

# Training of Internal Auditors in Public Sector in the Republic of Macedonia

## REGISTRATION FORM



TRAINING OF INTERNAL AUDITORS IN THE PUBLIC SECTOR IN MACEDONIA  
ОБУКА ЗА ВНАТРЕШНИ РЕВИЗОРИ ВО ЈАВНИОТ СЕКТОР ВО МАКЕДОНИЈА

The Chartered Institute of Public Finance and Accountancy (CIPFA) International Certificate for Internal Auditors in Public Sector is issued in cooperation with the **Center of Excellence in Finance**.

All selected students registering for International Certificate for Internal Auditors in Public Sector will be automatically registered by CIPFA and thus be subject to CIPFA Code of Ethics and CIPFA Disciplinary Scheme.

### Entry Requirements

Candidate should:

- Be an employee in the Public Sector in the Republic of Macedonia,
- Hold a university degree, and
- Have two years of work experience in the field of audit.

### Program fee

No fee will be charged to the participants, the whole program is financed by USAID, Slovenian Development Cooperation, Center of Excellence in Finance (CEF) and Ministry of Finance of the Republic of Macedonia.

However, each participant is expected to sign a formal agreement with the Ministry of Finance determining the terms and conditions for the study and participant's obligations.

### Limitations

Training will be delivered in school year 2012/13 if there are at least 25 applicants per cohort, however the maximum number of participants is limited to 80.

### Application form

- All the relevant sections must be completed.
- The notes and information contained in this form represent the terms and conditions for entry to the qualification programme.
- You should keep a copy of your application for your own reference and allow approximately two weeks for your application to be processed.
- Any personal data disclosed in this application will be used for the purpose of the training program for CIPFA International Certificate for Internal Auditors in Public Sector only and will be only shared with the MoF, CEF and CIPFA. Your personal data will be treated in line with applicable personal data protection legislation of the Republic of Macedonia, Slovenia and UK.

The registration form together with all the appendixes should be sent to the following e-mail addresses: [nikolina.aleksovska@finance.gov.mk](mailto:nikolina.aleksovska@finance.gov.mk) and [aritia.tutarkova@finance.gov.mk](mailto:aritia.tutarkova@finance.gov.mk)



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## Training of Internal Auditors in Public Sector– REGISTRATION FORM

### 1. Personal Details

Last Name	First Name/Middle name
Male/Female <input type="checkbox"/> <input type="checkbox"/>	Date of birth
Home address	
	Postcode
Home telephone number (or GSM)	Email address

This address will be the address used to despatch a copy of the learning materials to and for all other communications unless you indicate otherwise in the box below:

<b>Address for despatch of materials and other communications if other than home address:</b>	
Address	Postcode
Email	

### 2. Employment Details

Name of employing organisation	
Name of department	
Address	
	Postcode
Job title	
Date of appointment	
Work telephone number	E-mail address
Summarise your duties	



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### 3. Higher Education

Name of the University	Name of degree or equivalent	Date obtained

### 4. Employment Record

Name of previous employing organisation	
Name of department	Name of the head of the department and job title
Address	
	Postcode
Your job title	
Date of appointment	
Summarise your duties	
Name of previous employing organisation	
Name of department	Name of the head of the department and job title
Address	
	Postcode
Your job title	
Date of appointment	
Summarise your duties	

If you have had more than two appointments please attach a separate sheet with details.

**Please submit a copy of your university degree diploma and for candidates who are not in the register of internal auditors within the Ministry of Finance is necessary to provide proof for the required work experience!**



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## Training of Internal Auditors in Public Sector– Employer's agreement

### AUTHORISED REPRESENTATIVE OF THE EMPLOYER

First Name	Last Name
Job Title	Department
Agency Name	Agency City and Postal Code
Agency Street Address	Country
Agency Phone No.	Agency Internet Address
Agency Fax No.	Agency E-Mail Address

**I, the undersigned, acting on behalf of the above agency where the applicant is employed, hereby agree for:**

Name of the applicant

**to commence the Training for CIPFA International Certificate for Internal Auditors in Public Sector.**

**The agency hereby certifies that it is aware and confirms that:**

- The participant of the training will attend 10 whole day lectures for every of 3 international modules, and 5 whole day consultation with mentors for national module. Attendance at lectures and consultation is regular work commitment or the participant, who will be for this time excused of other work commitments.
- The participant will be able to use 3 day study leave per exam in each module for preparation.
- Participant will complete all training obligations:
  - **all the exams in modules:**
    - Internal Audit Fundamentals
    - Public Sector Accounting and Financial reporting
    - Governance and control
    - National module
- The obligation of the candidate is to remain employed within the public sector for at least two (2) years after the completion of the training.

Agency Seal

Date:  
Employer's signature.....