

# Auditor skills profile

Version 7

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Training area	Knowledge and/or skill area
National Standards for Group Training Organisations - content knowledge	<ul style="list-style-type: none"> <li>• Sound knowledge of the National Standards for Group Training Organisations including evidence requirements and relevant aspects of the group training organisation operational manual and other relevant documentation</li> <li>• Knowledge of the group training organisation business environment, host employers, and apprentices and trainees</li> <li>• Understanding of how group training organisations operate</li> <li>• State and Commonwealth legislation and other regulatory requirements that impact on the operations of group training organisations</li> <li>• Financial auditing (with regard to the interpretation of financial statements and the effectiveness of financial management procedures)</li> <li>• Record management requirements (including document control) and compliance with the current International standard National privacy principles</li> </ul>
Requirements of ISO19011:2003 guidelines for quality and/or environmental management systems auditing	<ul style="list-style-type: none"> <li>• Audit roles, objectives and responsibilities</li> <li>• Maintain independence and be free of bias and influence</li> <li>• Observe guidelines for audit initiation, preparation, execution, documentation and completion</li> <li>• Maintain education, training, competency and certification Audit management, staff suitability, monitoring performance, continuous improvement and code of ethics</li> </ul>
ISO 9001 quality management systems requirements	Emphasis on the importance of: <ul style="list-style-type: none"> <li>• understanding and meeting requirements</li> <li>• the need to consider the process in terms of added value</li> <li>• obtaining results of process performance and effectiveness continual improvement of processes based on objective measurement</li> </ul>



Operations of group training organisations in Queensland	<ul style="list-style-type: none"><li>• A comprehensive knowledge of vocational education and training</li><li>• Understanding of regional issues</li><li>• Cultural sensitivity</li><li>• Knowledge of how to manage multi-audit sites</li><li>• A range of interpersonal and communication skills including:<ul style="list-style-type: none"><li>• negotiating skills</li><li>• questioning skills</li><li>• listening skills</li><li>• ability to empathise and establish rapport</li><li>• investigative skills</li><li>• organisation skills</li><li>• analytical and diagnostic skills</li><li>• ability to maintain confidentiality</li><li>• ability to maintain objectivity</li></ul></li></ul>
Requirements of Quality Society of Australasia	Maintain a professional relationship in accordance with the code of conduct.