

# INTRODUCTORY AUDITING SKILLS

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**This course is designed to provide a basic understanding of the principles of quality auditing. By learning about the process of auditing you will be able to better prepare your company for audits and make greater use of audit reports. Areas covered in this course include why audits are conducted, the role of an auditor, and the auditing process from planning to final report.**

## KEY BENEFITS

- › Understand why and how audits are conducted.
- › Understand the objectives and benefits of audits.
- › Describes key steps in the audit process.
- › Learn about ethical audit behaviour.

## WHO SHOULD ATTEND

- › Internal Auditors
- › Auditees
- › Anyone involved in an audit process

## UNIT STANDARDS ACHIEVED

Not applicable.

## COURSE DETAILS <sup>iv</sup>

### Prerequisite:

Not applicable.

### Course Length:

1 day.

### Assessment:

Not applicable.

### Pricing<sup>i</sup>:

\$352 + GST per person (based on 5 people attending the course).

### Price Variations:

Premium prices for this course may apply if less than 5 people attend the course.

### ITO Subsidy<sup>ii</sup>:

A course fee subsidy from an appropriate ITO may be available. Please contact us for further information.

### Disbursements<sup>iii</sup>:

All disbursements will be charged at cost unless agreed otherwise.

## FOR MORE INFORMATION

E. [training@asurequality.com](mailto:training@asurequality.com), W. [www.asurequality.com/training/](http://www.asurequality.com/training/)

<sup>i</sup> All prices exclude GST & disbursements. Discounted prices may be available depending on the number of people attending the training.

<sup>ii</sup> ITO subsidy subject to change.

<sup>iii</sup> Disbursements include specific additional trainer and assessor costs required to run the course such as travel, accommodation, meals etc. These will vary depending on the location of the course hence why they are charged separately and at cost.

<sup>iv</sup> AsureQuality reserves the right to change this information at any time without notice. Please contact AsureQuality for the latest information.