



Internal Control Institute of Zimbabwe
"Recognising Competency World Wide"

Certified Internal Control Specialist (CICS) Certification Workshop

7-10 May 2019

Rainbow Towers Hotel, Harare.

Internal Controls

WHO SHOULD ATTEND

- Board of Directors
- Accountants,
- Fraud Risk Managers,
- Operational Risk Personnel
- Security Managers,
- Fraud Control
- Corruption Prevention Practitioners,
- Internal Auditors and Independent Auditors,
- Ethicists, Lawyers,
- Accountants and other Professionals
- Certified Fraud Examiners and other Anti-Fraud Specialists,
- Consultants
- Internal Control Practitioners
- Law Enforcement Personnel,
- Operations Management
- Finance Managers
- System Designers
- Forensic Auditors
- Fraud Investigators
- Security Managers
- Anti-money Laundering Officers
- Compliance Officers
- Risk Managers or Risk Management Specialists,
- Loss Control Managers,
- Special Investigation Unit Personnel and Professionals who want to help deter fraud within their entities,
- Small Business Owners.

Training Fee: \$1150.00

covers 3 days Workshop, Exam Fee, Common Body of Knowledge, Internal Control Dictionary, lunch and refreshments

Certification Fee: USD 300.00

BANKING DETAILS

Bank: Barclays Bank
Account: Internal Control Institute Zimbabwe
Branch: Highlands Branch
Account No. 2143-1104229

FOR ALL YOUR BOOKINGS CONTACT:

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BENEFITS OF BECOMING A CERTIFIED INTERNAL CONTROL SPECIALIST

Certified Internal Control Specialist program was developed to provide value to the profession, the individual, the employer, and co-workers. The following information is data that has been identified – a real testimonial to the benefits and reasons to make the effort to become a Certified Internal Control Specialist.

WHAT YOU WILL LEARN

- **Course 1:** Internal Control Boot Camp
- **Course 2:** Assessing the Effectiveness of Controls in a Business System
- **Course 3:** Building an Environment that Supports Business Controls
- **Course 4:** Identifying, Measuring and Managing Risks
- **Course 5:** Risk Assessment
- **Course 6:** The Impact of Sarbanes-Oxley Act on an Organization
- **Course 7:** Understanding and Reviewing Corporate Governance Practices
- **Course 8:** Using the COSO Framework to Assess the Adequacy of Internal

COURSE BACKGROUND

The certification program is guided by a Common Body of Knowledge of the profession. This has been devised by practicing professionals in the internal control profession. As with any profession, changes occur and updating is necessary. The Internal Control Common Body of Knowledge is updated and enhanced periodically when such changes in practices, procedures, and regulatory laws occur. The current Common Body of Knowledge for the Internal Control profession includes eight skill dimensions. These serve as an outline for the examination of key activities that must be understood and mastered to successfully complete.

VALUE PROVIDED TO THE INDIVIDUAL

The individual obtaining the CICS certification receives the following values:

- Recognition by Peers of Personal Desire to Improve A personal desire for self-improvement and peer recognition is an excellent reason for obtaining the CICS certification.
- Some individuals may be required or strongly encouraged by their employer to sit for the examination.
- Increased Confidence in Personal Capabilities CICS certification increases your confidence to perform your job more effectively. Much of that confidence came from studying for the examination.
- Recognition by Management for Professional Achievement management greatly respects those who put forth the personal effort needed for self-improvement. Organizations recognize and reward individuals for self-improvement in many ways:
 - One-time bonus,
 - Immediate average salary increase.
 - Recognized in staff meetings.
 - Recognized in newsletters or email.
 - Management visits or calls, and lunch with the boss.



VALUE PROVIDED TO THE PROFESSION

The organization's system of internal control is often viewed as a Top Management issue even though many individuals spend large amounts of time working on various aspects of internal controls. The CICS program was designed to recognize Internal Control Specialists as professionals by providing:

Common Body of Knowledge (CBOK)

The Certification Board defines the skills upon which internal control certification is based. The current CBOK includes skill categories fully described in this preparation guide.

Examination Process to Evaluate Competency

The successful candidate must pass an examination that is based on the CBOK. You must receive a grade of 75% to become certified.

Code of Ethics

The successful candidate must agree to abide by a professional Code of Ethics as specified by the Certification Board. See "Code of Ethics" for an explanation of the ethical behaviors expected of all certified professionals.

Internal Control – Principles, Terms and Concepts

Individuals must demonstrate an understanding of the accepted principles of risk and control. Control concepts include control types, the cost/benefit of control, control responsibilities, the plan-do-check-act concept and the control responsibilities and standards issued by the FASB, SEC, NY Stock Exchange, AICPA, and other similar organizations

Internal Control Environment

Control environment establishes the vision, values, policies, procedures, and management leadership in place to assure individuals are encouraged and supported in designing, assessing, using, monitoring, and reporting control violations.

Risk Management

Risk management includes an understanding of the risk factors facing business applications such as security, ease of operations; the trade-off between risk factors such as security and ease of operations; developing risk policies and assigning risk responsibilities throughout an organization

Assessing Application Controls

Assessment of the adequacy of the control system to reduce the application business risks to an acceptable level. Assessment should be a formal process that is risk oriented.

Business System Controls Assessment

Business system controls represent the system of control that will control a business application. The control system should include the business risks and the controls necessary to minimize those risks; the interrelationship of controls to assure the entire business application is controlled and the method of reporting and acting upon control violations.

Risk Assessment

Understanding the business risks faced by organizations; mastery of methods to determine the magnitude of those risks; the efficiency/value of controls used to minimize those risks; determination of where perpetrators are most likely to penetrate business systems, including performing risk assessments for complete business applications.

Internal Control Measurement and Reporting

Methods used to identify, record, and report results of internal control systems including both status of control systems and reporting results. This area includes an understanding of the measurements of data that are used by workers, supervisory personnel, operational managers, executive management and the board of directors. This also includes the process of naming, identifying, recording, maintaining and consolidating violations and defects in order to identify problems in the business application and/or control process. Defect management reports are used to identify the magnitude of control deficiencies and the points in the control system where controls can be improved.

Governance Practices

This involves corporate code of ethics, corporate environmental and community involvement; good corporate citizenship programs; corporate leadership programs to ensure the code of conduct and values are incorporated into day-to-day operations; the methods used to ensure that the code of ethics is promoted and utilized from top down in a corporation.

Registration Form

Name of Course:

REGISTRATION DETAILS	
Company Name	
Postal Address	
Postal Code	
Telephone Number	
Fax number	
Email Address	
City and Country	
Nature of Business	
Training Officer	

Name	Designation	Email Address

Nominees:

Authorisation

This Contract is not valid without a signature.

Name:.....Position:.....

Signature:.....Date.....

Method of Payment (Please Tick)

Direct Deposit.

Electronic Transfer

Cash Payment

BANKING DETAILS

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 Account No. 2143-1104229

1. Payment Terms: On the return of a registration form, full payment is required within 7 working days. Payment must be received prior to the conference date. Internal Control Institute of Zimbabwe reserves the right to refuse entry into the conference or workshop should full payment not have been received prior to this date. Cancellation will be charged under the terms set as below.
2. Cancellations; No Shows & Substitutions: Cancellations received in writing more than 21 days prior to the event conference or workshop to be held carry a 50% of the event fee as cancellation fee. Should cancellation be received between 21 days and the date of the event, the full conference fee is payable and non-refundable . Non-payment or non attendance does not constitute cancellation . No shows will be charged the full Registration fees. Cash alternatives will not be offered, however, substitutions at no extra charge are welcome.
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4. In the case of a postponed event no refunds will be made as arrangements for attending on the next event will be considered.
5. For a canceled event Internal Control Institute of Zimbabwe will not be responsible for covering airfare, accommodation, or other travel costs incurred by clients
6. Copyright: All intellectual property rights in the materials distributed by Internal Control Institute of Zimbabwe in connection with this event are expressly the property of Internal Control Institute of Zimbabwe