

# COURSE OUTLINE

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## AUDITING PRINCIPLES

### OVERVIEW

Auditing allows an organisation to monitor and measure not only compliance but the efficiency and effectiveness of overall performance. An effective audit process is a vital component which helps provide demonstrable evidence, as well as identifying opportunities for continual improvement.

### WHO SHOULD ATTEND?

This one-day course aims to provide attendees with a clear understanding of the key principles of auditing and what to expect when auditing or being audited, which can be applied to any subject matter. This course is aimed at individuals who:

- Are part of their day-to-day activities or role in an organisation, may be audited.
- Are part of an audit team led by a competent lead auditor.
- Are supervised within the organisation by a competent internal auditor.
- Wish to gain a further understanding of audits with a view to going on to complete an internal or lead auditor qualification

### LEARNING OUTCOMES

Through attending this course individuals will understand:

- What auditing is and the different types of audit.
- Why audits are carried out and the benefits of auditing.
- The role of the auditor and effective attributes of members of an audit team.
- The audit process.
- What happens after an audit.

### BENEFITS

- Gain a better understanding of the audit process when they are the auditee.
- Have the skills and knowledge to participate in an audit team under the guidance of qualified/competent internal or lead auditor.

### ASSESSMENT PROCESS

- Multiple-choice assessment.
- Certificate issued upon successful completion.