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Labour Inspection and Employment Compliance Audit Training Course

22 – 26 February 2027
Singapore

Labour Inspection and Employment Compliance Audit Training Course

Ref: 1087_40959 **Date:** 22 – 26 February 2027 **Location:** Singapore **Fees:** 6900 GBP

Labour Inspection and Employment Compliance Audit is a 1-week training course for HR managers, employee relations staff and legal advisers, and it produces a Labour Inspection Readiness File. Inspection authorities now cross-check payroll, attendance and work permit records electronically, so one flawed personnel file can trigger wider findings. Jupiter Prime Training sets Labour Inspection and Employment Compliance Audit within Labour and Employment Law practice.

Why Labour Inspection and Employment Compliance Audit Matters Now

Three forces shape this field. Inspection bodies increasingly match wage transfer files, attendance logs and residency records, so discrepancies surface without any complaint being filed. Mixed national and foreign workforces multiply the documents an inspector may request. Employees also escalate grievances faster than before. An employer with orderly evidence closes a visit with minor observations; one with scattered records faces penalties, suspended services and reputational damage. The course rests on the principles of Labour and Employment Law governing contracts, working time, wages, leave, discipline and termination.

Who Gains Most from Labour Inspection and Employment Compliance Audit

- HR operations leads who hold contracts, personnel files and leave records open to inspection
- Payroll and rewards specialists who reconcile wage transfers, overtime and end of service calculations
- Employee relations officers who run disciplinary hearings, grievance logs and settlement talks
- Legal advisers who interpret labour code provisions and respond to inspection findings
- Workforce planning staff who track work permits, nationalisation quotas and visa renewals

Multi-site employers in construction, retail and hospitality gain most when HR, payroll and legal staff attend together.

Labour Inspection and Employment Compliance Audit Capabilities

Participants turn labour code duties into audit tests, sampled evidence and corrective actions an inspector can verify.

- Design an employment compliance audit scope and sampling plan — HR director approval
- Test contracts, working hours and overtime records against labour code limits — payroll sign-off
- Calculate wage, leave and end of service entitlements from source records — settlement decisions
- Assess disciplinary and termination files for procedural fairness — legal risk ratings
- Specify foreign worker permit and document controls — workforce planning and recruitment
- Communicate inspection findings and corrective action plans — senior management and inspectors

Key Labour Inspection and Employment Compliance Audit Terms

- Labour inspection — an official visit or remote check verifying an employer's labour code duties
- Compliance audit — an internal test of employment practices against legal requirements and HR policy
- Audit sample — a selected set of employee files or payroll periods tested to represent the wider workforce
- End of service entitlement — the statutory or contractual payment due to an employee when employment ends
- Wage protection record — the electronic payroll file evidencing timely, full salary payment
- Corrective action plan — remedies, owners and evidence that close each finding

Labour Inspection and Employment Compliance Audit Day by Day

Day 1: The Inspection Landscape and Employer Duties

- Labour Code Structure and Inspector Powers — Scope of an Employer Visit
- Inspection Triggers and Electronic Cross-Checks — Where Findings Originate
- Penalty Schedules and Violation Categories — Prioritising Exposure by Severity
- Record Retention Duties — What Must Be Produced on Request
- HR Policy Manual Alignment — Internal Rules Versus Statutory Minimums

Day 2: Auditing Contracts, Working Time and Wages

- Employment Contract Content Checks — Fixed and Indefinite Term Requirements
- Working Hours, Rest Days and Overtime Logs — Testing Statutory Limits
- Wage Transfer Reconciliation — Matching Payroll Files to Bank Records
- Annual, Sick and Special Leave Ledgers — Accrual and Payment Accuracy
- Audit Sampling Methods for Personnel Files — Selecting a Defensible Sample

Day 3: Discipline, Termination and Disputes

- Disciplinary Rules and Hearing Records — Procedural Fairness Evidence
- Termination Grounds and Notice Periods — Lawful Exit Decisions
- End of Service Calculation Testing — Settlement and Final Pay Accuracy
- Grievance and Complaint Registers — Early Signals of Inspection Risk
- Labour Dispute Settlement Routes — Amicable Resolution Versus Litigation

Day 4: Foreign Workers and Workplace Conditions

- Work Permit and Residency Tracking — Expiry and Renewal Controls
- Workforce Nationalisation Ratios — Hiring and Replacement Decisions
- Recruitment Fees and Document Retention — Forced Labour Red Flags
- Worker Accommodation and Welfare Checks — Contractor and Site Conditions
- Subcontractor Labour Compliance Clauses — Shared Liability in Supply Chains

Day 5: Practising the Inspection Readiness File

- Mock Inspection Walk-Through — Applying Inspector Powers and Record Duties
- File Sample Testing Exercise — Applying Contract, Hours and Wage Checks
- Termination Case Review — Applying Fairness and Settlement Tests
- Findings Report and Corrective Action Plan Drafting — Owner Allocation
- Labour Inspection Readiness File — Final Evidence Index and Sign-Off

Applying Labour Inspection and Employment Compliance Audit After the Course

- Run a sample audit of twenty personnel files against contract, overtime and leave tests and log every gap
- Reconcile three months of wage transfer files with payroll and record each variance with its corrective action

Labour Inspection and Employment Compliance Audit Questions FAQ

What is Labour Inspection and Employment Compliance Audit and why does it matter now?

Labour Inspection and Employment Compliance Audit is the practice of testing employment records against labour code duties before an inspector does. It matters now because authorities cross-check payroll, attendance and permit data electronically, so gaps surface quickly.

Which roles gain most from Labour Inspection and Employment Compliance Audit?

HR operations leads, payroll specialists, employee relations officers, legal advisers and workforce planning staff gain most. Each owns records an inspector can request, and each must explain them consistently.

How does Labour Inspection and Employment Compliance Audit differ from a general labour law course?

Labour Inspection and Employment Compliance Audit applies labour code rules as audit tests on real files. A general labour law course explains rights and duties; here participants sample records, calculate entitlements and prepare evidence for an inspection visit.

What do you bring back from Labour Inspection and Employment Compliance Audit?

You bring back an inspection readiness file tested in a mock visit. It indexes contracts, payroll, leave, discipline and permit evidence, with findings and owners for each corrective action.

Labour Inspection and Employment Compliance Audit: The Way Forward

The Labour Inspection Readiness File first informs which sites or employee groups to audit before the next visit. HR operations leads, payroll specialists and legal advisers use it to assign corrective actions and answer inspector requests. After its first use, revisit the sampling size and penalty priorities, since new electronic cross-checks shift where findings appear.