

Agenda for the Induction programme for CA students 13th & 14th August 2018

Date	Start Time	End time	Session
Day 1 13.08.2018	8.00 am	8.30 am	Registration of trainees
	8.30 am	9.00 am	Welcome & Introduction to the CA profession <i>Areas covered:</i> <i>Social standing /attitude/behavior/integrity</i> <i>how to become a fully fledge CA</i> <i>Professionalism /responsibility /meaning of assurance & risk/</i> <i>Legislation</i>
Session 1	9.00 am	10.00 am	Importance of the training you get in an audit firm Students' willingness to learn and the supervising members keenness to impart necessary skills with the trainees concerned <i>Areas covered:</i> <i>Exposure in different industries (overall exposure)</i> <i>To become a Practitioner</i> <i>Importance of audit training after becoming a CA</i> <i>Personal financial management – CA scholarships</i>
	10.00am	10.15am	*****Tea Break*****
Session 2	10.15am	11.15am	Importance of confidentiality /professional ethics <i>Areas covered:</i> <i>Importance of Clients confidentiality</i> <i>Access to sensitive information as an auditor / join with competitors</i> <i>Code of ethics</i>
Session 3	11.15 pm	12.45 pm	Preparation & maintenance of <ul style="list-style-type: none"> • Permanent / Correspondence file • Working paper file (referencing & cross referencing) <p>Permanent file should contain information about the nature of the business and various other information that is required for understanding the business that the organization is engaged in and the environment in which it operates along with significant changes that had taken place since last year.</p> <i>Areas covered:</i> <i>Indexing</i> <i>What kind of information maintained in Carry forward</i>
	12.45pm	1.30 pm	*****Lunch Break*****

Session 4	1.30 pm	2. 15pm	Client management Areas covered: <i>Communication</i> <i>Confidence /Attitude /personality</i> <i>How to decide the relevant person to get the information</i> <i>How to plan the questions</i> <i>Confidentiality</i>
Session 5	2.15 pm	3.15 pm	Role of a trainee ; <ul style="list-style-type: none"> • Interactions with colleagues, seniors, clients & various other government & Non-Government Institutions Areas covered: <i>Representation of profession – budding CA</i> <i>Reporting to the shareholder</i> <i>Not to underestimate</i>
	3.15 pm	3.30 pm	*****Evening Tea Break*****
Session 6	3.30 pm	4.30 pm	Key audit concepts / independence skepticism Areas covered: <i>What is an audit</i> <i>Materiality (concept & calculation)</i>
Session 7	4.30 pm	5.30 pm	Maintenance of documentation of audit work Areas covered: <i>Main components of audit working paper</i>

Day 2 14.08.2018			
Session 8	8.30 am	10.00am	Other services that provided to client Areas covered: <i>book keeping & Introduction to accounting packages introduction /limitations</i> <i>How to perform a company search at ROC</i> <i>Company secretarial function</i> <i>Payroll related services</i> <i>Staff secondments</i> <i>Other types of attestation services</i>
	10.00am	10.15am	*****Tea Break*****
Session 9	10.15am	11.15am	Effective communication Areas covered: <i>How do you work successfully to achieve the positive Attitude</i> <i>Personality</i> <i>Grooming</i> <i>Dress code</i>
Session 10	11.15 pm	12. 15pm	Excel basics Areas covered: <i>Getting Started with Excel</i> <i>Organization of data in a worksheet</i> <i>Introduction to Formulas & Functions</i> <i>Working with Excel Charts</i> <i>Sorting, Grouping & Filtering data</i>
	12.15	1.00	*****Lunch Break*****
Session 11	1.00 pm	1.45 pm	Introduction to Internal Audit Areas covered: <i>Importance of internal controls</i> <i>Internal audit as separate service</i> <i>Use of internal audit works for external audit</i> <i>Refer the auditing standards</i>
Session 12	1. 45 pm	2.30pm	Conducting physical inventory verification Areas covered: <i>Actions Before inventory verification</i> <i>At site & on site</i> <i>At the time of inventory verification</i> <i>Including the practical issues faced during verification</i> <i>After inventory verification how long it will take to send the reports/type of reports</i>

Session 13	2. 30 pm	3. 30 pm	Audit procedures in relation to verification of P & L/ income statement Areas covered: <i>Payroll, EPF,ETF, PAYE, Overtime, Gratuity, Stamp duty, Expenses Balance sheet /statement of position Debtors, Creditors, Property, plant and equipment</i>
	3.30 pm	3.45 pm	*****Evening Tea Break*****
Session 14	3.45 pm	4. 45 pm	Physical verification procedures of Fixed Assets Areas covered: <i>Barcode system</i>
Session 15	4. 45 pm	5. 45 pm	Introduction to various regulatory compliances that a small and medium enterprise should comply with including tax compliance
			***** End of the Sessions*****