

Auditor skills profile

Version 7

11 October 2018

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



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