

HUMAN RESOURCES | COURSE BROCHURE

# HR Audit and Compliance Review

5 days | Classroom training | English

**SMART HORIZON**

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London W2 6BD, United Kingdom

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https://smarthorizon.uk



# Course content

## Why attend

An HR audit identifies gaps in compliance, policies and practices before they become costly problems. This course shows how to plan and conduct an HR audit covering employment documentation, recruitment, pay, working time, health and safety, data protection and HR processes, and how to report findings and track remediation.

Regular HR audits protect the organisation and improve HR quality. You will learn a structured audit approach you can apply immediately.

## Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

## Course methodology

Audit checklist development, file review exercises, case studies and reporting practice.

## Course objectives

By the end of this course, participants will be able to:
• Plan an HR audit scope and approach
• Review employment records and documentation
• Assess compliance across key HR areas
• Evaluate HR process effectiveness
• Report findings and risk ratings
• Track remediation and improvements

## Target audience

This course is suitable for:
• HR managers and officers
• Internal auditors
• Compliance professionals
• HR consultants
• Business owners



# Course content

## Target competencies

Participants will develop competencies in:

- Audit planning
- Compliance review
- Process evaluation
- Reporting
- Remediation tracking

## Course outline

### Day 1: Why Audit HR

| | |
|---|---|
| **09:00–10:08** | Risks in HR |
| **10:08–11:00** | Audit types |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Audit types (continued) |
| **11:45–12:53** | Scope |
| **12:53–14:00** | Exercise |

### Day 2: Planning

| | |
|---|---|
| **09:00–10:08** | Audit programme |
| **10:08–11:00** | Checklists |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Checklists (continued) |
| **11:45–12:53** | Sampling |
| **12:53–14:00** | Workshop |

### Day 3: Conducting the Audit

| | |
|---|---|
| **09:00–10:08** | Record reviews |
| **10:08–11:00** | Interviews |
| **11:00–11:30** | **Coffee break** |



# Course content

| | |
|---|---|
| **11:30–11:45** | Interviews (continued) |
| **11:45–12:53** | Process testing |
| **12:53–14:00** | File review exercise |

## Day 4: Findings

| | |
|---|---|
| **09:00–10:08** | Risk rating |
| **10:08–11:00** | Root causes |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Root causes (continued) |
| **11:45–12:53** | Recommendations |
| **12:53–14:00** | Case study |

## Day 5: Reporting and Follow-Up

| | |
|---|---|
| **09:00–10:08** | Audit reports |
| **10:08–11:00** | Action plans |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Action plans (continued) |
| **11:45–12:53** | Monitoring |
| **12:53–14:00** | Action plan |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



# Course content

## Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Dubai<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **£3,150.–** |
| Online<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **£1,250.–** |
| Frankfurt<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£2,650.–** |
| Online<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£1,450.–** |
| Online<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£1,250.–** |
| Rome<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **£1,250.–** |
| London<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **£2,450.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **£1,250.–** |
| Vienna<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **£2,940.–** |
| Online<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£1,250.–** |
| Vienna<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£2,940.–** |
| Online<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£1,250.–** |
| Barcelona<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£2,840.–** |
| Online<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Rome<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **£1,250.-** |
| Cape Town<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **£1,890.-** |
| Online<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **£1,250.-** |
| Barcelona<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£2,840.-** |
| Online<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£1,250.-** |
| Cape Town<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£1,890.-** |
| Online<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£1,250.-** |
| Dubai<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **£3,150.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **£1,250.-** |
| Amsterdam<br>Confirmed dates | 30 Aug 2027 | 3 Sept 2027 | **£2,540.-** |
| Online<br>Confirmed dates | 30 Aug 2027 | 3 Sept 2027 | **£1,250.-** |
| Cape Town<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **£1,890.-** |
| Online<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **£1,250.-** |
| Rome<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£1,250.-** |
| Paris<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£2,860.-** |
| Online<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| London<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£1,250.-** |
| Istanbul<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **£2,650.-** |
| Online<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **£1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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View the latest course details online