



Bracknell Forest Council

Academy Model

Audit career pathways



Introduction

The handbook is a guide for planning your learning and career development options. The overall objective is to provide you with high quality learning opportunities to help you develop your skills, capability, and talent across the organisation.

We encourage you to use the handbook throughout your career with us. It should be complementary to any statutory and mandatory guidance aligned to your profession and any continuous professional development (CPD) requirements.



Audit career pathways

What is a career pathway?

A career pathway is simply the route you take to achieve your career progression and goals.

These help you to think about the opportunities within your current pathway and how you can progress to more senior pathways by developing your skills, knowledge and experience.

Who is it for?

Everyone should have a career pathway that is used regularly in development and performance management conversations with your line manager.

Deciding your career pathway

- A career pathway can help you transition from one role to another within the service/ department/organisation
- Setting out your career pathway provides you with a road map from where you are now to where you want to be and provides structure to your journey

Your career pathway

Things to consider when developing your career path:

- What are some of the council's values and behaviours you use in your current role?
- What are your strengths?
- How much experience do you have?
- What technical skills do you possess?



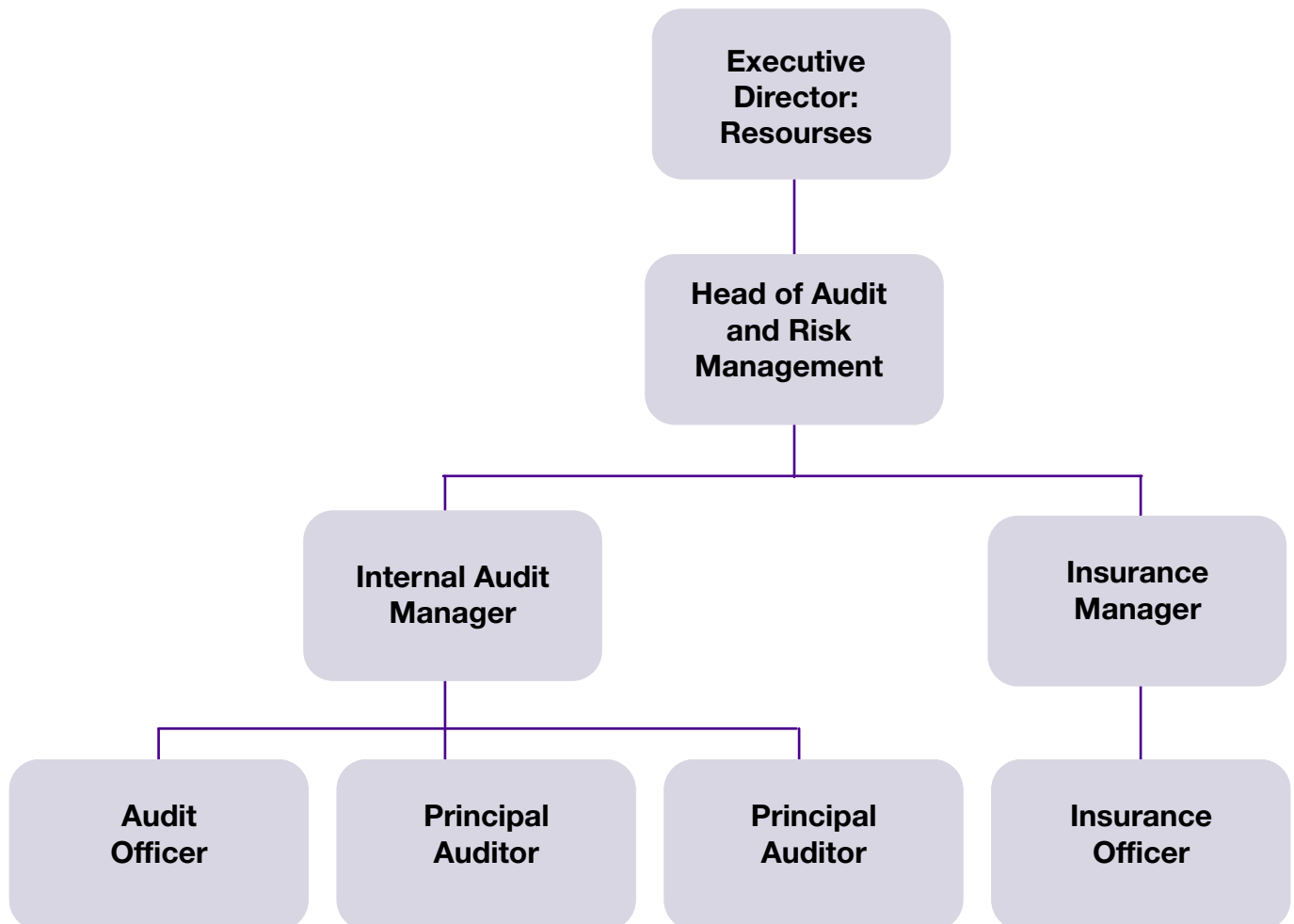
Your career development

Step up	Step sideways	Settled
Step-up can also be about gaining greater expertise in your current role or in another service or department, it isn't always about promotion.	Whatever your aspiration or ambition, there may be opportunities at your current level in another team. Working in different parts of the organisation will extend your knowledge and experience.	If you are happy in your current role maybe you would like to consider other options to develop yourself. Become a first aider, a mental health first aider or equality ally.



Audit teams and roles

The post sits within the internal audit team within the resources directorate.



Your career development – audit apprenticeship routes

Pathway 1	Audit apprentice working towards level 4
Pathway 2	Audit officer - level 4 qualified and working toward level 7
Pathway 3	Principal auditor - level 7 qualified plus 1- year experience



Audit apprentice - Pathway 1

Tips	Key Skills	Key responsibilities
<ul style="list-style-type: none"> • This is very much a learning phase of your career and an opportunity to develop a firm foundation for your future career • Consider shadowing opportunities with experienced colleagues within your team • Continue to develop your knowledge base • Work to embed that knowledge base in your practice • Bring new approaches and learning to your team and share your newly gained insights • Ensure that you get the most out of your supervision and that you discuss your career ambitions with your supervisor 	<ul style="list-style-type: none"> • Ability to work as part of a team • Good interpersonal skills, courteous and respectful with a positive attitude • Confident in approaching anyone needed to assist with the audits, including senior officers • Articulate with the ability to communicate effectively and professionally, both in writing and verbally • An inquisitive mind with good problem-solving skills • A diligent honest and collaborative approach, with attention to detail • Perseverance, flexibility, positivity and dedication • Good personal organising skills, ability to plan, organise and prioritise workloads and work to deadlines and budgets • Conscientious, accountable, committed to doing a great job • Enthusiasm, ability to demonstrate initiative and a willingness to learn 	<ul style="list-style-type: none"> • The apprentice will assist the team with audit assignments, gaining experience in preparation, testing, documenting working papers, debriefing, and reporting • As they gain confidence, they will handle entire audit assignments under supervision. They will also learn about local government operations, governance practices, and risk management

Audit officer - Pathway 2

Tips	Key Skills	Key responsibilities
<ul style="list-style-type: none"> • This is very much a learning phase of your career and an opportunity to develop a firm foundation for your future career • Consider shadowing opportunities with experienced colleagues within your team • Share good practice examples in your team • Look to take on a supervisory role and to support apprentices • Think about becoming a champion for a specific area of focus within the team 	<ul style="list-style-type: none"> • In depth knowledge of internal audit best practice and public sector internal audit standards • Strong analytical skills and ability to assimilate information quickly and effectively • Excellent verbal and written communication skills • Confident in presenting to senior management and audit committees • Detailed knowledge and understanding of latest Internal best practice and audit techniques • Ability to generate innovative ideas and practical solutions to assist management • Highly developed personal organising skills of planning and prioritising workloads and working to deadlines and budgets • Confident and proficient in accessing different IT systems, including Word for report writing and Excel for data analytics 	<ul style="list-style-type: none"> • Audit assignment process: Responsibilities include understanding assignment requirements, determining testing strategies, documenting work, debriefing clients, and drafting reports • Supporting audit functions: Tasks involve assisting principal auditors, maintaining the audit recommendation tracker, and supporting the head of audit and risk management • Collaboration and supervision: Engaging with senior management, developing audit terms, overseeing apprentices, producing reports, and maintaining good relationships with council officers are key aspects

Principal auditor - Pathway 3

Tips	Key Skills	Key responsibilities
<ul style="list-style-type: none">• This is very much a learning phase of your career and an opportunity to develop a firm foundation for your future career• Share good practice examples in your team• Look to take on a supervisory role and to support apprentices• Think about becoming a champion for a specific area of focus within the team	<ul style="list-style-type: none">• A recognised audit qualification (CIA, ACA, ACCA, CIMA)• Extensive experience in internal audit, including planning and conducting high-risk audits• Strong analytical and problem-solving skills, with the ability to challenge assumptions and provide actionable recommendations we would love to hear from you	<ul style="list-style-type: none">• Awareness and standards: Maintain awareness of significant developments within the council, understand internal audit standards, and update the internal audit manual to reflect good practice• Resource and team management: Strategically manage in-house resources to deliver the annual internal audit plan, supervise junior team members, ensure quality control, and engage with senior management for audit terms and scope• Complex audits and NFI data: Plan and report complex audits, respond to ad hoc queries, manage the preparation and submission of NFI data, and deputise for the head of audit and risk management when required

Your career development - apprenticeships

Can I undertake an apprenticeship?	Benefits	Next steps
<ul style="list-style-type: none">• Apprenticeships are available to both new and existing employees• For existing employees, apprenticeships are part of the council developing careers programme• Apprenticeships are available at the same or higher level than a qualification you already hold, or lower as long as:<ul style="list-style-type: none">• it allows you to gain substantive new skills• you can evidence that the content of the training is different from any prior qualification or previous apprenticeship	<ul style="list-style-type: none">• Apprenticeships are a good opportunity to 'grow our own' future workforce• By developing our staff with a clear career pathway, from levels 2 to level 7, we can develop a highly skilled, multi-talented workforce.• While working for us, apprentices can develop new talent. This benefits the council while making sure the apprentice gathers the relevant evidence and skills needed to complete their qualification• Having an apprentice in the team can open new challenges and opportunities for others. Existing staff can gain valuable experience by taking on coaching and mentoring roles, developing new skills and experience of their own	<ul style="list-style-type: none">• If you are interested in applying to take part in an apprenticeship, talk to your manager and then complete an expression of interest form or contact Janine Watkins to discuss the options available

Performance management and supervision

We are committed to ensuring every member of staff has clear performance objectives and learning plans.

It is important to ensure each team member has clear plans and goals, that the appropriate professional supervision regularly takes place, is recorded and line managers ensure individuals are well and coping with the demands of their role. Regular supervision is a way of formally or informally reviewing progress, encouraging learning and reflections and checking individuals have the support and tools to deliver their best work.

You will be invited to attend an annual appraisal conversation with your line manager.

The purpose of this meeting:

- a two-way conversation and to discuss performance objectives (the things you will do over the coming 12 months)
- the council behaviours and how you will demonstrate these in the work you do (how you will work over the coming 12 months) and learning and support

The learning and support section is an opportunity for you to highlight the tools, learning and support you will need to do your work well.

Whilst the main appraisal conversation happens once a year, the purpose of supervision and ongoing 1:1s should be to regularly check in on how you are progressing and highlight any issues you are encountering.

As part of the appraisal conversation, you and your line manager can record the key points from the conversation using the short [performance appraisal form](#), this can be found on the council's intranet.

As a manager, leader or supervisor, all the appropriate information on carrying out performance appraisals can be found on the [Bracknell Forest Manager Hub](#) on the intranet.

Learning and development

The new [Workforce and Organisational Development Strategy 2021-2024](#) is supported by the Learning and Development Strategy and Plan 2021-2024.

Learning and development is pivotal to how we develop our existing workforce. It clearly demonstrates the council's commitment to providing a robust and ambitious programme of learning for all areas of the council.

A key focus is to create a learning culture in line with the council's values: inclusive, ambitious and always learning.

The council values learning in all its forms, both formal and informal, and recognises that this can be provided through blended learning.

There are a variety of activities that can be delivered virtually or in person, learning from naturally occurring activities:

- such as networking and shadowing, through reading and discussing topics with other colleagues
- coaching and mentoring
- attending conferences and completing eLearning

The [learning and development](#) opportunities are accessible on the intranet. This is a summary of all learning available for the whole organisation, including finance and the relevant pathways.

Learning and development



The eLearning Zone offers opportunities to continue personal development, refresh existing skills, find out ways to look after yourself, or perhaps get quick advice on how to deal with a problem workplace situation. You will notice on your desktop there is an icon that looks like an internet symbol, it is called the eLearning Zone. On the eLearning Zone you can search training and courses by topic or event dates.



The learning and development team produces an annual calendar of all training activities via the intranet. Once you have identified the course you would like to attend, go into the iWork system and book yourself onto the training from there. This will ensure that your attendance is recorded at the event and your learning record is updated.

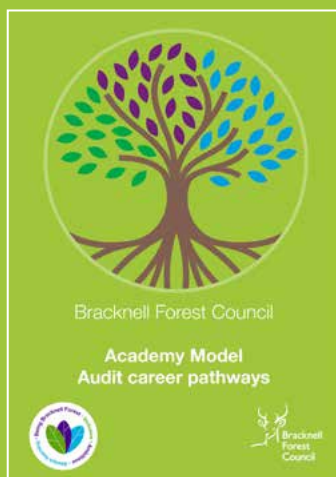


Often colleagues who have many years' experiences are willing to coach and mentor others to develop their skills and knowledge. Coaching is an approach that provides a safe space for an individual to think about their professional goals and make solid plans to achieve them.

Mentoring is much more directive in terms of helping individuals to achieve their goals, drawing on the mentor's experience and skills. To find out more about coaching and mentoring opportunities, please visit our intranet pages.

For more information about our Academy Model career pathways please visit our website <https://www.bracknell-forest.gov.uk/jobs/academy-model-career-development> or if you have any questions you can email our drop box academy.model@bracknell-forest.gov.uk.

For apprenticeship queries please email the drop box Apprenticeships@bracknell-forest.gov.uk



If you need a reasonable adjustment to communicate with us, please call 01344 352000 or email: customer.services@bracknell-forest.gov.uk.