



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikcd.co.za · Website: www.aatikcd.co.za

COURSE BROCHURE

HR Auditing

Custom Courses / Human Resources and Training

Unit Standard AATICD-0070 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals with the skills to plan, conduct, and report on comprehensive HR audits. Participants will learn to evaluate HR policies, practices, and compliance with labour legislation, enabling them to identify risks and recommend improvements. The course ensures that HR functions align with organisational strategy and legal requirements.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0070
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan an HR audit by defining scope, objectives, and audit criteria aligned with organisational goals.
- Conduct an HR audit using appropriate data collection methods, including document review, interviews, and surveys.
- Analyze audit findings to identify gaps, risks, and areas for improvement in HR policies and practices.
- Evaluate compliance with South African labour legislation, including the Basic Conditions of Employment Act and the Employment Equity Act.
- Design an HR audit report with actionable recommendations for management.
- Implement corrective action plans based on audit outcomes to enhance HR effectiveness.

WHO SHOULD ATTEND

- HR managers, HR officers, compliance officers, and internal auditors responsible for evaluating HR processes within their organisations.

COURSE OUTLINE

Day 1: Introduction to HR Auditing and the Legal Framework

- Definition and objectives of HR auditing
- Overview of the South African legislative environment (BCEA, LRA, EE, SDA, OHSA)
- Types of HR audits: compliance, operational, strategic
- HR audit process: planning, execution, reporting
- Stakeholders and governance in HR auditing

Day 2: HR Audit Planning and Risk Assessment

- Steps in HR audit planning
- Risk identification and assessment in HR functions
- Developing audit checklists and questionnaires
- Data collection methods: interviews, document review, observation
- Sampling methodologies for HR audits

Day 3: Auditing Key HR Functions – Recruitment, Selection, and Onboarding

- Compliance requirements in recruitment (advertising, shortlisting, interviewing)
- Employment Equity Plan and reporting
- Auditing selection criteria and interview processes
- Onboarding documentation and induction effectiveness
- Record-keeping and data privacy in recruitment

Day 4: Auditing Performance Management, Training, and Employee Relations

- Performance appraisal documentation and consistency
- Skills Development Levy and Workplace Skills Plan audits
- Training records and return on investment
- Disciplinary code compliance and procedural fairness
- Grievance handling and CCMA readiness

Day 5: Reporting, Corrective Actions, and Audit Close-out

- Structuring the HR audit report: executive summary, findings, recommendations
- Root cause analysis and corrective action planning
- Presenting findings to management and HR team
- Monitoring and follow-up audits
- Ethics and confidentiality in HR auditing

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0070) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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