



## Learning Outcomes

Participants, after the successful completion of this course, will have the knowledge to conduct internal or external Management Systems audits either as a sole auditor, a member of an audit team, or as the team leader.

### IMPORTANT:

- ✓ All course work and assessments are conducted and completed during class hours
- ✓ There is no homework
- ✓ Certificates are issued promptly upon the completion of the course
- ✓ We never cancel a course
- ✓ Trainers are practicing audit professionals

## Course Outline

Participants learn how to perform an audit in accordance with ISO 19011:2011 Guidelines for Auditing Management Systems. The course provides a comprehensive and practical understanding of how to conduct a successful internal or external audit, either as part of an audit team or as the team leader. We focus in particular on the principles and procedures of auditing, the importance of planning, the roles and responsibilities of an auditor, how to gather effective audit evidence and report on the audit findings, and the required follow up activities as an auditor.

## Timetable

### Monday

#### *Introduction to Management Systems Auditing*

- ✓ Introduction to auditing
- ✓ Roles and responsibilities of an auditor
- ✓ Principles and procedures of auditing
- ✓ Communication skills and interview techniques
- ✓ Setting appropriate audit objectives, goals, and criteria
- ✓ Documentation requirements

### Tuesday

#### *Management Systems Auditing*

- ✓ Planning a Management Systems audit
- ✓ How to ensure that audits add value to an organisation
- ✓ Auditing as a Team Leader

- ✓ Effective audit evidence
- ✓ Difference between Corrective and Preventive actions
- ✓ Management Systems auditing scenarios
- ✓ Developing the audit report and writing audit findings

## Assessment

Participants will complete a series of workshops which form part of the assessment. Each participant completes:

- ✓ a document review
- ✓ an audit plan and audit timetable
- ✓ an audit checklist
- ✓ an audit report with findings
- ✓ audit interview skills and techniques
- ✓ opening and closing meeting agenda items and protocols
- ✓ leading and participating in an audit team meeting

A short multiple-choice exam assesses the knowledge and understanding gained throughout the two days of training. Participants receive continual assistance and feedback from the trainer, and are given anecdotal examples of real world audit situations.

## Who should attend

Designed to cater to a variety of people currently involved in the audit and Quality Management System process, you should attend if you:

- ✓ want to become an internal management systems auditor
- ✓ want to become a 3rd party management systems auditor
- ✓ need to write and implement a management system
- ✓ are involved in the management systems process
- ✓ are managers responsible for their management system or management system auditing
- ✓ wish to consolidate their existing knowledge into a formal qualification

A business background is preferred, however prior experience in auditing and management systems is not essential.

# Becoming a Skilled Internal/External Lead Auditor

Exemplar Global AU and TL

BSBAUD501, BSBAUD402, BSBAUD503, and BSBAUD504



auditor  
training centre

## Qualification

Upon successful completion of the course, each participant will receive a Certificate of Attainment which identifies 2 Exemplar Global competencies below:

- ✓ Exemplar Global AU
- ✓ Exemplar Global TL

Additionally, participants will receive a nationally recognised Statement of Attainment which shows the units of competency listed below:

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



Exemplar  
Global



NATIONALLY RECOGNISED  
TRAINING  
RTO no. 32533

The remaining four units of competency required to complete the Diploma of Quality Auditing are available as an additional 3-day workshop. Dates and locations are available on the Auditor Training Centre website. Completion of the full Integrated Management Systems Lead Auditor course is a prerequisite to entrance into the final Diploma of Quality Auditing workshop.

Additional Exemplar Global competencies for Quality, Environmental, OHS, or Food Safety Management Systems (Exemplar Global QM, EM, OH, and/or FS) may be added during the same week of training, or attended separately.

## Cost and Payment

The cost of this course is \$1,295 (GST exempt) per person. Payment can be made either by direct debit or credit card. We do offer payment plans, however please be aware that full payment must be received by the Auditor Training Centre prior to the issuing of the certificate.

## Trainers

The Auditor Training Centre has a team of expert trainers who are all practicing auditors in the fields of Quality, Environmental, and OH&S Management Systems certification. Our trainers have great delivery and training techniques, and

make the course relevant and practical with real auditing experiences.

## Where to from here?

Successful completion of the course, along with an Exemplar Global qualification for Quality, Environment, OH&, or Food Safety management systems, allows you to apply for provisional auditor status under the Exemplar Global certification scheme.

To become a registered third-party, or external auditor with Exemplar Global, completing this course is the first step. Once you have obtained the relevant Exemplar Global schemes, you can follow either a qualification-based certification path, or competency-based. A full explanation of the requirements to become certified with Exemplar Global can be found on our website or contact us for more information.

## Contact us

If you would like more information or to enquire about enrolment, please call us on 1300 95 96 92, or email your Auditor Training Centre representative.

[www.auditortrainingcentre.com](http://www.auditortrainingcentre.com)