

BSB50920 DIPLOMA OF QUALITY AUDITING LEARNING PATHWAY AND RPL SELF-ASSESSMENT

NAME OF APPLICANT

CONTACT NUMBER

USI NUMBER

EMAIL

POSTAL ADDRESS

Intertek SAI Global has designed a risk management specialist pathway for the BSB50920 DIPLOMA OF QUALITY AUDITING.

This qualification is designed for people to gain the in-depth knowledge needed to develop audit plans, conduct and lead audits under best practice in combination with other skills including risk management, compliance, WHS and food safety that will support them in their job role.

Typical job roles may include:

- Quality managers, management representatives, engineers and consultants
- Individuals leading their companies to ISO Management systems certification
- Risk and compliance managers
- Managers in a leadership role
- Management systems specialists
- WHS managers
- Quality assurance managers
- Food safety professionals
- Product managers

The qualification has 12 units of competency. In order to achieve the qualification, students must complete:

4 core units plus 8 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B

for the remaining 4 elective units:

- up to 4 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV from this or any other currently endorsed Training Package qualification or accredited course
- if not listed, up to 4 units may be selected from a Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Intertek SAI Global has designed the qualification to consist of four courses:

Module 1: Lead Auditor Training (from a list of courses on various management systems)

Module 2: Integrated Governance, Risk Management and Compliance

Module 3: Lead and Communicate with Influence

Module 4: Implementing Enterprise Risk Management or ISO 45001 OHS Risk Management or Quality Assurance and Food Safety Management

This is a suggested qualification pathway based on completion of Intertek SAI Global courses. There are other options available for students who have completed additional and relevant Diploma level units of competency from other training organisations. For further information about the rules for this qualification refer to:

<https://training.gov.au/Training/Details/BSB50920>

On the attached table please indicate your preferred pathway to completing all units of competency for BSB50920 DIPLOMA OF QUALITY AUDITING. The options available through Intertek SAI Global are:

- Attend and successfully complete an Intertek SAI Global training course – A suitable pathway if you need to obtain the knowledge and skills to become competent in the unit. Course details, dates and registration forms are available at **<https://learning.saiaassurance.com.au/>**
- Credit Transfer – If you have been issued this unit of competency from another Registered Training Organisation (RTO) please provide a JP certified copy of your transcript. However, Intertek SAI Global will not issue the qualification that is achieved wholly through recognition of all units towards the qualification as credit transfer from another RTO or RTO's.
- Apply for Recognition of Prior Learning – A suitable pathway if you have knowledge and skills from life and work experience or previous training that is relevant to the unit and you can provide evidence. You will be sent an evidence map for each unit.

Fees: Course fees can be located for each individual course.

The following fees apply once you have lodged an application for credit:

- Credit transfer for current units issued by Intertek SAI Global - \$50 flat fee per application
- Credit transfer for units that are similar, but were issued under a previous version, or, may differ in a minor way from the current unit (e.g. a letter A or B at the end) - \$50 per unit of competency
- Credit transfer from other training packages that may be used as electives towards the qualification but not included in the design of the Intertek SAI Global BSB50920 Diploma of Quality Auditing - \$150 per unit of competency,
- Recognition (RPL) - \$350 per unit of competency

BSB50920 Diploma of Quality Auditing offering at Intertek SAI Global		
Module 1 LEAD AUDITOR TRAINING (3 day component of 5 day course)	SELF ASSESSMENT	
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Demonstrate the processes involved with <ul style="list-style-type: none"> - managing audit programs - initiating an audit - preparing for an audit conducting on-site activities - reporting on audit findings - conducting post-audit activities • Outline the personal and interpersonal skills required to conduct management systems audit • Demonstrate the appropriate oral, written and non-verbal communication techniques that are desirable for lead management systems auditors 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>

Module 2 INTEGRATED GOVERNANCE RISK MANAGEMENT AND COMPLIANCE	SELF ASSESSMENT	
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Identify, interpret, prioritise, and document compliance obligations and requirements according to an agreed scope of operations. • Design and develop a risk management framework to ensure compliance and governance related risks are managed • Plan, develop and implement policy to support the intent and implementation of the risk management framework. • Plan, develop and implement procedures to manage compliance breaches. • Understand how to develop processes to manage compliance breaches. • Apply monitoring protocols to ensure compliance obligations and related controls are effective. • Facilitate continuous improvement to business operations and processes using insight from risk monitoring, trend analysis and employee feedback. 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>

Module 3 LEAD AND COMMUNICATE WITH INFLUENCE	SELF ASSESSMENT	
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Develop an understanding of Emotional Intelligence principals, concepts and models. • Be able to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. • Be able to apply emotional intelligence techniques to understand and manage themselves and others more effectively and create productive and inclusive workplace relationships. • Demonstrate the skills and knowledge required to communicate clearly, negotiate persuasively, and lead meetings and presentations effectively. • Identify the objectives of a negotiation and the needs and requirements of stakeholders. • Understand the information needs of others and adapt communication to best suit these needs. • Identify the need for a meeting and determine relevant organisational policies and procedures for presenting information and negotiating objectives and outcomes. • Prepare for and participate in and lead meetings and present information to meet the needs of the audience and desired outcomes • Identify, gather and develop materials required for a difficult conversation consistent with organisational policies and procedures. • Facilitate a difficult conversation adapting the delivery style and tone of a conversation according to the mood of the conversation and document the outcomes. • Provide an opportunity of stakeholder input during a difficult conversation and respond to relevant personnel using conviction and empathy. • Seek feedback to review and evaluate your own effectiveness after having a difficult conversation and identify areas of improvement. 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>

Module 4 Option 1: IMPLEMENTING ENTERPRISE RISK MANAGEMENT	SELF ASSESSMENT	
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Develop & implement an operational management plan using a variety of information sources and consultation with relevant stakeholders. • Develop & implement strategies to achieve the operational plan within the organisations policies, practices and procedures. • Understand the importance of communicating with key stakeholders • Coordinate efforts to manage all associated risks including provision of information and advice to staff who are tasked with treating risks. • Facilitate risk recovery including the development and implementation of contingency, recovery and continuity plans. • Evaluate operational results and determine appropriate changes to the risk management methods that can be applied to enhance future organisational performance. 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>
Module 4 Option 2: ISO 45001 OHS RISK MANAGEMENT		
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Describe and apply the legal requirements for OHS risk management. • Describe and apply the risk management process of ISO 31000:2018 Risk Management and the relationship to ISO 45001:2018. • Plan and implement OHS risk management for compliance with relevant OHS legislation, codes and standards, including ISO 45001:2018. • Contribute to the implementation of systematic management of OHS risks in the workplace. • Identify workplace hazards and risks. • Assess workplace hazards and risks. • Control workplace hazards and risks using the hierarchy of controls. • Monitor, review and improve OHS risk management processes and the control of workplace hazards and risks. • Manage and contribute to effective OHS communication, consultation and participation processes for risk management. • Develop procedures and tools for planning hazard identification, risk assessment and risk control within an organisation. • Develop, implement and use OHS risk management processes, tools or techniques, including for risk assessment. • Assess and use sources of information about risk management. • Maintain and manage relevant OHS documentation and records. 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>
Module 4 Option 3: QUALITY ASSURANCE AND FOOD SAFETY MANAGEMENT		
<p>Self assessment Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Have a sound understanding of the effective management of Food Safety and Quality Assurance Management systems • Identify and understand the roles and responsibilities of Quality Assurance staff within a food business and their role in the food safety management system. 	<p>Attend training to obtain knowledge and skills</p>	<p>Apply for RPL to demonstrate knowledge and skills</p>

Other units: <https://training.gov.au/Training/Details/BSB50920> for other units.

If you have attained these units, you can apply via RPL or CT. Please attach JP certified copies of your certificates/ units

Unit title: _____	Unit title: _____
Unit title: _____	Unit title: _____
Unit title: _____	Unit title: _____

APPLICANT SIGNATURE
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DATE
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