

BSB51615 Diploma of Quality Auditing

Course Overview:

This course will teach you how to participate, initiate, lead and report on a quality audit.

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.

Relevant Job Roles:

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

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

Face-to-Face Schedule:

- 8 x 1 day workshops scheduled approximately one month apart
- Homework, reading and assessment tasks are completed between or after each workshop. We recommend that learners set aside between 10-20 hours per week.
- For scheduled course dates, please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Entry Requirements:

There are no specific entry requirements. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

Students must be willing to participate in auditing projects.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and Skype.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Investment:

Enrolment Fee	\$400.00
Course Fee	\$4,000.00
Recognition of Prior Learning	\$180.00 per unit

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans are available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

Payment Plans:

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

Up-front Payment:

Available for each of our courses, up-front payment includes all course costs, which are paid in full at the time of enrolment. You can pay via VISA, MasterCard or bank deposit.

Instalment Plan:

Your total course costs are calculated and split across a regular number of payments. This requires an initial deposit (Enrolment Fee) and the cost for the first unit to be paid up front. Students are then required to pay for the next required unit before commencement. The Qualification will not be awarded until all payments are received.

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Pathways:

Not applicable.

Course Outline:

This qualification is made up of 8 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units – elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB51615 Diploma of Quality Auditing has 8 elective choices to create this qualification. There are no core units. There are rules that apply to the selection of these 8 elective units. In the below table, we have identified the units listed as Group A or Group B. The rules are:

- 3 units must be selected from Group A units listed below
- In addition, 2 elective units must be selected from Group A or Group B or from a Diploma level qualification you have
- Plus 3 units may be selected from either Group A or Group B. Alternatively, you can choose current Diploma level units from another current qualification.

1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Unit Code	Group A Elective Units	Face-to-Face	RPL	Distance
BSBAUD402	Participate in a quality audit	✓	✓	✓
BSBAUD501	Initiate a quality audit	✓	✓	✓
BSBAUD503	Lead a quality audit	✓	✓	✓
BSBAUD504	Report on a quality audit	✓	✓	✓
BSBINM501	Manage an information or knowledge management system	✓	✓	✓
BSBR501	Manage risk	✓	✓	✓

Unit Code	Group B Elective Units	Face-to-Face	RPL	Distance
BSBMGT516	Facilitate continuous improvement	✓	✓	✓
BSBSUS501	Develop workplace policy and procedures for sustainability	✓	✓	✓

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Click on the Enquire Now button on our website to download an enrolment form. Please contact our office for further information about this course.