



**trainwest**  
training your future

## **BSBSS00090 Auditing Skill Set**

### Enquiry package



NATIONALLY RECOGNISED  
TRAINING

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The Trainwest experience begins with the client's first contact which is based on excellent customer service offering flexible solutions to achieve your goals. The consistently high standards achieved by our team results from an absolute focus on professionalism, quality products and service and our ability to tailor our products to match our clients training requirements.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,  
providing a high-quality training and assessment  
service to individuals and across industry.**

## BSBSS00090 Auditing Skill Set



**OVERVIEW:** The Trainwest BSBSS00090 Auditing Skill Set course provides students with the skills and knowledge to conduct management system audits in the areas of safety, quality, environment and management. Students will develop audit criteria based on the relevant standards in their industry.

This skill set will provide participants with the ability to plan, carry out and lead the audit team from the front.



**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. However a reasonable level of reading and writing is required, as well as reasonable computer skills. To complete the assessment component of this course you will need to be working in or have access to a workplace where you can complete the workplace assessments.

### **PATHWAY INFORMATION:**

#### **Pathways into the skill set**

Preferred pathways for candidates considering this skill set include:

- » BSB42015 Certificate IV in Business or other relevant qualification  
OR
- » with extensive vocational experience in auditing and without formal auditing qualifications

#### **Pathways from this skill set**

After completion of this course, students may undertake an additional four Diploma level units (packaging rules apply) to gain the

- » BSB51615 Diploma of Quality Auditing



### **DELIVERY STRUCTURE:**

**Face to face training:** Face to face training for the BSBSS00090 Auditing Skill Set is three days. All students are required to complete a Workplace Project after the face to face training to demonstrate application of auditing in the workplace. The volume of learning of a Diploma qualification or skill set is typically is typically twelve months to two years.

Face to face learning will include delivery methods such as facilitation of key content, group activities, action learning and debrief, role plays, case studies, independent learning group discussions and presentations allowing the application of learning to a variety of situations

**In-House training** The BSBSS00090 Auditing Skill Set can be delivered onsite. The course will be fully customised to suit the needs of the client. For information and pricing contact Trainwest.

**eLearning:** This course is available through self-directed learning. Please refer to page 9 of this enquiry pack.

**Video conferencing** Students have the option of attending the face to face course or part of via video conferencing technology in the form of Skype for Business / Microsoft Teams. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



### **ASSESSMENT REQUIREMENTS**

The BSBSS00090 Auditing Skill Set course is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace. This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

### **ASSESSMENT METHODS**

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects

### **ASSESSMENT TIMEFRAMES**

Students have up to 24 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.



### **REQUIRED RESOURCES**

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.



### SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone.

We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge.

Additional one on one coaching is available at an hourly rate for those who need it.

### RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this skill set.

RPL is an assessment-based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the course and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team.

The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



### NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

**CERTIFICATION:** Upon successful completion, participants will receive a Statement of Attainment for the BSBSS00090 Auditing Skill Set

UNIT CODE	DESCRIPTION	DURATION
BSBAUD402	Participate in a quality audit	3 days
BSBAUD501	Initiate a quality audit	
BSBAUD503	Lead a quality audit	
BSBAUD504	Report on a quality audit	





## INVESTMENT

COST	DELIVERY METHOD	DURATION
\$ 1 600.00	Face to Face training – New Students	3 days
\$ 1 300.00	Face to Face training – Return Trainwest Students	
\$ 1 300.00	Recognition of prior learning	
\$ 1 200.00	4 Diploma level units for enrolment into BSB51615 Diploma of Quality Auditing	
\$ 300.00	Personal coaching	2 hours

**PAYMENT PLAN:** All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more Fee information including our Refund Policy and procedure.

**LOCATION:** All sessions will be delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

## BSBSS00090 Auditing Skill Set Calendar



### 2021 Course Dates



Course dates	Location
Wednesday 24 <sup>th</sup> to Friday 26 <sup>th</sup> February	Belmont
Wednesday 21 <sup>st</sup> to Friday 23 <sup>rd</sup> April	Belmont
Wednesday 7 <sup>th</sup> to Friday 9 <sup>th</sup> July	Belmont
Wednesday 8 <sup>th</sup> to Friday 20 <sup>th</sup> August	Belmont
Wednesday 6 <sup>th</sup> to Friday 8 <sup>th</sup> October	
Wednesday 1 <sup>st</sup> to Friday 3 <sup>rd</sup> December	Belmont

Course dates are subject to change