People Management
Level 2 – Infrastructure
Individual Professional Development

Purpose — To ensure that internal auditors continuously maintain and enhance their professional capabilities.

Essential Activities
- Determine a target number of staff training hours/days/credits for each individual consistent with prescribed auditing standards or relevant certifications.
- Identify the training courses, providers, or sources that would be sufficient to accomplish valid professional development.
- Encourage individuals to be members of professional associations.
- Track and document training hours/days, course types, and providers to monitor compliance with personal training requirements and to support continuous professional development.
- Develop periodic reports to document training accomplished by each internal auditor.

Outputs
- Individual certificates of attendance at relevant training sessions.
- Periodic reports of types and amounts of training achieved by each internal auditor.

Outcomes
- Assurance that all persons carrying out functions of the IA activity maintain the minimum level of continuous learning required by auditing standards, professional certifications, or organizational policy.
- Individual commitment to life-long learning.

Institutionalizing Practice Examples
- Visible commitment and support through senior management action to provide suitable resources to facilitate individual professional development.
- Personal training and professional development plan.
- Training budget.
- Training provider/course register.