the Chartered IIA and make a case for extenuating circumstances. This will involve completing the appropriate paperwork and submitting a motivation, including all supporting evidence.

If the Chartered IIA agrees that the candidate would have been disadvantaged, then a maximum of 5% could be awarded.

Ground for extenuating circumstances could include:

- The death or critical illness of a dependant or close relative
- A severe and debilitating illness lasting several weeks
- Civil unrest
- Acute illness during the exam
- Missing at least a third of the exam time due to circumstances beyond your control

Candidates must inform the Chartered IIA prior to the assessment. Cases for extenuating circumstances are not accepted after the assessment is submitted.

Maximum attempts

Candidates can attempt the assessments a maximum of twice. If a candidate fails the first time, they'll receive an opportunity to resubmit the APA or resit the AQ.

If the resit/resubmit is also unsuccessful, candidates are required to complete the course again and submit a completely new assignment based on a new theme and topic. They will then receive the opportunity to resubmit or resit in the event of a fail.

If the resubmission or resit also results in a fail, the candidate will be unenrolled from the programme. Candidates will not be able to enrol on the course again for three years in order to gain valuable insight into the profession and leadership.

Appeals

Before submitting a formal appeal, candidates may request an administration review. This checks that the result has been accurately calculated and recorded, for example that all marks have been included and processed correctly. This stage does not involve a review of

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academic judgement, marking decisions, or feedback. Requests must clearly state the administrative issue being queried. If the outcome confirms the result is correct and the candidate remains dissatisfied, they may progress to a formal appeal.

The administration review will be thoroughly completed and the candidate will be informed of the outcome in writing within seven calendar days.

Stage 1 - Appeal

A Stage 1 Appeal allows candidates to challenge an assessment decision on specific and defined grounds. The appeal must clearly explain which section(s) of the assignment or which application question(s) are being appealed, why the candidate believes the assessment decision is incorrect, and how this relates to the published assessment criteria or marking guidance. Appeals that simply state disagreement with the overall grade, without clear rationale or reference to specific assessment areas, will not be accepted. A Stage 1 Appeal involves an independent review of the assessment process and, where relevant, the marking and moderation of the identified areas. Candidates will be informed that their grade may go up, stay the same, or go down because of the appeal.

The appeal will be thoroughly investigated, and the candidate will be informed of the outcome in writing within 10 calendar days.

Stage 2 – Final Panel Review

If a candidate remains dissatisfied following the Stage 1 outcome, they may submit a Final Panel Appeal (Stage 2). This must again set out clear and specific reasons for the appeal, explaining why the candidate believes the Stage 1 decision was incorrect, and referencing the same or additional assessment areas where appropriate. The Final Appeal reviews whether the correct processes and assessment decisions were applied at Stage 1 and is undertaken by senior and independent reviewers of which the panel will be confirmed to the candidate. Appeals without a clear rationale or those that merely restate dissatisfaction with the result will not be considered. The outcome of the Final Appeal is final.

The appeal will be thoroughly investigated, and the candidate will be informed of the outcome in writing within 10 calendar days.

Please see the full appeals policy on the learning system (Moodle) for further details.

Fees

The fees for each stage can be found below -

Administration Review - £100
Stage 1 Appeal - £300
Stage 2 Final Appeal - £300

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The above fees are exclusive of VAT.

Complaints

A complaint relates to concerns about the quality of the programme or service provided by the Chartered IIA, or process failings, such as administrative errors, delays in results being issued, or failure to follow published procedures. Complaints don't involve challenges to academic judgement, marking decisions, or assessment outcomes (these must be raised through the administration review and appeals process). Candidates wishing to raise a complaint must submit their concern in writing by email to assessment@charterediia.org, clearly setting out the nature of the issue, the impact on them, and any relevant evidence. Complaints should normally be submitted within 48 hours of being notified of the assessment result. All complaints will be acknowledged, investigated and responded to within 10 calendar days.

Appeals not upheld

Appeals that are decided in the candidate's favour will typically result in the candidate being awarded additional marks for the assignment. Even if an appeal is successful, the candidate should not expect that the mark will automatically be converted from a fail to a pass. The remedy implemented will reflect the seriousness of the grounds that the appeal is based on.

Payment

All appeal stages will need to be paid for up front prior to any work be completed by the Chartered IIA. If an appeal at any stage is successful, then the payment is refunded to the candidate in full.

Grounds

Candidate should carefully consider the grounds for their appeal. Disagreeing with an academic judgement, where candidates think they should have passed, doesn't constitute grounds for an appeal. Should such an appeal be lodged, then it will be rejected and the candidate will not receive a refund for the fees paid.

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Use of AI

Permitted use

The Chartered IIA recognises that artificial intelligence (AI) tools are increasingly used by professionals to support learning, research and written communication. Candidates are therefore permitted to use AI as a supportive aid in preparing for assessments, provided it's used ethically, responsibly and transparently.

AI should assist candidates in developing their own understanding, structure, and clarity of thought, not replace original analysis, professional judgement or personal reflection. All submitted work must remain the candidate's own, accurately reflect their knowledge and experience, and comply fully with our assessment integrity and malpractice policies.

AI tools may support:

- Planning and structuring ideas
- Editing for clarity and coherence
- Generating prompts or questions for reflection

Candidate responsibilities

Candidates remain **fully responsible** for:

- The originality of their work
- The accuracy of content
- The integrity of conclusions and professional judgement

AI must **not** replace critical thinking or professional analysis.

Referencing AI use

- AI-generated content must not be treated as an academic source
- Any ideas, frameworks or information derived via AI must be **verified using primary sources** and referenced using Harvard style
- Failure to reference appropriately may be treated as plagiarism or academic misconduct

Further guidance on acceptable AI use is provided within the full AI policy, which is available on the learning system. More detailed information on the use of AI will be available on the assessment hub page in Moodle

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Submissions, similarity and Turnitin

Submission platform

All assessment submissions are made through **Turnitin** via the learning system.

Similarity and AI checking

Turnitin is used to:

- Check submissions for similarity against published and unpublished sources
- Identify potential AI-generated or AI-modified text
- Similarity and plagiarism

Similarity and AI reports enable the assessment team to review submissions fairly and consistently.

Engagement and resubmission

Where Turnitin reports indicate issues relating to similarity or AI use:

- Candidates may be contacted for clarification
- Candidates may be asked to amend and resubmit work within a defined timeframe
- Engagement meetings may be required to support candidates

Persistent or unacknowledged misuse of AI or plagiarism may result in removal from the assessment phase in line with programme policy.

Key principles for candidates

To protect the integrity of the Chartered by Learning Programme, candidates must ensure that all submitted work:

- Is their own work
- Is properly referenced using Harvard style
- Demonstrates professional judgement consistent with Chartered standards
- Complies with guidance on AI use and academic integrity

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Admission

Admission

Membership

Membership of the Chartered IIA is required for the duration of the studies, and if membership lapses, candidates won't be able to access their materials or be able sit any of the exams.

As CMIIA is a membership class, candidates also need to retain membership to be able to utilise the CMIIA designation. If membership lapses, then members will no longer be able to use the CMIIA designation.

Eligibility for CIA candidates

Candidates need to hold the full Certified Internal Auditor (CIA) certification before they're eligible for the Chartered by Learning Programme. In other words, candidates must be in possession of their CIA certificate and will not be admitted if they only passed the three exams.

Direct Entry for accountants

Applicants holding the following designations from other professional bodies can register on Chartered by Learning without completing the CIA

- ACCA: ACCA or FCCA
- Chartered Accountants Ireland: ACA or FCA
- CIMA: ACMA or FCMA
- CIPFA: CPFA
- CPA Ireland: CPA
- ICAEW: ACA or FCA
- ICAS: CA

Candidates are required to submit the following when registering:

- A photocopy or scan of your certificate and your membership number to allow the Chartered IIA to verify the designation with the appropriate professional body
- A CV showing that you've worked as a full-time internal auditor for at least two years. This experience must have been gained within the last 10 years.

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Advanced business degrees

Candidates holding a full 180 credit Master of Business Administration (MBA) degree can also enrol on the Chartered by Learning programme via the Direct Entry route and demonstrate five years' internal audit experience gained within the last 10 years.

Candidates are also required to provide the following:

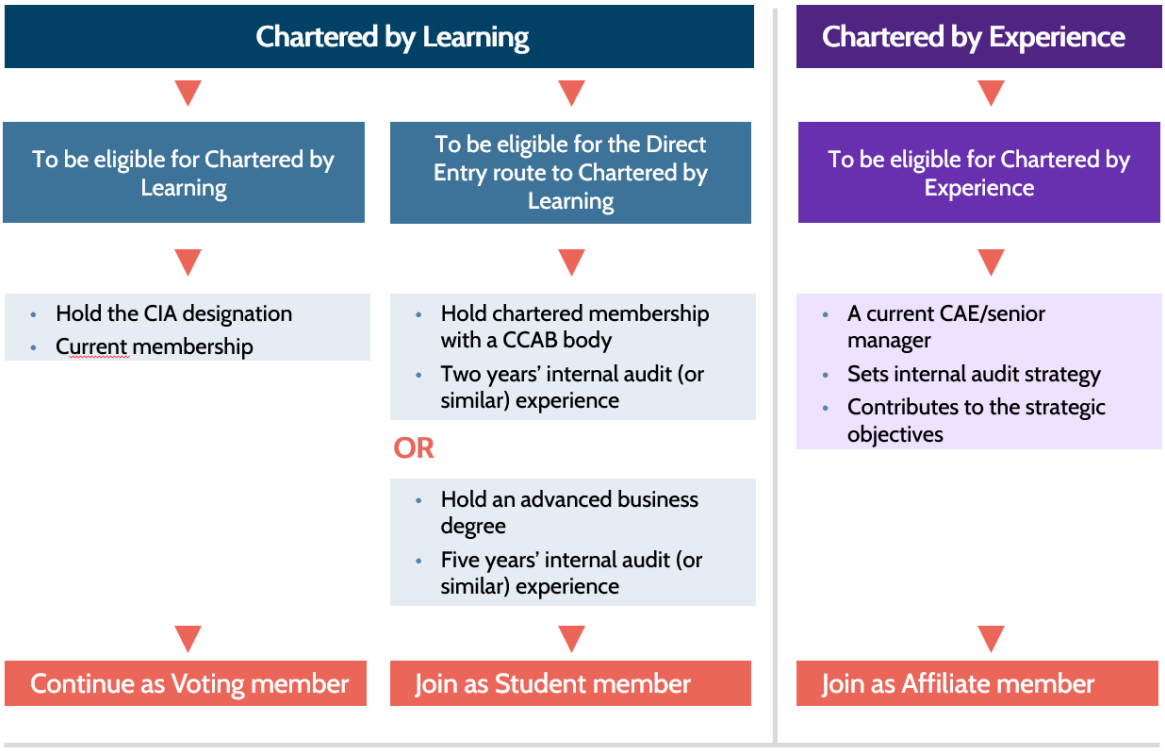
- A photocopy or scan of the relevant degree, which the Chartered IIA will use to verify the degree with the appropriate university
- A CV showing full-time internal audit experience for at least five years. This experience must have been gained within the last 10 years.

IIA Diploma (PIIA)

Current members holding the PIIA designation can immediately enrol on the Chartered by Learning Programme, and no documentation or proof is required for enrolment.

Exemptions

There are no exemptions for the Chartered by Learning route, and all candidates are required to complete the full programme.



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Terms

Study window

Candidates have three years to complete the CMIIA programme, starting from the date shown on the registration confirmation email.

Study breaks

Candidates may take study breaks totalling up to 12 months. During a study break, the study window is paused and access to learning materials and exams is temporarily suspended. Study breaks are only possible between the learning and assessment phases.

Extensions for extenuating circumstances

Where significant circumstances outside the candidate's control affect progress, an extension may be granted. Requests must be supported by appropriate evidence. Candidates should contact educationsupport@charterediia.org to discuss their options.

Dates for enrolment

Enrolment for any cohort will close 14 calendar days or 10 working days before the start of the cohort. After this date, it's no longer possible to join the cohort.

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About the Chartered Institute of Internal Auditors

The Chartered Institute of Internal Auditors (Chartered IIA) is the only professional body dedicated exclusively to training, supporting and representing internal auditors in the UK and Ireland. We have 10,000 members in all sectors of the economy.

First established in 1948, we obtained our Royal Charter in 2010. About 2,500 members are Chartered Internal Auditors and have earned the designation CMIIA. Over 1,000 of our members hold the position of Head of Internal Audit and the majority of FTSE 100 companies are represented amongst our membership.

Members are part of a global network of 200,000 members in 170 countries, all working to the same International Standards and Code of Ethics.

Stay connected

Chartered Institute of Internal Auditors
Tel 020 7498 0101
Email educationsupport@charterediia.org
www.charterediia.org
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