KENYA SCHOOL OF LAW

TRAINING NOTICE

LEGAL AUDITOR CERTIFICATON COURSE

(3 LSK CPD POINTS)

DATES: **4th -8th May, 2026**

VENUE: **NAIVASHA**

ABOUT THE COURSE

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.

The participant will undertake a project that will be assessed and only those who score 50% will be *certified as legal auditor*. Those who fail to attain the pass mark, or who do not undertake the project, will be issued with *certificate of attendance* only.

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.

INTENDED OUTCOMES

It is expected that at the end of the course a participant should be able to effectively conduct a legal compliance audit from the point of writing a proposal for a legal audit to presentation of the final report.

TRAINERS

The School has assembled a team of experienced trainers, advocates of the High Court of Kenya and certified legal audit trainers, with extensive practical experience in carrying out of legal compliance audits.

CERTIFICATION

A participant who attends the entire course and completes the project work that forms part of the course, will be certified as a legal auditor if they attain 50% on the assessed project.

APPLICATION

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

YOUR INVESTMENT

Kshs. 105,000/- inclusive of VAT and registration fee for participants from East Africa. Participants from outside East Africa will pay **USD 1,500.** The fee covers tuition fees, course materials, stationery, lunch and refreshments.

IMPORTANT NOTE

(a) 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;

(b) Much as we have confidence of attaining quorum for this course, we wish to caution that the course will proceed only upon a minimum of 20 persons registering, hence a person should verify this position at least 14 days before the training starts. The course may be rescheduled if need be.

HOW TO PAY

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 or the CPD representative at the training, with an advance scanned copy sent to cpd@ksl.ac.ke.

For further enquiries and information, contact : Tel +254 712923459/+254 754456629; Email: cpd@ksl.ac.ke; msitelu@ksl.ac.ke; jacqueline@ksl.ac.ke or cmwanza@ksl.ac.ke

Website: www.ksl.ac.ke

Isaac Kuloba

FOR DIRECTOR/CHIEF EXECUTIVE OFFICER