



Standard Draft Preview

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Standard in development

L4: Internal Audit Technician

Version 0.0

Title of occupation

Internal Audit Technician

UOS reference number

ST1484

Core and options

No

Level of occupation

Level 4

Occupational maps data

Route: Legal, finance and accounting

Pathway: Financial

Cluster: Financial technician

Typical duration of apprenticeship

12 months

Target date for approval

31/03/2025

Resubmission

No

Would your proposed apprenticeship standard replace an existing framework?

No

Does professional recognition exist for the occupation?

Yes

Regulated occupation

Is this a statutory regulated occupation?

No

Occupation summary

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 help internal auditors 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 internal auditors. Their work will be managed by others and checked to ensure that it adheres to the International Standards for the Professional Practice of Internal Auditing 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

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

No

Occupation duties

DUTY	KSBS
<p>Duty 1 support research and collate background information and documentation under instruction for assigned internal audit engagements.</p>	<p>K1 K2 K3 K4 K6 K7 K8 K9 K10 K11 K12 K13 K14</p> <p>S1 S2 S3 S6</p> <p>B1 B2</p>
<p>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.</p>	<p>K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14</p> <p>S1 S2 S6 S7</p> <p>B1 B2 B5</p>
<p>Duty 3 analyse and interpret quantitative and qualitative data under supervision, including financial information, to inform audit engagement activities.</p>	<p>K1 K2 K4 K5 K6 K8 K9 K12 K13 K14</p> <p>S1 S2 S3 S7 S8 S9 S10 S11 S12 S13 S14</p> <p>B1 B2 B5</p>
<p>Duty 4 support standard risk-based audit engagements as directed.</p>	<p>K1 K2 K3 K4 K5 K6 K8 K9 K12 K13 K14</p> <p>S1 S2 S3 S4 S5 S8 S9 S10 S11 S14 S15</p> <p>B1 B2 B3 B4</p>
<p>Duty 5 document sufficient, reliable, relevant and useful information to support audit engagement results and conclusions.</p>	<p>K1 K2 K4 K5 K7 K8 K9 K12 K13 K14</p> <p>S1 S2 S3 S8 S9 S10 S11 S12 S13 S14 S15 S16</p> <p>B1 B2 B3</p>
<p>Duty 6 support good working relationships with stakeholders to encourage engagement with the audit engagement process.</p>	<p>K1 K2 K4 K5 K7 K8 K12 K15 K17</p> <p>S1 S2 S3 S4 S5 S14 S15</p> <p>B1 B2 B4 B5</p>

<p>Duty 7 support the internal audit team to produce accurate, objective, clear, concise, constructive, complete and timely engagement reports.</p>	<p>K1 K2 K8 K9 K12 K13 K14 K15 K17 K18</p> <p>S1 S2 S3 S4 S5 S14 S15 S17 S18</p> <p>B1 B2 B4 B5</p>
<p>Duty 8 attend meetings and contribute to communications with stakeholders on matters relating to audit engagements.</p>	<p>K1 K2 K3 K8 K13 K14 K15 K17 K18</p> <p>S1 S2 S3 S4 S5 S17 S19</p> <p>B1 B2</p>
<p>Duty 9 support the drafting of action plans for improvement in line with findings from audit engagements reviews.</p>	<p>K1 K2 K4 K5 K8 K9 K12 K13 K14 K15 K18</p> <p>S1 S2 S3 S19</p> <p>B1 B2</p>
<p>Duty 10 support routine follow-up reviews of standard audit activities.</p>	<p>K1 K2 K3 K4 K5 K8 K9 K11 K12 K13 K15 K18</p> <p>S1 S2 S3 S19</p> <p>B1 B2</p>
<p>Duty 11 support the promotion of an organisational culture that is ethical and risk aware.</p>	<p>K1 K2 K3 K4 K5 K8 K12 K13 K14 K15 K16 K17 K18</p> <p>S1 S2 S3 S5 S6 S7 S8 S16</p> <p>B1 B4</p>
<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>	<p>K1 K2 K3 K7 K8 K13 K14 K16</p> <p>S1 S2 S3 S5 S6 S7 S8 S16</p> <p>B1 B2 B4 B5</p>

KSBs

Knowledge

K1: the professional context of internal audit including the characteristics of the role of auditors, contribution of internal audit to the achievement of organisational objectives and the requirement to be independent and objective.

K2: the underpinning professional standards and principles of professional and ethical internal audit, including the Code of Ethics, principles of due professional care and internal

audit charter.

K3: the concept and characteristics of governance, risk management and control.

K4: principles of environmental, social and governance standards.

K5: the different core types of controls including preventative, directive and corrective controls.

K6: the purpose of a strategic internal audit plan, its development, structure and how it aligns to an organisation's strategy.

K7: effective engagement planning including communication, risk assessment, identifying objectives and scope, evaluation criteria, resources and work programme.

K8: the stages and methodologies of an internal audit and the associated roles in the process such as: research; planning; fieldwork, testing; reporting; and follow-up of any recommendations.

K9: the function of the internal audit manual.

K10: principles of research, including the identification and use of internal policy, processes and standards relevant to the area being audited and any external regulation or legislation which may impact the organisation being audited.

K11: the purpose of performing a risk assessment during engagement planning and the steps involved.

K12: types of misstatement, error, fraud, fraud risk, and red flags for fraud.

K13: the law, regulations, policies and procedures related to confidentiality, privacy and information security when using information gathered during internal audit work.

K14: fundamental concepts of IT software packages and data analytics audit tools and techniques such as spreadsheets when conducting internal audit work.

K15: key documents and communications that underpin internal audit's interaction with an organisation's Board and senior management.

K16: the role of performance measurement in enhancing quality in internal audit work.

K17: key principles of communication in the audit process including building relationships and trust, influencing, negotiating, different approaches to communicating, the key stages of engagement communications, dealing with significant errors or omissions in internal audit's work and the requirement to communicate any unacceptable levels of risk.

K18: the elements of an appropriate internal audit engagement conclusion including the significance and priority of recommendations, any scope limitations the overall conclusion and applicable actions plans as well as the importance of subsequently confirming that management has implemented the recommendations or actions plans.

Skills

S1: conduct all audit work in compliance with an organisation's internal audit manual.

S2: recognise and avoid or mitigate any potential, actual or perceived impairments to an individual internal auditor's objectivity in accordance with professional standards and organisational policy.

S3: use appropriate systems and software in line with organisational policies and procedures.

S4: communicate clearly and succinctly both verbally and in writing, adapt communication style to suit different situations, promote open communication stakeholder engagement and effectively contribute to meetings.

S5: contribute to managing the internal audit engagement activity's reputation and stakeholder expectations.

S6: support the planning of effective engagements by gathering information to understand the organisation and activity under review, completing risk assessments and prioritising risks to determine engagement objectives, scope and evaluation criteria.

S7: support the completion of detailed risk and control assessments and support the development of work and testing programmes or practices to conduct audits.

S8: during assigned audits, examine and evaluate the governance, risks, risk management and controls related to the organisation by reference to published guidance.

S9: assist in the utilisation of walk throughs and process mapping to document and understand business processes.

S10: select and use tools and techniques, under guidance, to gather relevant, reliable and sufficient information for audit assignments.

S11: apply appropriate sampling, data analysis and other analytical review techniques as directed to analyse information and develop potential engagement findings.

S12: use data analytics and software tools such as spreadsheets to gather and analyse data as directed within an internal audit engagement.

S13: evaluate the relevance, sufficiency, and reliability of the sources and information gathered.

S14: support the analysis of the adequacy of criteria and methods used by management to determine whether the activity has accomplished its objectives and goals.

S15: select and apply appropriate questioning and negotiating techniques during delivery of audit work to influence positive outcomes.

S16: prepare internal audit workpapers and supporting documentation ensuring it is accurate, relevant and complete.

S17: support the identification of engagement conclusions including the development of recommendations, or collaborating with management to produce action plans that resolve findings, mitigate risks, address root causes and enhance or improve the activity under review.

S18: under supervision, prepare reports that are accurate, objective, clear, concise, constructive and timely.

S19: support the internal audit team in confirming that management has implemented agreed action plans to address audit findings.

Behaviours

B1: act with integrity and demonstrate organisational values in how they work, confidentiality, independence and objectivity.

B2: demonstrate drive and energy to get the job done, planning and managing time effectively, prioritising tasks and escalating delivery problems to audit lead or manager to support deadlines being met.

B3: support audit activities with a questioning mind and being alert to conditions that may indicate possible misstatement of information due to error or fraud.

B4: work collaboratively and as a team player.

B5: adaptable to changing circumstances and environments with an open mindset.

Qualifications

English and Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

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

Yes

Professional recognition

This standard aligns with the following professional recognition:

- Chartered Institute for Internal Auditors for TBC

Consultation

The revised IA Practitioner standard (ST0587) was circulated widely and viewed by individuals in the profession and groups of audit professionals such as the London Audit Group. Invites to review and respond went to over a 100 different individuals or organisations with an interest in internal audit. The consultation commenced 18 June and concluded 5 July 2024. The content of the standard received overall approval and there were many suggestions for adjustments to language in the KSBs to align with the audit professional body requirements. All stakeholders were keen to emphasise that the L4 was an entry point to internal audit and

so assisted in ensuring that the standard was calibrated suitably and the content appropriate to that level. The trailblazer methodically went through each item of feedback provided and responded to make changes where deemed necessary.

Since then the CIIA have unexpectedly revised the level of their IA Prac qualification to a L6 qualification.

This NEW L4 apprenticeship has therefore been redesigned to deliver the IA Technician occupation at L4. IA Practitioner will now be a new product to be developed to reflect that it is re-levelled to a Level 6 occupation and qualification by the professional body. The action taken on feedback relevant to the continuing L4 content for this IA Technician apprenticeship remains valid and the content has been relevelled to ensure that the content remains appropriate to a L4 occupation.

Progression Routes

ST0610 Internal audit professional L7

Internal Audit Practitioner L6 to be created in 2025

Supporting uploads

Mandatory qualification uploads

Mandated degree evidence uploads

Professional body confirmation uploads

Subject sector area

15.3 Business management