



EXECUTIVE TRAINING COMPANY
(INTERNATIONAL) LTD

Executive Training Company (International) Limited ("ETC")
Address : Room 1502, 15/F, Tung Sun Commercial Centre,
194-200 Lockhart Road, Wanchai, Hong Kong
Tel: (852) 2117 1112
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Training Programme for Audit Juniors

ETC has specifically tailor-made this programme for Audit Juniors to strengthen their knowledge on audit principles as well as practical skills and to enhance their application of technical knowledge and soft skills in their audit assignments.

The contents of the course are summarized as follows:

The programme could help audit firms to update their audit staff and provide supportive training.

Date : 20 May (Sat) , 31 May (Wed) and 10 Jun (Sat) – 3 sessions

(CPD_2017_6)

Speakers :

Ms Fiona Lam (林靄欣小姐), CPA (Practising)

FCA (UK), FCCA, FCPA (Practising), FAIA, BBA (Acct & Fin) & FTIHK

Partner of H H Lam & Co CPA Limited (林海涵、林靄欣、林靄文會計師事務所有限公司合伙人) &

Managing Director of Executive Training Company (International) Limited

(行政人員培訓(國際)有限公司行政總監)

Date : **20 May (Sat) , 31 May (Wed) and 10 Jun (Sat) – 3 sessions**
Time : 20 May (Sat) - 9:15am-11:15am, 11:15am-11:45am (Q&A)
31 May (Wed) -7:15pm- 9:15pm, 9:15pm-9:45pm (Q&A)
10 Jun (Sat) - 9:15am-11:15am, 11:15am-11:45am (Q&A)
Venue : 2/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK
Medium : Cantonese, supplemented with English
CPD Hours : 3 X 2.5 hours per session (Total: 7.5 hours)
Enrolment Fee : **HK\$1200**

Day 1 – 20 May 2017 (Saturday)

1. What is an audit ?
2. How to read the land search, bank confirmations and other relevant documents?
3. Audit files and opening balances.
4. Practical issues when starting an audit
5. Audit Planning, Risk Assessment and Materiality
6. Sampling and Audit Documentation
7. Code of Ethics
8. Case Studies
9. Going through HKICPA Audit Practice Manual

Day 2 – 31 May 2017 (Wednesday)

1. Audit Methodologies
2. Audit Evidences
3. Test of Controls and Substantive Testing
4. Specific procedures for different items in the Statement of Financial Position
5. Analytical Procedures – how to use trend analysis
6. Requirement of audit adjustments
7. Practical Questions to ask during audit fieldwork
8. Case Studies
9. Going through HKICPA Audit Practice Manual

Day 3 – 10 Jun 2017 (Saturday)

1. Use of external confirmations
2. How to write the Written Representation Letter
3. Review on Subsequent Event
4. Review on Going Concern Status
5. Related Parties
6. Practical Matters before issuing the Independent Auditor's report
7. Independent Auditor's Reports
8. New Companies Ordinance Requirements
9. Case Studies
10. Going through HKICPA Audit Practice Manual



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Enrolment Form

To : Executive Training Company (International) Limited
Email : enquiry@etctraining.com.hk
Enquiries : 21171112
Fax : 34210877

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Full Name : _____

Firm's Name : _____

Mobile Phone No : _____ Email : _____

Enrolment Fee : \$1200

Cheque: _____ Bank: _____ Amount HK\$ _____

Signature : _____ Date : _____

Please complete the enrolment form together with your cheque for the full amount payable to **"Executive Training Company (International) Limited"** and send to Room 1502, 15/Floor, Tung Sun Commercial Centre, 194-200 Lockhart Road, Wanchai, Hong Kong

Terms or Conditions :

1. Enrolments for the seminar are accepted on the first-come-first-served basis.
2. Confirmation will be sent by email before the date of the seminar. Once the application is confirmed, neither enrolment fee is refundable nor seat is transferable/cancellable.
3. If Typhoon Signal No. 8 or higher / Black Rainstorm warning is hoisted, the seminar will be postponed and new arrangement will be announced.
4. Personal data collected from the enrollee may be used by ETC to inform you of this seminar, and any other training activities the benefits, goods, services, facilities and events to be organized or provided by ETC. An enrollee may opt out from receiving such materials at any time by sending a letter or an email to ETC



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ETC CPD Membership application Form

To : Executive Training Company (International) Limited ("ETC")
Email : enquiry@etctraining.com.hk
Enquiries : 21171112
Fax : 34210877

Application Form – ETC CPD Membership – Permanently Free

Name : (*Mr./Mrs./Ms.) _____ 姓名(中文): _____

Mobile Phone No. : _____ Telephone No. : _____

Fax No. : _____ Email Address : _____

Recognized Professional Accountant Qualification (Optional)

Correspondence Address : _____

Preferred mode of correspondence (Please tick)

By email By Fax By Post

Signature : _____ Date : _____

Personal data collected from the application of ETC CPD membership will be used for the purpose of processing and maintaining your ETC CPD membership. Data collected may be accessible by our ETC's officers processing the ETC CPD membership application and relateFCPA (Practising), FCCA, FCAd matters. In addition, ETC may use the collected data for keeping members informed of its services and for other uses internally.

ETC may use the personal data of your name, email address, fax number, phone number and correspondence address to inform you of training activities and events organized or provided by ETC only. A member may opt out from receiving such materials at any time by sending a letter to ETC's office. Please note that if you do opt-out, you will no longer receive information about ETC's news and events.