Standard Draft Preview

Contents

**Standard in development
L6: Certified Internal Auditor
Version 0.0**

Title of occupation

Certified Internal Auditor

UOS reference number

ST1487

Core and options

No

Level of occupation

Level 6

Occupational maps data

Route: Legal, finance and accounting
Pathway: Financial
Cluster: Compliance or risk specialist

Typical duration of apprenticeship

48 months

Target date for approval

30/05/2025

Resubmission

No

Would your proposed apprenticeship standard replace and existing framework?

No

Does professional recognition exist for the occupation?

Yes

Regulated occupation

Is this a statutory regulated occupation?

No

Occupational summary

This occupation is found in this occupation is found in all organisations that require oversight of their risk management and internal processes. Organisations that employ internal audit practitioners are typically medium to large public, third sector or private organisations. This will include companies that deal in goods and services, financial institutions and government

departments. Accountancy firms employ internal auditors perform audits on behalf of their clients within their clients' businesses and organisations. Companies may employ their own internal auditors to perform in-house audits within the business. In the public sector an internal audit function will carry out in-house audits in organisations such as central government departments, local authorities, regulators and higher education institutions. Certified Internal auditors are qualified and recognised by the Chartered Institute of Internal Auditors (CIIA) and carry out their activities by reference to CIIA Global Internal Audit standards.

The broad purpose of the occupation is to provide an independent, objective assurance and consulting activity to add value and improve an organisation's operations. Certified Internal Auditors organisations accomplish their objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, controls and governance processes. Internal Audit activities assess the adequacy and effectiveness of all areas of an organisation including the risk management, compliance and financial functions. Internal Audit is the third line of defence in an organisation and, as such, must remain impartial and independent in how it works alongside all areas of the organisation. Certified IAs are recognised as professionals in risk management, internal audit, governance and control. They are globally recognised as professional internal auditors. They communicate complex concepts to technical and non-technical stakeholders to ensure that they understand the outcomes from audits and the areas for improvement. The Certified IA provides challenging and sometimes provocative insights into risks and internal controls. They always act in an independent and objective position, representing the interests of the organisation's stakeholders. They maintain the highest standards of professional conduct and competency. They always uphold ethical behaviour and integrity.

In their daily work, an employee in this occupation interacts with an audit team, potentially managing other Internal Audit professionals. The Certified IA typically reports to the Internal Audit Manager or Head of Internal Audit. They interact with stakeholders across organisation with an interest in audit, whether through being subject to internal audit activity or owning the outcomes.

An employee in this occupation will work independently to deliver internal audit engagements. This will include tasks such as planning, testing processes for accuracy and report writing. Their work is supervised to ensure quality but they manage their workflow in line with professional standards and by reference to the internal audit global standards. They ensure that audits operate according to the organisational internal audit manual.

Typical job titles

Certified internal auditor

Are there any statutory / regulatory or other typical entry requirements?

No

Occupation duties

DUTY	KSBS
Duty 1 lead research and collate background information and documentation for assigned internal audit engagements as directed.	K1 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K18 K19 K20 K22 K23 K24 K25 K29 K35 K37 K38 K40 K41 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S21 B1 B2 B3 B4 B5
Duty 2 plan and execute audit engagements ensuring that engagement plans are achieved in accordance with agreed standards of quality, and agreed timescales and budgets.	K1 K2 K3 K4 K6 K7 K9 K14 K15 K18 K19 K20 K21 K22 K23 K25 K28 K31 K32 K33 K35 K37 K38 K40 K44 S1 S2 S3 S4 S5 S6 S7 S8 S9 B1 B2 B3 B4 B5
Duty 3 analyse and interpret quantitative and qualitative data, including financial information to inform audit engagement activities.	K1 K7 K9 K14 K15 K18 K19 K20 K21 K23 K24 K25 K26 K27 K28 K37 K44 S1 S2 S3 S4 S5 S7 S8 S9 S10 S13 B1 B2 B3 B4 B5
Duty 4 lead risk-based audit engagements in accordance with relevant professional standards.	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K19 K20 K21 K23 K24 K25 K26 K27 K28 K30 K31 K32 K33 K36 K39 K40 K44 S1 S3 S4 S5 S9 S10 S11 S12 S13 S14 S15 B1 B2 B3 B4 B5
Duty 5 document sufficient, reliable, relevant and useful information to support audit engagement results and conclusions.	K1 K7 K8 K9 K12 K24 K25 K28 K29 K30 K39 K42 K44 S1 S5 S10 S11 S12 S13 S14 S15 B1 B2 B3 B4 B5
Duty 6 lead and maintain good working relationships with stakeholders to encourage engagement with the audit engagement process.	K1 K2 K3 K5 K6 K7 K8 K9 K10 K11 K13 K32 K35 K36 K39 K40 K41 K42 K43 K45 K46 S1 S16 S17 S19 S20 S21

	B1 B2 B3 B4 B5
Duty 7 produce accurate, objective, clear, concise, constructive, complete and timely engagement reports.	K1 K3 K5 K6 K7 K8 K9 K10 K11 K12 K13 K15 K16 K25 K30 K32 K35 K36 K39 K40 K41 K42 K45 K46 K49 S1 S14 S15 S17 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 8 engage with relevant stakeholders to discuss observations, findings and recommendations arising from audit engagement reviews.	K1 K2 K3 K5 K6 K7 K8 K9 K10 K11 K13 K14 K16 K17 K32 K35 K36 K39 K40 K41 K42 K43 K45 K46 K47 K49 K51 S1 S16 S17 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 9 lead meetings and communicate with stakeholders on matters relating to audit engagements.	K1 K2 K3 K5 K6 K7 K9 K10 K11 K13 K14 K16 K32 K35 K36 K39 K40 K41 K42 K43 K45 K47 K48 K49 K51 S1 S16 S17 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 10 lead follow-up reviews of audit engagement activities.	K1 K2 K3 K4 K5 K6 K7 K9 K11 K14 K25 K32 K33 K35 K36 K39 K40 K41 K42 K43 K45 K47 K48 K49 K50 S1 S16 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 11 promote an organisational culture that is ethical and risk aware.	K1 K2 K3 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K25 K32 K35 K36 K39 K40 K41 K42 K45 K47 K48 K49 K50 K51 S1 S4 S18 S20 S21 B1 B2 B3 B4 B5

Duty 12 manage workload using agreed management systems and undertake review of casework to ensure progression is efficient and problems identified are escalated.	K1 K3 K7 K9 K22 K25 K31 K33 S1 S2 S3 S5 S6 S7 S8 S9 S10 S11 S13 S14 S15 B1 B2 B3 B4 B5
Duty 13 lead junior internal auditors and internal audit technicians in aspects of engagements whether through line management, subject matter expertise or internal audit technical matters	K1 K3 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K25 K31 K32 K33 K34 K40 K43 K45 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S17 S19 S20 S21 B1 B2 B3 B4 B5
Duty 14 coach and mentor junior audit colleagues on technical audit matters	K1 K3 K7 K8 K9 K12 K17 K25 K31 K32 K33 K34 K40 K43 K45 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S15 S17 S19 S20 S21 B1 B2 B3 B4 B5
Duty 15 provide leadership and support for stakeholders and act as an escalation route for complex audit matters and difficult conversations	K1 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K25 K31 K32 K33 K34 K35 K40 K41 K42 K43 K45 K47 K48 K49 K50 K51 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S15 S16 S17 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 16 work independently in line with the quality assurance and improvement programme to maintain professional standards.	K1 K3 K4 K7 K9 K29 K31 K38 K39 K40 S1 S2 S3 S4 S5 S6 S8 S9 S10 S11 S12 S14 S15 S16 S17 S18 S19 S20 S21 B1 B2 B3 B4 B5
Duty 17 maintain Continuing Professional Education in accordance with professional body requirements.	B1 B2 B3 B4 B5

KSBs

Knowledge

K1: the purpose of Internal Auditing according to the Global Internal Audit Standards.

K2: the internal audit mandate and responsibilities of the board and chief audit executive.

K3: the requirements of an internal audit charter.

K4: the differences between assurance services and advisory services provided by the internal audit function.

K5: the purpose and responsibilities of the audit committee.

K6: the types of assurance and advisory services performed by the internal audit function.

K7: situations where the independence of the internal audit function may be impaired.

K8: the internal audit function's role in the organisation's risk management process.

K9: Ethics and professionalism in accordance with the Global Internal Audit Standards.

K10: the concept of organisational governance.

K11: the impact of organisational culture on the overall control environment and individual engagement risks and controls.

K12: fundamental concepts of risk type.

K13: fundamental concepts of the risk management process and operation within organisations.

K14: internal control concepts and types of controls including the importance of the design, effectiveness, and efficiency of internal controls (financial and non-financial).

K15: concepts of fraud risks and types of fraud and how to determine whether fraud risks require special consideration during an engagement.

K16: the potential for fraud and how organisations detect, manage and prevent fraud through controls.

K17: techniques and the internal audit function's role related to fraud investigation.

K18: approaches to determine internal audit engagement objectives and scope.

K19: approaches to assessing key risks and controls and determining evaluation criteria.

K20: principles of detailed risk assessments of each activity under review.

K21: approaches to engagement procedures and preparing an engagement work program.

K22: approaches to resource and skills planning needed for internal audit engagements.

K23: approaches to identifying sources of information to support internal audit engagement objectives and procedures.

K24: approaches to evaluating the relevance, sufficiency, and reliability of evidence gathered to support internal audit engagement objectives.

K25: the different types of technology options that internal auditors may use to develop and support engagement findings and conclusions including emerging technologies such as Artificial Intelligence.

K26: appropriate analytical approaches and process mapping techniques.

K27: analytical review techniques.

K28: approaches to determining a difference between evaluation criteria and existing conditions and evaluate the significance of each finding.

K29: principles of preparation of workpapers, including relevant information to support conclusions and engagement results.

K30: approaches to summarising and developing engagement conclusions.

K31: principles of appropriate supervision throughout internal audit engagements.

K32: approaches to appropriate communication with stakeholders throughout internal audit engagements.

K33: methodologies for the planning, organizing, directing, and monitoring of internal audit operations taking account of sustainability and the environment.

K34: key activities for managing financial, human, and IT resources within the internal audit function.

K35: the key elements required to align internal audit strategy to stakeholder expectations.

K36: the chief audit executive's responsibilities for building relationships and communicating with senior management and the board about various matters.

K37: sources of potential engagements.

K38: the processes to develop a risk-based audit plan.

K39: the required elements of the quality assurance and improvement program.

K40: the importance for internal auditors to coordinate with other assurance providers and leverage their work.

K41: practical methods for establishing internal audit key performance indicators or scorecard metrics that the chief audit executive communicates to senior management and the board.

K42: appropriate disclosure of non-conformance with The IIA's Global Internal Audit Standards.

K43: attributes of effective engagement results communication.

K44: the concept and different approaches to root cause analysis.

K45: approaches to developing recommendations, request action plans from management, or collaborate with management to agree on actions.

K46: the engagement closing communication and reporting process.

K47: the process for communicating risk acceptance, when management has accepted a level of risk that may be unacceptable to the organisation.

K48: the chief audit executive's responsibility for assessing residual risk for the engagement.

K49: the process for monitoring and confirming the implementation of management action plans.

K50: the escalation process if management has not adequately implemented an action plan.

K51: approaches for the chief audit executive to assess and report an organisational level opinion over governance, risk management and internal control arrangements.

Skills

S1: identify situations where the independence of the internal audit function may be impaired.

S2: determine engagement objectives, scope, keys risks, controls and the evaluation criteria.

S3: evaluate the potential for fraud in individual engagements and how the organization could detect and manage the fraud risks.

S4: determine whether fraud risks require special consideration during an engagement.

S5: identify sources of information to support engagement objectives.

S6: identify the level of resources and skills needed for the engagement.

S7: use technology options to develop and support engagement findings and conclusions.

S8: determine and prepare the engagement work program.

S9: complete a detailed risk assessment of each activity under review.

S10: evaluate the relevance, sufficiency, and reliability of evidence gathered to support engagement objectives.

S11: apply appropriate analytical review and process mapping techniques.

S12: determine whether there is a difference between evaluation criteria and existing conditions and evaluate the significance of each finding.

S13: undertake root cause analysis of any differences between the evaluation criteria and existing conditions.

S14: prepare workpapers, including relevant information to support conclusions and engagement results.

S15: summarise and develop engagement conclusions.

S16: apply appropriate communication with stakeholders throughout the engagement.

S17: communicate engagement results with clarity and precision to ensure understanding.

S18: develop recommendations, request action plans from management, or collaborate with management to agree on actions.

S19: undertake the engagement closing communication and reporting process.

S20: evaluate management's responses to recommendations or proposed action plans and identify any inappropriate levels of risk acceptance, when management has accepted a level of risk that may be unacceptable to the organisation and escalate accordingly.

S21: monitor and confirm the implementation of management action plans.

Behaviours

B1: honest in conducting audit activities demonstrating integrity and professional courage.

B2: rigorous to ensure factual accuracy of internal audit activities.

B3: respectful in carrying out internal audit activities with stakeholders including through communications.

B4: compliant with policies, procedures, laws and, or, regulations relevant to the organisation, sector and jurisdictions in which they operate.

B5: ethical, demonstrating professional objectivity and an impartial, unbiased mindset when making judgements

Qualifications

English and maths

English and maths qualifications must be completed in line with the apprenticeship funding rules.

Does the apprenticeship need to include any mandated qualifications in addition to the above-mentioned English and maths qualifications?

Yes

Other mandatory qualifications

Certified Internal Auditor

Level: 6 (non-degree qualification)

Additional information: The qualification comprises 3 levels of exams - CIA 1, 2 and 3 All are required to be recognised as a certified internal auditor.

Professional recognition

This standard aligns with the following professional recognition:

- Chartered Institute for Internal Auditors for Certified

Consultation

TBC

Progression routes

ST0610 Internal audit professional L7

ST0480 Senior leader 1.2 L7

Supporting uploads

Mandatory qualification uploads

Mandated degree evidence uploads

Professional body confirmation uploads

Subject sector area

15.1 Accounting and finance