

BSB51615
Diploma of Quality Auditing

Information Pack



Confidently blast through your RTO audit!

Become a skilled expert so you can be confident that you're always audit ready.

Our BSB51615 Diploma of Quality Auditing has been specifically contextualised for the VET industry – providing a unique opportunity for you to consolidate your knowledge of the regulatory framework, whilst developing the skills to strategically evaluate the practices of your RTO.

You'll gain a complete understanding of the audit process and the compliance framework. This will ensure that you can confidently implement the essential internal processes, deliver quality training, and ultimately provide your students with an invaluable experience.

Through practical simulations, you'll participate in, and conduct a quality audit as a lead auditor, for an RTO, against the 'Standards for Registered Training Organisations 2015'.

No matter what your role in the RTO is – everyone has a part to play to ensure compliance risks are minimised. We'll provide you with the fundamental skills and knowledge so that your RTO will be the highly sought after training provider that you deserve to be!

Want more information?

P: 03 5977 7173

E: info@atardesign.com.au

or visit atardesign.com.au



ATAR DESIGN



BSB51615 Diploma of Quality Auditing

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 a team. They may work as quality assurance managers, quality facilitators, quality and improvement consultants or service quality system support analysts.

There is no licensing, legislative or certification requirements apply to this qualification at the time of publication.

Units of competency

BSBINM501 Manage an information or knowledge management system

BSBR501 Manage risk

BSBWOR502 Lead and manage team effectiveness

BSBMGT502 Manage people performance

BSBAUD501 Initiate a quality audit

BSBAUD402 Participate in a quality audit

BSBAUD503 Lead a quality audit

BSBAUD504 Report on a quality audit

Award

To be eligible for the award of the BSB51615 Diploma of Quality Auditing, learners must successfully complete a total of 8 units made up of 8 electives. There are no core units applicable to this qualification.

Students who successfully complete this nationally recognised qualification will be awarded a certificate for: BSB51615 Diploma of Quality Auditing

A Statement of Attainment will be issued for any unit of competency deemed competent if the full qualification is not completed. Awards will be generated after successful completion of this course and full payment and a verified USI has been received.



Duration

52 weeks, including 1 full day face-to-face session per month (9am - 5pm)

Delivery methods

- Face-to-face instruction
- Self-directed learning
- On the job practical
- Final assessment

Learning and employment pathway

Training pathway:

There are no formal training pathways for this qualification.

Employment pathway:

- Internal Auditor
- Quality and Improvement Consultant
- Quality Assurance Coordinator
- Quality Assurance Manager
- Quality Facilitator
- Service Quality System Support Analyst

And any other related industry sectors, such as:

- Business Administration
- Business Services
- Quality Auditing

Source: <https://www.myskills.gov.au/courses/details?Code=BSB51615>

Entrance level

There are no formal entry requirements into the BSB51615 Diploma of Quality Auditing, however, participants must meet the following criteria to enter into the program:

- LLN levels – Entry at ACSF Level 4 (Core skills: Learning, Reading, Writing, Oral Communication, Numeracy)
- Be of at least 18 years of age
- Working 30 hours or more in a Registered Training Organisation, or in the VET sector

How will I be assessed?

All units within the qualification have assessment tasks, with set due dates for completion. Each unit of competency will vary however the following methods can be used but are not limited to the below:

- Written/Verbal Questions
- Workplace Practical/Simulation Tasks
- Projects
- Workplace Observation
- Verbal Interview
- Third Party Report

Fees and charges

Tuition: \$3,600

Materials*: \$550 including GST

Administration Fee: \$200 including GST

*Materials include: Textbooks, Handouts, Learner Activity Workbook, Learning Journal, Workplace Placement Workbook, Assessment Workbook

Rights and obligations

Refer to ATAR Design's Student Handbook. It is strongly recommended you read the Student Handbook before commencement of training.

Recognition of Prior Learning / Credit transfer

RPL and credit transfer apply for this course.

Recognition of Prior Learning (RPL)

An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification (Source: AQF)

If recognition applies, the student's overall duration will alter and a schedule of exemptions will be provided.

Credit transfer

If a Certificate or Statement of Results is produced and verified, a credit transfer process will be initiated by ATAR Design in relation to the units as per the training plan.

'Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched or equivalent units of competency.' (Source: AQF)

Your Learning Journey



- Course enrolment initiated by yourself or your employer
- Assessment of the workplace
- Training needs analysis if requested



- Information session is booked and pre-training requirements conducted
- Prior to the commencement of training; Induction/Information session:
 - Overview of course outline, course fees
 - Complete enrolment form
 - Pre-training review/entry level
 - Evidence of industry experience
 - LLN testing
 - Induction checklist



- Course confirmation
- Receive Training Plan
- Confirmation of Enrolment Letter sent if entry levels achieved



- Commence training and assessment:
- Complete all your training requirements
 - Complete all your assessments



- Complete training program and assessed as competent:
- Certificate awarded OR
 - Statement of Attainment if partial completion only achieved

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