



**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<br>1.2 Analyse compiled audit results against agreed audit plan and identify non-compliances<br>1.3 Consult with team members, if required                                                                                                      |
| 2. Prepare final audit report                    | 2.1 Produce draft audit report according to audit plan<br>2.2 Provide draft report to relevant stakeholders and seek feedback<br>2.3 Finalise audit report, integrating stakeholder feedback, as required<br>2.4 Present final audit report to auditee and other relevant |

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

## 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                   | <ul style="list-style-type: none"> <li>Interprets and analyses information from a complex range of organisational documentation</li> </ul>                                                                                                                                                                      |
| Writing                   | <ul style="list-style-type: none"> <li>Develops a variety of complex documents using relevant structure, tone and vocabulary appropriate to audience, context and purpose</li> </ul>                                                                                                                            |
| Oral Communication        | <ul style="list-style-type: none"> <li>Participates in spoken exchanges using clear language, tone and pace</li> <li>Uses questioning and listening techniques to clarify understanding</li> </ul>                                                                                                              |
| Numeracy                  | <ul style="list-style-type: none"> <li>Collects, represents, summarises and interprets a range of statistical data</li> </ul>                                                                                                                                                                                   |
| Self-management           | <ul style="list-style-type: none"> <li>Monitors adherence to organisational policy/ies and procedure/s</li> <li>Organises, plans and sequences own workload according to timelines and organisational requirements</li> <li>Analyses outcomes of decisions to identify opportunities for improvement</li> </ul> |
| Teamwork                  | <ul style="list-style-type: none"> <li>Collaborates with others to negotiate joint outcomes, playing an active role in facilitating team understanding</li> </ul>                                                                                                                                               |
| Problem solving           | <ul style="list-style-type: none"> <li>Recognises a range of familiar problems, their symptoms and causes, actively looking for suitable corrective actions</li> </ul>                                                                                                                                          |
| Initiative and enterprise | <ul style="list-style-type: none"> <li>Makes a range of decisions in complex situations, taking a range of factors into account</li> </ul>                                                                                                                                                                      |
| Technology                | <ul style="list-style-type: none"> <li>Uses digital tools and systems to develop reports in an effective way</li> </ul>                                                                                                                                                                                         |

## 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>