

# SEMINAR NOTICE



## THE KENYA SCHOOL OF LAW

### **COURSE: LEGAL AUDIT & COMPLIANCE ACCREDITATION COURSE**

**(3 LSK CPD Points)**

**DATE: 10–14 January, 2022**

**VENUE: NAIVASHA**

**THEME: “The A-Z of the Legal Audit Process”**

#### **ABOUT THE COURSE**

*Legal Audit & Compliance Accreditation Course* is relevant for those who intend to acquire knowledge and skills to carry out actual legal audit on both private and public organization. The objective of the course is to equip the participant with the skills to understand the content and process of legal audit, and to undertake audit with professionalism and confidence.

The participant will learn about legal audits, the objectives and benefits, preparation of ToRs, proposals, inception report, data collection instruments, reports, etc. 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 9 years conducted 40 legal audits and who have extensive experience in conducting legal audit courses. In addition, there will be guest presenters by experts from selected oversight institutions and the private sector.

Upon conclusion of the 5 days training, the participant will undertake a 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 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;
- f) Prepare and populate a legal audit matrix and implementation matrix;
- g) Write the legal audit report;
- h) Evaluate an external auditor's report.

**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 25% of the tuition fee to cover administrative expenses.**

### **Application Process**

Application form may be obtained from Kenya School of Law, Karen, CPD Department, Gate A, Ground Floor, Mutula Building, 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 Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya)** and banking slip presented to the Finance Office. Please note that we would wish to have your duly completed application form and proof of payment by 12.00p.m. on **3<sup>rd</sup> January, 2022**, 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 the Course Coordinator, Isaac Kuloba (Assistant Director, CPD), or Christine (Senior Administrative Officer) 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); [cmwanza@ksl.ac.ke](mailto:cmwanza@ksl.ac.ke) Website: [www.ksl.ac.ke](http://www.ksl.ac.ke)



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



**ISO 9001:2015 Certified Organization**