



**trainwest**  
safety institute

ENQUIRY PACKAGE

## **BSBSS00128 Lead Auditor Skill Set**

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.

At Trainwest we place significant importance on organisations having quality safety personnel. We have been providing work health and safety training (WHS) solutions to businesses, corporate representatives and individuals in Perth and Western Australia since 2008.

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.**



## BSBSS00128 Lead Auditor Skill Set



**OVERVIEW:** The Trainwest BSBSS00128 Lead Auditor 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.



### **DELIVERY STRUCTURE:**

**Face to face training:** Face to face training for the BSBSS00128 Lead Auditor 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 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 BSBSS00128 Lead Auditor 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.

**Self-Paced Learning:** This course is available through self-directed learning on Canvas. Assessments are submitted directly through Canvas. As a self-directed student, you receive ongoing remote support from Trainwest trainers. This may be in the form of telephone, email, or digital communication tools such as Microsoft Teams. Face-to-Face training can be arranged at an additional fee.

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



### **ASSESSMENT REQUIREMENTS**

The BSBSS00128 Lead Auditor 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.
- You will complete your assessments in Canvas. Canvas is a web-based learning management system that is used throughout the course. This is where you will have access to learning resources and project templates.
- Canvas is also the platform you will use to complete knowledge questions and projects to submit for assessment.

### **ASSESSMENT TIMEFRAMES**

Students have up to 12 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.
- Students will require a laptop computer during the sessions



### SUPPORT PROVIDED

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

Each student has access to 2 x 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 BSBSS00128 Lead Auditor Skill Set

UNIT CODE	DESCRIPTION	DURATION
BSBAUD411	Participate in quality audits	3 days
BSBAUD511	Initiate quality audits	
BSBAUD512	Lead quality audits	
BSBAUD513	Report on quality audits	



## INVESTMENT

COST	DELIVERY METHOD	DURATION
\$ 1600.00	Face to Face training – New Students	3 days
\$ 1300.00	Face to Face training – Return Trainwest Students	
\$ 1300.00	Recognition of prior learning	
\$ 1300.00	Self-Paced Learning	
\$ 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.

## BSBSS00128 Lead Auditor Skill Set Calendar

2024 Course Dates	
 Course dates	 Location
Monday 10 <sup>th</sup> to Wednesday 12 <sup>th</sup> June	Belmont
Monday 8 <sup>th</sup> to Wednesday 10 <sup>th</sup> July	Belmont
Monday 30 <sup>th</sup> to Wednesday 2 <sup>nd</sup> October	Belmont
Monday 25 <sup>th</sup> to Wednesday 27 <sup>th</sup> November	Belmont

Course dates and location are subject to change