

# aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-008

## Certificate in HR Auditing

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# Course content

## Why Attend

All human resources work has a legal and financial impact on the organization. As such, key human resources employees should ensure the integrity and accuracy of the data they use and the processes they follow in their departments.

One way to ensure this is actually happening is to audit the human resources processes currently in place.

## Course Methodology

• The course is workshop-based, with numerous case studies and team-based activities. Role plays and individual exercises are also incorporated into the course, in addition to a number of presentations by participants.

## Course Objectives

- Describe the main cycles within the human resources function
- Define what an audit is, describe its history, and explain the priority of auditing and the plan to conduct a proper audit
- Audit the HR organization chart, legal affairs, and administrative services
- Audit the processes in recruitment and selection, training and development, performance management, and compensation and benefits
- Produce a professionally written HR audit report based on factual findings

## Target Audience

- Managers, supervisors, specialists, team leaders, and officers in human resources functions. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.
- Target Competencies
- HR management
- Auditing policies and procedures

# Course outline

## Detailed course outline

Module-by-module outline for Certificate in HR Auditing.

### Module 1 - Human Resources Management

- Definitions and objectives of HRM
- The primary functions of HR
- Examples of HR organization charts
- Recruitment and selection cycle
- Training and development cycle
- Performance management cycle

### Module 2 - The Audit Process

- History and definition of auditing
- Objectives of auditing
- Priority of an HR audit
- Types of HR audits
- Conducting an effective audit
- Creating a plan to conduct an HR audit

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### Module 3 - Auditing the Basics

- Audit of organization charts
- Statutory compliance audit
- Audit of employee administration process
- Leave administration process
- Payroll administration process
- Computer-based data management system audit

### Module 4 - Auditing HR Core Functions

- Recruitment and selection process audit
- Workforce planning
- Recruitment process
- Selection process
- Training and development process audit
- Training Needs Analysis

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### Module 5 - HR Audit Reports

- The sections of an HR audit report
- Executive summary
- Introduction
- Audit findings
- Recommendations
- Conclusion

## Seminar dates

### Available seminar dates

Live dates and pricing for Certificate in HR Auditing generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Paris	Classroom	€3,150
20 - 24 July 2026	Frankfurt	Classroom	€2,275
3 - 7 August 2026	Barcelona	Classroom	€2,695
7 - 11 September 2026	Kuala lumpur	Classroom	€1,575
12 - 16 October 2026	Rome	Classroom	€2,975
9 - 13 November 2026	Munich	Classroom	€2,415
14 - 18 December 2026	Amsterdam	Classroom	€2,975
<b>Live online option</b>		Online delivery is available at €1,250.	