

# Internal Auditor Course Profile

## Outline:

This training course is designed to provide basic skills and knowledge in the internal audit of management systems.

## Objectives:

At the end of this course participants should be:

- able to plan and conduct internal audits within your own organisation; and
- capable of reporting to your management on how your organisation's management system is performing.

## Topics:

- What is an Audit?
- Benefits of auditing.
- Auditor independence.
- Auditor attributes.
- Stages of an Internal Audit.
- Review of audit procedures.

## Participants:

Personnel external to or within an organisation who have a working knowledge of management systems and will be required to conduct internal audits within the organisation.

## Duration:

This course can be run over:

- one day (for between 4 to 8 participants);
- two days (for between 6 to 12 participants); or
- three days (for between 8 to 24 participants).

## Presenters:

All presenters of this course hold formal nationally-recognised auditing qualifications and are experienced trainers and facilitators.

## Resources:

All participants will be supplied with a copy of the training material presented.

Typically, participants will be expected to bring a sample procedures from within their organisation (for practice auditing), their organisation's internal audit procedures (if available), along with any necessary writing material for personal use.

## Assessment:

Participants will be assessed by the presenter through their performance in practice sessions, and the results of a written test.

Participants who successfully complete the course will be issued a "Certificate of Achievement".