

BHBI Consultancy Ltd

- internal audit solutions
- corporate assurance
- risk management
- quality assurance
- training

training brochure

training brochure

& Continual Professional Development



BHBI Consultancy Ltd

www.bhbi.co.uk

Internal Audit / management training courses

Introduction to Internal Auditing

The course provides a wide ranging introduction to the internal audit role, purpose and practice and is designed for those whose career is beginning with internal audit and for managers and audit committee members who require an entry level introduction to the methodology of internal audit.

Date: July 11th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Integrating Assurance

The course will:

Explain co-operation, and detail the current literature guidance from representative bodies.

Examine IIA Performance Standard 2050 - Co-ordination

Present the results of a wide-ranging survey into co-operation.

Give a comparison with other review bodies

The session synthesises conclusions on internal audit co-operation within the public and private sectors and presents a model framework to improve co-ordination.

Date: July 12th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Corporate Governance & Effective Audit Committees

The course covers:

The revised Combined Code

Implementing the Smith recommendations

Audit committees and their responsibilities

Corporate Governance principles

Internal audit responsibilities

Other assurance functions roles and

Ensuring that the audit committee is understood and carries gravitas.

Date: September 19th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate



Contact Catherine, our online interactive assistance, available 24 hours a day at www.bhbi.co.uk/qa.htm

Corporate Governance & Business Risk Management

The course will cover the corporate governance agenda along with Turnbull, Higgs & Smith and the revised Combined Code. Central to the theme will be a detailed explanation of Business Risk Management and its impact upon the corporate assurance / governance debate.

Date: September 21st 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Internal Audit & Risk Management Workshop

The workshop aims to help internal auditors understand the essential features of risk management practices and also deals with the process of risk based internal auditing.

Date: October 10th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

The Key Principles of Effective Corporate Governance

Good governance standards and principles are explored, the Combined Code introduced and the respective roles of executive / non-executive directors explained.

The session covers latest developments in corporate governance including the Turnbull, Higgs and Smith reports.

Date: October 12th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

International Standards for the Professional Practice of Internal Auditing

This course covers in depth the Professional Standards for Internal Auditing as promulgated by Institute of Internal Auditors Incorporated and Institute of Internal Auditors - United Kingdom. The course covers the concepts and mandatory requirements of the worldwide-accepted standard.

Date: October 19th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

An Introduction to Quality Management Systems and Auditing

ISO9001 / ISO19001 relating to quality management systems are discussed in depth including the responsibilities of management and the quality auditor. Internal audit interaction with the quality management system is discussed including the implications for corporate assurance and the overall governance process.

Date: 24th October 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

An Introduction to Environmental Management Systems and Auditing

ISO14001 relating to environmental management systems are discussed in depth including the responsibilities of management and the environmental auditor. Internal audit interaction with the environmental management system is discussed including the implications for corporate assurance and the overall governance process.

Date: October 25th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

An Introduction to BS7799 and Business Continuity Planning

BS7799 - the IT Security Standard - is discussed in depth along with good practices / principles in IT management processes. The increasing requirement for effective Business Continuity Planning is further covered including the requirement for auditable processes.

Date: October 26th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Report Writing for Auditors: The Essentials

The session covers the objectives, structure, layout, and style and presentation of audit reports including the requirement to "add value" by effecting change. Effective reporting and presentational techniques are discussed to improve upon the desired impact of audit reporting.

Date: November 8th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Auditing Human Resources: The Essentials

Human Resources is increasingly becoming an area of concern especially in light of Internet technology and identity theft. The session covers the key management processes within HR and Payroll processes and the increased reliance on IT relate applications and the consequent effects upon security.

Date: November 9th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

An Introduction to Internal Control

Internal Control is part of the management process - this course is intended to introduce concepts of internal control and how effective internal control can be achieved. It also explores the responsibility for internal control and the relationship between executive management and internal audit professionals.

Date: November 21st 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

An Introduction to the COSO Framework Model: Essential Guidance for Auditors

The Committee of the Sponsoring Organisations of the Treadway Commission has introduced its model framework as a model of best practice to be used by organisations in tackling corporate governance. The model framework is explained and its implications for management/auditors explored.

Date: November 22nd 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Control Risk Self Assessment

With increased pressures on audit resource, Control Risk Self Assessment can be a valuable tool in the corporate assurance framework. The session introduces CRSA tools specifically by reference to the risk management process and introduces survey tools that could aid management / auditors in the assessment process.

Date: November 28th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Managing the Risk of Fraud

No precise legal definition of fraud exists - the course covers the various terms used commonly to describe fraud; introduces typical frauds encountered and the fraud skills required of internal auditors / managers. A fraud management framework is introduced as a control mechanism.

Date: December 7th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

Managing the Risks of Outsourced Service Suppliers

In today's environment, contracting out non-core business activities is commonplace - examples being Payroll Services, IT services, Facilities Management, Call Centres. Yet, these are often key risk areas in your delivery chain to stakeholders.

The session covers:

Who owns the risks, how are the risks managed?

How is your organisation assured that risk is managed within your express tolerance?

What can you do if things go wrong?

What is the role of the audit committee / internal audit in outsourced contracts?

Date: December 12th 2006

Venue: Glamorgan Business Centre, University of Glamorgan

Cost: £150+VAT per delegate

BREAKING NEWS - NEW COURSE ADDED - SEPTEMBER 27th 2006

BHBI is pleased to announce the introduction of a new course aimed specifically at organisations with retail activities.

The course will cover audit processes associated with stock and order systems, stock loss, till control processes, marketing, cash and banking; and management / financial accounting systems. **For further information contact Mark Barnes on FREEPHONE 0800 0 329 923**

How do I find out more?

Contact Mark Barnes at

BHBI Consultancy Ltd • Sophia House • 28 Cathedral Road • Cardiff • CF11 9LJ
Tel: FREEPHONE 0800 0 329 923 • Email: markbarnes@bhbi.co.uk • www.bhbi.co.uk

The Consultants

MARK BARNES

BSc (Hons)	Economics
MSc	Audit Management & Consultancy
Pg Dip Aud	Total Quality Management & Environmental Accountability
PGCE	Post Graduate Certificate in Education & Training
MIIA	Member of The Institute of Internal Auditors – United Kingdom
ACMI	Associate Member of the Chartered Management Institute
GIAC	Holder of the Government Internal Audit Certificate



Mark has extensive experience within both private and public sectors and has held senior accountancy, administrative and internal audit positions within retail, manufacturing and local government before working as an internal audit consultant.

Mark also has substantial experience of delivering management training/development courses.

PAUL HALEY

MSc	Audit Management & Consultancy
MIIA	Member of The Institute of Internal Auditors – United Kingdom
GIAC	Holder of the Government Internal Audit Certificate



Paul has extensive experience within public sector internal audit having being Head of Internal Audit Services for a large public sector organisation.

Paul has also been Managing Director of a leisure and tourism company and has worked within internal audit at the ECGD.

Paul sits on a number of economic development groups in the Vale of Glamorgan, is the immediate past-President of Barry Chamber of Trade, and is Chair of Pride in Barry.

He is a Deputy Chair of the South West District of The Institute of Internal Auditors – United Kingdom and a member of HM Treasury's Head of Internal Audit Small Department Forum.

Mark and Paul are accredited trainers for The Institute of Internal Auditors - United Kingdom covering all modules of The Certificate in Internal Auditing & Business Risk"

Other BHBi Products & Services

Internal audit solutions

- outsourcing & partnering
- delivering value added reviews
- interim management & staffing

Corporate Assurance

- organisational reviews
- advice & guidance

Risk Management

- Risgen software
- Active Risk Manager
- Risk Workshops & reviews

Quality Assurance

- BHBi External Quality Assessment Peer Review
- Quality Management Systems
- Continual Improvement
- Quality Audit
- State of the Art Quality Process Manuals

Training

- BHBi SMILE interactive online training system
- Bespoke tailored training
- Mentoring and coaching your Team

Contact Us for informal discussions on your requirements

Freephone 0800 0 329 923

please visit our website for further information on BHBi

www.bhbi.co.uk



BHBi is proud to be working with The University of Glamorgan Business School in delivering the Skills Modules for The Institute of Internal Auditors - United Kingdom and Ireland ie. Effective Delivery of an Audit; and Communication & Client-Auditor Relations.

The University is now delivering The Diploma in Internal Auditing & Business Risk and The Advanced Diploma in Internal Auditing & Business Risk - both of which can be studied on a block release or part time day release programme.

Further information can be obtained from Geraint Evans at The University of Glamorgan on 01443 483780

All our training courses are held in the comfortable surroundings of The Glamorgan Business Centre, University of Glamorgan - please see www.bhbi.co/train.htm for venue facilities and travel directions.

Discounts are available for multiple bookings - FREEPHONE 0800 0 329 923 for further details

Booking Terms:

1. A place on the course is reserved when the completed booking form is received and accepted by BHBi.
2. An invoice will be issued on receipt of a confirmed booking and payment must be made prior to commencement or upon registration for the course.
3. Joining instructions will be forwarded following receipt of payment.
4. Cancellations must be in writing and are subject to the following charges:
 - £25 administration charge up to 4 weeks prior to the course.
 - 50% of the fees between 4 and 1 week prior to the course.
5. BHBi reserves the right to alter the content, lecturers, timing and venue of the course for reasons beyond the control of BHBi.
6. BHBi shall not be held liable for any loss or damage arising out of statements or views and opinions expressed.