

Certificate in HR Auditing

Course code: HRT-008



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

All human resources work has a legal and financial impact on the organization. As such, key human resources employees should ensure the integrity and accuracy of the data they use and the processes they follow in their departments. One way to ensure this is actually happening is to audit the human resources processes currently in place. This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide which questions to ask and determine the minimum requirements for running human resources processes effectively.

Why Attend

The course is workshop-based, with numerous case studies and team-based activities. Role plays and individual exercises are also incorporated into the course, in addition to a number of presentations by participants.

Who Should Attend

Managers, supervisors, specialists, team leaders, and officers in human resources functions. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

— Learning Objectives

- Describe the main cycles within the human resources function
- Define what an audit is, describe its history, and explain the priority of auditing and the plan to conduct a proper audit
- Audit the HR organization chart, legal affairs, and administrative services
- Audit the processes in recruitment and selection, training and development, performance management, and compensation and benefits
- Produce a professionally written HR audit report based on factual findings

Course Outline

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Course Content

- Human Resources Management Definitions and objectives of HRM The primary functions of HR Examples of HR organization charts Recruitment and selection cycle Training and development cycle Performance management cycle Compensation and benefits cycle The Audit Process History and definition of auditing Objectives of auditing Priority of an HR audit Types of HR audits Conducting an effective audit Creating a plan to conduct an HR audit The audit process
Auditing the Basics Audit of organization charts Statutory compliance audit Audit of employee administration process Leave administration process Payroll administration process Computer-based data management system audit
Auditing HR Core Functions Recruitment and selection process audit Workforce planning Recruitment process Selection process Training and development process audit Training Needs Analysis Training plans Training design Training implementation Training evaluation Performance management process audit System design Performance management Performance management administration Compensation and benefits process audit
HR Audit Reports The sections of an HR audit report Executive summary Introduction Audit findings Recommendations Conclusion Appendices Effective audit report writing HR audit report sample Audit follow-up and KPIs

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Rome - Italy	€2,125
9 - 13 November 2026	Munich - Germany	€1,725
14 - 18 December 2026	Amsterdam - Netherlands	€2,125
18 - 22 January 2027	Paris - France	€2,250
15 - 19 February 2027	Frankfurt - Germany	€1,625
15 - 19 March 2027	Barcelona - Spain	€1,925
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Rome - Italy	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.