



# Summary of Learning Outcomes

Level 3 Award in Effective Auditing  
and Inspection Skills

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## SUMMARY OF LEARNING OUTCOMES FOR LEVEL 3 AWARD IN EFFECTIVE AUDITING AND INSPECTION SKILLS

### Summary of Learning Outcomes:

1. Types of Audits and Inspection
  - 1.1 Candidates will be able to explain audit/inspection terminology, by being able to:
    - 1.1.1 Interpret the terms: Audit, Inspection, Standards, 1<sup>st</sup> party audit, 2<sup>nd</sup> party audit, 3<sup>rd</sup> party audit, full audit, partial audit and superficial audit
    - 1.1.2 Provide examples of different types of standards used for auditing
    - 1.1.3 Explain how to construct a "model" against which to inspect
    - 1.1.4 Outline the prerequisites, purpose, benefits and limitations of audits/inspections
    - 1.1.5 Describe the bases for audits/inspections
    - 1.1.6 Identify the type of equipment that may be used by an auditor/inspector.
  - 1.2 Candidates must be able to explain the need for a systematic approach to auditing and the need to plan effectively by being able to:
    - 1.2.1 Explain the importance of planning and preparation to ensure an effective audit/inspection
    - 1.2.2 Distinguish between the terms audit scope and depth
    - 1.2.3 Evaluate the competencies required by an auditor/inspector, including characteristics, knowledge, experience and people skills
    - 1.2.4 Evaluate how the conduct and characteristics of an inspector/auditor can affect an audit/inspection
    - 1.2.5 Clarify how the frequency of inspections/audits is related to risk
    - 1.2.6 Describe the need to consider the timing of the inspection/audit
    - 1.2.7 Compare the advantages and disadvantages of checklists
    - 1.2.8 Construct a simple audit checklist.

2. The Inspection Process

2.1 Candidates must explain the stages involved in the inspection process by being able to:

2.1.1 Explain the auditing/inspection cycle and the purpose of the opening meeting

2.1.2 List equipment likely to be used when auditing/inspecting

2.1.3 Explain the importance of accurate and comprehensive data collection

2.1.4 Differentiate between types of data collection techniques which may be used during audit/inspection

2.1.5 Interpret different types of observation techniques by providing examples of when each may be most effectively used

2.1.6 Clarify the types of questions available, including when they should be used and those which shouldn't be used. Distinguish between 'look at' and 'look for'

2.1.7 Explain the terms simulation, intervention, reconstruction, measurement, triangulation and verification in the context of audit/inspection

2.1.8 Explain the importance of science and using evidence to support claims

2.1.9 Explain the information required for a closing meeting

2.1.10 Evaluate the purpose of a closing meeting including agreeing timeframes for remedial action

2.1.11 Describe the importance of a re-visit

2.1.12 Outline factors which could result in inspection failure.

3. Analysis and Report Writing

3.1 Candidates must be able to apply analysis techniques by being able to:

3.1.1 Explain the importance of converting raw data into coherent facts by grouping similar items, determining sources of problems, assessing the context and looking for permanent solutions

3.1.2 Interpret a variety of audit/inspection indicators

3.1.3 Diagnose causes and effects

- 3.1.4 Discriminate between different types of non compliances
- 3.1.5 Explain the purpose and content of a report
- 3.1.6 Summarise examples of report content, style and presentation.