



Australian Government

Assessment Requirements for BSBAUD511 Initiate quality audits

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce documented audit plans for auditees on at least two different occasions, including:
 - scope and objectives of the audit
 - proposed audit methods and techniques to be used
 - required resources and audit plan
 - allocation of individual audit team member responsibilities.

In the course of the above, the candidate must:

- use terminology relating to quality auditing in communications.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- auditing codes of practice and ethics
- auditing methods and techniques, including audit plans and value adding activities
- requirements of auditing regulations and standards
- current audit practices
- quality auditing principles, techniques and systems
- requirements of organisational and audit style manual protocols for written communications
- key features of technology required for quality auditing activities described in performance evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>