

## Auditing Skills Certificate

### Course Summary

*A 2-day course certificated by FDQ.*

This highly interactive 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 multiple choice test at the end of day. Successful candidates will achieve the FDQ Auditing Skills Certificate.

### Course fee

£595 + VAT

### Your course fee includes

- Course binder and notes
- Lunch and refreshments
- Exam fee and FDQ certificate

**Progression:** FDQ Lead Auditor Certificate or FDQ Supplier Auditing Certificate