

About Malaysian Technical Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

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.

Annually, more than 100 MTCP programmes are offered by 79 MTCP training institutions, many of which are centres of excellence for training. Since its inception, MTCP has gained more than 30,600 participants from 141 countries which have benefited from the various programmes offered.

MTCP Objectives

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

About National Audit Academy (NAA)

The National Audit Academy was established as a development project of the National Audit Department under the 8th Malaysia Plan. The construction was completed on 26 July 2005 and inaugurated in November 2005. NAA is situated at Bandar Enstek, Negeri Sembilan.

The 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.

Target Participants

- Auditor or Assistant Auditor
- Having 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 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.

Application Guidelines

- Application should be made using the prescribed MTCP forms available at :
https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course
- The application must be completed and endorsed by the Ministry of Foreign Affairs/Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government to the Ministry of Foreign Affairs Malaysia, via a Note Verbale from the applicant's Ministry of Foreign Affairs.
- It is mandatory for all the MTCP/TCTP participants to follow Visa With Reference (VWR) application procedure before leaving their respective countries.

Officers Contact Details :

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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 Persiaran 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 : 8th APRIL 2016

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 (PowerPoint) 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

- Please ensure that you have a valid international passport (6 months) and visa requirements are in order.
- Please bring enough money to cover your initial expenses on departure from your home country, as allowances will only be paid after your arrival in Malaysia.
- Expenditures on any related fees, airport tax, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, etc. are to be borne by the participants.
- Travellers from certain countries in South America and Africa are required to produce a Yellow Fever Vaccination Certificate at the entry point in Malaysia. For more information please refer to <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>

SUCCESSFUL PARTICIPANTS

- Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them.
- Successful participants are required to submit a coloured photocopy of the first page of their valid passport to the program organizer for immigration processing.



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IT AUDIT COURSE
16TH TO 27TH MAY
2016



Organised by :



**National Audit Academy
Of Malaysia**