

# Online Internal Auditing

🕒 **Duration:** 3 days (4 hours per day)

✍️ **Method of Tuition:** Zoom App

👤 **Participants:** Minimum of 2, Maximum of 6

## Introduction

The aim of this course is to provide delegates with the basic knowledge needed to become an internal auditor and participate in an internal audit programme.

## Learning Outcomes

On completion of this training module, the delegates should be able to:

- Explain the role of an internal auditor
- Explain why internal audits are conducted
- Explain how checklists are developed
- Explain the internal audit process
- Plan an internal audit
- Conduct an audit opening meeting
- Execute an internal audit
- Complete audit documentation
- Conduct an audit close out meeting
- Compose and present a final audit summary report
- Monitor and verify nonconformance & observation corrective actions

## Target Audience

Personnel who wish to learn or update their knowledge of operational best practices and auditing tools and techniques associated with internal auditing.

## Pre-requisites

There are no prerequisites for this course.

## Performance Evaluation

On completion of the module the delegates will be subject to a 20-question underpinning knowledge assessment. A pass mark of 80% is required.

## Certification

Delegates successfully meeting the Internal Auditing assessment requirements will be awarded a JTN Certificate of Completion.