

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".

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