

## Internal Auditor training course with LIVE audit

This interactive in-house workshop assists participants to develop core auditing skills. Participants will learn how to:

- + plan, conduct and report on internal audits providing meaningful feedback on the strengths, weaknesses and improvement opportunities in their organisation.
- + ensure ongoing business system compliance and effectiveness.

### Who should attend

Specifically designed for personnel responsible for conducting internal audits of their company's business systems, either individually or as a member of the company's audit team.

#### Day One

- + Management system overview
- + Audit objectives and scope
- + Benefits & problems of internal audit
- + Human aspects of internal audits
- + Prepare an audit checklist
- + Organising internal audits
- + Interview and Questioning techniques

#### Day Two

- + Ethical issues for auditors
  - + People skills
- Conduct a real-life LIVE audit under supervision of an experienced auditor**
- + Identify Non conformance
  - + Write an audit report
  - + Conduct a closing meeting

### Learning Outcomes

- + At the conclusion of this programme, participants should be able to...
- + Plan and prepare for an internal food safety audit
- + Develop a practical checklist to provide guidance during the audit
- + Use effective questioning techniques
- + Develop an internal audit report and present audit findings in a constructive manner
- + Determine the roles and responsibilities of an internal food safety auditor

### Course Outcomes

On completion of the course participants will be issued with a:

#### Certificate of Attendance - Internal Auditor

Optional assessment for this course may also be undertaken

- + **BSBAUD501A** Initiate a quality audit
- + **BSBAUD504A** Report on a quality audit.
- + **RABQSA-AU** Auditing Management Systems

### Duration

2 fun days (14 hours)