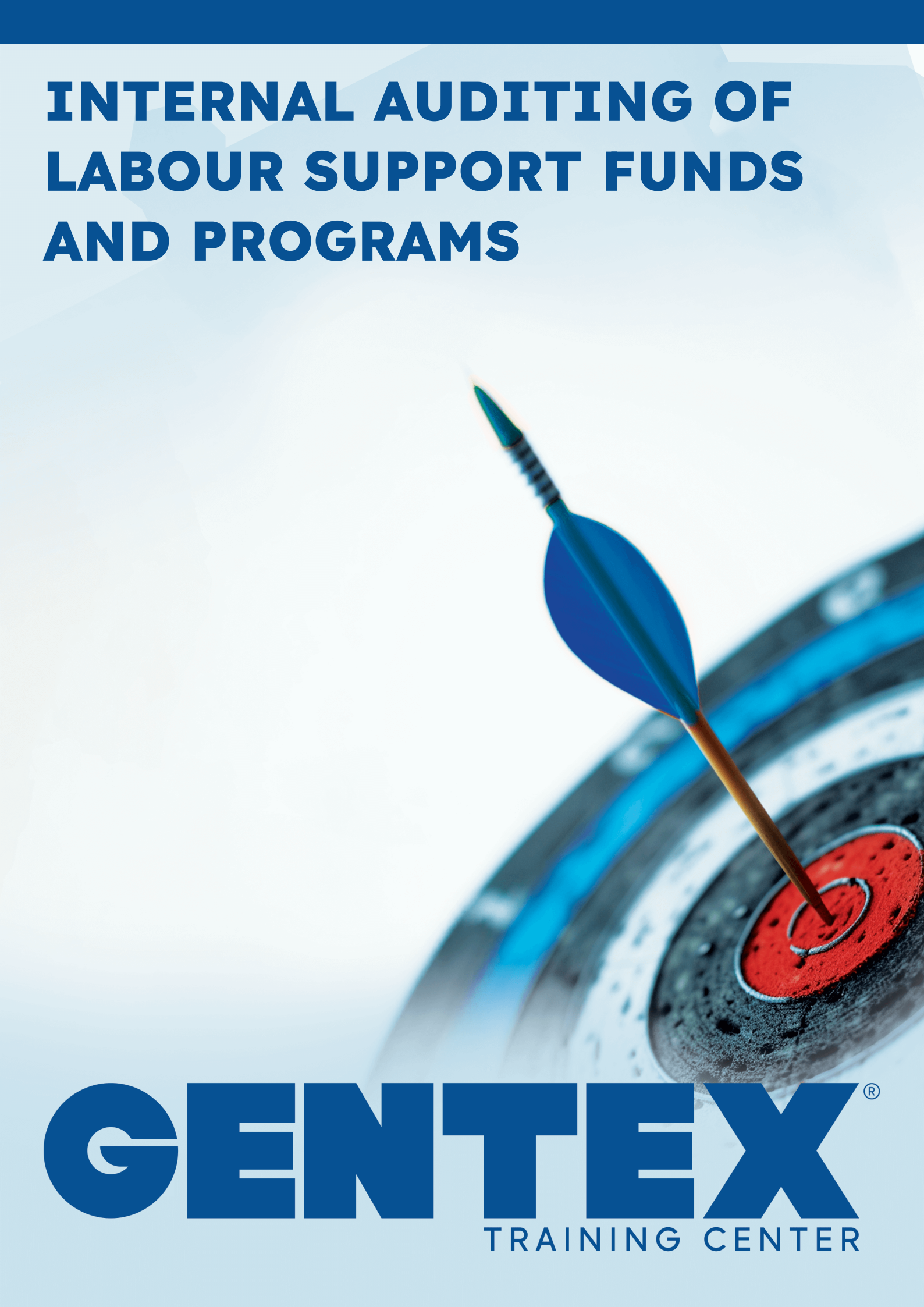
INTERNAL AUDITING OF LABOUR SUPPORT FUNDS AND PROGRAMS



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TRAINING CENTER

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Introduction

Internal Auditing of Labour Support Funds and Programs Training Course prepares auditors to examine the funds that support employment, training, and labour market programmes. Participants work through the fund governance framework, eligibility and beneficiary controls, disbursement and payment testing, training and employment programme auditing, subsidy and wage support verification, performance and outcome measurement, and reporting to audit committees as one connected discipline. The programme links the public money committed to labour support with the evidence that it reaches the right beneficiaries for the right purpose. As a result, learners gain a practical, defensible audit method. Furthermore, the course strengthens eligibility judgement, disbursement testing, and accountability reporting.

Internal Auditing of Labour Support Funds and Programs Course Objectives

- Explain the labour support fund mandate, governance, and accountability.
- Apply the IIA International Standards to fund and programme audits.
- Audit eligibility criteria, registration, and beneficiary data.
- Audit disbursement, payment channels, and beneficiary verification.
- Audit training and employment programme delivery controls.
- Audit wage support, subsidies, and incentive schemes.
- Apply duplicate, ghost beneficiary, and ineligible claim testing.
- Apply data analytics to beneficiary and payment populations.
- Audit programme performance, outcomes, and target achievement.
- Apply findings development, reporting, and follow-up practice.

Course Methodology

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- Interactive sessions built on labour fund and programme audit cases.
- Workshops on eligibility rules, disbursement testing, and analytics design.
- Group exercises on duplicate detection, beneficiary verification, and outcomes.
- Hands-on practice with beneficiary registers, payment data, and checklists.
- Simulation of a disbursement audit and a programme performance review.
- Facilitator coaching and peer review on personal fund audit plans.

Who Should Take This Course

- Internal auditors in labour ministries, agencies, and support funds.
- Programme managers for employment and training initiatives.
- Finance officers managing fund disbursements.
- Compliance and eligibility verification staff.
- Social protection and labour market programme officers.
- Consultants advising on labour fund governance and audit.

Internal Auditing of Labour Support Funds and Programs Course Outlines

Day 1: Fund Governance and Accountability Framework

- Purpose, mandate, and legal basis of labour support funds.
- Governance structures, board oversight, and delegation.
- Funding sources: state budget, contributions, and levies.
- Accountability relationships with ministries and the legislature.

- Internal control and the COSO framework over fund operations.
- Fraud and corruption risk in labour support programmes.
- Case discussion: a fund payment to a beneficiary that did not exist.

Day 2: Eligibility, Registration, and Beneficiary Data

- Eligibility criteria, conditions, and documentation requirements.
- Registration processes and beneficiary data collection.
- Beneficiary registers, master data, and data quality.
- Verification of identity, employment status, and entitlement.
- Changes, appeals, and case reassessment.
- Personal data protection and confidentiality in beneficiary systems.
- Workshop: auditing eligibility determination and registration.

Day 3: Disbursement and Payment Controls

- Payment channels: bank transfer, wallet, and agent networks.
- Authorisation, approval, and segregation of duties in payments.
- Duplicate payment and ghost beneficiary detection.
- Reconciliation of disbursement to bank and ledger records.
- Payment reversals, recoveries, and unclaimed benefits.
- Payment timing, arrears, and beneficiary communication.
- Exercise: running duplicate and ineligible payment tests.

Day 4: Programme Delivery and Expenditure Verification

- Training programme design, procurement, and provider controls.

- Attendance, completion, and certification verification.
- Wage support, subsidies, and incentive scheme testing.
- Employer participation and job placement verification.
- Operational expenditure and administrative cost review.
- Service provider performance and contract compliance.
- Simulation: auditing a training programme and its provider.

Day 5: Performance, Outcomes, and Reporting

- Programme objectives, indicators, and target setting.
- Outcome measurement: employment, retention, and wage outcomes.
- Cost per beneficiary and value-for-money analysis.
- Data analytics and reporting to management and the board.
- Findings, root causes, and accountability recommendations.
- Follow-up, recovery of funds, and closure validation.
- Capstone: presenting a labour fund audit report and recommendations.

Conclusion

By successfully completing Internal Auditing of Labour Support Funds and Programs, participants will gain a practical command of fund governance, eligibility and registration controls, disbursement and payment testing, programme delivery verification, performance and outcome measurement, and accountability reporting. They will acquire skills in eligibility auditing, duplicate and ghost beneficiary detection, programme verification, and quantified findings that protect labour support funds. Gentex Training Center designs the programme to help professionals audit labour support funds and programmes with confidence.

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FAQs

Q1 What is the "Internal Auditing of Labour Support Funds and Programs" course about?

It prepares auditors to examine the funds that support employment, training, and labour market programmes. The course spans fund governance and accountability, eligibility, registration and beneficiary data, disbursement and payment controls, programme delivery and expenditure verification, and performance, outcomes and reporting.

Q2 What are the key benefits of the "Internal Auditing of Labour Support Funds and Programs" course?

You gain a practical, defensible audit method that links the public money committed to labour support with the evidence that it reaches the right beneficiaries for the right purpose. The course improves eligibility auditing and beneficiary data review, strengthens disbursement and payment testing, sharpens programme delivery verification, and gives you analytics and reporting practice that protects fund integrity.

Q3 What skills will I gain from the "Internal Auditing of Labour Support Funds and Programs" course?

You will develop four core skills: labour fund governance and eligibility framework assessment, beneficiary data and registration controls auditing, disbursement and payment testing with duplicate and ghost beneficiary detection, and programme delivery verification with performance measurement and accountability reporting.

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Q4 What tools, methods, or standards are covered in the "Internal Auditing of Labour Support Funds and Programs" course?

The course covers the purpose, mandate and legal basis of labour support funds, governance structures, board oversight and delegation, funding sources including state budget, contributions and levies, accountability relationships with ministries and the legislature, internal control and the COSO framework over fund operations, fraud and corruption risk in labour support programmes, eligibility criteria, conditions and documentation requirements, registration processes and beneficiary data collection, beneficiary registers, master data and data quality, verification of identity, employment status and entitlement, changes, appeals and case reassessment, personal data protection and confidentiality, payment channels including bank transfer, wallet and agent networks, authorisation, approval and segregation of duties in payments, duplicate payment and ghost beneficiary detection, reconciliation of disbursement to bank and ledger records, payment reversals, recoveries and unclaimed benefits, payment timing, arrears and beneficiary communication, training programme design, procurement and provider controls, attendance, completion and certification verification, wage support, subsidies and incentive scheme testing, employer participation and job placement verification, operational expenditure and administrative cost review, service provider performance and contract compliance, programme objectives, indicators and target setting, outcome measurement for employment, retention and wage outcomes, cost per beneficiary and value-for-money analysis, data analytics and reporting to management and the board, findings with root causes and accountability recommendations, and follow-up, recovery of funds and closure validation.

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Q5 How is the "Internal Auditing of Labour Support Funds and Programs" course applied in real-world practice?

Participants apply it to real work such as auditing eligibility determination and registration, running duplicate and ghost beneficiary tests over payment data, reconciling disbursements to bank records, auditing a training provider and its attendance records, measuring employment outcomes against programme targets, and drafting quantified findings for an audit committee. The same methods support fund recovery and follow-up validation.