



Quality Auditing Skill Set

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

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 2, 2020

Perth (Northbridge) - Online - Term 3 Intake



Duration: **12 Month/s**



When: **Semester 2, 2020**



How: **Online**

Units

Core

National ID	Unit Title
BSBAUD501	Initiate a quality audit
BSBAUD501	Initiate a quality audit
BSBAUD503	Lead a quality audit
BSBAUD503	Lead a quality audit
BSBAUD504	Report on a quality audit
BSBAUD504	Report on a quality audit

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

Total fees \$723.75

Please note, fees are subject to change.