



Australian Government

BSBAUD513 Report on quality audits

Release: 1

BSBAUD513 Report on quality audits

Modification History

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

Application

This unit describes the skills and knowledge required to report on the outcomes of quality audits and take appropriate follow up actions. It covers compiling audit results, preparing reports for relevant stakeholders, and negotiating follow up actions with relevant stakeholders.

The unit applies to individuals who have an established knowledge of quality auditing and are proficient in using a range of quality auditing techniques. It addresses the function performed by either an auditor having sole responsibility for the audit or an auditor required to report on quality audits as part of a quality audit team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Audit and Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to report audit results	1.1 Compile audit results 1.2 Analyse compiled audit results against agreed audit plan and identify non-compliances 1.3 Consult with team members, if required
2. Prepare final audit report	2.1 Produce draft audit report according to audit plan 2.2 Provide draft report to relevant stakeholders and seek feedback 2.3 Finalise audit report, integrating stakeholder feedback, as required 2.4 Present final audit report to auditee and other relevant

ELEMENT	PERFORMANCE CRITERIA
	stakeholders
3. Agree on follow up process with auditee	3.1 Determine timeframes for any corrective action required to deal with non-conformance, in consultation relevant stakeholders, including the auditee 3.2 Confirm corrective action follow-up procedures are agreed with relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Interprets and analyses information from a complex range of organisational documentation
Writing	Develops a variety of complex documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose
Oral Communication	- Participates in spoken exchanges using clear language, tone and pace - Uses questioning and listening techniques to clarify understanding
Numeracy	Collects, represents, summarises and interprets a range of statistical data
Self-management	- Monitors adherence to organisational policy/ies and procedure/s - Organises, plans and sequences own workload according to timelines and organisational requirements - Analyses outcomes of decisions to identify opportunities for improvement
Teamwork	Collaborates with others to negotiate joint outcomes, playing an active role in facilitating team understanding
Problem solving	Recognises a range of familiar problems, their symptoms and causes, actively looking for suitable corrective actions
Initiative and enterprise	Makes a range of decisions in complex situations, taking a range of factors into account
Technology	Uses digital tools and systems to develop reports in an effective way

Unit Mapping Information

Supersedes and is equivalent to BSBAUD504 Report on a quality audit.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBAUD513 Report on quality audits

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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:

- interpret audit results and produce a detailed audit report containing detailed analysis according to specified organisational requirements on at least two different occasions.

In the course of the above, the candidate must:

- negotiate follow-up actions with relevant stakeholders
- use terminology relating to quality auditing.

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:

- quality auditing principles, methods and techniques
- requirements of auditing regulations
- key features of technology required for producing quality auditing results and reports according to organisational requirements
- presentation of corrective action requirements.

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 quality audit reports, checklists, and audit plans
- technology required for quality auditing reporting.

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

Links

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