



**VERNER WHEELOCK
ASSOCIATES**

AUDITING SKILLS

Course Summary

This highly interactive 2-day course provides the theory, practical skills and confidence necessary to conduct an effective audit. Ideal for internal, supplier and third party auditors.

Entry Requirements

No formal qualifications are required

Course Structure & Content

Section 1:

Understanding the development, application and importance of auditing

- The responsibilities of an auditor

Section 2:

How to undertake an audit

- Planning & preparation
- Developing audit documentation
- Conducting the audit
- Effective questioning
- collection and analysis of objective evidence
- Video exercise on auditing techniques

Section 3:

Evaluation and reporting of results.

Section 4:

Putting the theory into practice

- Group exercises

Assessment

There is a short test at the end of Day 2

Course fee

£495 + VAT

Your course fee includes

- Course binder and notes
- Lunch and refreshments
- VWA certificate of completion

Progression

Next Level - **Auditor/Lead Auditor**

BOOKING FORM

Course Title	AUDITING SKILLS			Code	AS
Venue	Skipton			Date(s)	
DELEGATE DETAILS					
Title		Forename		Surname	
Position					
Company					
Address					
				Postcode	
Telephone				Fax	
Email				Mobile	
Nature of business					
PAYMENT DETAILS					
(Bookings are made and accepted subject to the terms and conditions below)					
Total Payment <small>(Course Fee + VAT)</small>				Order No.	
Please Invoice for the attention of:					
Invoice Address					
				Postcode	
Shall we send an accommodation guide?	Yes	No		Do you require disabled access?	Yes No
Please specify dietary requirements					

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders, where applicable exam fees, and open learning materials for use during the course. Overnight accommodation is **NOT** included unless specified.

Conditions of Booking:

Course fees are payable 14 days prior to the course.

Provisional bookings, valid for 5 working days, can be made by telephone or e-mail.

Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment.

If you are unable to attend you may substitute at any time but cancellations cannot normally be made.

See separate Terms & Conditions.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING

Please mark X

Authorised signature

Name (printed)

Position

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.

FAX FORM TO +44(0) 1756 700807 E-MAIL FORM TO office@vwa.co.uk

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