



HIGHER EDUCATION EXAMINATIONS COUNCIL

(HEXCO)

2025

REGULATIONS AND MODULE

FOR

HIGHER NATIONAL DIPLOMA

IN

FORENSIC AUDIT AND INVESTIGATIONS

Course Code: 685/ 25/CO/M0

Implementation Date: August 2025

HERITAGE-BASED EDUCATION 5.0

PREAMBLE

The course is designed to develop a Forensic Audit Technician /Analyst with the necessary knowledge, skills and attitudes to satisfy the forensic needs of all sectors of the economy. The total duration of the course is 1440 notional hours spread over a period of one year of institutional based education plus one year On the Job Education and Training (OJET). The entry requirement is English Language and Mathematics passed at Ordinary Level with grade C or better and any other three ordinary level or National Foundation Certificate (NFC) subjects or equivalent and a National Certificate in Accountancy equivalent. The course is offered on a Full-time, Part-time, Block Release, Open Distance Learning (ODL) or Part Qualification on a Single Modular basis (The single module part qualification pathway is exempted from 5 O' levels requirement). The trainee will be assessed through continuous assessment, written examinations, and On the Job Education and Training (OJET). The course will consider gender mainstreaming, sustainable development, physical challenges, health disposition and intersections between race, class and culture. It shall embrace innovative heritage-based education and training philosophy to solve national problems and to produce goods and services for industrialization and modernization.

CONSULTATIONS

YEAR

- | | |
|--|------|
| 1. Zimbabwe Revenue Authority | 2025 |
| 2. Infrastructure Development Bank of Zimbabwe | 2025 |
| 3. Midlands State University | 2025 |

PART I: COURSE REGULATIONS

1.0 TITLE AND LEVEL OF AWARD

National Diploma in Forensic Audit and Investigation.

2.0 AIM

The aim of the course is to develop a Forensic Audit Technician /Analyst with knowledge, skills and attitudes to equip students with the skills and knowledge required to detect, investigate, and prevent financial fraud and misconduct.

3.0 LEARNING OUTCOMES

By the end of the course, graduates should be able to: -

- 3.1 identify fraudulent activities through conducting a thorough examination of financial records and operations for communication to stakeholders.
- 3.2 discover tax evasion schemes, transfer pricing manipulation and fraudulent tax reporting through application of tax compliance frameworks to uphold tax laws
- 3.3 detect manipulation, revenue recognition fraud and off- balance sheet arrangements used to conceal liabilities through analysis of financial statements for consistency.
- 3.4 produce accurate and objective audit reports through audits for communication to organisational audiences to make decisions.
- 3.5 identify legal irregularities during forensic audits and investigations using corporate law principles to support legal proceedings.
- 3.6 perform risk assessment and forensic investigations procedures using core financial management practice to ensure a structured approach to identifying potential risks
- .3.7 provide reasonable assurance about the absence of material fraud through forensic audit and investigations procedures for decision-making .

- 3.8 Implement appropriate risk mitigation strategies through risk management to enhance the reliability of financial reporting .
- 3.9 uncover anomalies and financial irregularities through forensic audit investigations to support civil, criminal, or regulatory enforcement.
- 3.10 provide reasonable assurance about the absence of material fraud by conducting forensic audit and investigations procedures to reduce uncertainty .
- 3.11 draft clear and evidence-based forensic audit reports through forensic audit reporting to support legal and regulatory proceedings.
- 3.1.2 uncover anomalies and financial irregularities through statistical analysis, data modelling and trend forecasting to make decisions on predictions.

4.0 STRUCTURE

SUBJECT	CODE	DURATION IN HOURS
ND 1 SEMESTER 1		
1. Forensic audit Stakeholder Management	685/25/M01	120
2. Tax Fraud investigations	685/25/M02	120
3. Financial Accounting and Reporting	685/25/M03	120
4. Principles of Auditing	685/25/M04	120
5. Corporate, Business and Governance law	685/25/M05	120
6. Financial Management	685/25/M06	120
7. Skills Proficiency	685/25/M14	-
SEMESTER 2		
8. Forensic Audit Investigations	685/25/M07	120
9. Audit Risk Management	685/25/M08	120
10. Financial data and trend analysis	685/25/M09	120
11. Digital Forensic Audit and Assurance	685/25/M10	120

12. Forensic Audit Reporting	685/25/M11	120
13. Data Analytics and Statistical Techniques	685/25/M12	120
14. Skills Proficiency	685/25/M14	-
ND 2		
17. On the Job Education and Training (OJET)	685/25/M13	One Year
Total Hours		1440

***** National Studies and Entrepreneurship Skills Development are exempted to those who have passed the subjects at other levels.**

5.0 DURATION

The course duration is 1440 notional hours spread over at least two years comprising of one-year of full time and part time class lectures.

6.0 ENTRY REQUIREMENTS

The entry requirement is English Language and Mathematics passed at Ordinary Level with grade C or better and any other three ordinary level or National Foundation Certificate (NFC) subjects or equivalent and a National Certificate in Accountancy equivalent.

7.0 MODE OF STUDY

Full time

Part time

Block Release

8.0 ASSESSMENT SCHEME

EXAMINABLE MODULE AND CODE	MODE OF ASSESSMENT		TOTAL
	WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT 60%	
1. Forensic Audit Stakeholder Management 685/25/M01	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
2. Tax Fraud Investigations 685/25/M02	3-hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
3. Financial Accounting and Reporting 685/25/M03	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
4. Principles of Auditing 685/25/M04	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
5. Corporate, Business and Governance law 685/25/M05	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
Financial Management 685/25/M06	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
Forensic Audit Investigations	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% 	100%

685/25/M07		<ul style="list-style-type: none"> ● 2 theory assignments – 20% ● 2 tests – 20% 	
Audit Risk Management 685/25/M08	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
Financial Data and Trend Analysis 685/25/M09	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
10. Digital Forensic Audit and Assurance 685/25/M10	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
Forensic Audit Reporting 685/25/M11	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
Data Analytics and Statistical Techniques 685/25/M12	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
On the Job Education and Training 685/25/M13	3 hour paper	A minimum of <ul style="list-style-type: none"> ● 2 practical assignments – 20% ● 2 theory assignments – 20% ● 2 tests – 20% 	100%
11. Skills Proficiency 685/25/M14	Submit marks	<ul style="list-style-type: none"> ● As per skills log 	100%

9.0 GRADING

0% to 49%	-	Fail
50% to 59%	-	Pass
60% to 79%	-	Credit

80% and above - Distinction

10.0 CONDITIONS OF AWARD

10.1 A candidate should attend at least 100% of learning sessions to qualify for examinations.

10.2 The final mark should be obtained through aggregation provided the candidate scores at least 50 % in each of continuous assessment and examinations.

10.3 The pass mark shall be 50 %.

10.4 A candidate should pass all modules to be awarded a National Diploma in Forensic Audit and Investigation.

10.5 Single module candidates will be awarded part certificates in passed single modules

10.6 A candidate should pass coursework in order to qualify to sit for examination in a particular module.

10.7 Candidates without sufficient coursework should be barred from writing examinations.

11.0 RE-WRITES

11.1 Re-write(s) should conform to current course structure.

11.2 Any candidate who fails to pass at least two thirds of the course should rewrite the failed modules before proceeding to the next semester.

11.3 A candidate shall not be allowed to register a module before passing the pre-requisite for that module

11.4 A candidate is given no time limit in which to re-write the failed module (s).

11.5 There is no aggregation for re-writes.

11.6 All re-writes should pass on performance in the examination.

11.7 If a candidate fails coursework, he/she repeats the module.

11.8 Institutions shall offer special module classes for students who are deferred.

12.0 EXEMPTIONS

12.1 Exemptions are only granted in modules already attained from a complete accredited qualification provided an exemption certificate specifying exempted modules is produced.

12.2 Transfer of credits are only granted in modules passed from accredited course programmes.

12.3 Exemption or Transfer of credits certificate should be applied for at enrolment stage and produced before registration of examinations.

13.1 IRREGULAR PRACTICES

13.1 Cheating in examinations will result in disqualification from the module.

13.2 The candidate will be suspended for one (1) year, from the module, course and all other HEXCO courses.

13.3 After the suspension period, the candidate will rewrite the affected modules only.

13.4 Other penalties on violations of writing examinations are specified in HEXCO guidelines on invigilation and writing examinations.

13.5 The disqualified candidate will rewrite the affected modules only in the next scheduled examinations session.

13.6 Plagiarism with a similarity index of more than 15% in any of the assessments will result in automatic disqualification from the module.

13.7 HEXCO shall have the right to prescribe an anti-plagiarism software to be used.

14.0 RESOURCES

14.1 Lecturer Qualification

The minimum qualification for a lecturer is at least a relevant Degree in Forensic Audit and Investigation or equivalent, with a teaching qualification, plus at least two years post qualification experience.

14.2 Infrastructure and Equipment

Lecture room

Computer laboratory

Furniture

Overhead projectors

Video equipment

Boards

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PART II: COURSE MODULES

IMPORTANT NOTICE THAT APPLY TO ALL MODULES

Paper structure

Each examination paper is designed to assess student learning outcomes. Each question on this paper corresponds to specific learning outcomes, ensuring comprehensive coverage of the course material.

The paper structure is as follows:

- Total number of questions on question paper- 7 questions
- Marks per question- 20 marks
- Number of questions to be answered -5 questions

Total marks- 100 marks

Module Code:	685/25/M01
Module Title:	FORENSIC AUDITING STAKEHOLDER MANAGEMENT
ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on unit standard on Forensic Auditing Stakeholder Management for Qualification Standard for Forensic Audit Technician or Analyst
Pre-requisite modules:	N/A

Purpose of Module:	This module will enable students to identify stakeholders, analyse stakeholders ,engage with stakeholders and address stakeholders' concerns and risks
List of Learning Outcomes:	4.1 Identify stakeholders 4.2 Analyse stakeholders 4.3 Engage with stakeholders 4.4 Address stakeholders' concerns and risks

Learning Outcome 01	Identify stakeholders
Assessment Criteria:	1.1 Avail stakeholder list 1.2 Produce stakeholder mapping matrix 1.3 Develop risk management plan 1.4 Create conflict management plan
Content:	1.1 Identify stakeholders <ul style="list-style-type: none"> ● Definition of stakeholders ● Steps to Identify Stakeholders <ul style="list-style-type: none"> ❖ Brainstorming Sessions ❖ Categorization <ul style="list-style-type: none"> ➢ Internal Stakeholders ➢ External Stakeholders ❖ Influence and Interest Assessment 1.2 Produce a Stakeholder Mapping Matrix <ul style="list-style-type: none"> ● Definition of a stakeholder mapping matrix. ● Components of a Stakeholder Mapping Matrix. ● Matrix Quadrants <ul style="list-style-type: none"> ❖ High Influence, High Interest ❖ High Influence, Low Interest ❖ Low Influence, High Interest ❖ Low Influence, Low Interest ● Examples of Stakeholder Mapping Matrix 1.3 Create a Risk and Conflict Management Plan <ul style="list-style-type: none"> ● Purpose of a Risk & Conflict Management Plan ● Steps to create a Risk and the Plan <ul style="list-style-type: none"> ❖ Identify Risks and Conflicts <ul style="list-style-type: none"> ➢ Risk Assessment ➢ Conflict Identification ❖ Analyse Risks <ul style="list-style-type: none"> ➢ Impact Assessment ➢ Likelihood Assessment ❖ Develop Mitigation Strategies <ul style="list-style-type: none"> ➢ Risk Avoidance ➢ Risk Reduction

	<ul style="list-style-type: none"> ➤ Risk Transfer ➤ Contingency Plans ❖ Monitoring and Review <ul style="list-style-type: none"> ➤ Regular Review Meetings ➤ Update Plan ● Examples of Risk & Conflict Management Plans ● Conclusion
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to identify stakeholders as outlined in the assessment criteria. 2. Practical assessment on identifying stakeholders as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime

	<ul style="list-style-type: none"> ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 02	Engage with stakeholders
Assessment Criteria:	2.1 Formulate engagement strategy framework 2.2 Produce stakeholder meeting minutes 2.3 Document stakeholder feedback
Content:	<p>2.1 Formulate an engagement strategy framework.</p> <ul style="list-style-type: none"> ● Overview ● Steps to Formulate an Engagement Strategy <ul style="list-style-type: none"> ❖ Define Objectives ❖ Identify Stakeholders ❖ Develop Communication Channels ❖ Implement Engagement Activities ❖ Conduct meetings, surveys, and interviews with stakeholders. ❖ Monitor and Evaluate Engagement <p>2.2 List relevant stakeholders</p> <ul style="list-style-type: none"> ● Internal Stakeholders <ul style="list-style-type: none"> ❖ Internal Management Teams ● External Stakeholders <ul style="list-style-type: none"> ❖ Regulatory and Compliance Officers ❖ Forensic Auditors and Investigators ❖ Legal and Judicial Authorities ❖ Clients, Investors, and Shareholders ❖ Law Enforcement Agencies ❖ Whistle-blowers and Informants ❖ Industry Experts and Consultants <p>2.3 Compile stakeholder meeting minutes</p> <ul style="list-style-type: none"> ● Purpose of stakeholder meeting ● Components of stakeholder meeting <ul style="list-style-type: none"> ❖ Date and Time ❖ Attendees ❖ Agenda ❖ Discussion Points

	<ul style="list-style-type: none"> ❖ Decisions Made ❖ Action Items ❖ Next Meeting: <p>2.4 Document stakeholder feedback</p> <ul style="list-style-type: none"> ● Purpose of stakeholder feedback. ● Steps to Relay Feedback <ul style="list-style-type: none"> ❖ Consolidate Feedback ❖ Analyse Feedback ❖ Prepare a Summary Report ❖ Share with Stakeholders ❖ Incorporate Feedback ❖ Acknowledge Contributions
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to engage with stakeholders as outlined in the assessment criteria. 2. Practical assessment on engaging with stakeholders as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below.

	<ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 03	Analyse stakeholders
Assessment Criteria:	3.1 Produce stakeholder analysis report 3.2 Develop Power interest matrix 3.3 Formulate engagement strategy framework
Content:	3.1 Produce stakeholder analysis report <ul style="list-style-type: none"> ● Purpose of a stakeholder analysis report ● Components of the report <ul style="list-style-type: none"> ❖ Executive Summary ❖ Stakeholder Identification ❖ Stakeholder Assessment: ❖ Prioritization ❖ Key Insights ❖ Recommendations 3.2 Develop Power interest matrix <ul style="list-style-type: none"> ● Purpose of a Power Interest Matrix tool ● Understanding a Power Interest Matrix <ul style="list-style-type: none"> ❖ Power ❖ Interest ● Quadrants of the Power-Interest Matrix <ul style="list-style-type: none"> ❖ High Power, High Interest ❖ High Power, Low Interest ❖ Low Power, High Interest ❖ Low Power, Low Interest ● Steps to Develop a Power-Interest Matrix <ul style="list-style-type: none"> ❖ Identify Stakeholders ❖ Assess Power and Interest Levels ❖ Categorize Stakeholders ❖ Develop Engagement Strategies

	<ul style="list-style-type: none"> ❖ Review and Update the Matrix <p>3.3 Formulate engagement strategy framework</p> <ul style="list-style-type: none"> ● Overview ● Key components of an engagement strategy framework <ul style="list-style-type: none"> ❖ Definition of objectives ❖ Identify Stakeholders ❖ Analyze Stakeholder Needs and Expectations ❖ Develop Engagement Approaches ❖ Communication Plan ❖ Implementation and Monitoring ❖ Evaluate and Improve
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to analyse stakeholders as outlined in the assessment criteria. 2. Practical assessment on analysing stakeholders as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below.

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Learning Outcome 04	Address stakeholders' concerns and risks
Assessment Criteria:	4.1 Establish confidentiality protocols 4.2 Formulated reputation management strategy 4.3 Create contingency plans for operational disruption 4.4 Establish conflict resolution strategy 4.5 Present stakeholder-specific reports 4.6 Avail Legal risk mitigation plan
Content:	4.1 Establish confidentiality protocols <ul style="list-style-type: none"> ● Purpose of Confidentiality Protocols ● Key Elements of Confidentiality Protocols <ul style="list-style-type: none"> ❖ Identify Sensitive Information ❖ Define Access Levels ❖ Establish Data Handling Procedures ❖ Develop Written Policies ● Training and Awareness <ul style="list-style-type: none"> ❖ Training Programs ❖ Awareness Campaigns ● Monitoring and Enforcement <ul style="list-style-type: none"> ❖ Regular Audits ❖ Incident Reporting: ❖ Disciplinary Actions: ● Review and Update <ul style="list-style-type: none"> ❖ Regular Review ❖ Stakeholder Feedback: 4.2 Formulate reputation management strategy <ul style="list-style-type: none"> ● Purpose of Reputation Management ● Key Components of a Reputation Management Strategy <ul style="list-style-type: none"> ❖ Assess Current Reputation ❖ Define Reputation Goals

- ❖ Develop Key Messages
- ❖ Enhance Online Presence
- ❖ Address Negative Perceptions
- **Monitor and Measure**
- **Continuous Improvement**

4.3 Create contingency plans for operational disruption

- **Purpose of Contingency Plans**
- **Key Components of a Contingency Plan**
 - ❖ Risk Assessment
 - ❖ Define Critical Functions
 - ❖ Develop Response Strategies
 - ❖ Communication Plan
 - ❖ Testing and Training
- **Monitoring and Review**
- **Documentation and Accessibility**

4.4 Establish conflict resolution strategy

- **Purpose of a Conflict Resolution Strategy**
- **Key Components of a Conflict Resolution Strategy**
 - ❖ Identify Common Sources of Conflict
 - ❖ Establish Clear Policies
 - ❖ Create a Structured Process
 - ❖ Train Employees and Leaders
 - ❖ Foster a Collaborative Culture
 - ❖ Utilize Conflict Resolution Tools
- **Monitor and Evaluate**
- **Document and Communicate Outcomes**

4.5 Present stakeholder-specific reports

- **Purpose of Stakeholder-Specific Reports**
- **Key Components of Stakeholder-Specific Reports**
 - ❖ Identify Stakeholders
 - ❖ Understand Stakeholder Needs
 - ❖ Define Report Objectives
 - ❖ Tailor Content and Format
 - ❖ Use Clear and Concise Language
- **Presenting the Report**
 - ❖ Structure the Report
 - ❖ Utilize Visual Aids
 - ❖ Schedule Presentations
- **Gather Feedback**
- **Follow-Up**

4.6 Avail Legal risk mitigation plan

- **Purpose of a Legal Risk Mitigation Plan**
- **Key Components of a Legal Risk Mitigation Plan**

	<ul style="list-style-type: none"> ❖ Identify Legal Risks ❖ Evaluate and Prioritize Risks ❖ Develop Mitigation Strategies ❖ Monitor and Review ● Communication and Training ● Establish a Response Plan ● Document and Report
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to address stakeholders' concerns and risks as outlined in the assessment criteria. 2. Practical assessment on addressing stakeholders' concerns and risks as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime

	<ul style="list-style-type: none"> ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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SPECIFICATION ASSESSMENT GRID

Learning Outcomes	Weighting %	Possible No. of exam questions
LO1 Identify stakeholders	25	2
LO2 Engage with stakeholders	25	2
LO3 Analyse with stakeholders	25	2
LO4 Address stakeholders' concerns and risks	25	2
Total	100%	Max 7 questions

Competencies required in readiness for assessment

Identification of stakeholders

Stakeholders Interests

Stakeholders mapping

- Conflict management and resolution
- Crisis management and stakeholder engagement
- Cultural sensitivity and inclusivity

Generic Skills

- Critical thinking
- Problem solving
- Time management
- Leadership
- Teamwork
- Computer literacy
- Numeracy
- Literacy
- Computer literacy
- Numeracy
- Literacy

**Range statement:
Tools and Equipment**

- Computers
- Telephone
- Cell phone
- Printer
- Fax machine
- Photocopier
- Money detector
- Note counter
- Drop safe
- Swiping machine
- Stationery

Duration: 120 hours

Assessment and Certification:

In order to gain credits for this unit standard, a candidate must be assessed and demonstrate competency in all the elements and performance criteria of this unit standard.

Auditing Ecosystem and Strategic Accounting in the Digital Era: Global Approaches and New Opportunities. (2021). Germany: Springer International Publishing.

SUGGESTED REFERENCES

- ✓ Basics of Ecosystem Dynamics: A Comprehensive Guide to Learn the Basics of Ecosystem Dynamics. (n.d.). (Germany): Cybellium.
- ✓ BUSINESS ACCOUNTING-I: e-Book for B.Com,1st Semester, SPPU. (2024). (India): Thakur Publication Private Limited.
- ✓ Deane, A. J. (2024). CCSP. United States: John Wiley & Sons, Incorporated.
- ✓ Digital Forensics Exam Essentials: A Comprehensive Guide to Digital Forensics Concepts for Exams. (2024). (Germany): Cybellium Ltd.
- ✓ Encyclopedia of Business and Professional Ethics. (2023). Germany: Springer International Publishing.
- ✓ Forensic Audit in Financial Fraud Detection: An Art of being a Frauditor. (2023). (US): Darwin .
- ✓ Professional Programme - Forensic Audit. (2024). (India): EduGorilla Publication.

- ✓ Roy, M. N., Saha, S. S. (2018). Statutory Auditors' Independence in Protecting Stakeholders' Interest: An Empirical Study. Germany: Springer International Publishing.
- ✓ Study Guide to Digital Forensics: A Comprehensive Guide to Learn Digital Forensics. (2024). (Germany): Cybellium Ltd.

Module Code:	685/25/M02
Module Title:	Tax Fraud Investigations
ZNQF Level:	5
Credits:	12
Duration:	120 hours
Relationship with Qualification Standards:	Based on Unit Standard Taxation of Qualification Standard for Forensic Audit Technician or Analyst

Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attitudes required by Tax Law students. The aim of the module is to develop and assess the essential knowledge and skills involved in handling of individual and corporate issues. The module is intended to impart knowledge of the current legislation relating to taxation and its practical application to companies, partnerships and individuals.
List of Learning Outcomes:	<p>LO1: Determine gross income and taxable income to identify manipulation in income disclosures.</p> <p>LO2: Compute tax liability of individuals in employment payroll tax evasion, underreported salaries, or false deductions.</p> <p>LO3: Compute the tax liability of businesses to detect tax avoidance or financial misrepresentation.</p> <p>LO4: Determine Capital Gains from immovable properties to uncover undervalued sales or undisclosed property ownership.</p> <p>LO5: Determine tax liability of a farmer to identify fraud in claims for agricultural exemptions</p>

Learning Outcome 01	LO1: Determine Gross & Taxable income
Assessment Criteria:	<p>1.1 Determine sources of income</p> <p>1.2 Apply the source concept to charge tax</p> <p>1.3 Apply the residence concept to charge tax</p> <p>1.4 Identify exempt income</p>
Content:	<p>1.1 Determine Sources of Income</p> <ul style="list-style-type: none"> ● Employment income <ul style="list-style-type: none"> ❖ Wages and salaries ❖ Bonuses ● Business Income

- ❖ Profits from business activities
- ❖ Freelance income

- **Investment Income**

- ❖ Interest
- ❖ Dividends
- ❖ Capital Gains

- **Rental Income**

- **Pension and Retirement Income**

- ❖ Pensions
- ❖ Social Security

- **Miscellaneous Income**

- ❖ Royalties
- ❖ Gifts and inheritances

1.2 Apply the Source Concept to Charge Tax

- **Key Aspects**

- ❖ Location of income generation:
- ❖ Tax treaties
- ❖ Types of income

1.3 Apply the Residence Concept to Charge Tax

- **Key Aspects**

- ❖ **Tax Residency**
- ❖ **Worldwide Income Taxation**
- ❖ **Non-Residents**
- ❖ **Implications of Dual Residency**

1.4 Identify Exempt Income

- **Common Types of Exempt Income**

- ❖ Gifts and Inheritances
- ❖ Life Insurance Proceeds
- ❖ Certain Scholarships and Grants

	<ul style="list-style-type: none"> ❖ Interest on Municipal Bonds ❖ Certain Employee Benefits ❖ Social Security Benefits:
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to determine Gross & Taxable income as outlined in the assessment criteria 2. Practical assessment on determining Gross & Taxable income based on the performance criteria
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle

Learning Outcome 02	LO2:Compute tax liability of individuals
Assessment Criteria	2.1 Use tax tables to calculate tax liability 2.2Apply credits to minimise tax liability 2.3 Determine tax payable/refundable

<p>Content</p>	<p>2.1 Use Tax Tables to Calculate Tax Liability</p> <ul style="list-style-type: none"> ● Define tax liability ● Steps to Calculate Tax Liability <ul style="list-style-type: none"> ❖ Identify taxable income ❖ Refer to the tax table ❖ Calculate tax owed <p>2.2 Apply Credits to Minimise Tax Liability</p> <ul style="list-style-type: none"> ● Types of Tax Credits <ul style="list-style-type: none"> ❖ Nonrefundable credits ❖ Refundable credits ● Steps to Apply Tax Credits <ul style="list-style-type: none"> ❖ Determine eligibility ❖ Calculate the credit amount ❖ Subtract from tax liability <p>2.3 Determine Tax Payable/Refundable</p> <ul style="list-style-type: none"> ● Steps to Determine Tax Payable or Refundable <ul style="list-style-type: none"> ❖ Calculate total payments ❖ Compare payments to tax liability
<p>Assessment Tasks</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to compute tax liability of individuals outlined in the assessment criteria such as use tax tables to calculate tax liability, apply credits to minimise tax liability and determine tax payable/refundable. 2. Practical assessment on computing tax liability of individuals based on the performance criteria
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below.

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Learning Outcome 03	LO3: Compute Tax Liability of Businesses
Assessment Criteria	<p>3.1 Determine business income</p> <p>3.2 Ascertain income from a hobby</p> <p>3.3 Determine allowable deductions.</p> <p>3.4 Determine non-allowable deductions</p> <p>3.5 Computation of tax liability of a business</p>
Content	<p>3.1 Determine Business Income</p> <ul style="list-style-type: none"> ● Components of Business Income <ul style="list-style-type: none"> ❖ Sales Revenue ❖ Other Income ❖ Refunds and Discounts ● Total Business Income <p>3.2 Ascertain Income from a Hobby</p> <ul style="list-style-type: none"> ● Key Aspects Income from a Hobby <ul style="list-style-type: none"> ❖ Intent ❖ Income reporting ❖ Documentation <p>3.3 Determine Allowable Deductions</p> <ul style="list-style-type: none"> ● Common Allowable Deductions <ul style="list-style-type: none"> ❖ Cost of Goods Sold ❖ Operating Expenses ❖ Depreciation ❖ Business Travel ❖ Professional Fees <p>3.4 Determine Non-Allowable Deductions</p>

	<ul style="list-style-type: none"> ● Common Non-Allowable Deductions <ul style="list-style-type: none"> ❖ Personal Expenses ❖ Fines and Penalties ❖ Political Contributions ❖ Luxury Expenses <p>3.5 Computation of Tax Liability of a Business</p> <ul style="list-style-type: none"> ● Steps to Calculate Tax Liability <ul style="list-style-type: none"> ❖ Calculate Total Business Income ❖ Subtract Allowable Deductions ❖ Calculate Taxable Income ❖ Apply Tax Rates
Assessment Tasks	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to compute tax liability of businesses as outlined in the assessment criteria, that is determine business income, ascertain income from a hobby, determine allowable deductions, determine non-allowable deductions and compute the tax liability of a business. 2. Practical assessment on compute tax liability of businesses based on the performance criteria
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle

Learning Outcome 04	LO4: Determine Capital Gains from immovable
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	Properties
Assessment Criteria	<p>4.1 Identify assets qualifying for capital gains tax</p> <p>4.2 Ascertain deemed sales</p> <p>4.3 Calculate Suspensive Sale Allowance</p> <p>4.4 Calculate Roll Over Relief</p> <p>4.5 Compute Capital gains tax</p>
Content	<p>4.1 Identify Assets Qualifying for Capital Gains Tax</p> <ul style="list-style-type: none"> ● Define Capital gains tax (CGT) ● Qualify Assets <ul style="list-style-type: none"> ❖ Real estate ❖ Investments ❖ Personal property ❖ Business assets ❖ Cryptocurrency ● Exemptions <ul style="list-style-type: none"> ❖ Primary residences meeting specific criteria. ❖ Retirement accounts, depending on local laws. ❖ Gifts and inheritances, subject to local regulations. <p>4.2 Ascertain Deemed Sales</p> <ul style="list-style-type: none"> ● Define Deemed sales <ul style="list-style-type: none"> ❖ Scenarios for Deemed Sales <ul style="list-style-type: none"> ➤ Asset transfers ➤ Change of use ➤ Death of the owner ➤ Gifts <p>4.3 Calculate Suspensive Sale Allowance</p> <ul style="list-style-type: none"> ● Define suspensive sale ● Calculation steps <ul style="list-style-type: none"> ❖ Identify total sale price ❖ Determine payments made ❖ Calculate suspensive sale allowance <p>4.4 Calculate Roll Over Relief</p> <ul style="list-style-type: none"> ● Define Roll over relief ● Conditions for Roll Over Relief <ul style="list-style-type: none"> ❖ Replacement of assets ❖ Timeframe ● Calculation Steps

	<ul style="list-style-type: none"> ❖ Determine original capital gain ❖ Subtract the cost of replacement asset ❖ Calculate deferred gain <p>4.5 Compute Capital Gains Tax</p> <ul style="list-style-type: none"> ● Steps to calculate capital gains tax <ul style="list-style-type: none"> ❖ Determine selling price ❖ Calculate cost basis ❖ Calculate capital gain ❖ Apply tax rate
<p>Assessment Tasks</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to determine Capital Gains from immovable properties as outlined in the assessment criteria, that is, identify assets qualifying for capital gains tax, ascertain deemed sales, calculate Suspensive Sale allowance, calculate Roll Over Relief and compute Capital gains tax. 2. Practical assessment on determining Capital Gains from immovable properties based on the performance criteria
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle

Learning Outcome 05	LO5: Determine Tax Liability of a Farmer
Assessment Criteria	<p>5.1 Identify income from farming activities</p> <p>5.2 Identify income from farming as a hobby</p> <p>5.3 Compute allowable deductions of a revenue nature</p> <p>5.4 Compute capital allowances for a farmer</p> <p>5.5 Apply special deductions in computing tax of a farmer</p> <p>5.6 Calculate restocking allowance</p> <p>5.7 Prepare Livestock Reconciliation and Livestock Trading Account</p>
Content	<p>5.1 Identify Income from Farming Activities</p> <ul style="list-style-type: none"> ● Sources of Farming Income <ul style="list-style-type: none"> ❖ Crop Sales ❖ Livestock Sales ❖ Dairy Products ❖ Agricultural Services ❖ Subsidies and Grants ❖ Rental Income <p>5.2 Identify Income from Farming as a Hobby</p> <ul style="list-style-type: none"> ● Key Characteristics <ul style="list-style-type: none"> ❖ Intent ❖ Income reporting ❖ Documentation <p>5.3 Compute Allowable Deductions of a Revenue Nature</p> <ul style="list-style-type: none"> ● Common Allowable Deductions <ul style="list-style-type: none"> ❖ Operating expenses. ❖ Labour costs ❖ Utilities ❖ Insurance ❖ Maintenance costs <p>5.4 Compute Capital Allowances for a Farmer</p> <ul style="list-style-type: none"> ● Common Capital Assets <ul style="list-style-type: none"> ❖ Machinery and equipment ❖ Buildings

	<ul style="list-style-type: none"> ❖ Fencing ● Calculation <ul style="list-style-type: none"> ❖ Identify cost of assets ❖ Apply capital allowance rate <p>5.5 Apply Special Deductions in Computing Tax of a Farmer</p> <ul style="list-style-type: none"> ● Common Special Deductions <ul style="list-style-type: none"> ❖ Soil and water conservation expenses. ❖ Research and development ❖ Business start-up costs <p>5.6 Calculate Restocking Allowance</p> <ul style="list-style-type: none"> ● Calculation Steps <ul style="list-style-type: none"> ❖ Determine losses ❖ Calculate replacement costs ● Restocking Allowance Calculation: <p>5.7 Prepare Livestock Reconciliation and Livestock Trading Account</p> <ul style="list-style-type: none"> ● Livestock Reconciliation <ul style="list-style-type: none"> ❖ Opening stock ❖ Purchases ❖ Closing stock ● Closing Stock Calculation ● Livestock Trading Account ● Net Profit Calculation
Assessment Tasks	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to determine tax liability of a Farmer as outlined in the assessment criteria such as identify income from farming activities, identify income from farming as a hobby, compute allowable deductions of a revenue nature, compute capital allowances for a farmer, apply special deductions in computing tax of a farmer,

	<p>calculate restocking allowance and prepare Livestock Reconciliation and Livestock Trading Account..</p> <p>2. Practical assessment on determining tax liability of a Farmer based on the performance criteria</p>
Conditions/Context of assessment	<p>1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.</p> <p>2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.</p> <p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle

ASSESSMENT SPECIFICATION GRID

TOPIC NUMBER	TOPIC	WEIGHTING %
LO1	Determine gross income and taxable income.	20
LO2	Compute tax liability of individuals in employment	20
LO3	Compute the tax liability of businesses	20
LO4	Determine Capital Gains from immovable Properties	20
LO5	Determine tax liability of a farmer	20
TOTAL		100

Approach to Teaching and Learning:

- 1.Observation of adult learning principles.
- 2.Both institution-based and work-based learning to facilitate the integration of theory and practice.
- 3.Face-to-face education and learning.
- 4.Problem-based learning.
- 5.Online/distance education and learning.
- 6.Blended/hybrid education and learning.
- 7.Use of social media.

Approach to Assessment:

1. Weighting of practical and theory assessment: 70% theory and 30% practical.
2. Weighting of institution-based and work-based assessment: 50% institution-based assessment and 50% work-based assessment
3. Oral assessment to be conducted by a panel of two or more assessors.
4. RPL assessment.
5. Portfolio of evidence.
6. Assessment of work conducted by both individual learners and teams of learners.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

SUGGESTED REFERENCES

Government Publications: - **Capital Gains Act 1981** (as amended)

- **Estate Duty Act** (As amended)

- **Finance Act Chapter 179** (As amended)

- **Income Tax Act Chapter 139** (As amended)

Hill, L. W. (2001) **Taxation in Zimbabwe** (4th edition), Durban,

MODULE CODE	685/25/M03
MODULE TITLE	FINANCIAL ACCOUNTING AND REPORTING
ZNQF LEVEL	5
CREDITS	12
DURATION	120 Hours
RELATIONSHIP WITH QUALIFICATION STANDARDS	Based on Unit Standard Financial Accounting and Reporting of Qualification Standard for an Forensic Audit Technician or Analyst
Pre-requisites Modules	N/A
Purpose of .Module	This module describes the skills, knowledge and attributes required by a Forensic Audit Technician or Analyst to investigate and analyse financial statements for a business organisation in accordance with relevant and applicable accounting standards.
List of Learning Outcomes	<p>LO1: Compile Financial Statements in accordance with applicable standards and frameworks</p> <p>LO2: Apply Accounting Principles to record, measure, and report financial transactions</p> <p>LO3: Analyse financial ratios to assess business performance and detect unusual trends</p> <p>LO4: Adhere to regulatory compliance and ethical standards in financial reporting to ensure vigilance and professional integrity.</p>
Learning Outcome 01	LO1: Compile Financial concepts and Statements
Assessment criteria	1.1 Overview of Financial Statements

	<p>1.2 Steps to Compile Financial Statements</p> <p>1.3 Gather Financial Data</p> <p>1.4 Prepare the Income Statement</p> <p>1.5 Prepare the Balance Sheet</p> <p>1.6 Prepare the Cash Flow Statement</p>
<p>Content</p>	<ul style="list-style-type: none"> ● Overview of financial concepts and statements ● Key Financial Concepts <ul style="list-style-type: none"> ❖ Time value of money ❖ Accrual accounting ❖ Matching principle ❖ Cost-Benefit analysis ❖ Risk and return ● Overview of Financial Statements <ul style="list-style-type: none"> ❖ Balance Sheet <ul style="list-style-type: none"> ➤ Purpose ➤ Components <ul style="list-style-type: none"> ○ Assets ○ Liabilities ○ Equity ➤ Equation ● Income Statement <ul style="list-style-type: none"> ❖ Purpose ❖ Components <ul style="list-style-type: none"> ➤ Revenues ➤ Expenses ➤ Net Income ● Steps to Compile Financial Statements: <ul style="list-style-type: none"> ❖ Gather financial data ❖ Prepare the Income Statement ❖ Prepare the Balance Sheet

	<p style="text-align: center;">❖ Prepare the Cash Flow Statement</p> <p>● Review and Adjustments</p>
Assessment tasks	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to compile Financial concepts and Statements applying IAS 1 2. Practical assessment on compiling Financial concepts and Statements applying IAS 1 based on the performance criteria of the qualification standard of an assistant accountant.
Conditions/context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ PPE ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ Calculator ▪ Statutes ▪ Stationery
LEARNING OUTCOME 02:	LO2: Apply Accounting Principles

<p>Assessment criteria</p>	<p>2.1 Describe GAAP and IFRS</p> <p>2.2 Apply fundamental accounting principles in preparing financial statements</p> <p>2.3 Error identification and correction</p>
<p>LEARNING CONTENT</p>	<p>2.1 Describe GAAP and IFRS</p> <ul style="list-style-type: none"> ● Overview of GAAP <ul style="list-style-type: none"> ❖ Define Generally Accepted Accounting Principles (GAAP) ❖ Key Features of Generally Accepted Accounting Principles <ul style="list-style-type: none"> ➤ Principles-based ➤ Regulatory authority ➤ Industry Specificity ● Overview of IFRS <ul style="list-style-type: none"> ❖ Definition International Financial Reporting Standards (IFRS) ❖ Key Features <ul style="list-style-type: none"> ➤ Principles-based approach ➤ Global applicability ➤ Continuous Improvement ● Key Differences Between GAAP and IFRS <ul style="list-style-type: none"> ❖ Revenue recognition ❖ Inventory valuation ❖ Financial statement presentation <p>2.2 Apply fundamental accounting principles in preparing financial statements</p> <ul style="list-style-type: none"> ● Fundamental accounting principles <ul style="list-style-type: none"> ❖ Revenue recognition principle

	<ul style="list-style-type: none"> ❖ Matching principle ❖ Consistency principle ● Preparing Financial Statements <ul style="list-style-type: none"> ❖ Income Statement <ul style="list-style-type: none"> ➤ Revenue recognition and matching principles ❖ Balance Sheet <ul style="list-style-type: none"> ➤ Consistency in asset and liability valuation methods. ❖ Cash Flow Statement: <ul style="list-style-type: none"> ➤ Use principles to classify cash flows from operating, investing, and financing activities properly. <p>2.3 Error Identification and Correction</p> <ul style="list-style-type: none"> ● Common Errors in Financial Reporting <ul style="list-style-type: none"> ❖ Misclassifications ❖ Miscalculations ❖ Omissions ● Error Identification Process <ul style="list-style-type: none"> ❖ Review financial statements ❖ Compare with previous periods ❖ Use analytical procedures ● Correction Procedures <ul style="list-style-type: none"> ❖ Adjusting entries ❖ Disclosure ❖ Impact analysis ● Importance of Error Correction
Assessment tasks	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to apply accounting principles 2. Practical assessment on applying Accounting Principles
Conditions/context of	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a

<p>assessment</p>	<p>classroom environment.</p> <ol style="list-style-type: none"> 2. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 3. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ PPE ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ Calculator ▪ Statutes ▪ Stationery
<p>LEARNING OUTCOME 01:</p>	<p>LO3: Analyse Financial Ratios</p>
<p>Assessment criteria</p>	<p>3.1 Define financial ratios and its relevance</p> <p>3.2 Calculate financial ratios</p> <p>3.3 Analyse the trend on key financial techniques</p>
<p>LEARNING CONTENT</p>	<p>3.1 Define Financial Ratios and Their Relevance</p> <ul style="list-style-type: none"> ● Definition of Financial Ratios ● Relevance of Financial Ratios

- ❖ Performance assessment
- ❖ Investment decisions
- ❖ Creditworthiness
- ❖ Trend analysis
- ❖ Benchmarking

3.2 Calculate financial ratios

- **Key financial ratios and formulae**

- ❖ **Liquidity Ratios**

- Current Ratio
 - Quick Ratio

- ❖ **Profitability Ratios**

- Gross Margin
 - Return on Equity (ROE)

- ❖ **Solvency Ratios**

- Debt-to-Equity Ratio
 - Interest Coverage Ratio

- **Steps for Calculation**

- ❖ Gather financial data
 - ❖ Apply formulas
 - ❖ Interpret results

3.3 Analyze the trend on key financial techniques

- **Trend analysis**

- **Steps for trend analysis**

- ❖ Select key ratios
 - ❖ Collect historical data
 - ❖ Calculate trends
 - ❖ Visual representation
 - ❖ Interpret Findings

- **Importance of Trend Analysis**

	<ul style="list-style-type: none"> ❖ Identify strengths and weaknesses ❖ Predict future performance ❖ Informed decision-making
Assessment tasks	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to analyse financial ratios as outlined in the assessment criteria 2. Practical assessment based on analysing financial ratios the performance criteria
Conditions/context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. 2. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 3. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ PPE ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access

	<ul style="list-style-type: none"> ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ Calculator ▪ Statutes ▪ Stationery
LEARNING OUTCOME 04: LO4: Adhere to Regulatory Compliance and Ethical Issues	
Assessment criteria	<p>4.1 Describe the significance and types of regulatory framework</p> <p>4.2 Discuss the compliance requirements</p> <p>4.3 Explore the ethical considerations in accounting</p> <p>4.4 Analyse ethical dilemmas</p>
Content	<p>4.1 Describe the Significance and Types of Regulatory Framework</p> <ul style="list-style-type: none"> ● Significance of Regulatory Framework <ul style="list-style-type: none"> ❖ Ensures Transparency ❖ Promotes Fairness ❖ Protects Stakeholders ❖ Enhances Credibility ● Types of Regulatory Framework <ul style="list-style-type: none"> ❖ National Regulations <ul style="list-style-type: none"> ➤ Securities and Exchange Commission (SEC) ➤ Financial Accounting Standards Board (FASB) ❖ International Regulations <ul style="list-style-type: none"> ➤ International Accounting Standards Board (IASB) ➤ International financial reporting Interpretations Committee (IFRIC) ❖ Industry-specific regulations

	<p>4.2 Discuss the Compliance Requirements</p> <ul style="list-style-type: none"> ● Key Compliance requirements <ul style="list-style-type: none"> ❖ Financial reporting standards ❖ Disclosure requirements ❖ Internal controls ❖ Auditing requirements ● Implications of Non-Compliance <ul style="list-style-type: none"> ● Legal penalties ● Reputation damage ● Financial consequences <p>4.3 Explore the Ethical Considerations in Accounting</p> <ul style="list-style-type: none"> ● Importance of Ethics in Accounting <ul style="list-style-type: none"> ❖ Building trust ❖ Ensuring accuracy ❖ Promoting accountability ● Key Ethical Considerations <ul style="list-style-type: none"> ❖ Integrity ❖ Objectivity ❖ Confidentiality ❖ Professional behavior <p>4.4 Analyze Ethical Dilemmas</p> <ul style="list-style-type: none"> ● Understanding Ethical Dilemmas ● Common Ethical Dilemmas <ul style="list-style-type: none"> ❖ Pressure to Manipulate Financial Statements ❖ Conflicts of Interest ❖ Insider Trading ● Analyzing ethical dilemmas <ul style="list-style-type: none"> ❖ Identify the ethical issue ❖ Gather relevant information ❖ Evaluate alternatives ❖ Make a decision ❖ Reflect on the outcome
Assessment tasks	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required adhere to regulatory compliance and ethical issues 2. Practical assessment on adhere to regulatory compliance and ethical issues based on the performance criteria of the qualification standard for an assistant accountant.
Conditions/context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.

	<p>2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below</p> <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ PPE ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ Calculator ▪ Statutes ▪ Stationery
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ASSESSMENT SPECIFICATION GRID

Topic	Weighting %	No. Of Possible Exam Questions
LO1: Compile Financial Statements	30	2
LO2: Apply Accounting Principles	20	2
LO3: Analyse Financial Ratios	30	2
LO4: Adhere to Regulatory Compliance and Ethical issues	20	2
Total	100	Max 7 Questions

Approach to Teaching and Learning:

1. Observation of adult learning principles.
2. Both institution-based and work-based learning to facilitate the integration of theory and practice.
3. Face-to-face education and learning.
4. Problem-based learning.
5. Online/distance education and learning.
6. Blended/hybrid education and learning.
7. Use of social media.

Approach to Assessment:

1. Weighting of practical and theory assessment: 70% theory and 30% practical.
2. Weighting of institution-based and work-based assessment: 50% institution-based assessment and 50% work-based assessment
3. Oral assessment to be conducted by a panel of two or more assessors.
4. RPL assessment.
5. Portfolio of evidence.
6. Assessment of work conducted by both individual learners and teams of learners.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

- ✓ Randall H 2001 **Advanced Level Accounting** 3rd Lets Educational Ltd
- ✓ Roussouw et al (2003) **Group Statements** (8th Edition) Butterworths Durban
- ✓ Weyganot, J.W J. (2010) **Financial Accounting IFRS edition**, USA
- ✓ Wood F et al (2012) **Frank Wood's Business Accounting II** (12th Edition), Pitman, London

Module Code	685/25/M04
Module Title	PRINCIPLES OF AUDITING

Znqf Level	5
Credits	12
Duration	120
Relationship With Qualification Standards	Based on AUDITING Unit Standard of Qualification Standard for an Forensic audit technician /analyst
Pre-Requisite Modules	N/A
Purpose Of Module	This module describes the skills, knowledge and attributes required by a Forensic audit technician /analyst to describe fundamentals of auditing, conduct an audit, analyse audit findings and prepare reports and adhere to ethical and professional standards in auditing in accordance with relevant and applicable auditing standards. The skills and knowledge gained sets the trainee Forensic audit technician /analyst on stage for further auditing analysis of the statements.
List of Learning Outcomes	LO1: Describe fundamentals of auditing LO2: Conduct an Audit LO3: Analyse audit findings and prepare reports LO4: Adhere to ethical and professional standards in auditing
Learning Outcome 01	LO1: Describe fundamentals of auditing
Assessment criteria	1.1 Explain the purpose of auditing in the financial reporting process. 1.2 Describe the different types of audits 1.3 Identify the key standards and regulations governing auditing practices (e.g., GAAS, ISA).
Content	1.1 Explain the purpose of auditing in the financial reporting process. <ul style="list-style-type: none"> • Definition of auditing • Importance of auditing 1.2 Describe the different types of audits <ul style="list-style-type: none"> • Types of Audits <ul style="list-style-type: none"> ❖ Internal audit ❖ External audit

	<ul style="list-style-type: none"> ❖ Compliance audit ❖ Operational audit <p>1.3 Identify the key standards and regulations governing auditing practices (e.g., GAAS, ISA)</p> <ul style="list-style-type: none"> • Generally Accepted Auditing Standards (GAAS) • International Standards on Auditing (ISA)
Assessment tasks	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to describe fundamentals of auditing as described in the assessment criteria 2. Practical assessment on required in describe fundamentals of auditing based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. 2. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 3. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ Calculator ▪ Statutes ▪ Stationery
Learning Outcome 02	LO2: Conduct an audit

Assessment criteria	<p>2.1 Explain the audit process, including planning, execution, and reporting stages.</p> <p>2.2 Identify and assess risks of material misstatement in financial statements.</p> <p>2.3 Gather and evaluate audit evidence to support audit conclusions.</p>
Content	<p>2.1 Explain the audit process, including planning, execution, and reporting stages</p> <ul style="list-style-type: none"> • Audit Process <ul style="list-style-type: none"> ❖ Planning ❖ Execution ❖ Reporting • Audit planning <ul style="list-style-type: none"> ❖ Understanding client business and industry. ❖ Assessing risks and developing an audit strategy. • Risk Assessment <ul style="list-style-type: none"> ❖ Importance of identifying risks ❖ Inherent risks ❖ Control risks ❖ Materiality and Risk Assessment <ul style="list-style-type: none"> ➤ Defining materiality in auditing. ➤ Identifying inherent and control risks. • Audit Evidence <ul style="list-style-type: none"> ❖ Types of evidence <ul style="list-style-type: none"> ➤ Physical inspections ➤ Observations ➤ Inquiries ➤ Confirmations ➤ Analytical procedures. ❖ Gathering Audit Evidence <ul style="list-style-type: none"> ➤ Techniques for collecting evidence. ➤ Evaluating the sufficiency and appropriateness of evidence. • Internal Controls <ul style="list-style-type: none"> ❖ Understanding Internal Controls • Evaluating Internal Controls <ul style="list-style-type: none"> ❖ Assessing the effectiveness of controls.

	<ul style="list-style-type: none"> ❖ Testing controls and substantive procedures. • Control Risk Assessment • Documentation of audit procedures
Assessment tasks	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to conduct an audit as described in the assessment criteria 2. Practical assessment in conducting an audit based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ PPE ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Accounting packages ▪ calculator ▪ Statutes ▪ Stationery

Learning Outcome 03	LO3: Analyse audit findings and prepare reports
Assessment criteria	3.1 Analyse audit findings and their implications for financial statements.

	<p>3.2 Prepare a comprehensive audit report that communicates findings and recommendations effectively</p> <p>3.3 Discuss the importance of follow-up actions and continuous improvement in the audit process.</p>
<p>Content</p>	<p>3.1 Analyse audit findings and their implications for financial statements.</p> <ul style="list-style-type: none"> • Analyse audit findings • Audit reporting <ul style="list-style-type: none"> ➤ Components of an audit report <ul style="list-style-type: none"> ▪ Title ▪ Addressee ▪ Auditor's opinion ▪ Basis for opinion ▪ Key audit matters ▪ Significant findings or recommendations ▪ Emphasize clarity and transparency in reporting • Types of Audit Opinions <ul style="list-style-type: none"> ❖ Unmodified Opinion ❖ Modified Opinions (Qualified, Adverse, Disclaimer) • Communicating Findings • Follow-Up Actions <ul style="list-style-type: none"> ❖ Highlight the need for organizations to address audit findings and implement recommendations. ❖ Discuss the role of continuous improvement in audit practices and the importance of maintaining an effective internal control environment.
<p>Assessment tasks</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to analyse audit findings and prepare reports as described in the assessment criteria 2. Practical assessment on analysing audit findings and prepare reports based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/context of assessment</p>	<ol style="list-style-type: none"> 2. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 3. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment

	<p>and material listed below</p> <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery
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Learning Outcome 04	LO4: Adhere to ethical and professional standards in auditing
Assessment criteria	<p>4.1 Discuss the ethical responsibilities of auditors and the importance of professional conduct.</p> <p>4.2 Identify common ethical dilemmas faced by auditors and appropriate resolution strategies.</p> <p>4.3 4.3 Explain the role of professional organizations (e.g., AICPA, ICAEW) in establishing ethical standards.</p>
Content	<p>4.1 Discuss the ethical responsibilities of auditors and the importance of professional conduct.</p> <ul style="list-style-type: none"> • Importance of Ethics • Professional Conduct: <ul style="list-style-type: none"> ❖ Integrity ❖ Objectivity ❖ Confidentiality ❖ Professional behaviour. • Common Ethical Dilemmas • Current Trends and Challenges in Auditing <ul style="list-style-type: none"> ❖ Technology in auditing ❖ Cybersecurity concerns ❖ Remote auditing practices <p>4.2 Identify common ethical dilemmas faced by auditors and</p>

	<p>appropriate resolution strategies.</p> <ul style="list-style-type: none"> • Ethical Dilemmas <ul style="list-style-type: none"> ❖ Conflicts of interest ❖ Pressure to compromise independence ❖ Handling confidential information. ❖ Discuss frameworks for resolving ethical issues in auditing. <p>4.2 Explain the role of professional organizations (e.g., AICPA, ICAEW) in establishing ethical standards.</p> <ul style="list-style-type: none"> • Professional Organizations <ul style="list-style-type: none"> ❖ American Institute of Certified Public Accountants (AICPA) ❖ Institute of Chartered Accountants in England and Wales (ICAEW)
<p>Assessment tasks</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to adhere to ethical and professional standards in auditing as described in the assessment criteria 2. Practical assessment on adhering to ethical and professional standards in auditing based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone

	<ul style="list-style-type: none"> ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery
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ASSESSMENT SPECIFICATION GRID

Learning outcomes	Weighting %	No of possible Exam questions
LO 1: Describe fundamentals of auditing	25	2
LO 2: Conduct an Audit	25	2
LO 3: Analyse audit findings and prepare reports	25	2
LO 4: Adhere to ethical and professional standards in auditing	25	2
Total	100	Max 7 questions

Approach to Teaching and Learning:

1. Observation of adult learning principles.
2. Both institution-based and work-based learning to facilitate the integration of theory and practice.
3. Face-to-face education and learning.
4. Problem-based learning.
5. Online/distance education and learning.
6. Blended/hybrid education and learning.
7. Use of social media.

Approach to Assessment:

1. Weighting of practical and theory assessment: 70% theory and 30% practical.
2. Weighting of institution-based and work-based assessment: 50% institution-based assessment and 50% work-based assessment
3. Oral assessment to be conducted by a panel of two or more assessors.
4. RPL assessment.
5. Portfolio of evidence.
6. Assessment of work conducted by both individual learners and teams of learners.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
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- Identification records
- Internet connectivity
- stationery
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- Insulation tape
- Mutton cloth

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

- ✓ Randall H 2001 **Advanced Level Accounting** 3rd Lets Educational Ltd
- ✓ Roussouw et al (2003) **Group Statements** (8th Edition) Butterworths Durban
- ✓ Weyganot, J.W J. (2010) **Financial Accounting IFRS edition**, USA
- ✓ Wood F et al (2012) **Frank Wood's Business Accounting II** (12th Edition), Pitman, London

Module Code:	685/25/M05
Module Title:	CORPORATE, BUSINESS AND GOVERNANCE LAW
ZNQF Level:	5

Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on Business And Corporate Law Unit Standard of Qualification Standard for an Forensic audit technician /analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attributes required by a Forensic audit technician /analyst to understand the legal framework of business, analyse business structures, comprehend contract law, explore corporate governance and understand regulatory compliance. The skills and knowledge gained sets the trainee Forensic audit technician /analyst on stage for further law analysis of the statements
List of Learning Outcomes:	<p>LO1: Interpret the legal framework governing business operations to navigate laws related to corporate fraud and financial misconduct,</p> <p>LO2: Analyse Business Structures to determine vulnerabilities and strengths relevant to forensic audit planning and execution.</p> <p>LO3: interpret contract law principles to identify legal breaches, fraudulent clauses, or non-compliance in forensic investigations.</p> <p>LO4: investigate corporate governance frameworks to uncover mismanagement, irregular practices, and governance failures.</p> <p>LO 5: Implement regulatory compliance measures to ensure integrity and accountability during forensic audits.</p>

Learning Outcome 01	LO1 Understand the Legal Framework of Business
Assessment Criteria:	<p>1.1 Describe the sources of business law and the legal system.</p> <p>1.2 Explain the role of statutory and common law in business operations.</p> <p>1.3 Differentiate common law from civil law systems</p>
Content:	<p>1.1 Describe the sources of business law and the legal system.</p> <ul style="list-style-type: none"> • Overview of Business Law <ul style="list-style-type: none"> ❖ Definition ❖ Significance of business law in business operations.

	<p>1.2 Explain the role of statutory and common law in business operations.</p> <ul style="list-style-type: none"> • Sources of Business Law <ul style="list-style-type: none"> ❖ Statutes ❖ Regulations ❖ Case law ❖ Common law. <p>1.3 Differentiate common law from civil law systems</p> <ul style="list-style-type: none"> • Legal Systems <ul style="list-style-type: none"> ❖ Common law ❖ Civil law systems • Common law vs. Civil law systems <ul style="list-style-type: none"> ❖ Jurisdiction ❖ Venue
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to understand the legal framework of business as described in the assessment criteria 2. Practical assessment on understanding the legal framework of business based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access

	<ul style="list-style-type: none"> ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery
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Learning Outcome 02	LO2 Analyse Business Structures
Assessment Criteria:	<p>2.1 Identify different types of business entities</p> <p>2.2 Evaluate the advantages and disadvantages of various business structures.</p> <p>2.3 Outline factors to consider when choosing a business structure</p>
Content:	<p>2.1 Identify different types of business entities</p> <ul style="list-style-type: none"> • Types of Business Entities <ul style="list-style-type: none"> ❖ Sole Proprietorship ❖ Partnerships. ❖ Corporations ❖ Limited Liability Companies (LLCs) <p>2.2 Evaluate the advantages and disadvantages of various business structures.</p> <ul style="list-style-type: none"> • Advantages and disadvantages of various business structures. <p>2.3 Outline factors to consider when choosing a business structure</p> <ul style="list-style-type: none"> • Factors to consider (liability, taxation, management etc).
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to analyse business structures as described in the assessment criteria 2. Practical assessment on analysing business structures based on the performance criteria of the qualification standard of a Forensic audit technician /analyst

Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery
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Learning Outcome 03	LO3 Comprehend Contract Law
Assessment Criteria:	<p>3.1 Define key elements of a contract and the principles of contract formation.</p> <p>3.2 Describe the different types of law</p> <p>3.3 Analyse the enforceability of contracts and the implications of breach.</p>

<p>Content:</p>	<p>3.1 Define key elements of a contract and the principles of contract formation.</p> <ul style="list-style-type: none"> • Elements of a Contract: Offer, acceptance, consideration, legality, and capacity. <p>3.2 Describe the different types of law</p> <ul style="list-style-type: none"> • Types of Contracts <ul style="list-style-type: none"> ❖ Written vs. oral contracts ❖ Express vs. implied contracts. <p>3.3 Analyse the enforceability of contracts and the implications of breach.</p> <ul style="list-style-type: none"> • Requirements of enforceability <ul style="list-style-type: none"> ❖ Offer and acceptance ❖ Consideration ❖ Capacity ❖ Legality ❖ Writing and signature • Breach of Contract <ul style="list-style-type: none"> ❖ Remedies for breach <ul style="list-style-type: none"> ➤ Compensatory, consequential, punitive damages ➤ Specific performance ➤ Rescission ➤ Injunction ➤ Restitution ➤ Reformation ➤ Quantum Meruit • Defences to Enforcement <ul style="list-style-type: none"> ❖ Duress ❖ Undue influence ❖ Misrepresentation ❖ Illegality ❖ Unconscionability
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to comprehend contract law as described in the assessment criteria 2. Practical assessment on comprehending contract law based on the performance criteria of the qualification standard of a Forensic audit technician /analyst

Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery
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Learning Outcome 04	LO4 Explore Corporate Governance
Assessment Criteria:	<p>4.1 Explain the principles of corporate governance and the role of the board of directors.</p> <p>4.2 Discuss the responsibilities of corporate officers and fiduciary duties.</p>

<p>Content:</p>	<p>4.1 Explain the principles of corporate governance and the role of the board of directors</p> <ul style="list-style-type: none"> • Define Corporate Governance • Importance of Corporate Governance • Principles of Corporate Governance <ul style="list-style-type: none"> ❖ Accountability ❖ Fairness ❖ Transparency. • Board of Directors <ul style="list-style-type: none"> ❖ Structure ❖ Responsibilities ❖ Decision-making. • Corporate Officers <ul style="list-style-type: none"> ❖ Roles and fiduciary duties (duty of care, duty of loyalty). • Shareholder Rights <ul style="list-style-type: none"> ❖ Voting rights ❖ Dividends ❖ Access to information
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to explore corporate governance as described in the assessment criteria 2. Practical assessment on exploring corporate governance based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student

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Learning Outcome 05	LO 5 Comply with regulations
Assessment Criteria:	<p>5.1 Identify key regulations affecting businesses</p> <p>5.2 Discuss the importance of compliance and the consequences of non-compliance.</p> <p>5.3 Describe the methods of dispute resolution</p>
Content:	<p>5.1 Identify key regulations affecting businesses</p> <ul style="list-style-type: none"> • Key Business Regulations <ul style="list-style-type: none"> ❖ Labour Laws ❖ Regulations ❖ Consumer Protection Laws <p>5.2 Discuss the importance of compliance and the consequences of non-compliance.</p> <ul style="list-style-type: none"> • Importance of Compliance <ul style="list-style-type: none"> ❖ Legal and regulatory compliance ❖ Financial compliance ❖ Operational compliance ❖ Ethical compliance ❖ Environmental compliance <p>5.3 Describe the methods of dispute resolution</p> <ul style="list-style-type: none"> • Methods of Dispute Resolution: <ul style="list-style-type: none"> ❖ Negotiation ❖ Mediation ❖ Arbitration • Litigation

Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to comply with regulations as described in the assessment criteria 2. Practical assessment on complying with regulations based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery

ASSESSMENT SPECIFICATION GRID

Learning outcomes	Weighting %	No of possible Exam questions
LO 1: Understand the Legal Framework of Business	15	1
LO 2: Analyse Business Structures	25	2
LO 3: Comprehend Contract Law	20	2
LO 4: Explore Corporate Governance	20	2

LO 5: Comply to Regulations	20	2
Total	100	Max 7 questions

Approach to Teaching and Learning:

1. Observation of adult learning principles.
2. Both institution-based and work-based learning to facilitate the integration of theory and practice.
3. Face-to-face education and learning.
4. Problem-based learning.
5. Online/distance education and learning.
6. Blended/hybrid education and learning.
7. Use of social media.

Approach to Assessment:

1. Weighting of practical and theory assessment: 70% theory and 30% practical.
2. Weighting of institution-based and work-based assessment: 50% institution-based assessment and 50% work-based assessment
3. Oral assessment to be conducted by a panel of two or more assessors.
4. RPL assessment.
5. Portfolio of evidence.
6. Assessment of work conducted by both individual learners and teams of learners.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

- ✓ Randall H 2001 **Advanced Level Accounting** 3rd Lets Educational Ltd
- ✓ Roussouw et al (2003) **Group Statements** (8th Edition) Butterworths Durban

- ✓ Weygant, J.W J. (2010) **Financial Accounting IFRS edition**, USA
- ✓ Wood F et al (2012) **Frank Wood's Business Accounting II** (12th Edition), Pitman, London

Module Code:	685/25/M06
Module Title:	FINANCIAL MANAGEMENT
ZNQF Level:	5
Credits:	12
Duration:	120 Hours

Relationship with Qualification Standards:	Based on Financial Management Unit Standard of Qualification Standard for an Forensic audit technician /analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attributes required by a Forensic audit technician /analyst to describe financial management principles, analyse financial statements, calculate the time value of money, evaluate investment decisions, describe capital structure and financing, manage working capital and plan and forecast finances. The skills and knowledge gained sets the trainee Forensic audit technician /analyst on stage for further law analysis of the statements
List of Learning Outcomes:	LO 1: Describe Financial Management Principles LO 2: Analyse Financial Statements LO 3: Calculate Time Value of Money LO 4: Evaluate Investment Decisions LO 5: Describe Capital Structure and Financing LO 6: Manage Working Capital LO7: Plan and Forecast Finances

Learning Outcome 01	LO 1: Describe Financial Management Principles
Assessment Criteria:	1.1 Outline overview of financial management and its objectives. 1.2 Explain the key concepts and objectives of financial management. 1.2 Describe the role of financial managers in an organization.
Content:	1.2 Outline overview of financial management and its objectives. <ul style="list-style-type: none"> • Definition of financial management • Importance of financial management

	<p>1.2 Explain the key concepts and objectives of financial management.</p> <ul style="list-style-type: none"> • Key Concepts in Financial Management <ul style="list-style-type: none"> ❖ Profit maximization vs. shareholder wealth maximization. ❖ Risk and return trade-off. <p>1.3 Describe the role of financial managers in an organization.</p>
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to describe financial management principles as described in the assessment criteria 2. Practical assessment on describing financial management principles based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery

Learning Outcome 02	LO 2: Analyse Financial Statements
Assessment Criteria:	<p>2.1 Interpret and analyse key financial statements</p> <p>2.2 Analyse financial statements</p> <p>2.3 Evaluate financial performance using financial ratios and metrics.</p>
Content:	<p>2.1 Interpret and analyse key financial statements Overview of Financial Statements</p> <ul style="list-style-type: none"> • Income statement • Balance sheet • Cash flow statement. <p>2.2 Analyse financial statements</p> <ul style="list-style-type: none"> • Analysis of Financial Statements <ul style="list-style-type: none"> ❖ Techniques for analysing financial statements <ul style="list-style-type: none"> ➤ Horizontal analysis ➤ Vertical analysis. <p>2.3 Evaluate financial performance using financial ratios and metrics.</p> <ul style="list-style-type: none"> • Financial Ratios <ul style="list-style-type: none"> ❖ Liquidity ratios ❖ Profitability ratios ❖ Efficiency ratios ❖ Solvency ratios ❖ Market ratios
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to analyse financial statements as described in the assessment criteria 2. Practical assessment on analysing financial statements based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training

	<p>institution. The context of assessment should include the facilities, tools, equipment and material listed below</p> <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Stationery
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Learning Outcome 03	LO 3: Calculate Time Value of Money
Assessment Criteria:	<p>3.1 Calculate present and future values of cash flows.</p> <p>3.2 Apply the concepts of annuities and perpetuities in financial calculations</p>
Content:	<p>3.1 Calculate present and future values of cash flows.</p> <ul style="list-style-type: none"> • Concept of Time Value of Money <ul style="list-style-type: none"> ❖ Understanding why money has time value. • Calculating Present and Future Values <ul style="list-style-type: none"> ❖ Formulas and applications for present value (PV) and future value (FV) calculations. <p>3.2 Apply the concepts of annuities and perpetuities in financial calculations</p> <ul style="list-style-type: none"> • Annuities and Perpetuities <ul style="list-style-type: none"> ❖ Types of annuities and their calculations <ul style="list-style-type: none"> ➤ Ordinary annuities ➤ Annuities due
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to calculate time value of money as described in the assessment criteria 2. Practical assessment on calculating time value of money

	based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Stationery

Learning Outcome 04	LO 4: Evaluate Investment Decisions
Assessment Criteria:	<p>4.1 Conduct capital budgeting analysis using methods such as NPV, IRR, and payback period.</p> <p>4.2 Describe the Capital Budgeting Process</p> <p>4.2 Assess risk and return in investment decisions.</p>
Content:	<p>4.1 Conduct capital budgeting analysis using methods such as NPV, IRR, and payback period.</p> <ul style="list-style-type: none"> • Define capital budgeting • Importance of capital budgeting

	<p>4.2 Describe the Capital Budgeting Process</p> <ul style="list-style-type: none"> • Capital Budgeting Process <ul style="list-style-type: none"> ❖ Steps involved in capital budgeting. • Investment Appraisal Techniques <ul style="list-style-type: none"> ❖ Net Present Value (NPV) ❖ Internal Rate of Return (IRR) ❖ Payback Period. <p>4.2 Assess risk and return in investment decisions</p> <ul style="list-style-type: none"> • Risk Assessment in Capital Budgeting <ul style="list-style-type: none"> ❖ Techniques for assessing risk in investment decisions.
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to evaluate investment decisions as described in the assessment criteria 2. Practical assessment on evaluating investment decisions based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers

	<ul style="list-style-type: none"> ▪ Calculator ▪ Stationery
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Learning Outcome 05	LO 5: Describe Capital Structure and Financing
Assessment Criteria:	<p>5.1 Explain the components of capital structure and their impact on financial decisions.</p> <p>5.2 Calculate cost of capital</p> <p>5.3 Analyse various sources of financing and their implications for businesses.</p>
Content:	<p>5.1 Explain the components of capital structure and their impact on financial decisions.</p> <ul style="list-style-type: none"> • Understanding Capital Structure <ul style="list-style-type: none"> ❖ Components of capital structure <ul style="list-style-type: none"> ➤ Equity ➤ Debt ➤ Hybrids. <p>5.2 Calculate cost of capital</p> <ul style="list-style-type: none"> • Definition of cost of capital • Importance of cost of capital • Types of cost of capital <ul style="list-style-type: none"> ❖ Cost of debt ❖ Cost of equity ❖ Calculating the weighted average cost of capital (WACC). • Factors affecting cost of capital <ul style="list-style-type: none"> ❖ Risk ❖ Interest rates ❖ Market conditions ❖ Company specific factors <p>5.3 Analyse various sources of financing and their implications for businesses.</p> <ul style="list-style-type: none"> • Sources of Financing <ul style="list-style-type: none"> ❖ Debt financing ❖ Equity financing ❖ Implications of sources of finance for company control and risk.

Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to describe capital structure and financing as described in the assessment criteria 2. Practical assessment on describing capital structure and financing based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Stationery

Learning Outcome 06	LO 6: Manage Working Capital
Assessment Criteria:	<p>6.1 Assess working capital requirements and management strategies.</p> <p>6.2 Evaluate inventory, receivables, and payables management techniques.</p> <p>6.3 Describe techniques used in cash management</p>

<p>Content:</p>	<p>6.1 Assess working capital requirements and management strategies.</p> <ul style="list-style-type: none"> • Define working capital • Importance of Working Capital Management <p>6.2 Evaluate inventory, receivables, and payables management techniques.</p> <ul style="list-style-type: none"> • Managing Current Assets and Liabilities <ul style="list-style-type: none"> ❖ Strategies for managing inventory, accounts receivable, and accounts payable. <p>6.3 Describe techniques used in cash management</p> <ul style="list-style-type: none"> • Cash Management Techniques <ul style="list-style-type: none"> ❖ Techniques for effective cash flow management
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to manage working capital as described in the assessment criteria 2. Practical assessment on managing working capital based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone

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Learning Outcome 07	LO 7: Plan and Forecast Finances
Assessment Criteria:	<p>7.1 Demonstrate knowledge of financial planning</p> <p>7.2 Describe forecasting techniques</p> <p>7.3 Analyse financial planning tools</p>
Content:	<p>7.1 Demonstrate knowledge of financial planning</p> <ul style="list-style-type: none"> • Overview of financial planning and forecasting • Importance of financial planning and forecasting • Financial Planning Process • Types of Budgets <ul style="list-style-type: none"> ❖ Operating budgets ❖ Capital budgets ❖ Cash budgets. <p>7.2 Describe forecasting techniques</p> <ul style="list-style-type: none"> • Forecasting Techniques <ul style="list-style-type: none"> ❖ Qualitative techniques <ul style="list-style-type: none"> ➤ Delphi ➤ Judgemental forecasting ➤ Panel consensus. ❖ Quantitative Techniques <ul style="list-style-type: none"> ➤ Time series analysis ➤ Regression analysis ➤ Exponential smoothing ➤ Autoregressive integrated moving average ➤ Seasonal decomposition ❖ Machine learning techniques <ul style="list-style-type: none"> ➤ Random forest ➤ Support vector machines ➤ Artificial neural networks <p>7.3 Analyse financial planning tools</p> <ul style="list-style-type: none"> • Financial planning tools

	<ul style="list-style-type: none"> ❖ Spreadsheets ❖ Financial planning software ❖ Budgeting tools ❖ Investment analysis tools ❖ Tax planning tools ❖ Retirement planning tools
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and or oral assessment on the skills and knowledge required to plan and forecast finances as described in the assessment criteria 2. Practical assessment on planning and forecasting finances based on the performance criteria of the qualification standard of a Forensic audit technician /analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the work environment or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and material listed below <ul style="list-style-type: none"> ▪ Lecture rooms ▪ Office furniture – a chair and a desk per student ▪ Vehicle ▪ White boards ▪ Overhead projector ▪ An equipped computer laboratory with internet access ▪ Cell phone ▪ Hard drive ▪ Printers ▪ Calculator ▪ Statutes ▪ Stationery

ASSESSMENT SPECIFICATION GRID

Learning outcomes	Weighting %	No of possible Exam questions
LO 1: Describe Financial Management Principles	10	1
LO 2: Analyse Financial Statements	20	2
LO 3: Calculate Time Value of Money	10	1
LO 4: Evaluate Investment Decisions	15	1
LO 5: Describe Capital Structure and Financing	15	1
LO 6: Manage Working Capital	15	1
LO7: Plan and Forecast Finances	15	1
Total	100	Max 7 questions

Approach to Teaching and Learning:

1. Observation of adult learning principles.
2. Both institution-based and work-based learning to facilitate the integration of theory and practice.
3. Face-to-face education and learning.
4. Problem-based learning.
5. Online/distance education and learning.
6. Blended/hybrid education and learning.
7. Use of social media.

Approach to Assessment:

1. Weighting of practical and theory assessment: 70% theory and 30% practical.
2. Weighting of institution-based and work-based assessment: 50% institution-based assessment and 50% work-based assessment
3. Oral assessment to be conducted by a panel of two or more assessors.
4. RPL assessment.
5. Portfolio of evidence.
6. Assessment of work conducted by both individual learners and teams of learners.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery

- Vehicle
- Insulation tape
- Mutton cloth

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

- ✓ Randall H 2001 **Advanced Level Accounting** 3rd Lets Educational Ltd
- ✓ Roussouw et al (2003) **Group Statements** (8th Edition) Butterworths Durban
- ✓ Weyganot, J.W J. (2010) **Financial Accounting IFRS edition**, USA
- ✓ Wood F et al (2012) **Frank Wood's Business Accounting II** (12th Edition), Pitman, London

Module Code:	685/25/M07
Module Title:	FORENSIC AUDIT INVESTIGATIONS
ZNQF Level:	5
Credits:	12
Duration:	120 Hours

Relationship with Qualification Standards:	Based on unit standard Forensic Audit Investigations of Qualification Standard for Forensic Audit Technician or Analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module will enable students to design investigation framework, collect relevant evidence and perform quality and integrity validation of evidence in conducting forensic audit investigations
List of Learning Outcomes:	1.1 Design investigation framework 1.2 Collect relevant evidence 1.3 Perform quality and integrity validation of evidence

Learning Outcome 01	Design investigation framework
Assessment Criteria:	1.1 Produce framework document 1.2 Avail evidence custody form 1.3 Present Stakeholder feedback reports
Content:	<p>1.1 Produce forensic framework document</p> <ul style="list-style-type: none"> ● Purpose of the document ● Scope of forensic investigations ● Importance of forensic investigations in legal contexts ● Objectives of forensic investigation framework document ● Forensic investigation process <ul style="list-style-type: none"> ❖ Preparation ❖ Scene assessment ❖ Evidence collection ❖ Analysis ❖ Reporting ● Legal considerations <p>1.2 Avail evidence custody form</p> <ul style="list-style-type: none"> ● Definition of custody form ● Importance of custody form ● Components of the evidence custody form <ul style="list-style-type: none"> ❖ Case information ❖ Evidence description ❖ Collection information ❖ Chain of custody <ul style="list-style-type: none"> ▪ Custody transfers ❖ Storage information ❖ Additional Notes ❖ Signatures ● Example evidence custody form <p>1.3 Present stakeholder feedback reports</p> <ul style="list-style-type: none"> ● Overview stakeholder feedback reports ● Purpose stakeholder feedback reports

	<ul style="list-style-type: none"> ● Structure of a Stakeholder Feedback Report <ul style="list-style-type: none"> ❖ Executive Summary ❖ Introduction ❖ Methodology ❖ Feedback Overview ❖ Key Themes and Insights ❖ Recommendations ❖ Conclusion
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to design investigation framework as outlined in the assessment criteria. 2. Practical assessment on designing investigation framework as outlined in the assessment criteria.based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices

	<ul style="list-style-type: none"> ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 02	Collect relevant evidence
Assessment Criteria:	2.1 Prescribe forensic audit examination according prescribed framework 2.2 Generate digital evidence 2.3 Create physical evidence 2.4 Maintain chain of custody 2.5 Document records of procedures
Content:	2.1 Prescribe forensic audit examination according to prescribed framework <ul style="list-style-type: none"> ● Overview forensic audit examination ● Circumstances where a forensic audit examination is conducted. ● Importance of a forensic audit examination. ● Steps in the forensic audit examination <ul style="list-style-type: none"> ❖ Planning and scope definition ❖ Engagement letter ❖ Data collection ❖ Analysis ❖ Reporting ❖ Follow-up actions ● Legal conclusions 2.2 Generate digital evidence <ul style="list-style-type: none"> ● Overview of digital evidence ● Characteristics of a digital evidence file. ● Steps for Generating digital evidence <ul style="list-style-type: none"> ❖ Identification of digital sources ❖ Data acquisition ❖ Preservation ❖ Analysis 2.3 Create physical evidence

- Overview physical evidence
- Steps for creating physical evidence

- ❖ Evidence collection
- ❖ Labelling
- ❖ Packaging
- ❖ Documentation

2.4 Maintain chain of custody

- **Overview of chain of custody**
- **Key principles of chain of custody**
 - ❖ Documentation
 - ❖ Security
 - ❖ Accountability
 - ❖ Preservation
 - ❖ Continuity
- **Steps to maintain chain of custody**
 - ❖ Collection
 - ❖ Storage
 - ❖ Transfer
 - ❖ Analysis
 - ❖ Presentation
 - ❖ Disposition

- **Best practices**

2.5 Document records of procedures

- **Overview records of procedures**
- **Key Components of Documentation**
 - ❖ Clarity
 - ❖ Accuracy
 - ❖ Consistency
 - ❖ Accessibility
 - ❖ Version Control
- **Steps for documenting records of procedures**
 - ❖ Standard operating procedures (SOPs)
 - ❖ Record keeping
 - ❖ Digital documentation
 - ❖ Reporting
- **Maintaining detailed Logs.**
- **Standard Operating Procedures (SOPs)**
- **Final Report**

<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to collect relevant evidence as outlined in the assessment criteria. 2. Practical assessment on collecting relevant evidence as outlined in the assessment criteria based on the performance criteria of the Qualification Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery

	<ul style="list-style-type: none"> ▪ Vehicle
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Learning Outcome 03	Perform quality and integrity validation of evidence
Assessment Criteria:	3.1 Data mining and visualisation tools selected 3.2 List of anomalies and patterns compiled 3.3 Evidence gathered in accordance to audit standards and procedures
Content:	3.1 Data mining and visualization tools selected <ul style="list-style-type: none"> ● Tool selection criteria <ul style="list-style-type: none"> ❖ User-friendliness ❖ Scalability ❖ Integration capabilities with existing systems ❖ Support for various data formats ❖ Advanced analytics features ● Selected tools <ul style="list-style-type: none"> ❖ Tableau ❖ RapidMiner ❖ Python (with libraries like Pandas, Matplotlib, and Scikit-learn) ● Implementation strategy <ul style="list-style-type: none"> ❖ Training sessions for team members ❖ Pilot projects to test tool effectiveness ❖ Feedback collection for continuous improvement <hr/> 3.2 List of anomalies and patterns compiled <ul style="list-style-type: none"> ● Types of anomalies ● Patterns <ul style="list-style-type: none"> ❖ Seasonal Trends ❖ Product Popularity Shifts ● Visualization of findings <ul style="list-style-type: none"> ❖ Charts ❖ Graphs

	<p>3.3 Evidence Gathered in accordance with audit standards and procedures</p> <ul style="list-style-type: none"> ● Evidence collection methodology <ul style="list-style-type: none"> ❖ Adherence to relevant auditing standards (e.g., GAAP, ISO 19011) ❖ Documentation of data sources and collection methods ❖ Use of sampling techniques to ensure representative data ● Types of evidence collected <ul style="list-style-type: none"> ❖ Transactional data ❖ Surveys and Feedback ❖ System Logs ● Validation of evidence <ul style="list-style-type: none"> ❖ Cross-referencing of data ❖ Conducting interviews with stakeholders ❖ Data integrity checks
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to perform quality and integrity validation of evidence as outlined in the assessment criteria. 2. Practical assessment on performing quality and integrity validation of evidence as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.

	<p>2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.</p> <p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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SPECIFICATION ASSESSMENT GRID

Learning Outcomes	Weighting %	Possible No. of exam questions
LO1 Design investigation framework	35	3
LO2 Collect relevant evidence	30	2
LO3 Perform quality and integrity validation of evidence	35	3
Total	100%	Max 7 questions

Competences required in readiness for assessment.

- Forensic audit principles
- Understanding of financial statements
- Forensic tools and technology

- Data collection and analysis
- Risk assessment and planning
- Legal and regulatory frameworks

Generic Skills

- Critical thinking
- Problem solving
- Time management
- Leadership
- Teamwork

Range Statement:

Tools and equipment:

- Computers
- Telephone
- Cell phone
- Printer
- Fax machine
- Photocopier
- Shredder
- Files

Duration:

120 hrs

Assessment and Certification:

In order to gain credits for this unit standard, a candidate must be assessed and demonstrate competency in all the elements and performance criteria of this unit standard.

SUGGESTED REFERENCES

- ✓ Debenham, D. (2019). The Law of Fraud and the Forensic Investigator. Canada: Carswell/Thomson Reuters.
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- ✓ Forensic Audit in Financial Fraud Detection: An Art of being a Frauditor. (2023). (US): Darwin .
- ✓ Fundamentals of Forensic Accounting Certificate Program. (2019). United Kingdom: Wiley.

- ✓ Jennings, W. L. (2022). Fraud Investigation and Forensic Accounting in the Real World. United States: CRC Press.
- ✓ Kranacher, M., Riley, R. (2019). Forensic Accounting and Fraud Examination. United Kingdom: Wiley.
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Module Code:	685/25/M08
Module Title:	AUDIT RISK MANAGEMENT
ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on unit standard on Audit Risk Management for Qualification Standard for Forensic Audit Technician or Analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module will enable students to identify audit risk , assess audit risk and mitigate risk in managing audit risk

List of Learning Outcomes:	1.1 Identify audit risk 1.2 Assess audit risk 1.3 Mitigate risk
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Learning Outcome 01	Identify audit risk
Assessment Criteria:	2.1 Develop risk register 2.2 Present risk matrix 2.3 Create detailed risk profile
Content:	2.1 Develop risk register <ul style="list-style-type: none"> ● Overview risk register ● Purpose risk register ● Risk identification <ul style="list-style-type: none"> ❖ Risk ID ❖ Risk category ❖ Risk description ❖ Risk source ❖ Stakeholders involved ● Risk Assessment <ul style="list-style-type: none"> ❖ Likelihood of Occurrence ❖ Potential Impact ❖ Risk Rating ● Risk Response and Mitigation <ul style="list-style-type: none"> ❖ Risk Owner ❖ Mitigation Measures ❖ Contingency Plan ● Monitoring & Review <ul style="list-style-type: none"> ❖ Risk Status ❖ Review Frequency ❖ Last Update Date ❖ Escalation Procedures ● Documentation & Reporting <ul style="list-style-type: none"> ❖ Supporting Documents ❖ Comments & Updates 2.2 Present risk matrix <ul style="list-style-type: none"> ● Introduction risk matrix <ul style="list-style-type: none"> ❖ Purpose of the Risk Matrix ❖ Scope of the Risk Assessment ❖ Methodology Used ● Risk Matrix Structure <ul style="list-style-type: none"> ❖ Definition of Risk Levels ❖ Likelihood Scale ❖ Impact Scale

- **Risk Matrix Representation**
 - ❖ Visual Risk Matrix (Grid/Table Format)
 - ❖ Risk Rating Formula
- **Risk Categorization and Analysis**
 - ❖ Risk Placement in the Matrix
 - ❖ Interpretation of the Matrix
- **Risk Mitigation Strategies**
 - ❖ Risk Response Options
 - ❖ Assigned Risk Owners
 - ❖ Action Plans for Critical Risks
- **Monitoring and Review**
 - ❖ Review Frequency
 - ❖ Reporting Mechanisms
 - ❖ Continuous Improvement Measures
- **Conclusion and Recommendations**
 - ❖ Summary of Key Findings
 - ❖ Recommendations for Risk Mitigation
 - ❖ Follow-up actions and responsibilities.

2.3 Create detailed risk profile

- **Introduction risk profile**
 - ❖ Purpose of the Risk Profile
 - ❖ Scope of the Risk Profile
 - ❖ Risk Assessment Methodology
- **Risk Identification**
 - ❖ Risk ID
 - ❖ Risk Description
 - ❖ Risk Source
 - ❖ Affected Areas
- **Risk Assessment**
 - ❖ Likelihood of Occurrence
 - ❖ Impact Level
 - ❖ Risk Score/Rating
 - ❖ Risk Category
- **Risk Response and Mitigation**
 - ❖ Risk Owner
 - ❖ Mitigation Strategies
 - ❖ Contingency Plans
 - ❖ Residual Risk Assessment
- **Risk Monitoring and Reporting**
 - ❖ Monitoring Plan
 - ❖ Review Frequency
 - ❖ Reporting Mechanisms
 - ❖ Escalation Procedures

	<ul style="list-style-type: none"> ● Documentation and Compliance <ul style="list-style-type: none"> ❖ Supporting Evidence ❖ Regulatory and Compliance Requirements ● Conclusion and Recommendations
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to identify audit risk as outlined in the assessment criteria. 2. Practical assessment on identifying audit risk as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards

	<ul style="list-style-type: none"> ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 02	Assess audit risk
Assessment Criteria:	2.1 Create control environment 2.2 Develop risk assessment tool 2.3 Develop risk assessment report
Content:	2.1 Create control environment <ul style="list-style-type: none"> ● Introduction control environment <ul style="list-style-type: none"> ❖ Definition of a Controlled Environment ❖ Purpose and Importance ❖ Regulatory and Compliance Frameworks ● Establishing governance and leadership <ul style="list-style-type: none"> ❖ Management oversight and responsibility ❖ Board of directors' role ❖ Audit committee involvement ● Defining internal control policies and procedures <ul style="list-style-type: none"> ❖ Internal control framework ❖ Segregation of duties ❖ Authorization and approval procedures ❖ Access controls and security measures ● Risk assessment and identification <ul style="list-style-type: none"> ❖ Identifying key audit risks ❖ assessing the likelihood and impact ❖ Fraud risk management ● Designing and implementing control activities <ul style="list-style-type: none"> ❖ Preventive controls ❖ Detective controls ❖ Corrective controls ● Information and communication systems <ul style="list-style-type: none"> ❖ Accounting information systems ❖ Communication of risk policies ❖ Whistle-blower mechanisms ● Monitoring and reviewing internal controls <ul style="list-style-type: none"> ❖ Internal audit function ❖ External audit reviews ❖ Periodic risk reassessment ❖ Audit findings and reporting

- **Continuous Improvement and Adaptation**

- ❖ Control Deficiencies and Remediation
- ❖ Technology Integration
- ❖ Compliance with Emerging Regulations

3.2 Develop risk assessment tool

- **Introduction risk assessment tool**

- ❖ Purpose of the Risk Assessment Tool
- ❖ Scope of Application
- ❖ Methodology and Approach

- **Risk Identification**

- ❖ Risk Categories
- ❖ Risk Source Identification
- ❖ Potential Risk Events

- **Risk Assessment Criteria**

- ❖ Likelihood Scale
- ❖ Impact Scale
- ❖ Risk Rating System

- **Risk Analysis and Evaluation**

- ❖ Risk Prioritization
- ❖ Risk Tolerance and Appetite
- ❖ Comparison Against Benchmarks

- **Risk Mitigation and Response Planning**

- ❖ Risk Treatment Options
- ❖ Control Measures
- ❖ Action Plans for High-Risk Areas

- **Risk Monitoring and Review**

- ❖ Review Frequency
- ❖ Key Risk Indicators (KRIs)
- ❖ Reporting and Communication

- **Integration with Organizational Processes**

- ❖ Alignment with Business Strategy
- ❖ Compliance with Regulations
- ❖ Training and Awareness Programs

- **Continuous Improvement and Automation**

- ❖ Feedback Mechanism
- ❖ Technology Integration
- ❖ Adaptation to Emerging Risks

3.3 Develop risk assessment report

- **Cover Page**

- ❖ Title of the Report
- ❖ Organization Name
- ❖ Date of Report
- ❖ Prepared by

	<ul style="list-style-type: none">❖ Confidentiality Statement (if applicable)● Executive Summary<ul style="list-style-type: none">❖ Purpose of the Report❖ Key Findings❖ Overall Risk Profile❖ Recommendations● Introduction<ul style="list-style-type: none">❖ Objectives of the Risk Assessment❖ Scope of the Assessment❖ Methodology Used❖ Regulatory and Compliance Considerations● Risk Identification<ul style="list-style-type: none">❖ Risk Categories❖ Risk Sources❖ Potential Risk Scenarios● Risk Assessment and Analysis<ul style="list-style-type: none">❖ Likelihood Scale❖ Impact Scale❖ Risk Matrix❖ Overall Risk Score● Risk Evaluation and Prioritization<ul style="list-style-type: none">❖ High-Risk Areas❖ Risk Appetite and Tolerance❖ Comparative Benchmarking● Risk Mitigation Strategies<ul style="list-style-type: none">❖ Risk Response Plans❖ Control Measures❖ Contingency Plans❖ Assigned Risk Owners● Monitoring and Review Plan<ul style="list-style-type: none">❖ Ongoing Risk Tracking❖ Key Risk Indicators (KRIs)❖ Review Frequency❖ Reporting Mechanisms● Conclusion and Recommendations<ul style="list-style-type: none">❖ Summary of Key Risks and Mitigation Actions❖ Define follow-up actions and implementation deadlines.❖ Provide insights for improving future risk assessments.● Appendices and Supporting Documents<ul style="list-style-type: none">❖ Risk Register❖ Detailed Risk Analysis Tables❖ Regulatory Guidelines
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	❖ Stakeholder Feedback or Interviews
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on assess audit risk as outlined in the assessment criteria. 2. Practical assessment on assessing audit risk as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery

	<ul style="list-style-type: none"> ▪ Vehicle
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Learning Outcome 03	Mitigate risk
Assessment Criteria:	3.1 Create continuous monitoring framework 3.2 Develop business continuity plan 3.3 Produce business impact analysis report
Content:	3.1 Create continuous monitoring framework <ul style="list-style-type: none"> ● Introduction Purpose of Continuous Monitoring <ul style="list-style-type: none"> ❖ Scope of Monitoring ❖ Regulatory and Compliance Considerations ● Defining Monitoring Objectives <ul style="list-style-type: none"> ❖ Key Risk Indicators (KRIs) ❖ Performance Benchmarks ❖ Risk Appetite and Tolerance Levels ● Data Collection and Integration <ul style="list-style-type: none"> ❖ Identifying Data Sources ❖ Automation and Technology Integration ❖ Data Validation and Accuracy ● Establishing Monitoring Tools and Processes <ul style="list-style-type: none"> ❖ Selection of Monitoring Tools ❖ Roles and Responsibilities ❖ Real-Time Alerts and Notifications ● Risk Analysis and Reporting <ul style="list-style-type: none"> ❖ Regular Risk Assessments ❖ Incident Reporting Mechanism ❖ Reporting Frequency and Format ● Response and Mitigation Adjustment <ul style="list-style-type: none"> ❖ Updating Mitigation Strategies ❖ Escalation Procedures ❖ Corrective Action Plans ● Review and Continuous Improvement <ul style="list-style-type: none"> ❖ Performance Evaluation of the Framework ❖ Stakeholder Feedback ❖ Adjustments for Emerging Risks ● Documentation and Compliance Maintenance

- ❖ Maintaining Audit Trails
- ❖ Compliance Reporting
- ❖ Policy and Framework Updates

3.2 Develop business continuity plan

- **Introduction business continuity plan**
 - ❖ Purpose of the BCP
 - ❖ Scope of the Plan
 - ❖ Regulatory and Compliance Considerations
- **Business Impact Analysis (BIA)**
 - ❖ Identification of Critical Business Functions
 - ❖ Impact Assessment
 - ❖ Maximum Allowable Downtime (MAD) & Recovery Time
 - ❖ Objectives (RTO)
 - ❖ Recovery Point Objectives (RPO)
- **Assessment and Identification**
 - ❖ Potential Threats and Vulnerabilities
 - ❖ Likelihood and Impact Analysis
 - ❖ Current Control Measures
- **Business Continuity Strategies**
 - ❖ Prevention and Preparedness Measures
 - ❖ Alternative Work Arrangements
 - ❖ Resource Allocation
 - ❖ Supply Chain Continuity
- **Emergency Response and Activation**
 - ❖ Incident Response Team (IRT)
 - ❖ Activation Triggers
 - ❖ Communication Plan
- **Recovery and Restoration Procedures**
 - ❖ Step-by-Step Restoration Plan
 - ❖ IT and Data Recovery
 - ❖ Testing and Validation
- **Training and Awareness**
 - ❖ Employee Training Programs
 - ❖ Stakeholder Engagement
 - ❖ Drills and Exercises
- **Continuous Monitoring and Maintenance**
 - ❖ Ongoing Risk Assessments
 - ❖ Review and Update Frequency
 - ❖ Lessons Learned and Improvements
- **Documentation and Compliance**
 - ❖ Official BCP Document
 - ❖ Regulatory Reporting

- ❖ Audit and Review Records

3.3 Produce business impact analysis report

- **Cover Page**

- ❖ Title
- ❖ Organization Name
- ❖ Date of Report
- ❖ Prepared by
- ❖ Confidentiality Statement (if applicable)

- **Executive Summary**

- ❖ Purpose of the BIA
- ❖ Key Findings
- ❖ Critical Business Functions Identified
- ❖ Recommendations for Risk Mitigation and Recovery

- **Introduction**

- ❖ Objectives of the BIA
- ❖ Scope of the Assessment
- ❖ Methodology Used
- ❖ Regulatory and Compliance Considerations

- **Business Function Analysis**

- ❖ Identification of Critical Business Functions (CBFs)
- ❖ Function Owners and Key Personnel
- ❖ Resources Required

- **Impact Assessment**

- ❖ Financial Impact
- ❖ Operational Impact
- ❖ Reputational Impact
- ❖ Regulatory and Legal Impact

- **Downtime Tolerance Levels**

- ❖ Maximum Allowable Downtime (MAD)
- ❖ Recovery Time Objectives (RTO)
- ❖ Recovery Point Objectives (RPO)

- **Risk Assessment and Threat Analysis**

- ❖ Potential Disruptions Identified
- ❖ Likelihood and Impact Rating
- ❖ Existing Controls and Mitigation Strategies

- **Business Continuity and Recovery Strategies**

- ❖ Proposed Risk Mitigation Measures
- ❖ Alternative Work Arrangements
- ❖ Resource Allocation for Continuity
- ❖ Dependencies on External Vendors and Partners

- **Recommendations and Action Plan**

	<ul style="list-style-type: none"> ❖ Key Areas for Improvement ❖ Immediate and Long-Term Actions ❖ Training and Awareness Initiatives ❖ Testing and Validation Plans <ul style="list-style-type: none"> ● Monitoring and Continuous Improvement <ul style="list-style-type: none"> ❖ Review and Update Frequency ❖ Performance Metrics and Key Risk Indicators (KRIs) ❖ Feedback and Lessons Learned ● Appendices and Supporting Documents <ul style="list-style-type: none"> ❖ Detailed Risk Analysis Tables ❖ BIA Questionnaires and Interview Summaries ❖ Compliance and Regulatory References ❖ Show business function interdependencies and leadership structure.
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to mitigate risk as outlined in the assessment criteria. 2. Practical assessment on mitigating risk as outlined in the assessment criteria. 3. based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.

	<p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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SPECIFICATION ASSESSMENT GRID

Learning outcomes	Weighting %	Possible No. of exam questions
LO1 Identify audit risk	35	3
LO2 Assess audit risk	35	3
LO3 Mitigate risk	30	2
Total	100%	Max 7 questions

Competencies required in readiness for assessment

- Risk management principles
- Fraud risk awareness and detection
- Internal control assessment and evaluation
- Data security and protection
- Financial operational risk evaluation
- Legal risk awareness
- Risk mitigation and control

Generic Skills

- Critical thinking
- Problem solving

- Time management
- Leadership
- Teamwork
- Computer literacy
- Numeracy
- Literacy

Range statement:

Tools and Equipment

- Computers
- Telephone
- Cell phone
- Printer
- Fax machine
- Photocopier
- Shredder
- Files
- First Aid kit

Duration:

120 hours

Assessment and Certification:

In order to gain credits for this unit standard, a candidate must be assessed and demonstrate competency in all the elements and performance criteria of this unit standard

SUGGESTED REFERENCES

- ✓ Beumer, H. (2017). Audit Risk Management (Driving Audit Value, Vol. II) - the Best Practice Strategy Guide for Minimising the Audit Risks and Achieving the Internal Audit Strategies and Objectives. Switzerland: Lulu.com.
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- ✓ Chambers, R. F. (2019). The Speed of Risk: Lessons Learned on the Audit Trail, 2nd Edition. United States: Institute of Internal Auditors.
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- ✓ Griffiths, P. (2016). *Risk-Based Auditing*. United Kingdom: Taylor & Francis.
- ✓ Hall, C. B. (2019). *The Why and How of Auditing: Making Auditing Easy*. United States: CPA Hall Talk.
- ✓ Hall, C. B. (2021). *Audit Risk Assessment Made Easy: Seeing What Others Miss*. United States: CPA Hall Talk.
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- ✓ Knechel, W. R., Salterio, S. (2016). *Auditing: Assurance and Risk*. United Kingdom: Taylor & Francis.
- ✓ Leitch, M. (2016). *Intelligent Internal Control and Risk Management: Designing High-Performance Risk Control Systems*. United Kingdom: Taylor & Francis.
- ✓ Marks, N. (2015). *World-Class Risk Management*. United Kingdom: CreateSpace Independent Publishing Platform

Module Code:	685/25/M09
Module Title:	FINANCIAL DATA AND TREND ANALYSIS
ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on unit standard on Financial Data Analysis for Qualification Standard for Forensic Audit Technician or Analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module will enable students to design financial data framework, collect relevant financial evidence, analyse financial records and troubleshoot and resolve financial data discrepancy in financial data analysis
List of Learning Outcomes:	3.1 Design financial data framework 3.2 Analyse financial records 3.3 Interpret financial trends

Learning Outcome 01	Design financial data framework
Assessment Criteria:	3.1 Financial data framework document developed 3.2 Data flow diagrams presented 3.3 Data dictionary created 3.4 Data validation reports generated 3.5 Audit trails compiled 3.6 Audit logs recorded 3.7 Regulatory compliance reports produced

Content:

3.1 Develop a financial Data Framework Document

- Purpose
- Scope
- Governance Structure
- Data Management Policies
- Integration Standards

3.2 Present Data Flow Diagrams

- **Processes**
 - ❖ Transaction processing
 - ❖ Reporting
- **Data Stores**
 - ❖ Databases
 - ❖ Data warehouses
- **External Entities**
 - ❖ Customers
 - ❖ Regulatory bodies
- **Importance of data flow diagrams**

3.3 Create Data Dictionary

- **Contents of the Data Dictionary**
 - ❖ Data Element Names
 - ❖ Data Types
 - ❖ Descriptions
 - ❖ Relationships
- **Importance of data dictionary**

3.4 Generate Data Validation Reports

- **Purpose of Data Validation Reports**
- **Key Components of Data Validation Reports**
 - ❖ Define Validation Criteria
 - ❖ Data Collection
 - ❖ Perform Data Validation
 - ❖ Analyse Validation Results
 - ❖ Generate the Report
 - ❖ Review and Distribute
- **Implement Corrective Actions**
- **Continuous Improvement**

3.5 Compile Audit Trails

- **Components of Audit Trails**
 - ❖ User Actions
 - ❖ Timestamps
 - ❖ Nature of Changes

3.6 Record audit logs

- **Purpose of audit logs**
- **Key Components of Audit Logs**

	<ul style="list-style-type: none"> ❖ Define Scope and Objectives ❖ Establish Logging Standards ❖ Implement Logging Mechanisms ❖ Monitor and Maintain Logs ● Analysis of audit logs ● Reporting and Documentation ● Compliance and Legal Considerations <p>3.7 Generate Regulatory Compliance Reports</p> <ul style="list-style-type: none"> ● Purpose of Regulatory Compliance Reports ● Key Components of Regulatory Compliance Reports <ul style="list-style-type: none"> ❖ Identify Applicable Regulations ❖ Define Reporting Requirements ❖ Collect Relevant Data ❖ Analyse Compliance Status ❖ Generate the Report ❖ Review and Approve ● Distribution and Communication ● Implement Corrective Actions ● Continuous Improvement
<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to design financial data framework as outlined in the assessment criteria. 2. Practical assessment on designing financial data framework as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.

	<p>2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.</p> <p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 02	Analyse financial records
Assessment Criteria:	<p>2.1 Financial statements collected</p> <p>2.2 Appropriate financial records analysis tools selected.</p> <p>2.3 Appropriate data mining and visualisation tools selected.</p> <p>2.4 List of potential fraudulent transactions flagged</p> <p>2.5 Troubleshoot financial data discrepancies</p> <p>2.6 Discrepancy report generated</p> <p>2.7 Variance report compiled</p> <p>2.8 Reconciliation reports prepared</p>
Content:	<p>2.1 Collect financial records</p> <ul style="list-style-type: none"> ● Key Steps in collecting financial records <ul style="list-style-type: none"> ❖ Identify Required Records <ul style="list-style-type: none"> ➤ Income statements ➤ Balance sheets ➤ Cash flow statements ➤ General ledgers ➤ Accounts payable and receivable records ❖ Gather Documentation <ul style="list-style-type: none"> ➤ Invoices ➤ Bank statements

- Contracts
- Payroll records

- ❖ **Organize Records**

- Category
- Date
- Relevance

- ❖ **Ensure Completeness**

2.2 Select appropriate financial records analysis tools

- **Key Tools**

- ❖ Microsoft Excel
- ❖ QuickBooks
- ❖ SAS or R
- ❖ Tableau or Power BI

2.3 Select appropriate data mining and visualisation tools

- ❖ Key Tools
- ❖ Python (with libraries like Pandas and Matplotlib)
- ❖ RapidMiner
- ❖ Tableau
- ❖ Microsoft Power BI

2.4 Avail list of potential fraudulent transactions

- **Criteria for Identifying Fraudulent Transactions**

- ❖ Unusual Patterns
- ❖ High-Risk Vendors
- ❖ Duplicate Transactions
- ❖ Inconsistent Amounts

2.5 Troubleshoot financial data discrepancies

- **Key Steps in troubleshooting financial data discrepancies**

- ❖ Data Verification
- ❖ Pattern Recognition
- ❖ Engage Stakeholders
- ❖ Assess Data Entry Methods

2.6 Generate discrepancy report

- **Key components of the discrepancy report**

- ❖ Description of Discrepancies
- ❖ Impact Analysis
- ❖ Resolution Steps
- ❖ Recommendations

2.7 Compile variance report

- **Key components of the variance report**

- ❖ Actual vs. Budgeted Figures
- ❖ Variance Analysis
- ❖ Actionable Insights

2.8 Prepare reconciliation reports prepared

- **Key Components of Reconciliation Reports**

- ❖ Account Balances
- ❖ Reconciliation Adjustments:
- ❖ Final Balances
- ❖ Review Notes

<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to analyse financial records as outlined in the assessment criteria. 2. Practical assessment on analysing financial records as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery

	<ul style="list-style-type: none"> ▪ Vehicle
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Learning Outcome 03	Interpret financial trends.
Assessment Criteria:	3.1 Compile root cause analysis report 3.2 Present trend analysis reports 3.3 Document financial ratio analysis reports
Content:	3.1 Compile root cause analysis report <ul style="list-style-type: none"> ● Overview root cause analysis report ● Key Components of the RCA Report <ul style="list-style-type: none"> ❖ Executive Summary ❖ Problem Statement ❖ Data Collection ❖ Analysis Methodology ❖ Findings ❖ Recommendations ❖ Implementation Plan 3.2 Present trend analysis reports <ul style="list-style-type: none"> ● Key Components of Trend Analysis Reports <ul style="list-style-type: none"> ❖ Objective ❖ Data Selection ❖ Time Frame ❖ Visualization ❖ Key Findings ❖ Implications 3.3 Document financial ratio analysis reports <ul style="list-style-type: none"> ● Key components of financial ratio analysis reports <ul style="list-style-type: none"> ❖ Key ratios <ul style="list-style-type: none"> ➤ Liquidity ratios ➤ Profitability ratios ➤ Leverage ratios ➤ Efficiency ratios ● Calculation Methodology ● Comparative Analysis ● Key Insights ● Recommendations
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to interpret financial trends as outlined in the assessment criteria.

	<p>2. Practical assessment on interpreting financial trends as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.</p>
<p>Conditions/Context of assessment</p>	<p>1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.</p> <p>2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.</p> <p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle

SPECIFICATION ASSESSMENT GRID

Learning Outcomes	Weighting %	Possible No. of exam questions
LO1 Design financial data framework	40	3
LO2 Analyse financial records	40	3
LO3 Interpret financial trends.	20	1
Total	100%	Max 7 questions

Competencies required in readiness for assessment

- Trend analysis
- Variance analysis
- Financial ratio analysis
- Financial statement analysis
- Data mining
- Visualisation tools
- Accounting principles and standards
- Time series
- Statistics

Generic Skills:

- Critical thinking
- Problem solving
- Time management
- Leadership
- Teamwork
- Computer literacy
- Numeracy
- Literacy

Range statement:

Tools and Equipment

- Computers
- Telephone
- Cell phone
- Printer
- Fax machine
- Photocopier
- Shredder
- Key cutting machine
- Note detector

- Cash drawer
- Safe
- Note counter
- Card swiping machine

Duration: 120 hours

Assessment and Certification:

In order to gain credits for this unit standard, a candidate must be assessed and demonstrate competency in all the elements and performance criteria of this unit standard.

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- ✓ Accountancy Class XII SBPD Publications. (2021). (India): SBPD Publications.
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- ✓ Accounting For Managers For B.Com. Sem.-6 (According to NEP-2020). (2024). (India): SBPD Publishing House.
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- ✓ The Financial Compass: Navigating the Depths of Accounts and Finance. (2024). (Bangladesh): Ocleno.

Module Code:	685/25/M10
Module Title:	DIGITAL FORENSIC AUDIT AND ASSURANCE
ZNQF Level:	5
Credits:	12

Duration:	120 Hours
Relationship with Qualification Standards:	Based on unit standard on Forensic Audit and Assurance for Qualification Standard for Forensic Audit Technician or Analyst
Pre-requisite modules:	N/A
Purpose of Module:	This module will enable students to develop forensic audit framework, perform forensic audit procedures, resolve forensic audit procedures, manage assurance programmes and analyse forensic audit results
List of Learning Outcomes:	5.1 Develop forensic audit framework 5.2 Perform forensic audit procedures 5.3 Resolve forensic audit procedures 5.4 Manage assurance programmes 5.5 Analyse forensic audit results

Learning Outcome 01	Develop forensic audit framework
Assessment Criteria:	1.1 Produce Forensic Audit and Assurance framework document 1.2 Formulate Policies and procedures document 1.3 Design risk assessment template 1.4 Create investigation checklist template
Content:	1.1 Produce Forensic Audit and Assurance framework document <ul style="list-style-type: none"> ● Key Components of the Framework Document ● Purpose and Scope <ul style="list-style-type: none"> ❖ Define the objectives ● Regulatory Compliance <ul style="list-style-type: none"> ❖ Outline relevant laws, regulations, and standards ● Methodology ● Reporting Standards ● Roles and Responsibilities ● Quality Assurance 1.2 Formulate Policies and procedures document <ul style="list-style-type: none"> ● Key Elements of the Document <ul style="list-style-type: none"> ❖ Policy Statements ❖ Procedures ❖ Training and Awareness ❖ Monitoring and Review 1.3 Design risk assessment template <ul style="list-style-type: none"> ● Key Components of the Template <ul style="list-style-type: none"> ❖ Risk Identification ❖ Risk Evaluation

	<ul style="list-style-type: none"> ❖ Risk Mitigation Strategies ❖ Monitoring and Review <p>1.4 Create investigation checklist template</p> <ul style="list-style-type: none"> ● Key Components of the Checklist <ul style="list-style-type: none"> ❖ Preparation ❖ Evidence Collection ❖ Data Analysis ❖ Documentation ❖ Reporting
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to develop forensic audit framework as outlined in the assessment criteria. 2. Practical assessment on developing forensic audit framework as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers

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Learning Outcome 02	Perform forensic audit procedures
Assessment Criteria:	2.1 Avail working papers 2.2 Transcribe interview notes 2.3 Avail interview transcripts 2.4 Maintain evidence logs 2.5 Created data analysis reports 2.6 Develop financial models 2.7 Produce Forensic technology reports
Content:	2.1 Avail working papers <ul style="list-style-type: none"> ● Key Elements of Working Papers <ul style="list-style-type: none"> ❖ Purpose ❖ Components <ul style="list-style-type: none"> ➢ Background Information ➢ Procedures Performed ➢ Findings ❖ Organization
	2.2 Transcribe interview notes <ul style="list-style-type: none"> ● Key Components transcribing interview notes <ul style="list-style-type: none"> ❖ Recording interviews ❖ Transcription techniques ❖ Review and edit ❖ Formatting
	2.3 Avail interview transcripts <ul style="list-style-type: none"> ● Key Components of interview transcripts <ul style="list-style-type: none"> ❖ Standard format ❖ Content ❖ Accessibility
	2.4 Maintain evidence logs <ul style="list-style-type: none"> ● Key Elements of evidence logs <ul style="list-style-type: none"> ❖ Purpose of maintaining evidence logs

	<ul style="list-style-type: none"> ❖ Log components ❖ Regular updates <p>2.5 Create data analysis reports</p> <ul style="list-style-type: none"> ● Key Components of data analysis reports <ul style="list-style-type: none"> ❖ Objective ❖ Methodology ❖ Findings ❖ Visualizations ❖ Conclusions ❖ Recommendations <p>2.6 Develop financial models</p> <ul style="list-style-type: none"> ● Key Components of Financial Models <ul style="list-style-type: none"> ❖ Purpose ❖ Model Structure <ul style="list-style-type: none"> ➢ Inputs ➢ Calculations ➢ Outputs ● Sensitivity Analysis <p>2.7 Produce Forensic technology reports</p> <ul style="list-style-type: none"> ● Key Components of forensic technology reports <ul style="list-style-type: none"> ❖ Introduction forensic technology reports <ul style="list-style-type: none"> ➢ Overview ➢ Scope ➢ Objectives ➢ Technology used ❖ Methodology ❖ Findings ❖ Conclusions
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to perform forensic audit procedures as outlined in the assessment criteria. 2. Practical assessment on performing forensic audit procedures based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.

Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 03	Resolve forensic audit procedures
Assessment Criteria:	3.1 Present audit plans documents 3.2 Aailed revised audit policies 3.3 Produce procedures /system changes documentation 3.4 Produce follow-up audit evidence 3.5 Generate monitoring audit reports
Content:	3.1 Present audit plans documents <ul style="list-style-type: none"> ● Purpose of audit plans ● Key components of an audit plan <ul style="list-style-type: none"> ❖ Executive summary

- ❖ Audit scope
- ❖ Methodology
- ❖ Timeline
- ❖ Resource allocation
- **Presentation format**
 - ❖ Organize the document
 - ❖ Use clear language
- **Review and Feedback**
- **Final Presentation**
- **Follow-Up**

3.2 Avail revised audit policies

- **Introduction revised audit policies**
- **Key Updates in Audit Policies**
 - ❖ Compliance with New Regulations
 - ❖ Enhanced Risk Assessment Procedures
 - ❖ Updated Audit Methodology
 - ❖ Revised Reporting and Documentation Standards
 - ❖ Stronger Governance and Oversight
- **Availing the Revised Audit Policies**
 - ❖ Accessing the Updated Policies
 - ❖ Training and Awareness Programs
 - ❖ Implementation Support
 - ❖ Feedback and Continuous Improvement

3.3 Produce procedures /system changes documentation

- **Introduction procedures /system changes documentation**
- **Key Components of procedures/system changes Documentation**
 - ❖ Title Page
 - ❖ Purpose and Scope
 - ❖ Roles and Responsibilities
 - ❖ Detailed Procedures/System Changes
 - ❖ Risk Assessment and Mitigation
 - ❖ Testing and Validation
 - ❖ Implementation Plan
 - ❖ Review and Approval
 - ❖ Feedback and Continuous Improvement
- **Best Practices for Documentation**
 - ❖ Concise language
 - ❖ Consistency
 - ❖ Accessibility
 - ❖ Regularly update

3.4 Produce follow-up audit evidence

- **Purpose of follow-up audit evidence**
- **Key Components of follow-up audit evidence**

	<ul style="list-style-type: none"> ❖ Define objectives ❖ Collect evidence ❖ Analyse evidence ❖ Document findings ● Review and Approval <ul style="list-style-type: none"> ❖ Internal review process ❖ Formal Approval ● Communication and distribution <ul style="list-style-type: none"> ❖ Share results ● Continuous Improvement <ul style="list-style-type: none"> ❖ Monitor ongoing compliance ❖ Feedback loop <p>3.5 Generate monitoring audit reports</p> <ul style="list-style-type: none"> ● Purpose of follow-up audit evidence ● Key components of follow-up audit evidence <ul style="list-style-type: none"> ❖ Define objectives ❖ Collect evidence ❖ Analyse evidence ❖ Document findings ● Review and Approval <ul style="list-style-type: none"> ❖ Internal review process ❖ Formal approval ● Communication and distribution <ul style="list-style-type: none"> ❖ Share results ● Continuous improvement <ul style="list-style-type: none"> ❖ Monitor ongoing compliance ❖ Feedback loop
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to resolve forensic audit procedures as outlined in the assessment criteria. 2. Practical assessment on resolving forensic audit procedures as outlined in the assessment criteria. 3. based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be

	<p>conducted by the assessor during the performance of the practical assessment by the trainees.</p> <p>2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.</p> <p>3. The context of assessment should include the facilities, tools, equipment and materials listed below.</p> <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery ▪ Vehicle
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Learning Outcome 04	Manage assurance programmes
Assessment Criteria:	<p>4.1 Develop Assurance framework</p> <p>4.2 Produce Assurance maps</p> <p>4.3 Formulate Assurance plans</p> <p>4.4 Document Assurance policies and procedures</p> <p>4.5 Generate Assurance reports</p> <p>4.6 Produce Monitoring reports</p> <p>4.7 Create improvement plans template</p>
Content:	<p>4.1 Develop Assurance framework</p> <ul style="list-style-type: none"> ● Key Components of Assurance framework <ul style="list-style-type: none"> ❖ Objectives ❖ Scope ❖ Key Principles ❖ Roles and Responsibilities ❖ Methodologies

4.2 Produce Assurance maps

- **Definition of Assurance maps**
- **Key components assurance maps**
 - ❖ Framework structure
 - ❖ Coverage assessment
 - ❖ Stakeholder involvement
 - ❖ Continuous review

4.3 Formulate assurance plans

- **Key Components assurance plans**
 - ❖ Objectives
 - ❖ Activities
 - ❖ Timelines
 - ❖ Monitoring
 - ❖ Evaluation

4.4 Document Assurance policies and procedures

- **Key Components Assurance policies and procedures**
 - ❖ Policy Statements
 - ❖ Procedures
 - Risk assessment processes.
 - Audit methodologies.
 - Reporting protocols.
 - ❖ Roles and Responsibilities
 - ❖ Compliance
 - ❖ Review

4.5 Generate Assurance reports

- **Key Components Assurance reports**
 - ❖ Executive Summary
 - ❖ Methodology
 - ❖ Findings
 - ❖ Recommendations

4.6 Produce monitoring reports

- **Definition of monitoring reports**
- **Key components monitoring reports**
 - Objective
 - Progress updates
 - Key metrics
 - Challenges and risks

4.7 Create improvement plans template

- **Key Components of the improvement plans template**
 - ❖ Title
 - ❖ Objective
 - ❖ Identified issues
 - ❖ Action steps
 - ❖ Resources required

	<ul style="list-style-type: none"> ❖ Monitoring ❖ Evaluation
Assessment Tasks:	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to manage assurance programmes as outlined in the assessment criteria. 2. Practical assessment on managing assurance programmes as outlined in the assessment criteria based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
Conditions/Context of assessment	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity

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Learning Outcome 05	Analyse forensic audit results
Assessment Criteria:	5.1 Generate Forensic audit reports 5.2 Verify Audit working papers 5.3 Document Audit exhibits 5.4 Review chain of custody documentation
Content:	5.1 Generate Forensic audit reports <ul style="list-style-type: none"> ● Key components of forensic audit reports <ul style="list-style-type: none"> ❖ Executive summary ❖ Objectives and scope ❖ Methodology ❖ Findings ❖ Visual aids ❖ Recommendations ❖ Conclusion 5.2 Verify audit working papers <ul style="list-style-type: none"> ● Key steps in verification <ul style="list-style-type: none"> ❖ Review completeness ❖ Cross-reference ❖ Check for consistency ❖ Assess documentation quality ❖ Approval and sign-off 5.3 Document audit exhibits <ul style="list-style-type: none"> ● Key components of audit exhibits <ul style="list-style-type: none"> ❖ Identification ❖ Contents ❖ Source information ❖ Relevance ❖ Storage and accessibility 5.4 Review chain of custody documentation <ul style="list-style-type: none"> ● Key components of chain of custody documentation <ul style="list-style-type: none"> ❖ Evidence description ❖ Collection information ❖ Transfer records ❖ Storage conditions ❖ Review and audit

<p>Assessment Tasks:</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment on the skills and knowledge required to analyse forensic audit results as outlined in the assessment criteria. 2. Practical assessment on analysing forensic audit results as outlined in the assessment criteria. 3. based on the performance criteria of the Qualification Standard Forensic Audit Technician or Analyst.
<p>Conditions/Context of assessment</p>	<ol style="list-style-type: none"> 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. <ul style="list-style-type: none"> ▪ Computers ▪ Printers ▪ Data Storage Devices ▪ Airtime ▪ Identification Cards ▪ Internet Connectivity ▪ Stationery

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SPECIFICATION ASSESSMENT GRID

Learning Outcomes	Weighting %	Possible No. of exam questions
LO1 Develop forensic audit framework	20	2
LO2 Perform forensic audit procedures	20	2
LO3 Resolve forensic audit procedures	20	2
LO4 Manage assurance programmes	20	2
LO5: Analyse forensic audit results	20	2
Total	100%	Max 7 questions

Competencies required in readiness for assessment

- Forensic audit principles
- Internal control assessment
- Assurance techniques
- Fraud investigation and evidence gathering
- Data analysis and forensic technology
- Risk management and fraud prevention

Generic Skills

- Critical thinking
- Problem solving
- Time management
- Leadership
- Teamwork
- Computer literacy
- Numeracy
- Literacy
- Judgement and objectivity

Duration:

120hrs

Assessment and Certification:

In order to gain credits for this unit standard, a candidate must be assessed and demonstrate competency in all the elements and performance criteria of this unit standard.