Labour Compliance Auditing Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving regulatory environment, Labour Compliance Auditing has become a critical function for organizations seeking to ensure legal compliance, ethical workforce management, ESG alignment, and corporate governance excellence. With increasing global focus on labor rights, workplace safety, fair wages, and statutory compliance, organizations must proactively implement robust auditing systems to mitigate risks, avoid penalties, and strengthen employer brand reputation. Labour Compliance Auditing Training Course is designed to equip participants with advanced knowledge of labor law frameworks, compliance monitoring systems, audit reporting techniques, and risk-based inspection methodologies.

The course provides a comprehensive understanding of HR compliance auditing, statutory labor regulations, occupational health & safety (OHS), payroll compliance, and workforce governance standards. Participants will learn how to conduct effective audits aligned with international benchmarks such as ILO standards, ISO compliance frameworks, ESG reporting requirements, and internal control systems. By integrating practical case studies, real-world compliance failures, and industry best practices, this program ensures professionals can confidently identify gaps, implement corrective actions, and support organizational compliance maturity.

Programme Curriculum

Labour Compliance Auditing Training Course

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Course Duration

10 Days

Course Objectives

1. Master Labour Law Compliance Frameworks & Regulatory Interpretation
2. Conduct Risk-Based Labour Audits & Compliance Gap Analysis
3. Implement Workplace Health & Safety (OHS) Compliance Standards
4. Evaluate Payroll Compliance, Wage Protection & Statutory Deductions
5. Strengthen ESG & Corporate Social Responsibility (CSR) Compliance Auditing
6. Apply ISO 45001 & ISO Compliance Audit Principles
7. Detect and Prevent Labor Law Violations & Legal Non-Compliance Risks
8. Build Internal Control Systems for Workforce Governance
9. Improve HR Audit Reporting & Documentation Standards
10. Ensure Employee Rights Protection & Ethical Labour Practices
11. Integrate Digital Compliance Monitoring & HR Analytics Tools
12. Conduct Supplier & Contractor Labour Compliance Audits
13. Enhance Organizational Compliance Culture & Risk Mitigation Strategy

Target Audience

1. HR Managers & HR Business Partners
2. Compliance Officers & Internal Auditors
3. Occupational Health & Safety (OHS) Professionals
4. Legal & Industrial Relations Officers
5. Payroll & Compensation Specialists
6. ESG & Sustainability Managers
7. Operations & Facility Managers
8. Government Labour Inspectors & Consultants

Course Modules

Module 1: Introduction to Labour Compliance Auditing

- Overview of labor compliance systems
- Importance of regulatory frameworks
- Audit lifecycle understanding
- Compliance risk categories
- Case Study: Global manufacturing firm fined for wage violations

Module 2: Labour Laws & Regulatory Frameworks

- National labor laws overview
- International Labour Organization (ILO) standards
- Employment contracts compliance
- Statutory obligations
- Case Study: Retail chain labor law breach investigation

Module 3: Risk-Based Compliance Auditing

- Risk identification techniques
- Audit prioritization methods
- Compliance risk scoring
- Internal audit planning
- Case Study: Construction company safety audit failure

Module 4: Occupational Health & Safety (OHS) Compliance

- Workplace safety regulations
- Hazard identification & control
- Incident reporting systems
- Safety audits and inspections
- Case Study: Industrial accident due to OHS non-compliance

Module 5: Payroll & Wage Compliance Auditing

- Salary structure compliance
- Overtime and wage laws
- Statutory deductions (tax, social security)
- Payroll audit trails
- Case Study: Payroll fraud in outsourcing firm

Module 6: HR Policies & Documentation Audit

- Employee handbook compliance
- Policy alignment with labor laws
- Recordkeeping standards
- Contract management
- Case Study: Missing employment contracts leading to litigation

Module 7: Employee Rights & Workplace Ethics

- Anti-discrimination laws
- Equal opportunity compliance
- Grievance handling systems
- Ethical workplace standards
- Case Study: Workplace harassment lawsuit

Module 8: ESG & CSR Compliance Auditing

- ESG frameworks overview
- Social compliance indicators

- Sustainability reporting
- Ethical sourcing audits
- Case Study: Supply chain labor exploitation exposure

Module 9: Internal Control Systems

- Control environment design
- Compliance monitoring tools
- Audit trails and evidence
- Corrective action plans
- Case Study: Weak internal controls in logistics company

Module 10: Digital Compliance & HR Analytics

- HR compliance software tools
- Data-driven auditing
- Predictive risk analytics
- Automation in compliance reporting
- Case Study: AI-based compliance detection success

Module 11: Contractor & Supplier Labour Compliance

- Vendor compliance audits
- Outsourcing risk management
- Contract labor regulation
- Third-party monitoring
- Case Study: Supplier labor law violation in apparel industry

Module 12: Audit Reporting & Documentation

- Audit report structure
- Evidence collection techniques
- Non-compliance reporting
- Recommendation frameworks
- Case Study: Poor audit reporting leading to regulatory penalty

Module 13: Labour Inspection Techniques

- Inspection planning methods
- Site visit procedures
- Interviewing employees
- Evidence validation
- Case Study: Government inspection uncovering wage theft

Module 14: Compliance Corrective Action Systems

- Root cause analysis
- CAPA (Corrective & Preventive Action)
- Follow-up audits
- Continuous improvement systems
- Case Study: Manufacturing plant compliance turnaround

Module 15: Building a Compliance Culture

- Leadership in compliance
- Training and awareness programs
- Ethical governance models
- Organizational accountability
- Case Study: Multinational achieving zero-violation certification

Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com