



# SS-AUDIT1

## Lead Auditor Training



# SS-AUDIT1 Lead Auditor Training

🕒 2-3 months 📍 Live Online, Face-to-Face 4 units

Are you looking for a lead auditor qualification to demonstrate competent skills in auditing a quality management system? Then Swinburne has the right auditor course for you.

Course participants will receive comprehensive training in the theory and practice of auditing to gain a practical understanding of the responsibilities of a quality auditor, and the techniques and methodologies required to effectively audit a quality management system.

This lead auditing course (skill-set code SS-AUDIT1) is ideal for quality practitioners who have an understanding of quality management and who have been, or will become, involved in internal quality assurance audits, second party (i.e. vendor) audits and/or third party audits.

Audit training is essential in today's workplace. This course will provide you with all the essential auditing training and knowledge you will need to adapt to any auditing process.



**100%**

**of participants were satisfied with Swinburne Edge's course content.\***

\* n = 23 (2018-2019), course-specific statistic.

**96%**

**of participants were satisfied with their Swinburne Edge facilitator.\***

\* n = 23 (2018-2019), course-specific statistic.

## Why lead auditing skills are critical

Many industries - such as construction, manufacturing, and healthcare - have stringent compliance, quality, and safety standards that must be met.

These standards change all the time. Conducting regular audits ensures that your organisation is always complying with these industry, state, and federal requirements.

To meet this need, audit training is essential in today's workplace.

This course teaches techniques and methodologies to effectively audit a quality management system.

Participants gain on-the-spot skills that include the ability to initiate, participate, lead and report on a quality audit, and implement continuous improvement.

This qualification develops the skills to:

- initiate quality audits

- participate in quality audits
- lead quality audits
- report on quality audits
- create a culture of continuous improvement in both your work and the work of the broader team.

## Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals are used in the workshops, which double as a take-home resource.
- templates, tools, and many other resources are provided

## Who should attend?

This course is suitable for:

- those currently working as quality practitioners
- practitioners who are seeking to be involved in internal quality assurance audits and second- or third-party audits
- recently promoted managers

with some existing management experience who need to develop their auditing skill set

## Stand out

This highly prestigious coaching qualification:

- focuses on real world, relevant global contexts
- is a practical program with projects and assignments you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- delivers a truly end-to-end audit skill set

## Fees

The total fee for the SS-AUDIT1 Lead Auditor Training is \$3,058. Fees are reviewed each year and are subject to change.

# SS-AUDIT1 Lead Auditor Training

The course is reorganized by Exemplar Global under the Recognized Training Provider (RTP) program. It will allow successful participants to apply to Exemplar Global for certification as a provisional auditor.

## The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.

### Benefits for individuals

- You can enroll at any time, choose your workshop days, and by accelerating your qualification, learn in focused workshops that get you qualified faster.
- Our Customer Development Advisors and facilitators are on hand to provide advice and answer your questions.
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation.
- Our expert facilitators deliver our qualifications to ensure our participants enjoy the best learning experience possible.
- Access to industry experts who facilitate the workshops.
- Facilitators each have extensive experience across a range of leadership roles and can impart real life case studies and relevant industry know-how.
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.
- This course is recognised by Exemplar Global and successful participants can apply for certification as a provisional auditor. More information can be found on the last page on this brochure.

### Benefits for organisations

- Team members with excellent audit training and management skills are critical for maintaining a compliant quality culture.
- We work directly with a range of organisations to qualify their audit team members and ensure they can effectively audit a quality management system.
- Our team of expert Consultants work hand-in-hand with clients just like you to roll out the SS-LEADUADIT Lead Auditor Training to suit you and your team, including customisation for your own projects and industry.
- Clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.



"The course was presented in an interesting and engaging format. Thank you for the good experience."

**Lisa**

Participant, Lead Auditor Training



# SS-AUDIT1 Lead Auditor Training

The **Lead Auditor Training** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE		UNIT TITLE	DURATION
BSBAUD411	Participate in quality audit		5 days
BSBAUD511	Initiate quality audits		
BSBAUD512	Lead quality audits		
BSBAUD513	Report on quality audits		
BSBSTR502	Facilitate continuous improvement		



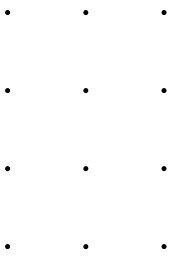
NATIONALLY RECOGNISED  
TRAINING

**Schedule details:** Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



# SS-AUDIT1 Lead Auditor Training



## Cluster overview

### Participate in quality audits

*Duration:* 1 day  
*Delivery mode:* Blended  
*Location:* Live Online and Face-to-face (Hawthorn)

*Units:*  
BSBAUD411 Participate in quality audits

This workshop teaches participants how to prepare for, and participate in, a quality audit as a member of an audit team.

You'll learn the various audit processes including reviewing designated documentation; identifying and developing checklists and audit related documentation; preparing audit schedules; gathering, analysing, and evaluating information; and reporting findings to the lead auditor.

You'll gain an additional layer of knowledge that will allow you to analyse and evaluate information, assess findings, and participate in an exit meeting, ensuring the audit is closed out professionally.

#### Learning objectives

Participants will be able to:

- review audit documentation
- participate in the development of audit schedules
- gather, analyse, and evaluate data and information
- report findings
- participate in exit meetings

### Initiate quality audits

*Duration:* 1 day  
*Delivery mode:* Blended  
*Location:* Live Online and Face-to-face (Hawthorn)

*Units:*  
BSBAUD511 Initiate quality audit

As a lead auditor, you need to know how to commence work on a quality audit project with an audit team.

This unit covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance.

The types of quality audit that will be covered by this unit includes either external or internal systems audits, process audits, or product/service audits.

#### Learning objectives

Participants will be able to:

- determine the scope and objectives of the quality audit with the auditee, client, and other stakeholders
- identify the relevant standards and compliance factors of the audit, as well as the identified risks
- communicate effectively with the auditee and other key stakeholders
- identify and brief the resources needed to conduct the quality audit, prepare the audit team, and review the auditee documentation
- prepare checklists, timelines, and documentation

### Lead quality audits

*Duration:* 1 day  
*Delivery mode:* Blended  
*Location:* Live Online and Face-to-face (Hawthorn)

*Units:*  
BSBAUD512 Lead quality audits

This is a key workshop in this program.

As participants lead their quality audits, they need to have a well-established theoretical knowledge base of quality auditing.

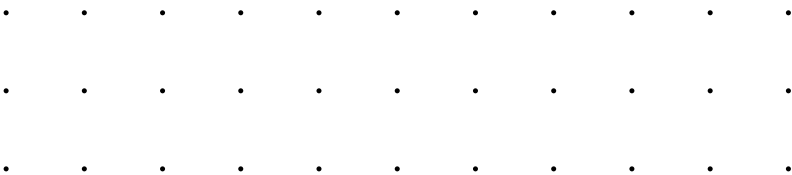
Participants also need to be proficient in using a wide range of specialised quality auditing and managerial techniques to carry out their own work and to supervise the quality of the audit team.

You will be able to set meetings and agendas, source data and information, monitor processes, manage resources and budgets, and mentor team members to perform at the top of their game.

#### Learning objectives

Participants will be able to:

- conduct a wide range of meetings, from entry and exit meetings to work-in-progress meetings
- seek out and obtain data sets and information
- manage the resources of the audit team, including activities and personnel
- guide team members to continuously improve their performance
- communicate with key stakeholders and team members in an engaging and effective way



# SS-AUDIT1 Lead Auditor Training

## Cluster overview

### Report on quality audits

*Duration:* 1 day

*Delivery mode:* Blended

*Location:* Live Online and Face-to-face (Hawthorn)

*Units:*

BSBAUD513 Report on quality audits

It's one thing to get an audit in the door. It's quite another to review the audit to ensure it contains the information you need, meets the criteria, and has clear recommendations.

Further, you need to be able to analyse the audit content, get it ready for internal stakeholder consumption, present and communicate the findings, and take the next corrective steps.

In this workshop, you will learn the key processes and frameworks that allow you to compile audit results, prepare reports, and handle all follow-ups.

#### Learning objectives

Participants will be able to:

- compile the audit results against objectives and criteria and analyse the outcomes
- empower team members to grow, take responsibility for their own work, and support each other
- deliver evidence of any non-conformance within the report
- produce and present the final audit report to key stakeholders
- negotiate the follow-up process with the auditee, including corrective actions and potential improvements
- manage timelines, actions, and follow-up for any corrective actions
- evaluate the audit report against objectives and investigate potential improvements in audit methods, efficiency, and cost

### Facilitate continuous improvement

*Duration:* 1 day

*Delivery mode:* Blended

*Location:* Live Online and Face-to-face (Hawthorn)

*Units:*

BSBST502 Facilitate continuous improvement

Nothing in the business world can stand still for long. As audiences and business environments rapidly evolve, strong team leadership is needed to ensure the workforce is engaged and motivated for continuous improvement.

This workshop will teach you how to develop strategies to encourage team members as they participate in decisionmaking, assume responsibility, and exercise initiative to drive continuous improvement.

You will learn how to lead by example, establish systems, communicate, mentor and coach, and share business outcomes.

You will also be able to monitor your performance strategies and identify opportunities for further improvement.

#### Learning objectives

Participants will be able to:

- lead and manage processes and systems that drive continuous improvement
- communicate effectively across the team as well as influence stakeholders
- lead the team on its continuous improvement journey
- monitor and adjust performance strategies
- identify and manage opportunities for further improvement





# SS-AUDIT1 Lead Auditor Training

## Exemplar Global Recognition

Exemplar Global recognizes the Lead Auditor Training program. Attendees who successfully complete this course will receive 12 months of an Exemplar Global Graduate Certification to boost their professional recognition and the option to apply for certification with the internationally recognised body as Provisional QMS/QMS Auditor or Provisional OHS/OHS Auditor (based on experience).




The program participants also receive a personalized self-coaching report that details their strengths and areas for professional improvement, and access to Exemplar Global's online resources including events, webinars, magazine, and an exclusive social community.

Please note that this course covers both the requirements specific to Quality Management and Occupational Health and Safety management system audits. You will also learn the skills to effectively lead a team of auditors, and the course will provide you with a solid knowledge of planning and conducting management system audits.





## Contact us

-  1800 633 560
-  [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au)
-  [swinburne.edu.au/swinburne-edge](https://swinburne.edu.au/swinburne-edge)