Tutorial Letter 101/0/2021

ADVANCED AUDITING

AUE4861/ZAU4861/NAU4861

Year Module

Department of Financial Governance

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Dear Student

1 INTRODUCTION

We welcome you as a student to the Department of Financial Governance and trust that you will find the academic year constructive and that you will be successful.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment. You must read all the tutorial letters you receive during the year immediately and carefully, as they always contain important and, sometimes, urgent information.

Tutorial letter 101 together with CASALL1 tutorial letter 301 contains important information about the scheme of work, resources and tests for this module. We urge you to read it carefully and to keep it at hand when working through the study material, preparing for the tests and the examination and addressing questions to your lecturers.

2 PURPOSE AND OUTCOMES

2.1 Purpose

The purpose of this module is to equip you with specific competencies in auditing - displaying a high level of integration between these competencies, with pervasive skills, ethics and professional practice, and certain accounting competencies.

The module is designed to facilitate the acquisition of these competencies through:

- Knowledge of and engagement in relevant auditing topics at the forefront of the field.
- An understanding of the theories, methods and techniques relevant to the field.
- A thorough understanding of how to apply such knowledge to scenarios grounded in the real-world.

2.2 Outcomes

Once you completed this module you will be able to:

- Place an engagement in the context of the auditing profession.
- Identify and apply the concepts and principles relevant to the attest function.
- Demonstrate an understanding of the concept of risk management, in particular the role of internal audit and audit committees in the risk management process.
- Demonstrate an in-depth understanding of the principles of a sound system of internal control (both manual and computerised environments).
- Explain the concepts and principles relating to business ethics and exercise ethical judgements with regard to practical situations.
- Demonstrate an understanding of the principles of corporate governance and the King IV report.
- Demonstrate an understanding of the regulatory environment governing corporate entities in South Africa.
- Explain the procedures for obtaining audit evidence.
- To incorporate information technology as part of the audit process.
- Report on audit/other findings.
3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

<table>
<thead>
<tr>
<th>Lecturers</th>
<th>Telephone numbers</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Z Abrahams</td>
<td>012 429 4373</td>
<td><a href="mailto:abrahz@unisa.ac.za">abrahz@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms L Grebe</td>
<td>012 429 4994</td>
<td><a href="mailto:grebel@unisa.ac.za">grebel@unisa.ac.za</a></td>
</tr>
<tr>
<td>Mr N Hoosen (Module Coordinator)</td>
<td>012 429 4699</td>
<td><a href="mailto:hoosen2@unisa.ac.za">hoosen2@unisa.ac.za</a></td>
</tr>
<tr>
<td>Mr W Kriel</td>
<td>012 429 2175</td>
<td><a href="mailto:krielw@unisa.ac.za">krielw@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms J Kritzinger</td>
<td>012 429 8346</td>
<td><a href="mailto:kritzja@unisa.ac.za">kritzja@unisa.ac.za</a></td>
</tr>
<tr>
<td>Mr T Matsimela</td>
<td>012 429 4368</td>
<td><a href="mailto:matsict@unisa.ac.za">matsict@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms A Terblanche</td>
<td>012 429 6143</td>
<td><a href="mailto:terbleaj@unisa.ac.za">terbleaj@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms K Ramushwana</td>
<td>012 429 4032</td>
<td><a href="mailto:ramuskv@unisa.ac.za">ramuskv@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms R van Beek</td>
<td>012 429 4744</td>
<td><a href="mailto:vbeekr@unisa.ac.za">vbeekr@unisa.ac.za</a></td>
</tr>
</tbody>
</table>

Availability of lecturers

Telephonically

You can contact your lecturers telephonically, by making use of the lecturer contact numbers. An available lecturer will take your call and assist you as promptly as they can.

E-mail

You can also communicate with the lecturers via e-mail. Kindly use the module e-mail address below, as a first point of contact for all technical and module specific administration related queries.

E-mail: audpostgrad@unisa.ac.za

Please note that feedback will not necessarily be given via e-mail, thus it is important to give your student number and telephone number.

Due to the high volumes of e-mails received by lecturers from students it is not always possible to reply to these e-mails immediately. Please be patient as your e-mails will be attended to as soon as possible.

Personal visits

To avoid any disappointment, make an appointment with a lecturer as they are not always readily available.

Ensure that your student number, return address and telephone numbers are included with your enquiries. Always have your student number at hand when contacting the University.

3.2 Department of Financial Governance

<table>
<thead>
<tr>
<th>Department of Financial Governance</th>
<th>Telephone numbers</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr B Barnard</td>
<td>012 429 2866</td>
<td><a href="mailto:barnabm@unisa.ac.za">barnabm@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms P Seretloe</td>
<td>012 429 4571</td>
<td><a href="mailto:seretmp@unisa.ac.za">seretmp@unisa.ac.za</a></td>
</tr>
<tr>
<td>Mr N Hoosen</td>
<td>012 429 4699</td>
<td><a href="mailto:hoosen2@unisa.ac.za">hoosen2@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms H Beylefeld</td>
<td>012 429 4032</td>
<td><a href="mailto:beylehi@unisa.ac.za">beylehi@unisa.ac.za</a></td>
</tr>
</tbody>
</table>
Postal address

University of South Africa, PO Box 392, Unisa, 0003.

Physical address

The department is located at Building 3, Unisa Sunnyside North Campus, Corner of Justice Mohammed and Steve Biko Streets, Sunnyside, Pretoria.

3.3 University

If you need to contact the University about matters not related to the content of this module, please consult the Study@Unisa brochure. The brochure is available on myUnisa at www.unisa.ac.za/brochures/studies. This brochure contains information on how to contact the University (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses and details of the times certain facilities are open). You can also refer to CASALL1 tutorial letter 301 for additional University contact information.

4 RESOURCES

4.1 Prescribed book(s)

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publisher</th>
<th>Year/Edition</th>
</tr>
</thead>
</table>

Prescribed books can be obtained from the University’s official booksellers. Please refer to the list of official booksellers on myUnisa at https://www.unisa.ac.za/sites/myunisa/default/Books/Official-Booksellers.

4.2 Electronic reserves (e-reserves)

E-reserves can be downloaded from the Library catalogue. More information is available at: https://libguides.unisa.ac.za/request/request

4.3 Library services and resources

The Unisa Library offers a range of information services and resources:
- For detailed Library information, go to https://unisa.ac.za/library
- For research support and services (e.g. personal librarians and literature search services), go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support
- The Library has created numerous Library guides: https://libguides.unisa.ac.za

Recommended guides:
- Request and download recommended material: https://libguides.unisa.ac.za/request
- Postgraduate information services: https://libguides.unisa.ac.za/request/postgrad
• Finding and using Library resources and tools: [https://libguides.unisa.ac.za/research-support](https://libguides.unisa.ac.za/research-support)
• Frequently asked questions about the Library: [https://libguides.unisa.ac.za/ask](https://libguides.unisa.ac.za/ask)
• Services to students living with disabilities: [https://libguides.unisa.ac.za/disability](https://libguides.unisa.ac.za/disability)
• Assistance with technical problems accessing the Unisa Library or resources: [https://libguides.unisa.ac.za/techsupport](https://libguides.unisa.ac.za/techsupport)

You may also send an e-mail to Lib-help@unisa.ac.za (please add your student number in the subject line).

Students are expected to purchase their own copies of prescribed books listed above. A limited number of copies are housed in the Unisa Libraries, subject to each branch library’s lending regulations.

**Tutorial letters**

Tutorial letters will be electronically available on myUnisa. You can view the tutorial letters for the modules for which you are registered online on myUnisa at [http://my.unisa.ac.za](http://my.unisa.ac.za). You are required to work through each tutorial letter in detail in preparation for the tests and examination.

5 STUDENT SUPPORT SERVICES

The *Study @ Unisa* website is available on myUnisa: [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)

This website has all the tips and information you need to succeed at Unisa.

**myUnisa**

The myUnisa learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the internet. It is advisable that you access myUnisa on a weekly basis as additional material and important notices are loaded on myUnisa.

**Group discussions/Study schools**

Refer to CASALL1 tutorial letter 301 for information regarding the study schools.

6 STUDY PLAN

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 January 2021</td>
<td>Tutorial letter 101</td>
</tr>
<tr>
<td>9 January 2021 – 22 January 2021</td>
<td>Tutorial letter 102</td>
</tr>
<tr>
<td>23 March 2021</td>
<td>Test 1</td>
</tr>
<tr>
<td>8 April 2021 – 14 April 2021</td>
<td>Tutorial letter 103</td>
</tr>
<tr>
<td>4 May 2021</td>
<td>Test 2</td>
</tr>
<tr>
<td>22 April 2021 – 28 April 2021</td>
<td>Tutorial letter 104</td>
</tr>
<tr>
<td>29 June 2021</td>
<td>Test 3</td>
</tr>
<tr>
<td>24 June 2021 – 30 June 2021</td>
<td>Tutorial letter 105</td>
</tr>
<tr>
<td>27 July 2021</td>
<td>Test 4</td>
</tr>
<tr>
<td>29 July 2021 – 4 August 2021</td>
<td>Tutorial letter 106</td>
</tr>
<tr>
<td>September 2021/October 2021</td>
<td>Revision/Examination</td>
</tr>
</tbody>
</table>
7 PRACTICAL WORK

It is recommended that you practice writing and marking past questions under examination conditions as detailed in other assessment methods (Self-assessment).

8 ASSESSMENT

It is very important to read the instructions and recommendations contained in this tutorial letter, as well as in CASALL1 tutorial letter 301, specifically with regard to the limited open book and calculator policy. You may use a non-programmable pocket calculator in the tests and the examination. However, you are reminded that you must still show all your calculations. You may lose valuable marks if the examiner cannot see what you calculated and how and why you calculated it. Please note that you are not allowed to write in pencil or red pen during the tests and the examination.

8.1 Assessment criteria

You must remember that you are now busy with a postgraduate course which comprises vast volumes of work. It is therefore not possible to start studying only a month or two before the final examination and expect to pass. Four tests will be written during the year in order to give you the opportunity to have your progress evaluated. The tests will be out of 40 marks and consist of 15 minutes reading time and 60 minutes writing time. The test marks obtained will be used to calculate your year mark. Your year mark will be calculated as the average of your best three tests. You need 40% to obtain examination admission. If only one or two tests are written, the total marks of the tests written will be divided by three to obtain the year mark. If no test is written the year mark will be nil. The year mark contributes 20% and the examination 80% towards the final mark.

8.2 Assessment plan

Please refer to CASALL1 tutorial letter 301 for further administrative information regarding the tests.

8.3 Assignment numbers

There are four assignments during the course of the year in the form of tests.

8.4 Assignment due dates

The due dates for the assignments are detailed below in the assignments (Formative assessments via tests).

8.5 Submission of assignments

The submission of assignments will be via the myUnisa portal.

8.6 The assignments (Formative assessments via tests)

Topics to be covered in the tests

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Topics</th>
<th>Nature of test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23 March 2021</td>
<td>Tutorial letter 102</td>
<td>Limited open book</td>
</tr>
<tr>
<td>2</td>
<td>4 May 2021</td>
<td>Tutorial letter 103</td>
<td>Limited open book</td>
</tr>
<tr>
<td>3</td>
<td>29 June 2021</td>
<td>Tutorial letter 104</td>
<td>Limited open book</td>
</tr>
<tr>
<td>4</td>
<td>27 July 2021</td>
<td>Tutorial letter 105</td>
<td>Limited open book</td>
</tr>
</tbody>
</table>
Administration of the tests

Please note that you will be notified of the centre at which you will be able to write the tests and that it may not necessarily be the same centre where you will write the final examination. Answer books will be provided. Each module must be answered in a separate book. **Please write your student number and full postal address on the cover of each answer book.**

Your answer book will be posted to the address written on the answer book after it has been marked. As soon as the marks are available, they will be accessible on myUnisa. You are requested not to phone the lecturers or secretaries for your test marks because they do not keep record of the test marks.

Remark of tests

Should you be unhappy with your test marking, please follow the following steps:

- Forward your **original script** to the following address:
  
  Ms P Seretlo/Ms M Marais/Ms H Beylefeld
  
  Department of Financial Governance
  
  Building 3, Sunnyside Campus
  
  PO Box 392
  
  Unisa
  
  0003
  
- It is very important that you **make a copy of your test script**, before you send the original script.

- You must **include an explanation** of why you would like your test to be remarked, as well as an indication of instances where you were not awarded marks according to the suggested solution (the suggested solution will be available on myUnisa).

- When you send your test for a remark, the test in total will be remarked and not only certain sections. Should you receive a lower mark on the remark, your test mark will be adjusted accordingly.

- **Please note that you have a limited period to query your tests results. No test marks will be adjusted after the expiry of this period.** The following dates are applicable:

<table>
<thead>
<tr>
<th>Test</th>
<th>Test date</th>
<th>Test remark requested before</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23 March 2021</td>
<td>8 May 2021</td>
</tr>
<tr>
<td>2</td>
<td>4 May 2021</td>
<td>19 June 2021</td>
</tr>
<tr>
<td>3</td>
<td>29 June 2021</td>
<td>31 July 2021</td>
</tr>
<tr>
<td>4</td>
<td>27 July 2021</td>
<td>No remarks</td>
</tr>
</tbody>
</table>

- **Unethical conduct**

  We have noted in the past that students have submitted tests for remarks after they have written in additional information as part of the solution after receiving the tests back. This is included in the definition of **cheating** as per the Unisa Students’ Disciplinary Code in Chapter 3, as it relates to the commission of any other **fraudulent or dishonest practice** whereby a student, whilst being examined by the University, seeks to mislead or deceive the examiner or the examination officer. **Students found guilty of writing additional information in tests after receiving it back will be facing disciplinary steps as it is unethical conduct.**
8.7 Other assessment methods (Self-assessment)

It is important that you should be accustomed to working under pressure as the time aspect of the examination paper poses a problem to many students. The tests are not the only method of gaining experience in working under pressure. Included in the tutorial matter you will find self-assessment questions. If you complete the questions under examination conditions during the year, you will become accustomed to working against time. It is extremely important that you become aware of the tempo at which you should work to be able to complete an examination paper within the time allowed. Consistent studying throughout the year will increase your chances of success in the final examination.

8.8 The examination (Summative assessment)

The final examination for this module will take place in October. The examination will consist of two 100 mark papers written on the same day. Each paper will include 30 minutes reading time and 150 minutes writing time. The examination will cover the entire syllabus of the module. Detailed information regarding the examination will be communicated later in the year in the CASALL1 300-series tutorial letters. Use your Study@Unisa brochure for general examination guidelines and examination preparation guidelines.

Only students who comply with the following, will be allowed to sit for the examination:

- Registered students who paid their study fees in full; and
- have a minimum year mark of 40%.

Remember, the year mark contributes 20% and the examination mark 80% towards your final mark. However, you also have to achieve a minimum examination mark of 40%, before the year mark is taken into account.

9 FREQUENTLY ASKED QUESTIONS

Please refer to information provided throughout the academic year via the resources available on myUnisa.

10 SOURCES CONSULTED

College of applied accountancy

11 IN CLOSING

We hope that you will enjoy this module and wish you all the best!

Kind regards,
Your Lecturers

12 ADDENDUM

Please refer to information provided throughout the academic year via the resources available on myUnisa.