



This course will teach you how to participate, initiate, lead and report on a quality audit.

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.

Relevant Job Roles:

- Quality Assurance Manager
- Quality Facilitator
- Quality and Improvement Consultant
- Service Quality System Support Analyst

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

FACE-TO-FACE SCHEDULE

For scheduled course dates, please contact Alana Kaye on: 1300 25 26 25 or email training@alanakaye.edu.au

ENTRY REQUIREMENTS

There are no specific entry requirements. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Students must be willing to participate in auditing projects.

PATHWAYS

Not applicable.

RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

RESOURCES REQUIRED

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer and internet.

INVESTMENT

Course Fee	\$4,000.00
(this includes \$400.00 non-refundable enrolment fee)	
Recognition of Prior Learning	\$1,500.00

Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.

Inclusions:

- Course learning and assessment material (excluding textbook/s)
- Coffee and tea
- Certification upon successful completion

PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

COURSE OUTLINE

This qualification is made up of 12 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones listed below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	Face-to-Face	RPL	Distance
BSBAUD411	Participate in quality audits	✓	✓	✓
BSBAUD511	Initiate quality audits	✓	✓	✓
BSBAUD512	Lead quality audits	✓	✓	✓
BSBAUD513	Report on quality audits	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance
BSBAUD412	Work within compliance frameworks	✓	✓	✓
BSBAUD514	Interpret compliance requirements	✓	✓	✓
BSBCMM511	Communicate with influence	✓	✓	✓
BSBLDR522	Manage people performance	✓	✓	✓
BSBOPS504	Manage business risk	✓	✓	✓
BSBPEF501	Manage personal and professional development	✓	✓	✓
BSBPMG532	Manage project quality	✓	✓	✓
BSBSTR502	Facilitate continuous improvement	✓	✓	✓

ENROL NOW

Click on the Enrol Now button on our website to download an enrolment form. Please contact our office for further information about this course.