Quality Auditing
Blended and face-to-face delivery modes

BSB51615 Diploma of Quality Auditing

swinburne.edu.au/cohst
Quality Auditing

- **BSB51615 Diploma of Quality Auditing**

This nationally recognised qualification aims to give students relevant information about:
- Initiating, organising and conducting an audit with an auditee
- Preparing for leading an audit by reviewing and developing specific components of the audit plan
- Discussing the process with the relevant stakeholders
- Delegating components of the work to team members
- Leading the audit team in undertaking an audit
- Provide feedback to the audit team members on their performance
- Report on the outcomes of the quality audit and take appropriate follow up action
- Communicate with an auditee regarding proposed FSMS audit (Food Safety & WHS stream only)
- Identify resources required to conduct a FSMS audit (Food Safety & WHS stream only)
- Develop and submit a FSMS audit plan (Food Safety & WHS stream only)

**Course duration**
The Diploma of Quality Auditing can be completed within six to ten months, depending on the dates selected from the course timetable upon enrolment.

**Assignments submission**
The assignment submission and workshop dates chosen upon enrolment are compulsory.

Any submission extension must be requested in writing (via email) to the Course Coordinator.

**Assessment criteria**
Assessment is competency based.

The student’s performance is assessed on satisfactory completion of the required assignments and assessment activities (blended delivery) and workshops assessment activities (face-to-face delivery).

**Students support**
Online and telephone support is available throughout the duration of the course. Students are encouraged to email all their academic enquiries directly to the trainers or the course coordinator.

One-on-one support is also available on request.

**Course delivery**
This program is available through:

- **Blended delivery:** Students are required to attend one workshop* on-campus for the Lead Auditor in WHS and Quality Management Systems module, and complete one assignment off-campus in a period of six to ten months.

- **Face-to-face delivery:** This delivery mode involves a series of workshops* to cover theory and coaching sessions addressing industry contexts. These workshops enable students to complete most of the required assessment activities during the workshops, in an accelerated mode, and within a simulated work environment.

This delivery also accommodates those students who do not have direct access to a workplace.

Students are required to attend two workshops (8 days) to be completed between six and ten months.

Short workplace assignments may be required upon completion of the workshops.

The face-to-face and blended delivery workshops are offered Monday to Friday from 9.00am to 5.00pm, at the Melbourne CBD Campus**.

*For submission and workshops dates refer to the course timetable.

** Workshops information and venue details are emailed to students two to three weeks before each session.

**Minimum entry requirements**
- Appropriate level of literacy
- Basic understanding of maths and science
- Computer skills and access to a personal email address

Students are expected to have enough computer skills to complete their studies. The provision of these skills is not included as part of the courses.

- Study skills

Students must have study skills to enable them to undertake:

- Reading and understanding of assessment requirements
- Preparing, formatting and submitting assignments
- Organising assignment requirements and meeting deadlines

- Access to a workplace and workplace information

According to the OHS/WHS Business Services Training Package (www.training.gov.au), students are required to have access to a workplace (current, old or a host workplace) and workplace information, to complete assessment tasks.

**Specific entry requirements**
There are no entry requirements for the Diploma of Quality Auditing. However, the preferred pathways for candidates considering this qualification include:

- BSB40207 Certificate IV in Business or other relevant qualification/s

OR

- Extensive vocational experience in auditing and without formal auditing qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include: Administrator, Project officer, Quality assurance officer. This breadth of expertise would equate to the competencies required to undertake this qualification.

Candidates are required to submit the following documents prior to enrolment, or along with their enrolment application:

- A copy of their current CV
- A short cover letter stating why they want to apply for this qualification

The course trainer will assess and advise their eligibility for the program.
Quality Auditing

Course outline

The Diploma of Quality Auditing covers eight units of competency, which have been integrated into one assignment and one workshop (blended delivery), and two workshops (face-to-face delivery).

Module No. 1 – Lead Auditor in WHS and Quality Management Systems Workshop**


Module No. 2 – Hazards and Risks


** The Lead Auditor in WHS and Quality Management Systems workshop is delivered at the Melbourne CBD Campus, and comprises a series of group tasks, overnight assessments and a final exam (open book). This course is certified by Exemplar Global.

Attendees who successfully complete this workshop will receive a certificate of attainment for the following knowledge internationally recognised competency units:

- RABQSA-TL – Leading MS Audit Teams
- RABQSA-OH – OHS Management Systems
- RABQSA-AU – Auditing Management Systems
- RABQSA-QM – Quality Management Systems

Based on this, students have the option to apply directly to RABQSA for Certification as: Provisional QMS Auditor/QMS Auditor (based on experience) or Provisional OHS Auditor/OHS Auditor (based on experience).

This module is also available under the Food Safety and OHS streams (only for group bookings).

Study materials

Blended delivery students will receive a study pack containing a Student Orientation Guide, two text books, a Lead Auditor in WHS and QMS folder and a resources CD containing the assignments and recommended readings.

Face-to-face delivery students will receive a study pack containing a Student Orientation Guide, two text books, a Lead Auditor in WHS and QMS folder and a resources CD containing the assignments and recommended readings. Additional material will be provided during the workshops.

How to apply?

Enrolments are accepted throughout the year. To enrol in this course you need to:

1. Apply for a Unique Student Identifier (USI). From 1 January 2015, students undertaking nationally recognised training need to provide their USI to their registered training provider before they can receive their training records and results.

You will continue to use your USI for any future nationally recognised training you undertake.

Apply for the USI here: www.usi.gov.au

2. Complete and sign the following forms:
   - TAFE Enrolment (Parts A, B & C)
   - Timetable
   - Withdrawal & Refunds rules
   *If you wish to enrol as a part-time student, only select one or two modules from the timetable.

3. If you are eligible for the Victorian Government funding, you must include a Certified (Attested) copy of any of the following documents:
   - Australian Birth Certificate Current
   - Australian Passport Current New
   - Zealand Passport Naturalisation
   - Certificate Temporary Protection Visa
   - or Green Medicare card

   If you are under 20 years of age a certified copy of your driver’s license is also required.

4. If you are eligible for a concession rate, you must include a Certified (Attested) copy of your current concession card.

5. Post or email your complete enrolment application to:

Swinburne University of Technology – COHST
PO BOX 218 – Mail M71
Hawthorn, VIC 3122

E-mail: cohst@swin.edu.au or mlizarazobicenno@swin.edu.au
Quality Auditing

Payment methods
The courses fees can be paid in the following ways:

Up-front payment
Students can pay the total cost of the course up-front, by credit card (VISA or MasterCard only) or cheque payable to Swinburne University of Technology. Cash payments are no longer accepted.

Tax Invoice
Students will be provided with a Tax Invoice for:
- Materials
- Amenities
- Tuition fees

Students will be required to pay all the fees by the payment dates shown in the invoice. Fees that are not paid by the Payment Due Date will incur a Late Payment Penalty as outlined in the Student Administration Ancillary Fees Policy:

Third party invoice
To issue a third party invoice, a payment authority from the employer is required. The document must include the following information:
- Amount to pay
- Full company name
- ABN
- Address
- Phone and fax numbers
- Contact name within the payments or finance area

For further information about how to pay for your fees visit: swinburne.edu.au/student-administration/fees/paying.html

Fees
For information about fees, please visit: swinburne.edu.au/studentoperations/fees/tafe

Concession rates
The Government offers a concession rate under specific circumstances.

Use the following tool to assess if you may be eligible for a Government concession rate: Go to the TAFE Concession Eligibility Tool:
swinburne.edu.au/student-administration/fees/concession

There are no concession fees for Diplomas and above level courses.

Recognition of Prior Learning (RPL)
If you have professional experience in the OHS/WHS and/or Quality Auditing sectors and would like to apply for the recognition of prior learning (RPL), please visit www.tafe.swin.edu.au/ahs/cohst/rpl for information about the self-assessment RPL process.

If you would like to arrange a face to face interview with one of our trainers to discuss your RPL possibilities, please contact the Course Coordinator directly at: cohst@swin.edu.au

Job prospects
- WHS Safety Advisor
- WHS Auditor
- WHS Manager
- WHS Risk Officer
- WHS Specialist
- Senior Consultant – WHS and Risk Management

CRICOS provider code 00111D
Training Organisation Identifier (TOID) 3059
The information contained in this brochure was correct at the time of publication, January 2015. The university reserves the right to alter or amend the material contained in this guide.

Visit www.swinburne.edu.au/cohst
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FURTHER INFORMATION