



Level 3 Award in Effective Auditing and Inspection Course Fact Sheet

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Course Aim

The aim of the course is to give your employees an in-depth knowledge of the role of the auditor and provide them with the required skills to carry out effective audits and inspections.

It will enable your employees to confidently carry out audits and inspections and to then collate and evaluate their findings before presenting the data in report format.

Who Should Attend

This course is ideal for supervisors, team leaders, chefs, QA staff and managers working in a variety of industries where verification, auditing or inspection is undertaken.

Industries may include all sectors of the food industry, consumer products, hospitals, laboratories, pharmaceuticals, warehousing and retail.

This includes internal or third party auditors, enforcement officers and people responsible for verifying HACCP, with the main emphasis of the qualification being on practical inspection and audit skills in the workplace.

It would also be particularly useful for supervisors undertaking either an internal audit or supplier approval and would also benefit those seeking BRC or SALSA food safety certification.

Course Length

One day

Accredited By

This course is accredited by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF).

This course is also available as a non-accredited option.

The Content

- The different types of audits and inspections.
- The purpose of audits and inspections.
- The benefits and limitations of audits and inspections.
- The implications of an inadequate audit or inspection.
- The competencies required by an auditor/inspector.
- The impact of conduct and characteristics.
- The audit and inspection cycle and stages.
- The frequency and duration of audits in relation to risk.
- How to prepare and plan effectively.
- The purpose and format of the opening meeting.
- Carrying out an onsite audit or inspection.
- Different types of data collection techniques.
- Different types of observation techniques.
- The purpose and format of opening and closing meetings.
- Agreeing timeframes for remedial action.
- The importance of a re-visit.
- Factors that could result in inspection failure.
- Different types of analysis techniques.
- The importance of converting raw data into coherent facts.
- How to determine the sources of problems.
- The purpose and content of a report.

Entry Requirements

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.

It is recommended that candidates have a minimum of Level 2 in literacy and numeracy or equivalents. Candidates should be 16 or over.

The Benefits

By attending the course, your employees will know and be able to apply the knowledge relating to the role of an auditor within your business.

On returning to the workplace, they will be able to carry out effective audits and inspections confidently, collect the necessary data and then analyse the findings and present them in report format.

You will be able to demonstrate compliance with legislation and prove due diligence through training records and certificates. In addition, you, your business, your employees and your customers will be protected.

OFQUAL Accredited 603/2606/2

RQF A/616/6790 (1 Credit)

What Is Included

- Training in a friendly and relaxed learning environment
- Envesca's proven track record of fantastic results
- Knowledge and guidance from experienced time-served trainers
- Course Materials
- All examination fees plus certification costs
- The protection of Envesca's genuine "no risk" guarantee
- Excellent after care from a supportive team

Delivery Methods

- In-House
- Public Courses Via Zoom.

Rave Reviews

"I just completed a Level 3 Auditing course with Envesca on Zoom, a first for me taking courses on Zoom I've got to say the instructor made it very interactive and made everyone feel at ease. The info provided by Envesca was well presented and allowed me to study prior to the course. I will definitely look to do more course on Zoom."

**Martyn Redfearn | Associate Director
Lybia**

"The course flowed well, was well presented and there was good interaction. Some of the candidates who already carry out auditing as part of their job say they feel a lot more confident now."

**Carol Oakes
Vandermoortele**

Assessment Method

Assessment is by a multiple choice examination, where the candidate must answer at least 18 out of 30 questions correctly, a distinction is awarded for 24 marks or over.

For Zoom courses the examination is conducted online using Highfield's Qualify at Home Remote Invigilation Service.

The examination will take an hour to complete and successful completion will result in a Highfield Level 3 Award in Effective Auditing and Inspection certificate.

Refresher Recommendation

It is recommended that all candidates who achieve the Level 3 Award in Effective Auditing and Inspection refresh their qualification every three years.

Suggested Progression

Level 4 Award in Managing Food Safety

Our Promise

"To make every Envesca Experience Outstanding"

Our Range of Services



Management



CIEH eLearning



Early Bird Discount



Social Care



First Aid



Customer Service



Food Safety



Health & Safety



Group Discount



Fire Safety



Environmental



Train the Trainer

Training - Consulting - Supporting