

IN-HOUSE TRAINING

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Professional presentation of the subject matter
- All course material & tutorials
- One month of related telephonic support
- A course attendance certificate

TO BE PROVIDED BY YOU

- Suitable training venue
- A data projector and a flipchart
- Lunch and refreshments daily

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IT AUDITING

★ COURSE OVERVIEW

Information, when compared with other business assets, has an uncomfortable likelihood of being mismanaged with potentially disastrous consequences.

This vulnerability is a reflection of the frequent inadequacies in the way in which it is controlled and managed. While in most areas of business, control and auditing is fundamental, the risks associated with information loss is sometimes misunderstood and underestimated.

For companies to ensure that the key system requirements of availability, integrity and resistance to tampering are addressed, suitable information audit and control mechanisms need to be in place.

To assist organisations in achieving this objective, AstroTech is offering a training course on "IT Auditing".

The course covers the following key topics:

- Audit planning, methodology and objectives
 - Strategic planning
 - Policies and procedures
 - Management practices
 - Roles and responsibilities
 - Technical infrastructure and operational practices
 - Information security management
 - Environmental exposures
 - IT governance
 - Protection of information assets
 - Business process evaluation and risk management
 - Business continuity planning
 - Disaster recovery
 - Application development, acquisition, implementation and maintenance
- ...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- IT auditors, auditors, IT managers
- Business continuity managers, business & systems analysts
- Project managers, IT technicians
- IT engineers, system administrators
- Anyone involved in IT auditing

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ OUTCOMES

After attending this course attendees should:

- Gain an understanding of the IT auditing process
- Gain an understanding of policies and procedures relating to IT auditing
- Understand all the issues involved in IT auditing

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.