

Title	Assist the conduct of internal audits		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to establish the integrity of financial records, and determine efficiency and degrees of compliance with policies and procedures.
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Classification	Financial Management > Financial Skills
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Available grade	Achieved
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Guidance Information

None.

Outcomes and performance criteria

Outcome 1

Establish the integrity of financial records.

Performance criteria

- 1.1 Methodologies for establishing the integrity of financial records are developed and implemented.
- 1.2 Any errors and irregularities in the recording, classification, and summarising of transactions are identified.
- 1.3 Any errors and irregularities are outlined in reports, and corrective actions are recommended.

Outcome 2

Determine efficiency and degrees of compliance with policies and procedures.

Performance criteria

- 2.1 Organisational activities that can be recorded in dollar terms and other organisational activities are reviewed and operating efficiencies are determined.
- 2.2 The extent to which organisational policies and procedures are being observed is determined.

- 2.3 Strengths and weaknesses are identified, and improvements and corrective measures are recommended in reports.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 1994	31 December 2016
Revision	2	7 September 1999	31 December 2016
Revision	3	16 December 2002	31 December 2016
Revision	4	12 January 2006	31 December 2016
Rollover	5	21 May 2010	31 December 2016
Rollover	6	18 April 2013	31 December 2020
Rollover and Revision	7	17 September 2015	31 December 2022
Rollover and Revision	7	11 March 2016	31 December 2022
Review	8	10 December 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.