



A practical guidance to Compliance Report writing

Training outline - 2025

Kindly note that reflective, assessment questions will be presented during the session to gauge the learning experience and as a learning intervention. It is imperative that you are attentive and avoid all distractions during the training.

Overview

This course aims to provide practical application guidance regarding compliance report writing to compliance officers and prospective compliance officers. This includes understanding reporting stakeholders, reporting types and the content of different types of reports.

Who should attend?

It is the intention to aim the training at compliance officers that are either entering the compliance world, they would be:

- People who are considering compliance as a career.
- Administrative personnel in compliance areas with recording and reporting responsibilities but does not formally act as compliance officers.
- General compliance officers with limited (1-2 years) experience.
- Administrative personnel in compliance areas with recording and reporting responsibilities.
- Compliance officers that have had single focused purpose/s (i.e. monitoring) that would like to progress their careers to more generalise compliance activities.

If you have been in a compliance role this training will serve as a tool to realign your work with best practice guidance.

Key take-aways

- Understanding reporting stakeholders
- Follow the process to compile a compliance report
- Understand the different compliance reports that a compliance officer may be asked to draft
- Practical discussion and understanding of the compliance status report
- Obtain a practical understanding of GACP: Supplementary guide 15:Reporting

Preparation for the course

The course material will be made available, but in addition to that and ensuring some understanding of the background to compliance report writing the prospective learner will be required to watch short training videos providing some background information regarding communication and report writing. The course will focus on general good report writing principles

and compliance reporting.

Training content

The candidate will be required to watch the pre-training videos as the actual training on the day will build on the pre-training videos and knowledge gained from the videos.

- **Pre-training video content:**
 - A general understanding of communication in a business context
 - Communication flow based on direction
 - Different ways in which to communicate in a business context
 - General reporting format and standards

- **Content to be covered on the day:**
 - Understanding your compliance stakeholders/ target audience
 - Compliance reporting context
 - Compliance report preparation process
 - Different types of compliance reports
 - Content discussion of a compliance status report
 - Detailed discussion of a compliance monitoring report

CPD

4 hours

Investment

Refer to the current pricing on the event.

Inhouse training

Email your requirements to enquiries@compliancesa.com.

Included in the training

- Introduction videos
- Slide deck
- Reflective / assessment questions & answers provided after the session
- Other reference material or templates provided during the event (if applicable)

Please note!

CISA will make every effort to host the specified training on the date(s) as advertised. However, should unforeseen circumstances out of our control arise, we reserve the right to cancel or postpone the training. In event of CISA cancelling and or postponing the session, communication will follow in writing for next steps.