



Introduction to Auditing

Scope

This is a 1-day interactive course covering a basic introduction to the theory and process of internal auditing along with practical experience in obtaining objective evidence from an audit trail. The course is designed to cover everything needed to set up an audit programme, planning, preparation of checklists, overcoming problems, audit skills and interview techniques.

Group activities are used to cover all the practical elements of an audit process from preparing a checklist, dealing effectively with auditees, reviewing documentation and reporting findings to verifying the satisfactory completion of corrective actions.

Suitability

This course is aimed primarily at people with little or no internal auditing experience. It will however assist those who deal with the audit process or those on the receiving end of an audit. No previous experience of auditing is necessary.

Learning Outcomes

By the end of the course you will:

- Have a good understanding of the internal audit process and the benefits
- Understand the skills required of an auditor
- Be able to obtain objective evidence
- Be able to plan and execute an audit

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