Chartered Institute of Internal Auditors

Chartered by Experience: Referee Statement

This document is to be used by referees supporting a candidate who is applying to become a Chartered Internal Auditor through the Chartered IIA's experience route.

Candidates are required to submit a signed declaration from two referees. The referees must be in a position to confirm that that candidate:

- Has current or recent experience of operating at head of internal audit (HIA) level within an organisation (as defined below) or in an equivalent role as an outsourced provider of internal audit services.
- Has experience working at a senior level where senior level is taken to mean having direct influence over the strategy of the organisation or business unit.
- Has worked at HIA level, and exemplifies the required competencies defined in the IIA's chartered by experience criteria located on the **Chartered by Experience** page of the website and view through the competencies tab.

For this purpose, head of internal audit level is defined as someone who:

- responsibility for discharging the responsibilities of Chief Audit Executive as set out in the Global Internal Audit Standards.
- attendance at an audit committee (or equivalent) in their capacity as an internal audit leader. This should be regular attendance at the committee, requiring the applicant to have a relationship with the committee and its members. The applicant will be involved in audit committee meetings (rather than just observing, or preparing papers for a colleague to present).
- regular engagement with senior executive management in their capacity as an internal audit leader.
- line management / people management responsibilities within an internal audit function.
- ownership / accountability for internal audit quality (even if some elements of this are delegated to other team members).
- recent internal audit leadership experience covering the above criteria for a period of at least 18 months. This would ideally be in a current role but could be within a recent role during the past five years.

Candidate name	
Referee name	
Referee's email address	
Referee's telephone number	
Period of working relationship	

Detailed account and explanation of referee's relationship to the candidate	

Referee's statement

I have reviewed the chartered by experience application to be made by the candidate and I can confirm that:

- I believe the content of the CV and written application to be accurate.
- I believe the organisational chart is an accurate reflection of the candidate's organisation and their position and reporting lines.
- I believe the candidate to be a person of integrity.
- I support and endorse the application and to the best of my ability believe that the candidate meets the chartered by experience assessment criteria.

Referee's signature	
Date	

Please note that the Chartered IIA reserves the right to contact sponsors and will do so for a sample of applications to ensure the integrity of application documentation.

Chartered by Experience