The Society of Food Hygiene and Technology

SOFHT TRAINING ACADEMY

INTERNAL AUDITING

13th September 2018

Summary details of course content

This one day course is designed to ensure that attendees gain an understanding of the skills and techniques required to get the most out of internal auditing.

Who should attend?

The course will suit internal auditors seeking a formal qualification, those who wish to become internal auditors and managers of internal audit programmes.

Course content

The course covers the entire process of Internal Auditing. From the use of risk assessment to determine audit plans, to developing templates and audit scopes to ensure thoroughness and consistency through to the completion of effective audits and the management of corrective actions. Workshops are run throughout the day to support the learning process.

Successful completion of the short exam at the end of the course will lead to certification.

Cost: £145 + VAT (Members), £195 + VAT (Non-members), £50 +VAT (Students) per delegate
Time: **9.00am registration with a start time of 9.15am and approximate finish time 4.30pm**
Venue: SOFHT Training Room, The Granary, Middleton House Farm, Tamworth Road, Middleton, Staffs, B78 2BD

Lunch, refreshments and certificate of attendance are included in the price.

Stand out with the right training

Name

Position

Company

Address

Postcode

Telephone

Email

Signed

Date

ADMINISTRATION DETAILS
- All bookings will be acknowledged and confirmation will be sent on receipt of payment.
- Cheques to be made payable to The Society of Food Hygiene and Technology or charge credit card.

MasterCard ☐ or Visa ☐

- Cancellations/Substitutions: Cancellations must be received by letter, fax or email by no less than 4 weeks prior to the event and will be subject to an administration charge of £30.00 + VAT. Thereafter no refunds will be given. Substitutions may be made and the correct delegate rate will be applied.

Cardholder's name

Total amount £

Expiry date ☐☐☐☐ Card Security No ☐☐☐

Cardholder's Statement address (if different from left)

Postcode

Non Members should consider joining the Society. Join today and enjoy reduced price registration at this event. A range of categories of membership are available and many additional benefits; please contact the Society's office for more details.

Reservations and directions—An acknowledgement of booking will be sent together with directions to the venue on receipt of the registration form. A receipted VAT invoice will be issued for all monies received. Payment of fees is required by the date of the meeting.

The Society of Food Hygiene and Technology, The Granary, Middleton House Farm, Tamworth Road, Middleton, Staffordshire, B78 2BD
Tel: 01827 872 500 Fax: 01827 875 800 Email: admin@sofht.co.uk Website: www.sofht.co.uk

Data Protection: The personal information provided by you will be held on a database. The Society sends out promotional material about its activities. Please inform the Society's office if you do not wish to receive this information. Please note the organisers reserve the right to modify the programme or speakers without prior notice.