

**Agenda**

**Day One**

<b>Time</b>	<b>Subject</b>		<b>Objectives</b>
0830	Registration		
0900	Module 1	Welcome and Introductions	The course structure is outlined.
	Module 2	<b>Tutorial:</b> Information Security Management	An overview of ISM and some useful terminology
	Module 3	<b>Tutorial:</b> Audit Overview	A discussion of the framework of auditing, including 1st, 2nd and 3rd-party auditing to ensure a common understanding of what an audit is, terminology and standards.
	Module 4	<b>Tutorial:</b> Information Security Management Standards	A look at some of the main requirements of the relevant ISM standards and controls
1230	Lunch		
1315	Module 5	Information Security Management Standards cont'd	Exploring the controls and summary
	Module 6	<b>Workshop:</b> Audit Situations	An exercise designed to give practice in using the standard and identifying the controls used.
	Module 6A	<b>Tutorial:</b> Risk Assessment	Overview of asset inventory, threats, vulnerabilities, calculating risk and risk assessment processes
	Module 6B	<b>Workshop:</b> Risk Assessment	An exercise designed to evaluate asset inventory and risk assessment process
	Module 6C	<b>Tutorial:</b> Risk Treatment	Overview of risk treatment and risk management processes
	Module 6D	<b>Workshop:</b> Risk Treatment	An exercise to evaluate a risk management process and risk report.
	Module 7	<b>Tutorial:</b> Information Security Management Systems Documentation	Overview of ISMS policies, procedures and documentation
	Module 19	<b>Tutorial:</b> Exam Briefing Part 1	Introduction and discussion on the exam
1830	Close for the Day		

**Note:** 5 minute breaks every 1-1½ hours.  
Evening Work to be undertaken.

**Day Two**

<b>Time</b>	<b>Subject</b>		<b>Objectives</b>
0830	Module 8	<b>Workshop:</b> ISMS Document Review	Review of the ISMS documentation
	Module 9	<b>Tutorial:</b> Audit planning	A discussion of the points requiring consideration in planning an ISMS audit
	Module 10	<b>Workshop:</b> Audit planning	Practical session designed to provide practice in developing an audit plan.
	Module 11	<b>Tutorial:</b> Checklists	Discussion on how to effectively prepare and use pre-audit notes or checklists to assist in achieving objectives.
1230	Lunch		
1315	Module 12	<b>Workshop:</b> Preparing checklists	Practice in developing and using checklists
	Module 13	<b>Tutorial:</b> Opening Meetings	Discussion on the points required to be covered in the opening meeting
	Module 14	<b>Workshop:</b> Opening Meetings	Role play exercise in performance of opening meeting
	Module 15	<b>Tutorial:</b> Auditing techniques	Discussion on interviewing, questioning and note taking techniques
	Module 16	<b>Workshop:</b> Audit Case Study 1 - Part 1	Practical exercise to introduce case study work
	Module 17	<b>Workshop:</b> Nonconformity writing - 1	Practical exercise to introduce nonconformity
1830	Close for the day		

**Day Three**

<b>Time</b>	<b>Subject</b>		<b>Objectives</b>
0830	Module 18	<b>Workshop:</b> Audit Case Study 1 – Part 2	Case Study 1: preparation of part 2
	Module 18	<b>Workshop:</b> Audit Case Study 1 – Part 2	Feedback
1230	Lunch		
1315	Module 22	<b>Tutorial:</b> Nonconformity writing	Discussion on how to prepare factual, clear and concise audit findings.

	Module 23	<b>Workshop:</b> Nonconformity writing – Part 2	Practice in nonconformity writing
	Module 20	<b>Tutorial:</b> Auditing Techniques	
	Module 21	<b>Workshop:</b> Auditing techniques	Further practice in preparing audit findings statements
	Module 19	Examination Briefing	What to expect in the examination – format and detail required in the answers
	Module 24	Audit Case Study 2 – Part 1	Preparation for the role play in Case Study 2
	Module 24	Audit Case Study 2 – Part 1	Feedback
1830	<i>Close for the day</i>		

### **Day Four**

<b>Time</b>	<b>Subject</b>		<b>Objectives</b>
0830	Module 25	Audit Case Study 2 - Part 2	Preparation for the remainder of Case Study 2
	Module 25	Audit Case Study 2 – Part 2	Study and feedback of remainder of Case Study 2
1230	Lunch		
1315	Module 26	<b>Tutorial:</b> Closing meetings	Discussion of how to plan and present a closing meeting
	Module 27	<b>Tutorial:</b> Reporting	Discussion of main points to be included in audit reports and records
	Module 32	<b>Workshop:</b> Audit summary Part 1	Exercise to provide practice in preparing audit reports
	Module 29	<b>Workshop</b> Closing meetings Part 1	Practical exercise to role play closing meetings - preparation
	Module 29	<b>Workshop:</b> Closing meetings – Part 2	Closing meetings and feedback
1830	<i>Close for the day</i>		

**Day Five**

<b>Time</b>	<b>Subject</b>		<b>Objectives</b>
0830	Module 30	<b>Tutorial:</b> Follow up and corrective action	Discussion of aspects to be covered in auditees' close out of nonconformities and auditors' follow-up of corrective action
	Module 34	<b>Workshop:</b> Follow-up and Corrective action	Practical exercise in analysing corrective actions for effectiveness and prior to follow-up
	Module 32	<b>Workshop:</b> Audit summary Part 2	Exercise to finalise the audit summary report
	Module 33	<b>Tutorial:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> party auditing – a perspective	An overview of auditing but with emphasis on 1 <sup>st</sup> party audits
	Q&A Session		
1230	<b>Lunch</b>		
1315	Administration		
	<b>Examination</b>		
1700	Course review and close		