



To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

### Class Times and Room Numbers

Tuesday 9:30a.m. to 10:20a.m. in RHLT1

Wednesday 9:30a.m. to 10:20a.m. in RHLT1

### Course Content

The study of the concepts and practice of auditing.

### Planned timetable and course

We ek	Topic	Custom text readings	Lecturer
	<b><i>The Auditing and Assurance Profession</i></b>		
1	What are assurance services?, What is an audit? Professional ethics and independence	Gay & Simnett chapters 1&3 Mintz & Morris chapter 3 IFAC Code of Ethics pp. 5-16 IFAC Glossary of terms pp. 16-38	Tim Fairhall
	Course Outline expectations		
2	Auditing standards and regulators - New Zealand and International	Gay & Simnett chapters 1&3 IFAC introduction to IAS pp. 4-15	Tim Fairhall
	<b><i>Application of Professional Standards within the External Auditing Process</i></b>		
3	The Audit process including understanding the business	Gay & Simnett chapter 5 Mintz & Morris chapter 3 IFAC ISA 315	Tim Fairhall
	Assignment topic on <i>Blackboard</i>		
4	Auditors legal liability	Gay & Simnett chapter 4	Carolyn Cordery
	First test		
5	Evaluating the client and planning the audit	Gay & Simnett chapter 6 IFAC ISA 210	Carolyn Cordery
	Workshop 1		
6	Risk assessment	Gay & Simnett chapters 6&7 IFAC ISA 330	Carolyn Cordery
	Workshop 2		
7	Fraud, materiality and related parties	Gay & Simnett chapters 4&7 Mintz & Morris chapters 3&7 ISA's 240, 320, 550	Carolyn Cordery
	Assignment due		
8	Use of analytics and obtaining evidence to support account balances	Gay & Simnett chapters 5&6 ISA's 500, 520, 540	Carolyn Cordery
9	The difference between public sector and private sector auditing	Gay & Simnett chapter 15	Carolyn Cordery

	<b>Workshop 3</b>		
10	Completing the audit The auditors reporting obligations	Gay & Simnett chapter 12 IFAC ISA's 450 & 560 Gay & Simnett chapter 13 IFAC ISA's 700, 705, 706	Tim Fairhall
	<b>Workshop 4</b>		
	<b><i>Contemporary Developments in Auditing in New Zealand and Overseas</i></b>		
11	Auditor regulation – International and New Zealand issues		Tim Fairhall
12	Contemporary audit process issues	Mintz&Morris chapter 7	Tim Fairhall
tba	Final exam		

### Course Learning Objectives

By the end of this course, students should be able to:

- Research and analyse auditing concepts.
- Explain the concept and practice of audit judgment.
- Evaluate auditing standards and related professional ethics.
- Apply auditing concepts to everyday business activities.

### Course Delivery

The course will be delivered through:

- Two 1-hour lectures for 12 weeks
- **Four** 2-hour workshops

Further information on expectations of students in workshops can be found on page 5.

### Expected Workload

Students will be expected to spend at least **150** hours on this **course**. The **150** hours includes the **32** hours of in-class time comprising two hours of lectures each week for 12 weeks and **four** 2-hour workshops. The balance of hours should be spent on:

- Custom text readings of the lectures 24 hours
- Preparation for workshops where not presenting 12 hours
- Preparation for workshops where presenting 12 hours
- Research and writing of the assignment 20 hours
- Study for terms test and final exam 42 hours
- Keeping up to date with business and audit news 8 hours

## Group Work

Workshops are an important element of the course which involve significant group work. Further details on Workshops can be found below, including how Workshops are assessed.

## Readings

Students will need to purchase the custom text that has been prepared for this course, titled ‘ACCY 330 Auditing Fundamentals’ compiled by Tim Fairhall ISBN 978 0 390 26572 2.

## Materials permitted in mid trimester test and final examination

The Mid Trimester Test and Exam are both open book and you may bring whatever materials you like into the exam room. Be aware that lecturers do not have spare copies of the course materials book available for loan and it is your responsibility to make sure you have a copy of anything you may wish to refer to during the test and exam.

## Assessment Requirements

Two Workshop Case Studies	15%
Workshop participation and bullet-point solutions	5%
Assignment	10%
Test	25%
Exam	45%.

## Workshops

The workshops will take the form of a case study where all students will be given the background material two weeks before the workshop. Case study topics will include contemporary audit issues and areas of research popular with academic researchers; as well as issues canvassed through the lectures. The case study will be presented by a group of 4 or 5 students (depending on the size of the workshop group).

The success of case study presentations largely depends on the 4 or 5 students getting together before the presentation to plan how it will be run. Hence, you should contact one another once the workshop lists are published on *Blackboard*, using the standard VUW student email addresses. If you do not use your VUW student email address, then make sure you have created a divert within VUW email to your preferred email address, which could be gmail, yahoo, etc.

The selected group of students will have approximately 15 minutes each to make their presentation. Each student in the presentation team will be expected to contribute to the presentation. During and after the presentation, the other students in the workshop group are expected to debate the case study with the presenting students. The workshops will have the facility to last up to 90 minutes to allow sufficient debate on the topic(s) - and, to allow time for the individual students making the presentation to be assessed by the tutor in accordance with the parameters below.

No publication or otherwise of the suggested solutions to workshops will be given on Blackboard or distributed by tutors. However, tutors will ensure (based on guidance notes provided by the lecturers) that the topics are covered adequately during the presentation and in the accompanying debate. Hence you will need to attend the workshop to ensure you can expand and/or clarify your understanding of the workshop topic.

The mark for each presentation out of 10 will be shown on Blackboard immediately following the workshop. Should you have any problem with these marks you must contact your tutor before the next workshop or by 4 October 2010 in the case of the last workshop. If still not satisfied you will need to complete the form at page 10 of this Course Outline and submit it to the Administrator.

### **Student assessment areas for workshop presentations**

Students will be assessed according to the following criteria, with a mark given of 0, 1, 2, or 3 in each of the first three categories and 0, 1, 2, 3, 4, 5 or 6 in the last category. The key aspects that tutors will be addressing within each of these categories are recorded below:

#### **1. Does it appear the student had prepared well for the presentation?**

- Background material reviewed
- Key issues identified from background material
- Evidence of exploration of the topic

#### **2. Was there a coordinated and logical presentation of the material by each team member in addressing the question(s)?**

- Flow of presentation is logical
- Demonstrate understanding of where each team member's contribution fits in the presentation
- Time management (80-90 minutes presentation and questions; at least 15 minutes at end for tutor evaluation with presentation team)

#### **3. Did the student speak on the topic and confidently during their part of the presentation, including any use made of overheads and/or whiteboard, to illustrate their arguments?**

- Effectiveness in engaging the audience
- Arguments were properly supported
- Succinctness in the presentation
- Had an opinion

#### **4. How concise and willing was the student in engaging the others in the class in debate and in answering questions concerning their presentation, either through interjections during or questions following the conclusion of the presentation?**

- Responded to the actual question asked with sound logic
- Demonstrated a good understanding of the topic
- Response credible
- Involved other team members, if appropriate, in giving answers

### **Workshop participation and bullet-point solutions**

Students (other than those presenting who do not need to prepare bullet-point solutions) are required to prepare a bullet-point solution and transfer it electronically to the designated assignment folder on *Blackboard* before Friday 12 noon of the week preceding the workshop. Your bullet-point solutions will not be able to be seen by other students, but they will be accessible by tutors in order to assess your preparedness for the workshop presentation. To assist in your learning of the workshop topic you should retain a copy of your bullet-point solution for use at the workshop.

Where you are not one of the presenters, a 1 will be recorded for your workshop attendance (0 for non-attendance) and a 1 will be recorded for the adequacy of your bullet-point solution and oral participation (0 for inadequate preparation and/or oral participation) in the **two** workshops concerned. The 1 and 0 are not marks, but are the only means of recording allowed by *Blackboard*.

Should you have any problem with these 1's or 0's you must contact your tutor before the next workshop or by 4 October 2010 in the case of the last workshop. If still not satisfied you will need to complete the form at page 10 of this Course Outline and submit it to the Administrator.

During the week beginning 11 October 2010, you will receive either 5 marks or 0 marks which will be posted on Blackboard based on your oral participation and the bullet-point solutions you submitted for the **two** workshops in which you were not presenting. Should you have any problems with your mark you must contact the Course Coordinator immediately by email.

### **Assignment**

The written assignment is to be at least 1300 but not more than 1700 words. The topic for the assignment will be posted on *Blackboard* on Monday 26 July 2010. The assignment is to be placed in the designated assignment folder on *Blackboard* before 12-noon on Friday 10 September 2010. The marked assignment will be returned at Workshops in the week beginning **27 September** 2010 and suggested solutions posted on *Blackboard*.

If you are not satisfied with your mark after reviewing your assignment against the suggested solutions you will need to complete the form at page 10 of this Course Outline and submit it to the Administrator.

### **Test**

The test will be a short answer open-book written test of 75 minutes duration in the week beginning 2 August 2010 covering material in the first three weeks of the course.

Marks will be posted on *Blackboard* on 6 September 2010 along with the suggested solutions. If you are not satisfied with your mark after reviewing your paper against the suggested solutions you will need to complete the form at page 10 of this Course Outline and submit it to the Administrator

## **Examination**

The 2-hour exam will cover the entire course content, with emphasis on the last eight weeks of lectures, the workshops and the assignment. The exam will be open-book. The suggested solutions to the final exam will be posted on *Blackboard* after the exam. The university examination period is Friday 22nd October to Saturday 13th November 2010 (inclusive)

Should you wish to have your final exam reconsidered you will need to complete the requisite form at the Student Administration Office and pay the required fee. The fee will be refunded if the reconsideration results in an upward revision of your grade.

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

## **Quality of FCA programmes for accreditation purposes**

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

## **Penalties**

**Late assignments will NOT be accepted.** Marks for the assignment will be posted on *Blackboard*. Should you have any problems with your mark after reviewing the suggested coverage you will need to complete the form at page 10 of this Course Outline and submit it to the Administrator.

## **Mandatory Course Requirements**

- Obtain at least 45% of the total marks available in the test and exam – e.g. if the test is out of 30 marks and the exam is out of 70 marks, you will need to get 45 of the 100 marks available in total over the two papers (20/30 marks in the test and 25/70 marks in the exam will meet mandatory course requirements; as will, 5/30 and 40/70 marks respectively).
- Attend **all four** workshops
- Give **one** workshop presentation

## **Prerequisites**

ACCY231 and COML204

## **Restrictions**

ACCY232 and ACCY303

## **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and to the class via Blackboard. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

### **Communication of Additional Information**

Any additional information will be communicated via *Blackboard*.

**For the following important information follow the links provided:**

#### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

#### **General University Policies and Statutes**

<http://www.victoria.ac.nz/home/about/policy>

#### **AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

#### **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

#### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)



## Detailed Workshops (Tutorial) Group Sessions' Signup Instructions

1. Go to the signup website at: <https://signups.victoria.ac.nz>
2. Enter your SCS username and password to login the system.
3. The "Signup Home" page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A "key" is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the workshop sessions.
6. If there are spaces left in a particular session, you will see the "ENROL" button next to it. You can click this button to enrol yourself into that workshop session.
7. If there are NO more spaces left in a particular session, you will see the "JOIN WAITLIST" button, if available. You can click this button to join the waitlist for that workshop session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only "JOIN WAITLIST" if you have already enrolled in one of the other available sessions. In other words, "ENROL" in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to "WITHDRAW" from a session you have already enrolled for. You can also choose to "CANCEL WAITLIST" to remove yourself from a particular waitlist.
10. A "FULL" button indicates all seats and waitlist are full for that workshop session. You must choose another session.
11. More details on the various buttons are available in the "Key" section at the bottom of the signup page.
12. You should "ENROL" in only ONE workshop session and may "JOIN WAITLIST" for only ONE other workshop session.
13. You can login and signup (or change your signup) anytime before the **closing date of the workshop group sessions' signup. You will NOT be able to sign up or change your choice after the workshop group sessions' signup has closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on "My Signups" on the left hand menu.
15. Click on "Support" on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the workshop group sessions that you have signed up for.** If you are unable to attend your designated group for unavoidable reasons you can attend a different session where you must advise the tutor of the different session so your attendance is recorded.

