

FDQ Auditing Skills Certificate

Course Summary

This highly interactive course provides the theory, practical skills and confidence necessary to conduct an effective audit. Endorsed by the FDQ Awarding Body it leads to the FDQ Auditing Skills Certificate.

Duration

2 days

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

Section 3: Evaluation and reporting of results

Section 4: Putting the theory into practice

- ◆ Group exercises

Course Delivery / Format

Classroom:

Delivered face-to-face at our training centre in Skipton, North Yorkshire UK.

Remote:

Delivered live and online so you'll require a computer and Internet connection

Full details and login information will be provided before the start of the course

Who Should Attend?

Anyone who is required to carry out internal, supplier or third-party audits.

Entry Requirements

No formal qualifications are required.

Learning Outcomes

This course will give you an understanding of the importance of auditing and the role of the auditor. By the close of the training, you will understand the application of auditing and the auditing process. Additionally, you will know how to collect objective evidence and evaluate and report findings.

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FDQ Auditing Skills Certificate

Qualification / 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

£770 + VAT

All course fees are payable in advance

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