

Recognition of Prior Learning


**You've done the work.
Now get your reward.**



ASSET AVIATION
INSTITUTE

Welcome Pack

BSB51615 – **Diploma of Quality Auditing**



ASSET Aviation Institute appreciates the value of workplace and industry experience. We recognise that you have acquired valuable skills and knowledge from hard work, study, and constant formal assessments throughout your professional aviation life.

You are an aviation specialist—in one of the most complex and diverse industries in the world. Your skills are legitimate irrespective of how you acquired them, and our Institute's RPL process is designed to recognise and validate your life experience.

ASSET Aviation Institute can reward your work and life experience with a Diploma in Quality Auditing.

Who can apply?

This course is designed for aviation safety professionals: internal airline auditors, quality auditors, safety specialists, investigators and regulators. If you work in aviation, and you have years of operational experience any of these disciplines, then you may be eligible to apply for our recognition program.



For internal airline auditors

An internal auditor learns a whole lot more than regulations in the airline.

Over a career, internal auditors learn to manage people and time and to understand complex processes and systems; internal auditors learn to think and communicate clearly, to cope with stress, to manage difficult conversations calmly, to plan, to assess critical matters and to articulate their findings.

They keep the airline compliant; they keep it improving; they check that what is meant to be done, is done, every time. They learn to work with all departments, all levels of management and all types of personalities; they evaluate things that matter and they learn and practice candor. Their work is important: they are the crash investigator before the crash occurs. In short, an internal auditor is more than a compliance officer. An internal auditor is an investigator, an analyst, a confidant, a reporter; what

they know about themselves, about others, about human behaviour and complexity, about managing time and resources, about inspiring confidence and doing the right thing, even when it's unpopular... would qualify them for many high-level jobs anywhere in the world.

Yet when you leave the airline, you walk away with nothing but stories, nothing much to show for all you learned and mastered. You walk into your future with no qualification, no formal recognition of an extraordinary and bankable set of skills.

Or so it used to be.

Now, what you learned as an internal airline auditor can earn you a Diploma in Quality Auditing from ASSET Aviation Institute, a qualification that opens up

a career in a huge array of sectors, some as far from flying as could be imagined.

ASSET Aviation Institute is Australia's only ICAO and IATA accredited aviation educator. The Institute is accredited to issue its diploma through RPL (Recognition of Prior Learning). The Diploma in Quality Auditing from ASSET evaluates an internal airline auditor's expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for auditing competencies.

The diploma tells the world beyond the aviation sector that you are a world-class systems auditor.



For internal quality auditors

An internal quality auditor learns a whole lot more than conformance reports.

Over a career, quality auditors learn to manage people, customers and their expectations, they learn to understand complex processes and systems quickly and to look for flaws that others miss; quality auditors learn about the process of continuous improvement, about risk management and how poor performance can cripple their organisation—even an industry. They learn to think and communicate clearly, to lead with diplomacy and to keep plans on track. They learn to measure those things that matter the most and to articulate their findings and translate reports into action.

They keep the product, the service or the process working to the standard to which it was designed;

they keep it consistent, exact, fit-for-purpose, safe, and search for ways to improve; they check that what is produced, is worthy of the company's brand.

The work of the quality auditor is important: it keeps the organisation improving. Their work assures society that the aircraft was built with care, that the service is efficient and not wasteful, that the public will be cared for—attitudes that are expected, today. In short, an internal quality auditor is more than a compliance advocate. An internal quality auditor is a diplomat, a conscience, an investigator, and a reporter; what they know about themselves, about others, about human behaviour and complexity, about balancing production with protection, about inspiring

confidence and doing the right thing, even when others aren't watching... would qualify them for many high-level jobs anywhere in the world.

Yet when you leave the production line, the manufacturer, or the airline you walk away with nothing but memories, nothing written to show for all you learned and mastered. You walk into your future with no qualification, no formal recognition of an extraordinary and bankable set of skills.

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For Government and Military auditors

A government or military lead auditor learns a whole lot more than report writing when leading teams.

Over a career, Government civil aviation and military auditors learn to manage people and politics; they learn to understand many varying and sophisticated processes and systems—to judge them objectively against multiple criteria; to make decisions that people depend on. Government and military auditors learn to manage themselves and others within strict protocols and budgets; to work within the system, with the bureaucracy and to find a way to be effective.

Their work is important: they keep the industry safe and operators compliant; they keep defence personnel within the limits; they check that people from all airlines, aerodromes, operators, departments, units and squadrons, with differing personalities and priorities, are doing the right thing—following

procedure. But more than this they use expert knowledge and experience, effective communication skills, planning, leading, organising and negotiating talents to do their work; they check that systems and procedures are safe for people to use.

In short, a government or military auditor is more than a compliance officer. They are an investigator, an analyst, a confidant, a reporter and a diplomat; what they know about themselves, about others, about government and human behaviour, about managing time and resources, about inspiring confidence and doing the right thing, especially when it's unpopular... would qualify them for many high-level jobs anywhere in the world.

Yet when you leave the government or the military, you walk away with nothing but memories, nothing written to show for all you learned and mastered. You walk into your future with no qualification in audit, no formal recognition of an extraordinary and bankable set of skills.

Or so it used to be.

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ASSET Aviation Institute is Australia's only ICAO and IATA accredited aviation educator. The Institute is accredited to issue its diploma through RPL (Recognition of Prior Learning). The Diploma in Quality Auditing from ASSET evaluates a government or military auditor's expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for auditing competencies.

The diploma tells the world beyond the aviation sector that a government or military auditor is a world-class systems auditor.



Auditor Refresher

Auditors learn a whole lot more than checklists when auditing, they learn about change.

Over a career, safety auditors learn one fundamental truth about aviation; its only constant is change. Regulations change, people change, technology changes and so too does your competency. To keep current and relevant, and to keep your organisation within acceptable levels of risk; you need to practice your skills, perfect them over time and to have them audited!

Book yourself in for a check-up, a review of your technique and methods; discuss your problems, doubts, and successes with others, who are just like you. You see, when you leave your university or Institute, you walk away with a qualification and skill, but not necessarily with a mechanism to keep

them updated, fresh and relevant. You walk into your future with an extraordinary and bankable set of competencies, but no plan to keep them current.

Or so it used to be.

Now, what you learned as an aviation auditor, and what qualifications you have acquired along the way, can be protected with a refresher certificate in aviation auditing from ASSET Aviation Institute, a qualification that keeps your career open to an enormous array of sectors, some as far from flying as could be imagined. Join a small auditor refresher group, talk with others, drink coffee, reflect, learn and refresh. We don't care where you did your initial training; every auditor is welcome.

ASSET Aviation Institute is Australia's only ICAO and IATA accredited aviation educator. The refresher course for professional aviation auditors from ASSET updates your skills and refreshes your knowledge of theory and practice—how long has it been since you sat in a classroom?

The refresher certificate tells the world that you are up-to-date, that you a world-class systems auditor and a professional.

You've done the work—now keep it current. To enrol in a refresher course, email RPL@assetaviation.edu.au

Enrolment Fee \$1,500*

** An auditing certificate or qualification together with a minimum of 24 months of practical auditing experience in an aviation environment is a pre-requisite for this course.*



Pre-requisites

If you have the following pre-requisites, you may apply for formal recognition of prior learning.

- Airline internal auditor with three years of operational experience
- Internal quality auditor (MRO, Manufacturer, Aerodrome or Airline operator) with three years of operational experience
- Government inspector (Flight Operations or Airworthiness) with three years of operational experience
- Military aviation auditor with three years of operational experience
- Safety department auditor or investigator with three years of operational experience

There are pre-requisites for the auditor refresher course: an auditing certificate or qualification together with a minimum of 24 months of practical auditing experience in an aviation environment.



What are the course subjects?

There are eight units of competency that make up the Diploma of Quality Auditing, these are:

- BSBAUD402 Participate in a quality audit
- BSBAUD501 Initiate a quality audit
- BSBAUD503 Lead a quality audit
- BSBAUD504 Report on a quality audit
- BSBMGT516 Facilitate continuous improvement
- BSBPMG513 Manage project quality
- BSBRSK501 Manage risk
- BSBWRT401 Write complex documents



What can I expect?

There are two parts to obtaining formal qualifications: learning, and then assessing your competence in what you have learned. You've done the first part. You have learned the skills and acquired knowledge and experience, so the only remaining task is for us to assess your competence.

There are 24 assessment tasks you need to complete—such as essays, assignments, interviews, and examinations, all of them loaded on our learning management system and written in the Student Workbook.

You may choose one of two options for your assessment: option 1, complete the activities as written in the Student Workbook, or option 2, submit your own work.

Assessment Option 1

Aviation Contextualised Assessment

The aviation-contextualised assessment pathway enables you to demonstrate your competence by completing coursework activities—such as assignments, interviews, and exams that are specifically related to aviation. This pathway uses aviation-specific scenarios and case studies from airlines, charter operators, aerodromes, MROs and the regulator for the assessment tasks. In some activities, you may choose case studies or examples of your own.

The aviation-contextualised assessment approach is useful for those who are not necessarily looking for interests outside of aviation but want to stay on the subject matter in which they are most competent.

Our assessment material is taken from real-life case studies from hundreds of aviation audits our teams have conducted over many years. Case studies and examples from all stages of the audit process, from initiate to report are used to build our assessment material. Our experience crosses airlines, charter operators, specialist helicopter and military units, and government aviation organisations.

There are 24 aviation-contextualised assessment tasks to complete. The majority require short form or essay answers using some sample industry templates, plans and reports.

Assessment Option 2

Evidence Portfolio Assessment

The Evidence Portfolio assessment pathway allows you to demonstrate your competence in a given subject by producing examples of your own work and submitting them for review—rather than the traditional approach of sitting exams or writing assignments.

For example, in the unit BSBAUD504 Report on a quality audit, you must answer questions about report structure, content and the process of writing an audit report. You must then submit a completed audit report based on a scenario from our course material. However, if you have experience with writing audit reports, and you feel that your previous work meets the performance criteria for assessment, you may take the evidence portfolio option of offering an audit report that you have previously completed as part of your job.

We'll offer you advice on what you could use for your submissions throughout the RPL process. The suggestions are based on your profession, but in this case, we would suggest as an example, an audit report you have completed for an internal audit, or an audit of a supplier. The choice is yours.

The evidence-portfolio assessment approach allows you to demonstrate your competence without completing additional assessment tasks. There are 24 assessment tasks to complete—how many you complete with your portfolio of evidence, and how many you complete through option 1, is your choice.



FAQs

What if I need a refresher before I do the assessment?

We all forget, and as time goes by we forget more. If you feel you are weak in a certain subject, and not confident to complete any of assessment streams, or if you are interested in reading more about the subject, you can update your knowledge before assessment using our self-study course material.

When you enrol, we will send you textbooks and online learning resources for all units in the course. The case studies and activities in the courseware are not all related to aviation, most of the learning material refers to a diverse selection of industries. The books are offered as a guide, for you to refresh your knowledge, to explore deeper into a subject and to keep and to refer to as you progress and develop as a leader and manager.

Then, when you are ready, you can complete the assessment activities with fresh knowledge and up-to-date information.

Can I mix and match assessment streams?

Yes, you can select the assessment stream for each unit that is the best fit for you and your situation.

How much time do I have to complete the assessments?

You must complete and submit all 24 assessment tasks within 12 months of enrolment.

How much time does it take to complete the assessments?

The time it takes to complete the diploma depends on your experience, knowledge of the subject matter and how much time you have to allocate to completing the activities.

An experienced professional with a comprehensive body of work collected from years of experience may submit an assessment portfolio that meets the performance criteria and be done in a week. Some, however, may choose to mix and match assessment options, taking their time to refresh their knowledge of individual subjects before attempting the activities, while powering through others by submitting examples of their previous work.

In most cases, if you allow one week for each assessment, you will have more than enough time, so 24 weeks.

How do I submit my assessments?

You can log-in to the Institute's learning management system, and submit your tasks there. You can work off-line with your paper Student Workbook if you prefer, and then copy and upload your assessments to the Institute, or you can send copies of your work by post, or email it to your assessor. However, we prefer you use our online system for all assessments because your work is kept safe in the one spot.

Can I do my assessments at the Institute?

Yes, you can book into an evaluation workshop and complete your assessments at the Institute in Brisbane. We assess different units at each workshop, and they run throughout the year. Please check our website for dates and units to find a workshop that best suits you.



You've waited
long enough,
enrol today.

Course price

The fee for recognition of your industry experience and qualifications is \$2,460.

How do I enrol?

Enrol today by clicking the enrol button on the website—
or send us an email: RPL@assetaviation.edu.au



Why ASSET Aviation Institute?

ASSET Aviation Institute is Australia's only ICAO and IATA-Accredited aviation educator.

The Institute is accredited to issue its diploma through RPL (Recognition of Prior Learning) and classroom teaching. The Diploma in Quality Auditing from ASSET evaluates your expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for Leadership and Management Competencies.

The diploma tells the world beyond the aviation sector that you are a world-class safety professional.

About ASSET Aviation Institute

Our Institute with its primary training centre in Brisbane, Australia comprises a team of people, fewer than thirty, who share a common interest in this global, hi-tech, and critical industry; we desire to make it better, by improving you and your business.

"We are professional aviation instructors, course developers, accredited auditors, air safety investigators, flight data and business analysts".

We train aviation professionals to lead and manage; we advise our clients when they breach regulations and verify compliance; we offer ways to conform, make tasks easier, simpler or safer; we write documents or manuals plainly and without jargon; and, we investigate when plans fail and accidents occur. We teach our clients good safety habits, supervisors and managers how to lead and organise, auditors about quality, trainers how best to teach, and reporting officers how to report.

We work for the United Nations' Technical Cooperation Bureau, governments, and airlines who fly heavy aircraft across continents and others who fly light ones across regions; we support huge corporations that span the globe with helicopters, and business jets, in search for minerals, oil and gas; and we work with people from small general aviation companies, who contribute to society and the industry as best they can. We share with our clients advice, skills and techniques learned from the world's

best academics, airlines, helicopter operators, special mission operators and corporate flight departments; we audit and inspect to internationally traceable standards with strict codes of conduct, and we teach adults effectively using world-class training programs, techniques and technology—we work to make aviation better.

Our people travel the world going about their daily duties, talking with and working alongside industry's best specialists and professionals. We attend and present our work at international aviation symposia, and we work closely with ICAO's TRAINAIR Plus program in Montreal, and IATA's training and development institute in Geneva, to ensure our own professional development and collective knowledge is updated—this is how we can offer you advice and training that is relevant, peer reviewed, traceable to an international standard and cost effective; this is how we improve the industry by improving you and your organisation.



Did you know?

ASSET Aviation Institute has three operational units: CDU, CRU, and the TDU.

We don't just deliver training programs; we develop them. ASSET Course Development Unit (CDU) is scanning the literature and looking internationally at best practice and the latest aviation thinking to develop training, for the sector across the world, that will carry the industry into a safer and more sustainable future.

Working with ICAO's Global Aviation Training team and partners overseas, in the industry, universities, and research centres, ASSET's Cooperation Research Unit (CRU) works alongside the CDU; together we are at the leading edge of curriculum development for aviators. Our research and training development is flying the industry into its future.

As much as we love to research and develop new material, we love to teach. Our Training Delivery Unit (TDU) teach at home and travel the world delivering training programs. This combination of research, development and delivery makes the Institute an exciting place to work, and study.



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