

AQTF Internal Audits:
Making them work for
you



Overview



- Welcome
- Networking
- Interactive workshop

Internal self auditing

- Create positive & identifiable outcomes
- Opportunity for review
- Identify what you do well and can improve
- Involving and developing your people, systems and processes
- Beneficial process

Involving others

- Provide responsibility without additional workload
- Link to performance management and bonuses
- Communicate and inform
- Use as professional development

Identified issues

- No depth behind audit results
- No policy
- No staff follow up
- Not involving enough/the right people
- Not completing within timeframes
- No integrating results into business
- Limited or no business skills

Models

- Independent audit
- Self Assessment
- Built into Continuous Improvement
- Moments of Truth on your learners journey
- Risk and Investment – high/low: low/high

Tools to assist with process

- AQTF 2010 User's Guide
- AQTF 2010 Auditor's Handbook

Outcomes from process

- Action Plans
- Direct links to Continuous Improvement
- Increased knowledge of staff
- Good practices implemented
- Evidence to support
- Records and documentation
- Bank of evidence for external audit

Bringing it together

- Proactive process which benefits your business AND compliance requirements
- Imbed processes within your everyday business
- Involve others
- Must be evidence based and outcome focused