



Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: Gauteng Audit Services

SUB-UNIT: GAS

| Part A TRAINING INFORMATION | |
|--|---|
| Training Programme: | How to develop an Internal Audit Plan |
| Description of the Training: | Short course |
| Course Accreditation: <u>YES NO</u> <i>(If YES, Service Provider should attach Proof of Accreditation)</i> | No |
| Date(s) of the Training: | 3 - 5 November 2025 |
| Duration of Course: <i>(No. of days)</i> | 3 days |
| Number of Attendees: <i>(Attach name list)</i> | 17 |
| Is the Course Aligned to the Current Training Plan: <u>YES NO</u> <i>(If NO, attach approved memo)</i> | Yes |
| Part B TRAINING CONTENT AND EXPECTATIONS | |
| Course Objectives | Expected Outcome |
| The objective of the course: <ul style="list-style-type: none">The learning programme is aimed to capacitate internal auditors to effectively develop risk-based audit plans that will assist the organisation to achieve its goals and objectives effectively. | At the end of the course, you will be able to: Participants will be able to: <ul style="list-style-type: none">Understand how to develop a three (3) year risk-based rolling plan and an annual risk-based audit plan;Demonstrate practically how to develop a three (3) year risk based rolling plan and an annual risk-based audit plan;Demonstrate practically how to reference the three (3) year risk-based rolling plan and the annual risk-based audit plan to the organisational objectives and strategic risks;Demonstrate practically how to review annually the annual risk-based audit plans in line with the three (3) year risk based rolling plan, based on changing dynamics of the organisation;Demonstrate practically how to manage, review and re-prioritise audits based on the on-going changes in risks, or management ad hoc requests or for any other reason.Demonstrate practically how to rank and prioritise audits.Demonstrate ability to utilise and manage available resources (i.e. financial, human, etc.) in line with the three (3) |
| Delivery Method: <i>(Face2Face or Online)</i> | Online |
| Is the training programme done by a sole service provider? <u>YES NO</u> <i>(If YES, attach a confirmation letter of sole provider)</i> | No |

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



Part C | ADDITIONAL INFORMATION

| No | Item Description | Yes/No | No. of People |
|----|---|--------|---------------|
| 1. | Catering: (attach the full specification for catering including dietary requirements) | No | |
| 2 | Venues and Facilities: | No | |
| 3. | Other (Specify): | No | |

General Comments

Service provider to attach proof of accreditation.

Part D | SIGNATORIES

| SIGNED BY SUPERVISOR /OR LINE MANAGER: | |
|---|---|
| Compiled by: Type text here Mr / Ms. Olona Ndongeni-Grey Designation: Deputy Director Date: 23 June 2025 | Supported / Not Supported / Supported with Amendments Mr / Ms. Siyanda Noqube Designation: Director Date: 23 June 2025 <u>Comments:</u> |

| SIGNED BY THE DIRECTOR OF HRD: |
|--|
| Approved/ Not Approved/ Approved with Amendments Mr / Ms. _____ Designation: _____ Date: _____ Comments: _____ |

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REPUBLIC OF SOUTH AFRICA

HRD
TRAINING SPECIFICATION FORM

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