

# Internal Auditor Training

International Certifications



## -Course Summary-

The one day International Certifications Internal Auditor Training course has been structured to improve your auditing efficiency by ensuring attendees have the knowledge and expertise to conduct value adding internal audits.



## -Benefits of our auditor training-

The one day International Certifications Internal Auditor course will give your staff the necessary expertise for carrying out independent and objective assessments of company management systems and are recognized as one of the key tools for identifying not only areas of non-compliance but also potential areas for business improvement.

Audit findings can often lead to business improvements such as:

- systems efficiency.
- operational performance.
- less re-work and/or scrap.
- better bottom line performance.
- fewer late deliveries.
- fewer customer complaints.
- increased customer satisfaction.
- increased consumer confidence.
- elimination of un-necessary paperwork.
- Questionnaire based assessment

## -Course Bookings-

International Certifications Internal Auditor courses are available as either a public course or as an in-house course.

Public course dates and prices are shown on the next page. Simply complete the enrolment form on the last page and post, fax or e-mail it to us. Please send one enrolment form per attendee.

If you are interested in an in-house training course please contact us for a personalised quotation.

*"We never forget you have a choice"*

# Internal Auditor Training

International Certifications

---



## -Course Content-

Includes:

- The need for systems workshop.
- System documentation workshop.
- Objective evidence workshop.
- System audit introduction.
- Audit preparation workshop.
- System examination workshop.
- Deficiency workshop.
- Audit reporting and follow up.

Attendees are provided with a full set of the course notes and supporting information.

Morning tea, lunch and afternoon tea is provided.

## -Course Fees-

The one day internal auditor course fee is \$495 + GST. If you have three attendees from the same company please contact us to discuss a discount.

Simply complete the enrolment form and forward it to us. We will send you an invoice for the course. Invoices must be paid by the 20<sup>th</sup> of the month following invoice date.

# Internal Auditor Training

International Certifications



## Training Terms and Conditions

### **Attendee numbers:**

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

### **Participating in a course:**

It's easy to take part. You can make a provisional booking simply by phoning (09) 273 4099 or you may email us at [admin@intlcert.com](mailto:admin@intlcert.com). Then to confirm your place, send us a completed registration form either with full payment or a purchase order from your organisation. As soon as we receive your registration form (preferably no later than 4 weeks before the course) we'll send you a confirmation letter with full details.

### **Course fees include:**

Tuition  
Morning, lunch and afternoon refreshments  
All course notes and take-home reference materials  
Certificate of Training

### **Course venues:**

We offer courses throughout New Zealand and overseas; the locations are shown on the Training Course Programme. The course venue will be shown on the letter that we send you confirming your registration.

### **Cancellation and transfer policies:**

If you wish to cancel your attendance, you need to let us know in writing. We will refund your money in full if the cancellation is received 14 days or more before the course starts. If you cancel 7 to 14 days from the start of the course a 50% cancellation fee will apply. There are no refunds if you cancel less than 7 days from the start of the course. Substitutions are acceptable at any time.

Where possible, we are happy to transfer your booking to another course. A 10% transfer fee may be incurred for transfers received less than 14 days from the start of the course. Transfers made on the day a course commences, or any time thereafter, will be treated as cancellations and will require payment of a new fee.

### **Amendments and alterations:**

We reserve the right to amend, alter or withdraw any of the information contained in training brochures or any course being offered. If we exercise this option we will notify registrants as early as possible so as to minimise any inconvenience.

*"We never forget you have a choice"*

# Internal Auditor Training

International Certifications



## -Enrolment Form-

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tick the course date required:

### Auckland

Wednesday 24<sup>th</sup> May 2017 (09.00am – 03.00pm)

Wednesday 20<sup>th</sup> September 2017 (09.00am – 03.00pm)

### Wellington

Wednesday 14<sup>th</sup> June 2017 (09.00am – 03.00pm)

### Christchurch

Thursday 15<sup>th</sup> June 2017 (09.00am – 03.00pm)

The Venue will be announced after enrolment or please contact us to confirm beforehand.

**Please forward all completed enrolment forms or enquiries to:**

#### International Certifications Ltd

138D Harris Road, East Tamaki, Auckland, New Zealand

P.O.Box 259 324, Greenmount, Auckland, New Zealand



+64 9 273 4099



0800 ISO 9001



+64 9 273 6099



[admin@intlcert.com](mailto:admin@intlcert.com)



[www.intlcert.com](http://www.intlcert.com)

*"We never forget you have a choice"*