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| **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.