



Consulting and Training | Reach New Heights

Course Name

Tools for New Auditors

Sector Name

Audit, Risk and Governance

Document Type

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Tools for New Auditors

Course Introduction

Entering the audit profession requires more than understanding standards and audit theory. New auditors must be equipped with practical tools that help them plan audits, collect and analyze evidence, document work properly, and communicate findings clearly and professionally. Without these essential tools, auditors may struggle to perform their roles efficiently, consistently, and in line with professional expectations.

To support a smooth transition into audit practice, BOOST has developed the Tools for New Auditors course as a structured and practical foundation for individuals who are new to internal or external auditing roles. The program is designed to bridge the gap between audit concepts and real-world audit execution by introducing the key tools, techniques, and working practices used throughout the audit lifecycle.

The course focuses on the practical aspects of auditing, including audit planning tools, risk assessment templates, working papers, evidence-gathering techniques, sampling basics, and reporting tools. Participants also gain exposure to commonly used audit documentation practices and learn how to organize, present, and support audit conclusions effectively.

Through clear explanations, hands-on examples, and guided exercises, participants build confidence in using core audit tools, applying professional judgment, and supporting audit engagements with accuracy, consistency, and professionalism.

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Tools for New Auditors

Target Audience

- ✓ Newly appointed internal or external auditors
- ✓ Audit trainees and graduate auditors
- ✓ Finance and accounting staff moving into audit roles
- ✓ Risk and compliance professionals at entry level
- ✓ Public sector auditors
- ✓ Junior staff supporting audit engagements
- ✓ Professionals preparing for audit careers

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Learning Objectives

- ✓ Understand the role and responsibilities of a new auditor
- ✓ Identify key tools used throughout the audit process
- ✓ Apply basic audit planning and risk assessment tools
- ✓ Collect, document, and evaluate audit evidence effectively
- ✓ Use audit working papers and templates correctly
- ✓ Apply basic audit sampling and testing techniques
- ✓ Organize and communicate audit findings clearly
- ✓ Support audit engagements with professionalism and consistency

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Tools for New Auditors

Course Outline

✓ DAY 01

Introduction to Auditing and the Auditor's Toolkit

- ✓ Role of auditing in organizations
- ✓ Responsibilities and expectations of new auditors
- ✓ Overview of the audit lifecycle
- ✓ Understanding audit documentation and evidence
- ✓ Introduction to common audit tools and templates
- ✓ Professional conduct and audit discipline

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Course Outline

✓ Day 02

Audit Planning and Risk Assessment Tools

- ✓ Purpose of audit planning
- ✓ Understanding audit objectives and scope
- ✓ Introduction to risk assessment concepts
- ✓ Using risk registers and risk matrices
- ✓ Audit planning checklists and work programs
- ✓ Documenting planning decisions

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Course Outline

✓ Day 03

Evidence Collection and Working Papers

- ✓ What constitutes sufficient and appropriate audit evidence
- ✓ Evidence-gathering techniques (inspection, observation, inquiry)
- ✓ Audit testing basics
- ✓ Preparing and maintaining audit working papers
- ✓ Referencing, cross-referencing, and documentation standards
- ✓ Common documentation errors and how to avoid them

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Course Outline

✓ Day 04

Sampling, Analysis, and Audit Tools

- ✓ Introduction to audit sampling (basic level)
- ✓ Judgmental versus simple sampling approaches
- ✓ Using checklists and testing tools
- ✓ Identifying exceptions and control weaknesses
- ✓ Analyzing audit results
- ✓ Supporting audit conclusions with evidence

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Course Outline

✓ Day 05

Reporting, Communication, and Audit Readiness

- ✓ Purpose of audit reporting
- ✓ Structuring audit findings clearly
- ✓ Writing clear observations and recommendations
- ✓ Communicating with auditees professionally
- ✓ Managing time, files, and audit deliverables
- ✓ Common challenges faced by new auditors
- ✓ Developing a personal audit toolkit
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Los Angeles
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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