

Course Methodology

This is an interactive training programme that will provide participants the opportunity to freely exchange of ideas, knowledge and experience with other participants and facilitators/ resource person. This will be achieved through lectures, group discussions and presentation, question and answer session and field visits.

Venue

NATIONAL AUDIT ACADEMY, MALAYSIA

Jalan Pesjaran Timur 3,
71760 Bandar Enstek, Nilai, Negeri
Sembilan, Malaysia
GPS: 2.750464, 101.762279

Course Content

To achieve the objectives of the programme mentioned above, the following topics are included:

- IT & The IT Audit Process
- The IT Controls Model
- Planning an IT Control Review
- IT Operations
- Change Management
- End User Computing
- Physical & Environmental Control
- Organization & Management
- Documenting an IT System
- Business Continuity Plan
- Logical Access Control
- Third Party Service Provider
- Input, Process & Output Control
- Masterfile & Standing Data Control
- Introduction to Application Control
- Application Security
- The Role of Auditors in System Development
- Computer Assisted Audit Tools & Techniques (CAATT's)

CLOSING DATE : 29 JUNE 2019

Preparation of Country Paper

- Successful applicants will be required to prepare a country paper describing the IT Audit programmes and plans in his/her country in general and the role of his/her organization in particular.
- A 10 minute presentation (Power Point) will be required from each country during the programme.
- The country paper should cover the following topics:
 - Brief Introduction of SAI Office
 - IT Development in The Country
 - Challenges in IT Audit (if any)
 - Audit Activities Undertaken by SAI Office
 - Participants Expectations From This Programme

Other Information

VISA & VACCINATION

- It is mandatory for all the MTCP participants to follow Visa with Reference (VWR) application procedure before leaving respective countries. Wherever applicable, participants are advised to arrange for vaccination on their own prior to travel to Malaysia. Please ensure that successful participants have a valid international passport (6 months) and visa requirements are in order. Expenditures on any related fees, airport tax, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, etc. are borne by the participants.

SUCCESSFUL PARTICIPANTS

- Please bring enough money to cover initial expenses on departure from participants respective home country, as allowances will only be paid after participants arrival in Malaysia. Participants will stay in the hostel of National Audit Academy during the courses.

AIR FARES

- A return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

**IT AUDIT COURSE
19 - 30 AUGUST 2019**



**Organized By:
National Audit Academy
Malaysia**

About Malaysian Technical

Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

Since its inception in 1980, more than 33,000 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP. More information at MTCP website : www.mtcp.kln.gov.my

MTCP Objectives

- To share development experience with other developing countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote Technical Cooperation within Developing Countries.

About National Audit Academy (NAA)

The National Audit Academy was established as a development project of the National Audit Department under the Eight Malaysia Plan. The construction was completed on 26 July 2005 and inaugurated in November 2005. Situated at Bandar ENSTEK, Negeri Sembilan.

About NAA...cont'd

NAA is about 55 kilometres from The National Audit Department Headquarters in Putrajaya and 10 kilometres from the Kuala Lumpur International Airport (KLIA). The Academy occupies an area of 20 acres.

The National Audit Department envisages the Academy to be utilized as a platform for enhancing professionalism in public sector auditing. It is entrusted with the responsibility to upgrade and enhance the auditing knowledge, skills and attitude of the auditors through systematic and planned training programmes. It takes into account the requirement for the current training needs and to be prepared for future challenges.

In addition, it also serves to promote awareness within the public sector on the importance of public accountability through courses offered in the fields of auditing, accounting, information and communication technology and management.

Officers Contact Details :

DIRECTOR

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Email : mtcp@audit.gov.my

Application Guidelines

Applications should be made using the prescribed MTCP forms available at https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course. MTCP application forms can also be obtained at nearest Malaysian Embassies in recipient countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal Point/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted ONLY through the diplomatic channel via Embassy of Malaysia in the respective countries.

Applicants will be notified of their acceptance to the course by the Training Institutions. **Only successful applicants will be notified.**

Submitted application forms must be accompanied by the applicant's:

- ✦ Copy of Passport
- ✦ Passport sized coloured photo (3.5cm x 5cm)
- ✦ Medical Report

Target Participants

- Auditor or Assistant Auditor
- Have at least five (5) years of government auditing experience, preferably in IT environment or planning to initiate such audit in near future.
- Good working knowledge of both spoken and written English since the group requires active participation in group discussion, group & individual exercises.
- Age between **26** to **50** years old.
- Medically & physically fit.
- Members of **Supreme Audit Institution (SAI)**

Course Objectives

- To create awareness and understanding on fundamental principles and procedures of checking, reporting auditee's IT strategic plan & related documents.
- To provide knowledge and enhance understanding on the auditees' system and be able to review on the systems' control.
- To share knowledge and experience on the subject matter and established professional networking among the participants.