



Following the successful introduction in 2020/21 to respond to the increasing demand for cost-effective on-line support, the new norm for our working environment will likely mean we continue to use technology as this increases efficiency and therefore cost-effectiveness; BiteSize continues to offer remote professional training in a modular form, which can be used as individual sessions to support an personal training needs or particular operational audits as well as being integrated within a training/skills matrix that matches the demand for a cycle of recognised training to support professional needs and the Quality Assessment Improvement Programme (QAIP).

The second year of the programme is outlined below and offers a series of seminars to 31 March 2022 provided using the Microsoft Teams platform at 10.30am on the third Friday of each month. The content for each 90-minute session is published on the Business Risk Solutions website, www.businessrisk.org, with a format consisting of:

- Three fifteen-minute Powerpoint style presentations covering an introduction to the subject area and its relevance to professional standards, a detailed section which analyses the subject and a third session containing useful tips, guidance and further sources of reference which can be used to supplement understanding and inform research.
- Each element is followed by an interactive session in either group or individual format to suit the subject matter, an example exercise to further demonstrate or explore the content or a question and answer session.
- The session is supported by:
 - Advance summary of the area to be covered and anticipated session agenda,
 - Provision of learning materials,
 - Availability of additional support via Email contact to explore matters of further interest or query.

The presenter is **Robin Pritchard**, who has over 40 years' experience within the profession and has acted both as a Non-Executive Chair of Audit Committees as well as an Internal Audit Partner with several of the UK's leading providers of outsourced internal audit and CAE with one of the UK's largest local authorities; with experience in the UK and Internationally.

Robin has significant experience of providing practical, value added professional training in internal audit, risk management and governance and was Head of Centre at Birmingham City University and led the provision of professionally focused MSc programmes aligned to the Institute of Internal Auditors and Institute of Risk Management professional qualifications.

Robin has also completed 50 EQA reviews across most sectors of the UK public sector as well as those with Financial Services and Industry and therefore has valuable understanding of the issues being addressed by the profession today.

Next steps?

To find out more about the programme please contact me using the details below or use the booking form attached to reserve a place(s) on the various sessions. Course size is limited to 12 delegates, where this is exceeded, a second session will be provided at 2pm on the same day.

IA BiteSize courses programme for Internal Auditors 2021/22 – Booking Form

Please reserve me the following on-line places.

| Date | Subject | Level | Places | Name(s) | Email address(es) |
|--------------|---|-------|--------|---------|-------------------|
| 21 May 2021 | The new norm - Managing a remote team to the benefit of the service | S/M | | | |
| 18 June 2021 | Auditing Emergency Response Plans and Business Continuity | S | | | |
| 16 July 2021 | Effective Audit Reporting | S/M | | | |
| 20 Aug 2021 | Creating an Anti-Fraud culture | S/M | | | |
| 24 Sept 2021 | Introduction to Internal Audit | T | | | |
| 15 Oct 2021 | The Internal Audit assignment | T | | | |
| 19 Nov 2021 | Risk Based Internal Audit | T/S | | | |
| 17 Dec 2021 | Preparing for an EQA | S/M | | | |
| 21 Jan 2022 | Root Cause Analysis | T/S | | | |
| 28 Jan 2022 | Auditing themes – Complaints, Safeguarding and Lockdown | T/S | | | |
| 18 Feb 2022 | Interviewing and influencing techniques | T/S | | | |
| 25 Mar 2022 | Lean Auditing | S | | | |

Attendance guide – T – Trainee, S – Senior Auditor, M – Head of Internal Audit/Manager

Fees – Delegate bookings are available at two levels and are **NOT** subject to VAT.

Individual sessions - £45

Block booking - £595 (provides for registration of 20 places from delegates from the same organisation to join nominated sessions based on max 3 per session).

Booking

| | | | | |
|-------------------------------|-----------------------------------|--|---------------------------|--|
| Please invoice me for: | Sessions as indicated (no) | | Block subscription | |
|-------------------------------|-----------------------------------|--|---------------------------|--|

Notes: Details of delegates for block subscriptions may be collected by email at a later date. Reservations can be made immediately with confirmation taking place in the new financial year.

Invoice to - Organisation:

Key contact:

Address:

Email:

Purchase Order no (if required):

PLEASE EMAIL BOOKING FORM TO: robin@businessrisk.org