



BSB50920 Diploma of Quality Auditing

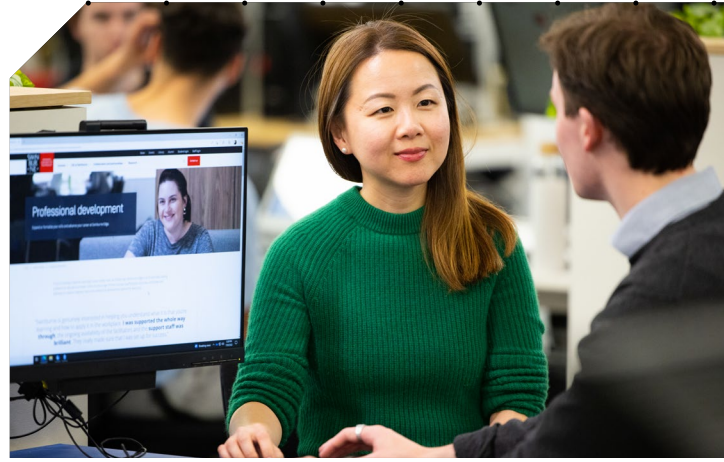


BSB50920 Diploma of Quality Auditing

🕒 6-8 months 📍 Blended - Live Online, Face-To-Face 4 culsters

In this nationally recognised qualification students will learn to participate in, initiate, lead on and report on a quality audit. To facilitate continuous improvement, to prepare and deliver a presentation on your finding and to communicate in an influential way during a group setting.

Unlike other training providers, at Swinburne Edge we believe in the holistic development of each person and therefore our qualifications have been structured to not only provide the technical skills required but also to develop the leadership and management capabilities of each person relevant to the level of study that they are engaged in.



Why graduate quality auditing skills are critical

When you're armed with quality auditing skills, you're able to exercise professional scepticism to critically assess a variety of systems, as well as assess the success of processes, products and systems.

Those with quality auditing skills can also deliver continuous improvement for an organisation through helping to highlight examples of good practice.

In addition, organisations depend on those with quality auditing skills to identify whether quality policies adequately meet compliance objectives and, where necessary, take corrective action.

This qualification develops the skills to:

- prepare for and participate in a quality audit as a member of a quality audit team
- initiate and organise a quality audit with an auditee
- lead an audit team as it runs a quality audit
- report on the outcomes of a quality audit and take appropriate follow-up action
- lead and report in a WHS environment
- lead and manage continuous improvement systems and processes

- work within compliance framework and interpret compliance requirements
- prepare, deliver and review a presentation to a target audience
- manage a range of meetings, including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes
- present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This graduate qualification is suitable for:

- professionals who currently have a minimum of three years of work experience in the audit or quality assurance areas, and wish to become lead auditors or quality assurance managers or start their own consultancy business

- professionals who can carry out and evaluate their own work or the work of an audit team.

Stand out

Business professionals need to be across many facets of both their own organisation and the broader business environment.

This qualification:

- includes relevant, real-world content
- has a practical focus with activities you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to future trends in business capabilities.

Fees

The total fee for the BSB50920 Diploma of Quality Auditing is \$5,880. Fees are reviewed each year and are subject to change.

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The Lead Auditor program is recognised by Exemplar Global. Attendees who successfully complete this course will receive 12 months of an Exemplar Global Graduate Certification to boost their professional recognition and the option to apply for certification with this internationally recognised body, either as Provisional QMS/QMS Auditor or provisional OHS Auditor/OHS Auditor (both certifications are based on experience).

The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.



“[The best part of the experience was] hearing interesting examples from different industries. The facilitator was very enthusiastic.”

Roshan

Participant, Diploma of Quality Auditing

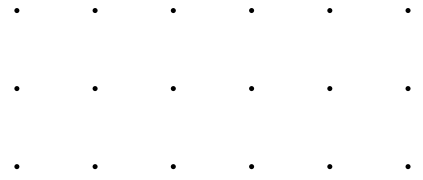
Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure.
- Our Continuing Professional Education Advisors are on hand to provide advice and answer your questions.
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity and innovation.
- Our facilitators each have extensive experience across a range of auditing and QA roles and can impart real-life case studies and relevant industry know-how.
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- Having strong upcoming all-round business professionals within your organisation ensures you've got the necessary skills for retaining a competitive edge in the years to come.
- We work directly with a range of organisations to qualify their business professionals and ensure they can maximise the productivity of their teams and project outcomes.
- Our team of expert Consultants work hand-in-hand with clients just like you to roll out the BSB50920 Diploma of Quality Auditing in a way that suits you and your team, including customisation for your own projects and industry.
- In addition, clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

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The **Diploma of Quality Auditing** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBAUD411	Participate in quality audits	Lead Auditor	5 days
BSBAUD511	Initiate quality audits		
BSBAUD512	Lead quality audits		
BSBAUD513	Report on quality audits		
BSBSTR502	Facilitate continuous improvement		
BSBWRT411	Write complex documents	Lead and Report in a WHS Environment	2 days
BSBWHS515	Lead initial response to and investigate WHS incidents		
BSBWHS519	Lead the development and use of WHS risk management tools		
BSBAUD412	Work within compliance framework	Compliance Frameworks	1 day
BSBAUD514	Interpret compliance requirements		
BSBCMM511	Communicate with influence	Communication in the Workplace	1 day
BSBTWK503	Manage meetings		



NATIONALLY RECOGNISED TRAINING

Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



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Cluster overview

Lead Auditor

Duration: 5 days

Location: Face-to-face/ Live-online, Hawthorn

Units:

- BSBAUD411 Participate in quality audits
- BSBAUD511 Initiate quality audits
- BSBAUD512 Lead quality audits
- BSBAUD513 Report on quality audits
- BSBSTR502 Facilitate continuous improvement

This cluster teaches participants how to prepare for and participate in quality audits as a member of a quality audit team. You'll also learn a range of essential lead auditor skills. These include initiating and organising quality audits, leading audit teams as they conduct quality audits, reporting on the outcomes of quality audits and taking appropriate follow up actions, and leading and managing continuous improvement systems and processes.

Learning objectives

Participants will be able to:

- review audit documents
- determine and agree on audit objectives and scope with auditee and other required stakeholders
- supervise activities of audit team members
- compile audit results and analyse against agreed audit plan and identify non-compliances
- develop new systems and processes that facilitate continuous improvement according to improvement needs and opportunities.

Lead and Report in a WHS Environment

Duration: 2 days

Location: Live-online

Units:

- BSBWRT411 Write complex documents
- BSBWHS515 Lead initial response to and investigate WHS incidents
- BSBWHS519 Lead the development and use of WHS risk management tools

Develop your writing skills through learning to plan, draft and finalise complex documents appropriate for a range of business environments.

Participants will learn the performance outcomes, skills and knowledge required to plan, conduct and report on investigations of WHS incidents that have resulted in, or have the potential to result in, injury or damage.

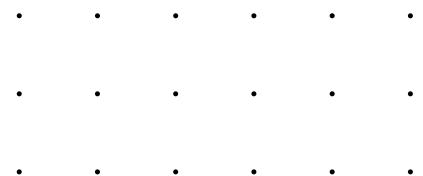
The cluster covers: conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise.

The cluster also teaches the skills and knowledge required to lead the development and use of WHS risk management tools.

Learning objectives

Participants will be able to:

- determine audience, purpose and requirements of a document according to organisation policies and procedures
- draft text according to document purposes and requirements
- identify required initial response to an incident according to established organisational response plan
- implement initial response according to plan and organisational and legislative requirements
- select, develop and lead the use of WHS risk management tools
- communicate outcomes of and review use of WHS risk management tools.



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Cluster overview

Compliance Frameworks

Duration: 1 day

Location: Live-online

Units:

BSBAUD412 Work within compliance framework

BSBAUD514 Interpret compliance requirements

This cluster helps you to identify statutory, legislative and regulatory requirements and learn how to relate them to individual work practices, in order to ensure ongoing adherence to the compliance framework for a particular job role, occupation or profession.

In addition, you'll get to grips with identifying and interpreting the range of internal and external compliance requirements and obligations that an organisation or work area must fulfil. meetings, organising minutes and reporting meeting outcomes.

Learning objectives

Participants will be able to:

- identify and document relevant statutory, legislative and regulatory requirements, along with organisational and industry requirements
- map compliance requirements
- discuss ethical considerations
- analyse organisational operations and identify what may be subject to compliance requirements
- plan and prioritise compliance requirements.

Communication in the Workplace

Duration: 1 day

Location: Live-online

Units:

BSBCMM511 Communicate with influence

BSBTWK503 Manage meetings

Effective communication is foundational to effective management and leadership. This cluster fosters your ability to present and persuasively negotiate, as well as lead meetings and present to a variety of stakeholders.

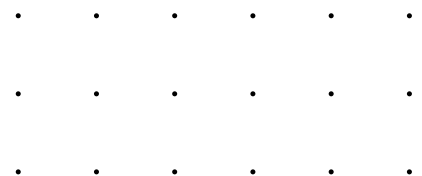
Building on your initiative and judgement, you'll develop an understanding of how to organise your work and co-ordinate the work of teams.

You'll also learn how to manage meetings, a key skill for a range of working environments. This includes learning how to oversee the meeting preparation processes, chairing meetings, organising minutes and reporting meeting outcomes.

Learning objectives




Participants will be able to:

- present material on behalf of an organisation or work area
- identify and manage confidentiality
- communicate and negotiate with stakeholders
- establish meeting requirements
- promote discussion and resolution of issues.





Contact us

-  1800 633 560
-  edge@swinburne.edu.au
-  swinburne.edu.au/swinburne-edge

