

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW
COURSE: LEGAL AUDIT & COMPLIANCE
(For young lawyers)
(3 LSK CPD POINTS)

DATE: 19th – 22nd June, 2023

VENUE: Kenya School of Law- Karen, Nairobi

ABOUT THE COURSE

The goal of Legal Audit & Compliance Course is to equip the young lawyer with the necessary knowledge and skills to undertake legal audit and compliance assignment for clients or their institutions, with the ultimate aim of helping client institutions to entrench the culture of 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 35 legal audits consultancies, and who have extensive experience in conducting legal audit courses. In addition, there will be guest presenters by personnel from selected oversight institutions.

INTENDED OUTCOMES

By the end of the course the participant will be equipped to:

- a. Advise their clients or respective organizations on constitutional & legal compliance requirements and prepare them for external compliance audits;
- b. Isolate legal risk parameters;
- c. Develop request for proposals, terms of reference for a legal audit;
- d. Develop a responsive proposal for legal audit consultancy;
- e. Prepare for inception meeting;
- f. Prepare work plans, audit schedules and data collection instruments;
- g. Develop and populate a legal audit matrix;
- h. Carry out data analysis;
- i. Write the legal audit report (including an inception report);
- j. Evaluate an external auditor's report.

CERTIFICATES: A certificate of attendance and participation will be issued to each participant who attends the entire course.

YOUR INVESTMENT: Kshs. 34,000 inclusive of VAT and registration fee (*covers tuition fees, course materials, stationery, lunch and refreshments*).

CPD POINTS: Members of the Law Society of Kenya who attend and complete the training will be entitled, on payment of extra 1,000.00 to be awarded 3 CPD points. Payment of this sum shall be effected during the training, as will be directed by the organizers of the training.

APPLICATION PROCESS

Application should be made **ONLINE** through the platform. Please log at: <https://services.ksl.ac.ke/web/> login sign up and register for the course. Fees should be deposited in the School's account: **Account No. 202 2029 110 Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya** and the bank slip or evidence of electronic funds transfer presented to the Finance Office, Karen. Please note that your registration and proof of payment should be complete by **12th June 2023**, to enable us to adequately prepare for the course.

Contacts:

For any query, contact the Course Coordinator, Ms. Sandra Soi on ssoi@ksl.ac.ke, or Jacqueline jacqueline@ksl.ac.ke and Christine cmwanza@ksl.ac.ke.



Isaac S. Kuloba

FOR DIRECTOR/CHIEF EXECUTIVE OFFICER



ISO 9001:2015 Certified Organization