|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure:** |  Compliance audit procedures – T & C | **From (date):** |  October 2023 |
| **Replacement?:** |  Y | **Produced by:**  |  Essentials |
| **Signed off by:**  |  (SMF16)  |

**Compliance audit procedures: Training & competence (T&C)**

A T&C audit is conducted six-monthly, by the Compliance Department – TCD (external resource). H1 comprises a file audit, while H2 includes a file audit and an audit of the one-to-ones completed

1. A big component of the T&C audit is client file auditing. See the relevant separate procedure on the client file audit;
2. Excluding the client file audit, TCD is instructed to consider the one-to-one procedures including
	1. Whether or not they are up to date for each adviser;
	2. The appropriateness of annual development plans;
	3. The relevance of CPD;
	4. The quality of advice being delivered;
3. TCD will also assist the SMF16 with the preparation of the annual T&C plan, which will form the basis of T&C activities over the succeeding 12 months.
4. Miss Moneypenny will perform the operational one-to-ones.