

Lead Auditor Development

1. Overview

This programme develops practical leadership, management, and audit competence for managers, team leaders, SHEQ practitioners, and internal auditors.

Participants will gain knowledge, skills, and hands-on experience to lead teams, manage workplace compliance, and conduct audits effectively in operational environments.

2. Programme Outcomes:

- Apply leadership concepts in a work context and lead teams effectively
- Plan, conduct, and report audits in line with ISO management system principles
- Conduct structured meetings and solve workplace problems
- Draft clear, accurate business and audit reports
- Uphold organisational ethics, codes of conduct, and governance principles
- Identify, assess, and control workplace risks and SHEQ compliance
- Investigate incidents, determine root causes, and implement corrective actions
- Explain leadership concepts and techniques
- Apply leadership techniques in the workplace
- Lead teams and evaluate leadership effectiveness
- Compose clear, structured business texts and reports
- Conduct structured meetings effectively
- Communicate confidently in oral or signed interactions
- Apply organisational codes of conduct
- Uphold ethics and anti-corruption discipline
- Monitor team adherence to organisational standards
- Interpret occupational health and safety legislation
- Conduct hazard identification and risk assessments
- Implement practical SHEQ controls
- Conduct inspections, monitor compliance, and investigate incidents
- Apply ISO 9001, ISO 14001, and ISO 45001 in audit planning and execution
- Collect objective evidence and classify nonconformities
- Plan and lead audit teams ethically and effectively
- Produce professional audit reports

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0220
SAQA US:	242824, 242817, 12153, 242816, 119462, 119469, 242821, 242822, 242815
NQF Level:	4
Credits:	61
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(242824 US):** Apply leadership concepts in a work context
- **(242817 US):** Solve problems, make decisions and implement solutions
- **(12153 US):** Use the writing process to compose texts required in the business environment
- **(242816 US):** Conduct a structured meeting
- **(119462 US):** Engage in sustained oral/signed communication and evaluate spoken/signed texts
- **(119469 US):** Read/view, analyse and respond to a variety of texts
- **(242821 US):** Identify responsibilities of a team leader in ensuring that organisational standards are met
- **(242822 US):** Employ a systematic approach to achieving objectives
- **(242815 US):** Apply the organisation's code of conduct in a work environment

We trust that the above is in order and look forward to hearing from you for Implementation

4. Topics

Module 1: Leadership & Management Fundamentals

- Leadership concepts and styles
- Team leader responsibilities and accountability
- Planning and achieving objectives systematically
- Problem-solving and decision-making

Module 2: Business Communication & Meetings

- Writing business texts and reports
- Meeting preparation, conduction, and follow-up
- Oral communication and active listening
- Interpreting and responding to workplace information

Module 3: Ethics, Compliance & Organisational Standards

- Organisation's code of conduct and ethical principles
- Corporate governance and accountability in practice
- Ethics in business operations
- Team accountability and monitoring standards

Module 4: SHEQ & Risk Management

- SHEQ roles, governance, ethics, and duty of care
- OHS Act responsibilities and legislative compliance
- Hazard identification and continuous risk assessment
- Workplace inspections, planned task observations, and safe work behaviours
- Incident management, root cause analysis, and corrective actions
- Emergency preparedness, contractor management, and permit-to-work systems
- SHEQ reporting, dashboards, and audit readiness

Module 5: ISO & Lead Auditor Skills

- ISO 19011 auditing principles and auditor behaviour
- ISO 9001, 14001, 45001 fundamentals
- Audit planning, scope, criteria, and risk-based approach
- Conducting audits: interviewing, sampling, evidence collection
- Reporting audit findings and corrective actions
- Audit governance, impartiality, and confidentiality
- Practical audit simulation and portfolio of evidence

We trust that the above is in order and look forward to hearing from you for Implementation

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation