

NATIONALLY RECOGNISED TRAINING

Firstly, welcome and thank you for choosing Auditor Training Online (ATOL) to provide your Nationally Recognised competency.

AUDITING SKILL SET

By enrolling in BSBSS00090 - Auditing Skill Set, you are taking the first steps towards attaining your Diploma of Quality Auditing.

The Auditor Training Online Auditing Skill Set course combines Exemplar Global Competencies **AU – Auditing Management Systems** and **TL – Lead Audit Teams** with four (4) key Nationally Recognised auditing competencies:

- BSBAUD402 - Participate in a quality audit
- BSBAUD501 - Initiate a quality audit
- BSBAUD503 - Lead a quality audit; and
- BSBAUD504 - Report on a quality audit

To gain the compulsory units for the certificate you need to be able to demonstrate that you can currently do, or possess, the following:

- Sound working knowledge of relevant legislation and codes of practices for the business services industry to ensure compliance
- Sound knowledge of organisational and industry policies and procedures
- Ability to read and input data accurately using relevant technology
- Respond to customer enquiries and customer complaints
- Sales and service
- Maintaining financial records
- Performing general administrative duties

This course is delivered through a series of workshops, which complement your Exemplar Global qualifications, that will allow you to effectively demonstrate each of the above requirements.

DIPLOMA OF QUALITY AUDITING

BSB51615 Diploma of Quality Auditing is a qualification that is recognised by the Business Services industry to cover various roles within this field.

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of an audit team.

In order to gain the Diploma of Quality Auditing, you must complete eight (8) units of competency, of which:

- Three (3) elective units must be selected from the Group A units listed below
- Two (2) elective units must be selected from the Group A or Group B units listed below or from an equivalent level qualification within this Training Package
- Three (3) elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package, or accredited course at the same qualification level.

BSB units which currently contribute towards the Diploma of Quality Auditing include the following:

Group A:

- BSBAUD402 - Participate in a quality audit
- BSBAUD501 - Initiate a quality audit
- BSBAUD503 - Lead a quality audit
- BSBAUD504 - Report on a quality audit
- BSBR501 - Manage risk*

Group B:

- BSBINM501 - Manage an information or knowledge management system*
- BSBMGT502 - Manage people* performance
- BSBMGT516 - Facilitate continuous improvement*
- BSBPMG513 - Manage project quality*
- BSBWOR502 - Lead and manage team effectiveness*
- BSBSUS501 - Develop workplace policy and procedures for sustainability*

**This competency unit is currently only offered by ATOL through the Skills Recognition process. ATOL does not currently offer formal assessment and qualification for these competency units.*

SKILLS RECOGNITION

Under the Standards for Registered Training Organisations, ATOL accepts and provides Skills Recognition through RPL or Credit Transfer to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this).

It is important to note that credit transfer is not recognition of prior learning (RPL) and cannot be granted for a full qualification.

If you are interested in pursuing Skills Recognition Pathway, please contact info@auditortrainingonline.com regarding the application process.