



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB51607 Diploma of Quality Auditing**

**Revision Number: 1**

## **BSB51607 Diploma of Quality Auditing**

### **Modification History**

Not applicable.

## Description

### Descriptor

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

### Job Roles

- Quality Assurance Manager
- Quality Facilitator
- Quality and Improvement Consultant
- Service Quality System Support Analyst.
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## Pathways Information

### Qualification Pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- BSB40207 Certificate IV in Business or other relevant qualification/s

OR

- with extensive vocational experience in auditing and without formal auditing qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administrator
- Project Officer
- Quality Assurance Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

#### *Pathways from the qualification*

After achieving this qualification candidates may undertake a qualification in a specialist area within this Training Package such as marketing, management, human resources.

## Licensing/Regulatory Information

### Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• adjusting interpersonal styles and methods as required</li> <li>• communicating ideas and information to a wide range of persons</li> <li>• consulting, questioning, clarifying and evaluating information</li> <li>• negotiating follow-up action as required</li> <li>• using excellent verbal and written skills to gather information and present formal audit reports</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• providing feedback to team members on their performance</li> <li>• working with others and delegating roles and responsibilities to team members</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• collecting, analysing, comparing and contrasting data</li> <li>• providing strategies on how to address non-compliances</li> <li>• solving problems in respect to risk and knowledge management systems</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• adopting innovative approaches to learning and improving team members' skills</li> <li>• identifying areas for improvement and recommending value adding activities</li> <li>• leading an audit and offering flexible approaches to suit client's business</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• identifying risk and developing strategies to deal with it</li> <li>• planning audit schedule and identifying resources required</li> <li>• planning for contingencies, and monitoring and reviewing systems and activities</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• managing own time and performance</li> <li>• reflecting on own performance as an auditor</li> <li>• working within organisational policies, procedures and legislative requirements</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• developing and maintaining own professional competence</li> <li>• identifying learning needs and facilitating the management of knowledge</li> <li>• maintaining currency of knowledge and skills in respect to risk and knowledge management</li> </ul>

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Technology	<ul style="list-style-type: none"> <li>• aligning data and information systems with the knowledge management system</li> <li>• using technology to assist the management of information and to assist the planning process</li> <li>• using word processing software and risk analysis tools</li> </ul>
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## Packaging Rules

### Packaging Rules

**Total number of units = 8**

**8 elective units**

**3 elective units** must be selected from the **Group A** units listed below.

**2 elective units** must be selected from the **Group A** or **Group B** units listed below or from an equivalent level qualification within this Training Package.

The remaining **3 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed Training Package, or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### Elective units

#### Group A units

#### Information Management

BSBINM501A      Manage an information or knowledge management system

#### Quality Auditing

BSBAUD402B      Participate in a quality audit

BSBAUD501B      Initiate a quality audit

BSBAUD503B      Lead a quality audit

BSBAUD504B      Report on a quality audit

**Risk Management**

BSBR501A      Manage risk

**Group B units****Management**

BSBMGT502B      Manage people performance

BSBMGT516C      Facilitate continuous improvement

**Project Management**

BSBPMG505A      Manage project quality

**Sustainability**

BSBSUS501A      Develop workplace policy and procedures for sustainability

**Workplace Effectiveness**

BSBWOR502A      Ensure team effectiveness

**Selecting Elective Units for Different Outcomes**

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

**Quality Assurance Manager****3 Group A units**

- BSBAUD503B      Lead a quality audit
- BSBINM501A      Manage an information or knowledge management system
- BSBR501A      Manage risk

**4 Group B units**

- BSBAUD501B      Initiate a quality audit
- BSBAUD504B      Report on a quality audit
- BSBPMG505A      Manage project quality
- BSBWOR502A      Ensure team effectiveness

**1 elective unit** selected in accordance with the Qualification Rules for this qualification.

**Quality Facilitator****3 Group B units**

- BSBAUD402B Participate in a quality audit
- BSBAUD503B Lead a quality audit
- BSBAUD504B Report on a quality audit

**4 Group B units**

- BSBMGT502B Manage people performance
- BSBMGT516C Facilitate continuous improvement
- BSBRKG502B Manage and monitor business or records systems
- BSBWOR502A Ensure team effectiveness

**1 elective unit** selected in accordance with the Qualification Rules for this qualification.

**Quality and Improvement Consultant****3 Group A units**

- BSBAUD402B Participate in a quality audit
- BSBAUD503B Lead a quality audit
- BSBAUD504B Report on a quality audit

**5 Group B units**

- BSBMGT502B Manage people performance
- BSBMGT516C Facilitate continuous improvement
- BSBRKG502B Manage and monitor business or records systems
- BSBRSK501A Manage risk
- BSBWOR502A Ensure team effectiveness

**Service Quality System Support Analyst****3 Group A units**

- BSBAUD402B Participate in a quality audit
- BSBAUD503B Lead a quality audit
- BSBAUD504B Report on a quality audit

#### **4 Group B units**

- BSBADM506B Manage business document design and development
- BSBMGT516C Facilitate continuous improvement
- BSBRSK501A Manage risk
- BSBWOR502A Ensure team effectiveness

**1 elective unit** selected in accordance with the Qualification Rules for this qualification.

## **Unit Grid**

BSBADM506B Manage business document design and development  
BSBAUD402B Participate in a quality audit  
BSBAUD501B Initiate a quality audit  
BSBAUD503B Lead a quality audit  
BSBAUD504B Report on a quality audit  
BSBINM501A Manage an information or knowledge management system  
BSBMGT502B Manage people performance  
BSBMGT516C Facilitate continuous improvement  
BSBPMG505A Manage project quality  
BSBRKG502B Manage and monitor business or records systems  
BSBRSK501A Manage risk  
BSBSUS501A Develop workplace policy and procedures for sustainability  
BSBWOR502A Ensure team effectiveness