

Workshop

Conducting Internal Audits

Learn how to create a system to prepare, conduct, and record findings of internal audits in line with the standards for RTOs 2015 requirements

Enhance your performance on the job and stay up-to-date

Managing quality and compliance with the Standards for Registered Training Organisations (RTOs)

If you manage an RTO, you will understand just how important compliance is to your business. To effectively manage compliance, you need to systematically monitor the RTO's performance against the Standards and act accordingly. Implementing a systematic internal audits program, will allow you to produce the evidence required to manage and demonstrate compliance, and to continuously improve your training products

One of the main factors that prevent RTOs using internal audits to manage compliance is the lack of knowledge and skills of its staff members in conducting internal audits against the Standards for RTOs.

This workshop will cover the steps required to create a system to prepare, conduct, and record findings of internal audits in line with the Standards for RTOs 2015 requirements.

LEARNING OBJECTIVES

- Understand the Vocational Education and Training sector
- Understand requirements to systematically use internal audits to support quality and compliance
- Identify critical areas for continuous improvement
- Interpret audit benchmarks
- Understand the audit process
- Identify sources and methods to collect relevant information for audit
- Understand resources required to perform systematic internal audits



APPLICATION OBJECTIVES

- Establish a consistent internal audit approach for your organisation, within 30 days
- Develop an internal audit schedule, within two weeks
- Establish and monitor critical areas for internal audits, within 30 days
- Promote a continuous improvement culture across your organisation
- Use at least three different methods to collect information during every audit
- Use at least two different methods to analyse collected evidence during every audit
- Write effective audit reports



IMPACT OBJECTIVES

- Be ready to provide the annual declaration on compliance with the Standards to ASQA
- Improve your organisation's quality indicators
- Connect the findings of internal audits with your continuous improvement system
- Support staff development
Effectively monitor critical areas such as: continuous improvement, training and assessment strategies, managing trainers, assessment practices, and third party agreements

Who should attend?

- Current RTO compliance managers, RTO CEO's.
- Individuals seeking work opportunities as compliance managers, RTO CEO's and RTO Board Members

Location

The workshops will be delivered in Sydney, Australia

Cost

Individual price: AU\$395.00
(Consult our prices by groups)

Registration

www.insources.com.au

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