

Internal Auditing

Duration 1 day

Target Audience

This course is suitable for any person who is responsible for undertaking audits within a company.

Course Description

This course teaches how to prepare, organise and carryout an audit against customer codes of practice. The course includes concepts and methodologies of auditing, including non-verbal communication. There is a focus on the qualities required, how to distinguish between fact and opinion and how to create accurate reports.

Learning Outcomes

On completion of this course, the learner will understand:

- The definition of an audit
- The audit cycle
- Types of audits
- Why we audit
- The advantages and disadvantages of an audit
- Non-conformities, corrective actions, timescales and responsibilities
- Styles and methods of communication during an audit

Assessment - Understanding is continuously assessed throughout the day by the completion of classroom-based workshops

Certification/Accreditation - CPD