



Australian Government

Department of Education, Employment and Workplace Relations

BSB51607 Diploma of Quality Auditing

Revision Number: 2

BSB51607 Diploma of Quality Auditing

Modification History

Release	Comments
Release 2	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <ul style="list-style-type: none"> • Unit codes updated • Outdated advice removed

Description

Descriptor

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.

Job Roles

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

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

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

OR

- with 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.

Pathways from the qualification

After achieving this qualification candidates may undertake a qualification in a specialist area within this Training Package such as marketing, management, human resources.

Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • adjusting interpersonal styles and methods as required • communicating ideas and information to a wide range of persons • consulting, questioning, clarifying and evaluating information • negotiating follow-up action as required • using excellent verbal and written skills to gather information and present formal audit reports
Teamwork	<ul style="list-style-type: none"> • providing feedback to team members on their performance • working with others and delegating roles and responsibilities to team members
Problem-solving	<ul style="list-style-type: none"> • collecting, analysing, comparing and contrasting data • providing strategies on how to address non-compliances • solving problems in respect to risk and knowledge management systems
Initiative and enterprise	<ul style="list-style-type: none"> • adopting innovative approaches to learning and improving team members' skills • identifying areas for improvement and recommending value adding activities • leading an audit and offering flexible approaches to suit client's business
Planning and organising	<ul style="list-style-type: none"> • identifying risk and developing strategies to deal with it • planning audit schedule and identifying resources required • planning for contingencies, and monitoring and reviewing systems and activities
Self-management	<ul style="list-style-type: none"> • managing own time and performance • reflecting on own performance as an auditor • working within organisational policies, procedures and legislative requirements
Learning	<ul style="list-style-type: none"> • developing and maintaining own professional competence • identifying learning needs and facilitating the management of knowledge • maintaining currency of knowledge and skills in respect to risk and knowledge management

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	<ul style="list-style-type: none"> aligning data and information systems with the knowledge management system using technology to assist the management of information and to assist the planning process using word processing software and risk analysis tools

Packaging Rules

Total number of units = 8

8 elective units

3 elective units must be selected from the **Group A** units listed below.

2 elective units must be selected from the **Group A** or **Group B** units listed below or from an equivalent level qualification within this Training Package.

The remaining **3 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed Training Package, or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Elective units

Group A units

Information Management

BSBINM501A Manage an information or knowledge management system

Quality Auditing

BSBAUD402B Participate in a quality audit

BSBAUD501B Initiate a quality audit

BSBAUD503B Lead a quality audit

BSBAUD504B Report on a quality audit

Risk Management

BSBR5K501B Manage risk

Group B units

Management

BSBMGT502B Manage people performance

BSBMGT516C Facilitate continuous improvement

Project Management

BSBPMG505A Manage project quality

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Effectiveness

BSBWOR502B Ensure team effectiveness