

# SEMINAR NOTICE



**THE KENYA SCHOOL OF LAW**

**COURSE: LEGAL AUDIT & COMPLIANCE**

**3 LSK CLE POINTS**

**DATE: 19–23 November, 2018**

**VENUE: KISUMU**

**Theme: “Mastering the audit process”**

## **ABOUT THE COURSE**

*Legal Audit & Compliance* 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 both public and private 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 sessions 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 over thirty 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 Kenya School of Law, Karen, CPD Department Gate A, Ground Flr, Mutula Hall or downloaded from our website [http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD\\_REGISTRATION\\_FORM\\_.pdf](http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf)

Money should be deposited in the **School's account (Account No. 202 2029 110 Barclays Bank of Kenya, Barclays Plaza 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 **12<sup>th</sup> November, 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, Anne or Jaqueline on: Tel: +254- +254(020) 2699581/6  
Email: [cpd@ksl.ac.ke](mailto:cpd@ksl.ac.ke), [ikuloba@ksl.ac.ke](mailto:ikuloba@ksl.ac.ke), [sakhwale@ksl.ac.ke](mailto:sakhwale@ksl.ac.ke), [jacqueline@ksl.ac.ke](mailto:jacqueline@ksl.ac.ke) or [ayitso@ksl.ac.ke](mailto:ayitso@ksl.ac.ke) Website: [www.ksl.ac.ke](http://www.ksl.ac.ke)

DR HENRY K. MUTAI  
**DIRECTOR / CHIEF EXECUTIVE OFFICER**



**ISO 9001 Certified Organization**