



**LAUNCH YOUR
NEW CAREER
IN BUSINESS ASSURANCE**
FREE CAREER TOOLKIT FOR 2025

CAREER TOOLKIT

AUDIT YOUR OWN CAREER

Auditing your own career is a proactive way to identify opportunities for growth and development.



STEP 1

CAREER AUDIT

STEP 1:

SELF-REFLECTION

START AFRESH WITH A CAREER AUDIT

Take time to assess your values, interests, and passions. Consider what activities bring you the most satisfaction and fulfillment.

Reflect on your current role and projects.

QUESTIONS:

- What aspects of your role do you enjoy?
- What do you naturally excel at?
- What do you find challenging or uninteresting?

DISCOVER WHAT MATTERS MOST:

Refer to the list of values, interests and ambitions on the next page.

STEP 1

CAREER AUDIT

WHAT MATTERS MOST? VALUES, INTERESTS AND AMBITIONS

Examining your values in your career involves qualities and opportunities that enhance your life emotionally and intellectually. Achieving these values as part of your job or career might make you feel challenged, inspired, and fulfilled.

VALUES:

To help you to decide what is most important, exploring a list of your values can give you an indication of what matters most. Here are some suggestions to get you started, add your own that you have discovered in your career experience:

Autonomy	Outlet for creativity
Balance	Pace of work
Building expertise	People interaction
Challenge	Personal fulfillment
Changing the world	Pleasant work environment
Collaborating with others	Prestige
Creativity	Recognition
Decision making	Routine
Diversity	Sharing ideas or information
Education	Social impact
Empathy	Solving problems
Flexibility	Stability
Fun	Structure
Helping others	Tangible results
Income	Team membership
Influencing others	Time freedom
Intellectual stimulation	Travel
Leadership	Variety
Learning opportunities	Work/life balance
Location	Working alone
Management	
Opportunity	

INTERESTS:

Taking stock of what you are naturally interested in, can give you a touch-stone of where you can bring value to your working life, team and career.

Business Improvement
Environment
Global issues
Leadership
Risk management
Skills development
Sustainability

AMBITIONS:

Looking at what you are passionate about and want to achieve in your life can help to visualise a future career where you have an opportunity to bring your best self to work every day.

Accuracy
Ethics
Education
Innovation
Communication
Justice
Client satisfaction



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STEP 2

STEP 2: SKILLS ASSESSMENT

Identify your core skills and competencies. Consider both technical and soft skills. Evaluate your proficiency in emerging skills relevant to your industry.



DID YOU KNOW THAT AUSTRALIA HAS A SKILLS SHORTAGE IN AUDITING?

BENEFITS OF AN AUDITING CAREER



DIVERSE OPPORTUNITIES



CONTINUOUS LEARNING



PROFESSIONAL DEVELOPMENT



ENHANCING ANALYTICAL SKILLS



VERSATILITY



IN-DEMAND ROLES



GLOBAL KNOWLEDGE



DYNAMIC AND ENGAGING ROLES



CAREER AUDIT

SKILLS ASSESSMENT

VITAL SKILLS

OF THE FUTURE

Developing vital skills for the future is pivotal to your success and can help improve your career prospects.

As new occupations emerge many will require analytical skills and complex problem solving strategies.

SKILLS ASSESSMENT:

Taking time to look at your soft skills as well as practical knowledge and experience gives you a foundation of your areas of speciality, as well as transferrable skills in your career.

Strengths: I'm a fast learner who has gained knowledge and experience across our company's processes. I have strong problem-solving and critical-thinking abilities and have used them to brainstorm new strategies and processes for the team.

Areas of improvement: In meetings I have ideas I want to express, and often stay silent. I need to work on being more vocal during meetings and expressing my opinions.

Values: I value respect and positive reinforcement. I believe in treating my team with equity by finding ways to assist them when needed. I work to constantly meet my goals and request help when I'm having a difficult time meeting these milestones.

Goals: I want to improve my management skills by completing accredited training. This year, I would like to add a formal qualification in auditing to my career.
Achievements: I built our company's processes, which created production efficiencies and cost savings for the department.

SKILLS OF THE FUTURE:

With rapid changes in technology, business compliance requirements and environmental goals, the future will require an adaptable set of skills to solve complex problems. These are a list of skills that will be in-demand in every career:

TOP 10 MOST IN DEMAND SKILLS OF THE FUTURE:

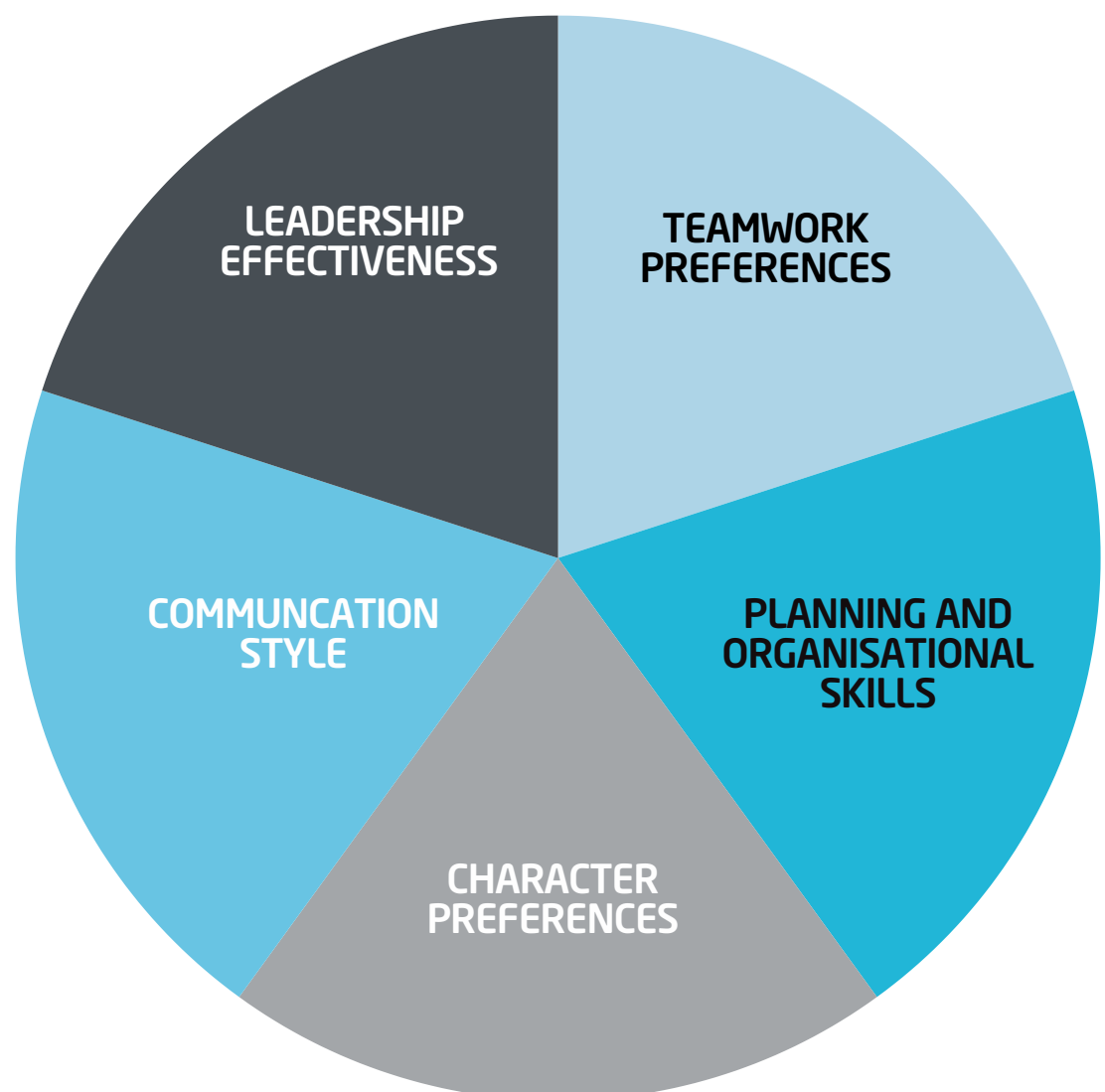
- Analytical skills
- Data analysis
- Critical thinking
- Leadership and management
- Sustainability
- Risk management
- Active learning
- Adaptability
- Innovation
- Ethical judgement



STEP 3: **GET A 360° VIEW OF YOUR CAREER**

Seek feedback from colleagues and peers across your career network.

Customers, suppliers, previous contacts may provide insights into your strengths and offer new opportunities that you haven't considered.





STEP 4: **GOAL SETTING**

Define short-term and long-term career goals. What do you want to achieve in the next 6 months, 1 year, and 5 years?

Align your goals with your values and aspirations.

QUESTIONS TO EXPLORE YOUR GOALS:

- Why do you want this goal?
- What do you want to be doing one year, three years, and five years from now?
- To stay on track, what do you need to accomplish in the next six months? Then what can be done in the next 90 days? What actions can I take in the next 30 days? What's one thing you can accomplish today?
- What are the three to five most important skills you'll need to develop to achieve this goal? How will you develop those skills?



CAREER AUDIT

GOAL SETTING MAPPING A PATHWAY

It's important to develop future skills because having them can increase your success and help improve your career prospects as new occupations emerge with digital and artificial intelligence technologies.

GOAL SETTING TEMPLATE

	ANNUAL	QUARTERLY	MONTHLY	WEEKLY
TEAM	Grow team impact by 10x	Exceed targets by 10x	Grow client list by 10x	Contact 10 new clients
MYSELF	Develop leadership skills	Check in with mentor	Track goal progress	Follow weekly goals
UPSKILLING	Gain Lead Auditor Qualification	Sign up for professional development training	Attend auditing training	Apply new skills to role
NETWORKING	Increase professional network	Attend conference in my industry	Meet up with existing contacts	Reach out to new contacts
FITNESS	Run a half marathon	Sign up to complete a run	Run with a team to boost moral	Run 3 times a week



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STEP 5

STEP 5: SPRUCE UP YOUR SOCIALS

Optimise your online presence on professional networking platforms like LinkedIn. Ensure your profile reflects your skills, achievements, and aspirations.

1. Ensure profile title reflects your core skills and not just a job title, such as: Business Leader, Career Auditor, Sales Professional.
2. Add a career summary. Many recruiters view LinkedIn before reviewing your resume. Your profile is akin to your covering letter.
3. Add your qualifications and completed training courses. You can now also add completed courses from Intertek SAI Global Training Institute to your LinkedIn Profile.



JOIN + FOLLOW

INTERTEK SAI GLOBAL TRAINING INSTITUTE

Join the Training Institute page to stay up to date with the latest trends in upskilling.

ADD YOUR COMPLETED COURSES TO YOUR LINKEDIN PROFILE:



**INTERTEK SAI GLOBAL TRAINING INSTITUTE
LEAD INTERNAL AUDITOR
(ISO 19011:2018)
COMPLETED 2020**



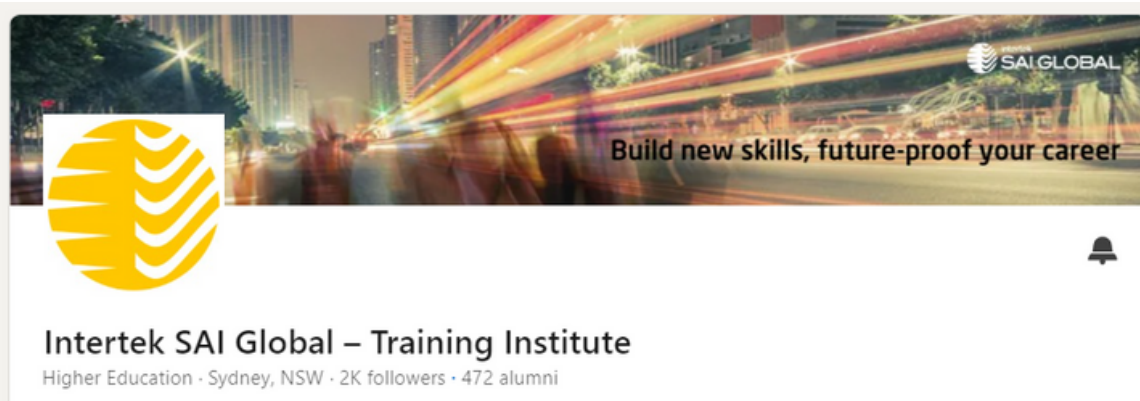
**INTERTEK SAI GLOBAL TRAINING INSTITUTE
AUDITING AN ENVIRONMENTAL MANAGEMENT
SYSTEM (ISO ISO 14001:2015)
COMPLETED 2023**

STEP 5:

ADD CREDENTIALS TO YOUR LINKEDIN PROFILE



ADD COURSE CREDENTIALS
INTERTEK SAI GLOBAL - TRAINING INSTITUTE



Add education

Notify network

Turn on to notify your network of key profile changes (such as new education) and work anniversaries. Learn more about [sharing profile changes](#).

off

* Indicates required

School*

Intertek SAI Global - Training Institute

Degree

Auditing an ISO 45001:2018 OHS Management System

Field of study

Ex: Business

Start date

Month

Year

End date (or expected)

Month

Year

Show qualification from **Intertek SAI Global - Training Institute** to your education history.

To do this:

- Simply go to your personal LinkedIn profile, and under Education, click Add.
- Then add the course details to add the qualification to your profile.
- It will then show automatically on your profile.

I'm happy to share that I've completed my Lead Food Safety Auditor ISO22000:2018 & ISO 19011:2018 at Intertek SAI Global - Training Institute!



Celebrate your course completion is to add an Education Milestone with the course details.

Share the milestone with your networks.



STEP 6: **FIND A MENTOR TO GROW TOWARDS YOUR GOALS**

The right mentor can transform your career, and offer new perspectives and opportunities.

When thinking about who is a good match for you, consider mentors who can grow along with you. You can look for a mentor in your professional network. You may already have a mentor in your professional network who provides advice in various ways.

1. Write a list of possible mentors
2. Establish contact with a possible mentor
3. Take time to build rapport to discover possible alignment
4. Organise to meet up and talk through your aims
5. Setup accountability meetings to track your progress
6. Find ways to give back to your mentor
7. Share your appreciation as you reach your goals



STEP 7

STEP 7: TRAINING FOR SUCCESS

Assess your current skills, experience, level of education as well as experience. Identify areas where you can acquire new skills or enhance existing ones.

Consider certifications, workshops, or training courses that align with your career goals.



**9 OUT OF 10 ROLES
CREATED IN THE NEXT FIVE YEARS
WILL REQUIRE POST-SECONDARY QUALIFICATIONS**



**AUDITING AND SUSTAINABILITY
ROLES ARE TOPPING THE LIST
FOR IN-DEMAND QUALIFICATIONS**

CAREER AUDIT

FIND YOUR NICHE DISCOVER YOUR SPECIALITY

As a leading provider of education and training, Intertek SAI Global offers a wide range of training courses delivered to more than 7,000 customers across the Australia every year.

Learn to plan, implement, assess and improve your management system across your organisation from the wide selection of our courses.



AUDIT TRAINING:

Professional training and certification for internal and lead auditors.



ENVIRONMENTAL COURSES:

Learn how to implement and audit environmental management systems.



SUSTAINABILITY:

Systems to improve quality, reduce defects and increased customer satisfaction.



FOOD SAFETY:

Understand food safety standards and food management system certification.



WORKPLACE HEALTH & SAFETY:

Occupational Health & Safety (OHS) training for a safer workplace.



QUALITY MANAGEMENT:

Quality Management training courses will guide you on your journey to QMS mastery.



INFORMATION SECURITY:

Practical knowledge to implement, maintain, and audit an effective ISMS.



LEADERSHIP:

Realise your true potential and upskill with one of our Leadership courses.



INTEGRATED MANAGEMENT SYSTEMS:

Increase your efficiency and profitability whilst reducing your operating costs.



RISK MANAGEMENT & COMPLIANCE:

Implement an effective risk management system based on ISO 31000 guidelines.



BUSINESS IMPROVEMENT:

Identify, validate and implement innovations that drive continuous business improvement.



MEDICAL DEVICES TRAINING:

Improve quality, reduce defects and increased customer satisfaction in the medical devices sector..

STEP 7.2



CAREER-DEFINING TRAINING GAIN IN-DEMAND SKILLS

TRAINING TO SUIT YOUR LIFESTYLE:

Choose training that is fully flexible to match your lifestyle, whether that's attending a class in person, online or as a team.



IN PERSON:

Attend face-to-face training in capital cities. In person training gives you an opportunity to engage with like-minded professionals from various industries.



ONLINE:

Complete your training in your own time, to suit your lifestyle. Online courses with accredited qualifications awarded after completion. 100% online with the convenience to study anytime.



IN-HOUSE:

Invite your team to learn new skills while developing strong collaboration and teamwork. Bring practical and applied training courses direct to your organisation.



VIRTUAL:

Join a live course with fellow students from around the globe. Take part in training in real-time with expert trainers in a hybrid training course.



MICRO-LEARNING:

Micro-learning offers you highly focussed courses with full flexibility for on-demand skills anywhere, anytime.

STEP 7.3



MAP OUT YOUR TRAINING PATHWAY

Choose the training to match the skills you want to grow. Whether you are starting out in assurance, or aiming to specialise or are ready to grow your leadership skills.



ACCREDITED TRAINING COURSES

Learn to plan, implement, assess and improve your skills with the selection of Internationally and Nationally accredited courses available. SAI Global is a Registered Training Organisation in Australia, RTO: 106919.



4.

LEAD

Planning to take your career to the next level of management? Or improve efficiencies of your management systems?

Our wide range of courses from professional leadership to lead auditor and nationally recognised qualifications will provide the skills and knowledge to be an expert in the field and stand out in the area of expertise.



3.

ASSESS

Our portfolio of auditing courses will develop your skills to audit within your organisation or audit other organisations.

Auditing courses are taught by some of the industry's most proficient auditors with years of experience. Our auditor training courses are certified by Exemplar Global which is internationally recognised



2.

IMPLEMENT

Take your abilities to the next level with courses which will develop your skills to implement policies, procedures and control measures.

Develop the requisite skills and knowledge needed to implement or update your management system.

1.

AWARENESS

For busy people who want to gain a solid understanding of management systems and more.

In a new role or expanding in your current role? Our awareness and foundation courses are a great place to start.

DESIGN YOUR OWN LEARNING PATHWAY

ACCREDITED TRAINING COURSES
 Learn to plan, implement, assess and improve your skills with the selection of Internationally and Nationally accredited courses available.
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COURSES TO BUILD KNOWLEDGE OF ISO MANAGEMENT SYSTEMS.

AWARENESS

Excellent way to establish a working understanding of an in-depth topic. Establish an awareness of the standards in place to support your business.

Statement of Attendance

FOUNDATION

Develop a strong overview of standards, and gain insights into the key underlying concepts that underpin an effective Management System.

Statement of Attendance

IMPLEMENTING

Discover the actions, tools and techniques required to implement an ISO Management System, including procedural and process information.

Statement of Attendance

NATIONAL AND INTERNATIONAL QUALIFICATIONS



AUDITING

Develop a deeper understanding of ISO Management systems, and learn to interpret and apply in a variety of different business and industry sectors.



Auditing Management Systems
EXEMPLAR GLOBAL Certificate of Attainment

LEAD AUDITOR

Gain a practical understanding of how to effectively lead a Management Systems audit. Receive comprehensive training in the theory and practice of leading a MS audit.



Lead Auditor Management Systems
EXEMPLAR GLOBAL Certificate of Attainment

DIPLOMA

Receive a nationally recognised Diploma qualification delivered by industry experts. Designed to fit your schedule, with modules online and in-person to suit.



BSB50920 Diploma of Quality Auditing

BSB50420 Diploma of Leadership and Management

BSB51319 Diploma of Work Health and Safety



CERTIFICATE IV:

Certificate IV in Work Health and Safety is an ideal course for those who are looking to improve their practical skills and knowledge to build their capabilities in work health and safety across a broad range of roles. Please note: The BSB41419 Certificate IV in Work Health and Safety is a pre-requisite for the BSB51319 Diploma of Work Health and Safety.

STEP 7.4



ALIGN TRAINING WITH BUSINESS GOALS

DISCOVER THE PATHWAY TO BUSINESS EXCELLENCE

TRAINING TO SUIT YOUR LIFESTYLE



IN PERSON
Face to face instructor lead training on our selected facilities



IN-HOUSE
instructor lead training at your facilities direct to your organisation.



VIRTUAL
Live training in real-time with expert trainers. Join students from around the globe.



ONLINE
100% online to study anywhere, anytime. Online courses with accredited qualifications.



MICRO LEARNING
Highly focused courses with full flexibility for on-demand skills anywhere, anytime.

EXPLORE OUR FULL SUITE OF ACCREDITED ASSURANCE TRAINING



ACCREDITED TRAINING COURSES

Learn to plan, implement, assess and improve your skills with the selection of Internationally and Nationally accredited courses available.

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LEARN WITH THE INDUSTRY EXPERTS

SPEAK TO ONE OF OUR TRAINING EXPERTS.

FIND OUT MORE ON QUALIFICATION PACKAGES, ENROLMENT PROCESS AND LEARNING OPTIONS.

At Intertek SAI Global, we offer a range of training courses across various disciplines of Auditing, Quality Management, Environment and Sustainability as well as Leadership courses.

Our trainers are some of the world's foremost authorities in their fields. They will present you best practices through a practical and applied learning experience.

We offer flexible courses designed to suit your schedule. Choose to attend courses either in person, online or a blend of the two.



Call: 1300 727 444



training@saiglobal.com



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