

# course information

## MANAGEMENT SYSTEMS AUDITING

### Course Objectives

By the end of the course, participants should have gained:

- A clear understanding of the requirements of Quality, Environmental and Occupational Health & Safety Standards / Guidelines for Internal Auditors
- Familiarity with system terms and definitions
- Knowledge of ISO 19011 and its application
- Communication skills for use in Internal Audit situations
- Skills in preparing checklists for Internal Audit purposes
- Practical experience in how to perform an Internal Audit
- Competence to report on an audit
- Confidence in being able to perform Internal Audits in their work environment

### Selection Criteria

There are no formal entry requirements for the course but participants need to have basic literacy and numeracy skills to be able to understand and interpret the content of the course material.

### Assessment

All assessment will be based on the principles of competency-based training and assessment. Competency will be determined by a range of methods, including observation of simulated and practical activities, structured questioning, and role plays.

### National Recognition

Gray Management Systems Pty Ltd recognises relevant AQF qualifications and Statements of Attainment issued by other registered training organisations.

### Recognition of Prior Learning (RPL)

Credit or exemptions for previous studies and industry experience may be available through the Recognition of Prior Learning (RPL) process. RPL credits can only be allocated to complete units of competency. Further details are available from the Director.

### Further Study Links

Completion of any of the units will provide individuals with a credit for the relevant endorsed units of competency in any future studies that involve these units.

### Access and Equity

The principles of Access and Equity will be applied in the selection of students and in the delivery of the training and assessment services.

### Course Delivery Options

This course can be delivered face to face at a public course or in-house on client provided training facilities.

### Course Commencement Dates & Venues

Please view our public course offerings on our website at [www.grayms.com.au](http://www.grayms.com.au) or for in-house course contact us directly on 0398765152 for a complete and fully costed proposal.

### Fees & Charges

Fees for public course can be found on our website. For in-house options contact our Director for a proposal specific to your needs. Often it is more cost effective to run an in-house course when student numbers exceed six.

### Refund Policy

Gray Management Systems offers a full refund up to 7 days prior to course commencement. Inside 7 days a replacement can be made or partial refund as negotiated with our Director.

### Course Title

Management Systems Auditing

### Course Duration

Two Days

### Units of Competency

This course covers the following nationally recognised units of competency:

#### BSBAUD402

Participate in a Quality Audit

#### BSBAUD504

Report on a Quality Audit

Successful completion will result in the awarding of a Statement of Attainment.

### Course Content

The course covers the generic knowledge and skills required for all management system auditing described in ISO 19011:2011. This is a guideline document for any person involved in auditing quality, environmental, OHS and/or food safety management systems.

RTO 3839



## Our Contact Details

Phone: 03 98765152  
Fax: 03 98765035  
Email: [geoff@grayms.com.au](mailto:geoff@grayms.com.au)  
Mobile: 0417353182  
Mail: PO Box 2355,  
Ringwood North,  
Victoria, 3134

GRAY  
MANAGEMENT  
SYSTEMS

ABN 15 073 631 268