

# Participate in a Quality Audit (BSBAUD402A) (Group Booking Only)

This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.

## Elements of Performance Criteria

### Participate in an entry meeting

- Objective and scope of audit are confirmed at the meeting
- Schedules and logistical arrangements are confirmed at the meeting
- Changes to plan, schedules and arrangements are made where required

### Identify and gather information

- A range of potential sources of *information* is identified
- *Appropriate persons* are interviewed
- *Sample documentation* is collected

### Analyse information

- Audit methods and techniques are used to analyse relevant information
- Patterns, trends, interrelationships and areas of risk are identified and reported
- Aspects of the audit that require the use of specialists are identified and assistance requested

### Evaluate information

- Information is evaluated against prescribed benchmarks
- A defensible opinion is formed as to the meeting of benchmarks by the auditee
- Opinions are formed from and supported by available information

### Report finding

- Findings are formulated and a corrective action report is prepared
- Results/findings are examined against audit objectives and presented to lead auditor
- Recommendations for improvements are reported as applicable

### Participate in an exit meeting

- Preparations are made for exit meeting
- Reporting arrangements are agreed upon
- Context and consequences of audit are explained, and follow-up discussed

## Elements of Key Competencies

Collecting analysing and organising information	Gathering information and data during the course of the audit analysing information gathered during the audit to arrive at findings
Using mathematical ideas and techniques	Applying basic numerical and mathematical calculation skills to auditing processes
Solving problems	Applying problem-solving skills to address issues arising during course of audit
Using technology	Using word processing software to produce required documentation arising from analysis and evaluation phase of audit using assistive technology, if required

**Duration:** 1 day plus Flexible Delivery over a month. This is normally a 5 day course, but this blended delivery is cost effective and allows for self paced learning while reducing the time in the class room.

**Cost:** \$295(GST Inclusive) per participant

**To Book:** This course is available on site for groups of 8 or more participants. Please complete a **Short Course Training Program Booking Form** downloadable from the COHST website.