



# **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.