

## Auditing and Assurance: Workshop for New Auditors – Re-run (June 2025)

### COURSE HIGHLIGHTS:

The *Workshop for New Auditors* is a tailor-made programme designed to provide participants with the core concepts and practical skills essential for financial statement audits while sharing experiences relevant to new auditors. It also enhances awareness of other aspects of the audit process.

This 21-hour workshop utilizes an interactive learning format through discussions and case studies. Pre-course reading is required. This workshop is open to individuals of all experience levels, with a primary focus on fundamental auditing concepts tailored for junior auditors.

Indicative workshop agenda (subject to change):

Day 1	Day 2	Day 3
<ul style="list-style-type: none"> <li>Basics of an audit</li> <li>Auditing and financial reporting framework in Hong Kong</li> <li>Fundamental ethics for professional accountants</li> <li>Obtaining knowledge of client's business</li> <li>Systems, controls and walkthrough testing</li> </ul>	<ul style="list-style-type: none"> <li>Materiality</li> <li>Financial statements assertions</li> <li>Types of audit tests</li> <li>Audit sampling</li> <li>Dealing with misstatements</li> <li>Audit procedures of selected business cycles</li> </ul>	<ul style="list-style-type: none"> <li>Audit procedures of selected business cycles (continued)</li> <li>Review of statutory records</li> <li>Dealing with client on site</li> </ul>

### DETAILS:

Date and Time / Programme Code	Format / Language / Venue	Fee
<p><b>Date and Time:</b>            13 June 2025 (Friday)            19 June 2025 (Thursday)            20 June 2025 (Friday)</p> <ul style="list-style-type: none"> <li>9:00 am - 5:00 pm for all three days</li> <li>Total CPD hours: 21</li> </ul> <p><b>Programme Code:</b>  <b>WSHP25061301</b></p>	<p><b>Format:</b> Workshop</p> <p><b>Language:</b> Cantonese with English handout and terminology</p> <p><b>Venue:</b>            HKICPA Training Centre            27/F, Wu Chung House,            Wanchai, Hong Kong</p>	<ul style="list-style-type: none"> <li>HK\$2,875               <ul style="list-style-type: none"> <li>For HKICPA members or students (online or offline registration)</li> <li>For participants enrolled by a CPA (Practising), CPA firm or Corporate Practice registered with the Accounting and Financial Reporting Council (AFRC) (<b>offline</b> registration only – enrolment form required)</li> </ul> </li> <li>HK\$4,715 for non-member</li> </ul>

\* Actual CPD hours attained is based on the actual length of time the participant attends the workshop. Please visit [HKICPA webpage](#) for the Institute's CPD policies and requirements.



## ABOUT THE SPEAKER:

### Andrew Wong

Partner, Audit Quality and Professional Practice, KPMG

Andrew is a member of the Institute. He has extensive practical experience in audit and assurance, including that of various listed companies and multinational corporates.

Andrew is currently the Head of Hong Kong Audit Learning and Deployment of KPMG. He has been designing and delivering internal learning solutions to audit professionals across Hong Kong and the Chinese mainland offices for over ten years. He is also a speaker of a university in the MSc programme in Accounting.

### Jessica Lau

Senior Manager, Audit Quality and Professional Practice, KPMG

Jessica is a member of the Institute. She has broad practical audit experience in a wide range of listed companies and multinational enterprises. Jessica has ten years' experience in deploying and delivering internal training programmes to audit professionals across Hong Kong and the mainland China offices.

### Vivian Law

Manager, Audit Quality and Professional Practice, KPMG

Jessica is a member of the Institute. She has broad practical audit experience in a wide range of listed companies and multinational enterprises. Jessica has ten years' experience in deploying and delivering internal training programmes to audit professionals across Hong Kong and the mainland China offices.

## ABOUT THE PROGRAMME:

<b>Competency</b>	Auditing and Assurance
<b>Rating</b>	Foundation Level*
<b>Participants</b>	New auditors recently onboard or audit staff with less than two years of experience. <b><u>While participants of all experience levels are welcome, the focus of this workshop is on fundamental auditing concepts specifically designed for junior auditors.</u></b>
<b>Registration</b>	<ul style="list-style-type: none"><li>• Please click <a href="#">here</a> for online registrations and refer to the <a href="#">Institute's online CPD Learning Resource Centre</a> for descriptions of competency and rating.</li><li>• To register offline by post or email, please complete the enclosed enrolment form and return it with full payment to the Institute.</li><li>• Non-HKICPA members enrolled by a CPA (Practising), CPA Firm or Corporate Practice registered with the AFRC has to register the workshop <b>offline by email or post</b> with the completed enrolment form in order to enjoy the member price.</li><li>• Enrolment deadline: <b>6 June 2025 (online/offline)</b></li></ul>
<b>Remarks</b>	This workshop will not provide printed handouts. Electronic copies of the training materials will be emailed to participants in advance of the workshop. Participants should arrange their own printing or bring a device to access the electronic training materials during the workshop.



**Payment & Enrolment Status  
Enquiry:**

Tel: 2287 7381  
Email: [enrolment@hkicpa.org.hk](mailto:enrolment@hkicpa.org.hk)

**Course Information  
Enquiry:**

Tel: 2287 7386  
Email: [tls@hkicpa.org.hk](mailto:tls@hkicpa.org.hk)



**CPD EVENT ENROLMENT FORM**

**Workshop for New Auditors – Re-run (13,19 and 20 June 2025) (WSHP25061301)**

Enrolment deadline: 6 June 2025

Please send the complete form **by e-mail** or **by post** together with the required payment  
 Email: **enrolment@hki CPA.org.hk**  
 By post: **HKICPA, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai. Attn: F&O Dept.**

Payment & Enrolment Status Enquiry: 2287 7381 <a href="mailto:enrolment@hki CPA.org.hk">enrolment@hki CPA.org.hk</a>	Course Information Enquiry: 2287 7386 <a href="mailto:ts@hki CPA.org.hk">ts@hki CPA.org.hk</a>	FOR OFFICE USE
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**Section 1 – Personal Particulars**  where appropriate. All fields are mandatory unless specified otherwise.

Membership No.: \_\_\_\_\_, or please specify:  Non-member  GAA Passport Holder

Name of participant: \_\_\_\_\_ Organization: \_\_\_\_\_  
*Family name Given name (optional)*

Contact information provided below is used solely for communication of the particular event(s), without update to your member profile.

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section 2 – Event Registration**  and fill in where appropriate.

**HK\$ 2,875 per person:** HKICPA students/ HKICPA members

**HK\$ 2,875 per person:** Non-HKICPA members enrolled by a CPA (Practising), CPA Firm or Corporate Practice registered with the AFRC (please fill in the below)

Name of the CPA (Practising), CPA Firm or Corporate Practice who nominates the enrollee	
Practising Cert. No or Registration No. with the AFRC	
Signature of the CPA (Practising), CPA Firm or Corporate Practice who nominated the enrollee	

**HK\$ 4,715 per person:** Non-HKICPA members

**Section 3 – Payment**  and fill in where appropriate.

Cheque (No. \_\_\_\_\_) payable to **HKICPA** or **Hong Kong Institute of Certified Public Accountants**

BOC HKICPA VISA  BOC HKICPA UnionPay card  Other VISA / MasterCard

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Card Expiry Date: (MM/YY) \_\_\_\_ / \_\_\_\_

Cardholder's Name:	Cardholder's Signature:	Date of completing the form:
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Note:

- Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.
- For cheque payment, please issue separate cheque for each event. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
- In order not to delay the process, please ensure payment is made together with your application.
- Payment receipt will be sent to your email address provided above once the payment is confirmed.
- In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. Unsuccessful enrolment will be notified with full refund. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
- Members of HKICPA may access to "MyCPA" to check your enrolment status.

**Section 4 – Points to Note**

- Applications are processed on a first-come, first-served basis.
- Confirmation of enrolment and login information to access the event (if applicable) will be sent to you via email. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
- In the event of typhoon signal no. 8 or above or a Black Rainstorm warning is hoisted, all scheduled events will be cancelled/postponed. Further details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
- Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://mas.hki CPA.org.hk/mycpa/communication/preference>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at [privacyofficer@hki CPA.org.hk](mailto:privacyofficer@hki CPA.org.hk) or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <https://www.hki CPA.org.hk/en/Tools/Privacy-policy>.
- No unauthorized audio or video recording is allowed at CPD events.
- The Institute reserves the right to amend the above terms and conditions without prior notice, and to change the venue, date, speaker or to cancel the event due to unforeseen circumstances. In case of any disputes, the Institute reserves the right to make the final decision.

For payment by cheque, please fill-in your postal address for refund.

Name:	Name:
Address:	Address: