

AUDIT READINESS: PRACTICAL PREPARATION TECHNIQUE

 In-Class Training (8 Hours 1 Days)

Menjawab Masalah Apa?

Efektivitas dan kelancaran proses audit tidak hanya bergantung pada kompetensi auditor, tetapi juga pada kesiapan organisasi dalam menyediakan informasi, dokumen, bukti, serta dukungan yang diperlukan selama pelaksanaan audit. Oleh karena itu, organisasi perlu mempersiapkan diri secara komprehensif, mulai dari melakukan asesmen tingkat kesiapan, memastikan kelengkapan dokumen dan bukti, hingga membangun koordinasi yang efektif dengan seluruh pihak terkait agar proses audit dapat berjalan secara efisien dan sesuai dengan standar profesional.

Lalu, bagaimana organisasi dapat mempersiapkan diri untuk menghadapi dan mendukung proses audit secara optimal? Bagaimana memastikan seluruh informasi, dokumen, bukti, dan mekanisme koordinasi telah tersedia sehingga proses audit dapat berlangsung secara efektif, efisien, dan memenuhi standar profesional?

Program ini dirancang untuk membekali peserta dengan pengetahuan dan keterampilan praktis dalam mempersiapkan organisasi menghadapi audit. Pembelajaran difokuskan pada penilaian tingkat kesiapan organisasi, pengelolaan dokumen dan bukti audit, koordinasi selama proses audit, hingga penyusunan Audit Readiness Toolkit sebagai perangkat kerja yang siap diterapkan di lingkungan organisasi. Program ini dikembangkan berdasarkan Unit Kompetensi Certified Corporate Forensic Auditor (CCFA), khususnya kompetensi yang berkaitan dengan persiapan penugasan, pengumpulan dan evaluasi bukti, penyusunan kertas kerja, komunikasi profesional, serta pelaporan hasil penugasan.

Manfaat Apa yang Anda Peroleh?

Setelah selesai mengikuti program ini, peserta diharapkan mampu menjelaskan:

- Memahami konsep dan prinsip Audit Readiness dan menilai tingkat kesiapan organisasi dalam menghadapi audit.
- Menyiapkan dokumen, bukti, dan kertas kerja audit secara sistematis.
- Mengelola komunikasi dan koordinasi selama proses audit.
- Menyusun Audit Readiness Toolkit sebagai pedoman persiapan audit di lingkungan organisasi.
- Mendukung proses audit melalui penyediaan informasi yang lengkap, akurat, dan tepat waktu.

Problems to be addressed?

The effectiveness and smooth execution of an audit depend not only on the competence of auditors but also on an organization's readiness to provide the information, documentation, evidence, and support required throughout the audit process. Therefore, organizations need to prepare comprehensively by assessing their level of audit readiness, ensuring the completeness of audit documentation and supporting evidence, and establishing effective coordination among relevant stakeholders to facilitate an efficient audit process that complies with professional standards.

How can organizations effectively prepare for and support the audit process? How can they ensure that the necessary information, documentation, evidence, and coordination mechanisms are in place so that the audit can be conducted efficiently, effectively, and in accordance with professional standards?

This program is designed to equip participants with the knowledge and practical skills required to prepare their organizations for audits. The learning focuses on assessing organizational audit readiness, managing audit documentation and evidence, coordinating activities throughout the audit process, and developing an Audit Readiness Toolkit as a practical resource that can be readily implemented within the organization. The program is developed based on the competency standards of the Certified Corporate Forensic Auditor (CCFA), particularly those related to engagement preparation, evidence collection and evaluation, preparation of working papers, professional communication, and engagement reporting.

What goals will be achieved?

Having attended this program, participants are expected to be able to explain:

- Understand the concepts and principles of Audit Readiness and evaluate the organization's readiness level for an audit.
- Prepare audit documents, evidence, and working papers systematically.
- Manage communication and coordination effectively throughout the audit process.
- Develop an Audit Readiness Toolkit as a guideline for audit preparation within the organization.
- Support the audit process by providing complete, accurate, and timely information.

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Apa Saja yang Dibahas?

- Assessing Audit Readiness
- Preparing Audit Documentation and Evidence
- Managing Audit Communication and Coordination
- Capstone Workshop: Developing Audit Readiness Toolkit

Rujukan Unit Kompetensi

- UK-01 Melakukan Evaluasi Bukti
- UK-02 Menyusun dan Mereview Kertas Kerja
- UK-07 Melakukan Pengumpulan Bukti
- UK-08 Menyusun Laporan Hasil Penugasan Audit
- UK-09 Melakukan Tukar Informasi dengan Pihak Terkait
- UK-10 Melakukan Persiapan Penugasan dan Pengumpulan Bukti
- UK-11 Melakukan Penelaahan Informasi Awal Melalui Ekspos

Siapa Saja yang Perlu Ikut

- Pemegang Sertifikat Certified Corporate Forensic Auditor (CCFA),
- Internal Auditor,
- Compliance Officer,
- Risk Management Officer,
- Internal Control Officer,
- Legal Officer,
- Audit Coordinator,
- Profesional yang bertanggung jawab dalam mendukung pelaksanaan audit.

Program Terkait

- Investigation Planning for Audit & Fraud Cases
- Interviewing Skill for Audit Investigations

What you will learn?

- Assessing Audit Readiness
- Preparing Audit Documentation and Evidence
- Managing Audit Communication and Coordination
- Capstone Workshop: Developing Audit Readiness Toolkit

Competency Reference Units

- UK-01: Evaluating Evidence
- UK-02: Preparing and Reviewing Working Papers
- UK-07: Collecting Evidence
- UK-08: Preparing Audit Engagement Reports
- UK-09: Exchanging Information with Relevant Parties
- UK-10: Preparing Assignments and Collecting Evidence
- UK-11: Reviewing Preliminary Information Through Exposure

Who should attend

- Certified Corporate Forensic Auditor (CCFA) holders
- Internal Auditors
- Compliance Officers
- Risk Management Officers
- Internal Control Officers
- Legal Officers
- Audit Coordinators
- Professionals responsible for supporting audit execution

Related Program

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