

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW

COURSE: LEGAL AUDIT & COMPLIANCE FOR PUBLIC INSTITUTIONS

3 LSK CLE POINTS

DATE: 23 – 27 APRIL 2018

VENUE: MOMBASA (North Coast)

Theme: “Mastering the audit process”

ABOUT THE COURSE

Legal Audit & Compliance for Public Institutions is a course that was conceptualized, developed and implemented by the Kenya School of Law since 2009. The goal of the course is to transform the management & operations of public institutions through strict adherence to constitutional, statutory, policy and administrative requirements, as well as best practices.

The participant will learn about the objectives of legal audits, the benefits thereof. **The Course will have many session devoted to practical activities simulating the various stages of an actual legal audit exercise.** This course will be delivered by persons who have in the past 8 years conducted 30 legal audits and who have extensive experience in conducting legal audit courses. In addition, there will be guest presenters by personnel from selected oversight institutions.

TRAINING FOCUS

The course is recommended for middle to senior level public officers involved in internal audit, risk management, risk supervision, legal compliance & policy-making.

At the end of the course the participants will be equipped to:

- a) Advise their respective organizations on constitutional & legal compliance requirements and prepare them for external compliance audits.
- b) Develop terms of reference for a legal audit.

- c) Prepare for an opening meeting and do an inception report.
- d) Prepare work plans, audit schedules and data collection instruments.
- e) Prepare and populate a legal audit matrix.
- f) Write the legal audit report.
- g) Evaluate an external auditor's report.

YOUR INVESTMENT: Ksh. 95,000 (non-East Africans USD 1,250) inclusive of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*)

Application Process

Application forms may be obtained from the Kenya School of Law, Karen, CPD Department at Gate A, Ground Floor, Mutula Hall or downloaded from our website at <http://www.ksl.ac.ke/index.php/index-php-about-ksl-ksl-downloads>

Money should be deposited in the **School's account (Account No. 01129706350500 Co-operative Bank of Kenya, Karen Branch, Nairobi, Kenya)** and banking slips presented to the Finance office. Please note that we would wish to have your duly completed application form and proof of payment by **16th April 2018** to enable us to adequately prepare for the course. Late applicants should confirm availability of space before paying for the course.

For more information, please contact Course Coordinator, Isaac S Kuloba (Assistant Director, CPD, P & R), Sam, Phoebe or Jaqueline on: Tel: +254- +254(020) 2699581/6 Email: cpd@ksl.ac.ke, ikuloba@ksl.ac.ke, sakhwale@ksl.ac.ke or pndungu@ksl.ac.ke Website: www.ksl.ac.ke

Prof. PLO Lumumba, LL.D, Lit (hc), CPS (K), MKIM
**DIRECTOR / CHIEF EXECUTIVE &
SECRETARY, KENYA SCHOOL OF LAW BOARD**



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