

# BSB51615

## DIPLOMA OF QUALITY AUDITING



ASSET AVIATION  
INSTITUTE

### PROGRAMME INFORMATION

During our Diploma of Quality Auditing workshops you will learn how to: plan, organise, and conduct various types of quality and safety audits; evaluate solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources; plan and write a technical audit report and monitor your own workload and the workload of others. You will learn to use communication skills to support individuals and teams to meet organisational and regulatory requirements. You will learn good interview techniques and logical methods of measuring the safety, compliance and conformance of complex aviation systems. This is good stuff if you want to be an international aerospace auditor or consultant.

### IS THIS COURSE FOR ME?

In aviation, the auditor is the crash investigator before the crash occurs. Aviation auditing is a safety-critical role, so the course is for people interested in actively preventing accidents. Auditing skills are extremely useful for people who want to work as safety professionals, investigators, regulators, international consultants or managers who are required to ensure their operation is compliant. Auditing requires patience, emotional intelligence and logical thinking. It can be hard work questioning your colleagues, working alone, searching for latent conditions that could cause an accident, but you will be part of the safety team; you will make a difference.

### COURSE OBJECTIVES

The objective of our Diploma of Quality Auditing is to teach you to apply quality auditing knowledge and skills in the aviation industry across a broad range of departments, audit criteria and audit programmes.

Given a variety of aviation workplace and audit scenarios, you are asked to; demonstrate your ability to plan, organise and conduct an audit; manage an audit team; plan and write a technical report; and, follow-up audit findings until the audit is closed, using defined audit principles and methods as described in international audit standards ISO19011 and ISO9001.

### COURSE DURATION

There are two ways you can complete the Diploma of Quality Auditing with ASSET Aviation Institute:

**Intensive study:** Includes ten consecutive days of training over two weeks.

**Intensive Study + On-the-Job-Training:** 1 month

**For workshop dates visit**  
[www.assetaaviation.edu.au](http://www.assetaaviation.edu.au)

RPL students may enrol in any semester and must complete all assessments within 12 months from the date of admission.

### COURSE CONTENTS

#### PART 1:

#### **Lead Auditor foundations**

Learn the principles of auditing, and how to effectively lead international audit teams.

#### **Units**

- Initiate a quality audit BSBAUD501
- Participate in a quality audit BSBAUD402

#### PART 2: **Interviewing people for high performance**

The auditor is the crash investigator before the crash occurs. Learn how to interview, probe and gather evidence, and practice your skills with our communication simulators and group work.

#### **Units**

- Lead and manage team effectiveness BSBWOR502
- Lead a quality audit BSBAUD503

## PART 3:

### Managing audit operations

Manage yourself and others effectively. Learn to plan a risk-based audit schedule, learn how to improve your performance and learn how to ensure your performance is consistently high quality.

#### Units

- Manage risk BSBRSK501
- Facilitate continuous improvement BSBMGT516

## PART 4:

### Technical Writing and Reporting

Great auditors write clearly and succinctly. Learn to be a competent writer, because this skill will serve you well in life, not just your auditing career.

#### Units

- Report on a quality audit BSBAUD504
- Write complex documents BSBWRT401

## PREREQUISITES

**Intensive Study:** at least 2 years of operational experience in the aviation industry and English language proficiency (Year 11 English or equivalent)

There are prerequisites for enrolment to the recognition of prior learning pathway.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you have the following experience, you may apply for formal recognition of prior learning.

- Aviation internal auditor with 5 years of operational experience
- Government inspector (Flight Operations or Airworthiness) with 5 years of operational experience
- Department of Defence Member with 5 years of operational experience in quality or safety assurance

- Safety department officer or investigator with 7 years of operational experience
- Aerodrome quality assurance or safety assurance officer with 7 years of operational experience
- Ground handling quality assurance or safety assurance with 7 years of operational experience.

## STUDY MODES

There are two study modes available for the Diploma of Quality Auditing:

- Classroom
- Recognition of prior learning

## PRICE

**Intensive study fee \$4,920\***

**Intensive study +OJT fee \$9,800\***

*\*Payment plans available on request*

**Recognition of prior learning fee \$2,460**

<b>Proposed Learner</b>		
<b>Study Dates</b>		
<b>Approved by</b>		
Signature:		Date:



**ASSET AVIATION**  
INSTITUTE

#### Institute Website:

[www.assetaviation.edu.au](http://www.assetaviation.edu.au)

#### Training Portal:

[www.aviationclassroom.com](http://www.aviationclassroom.com)

ACN 51 129 185 280

RTO number: 41195

Level 5, 10 Market Street

Brisbane Qld 4000 AUSTRALIA

GPO Box 2254, Brisbane Qld 4001

Ph: +61 7 3103 6870

Fax: +61 7 3103 6871

Email: [info@assetaviation.com](mailto:info@assetaviation.com)