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MINISTRY of FINANCE of the REPUBLIC of ESTONIA

Certification and Mentoring system for Internal Auditors in Estonia

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Who is an Internal Auditor?

Some kind of a
watchdog?



- Or someone very cooperative?



- Or not so cooperative



Internal Auditors should be respected



He or she is a professional!

So the main question is - how to improve the quality of internal auditing?



... by following the internationally accepted approach.

But you cannot reach the quality overnight!

We need qualified professionals

- Professionalism means
 - adherence to the Standards
 - compliance with the Code of Ethics
 - competency, evidenced by certificates
 - ongoing professional development
- *maintaining a “Quality Assurance and Improvement Program.”*

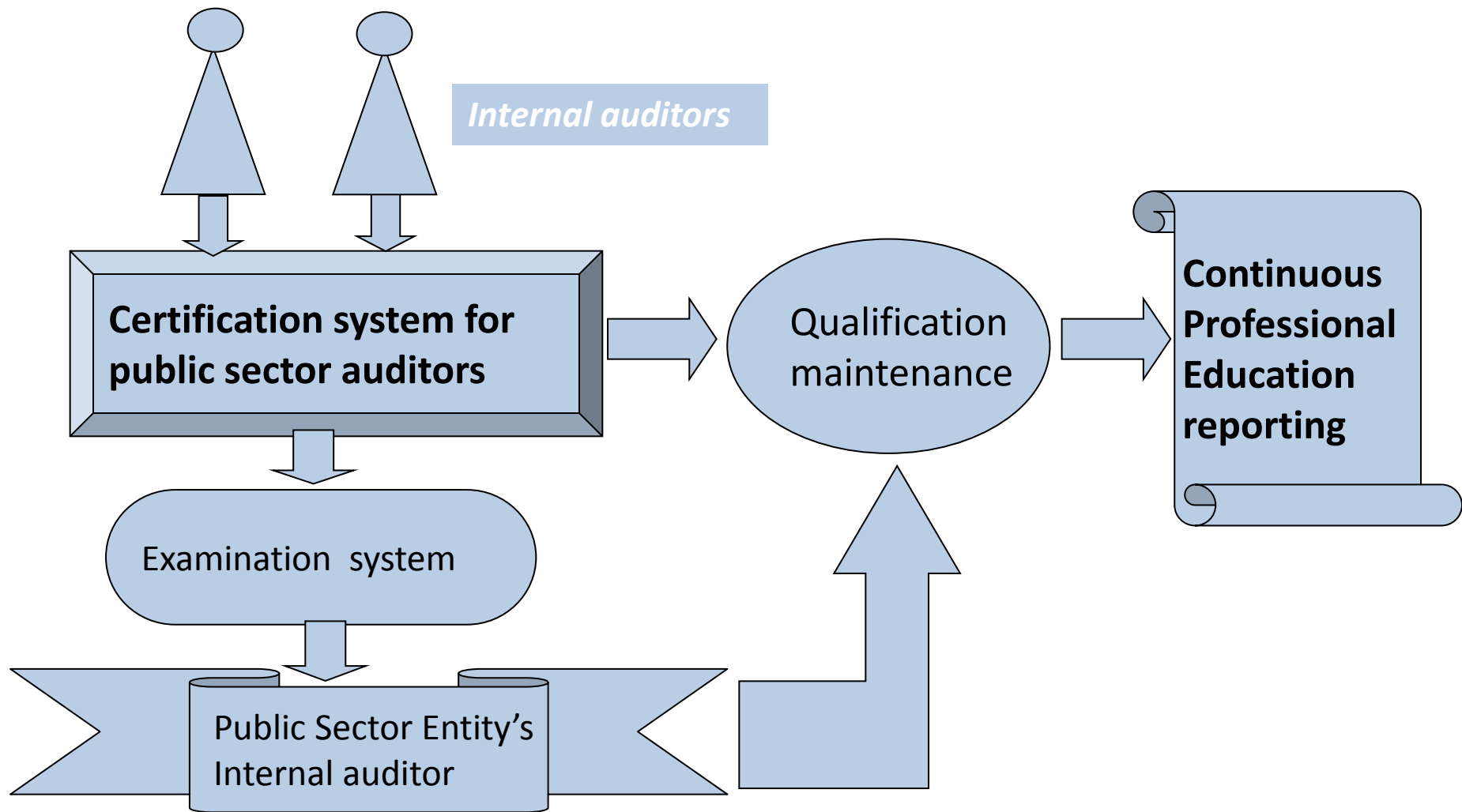
Auditors activities act establishes

requirements for public sector auditors, who are obliged to:

- follow the Standards (*Mandatory Guidance is put into force with decree of Minister of Finance*);
- act in compliance with the Code of Ethics;
- enhance his/her competences through continuous professional development.



Certification system



Auditors activities act also defines

the requirements for examinees as follows:

- at least a bachelor's degree or higher (university) education or equivalent educational qualification;
- 2 years work experience

These requirements shall be deemed to be fulfilled in case of a person has at least five years operated in a profession

- pay the examination fee
- pass the exams

There are three main players

in training/practice process:



- trainee

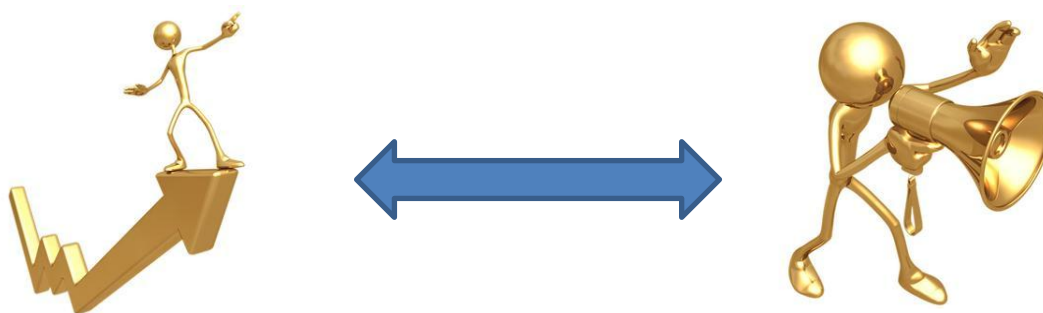


- trainer, instructor



- training organiser

Training program



Trainee with his/her instructor has to draw up the training program.

Training program has to be signed by both and submitted to the Ministry of Finance.

Training program must include at least:

- the name, personal code and contact information of the trainee;
- date of the first day and the duration of the training/practice;
- name of the training organiser (entity or person);
- name of the trainer/instructor, his/her qualification and contact information;
- action plan with schedule showing how and when knowledge, skills and competence necessary for internal auditor's professional practice will be obtained.

Training report

At the end of training/practice period trainee has to draw up a report, that must include at least:

- name, personal identification code and contact information of the trainee;
- date of the first day and the duration of the training/practice;
- name of the training organiser (entity or person)
- name of the trainer/instructor, his/her qualification and contact information;
- actual training/practice period;
- description of tasks and assignments trainee was fulfilling during the training period, also showing the time spent on these assignments;
- trainer's opinion.

Training program



- Training report has to be signed by trainee and trainer

and
- when trainee applies for the certification exam, the training/practice report has to be attached to the application.

Examination scheme

For public sector entity's internal auditors there is a professional qualification sublevel consisting of two parts:

- Exam on Estonian Public Law
- CGAP test

The candidates who pass the exams will obtain the professional qualification sublevel on **public sector entity's internal auditor.**

Thank You!