

TRAINING NOTICE



THE KENYA SCHOOL OF LAW

COURSE: **LEGAL AUDITOR CERTIFICATION COURSE** (3 LSK CPD POINTS)

DATE: 11TH – 15TH NOVEMBER, 2024

VENUE: NAIVASHA

The Legal Auditor Certification Course is relevant for those who intend to acquire knowledge and skills to carry out actual legal audit of both private and public organizations. The objective of the course is to equip the participant with the practical skills to understand the content and process of legal audit, and to undertake legal audit with professionalism and confidence.

The participant will learn about legal audits: the objectives and benefits, preparation of terms of reference, proposal, inception report, data collection instruments, report, legal compliance matrix, etc. The Course will have many sessions devoted to practical activities simulating the various stages of an actual legal audit exercise.

During or upon conclusion of the 5 days training, the participant will undertake a practical project *off-site*, under the guidance of the trainers, to ensure that the participant is well-equipped to carry out legal audit assignment from the beginning to the end.

TRAINING OBJECTIVES

By the end of the Course the participant will be equipped to—

- a) Advise clients or their respective organizations on legal compliance requirements and prepare them for external compliance audits;
- b) Determine institutional legal risk parameters;
- c) Develop terms of reference and proposal for a legal audit;
- d) Prepare for an opening meeting and do an inception report;
- e) Prepare work plan, audit schedule, and data collection instruments, including questionnaires, interview guides, etc.;
- f) Prepare and populate a legal audit matrix and implementation matrix;
- g) Write the legal audit report;
- h) Evaluate an external auditor's report.

APPLICATION

Applications for the course should be done through the CPD online registration portal https://services.ksl.ac.ke/cpd_courses

YOUR INVESTMENT

Kshs. 105,000 (non-East Africans: USD 1,500) inclusive of VAT and registration fee. (Covers *tuition fees, course materials, stationery, lunch and refreshments*). **NOTE that where a person who has registered for the course pulls out within 7 days to the date of training, the School shall deduct a sum not exceeding 25% of the tuition fee to cover administrative expenses of the School.**

Money should be deposited in the **School's Account (Account No. 202 2029 110 Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya)** and banking slip presented to the Finance Office.

CPD POINTS

Members of the Law Society of Kenya who attend and complete the training will be entitled, on payment of **extra Kes. 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.

Please note that we would wish to have your duly completed application form and proof of payment (or confirmation of participation) one week before the commencement of the course to enable us to adequately prepare for the course. For any queries, contact Course Coordinator **Ms. Naserian Sitelu** on msitelu@ksl.ac.ke, or **Jacqueline** jacqueline@ksl.ac.ke; **Christine** cmwanza@ksl.ac.ke; cpd@ksl.ac.ke.

Website: www.ksl.ac.ke



ISAAC KULOBA

For DIRECTOR / CHIEF EXECUTIVE OFFICER



ISO 9001:2015 Certified Organization