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| Audit experience form |
| You must complete this form if you:   * have not previously been approved as a KAP by ICAEW; * ceased to be a KAP more than six months ago; * currently hold KAP status but have not been responsible for any local audits in the last 12 months. * held KAP status in the last six months but have not been responsible for any local audits in the last 12 months; or * held KAP status in the last six months at a firm whose supervisory body was not ICAEW.   **Insufficient Experience** If the application is considered by the Recognised Supervisory Body’s (RSB) registration committee and the committee has any concerns regarding the sufficiency of your local audit experience, the application may only be approved subject to conditions and/or restrictions. This could include:  external/internal hot or cold file reviews   * notifying the committee when audit appointments are accepted * providing future completed CPD details   Alternatively, if the committee rejects your application due to your inexperience, then you may be asked to gain further relevant local audit experience before reapplying. |

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| 1 practical local audit experience |
| For ICAEW to properly consider your KAP application, you must provide evidence to demonstrate that you have recent, relevant, and sufficient practical engagement experience to be competent to conduct local audit work. Using the following table, please give details of at least two years’ post qualification experience of local audit and/or of similar audit work in a supervisory role which includes responsibility for significant judgments in the audit of the historical financial information of local public bodies.  You should provide at least 10 examples and the experience must have been obtained in the last six years. Please ensure this experience is relevant to the local audit work you intend to conduct as a KAP. We may ask you to provide further information or additional examples to help us assess your experience.  Similar audit work means other public sector audit work, e.g., audits of foundation trusts, central government or other publicly funded bodies or equivalent audit work elsewhere in the public sector. Please **do not** include examples which cover the audits of:   * companies, charities, LLPs, clubs and associations, universities and schools and community interest companies   Additionally, please do not include internal audit engagements. For further help on what constitutes ‘local audit’ and ‘similar audit work experience’, please refer to [**ICAEW’s Local Public Audit Eligibility Criteria: Guidance**](https://www.icaew.com/-/media/corporate/files/technical/audit-and-assurance/local-public-audit-in-england/eligibility-criteria-guidance.ashx?la=en) or our [**frequently asked questions**](https://www.icaew.com/-/media/corporate/files/technical/audit-and-assurance/local-public-audit-in-england/local-audit-faqs-january-2017.ashx?la=en)**.** Your examples should demonstrate that you have the professional competence expected of a KAP and that you have achieved the learning outcomes included, but not limited to, those set out in IES 8.  A list of the IES 8 competence areas and learning outcomes can be found at the back of this form. A full copy of IES 8 and support materials on this standard can be accessed via the [IFAC website](https://www.iaesb.org/publications/ies-8-professional-competence-engagement-partners-responsible-audits-financial-statements-revised-4) .If you cannot provide this evidence, your KAP application may not be successful, or may only be approved subject to conditions. Your information should be in date order (most recent first). Continue with a separate sheet if necessary. |

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| When completing each example, you must provide all the details requested under each column heading | | | | | |
|  | **Your details**   1. Firm name 2. Date range when work was performed 3. Hours that you worked on the engagement | **Client details**   1. Industry 2. Year-end 3. Results 4. Principal activities | **Scope of the audit**   1. Nature of the engagement 2. Key risk areas 3. Size of the audit team 4. Your role and responsibilities on the audit 5. Who you reported to | **IES 8 competency areas you covered during this audit engagement** | |
| Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held, and conclusions reached for issues encountered).  The narrative should be tailored to each example. | Relevant IES8 competency area(s) covered by this example |
| Further guidance is given below on how to complete each example | | | | | |
|  | *Give the name of the firm where you were employed while carrying out this engagement*  *Give the dates when the engagement was carried out*  *Confirm the total chargeable hours you spent on this engagement* | *Summarise the industry/sector that the client operates in*  *State the year-end date*  *Provide details of income/results/ balance sheet totals etc.*  *State the principal activities of the client* | *Confirm this example is ‘audit work’ as defined by the Audit Regulations (eg,, was it an audit of the statutory accounts and was a Value for Money opinion given etc.)*  *Set out the key risk areas identified during the course of the audit.*  *State how many staff worked on the audit assignment*  *State your role – eg Senior Manager responsible for which elements of the assignment*  *Confirm if you reported directly to the KAP or to another senior member of the audit team* | *Please ensure that all of the competency areas in IES8 are covered across the examples provided.*  *It is not expected that all competencies will be demonstrated on each example (ie for one example, you may be able to demonstrate a professional skills issue and how you challenged the client, and on another example you may be able to show an ethical issue encountered and your coaching and organisational skills).*  *The examples should demonstrate specific examples/issues unique to each engagement, rather than the generic work that is performed on all audits (ie, stating that you ‘applied the ethical principles of integrity, objectivity and due care’ would be too generic. Instead, you should provide details of an ethical issue relevant to each client and how you addressed this during the audit).* | *List the competency area(s) this narrative has demonstrated cross-referencing to the IES 8 competencies listed in section 4* |

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| 2 other information and experience |
| Please provide any other information you think is relevant to your application for KAP status and which can demonstrate that you have recent, relevant, and sufficient audit experience to be  competent to conduct local audit work.  This is particularly important if you can only provide limited evidence of recent, practical local audit experience in section 1 of this form. |
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| 3 declarations | | | |
| I certify that, to the best of my knowledge and belief, the information in or provided with this application is a true and accurate statement of the firm’s and the individual’s circumstances. | | | |
| **Signature of Audit Compliance Principal** |  | **Signature of KAP applicant** |  |
| **Name of Audit Compliance Principal** |  | **Name of KAP applicant** |  |
| **Date** |  | **Date** |  |

| 4 ies 8 extract | |
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| Table A - Learning outcomes for the professional competence of an engagement partner | |
| Competence areas | Learning outcomes |
| 1. Audit | 1. Lead the audit through active involvement during all phases of the audit engagement. |
| 1. Lead the identification and assessment of the risks of material misstatement. |
| 1. Develop an audit plan that responds to the risks of material misstatement identified. |
| 1. Evaluate responses to the risks of material misstatement. |
| 1. Conclude on the appropriateness and sufficiency of all relevant audit evidence, including contradictory evidence, to support the audit opinion. |
| 1. Evaluate whether the audit was performed in accordance with International Standards on Auditing or other relevant auditing standards, laws, and regulations applicable to an audit of the financial statements. |
| 1. Develop an appropriate audit opinion and related auditor’s report, including a description of key audit matters as applicable. |
| 1. Financial accounting and reporting | 1. Evaluate whether an entity has prepared, in all material respects, financial statements in accordance with the applicable financial reporting framework and regulatory requirements. |
| 1. Evaluate the recognition, measurement, presentation, and disclosure of transactions and events within the financial statements in accordance with the applicable financial reporting framework and regulatory requirements. |
| 1. Evaluate accounting judgments and estimates, including fair value estimates, made by management. |
| 1. Evaluate the fair presentation of financial statements relative to the nature of the business, the operating environment, and the entity’s ability to continue as a going concern. |
| 1. Governance and risk management | 1. Evaluate corporate governance structures and risk assessment processes affecting the financial statements of an entity as part of the overall audit strategy. |
| 1. Business environment | 1. Analyse relevant industry, regulatory, and other external factors that are used to inform audit risk assessments including, but not limited to, market, competition, product technology, and environmental requirements. |
| 1. Taxation | 1. Evaluate procedures performed to address the risks of material misstatement in the financial statements in respect of taxation, and the effect of the results of these procedures on the overall audit strategy. |
| 1. Information and communications technologies | 1. Evaluate the information and communications technologies (ICT) environment to identify controls that relate to the financial statements to determine the impact on the overall audit strategy. |
| 1. Business laws and regulations | 1. Evaluate identified or suspected non-compliance with laws and regulations to determine the effect on the overall audit strategy and audit opinion. |
| 1. Finance and financial management | 1. Evaluate the various sources of financing available to, and financial instruments used by, an entity to determine the impact on the overall audit strategy. |
| 1. Evaluate an entity’s cash flow, budgets, and forecasts, as well as working capital requirements to determine the impact on the overall audit strategy. |
| 1. Interpersonal and communication | 1. Communicate effectively and appropriately with the engagement team, management, and those charged with governance of the entity. |
| 1. Evaluate the potential impact of cultural and language differences on the performance of the audit. |
| 1. Resolve audit issues through effective consultation when necessary. |
| 1. Personal | 1. Promote lifelong learning. |
| 1. Act as a role model to the engagement team. |
| 1. Act in a mentoring or coaching capacity to the engagement team. |
| 1. Promote reflective activity. |
| 1. Organisational | 1. Evaluate whether the engagement team, including auditor’s experts, collectively has the appropriate objectivity and competence to perform the audit. |
| 1. Manage audit engagements by providing leadership and project management of engagement teams. |
| 1. Commitment to the public interest | 1. Promote audit quality and compliance with professional standards and regulatory requirements with a focus on protecting the public interest. |

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| Table A - Learning outcomes for the professional competence of an engagement partner | |
| Competence areas | Learning outcomes |
| 1. **Professional scepticism and professional judgment** | 1. Apply professional judgment in planning and performing an audit and reaching conclusions on which to base an audit opinion. |
|  | 1. Promote the importance of the application of professional scepticism during all phases of the audit engagement. |
|  | 1. Apply professional scepticism to critically assess audit evidence obtained during the course of an audit and reach well-reasoned conclusions. |
|  | 1. Evaluate the impact of individual and organisational bias on the ability to apply professional scepticism. |
|  | 1. Apply professional judgment to evaluate management’s assertions and representations. |
|  | 1. Resolve audit issues using critical thinking to consider alternatives and analyse outcomes. |
| 1. Ethical principles | 1. Promote the importance of compliance with the fundamental principles of ethics. [[1]](#footnote-2) |
| 1. Evaluate and respond to threats to objectivity and independence that can occur during an audit. |

1. The Fundamental Principles, IESBA Handbook of the International Code of Ethics for Professional Accountants (including International Independence Standards) – 2018 Edition, Section 110 [↑](#footnote-ref-2)