

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 2. Successful candidates will achieve the FDQ Auditing Skills Certificate.

Course Fee

Classroom: £695 + VAT

Remote: £630 + VAT

Your course fee includes:

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

*Classroom courses only

Progression: FDQ Lead Auditor Certificate or FDQ Supplier Auditing Certificate

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