

Are you planning a career in
General Management or Auditing?

QMS ISO 9001:2015 Internal Auditor

IRCA Approved Internal Auditor qualification

- ✓ Gain the entry level professional certificate from the International Register of Certified Auditors!
 - The IRCA Approved Internal Auditor Certificate
- ✓ On successful completion of the course, you will be eligible to attend the Lead Auditors course
- ✓ The course will enable those attending to assist an audit team to audit the quality management system of an organisation against the requirements of ISO 9001:2015

Who is the course for?

This qualification is suitable for those wanting to enter the profession of quality, auditing and management. It covers a range of subjects related to the business of auditing.

Most commercial companies carry out internal audits on a regular basis and this course will prepare those who wish take part on internal company audits.

Whilst there are no pre requisites to attending, Service leavers with experience in any management capacity, logistics or Health and Safety would find this course particularly compliments their skills.



Course Structure

Attendees will learn how to plan, conduct, report and follow up the results of internal audits, learn how to use the audit tool as an integral component in the continual improvement process, and appreciate the important relationships between auditing, operational efficiency and improvement planning.

The following subject matter is covered during the course:

- ◆ The techniques and disciplines of:
- ◆ Audit planning, including the construction and use of checklists
- ◆ Performing the audit, including conducting interviews and following document trails, process auditing and procedural auditing
- ◆ Audit report writing and feedback techniques
- ◆ Following up the results of audits and how to use the results to drive continual improvement

What support will I receive?

- ◆ All candidates will be provided with a recommended reading list, although there is no specific pre course requirement.
- ◆ Support is provided throughout the course by the course tutor and whilst all materials are supplied candidates are encouraged to take notes.

Further Study

Whilst the Combined Quality Internal & Lead Auditor course will provide you with the knowledge and skills to gain employment as an auditor there are also many opportunities in Logistics, Health and Safety, Training and Consultancy whereby managers also serve as internal auditors. CTP deliver courses in these fields which would complement this training:



- ◆ QMS ISO 9001:2015 Lead Auditor
- ◆ CILT Level 5 Professional Diploma
- ◆ APM Project Management Qualification (PMQ)
- ◆ PRINCE 2
- ◆ IOSH & NEBOSH courses (including Fire Safety & Risk, Construction and Environmental)

Employment Opportunities

Many employment opportunities exist throughout the UK for Auditing related roles. (Source: www.indeed.co.uk search Auditor) these include:

- ◆ Internal Auditor
- ◆ Audit Assistant Manager
- ◆ Compliance Manager
- ◆ QC Auditor (Logistics)
- ◆ Lead Internal Auditor (Energy)



Course Fees and How to Fund



The course is Non-Contract Funded and therefore Service leavers are required to fund the course before attendance.

Course Cost:	£490.82
Total cost:	£490.82

Enhanced Learning Credits **can not** be used as part payment for this course. For advice on funding please speak to your Service Resettlement Advisor. You may wish to consider using IRTC, SLC or a combination of both.

The cost of the course is to be **paid direct** to the Course Booking & Information Centre in advance as soon as possible after course booking or your place maybe re-allocated. Payment is to be made by credit/debit card over the phone.

To book your place on this course, contact us today
01252 954007 | CourseBookings@ctp.org.uk