



# Quality Auditing

State ID: EAB31

## About this course

### Ensuring compliance and quality across the workplace

Our **Quality Auditing Skill Set** is aimed at Managers, Supervisors, Team Leaders and others responsible for **initiating, leading and reporting on internal or external reviews/audits against a pre-determined set of standards** (e.g. Aged Care Quality Standards, Registered Training Organisation Standards).

Types of audits include **external or internal systems audits** or **process or product/service audits**.

The units that make up this skill set are taken from the **Diploma of Quality Auditing**.

BSBAUD501 Initiate a quality audit

BSBAUD503 Lead a quality audit

BSBAUD504 Report on a quality audit

### Topics covered

- assessing the scope and objectives of a quality audit commensurate with identified risks
- communicating with the auditee regarding the proposed quality audit
- identifying resources required to conduct the audit
- developing and submitting a quality audit plan
- conducting entry and exit meetings
- identifying and gathering relevant information
- managing audit team resources
- providing feedback to audit team members on their performance
- compiling audit results
- preparing a report for the auditee/client
- negotiating follow up action with the auditee/client
- monitoring and reviewing the auditing system and activities

The audit process delivered during this skill set is modelled on the **Australian Standard AS/NZS ISO 19011:2014**:

**Guidelines for auditing management systems.** You'll be able to refer to copies of the Guidelines throughout the training program.

You'll gain the knowledge and skills you require via online presentations and activities over approximately ten weeks. This will be followed by a meeting with your Assessor to discuss the assessment requirements and how to achieve these within your workplace. North Metropolitan TAFE's Assessors possess a wealth of knowledge and experience in the field of quality auditing.

## Details

### Semester 1, 2020

---

#### Perth (Northbridge) - Online



Duration: **12 Month/s**



When: **Semester 1, 2020**



How: **Online**

## Further study

After completing this skill set, you will have the opportunity to complete the full Diploma of Quality Auditing. You may need to enrol in additional units or you may be eligible for RPL, depending on your current knowledge, experience, training and/or other relevant qualifications.

## Important information

You'll be required to conduct three (3) audits in your own workplace as a Lead Auditor, leading and supervising the work of an audit team. You will be expected to develop the documentation required to support the audit process including audit plans, audit entry and exit meeting agendas, audit checklists and tools and final audit reports.

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be

given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**