

# KENYA SCHOOL OF LAW



## TRAINING NOTICE

### LEGAL AUDIT & COMPLIANCE TRAINING

(Course mounted by the Kenya School of Law in Collaboration with the  
LSK Young Lawyers Committee)

**DATES:** 01 - 04 NOVEMBER, 2021

**VENUE:** KENYA SCHOOL OF LAW, KAREN

**CPD POINTS:** 3 CPD POINTS FOR LSK MEMBERS

#### 1. SAFETY AND HEALTH OF THE PARTICIPANTS

Cognizant of the risk posed by the Covid-19 pandemic, the Kenya School of Law has taken all measures to comply with the Government directives on the handling of the pandemic to assure our participants of their safety and health during the training. The measures include the requirement to keep social distance, wear masks, sanitize and wash hands, do temperature checks, amongst others.

#### 2. ABOUT THE SCHOOL

Kenya School of Law is a premier academic public institution mandated under the Kenya School of Law Act No. 26 of 2012 to deal with practical teaching and training in the area of law for and on behalf of the Government of Kenya. The School organises and conducts training for the acquisition and enhancement of legal knowledge and professional skills development not only for legal professionals, but also for other professionals.

#### 3. 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.

#### **4. COURSE OBJECTIVES**

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

- a) Advise their clients or respective organizations on constitutional and legal compliance requirements and prepare them for external compliance audits;
- b) Determine 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.

#### **5. COURSE DELIVERY**

The 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.

The training will be conducted through interactive lectures, assignments and plenary discussions to ensure that it is participatory, interactive and practical.

#### **6. CERTIFICATION AND EVALUATION**

A certificate will be issued to the participant who attends the entire course.

#### **7. YOUR INVESTMENT**

**The course is offered at a special rate of KShs. 34,000/-** (The fee includes *tuition fees, taxes, registration fees, course materials, stationery, lunch and refreshments*). **Those who wish to**

acquire the 3 CPD points will separately pay the LSK **an additional sum of 1,000/= (payable during the training).**

## **8. APPLICATION PROCESS**

Application forms may be obtained from the **KSL CPD Department at Gate A Mutula Building, Ground Floor** or downloaded from our **website** at [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)

The duly completed application form plus evidence of payment should be submitted **at least 7 days** before the training begins. A person who confirms attendance and pays but withdraws within 7 days to the training may have up to 25% deducted from the fee to cover administrative expenses.

## **9. PAYMENT DETAILS**

Cash payments should be deposited in the **Kenya School of Law Account (Account No. 202 2029 110 ABSA Bank of Kenya, ABSA Plaza Branch, Nairobi, Kenya)** and banking slips presented to the Finance Office of the Kenya School of Law.

## **10. ENQUIRIES**

For further enquiries and information, please contact KSL CPD Department:

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**ISAAC KULOBA**

**For DIRECTOR/CHIEF EXECUTIVE OFFICER**



**ISO 9001:2015 Certified Organization**