

LEAD QUALITY MANAGEMENT SYSTEMS AUDITOR TRAINING (QMSA)

Course objectives

This course is approved by IRCA as satisfying the training requirements for initial certification as an IRCA QMS auditor. The principal aim of this course is to equip delegates with the knowledge and skills required to perform audits of management systems against ISO9001, and/or similar criteria. By the end of the course delegates will be able to:

- Describe the purpose of a quality management systems and explain the 8 quality principles of quality management
- Explain the purpose, content and interrelationships of ISO9000, ISO9001, ISO9004 and ISO19011.
- Interpret requirements of ISO9001 in the context of an audit
- Describe the roles and responsibilities of auditors and lead auditors
- Plan and conduct an audit
- Report the audit
- Undertake audit follow-up activities

Course Competencies

Our Lead Auditor Course covers the following competency units:



BSBAUD402B Participate in a quality audit
 BSBAUD501B Initiate a Quality Audit
 BSBAUD503B Lead a Quality Audit
 BSBAUD504B Report on a Quality Audit

Course Details

Duration of program

From Monday 08.45 (registration) to Friday 12.30

Except for Friday the finish time will be approximately 4.30pm. Start time from Tuesday to Friday will be 8.30 am.

Format and content of the course

The training program comprises tutor led sessions, individual and group exercises, role-playing and discussion sessions. The course requires delegates to be involved and to actively participate in all sessions.

Knowledge required prior to attending the course

The course has been designed for students who intend to become practicing auditors. Consequently, we would expect students to have a high level of commitment to the learning process, but it is not essential that students understand auditing or Quality Management Systems. However, as the course features the ISO 9001 (International Standard) it would be desirable, if students have an understanding of this standard before the course commences. As a practicing auditor you will need your own copy of the standards.

We will make extensive use of the document ISO 9001 during the course, and you will be able to take the copy of the standard into the examination.

Course assessment

Students are assessed by the tutor during the course and by way of a written examination towards the end of the week.

Continual assessment is undertaken by the tutor and is based upon the student's demonstrable performance during the exercises, role-plays, case study and question and answer sessions. It is essential that students take an active part in all course activities during the week in order that the tutor can make a full assessment of the student's performance. Feedback on individual student's performance will be provided (confidentially) during the week. Students will be given every opportunity to address any issues which would result in Batalas being unable to award a certificate of 'Successful Completion'.

The written examination is of 2 hours duration. Copies of the Delegate Manual, any personal notes made by the delegate during the course plus a copy of the ISO 9001 Standard may be taken into the examination. For those delegates whose first language is not English additional time may be given, and the use of dictionary will be allowed (not provided). The minimum pass rate for the examination is 70%.

Those delegates who satisfactorily complete the continuous assessment and the examination will be issued with a certificate. Those not wishing to sit the examination or adjudged not to have reached the required standard of competency will be issued with a certificate confirming their attendance.

Examination results will take approximately 6 weeks to process and will be notified directly to you. Please note that you will only be advised of whether you have passed or failed, as we are unable to provide marks, or release examination papers.

Resits

Should you fail the examination but pass the continuous assessment you may resit the examination. If you wish to resit you must advise us of this within 6 months of the original exam date and must arrange your resit to take place within twelve months of the original date. Resits are normally arranged at the next available public course. Generally this involves attending for the examination only, at your own expense.

Students will be provided a different examination paper to that previously taken. Should you fail a second time then you would be required to attend the whole course before attempting the examination again. Delegates who fail the continuous assessment element of the course will have to attend the entire course again (at the delegate's own expense).

Periods of absence during the course

Any absence during the course will result in automatic failure of the course.

The Tutors

All Batalas Tutors are IRCA and/or RABQSA registered Lead/Senior Auditors. Each course has a Lead Tutor who has been registered with IRCA as having the skills and experience to lead the course. Where a second tutor is necessary he/she will be actively involved in all aspects of the course to ensure that all students are able to participate fully in the course. Geoff Gray and John Hasson are approved in Australia to run this course and will be your tutors for this course.

Course material

All course materials and stationery will be supplied. Each student will receive a delegate manual for his or her own use after the event.

Car parking

Delegates are responsible for their own car parking arrangements limited parking is available at the venue..

Dress

This should be casual and comfortable.

Certification as an Auditor/Lead Auditor

This training course is recognised as meeting the training requirements for registration of individual auditors as set by the IQA International Register of Certificated Auditors (IRCA).

In order to become a registered Provisional Auditor, Auditor, or Lead/Senior Auditor under IRCA, the candidates must have satisfactorily completed a training course registered by the Board and passed the course examination.

In addition, individuals must have a combination of academic qualifications, work experience and quality related experience in carrying out assessments of quality systems to the ISO 9000 series.

FEES:

	AOQ Member	Non-Member
LEAD QUALITY MANAGEMENT SYSTEMS AUDITOR TRAINING Code QMSA	\$1,750 Second, and subsequent participants from the same organisation, booked together for the same course; Members: \$1550.00	\$1950 Second, and subsequent participants from the same organisation, booked together for the same course; \$1750.00