



# INTERNAL AUDIT PRACTITIONER APPRENTICESHIP L4 STANDARD: KEY FACTS



THE FUTURE STARTS TODAY



## WHAT ARE STANDARDS?

Employer-lead Apprenticeship standards are job-specific descriptors of the key Knowledge, Skills and Behaviours an individual would have to demonstrate to prove competence in that job role. Many standards will also include the achievement of a professional qualification.

All Apprenticeship Standards now also include an End-Point Assessment (EPA), which is taken as the final stage of the Apprenticeship programme. Independently assessed, it is the learner's opportunity to showcase all their learning through a formal assessment. This must be passed to fully complete the programme and receive their Apprenticeship certificate.

## WHAT AUDIT APPRENTICESHIPS ARE AVAILABLE?

There are a number of standards now available for use in Financial Services including those with specialisms in (for example):

- Risk
- Credit Control
- Accountancy

There are now 2 standards specifically relating to Internal Audit:

- **Internal Audit Practitioner Apprenticeship** at Level 4 which is now available to use
- **Internal Audit Professional** at Level 7 which is going through the final stages of approval and should be ready by autumn of 2018

## WHAT TYPE OF JOB ROLE IS THIS APPRENTICESHIP SUITABLE FOR?

The Level 4 Internal Audit Practitioner Apprenticeship would typically suit an individual who is:

- Newly appointed to an internal audit role and involved in undertaking all aspects of internal audit engagements, or
- An existing internal audit member of staff who would like to improve their knowledge and understanding of internal audit.

## WHAT DOES THE ASSESSMENT LOOK LIKE IN PRACTICE?



## WHAT IS INCLUDED IN THE ON-PROGRAMME LEARNING?

### Professional Qualification

Apprentices will complete The Chartered Institute of Internal Auditors (IIA) Certificate in Internal Audit and Business Risk which will give individuals a thorough grounding in the practice and principles of audit, governance, risk and assurance.

Following completion of the IIA Certificate, the apprentices will enrol on and complete the Certified Internal Auditor (CIA) qualification; Part 1 Essentials of Internal Audit. The CIA is a globally-recognised qualification that provides a firm foundation for a career in internal auditing. The CIA will be delivered through access to an e-learning system with high quality content and one intensive workshop. At the end of their studies, they will complete three hour multiple-choice exam.

### Skills and Behaviours

Apprentices will be required to demonstrate key Skills and Behaviours detailed in the Apprenticeship standard over the course of their programme and note these via a training log/record.

Skills and Behaviours include: building relationships, communicating, collaboration, data analysis, time management, systems & IT skills and ethics & integrity, adding value, professional development, proactive & adaptable and professional scepticism.

These can be developed through internal training or through Kaplan training. Kaplan offers a comprehensive training package including e-learning modules and development day workshops lead by our expert leadership team to focus on key skills and behaviours and their application in the workplace.

### Coaching Support

It is recommended that apprentices reflect on their performance and consider the development of their training log at regular intervals (recommended quarterly). The use of an employer's own in-house performance management process will play a key part to ensuring that the apprentice is on track. Kaplan will also help to support this process through using coaches to ensure an apprentice is developing according to the milestones set and to assist with filling in any gaps that may arise in the training schedule.

## WHAT DOES END-POINT ASSESSMENT INCLUDE

The EPA consists of two distinct assessment methods:

### 1 Case Study

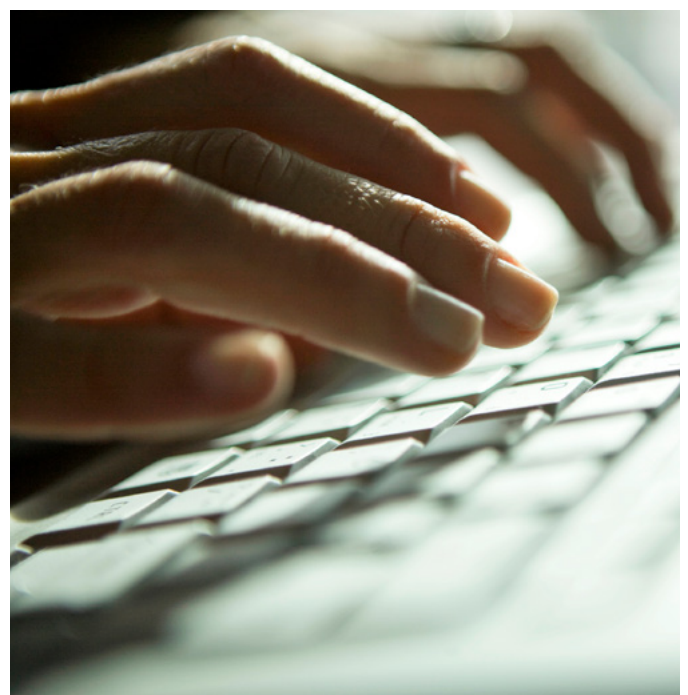
The case study scenario assessment is a 3 hour, written exam designed to test the apprentice's Knowledge, Skills & Behaviours as defined within the standard. Through a series of scenario-based questions, apprentices will be tested on their knowledge and application of the Audit lifecycle.

### 2 Professional Discussion based on CPE Journal

Please note the CPE Journal will not be graded and will form the basis of the professional discussion.

The CPE Journal contains work-based evidence that has been built up progressively through the Apprenticeship and will illustrate the application of the Knowledge, Skills and Behaviours within the Standard synoptically. It will draw on the learning journal created by the apprentice, showing how they have applied what they have learned and will also include examples of real work evidence.

The professional discussion will comprise between 10–12 open questions based on the work submitted in the CPE Journal. It'll last approximately 1 hour and will test the apprentice's Knowledge, Skills and Behaviours, with a particular focus on the Skills and Behaviours.







## ABOUT PROFESSIONAL REGISTRATION

The Chartered Institute of Internal Auditors (IIA) is the recognised professional body for internal auditing in the UK and Ireland. The apprentice will apply for membership of the Chartered IIA at the outset of the Apprenticeship.

Completion of the IIA Certificate leads to the IACert designation, and completion of CIA Part 1 leads to award of the Internal Audit Practitioner designation.

## HOW IS THE APPRENTICESHIP FUNDED?

This Level 4 Apprenticeship has been placed in the £9000 funding cap.

If you are a Levy payer this means that the maximum that can be withdrawn from your Levy fund for somebody on this Apprenticeship is £9000. For non or marginal Levy payers (where you have overspent your Levy fund) 90% of the cost of the Apprenticeship will be funded by the government meaning you will only have to pay 10% of the agreed price.

**Please contact us for more information on the Levy and funding.**

## HOW LONG DOES THE APPRENTICESHIP LAST?

The end point assessment cannot be taken until the apprentice has been on programme for at least 12 months. Practically speaking we envisage that the Level 4 Apprenticeship will take around 18-24 months to complete.

## NEED ADVICE?

Apprenticeships can seem very complex but Kaplan are here to help and advise you. We are experts in this sector, training over 5,000 apprentices every year. We have been involved in over 20 Apprenticeship Trailblazer standard groups including those designing these new Internal Audit programmes. We have a comprehensive offering that includes working with our expert Financial Markets and Leadership and Development team to provide training tailored for the Apprenticeship and your needs.

**We will always recommend the right route for you and the needs of your business.**

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For more information on what this means for your business, call **01908 540066** or complete our *Request a Call Back form*:  
[kaplan.co.uk/apprenticeships/training-for-businesses](https://kaplan.co.uk/apprenticeships/training-for-businesses)

