



trainwest
safety institute



BSBSS00128

Lead Auditor Skill Set

Develop Core Skills in Quality Auditing!

Looking to strengthen your ability to lead and participate in audit processes?

This skill set supports the development of practical skills and knowledge to initiate, conduct, and report on audits against agreed criteria in a range of workplace contexts.

This nationally recognised skill set is suitable for individuals currently working in, or aiming to move into, roles involving internal or external auditing within a quality assurance framework.

It provides formal recognition of four key auditing units, contributing to your professional capability in quality systems and compliance activities.



NATIONALLY RECOGNISED
TRAINING



Course Overview

The **BSBSS00128 Lead Auditor Skill Set** is designed to equip students with a sound theoretical knowledge base of auditing. It ensures they have all the technical skills to plan, carry out and evaluate internal and external audits.

This skill set is structured in compliance with [AS/NZS ISO 19011 Guidelines for Auditing Management Systems](#).

This nationally recognised skill set covers:

- Developing audit plans, creating audit tools and conducting audits using interview and note-taking skills, and leading an audit team
- Conduct audits based on relevant company processes, systems, standards and work practices
- Selecting teams, assigning roles, developing work schedules, writing formal audit reports and collecting evidence.

This skill set includes units from *BSB50920 Diploma of Quality Auditing*.



Recommended For

This course is ideal for individuals who lead audits within various industries as part of their job role. It is particularly suited to:

- **Individuals seeking career progression:** Enhance your skills and knowledge to open up new job opportunities or transition into a new role.
- **Industry professionals:** Gain formal recognition of your expertise or upskill to stay current with industry standards.
- **Those looking to meet job requirements:** This is a common requirement for those looking to move into lead audit roles within various industries.
- **Individuals pursuing further education:** Successfully completing this course may provide pathways to higher qualifications or credit towards further study.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Lead Auditor
- Compliance Auditor
- Quality Assurance Coordinator / Officer
- WHS Auditor.

Education Pathways

Students may undertake the *BSB50920 Diploma of Quality Auditing* or pursue further specialisation in compliance, risk, or environmental management systems auditing.



Course Structure

This skill set consists of four (4) units of competency.

BSBAUD411 Participate in quality audits

Prepare for and participate in quality audits as a member of a quality audit team.

BSBAUD511 Initiate quality audits

Initiate and organise quality audits.

BSBAUD512 Lead quality audits

Lead audit teams as they conduct quality audits.

BSBAUD513 Report on quality audits

Report on the outcomes of quality audits and take appropriate follow-up actions.



Delivery Modes

Choose from a range of flexible delivery options:



Face-to-Face Classroom

Attend three (3) days of face-to-face training, 8:30am to 4:00pm, and complete a workplace project post-course to demonstrate the application of auditing in the workplace.



Virtual Classroom

Attend the face-to-face training sessions in a virtual classroom environment through Microsoft Teams. This mode allows real-time interaction with Trainers and peers while participating from any location with internet access.



Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions to test understanding
- Case studies and essay questions
- Workplace projects applying learnings in a real-world context.

Students must demonstrate their ability to meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



Course Duration

The course is delivered over three (3) days of face-to-face training.

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



Course Outcome

Upon successful completion of all units, students will receive a Statement of Attainment for the **BSBSS00128 Lead Auditor Skill Set**.

If students do not complete the full skill set, they will receive a Statement of Attainment for all successfully completed units of competency.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and, where applicable, digital literacy skills appropriate for the course:

- **Reading:** Understand workplace documents, policies, and standards.
- **Writing:** Record audit findings and write clear, structured reports.
- **Communication:** Ask questions, participate in discussions, and explain audit outcomes.
- **Numeracy:** Interpret basic data, timelines, and risk ratings.
- **Digital Literacy:** Use email, Word, Excel, and digital systems to complete and manage audit tasks.

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Remote students attending the virtual classroom also require Microsoft Teams.



Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The Australian Counselling Service (ACS) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



Course Fees

Face-to-Face: New Trainwest Students	\$1,600
Face-to-Face: Returning Trainwest Students	\$1,300
Self-Paced Learning	\$1,300
Recognition of Prior Learning	\$1,300
Personal Coaching (after first free hour, if required)	\$150 per hour

Payment Plans

Payment plans are available for this course. Terms and conditions are outlined in our [Fees and Refunds Policy](#).



Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment assessment process.

Once an application has been reviewed, students will be invited to complete a Language, Literacy, Numeracy and Digital literacy (LLND) assessment.

These assessments help us confirm that the course aligns with the student's current skills and learning needs. After reviewing the results, our team will provide individualised advice on course suitability before finalising the enrolment.

Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



Training Hours

8:30am to 4:00pm



Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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Apply Now!

Contact Us



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