



Proposal Draft Preview

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Proposal to develop an apprenticeship L4: Internal Audit Technician Version 0.0

Title of occupation

Internal Audit Technician

UOS reference number

ST1484

Core and options

No

Option title/s

Level of occupation

Level 4

Occupational maps data

Route: Legal, finance and accounting

Pathway: Financial

Cluster: Financial technician

Typical duration of apprenticeship

12 months

Is this an integrated apprenticeship?

Yes

Target date for approval

Monday 31 March 2025

Resubmission

No

Would your proposed apprenticeship standard replace an existing framework?

No

Occupation Profile

This occupation is found in...

all organisations that require assurance of their governance, risk management and internal control processes. Organisations that employ Internal Audit Technicians are mainly medium to large. They may be found in the public, third or private sectors. Accountancy and professional services firms employ internal auditors to perform audits on behalf of their clients within their clients' businesses. Organisations may employ their own internal auditors to perform in-house audits. In the public sector an internal audit function will carry out in-house audits. This may be in structures such as central government departments, local authorities, regulators, and higher education providers.

The broad purpose of the occupation is...

to provide support to internal auditors in giving an independent, objective assurance and consulting service. IA Technicians work within audit teams to advise organisations on how to accomplish their objectives. They take a planned, disciplined approach to supporting the assessment and improvement of risk management, control and governance processes. IA Technicians assess whether areas of the organisation are effective including risk management, compliance, HR, customer services, assets and finance functions. They must remain independent and objective as they work alongside all areas of the organisation. IA Technicians undertake designated limited aspects of routine internal audit engagements. They follow assigned tasks from internal auditors. They may check records and procedures to make sure they are accurate and reliable. They will support engagement with stakeholders to understand the actions being audited and support the assessment of compliance and risk within governance frameworks.

In their daily work, an employee in this occupation interacts with...

an IA Technician interacts with an audit team of other internal auditors and support staff. They may be under the management of the Internal Audit Professional (IAProf) or Head of Internal Audit. They may interact with colleagues and peers outside of the audit team when conducting or supporting audit engagements and feedback tasks. The

internal audit team will provide audit reports to senior managers setting out findings. The IA Technician will support that task depending on the nature of the audit.

An employee in this occupation will be responsible for...

their allocated personal workload. They will be given work instructions by senior colleagues such as lead auditors. Their work will be managed by others and checked to ensure that it adheres to the International Professional Practices Framework and guidance of the Chartered Institute of Internal Auditors (Chartered IIA).

Typical job titles

Internal audit assistant

Internal audit support officer

Internal audit technician

Junior internal auditor

Occupation duties

Duty	OTJ Training (days)
Duty 1 support research and collate background information and documentation under instruction for assigned internal audit engagements.	4
Duty 2 support in the planning and execution of audit engagements as directed, ensuring that engagement plans are achieved in accordance with agreed standards of quality, and within resource allocation.	4
Duty 3 analyse and interpret quantitative and qualitative data under supervision, including financial information, to inform audit engagement activities.	6
Duty 4 support standard risk-based audit engagements as directed.	4
Duty 5 document sufficient, reliable, relevant and useful information to support audit engagement results and conclusions.	4
Duty 6 support good working relationships with stakeholders to encourage engagement with the audit engagement process.	2
Duty 7 support the internal audit team to produce accurate, objective, clear, concise, constructive, complete and timely engagement reports.	4
Duty 8 attend meetings and contribute to communications with stakeholders on matters relating to audit engagements.	3
Duty 9 support the drafting of action plans for improvement in line with findings from audit engagements reviews.	4
Duty 10 support routine follow-up reviews of standard audit activities.	4
Duty 11 support the promotion of an organisational culture that is ethical and risk aware.	4

<p>Duty 12 manage own workload using agreed management systems and undertake review of casework to ensure progression is maintained and problems identified and escalated.</p>	4
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Knowledge, skills and behaviour (KSB) categories

- Principles of Internal Audit
- Administration
- Digital technology and data

Qualifications

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

Yes

How many unique qualifications are you looking to include?

1

Are the qualification(s) Ofqual regulated

No

What criteria will you submit the qualification/s against?

- Professional body

Does the mandated qualification cover need to be achieved early in the apprenticeship or closer to the end?

End

Will one or more qualification require integration with the EPA

Yes

Professional recognition

This standard aligns with the following professional recognition:

- Chartered Institute for Internal Auditors for TBC

Regulated occupation

Is this a statutory regulated occupation?

No

Typical entry point to the apprenticeship

Outline the typical entry point for the occupation. This could be in terms of job roles, qualifications, or experience. Or a mix of these.

5 GCSE pass grades

Transferability

Explain how you will ensure this occupation is relevant to the range of employers who employ people in it.

first steps into internal audit and providing support on audit recognised across a range of sectors but relatively new in this space as previously IA Prac occupied this space prior to being discontinued at L4

Typical number of annual starts

Enter the expected number of starts per year you expect on the apprenticeship. This should be for employers across England, not just with employers in the trailblazer group.

100

End-point assessment methods likely to be used to assess competence against the KSBs as a whole

Select the assessment methods you are likely to use in the end-point assessment

- Test / examination
- Discussion

Stand-alone occupation

Internal audit technicians undertake a separate set of supportive duties within the internal audit process. The occupation requires an entry level of qualification attainment and access to limited supporting activities working under supervision and on routine tasks.

Employer directory

Have you nominated an organisation to appear on the employer directory for this apprenticeship?

Yes

Do you need grading exemption?

No

Name of EQA provider

Where Ofqual or the Office for Students (OfS) is the external quality assurance (EQA) provider, use this form to nominate a sector representative organisation to apply to the directory of professional and employer-led bodies. The directory of professional and employer-led bodies consists of organisations that can further strengthen Ofqual or the OfS's EQA activity with genuine occupational expertise.

Ofqual

Progression Routes

ST0610 Internal audit professional L7

Internal Audit Practitioner L6 to be created in 2025

Supporting uploads

Transferability upload (job advert examples)

 ST1484_proposal_transferability_IA Tech Job 1 Nottingham Building Soc.docx

Is the occupation niche or emerging occupation?

No

Subject sector area

15.3 Business management