

Internal Audit

PURPOSE

This policy and procedure is to be used by Opengate Institute to assist in complying with the *Standards for Training Organisations* by conducting internal audits. The audit will form part of the continuous improvement activities.

SCOPE

This policy covers all training function activities and documents associated with the *Standards*

DEFINITIONS

Opengate Institute 's Training Documents covers all training and assessment documents and forms developed or used under licence by Opengate Institute or the training function.

Commercial Training Documents covers all training and assessment documents purchased by Opengate Institute. It includes the Accredited Courses and any learning and assessment documents purchased for the training function. For example, Smallprint and Catapult e-learning training documents.

POLICY

All training activities and documents associated with the training and assessment services provided by Opengate Institute will be subject to internal audit. The policy and procedure will be implemented to ensure that Opengate Institute remains compliant with the *Standards*

PROCEDURE

1. The manager will prescribe both the **scope** and **timing** when the organisation will undertake audits of its compliance against the *Standards*. **Note:** Audits may include whole of course, product, process or policy; they may include targeted risks or focus on specific cohorts or locations. The internal audit program will be determined based on a risk-based approach developed by manager.
2. It is envisaged that (3) internal audits may be undertaken annually.

3. After undertaking an audit, the audit report including recommendations for improvement, will be produced and provided to the manager for review.
4. The manager will sign-off the report and provide direction to Opengate Institute's staff as to any non-compliance issues to be corrected and the improvements to be actioned.
5. Opengate Institute staff will report to the manager on activities undertaken to correct non-compliance issues and to implement recommendations for improvement.
6. Copies of all documents will be archived for future internal and external audit purposes.
7. Opengate Institute's manager will be person responsible for the implementation and maintenance of this policy.