



# Level 3 Effective Auditing and Inspection Skills – Training Course

## Highfield Awarding Body for Compliance Accredited Course - UK

### COURSE OVERVIEW:

The Level 3 Effective Auditing and Inspection Skills course is aimed at supervisors, team leaders and line managers working in all sectors of the food industry, consumer products, hospitals and other industries where verification, auditing or inspection is undertaken.

Learners who gain this qualification will know and be able to apply the knowledge relating to the role of the auditor in carrying out effective audits or inspections: including the purpose of audits/inspections, benefits and limitations, the auditing/inspection cycle, check lists, data gathering, analysis and interpretation and reports.

### COURSE ASSESSMENT:

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 1 hour.

Successful learners must achieve a score of at least 20 out of 30. Learners will achieve a Merit if they achieve 25 out of 30.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

### COURSE CONTENTS:

#### Types of Audits and Inspection

- explain audit/inspection terminology
- explain the need for a systematic approach to auditing and the need to plan effectively

#### The Inspection Process

- explain the stages involved in the inspection process

#### Analysis and Report Writing

- How to apply analysis techniques

**COURSE DURATION:** 3 Days

**TRAINING HOURS:** 15 hrs

**FEES/TRAINEE:** 450\$

**MINIMUM NO. OF TRAINEES:** 15

**LANGUAGE:** English

### Course Prerequisites:

*There are no prerequisites for this qualification. However, it is recommended that candidates have suitable technical knowledge of the relevant practices and procedures which will be subject to audit/inspection, e.g. Level 3 Food Safety/HACCP qualification.*

### COURSE DURATION

3 Days 18 Hours

