

AsPac Assurance Training 2015

Hanoi

15 – 18 November 2015



Connectivity

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Joining Instruction

HOTEL ADDRESS	Sheraton Hanoi K5 Nghi Tam, 11 Xuan Dieu S Tay Ho district, Hanoi Vietnam +844 3719 9000 http://www.sheratonhanoi.com/ Check- in: 15:00 & Check-out: 12:00
EVENT CONTACT	Pattra Sutti, pattra.sutti@pkf.com
CURRENCY	Vietnamese Dong (VND)
AIRPORT TRANSFER	You can take a taxi from the airport to hotel, fee is around VND 350,000 – 400,000 or USD 17 - 20. It takes 25 – 30 minutes approximately. We suggest to take taxi from Taxi Group or Taxi Mai Linh if possible. (the sticker of taxi's company name will appear at the side of a taxi)
REGISTRATION	The PKF registration desk will be available from 18:45 at the Lakeside Garden . Lakeside Garden is located next to Bar Déjà Vu
WELCOME RECEPTION SUNDAY 15 NOVEMBER	Please join us at the Welcome reception, from 19:00 at Lakeside Garden . You can take the lift from the meeting room area to ground floor and turn right.
BREAKFAST	Breakfast will be served from 6:00 at the Oven D'or restaurant , lobby area.
TRAINING SESSION MONDAY 16 NOVEMBER	Training starts at 9:00 and concludes at around 17:00 at Song Thao & Song Lo, lobby floor .
LUNCH	At 12.45 – 13.45: Buffet lunch at Oven D'or restaurant, lobby floor.
DINNER MONDAY 16 NOVEMBER	Meet at 18:45 in the hotel lobby for a bus transfer to the Khai's Brothers restaurant.
TRAINING SESSION TUESDAY 17 NOVEMBER	Training starts at 9.00 and concludes at around 17:00 at Song Thao & Song Lo, lobby floor.
LUNCH	At 12.30 – 13.30: Buffet lunch at Oven D'or restaurant, lobby floor.
DINNER TUESDAY 17 NOVEMBER	Meet at 18.45 in the hotel lobby for a bus transfer to The Forest restaurant.
TRAINING SESSION WEDNESDAY 18 NOVEMBER	Training starts at 9:00 and concludes at around 12.00 at Song Thao & Song Lo, lobby floor.
LUNCH WEDNESDAY 18 NOVEMBER	At 12.00: Buffet lunch at Oven D'or restaurant, lobby floor.
DRESS CODE	Smart Casual for the meeting and outside dinner
DELEGATE COST	The delegate fee includes the cost of coffee breaks, meeting facilities, lunch, dinners and hotel rooms for 3 nights with breakfast and Wi-Fi

Delegates should settle all other expenses (i.e. additional meals, bar bills, telephone calls, photocopying, laundry, etc.) on departure directly with the hotel.

Pre- course preparation

Train-the-trainer – Methodology and Resources

The training is designed to provide member firms with the tools to use the materials and present the training in their own firms / regions.

In order to maximise the benefit from the train-the-trainer sessions on using the PKF Core Audit Training Material, a brief study of the material to become familiar with the structure and content will be required. The methodology sections covered will be based on the content of the core training materials, and familiarity with the material will therefore be of general benefit.

In addition, as previously communicated, PKFI have been successful in securing an excellent deal with Caseware IDEA, a data mining and analytics tool. On the agenda, we have included a demonstration of IDEA, and how this can be utilised to enhance your existing audit techniques.

Before arriving at the course, please do the following:

1. Download all the Core Audit training material from PKF-365, under Training>Core Audit.
 - a. There are 4 modules, each consisting of a Participant Pack, Presenter Pack, slides, and some have handouts and solutions. You will refer to this material during the train-the-trainer sessions.
 - b. Additional presenter material consists of Course Outlines, Tutor Guidance, and a course Set-up Checklist.

Note that the presenter materials, including slides and solutions, are only available if logged in using your firm's unique Firm Login account. This is in order to control use of these materials for trainers only. These login details are available from your firm's International Liaison Partner. If you need any assistance, please contact Chantal Patrick at chantal.patrick@pkf.com.

2. Pre-course preparation:
 - a. Refer to Module 4, the session entitled *Identifying, assessing and responding to the risk of material misstatement*. Prepare for the session as if you were going to present it, and list any questions or challenges experienced during your preparation, so that these can be addressed during the train-the-trainer sessions.
 - b. Your preparation should include reading through the material and envisaging how it would be presented to participants.
3. Download and read through the PKFI Guidance paper on Materiality, available from PKF-365 under Services>Assurance: A&A>Resources>Audit-Guidance-Papers.
4. Download the remainder of the course material from PKF365 under Training>Annual Audit>Annual-Audit-Training>2015^16-Train-the-Trainer.

The files to download are:

- a. 2015_Regional_Training_Slides
- b. 2015 Train-the-Trainer Slides
- c. Pre-course instructions
- d. Hanoi Agenda

A copy of these instructions is also available from the above link in (4) so that you can use and adapt these should you replicate the training locally.

If you require further information or assistance with the pre-course instructions, please contact Clayton Hickey or Amy Hui.

Note: Please download the materials from Clayton's email on Monday 9 November.

Welcome Reception

Train-the-trainer – Methodology and Resources

Sunday 15 November	
19:00 – 21:00	Welcome reception at Lakeside Garden, Sheraton Hanoi hotel

Agenda

Train-the-trainer – Methodology and Resources

Monday 16 November	
9:00 – 9:20	Welcome and introductions at Song Thao & Song Lo, lobby floor
9:20 – 10:30	Train-the-trainer – PKF core audit training <ul style="list-style-type: none"> - Structure and administration - Using the material - Managing people - Presentation skills
10:30 – 11:00	Coffee break
11:00 – 12:00	Train-the-trainer – PKF audit methodology <ul style="list-style-type: none"> - Overview of PKF Methodology
12:00 - 12:45	Train-the-trainer – PKF audit methodology – challenging areas <ul style="list-style-type: none"> - Risk assessment and response
12:45 – 13:45	Lunch at Oven D’or restaurant, lobby floor
13:45 - 14:45	Train-the-trainer – PKF audit methodology – challenging areas
14:45 – 15:15	Train-the-trainer – PKF audit methodology – challenging areas <ul style="list-style-type: none"> - Internal control assessment - Risk assessment and response
15:15 – 15:45	Coffee break
15:45 – 17:00	Train-the-trainer – PKF audit methodology – challenging areas <ul style="list-style-type: none"> - Risk assessment and response (cont’d) - Internal control assessment - Responding to fraud obligations under ISA240
18:45	Meet at the hotel lobby for a bus leaving at Khai’s Brothers restaurant

Tuesday 17 November	
9:00 – 10:30	Train-the-trainer – PKF audit methodology – challenging areas <ul style="list-style-type: none"> - Materiality - Sampling
10:30 – 11:00	Coffee break
11:00 – 12:30	Train-the-trainer – PKF audit methodology – challenging areas <ul style="list-style-type: none"> - IT environment - Testing internal controls - Introducing Caseware IDEA PKF Guidance Papers - linking to the methodology
12:30 – 13:30	Lunch at Oven D'or restaurant, lobby floor
13:30 – 15:00	<ul style="list-style-type: none"> - Datamining through Caseware IDEA
15:00 - 15:30	Using PKF-365 resources – a practical guide <ul style="list-style-type: none"> - Transnational entity reporting - Audit software options – linking to methodology - Revisions to: <ul style="list-style-type: none"> • International Audit Manual • International Professional Standards Manual
15:30 – 16:00	Coffee break
16:00 – 17:00	Using PKF-365 resources – a practical guide (cont'd) <ul style="list-style-type: none"> - Transnational entity reporting - Audit software options – linking to methodology - Revisions to: <ul style="list-style-type: none"> • International Audit Manual • International Professional Standards Manual
18:45	Meet at the hotel lobby for a bus leaving to The Forest restaurant

Wednesday 18 November	
9:00 – 10:00	Using PKF-365 resources – a practical guide <ul style="list-style-type: none"> - Revisions to <ul style="list-style-type: none"> • Group Audit Guide
10:00 – 10:30	Coffee break
10:30 – 12:00	Technical update <ul style="list-style-type: none"> - Auditor reporting - Other information <ul style="list-style-type: none"> IESBA Code independence enhancements
12:00 – 13:00	Lunch and departure

Delegate List (as of 11 November 2015)

COUNTRY	CITY	FIRST NAME	LAST NAME	EMAIL ADDRESS
Australia	Adelaide	Steven	Russo	steven.russo@pkfkennedy.com.au
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Malaysia	Wilayah Persekutuan	Ngu	Siow Ping	marilynngu@pkfmalaysia.com
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