

## Workshop for Audit Staff

The learning objectives of this one-day audit workshop are to enable your audit staff to:

- Develop a basic understanding of an audit conducted in compliance with Hong Kong Standards on Auditing
- Understand the risk assessment process in a risk-based audit approach and be able to plan audit work to meet the audit objectives
- Perform appropriate audit procedures, including tests of controls and substantive procedures for common financial statements areas
- Record audit work in sufficient clarity and detail and understand how to deal with audit findings and/or errors arising during the course of the audit

The workshops will be organized in an interactive learning mode where participants will be guided to work through case illustrations. Discussions amongst the participants will be encouraged.

**Language**  
Cantonese

**Competency**  
Auditing and Assurance

**Rating**  
Foundation Level\*

**CPD Credit Hour**  
7 hours

**Fee**  
\$ 840 (members)  
\$ 1,350 (Non-members)

**Venue**  
HKICPA Training Centre  
27/F, Wu Chung House, Wanchai

### Programme schedule

[Download Application Form](#)

[Apply on-line](#)

Date	Topic	Time	Deadline for Applications
27 February 2015 (Friday)	Workshop for Audit Staff	9:00 am – 5:00 pm	18 February 2015

\* Please refer [here](#) for descriptions of other competencies and ratings.

# Workshop for Audit Staff

## 27 February 2015

**[Please click here for online enrolment](#)**  
**(for HKICPA members only)**



Hong Kong Institute of  
Certified Public Accountants  
香港會計師公會

Finance & Operations Department,  
Hong Kong Institute of CPAs  
37th Floor, Wu Chung House,  
213 Queen's Road East, Hong Kong  
Fax no: 2893-9853

Name: (\*Mr. / Mrs. / Ms.) \_\_\_\_\_ HKICPA Membership No.: \_\_\_\_\_  
(if applicable)

Company name: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_  
(for enrolment confirmation purpose)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Event Code	Workshop for Audit Staff	Enrolment deadline
WAS150227	27 February 2015 (Friday)	18 February 2015

Admission Fee:  HK\$ 840 per person  
 HKICPA members  
 Audit staff / Audit manager enrolled by practising members  
Practising Member Name: \_\_\_\_\_  
Practising Member No: \_\_\_\_\_  
 HK\$ 1,350 per person (Non-HKICPA members)  
 Cheque (no. \_\_\_\_\_) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

VISA / MasterCard  BOC HKICPA UnionPay card

Card Number: \_\_\_\_\_ Card Expiry Date (MM/YY): \_\_\_\_\_

Cardholder's Name (block letters): \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above.)

1. Please complete the Enrolment Form and return it to the Finance & Operations on or before the deadline, together with full payment.
2. Enrolment is accepted on a first-come-first-served basis. No telephone reservation will be accepted.
3. For credit card payment, please fax the enrolment form to 2893-9853. For payment by cheque, the enrolment will only be processed upon receipt of full payment.
4. Confirmation of registration will be sent by e-mail. If confirmation has not been received 3 days prior to the event date, please email to [tls@hkcipa.org.hk](mailto:tls@hkcipa.org.hk)
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**Payment & Enrolment Status Enquiry: 2287-7381**

e-mail: [finance@hkcipa.org.hk](mailto:finance@hkcipa.org.hk)

**Event Information Enquiry:**

e-mail: [tls@hkcipa.org.hk](mailto:tls@hkcipa.org.hk)

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.

Name :	Name :
Address :	Address :

## Workshop for Audit Manager

Training for audit manager is a one-day audit workshop which covers the following areas:

- The conduct of small to medium-sized engagements in compliance with Hong Kong Standards on Auditing. The audit process which includes planning, risk assessment, audit procedures and documentation will be illustrated with case studies
- Auditing of more complex and riskier areas: accounting estimates, using the work of an expert, group audits
- Common issues in respect of applications of financial reporting standards
- Review of financial statements

Participants who have previously attended the training for audit staff are encouraged to attend this workshop to gain a deeper understanding and practical application of the auditing standards.

**Language**

Cantonese

**Competency**

Auditing and Assurance

**Rating**

Intermediate Level\*

**CPD Credit Hour**

7 hours

**Fee**

\$ 840 (members)

\$ 1,350 (Non-members)

**Venue**

HKICPA Training Centre  
27/F, Wu Chung House, Wanchai

### Programme schedule

[Download Application Form](#)

[Apply on-line](#)

Date	Topic	Time	Deadline for Applications
<b>2 March 2015 (Monday)</b>	Workshop for Audit Manager	9:00 am – 5:00 pm	23 February 2015

\* Please refer [here](#) for descriptions of other competencies and ratings.

# Workshop for Audit Manager

2 March 2015

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Company name: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_  
(for enrolment confirmation purpose)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Event Code	Workshop for Audit Manager	Enrolment deadline
WAM150302	2 March 2015 (Monday)	23 February 2015

- Admission Fee:  HK\$ 840 per person  
 HKICPA members  
 Audit staff / Audit manager enrolled by practising members  
Practising Member Name: \_\_\_\_\_  
Practising Member No: \_\_\_\_\_
- HK\$ 1,350 per person (Non-HKICPA members)
- Cheque (no. \_\_\_\_\_) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

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Address :	Address :

## Audit Practice Manual Application Workshop

The Institute's revised Audit Practice Manual ("APM"), which was issued in November 2010, has been updated to address the requirements of Clarified Hong Kong Standards on Auditing.

- Sessions will be held to introduce the revised APM and the requirements under the Clarified Hong Kong Standards on Auditing and how they affect audit engagements of non-listed entities.
- The learning workshops are planned to refresh audit skills in risk assessment and risk response. Sessions on how to navigate the excel based audit programmes contained in the revised APM will also be included.

Participants are required to bring along their revised APM (either hardcopy or softcopy) for case illustrations.

### Language

Cantonese

### Competency

Auditing and assurance

### Rating

Intermediate Level\*

### CPD Credit Hour

7 hours

### Fee

\$ 420 (members)

\$ 680 (Non-members)

### Venue

KPMG Training Centre, 28/F  
Oxford House, Tai Koo Place  
Quarry Bay, Hong Kong

## Programme schedule

**Download  
Application Form**

**Apply  
on-line**

Date	Topic	Time	Deadline for Applications
<b>7 March 2015 (Saturday)</b>	Audit Practice Manual Application Workshop	10:00 am – 6:00 pm	2 March 2015

\* Please refer [here](#) for descriptions of other competencies and ratings.

# Audit Practice Manual Application Workshops

7 March 2015

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(if applicable)

Company name: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_  
(for enrolment confirmation purpose)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Audit Practice Manual Application Workshops (APM150307)	Enrolment deadline
Venue: KPMG Training Centre, 28/F, Oxford House, Tai Koo Place, Quarry Bay Time: 10:00 am to 6:00 pm	2 March 2015

**Admission Fee:**  HK\$ 420 per person (HKICPA members)  
 HK\$ 680 per person (Non-HKICPA members)

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VISA / MasterCard  BOC HKICPA UnionPay card

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## Workshop on Quality Control

The Institute's new edition of *A Guide to Quality Control ("Guide")* was issued in June 2013. The Guide focuses primarily on the development of a firm-wide quality control system. This sets the foundation for the existence of appropriate firm policies that should assist and enable the practitioner to implement the engagement-level requirements.

- The training workshops are planned to introduce the new Guide and the general requirements under the Clarified Hong Kong Standard on Quality Control 1 and the common findings under the Practice Review in relation to quality control.
- Sessions will be held to introduce sample policies and procedures for different sizes of practice that can be used as a starting point in developing a customised quality control on a consistent basis.

Participants are encouraged to bring along their new edition of "A Guide to Quality Control" (either hardcopy or softcopy) for illustrations.

### Language

Cantonese

### Competency

Auditing and assurance

### Rating

Intermediate Level\*

### CPD Credit Hour

4 hours

### Fee

\$ 420 (members)

\$ 680 (Non-members)

### Venue

HKICPA Training Centre  
27/F, Wu Chung House, Wanchai

## Programme schedule

		Download Application Form	Apply on-line
Date	Topic	Time	Deadline for Applications
<b>13 March 2015 (Friday)</b>	Workshop on Quality Control	9:00 am – 1:00 pm	6 March 2015

\* Please refer [here](#) for descriptions of other competencies and ratings.

# Workshop on Quality Control

13 March 2015

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Finance & Operations Department,  
Hong Kong Institute of CPAs  
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Company name: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_  
(for enrolment confirmation purpose)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Please mark a "✓" against the session(s) for which you wish to apply

13 March 2015 (WQC150313)

**Admission Fee:**  HK\$ 420 per person (HKICPA members)  
 HK\$ 680 per person (Non-HKICPA members)

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