

# Practical Guide to ISQC 1 for Partners and Managers 2014

This one-day workshop has been designed to help participants implement the requirements of ISQC 1 at their own practice. The workshop will focus on designing appropriate policies and procedures for small and medium-sized audit firms and documenting them as required by ISQC 1. It will also look in detail at the cold file review process and conducting these reviews effectively. This will enable participants to ensure that their firm learns how to apply quality control procedures, in a manner consistent with ISQC 1 and which will consequently meet ACCA monitoring visit requirements.

The workshop will involve case study examples and is suitable for partners and managers in small and medium-sized audit firms. Please book early as participant numbers are limited.

## KEY FEATURES

- background to ISQC 1
- leadership responsibilities for quality within the firm
- ethical requirements
- independence
- accepting and continuing appointment as auditor
- human resources
- engagement performance
- monitoring
- how to undertake your firm's ISQC 1 review
- what to look for on cold audit file reviews.

## LECTURER

Michael Scott BSc FCA FCCA  
Director, PCP

## FEE

£235

7 November, Manchester  
12 December, London

To register and book online please visit <https://events.accaglobal.com>

# BOOKING FORM

To register and book online please visit <https://events.accaglobal.com>

## PRACTICAL GUIDE TO ISQC 1 FOR PARTNERS AND MANAGERS

Payment must accompany the booking form (booking forms submitted without payment will not be accepted).

Please use BLOCK CAPITALS throughout

Please reserve a place on the above courses:

- ☐ 7 November, Manchester  
☐ 12 December, London

### INVOICE TO

For the attention of:

Mr/Mrs/Miss/Other (please specify)

First name

Surname

Organisation

Address

Postcode

Is this a home address?

business address?

Tel no.

Fax no.

Email

VAT reg. no.

### DELEGATE DETAILS

Membership no. (if applicable)

Are you an ACCA? ☐ FCCA? ☐

(Please note these letters will appear on joining instructions and the delegate list)

Additional designatory letters

Mr/Mrs/Miss/Other (please specify)

First name

Surname

Job title

Email

Tel. no.

Mobile no.

Correspondence address

Postcode

Is this a home address? ☐ business address? ☐

### PREFERRED METHOD OF COMMUNICATION

☐ Email ☐ Post

### SPECIAL DIETARY REQUIREMENTS (tick as appropriate)

☐ Vegetarian ☐ Other

(please specify)

### TRANSFERS/CANCELLATIONS

Notification of transfers should be given, in writing, at least 10 full working days prior to the start of the originally booked event. 10% of the event fee will be charged on each event transferred, based on the standard non-discounted course fee.

Refunds will only be given where cancellations are notified, in writing, 10 working days or more before the event. 10% of the event fee will be charged on each event cancelled, based on the standard non-discounted course fee. If you are unable to attend a booked event a colleague may attend in your place.

In the event that we cancel an event, our liability shall be limited to a refund of any course fees paid. In order to keep costs – and fees – to a minimum, we reserve the right to cancel or reschedule events without prior notice and to amend published programmes, fees, venues and lecturers.

### JOINING INSTRUCTIONS

Joining instructions are usually sent at least five working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910. **ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.**

### PAYMENT METHOD (tick as appropriate)

Please note, ACCA courses run by CAET are VAT exempt.

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Card no.

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Start date

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I have read and accept the terms and conditions.

Signature

Date

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