

ONLINE LEARNING INSTRUCTIONS

The Online Training Program consists of two parts as follows:

Part 1: *Guide for Application of the Internal Controls*

Part 2: *Guide for Application of the Codes of Conduct*

Each part focuses on key issues of internal control and code of conduct in business, which are analyzed in detail according to the provisions of Vietnamese law and internationally recognized good practices.

Rather than studying the entire content in order, learners may begin with any topic of interest. It is easier for learners to understand the content by reviewing the examples and templates provided in the Program.

There is a *Questions for Practice* section to help learners better understand the knowledge and apply it in practice.

In addition to the online teaching videos, the transcript of all videos is also provided in documents at the *Detailed Content* section of each Part for further reference.

The Program may have certain shortcomings and thus may not yet satisfy all requirements of businesses. The contents provided in the Program should be used flexibly and creatively by learners depending on the specific conditions of their business.