



## DIPLOMA OF QUALITY AUDITING

### BSB50920

## About Us

GEM College of International Business has been empowering learners for over 30 years with industry-relevant, competency-based training. Our programs are designed for flexibility, allowing you to upskill without putting life on hold. With expert trainers and a commitment to practical learning, we equip you with the knowledge and confidence to thrive in a competitive world.

## Our Best Service



### Blended Delivery

Complement your library with comprehensive Learning Resources; Learn any time, any place from any screen. Supplement your practice with face-to-face online workshops; Peer-to-peer mentoring; All assessment tasks relate to YOU in YOUR role and YOUR industry.



### GEM Online Campus

Personal Orientation to Online Campus; Online Twilight Intensives Learner Guides, Assessment Guides and Interactive OnScreen Guides;



### Qualification

Diploma of Quality Auditing **BSB50920**

## Why Choose Us?

At GEM College, we combine global expertise with a local focus, ensuring our training meets industry needs. With over 30 years of experience, our flexible e-learning platform lets you study anytime, anywhere. Our trainers are industry professionals, bringing real-world insights to your learning. Choose GEM for practical, career-ready education backed by a team committed to your success.



### Time Commitment

1,200-2,400 hours includes online activities, workshop attendance, personal research, assessment and gathering evidence from your day to day on-the-job application. We know your time is valuable. We don't waste it with theoretical case studies.



08 8342 3316;  
0411 694 717;  
0416 817 743



3 James Congdon Dr,  
Mile End SA 5031



<https://gemcollege.edu.au/>

# COURSE OVERVIEW

## Course Description

This qualification reflects the role of individuals with a strong foundation in quality auditing, who apply specialised technical and managerial skills to plan, conduct, and assess audit processes—whether independently or as part of an audit team. It is suited to those in roles such as Lead Auditor or Quality Assurance Manager, where attention to detail and a commitment to continuous improvement are essential.

At the time of publication, there are no specific licensing, legislative, or certification requirements for this qualification.

### Career Opportunities/Vocational Outcomes

This qualification is ideal for those currently working in quality auditing or those looking to step into the field. It equips individuals with the skills to excel in roles such as Lead Auditor or Quality Assurance Manager, ensuring compliance and continuous improvement in business operations.

If you're considering starting your own business, you may also benefit from Full Spectrum Business Development's Entrepreneur's Toolkit. While not included in this course, this resource—developed by Don Farnden, one of Australia's most experienced Business Coaches—provides valuable insights to help you build and grow a successful business. (*Available separately for \$1,500*).



# PATHWAYS

## Entry Requirements/Pathways

### Entry to this qualification is limited to those who either:

There are no prerequisite requirements for entry into the Diploma of Business Compliance

### Learners will need:

- Communication skills at a requisite level to complete the course
- Computer skills such as:
  - Knowledge of common computing terms and word processing;
  - Familiar with web browser software;
  - Able to send/receive e-mail, including e-mail with attachments; and
  - Proficient in navigating the Internet

### Computer hardware and software requirements

- Operating System: Windows 7 or higher; MAC OS X 10.6 or higher (recommended);
- CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space is recommended;
- Processor: 2.0 GHz processor or higher (32-bit or 64-bit);
- Monitor with at least 1024x768 screen resolution;
- Internet access: Minimum ADSL1 with a speed of at least 1.5Mbps;
- Valid personal email address;
- Speakers and microphone/headset;
- Adobe Reader;
- Word processing and presentation software e.g. – Microsoft Office, PowerPoint, etc; and
- In date web browser – e.g. Google Chrome, Mozilla Firefox, etc.

### Articulation Pathways from the Qualification

On completion of this qualification, you may undertake Advanced Diploma of Leadership and Management, or specialise with Advanced Diploma of Human Resource Management, or Advanced Diploma of Work Health and Safety.

### Gaining University Entrance

A Certificate IV or Diploma may gain 6-12 months advanced standing in a university degree. Some Advanced Diplomas may be eligible for even more credit. Choosing a GEM College of International Business to University Pathway is a great way to get practical 'job ready' skills and then gain entry to a university at an advanced stage.

A Graduate Certificate/Diploma from GEM College of International Business, coupled with relevant industry experience, may gain entrance to post graduate qualifications.



08 8342 3316;  
0411 694 717;  
0416 817 743



3 James Congdon Dr,  
Mile End SA 5031



<https://gemcollege.edu.au/>

# COURSE STRUCTURE

The Course Structure consists of **12 Units – 4 Core Units, 8 Elective Units** have been chosen specifically for this course, because they are specifically relevant to the work environment that you are engaged in. This ensures the integrity of the AQF alignment and will contribute to a valid, industry-supported vocational outcome.

- 2 elective units must be selected from **Group A**
- 2 elective units must be selected from **Group B**
- for the remaining 4 elective units:
  - up to 4 units may be selected from **Groups A and B**
  - if not listed, up to 2 units may be selected from a Certificate IV from this or any other currently endorsed Training Package qualification or accredited course
  - if not listed, up to 4 units may be selected from a Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

## Study Units

### Core units:

- **BSBAUD411** Participate in quality audits
- **BSBAUD511** Initiate quality audits
- **BSBAUD512** Lead quality audits
- **BSBAUD513** Report on quality audits

### Elective Units Group A – Audit & Compliance

- **BSBAUD412** Work within compliance frameworks
- **BSBAUD514** Interpret compliance requirements
- **BSBAUD515** Evaluate and review compliance
- **BSBAUD516** Develop and monitor processes for the management of breaches in compliance requirements
- **BSBAUD601** Establish and manage compliance management systems



# COURSE STRUCTURE

## Elective Units Group B – Transferable Skills

- **BSBCMM511** Communicate with influence
- **BSBCRT511** Develop critical thinking in others
- **BSBDAT501** Analyse data
- **BSBINS501** Implement information and knowledge management systems
- **BSBINS502** Coordinate data management
- **BSBLDR522** Manage people performance
- **BSBOPS504** Manage business risk
- **BSBPEF501** Manage personal and professional development
- **BSBPMG532** Manage project quality
- **BSBSTR502** Facilitate continuous improvement
- **BSBSUS511** Develop workplace policies and procedures for sustainability
- **BSBTWK502** Manage team effectiveness

## Qualification mapping information

No equivalent qualification. Supersedes but is not equivalent to BSB51615 Diploma of Quality Auditing.



## COURSE FEES

### Deposit:

GEM College will accept a **Deposit of \$1,000** with balance payable over 12 equal monthly instalments payable on 1st of the month.

### Tuition Fees include:

Your tuition fee includes:

- Access to GEM Online Campus – and interactive Onscreen Guides
- Learner Guide for each Unit (pdf)
- Assessment Guide for each Unit (pdf)
- All essential reference materials.
- Additional Reference materials may be requested to further enhance your learning. These might attract an additional charge.

Contact our Administration Centre on (08) 8342 3316 for more information and payment options.

Fees, charges and course offerings are subject to change. Fees can be paid using EFTPOS, Visa, MasterCard, cheque, money order or purchase order.

Note: GEM College may not accept upfront payments in excess of **\$1,500** from individuals, prior to a pre-enrolment discussion with a course advisor.

Scholarships A limited number of Partial Scholarships are offered within Australia annually.

**Apply Today**



**Course Fees: \$4,990**



08 8342 3316;  
0411 694 717;  
0416 817 743



3 James Congdon Dr,  
Mile End SA 5031



<https://gemcollege.edu.au/>

## GRIEVANCES AND APPEALS

GEM College of International Business is committed to ongoing improvements that will enhance the service that is provided to you, the client. Should you have any grievance with the way in which GEM College has conducted business with you, we will be pleased to listen to what you have to say. By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through us.

In the first instance, any grievance should be discussed with the relevant Administrative person, Tutor or Facilitator. If they cannot resolve the problem to your satisfaction, it will then be referred to the Campus Manager. If the Campus Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the National Manager shall endeavour to resolve the matter. If the National Manager does not resolve the matter to your satisfaction, the Director-International Business or the Corporate Leader will be pleased to make an appointment and listen to your grievance. Further detail regarding our grievance and appeals policy is contained in our "Customer Service Charter and Grievance Policy" which is located at <https://www.gemcollege.edu.au/studentpolicies/>

If you do not agree with the result given for an assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your Tutor or Facilitator. If you are not satisfied with the outcome of that discussion, you can access the appeal process through the Campus Manager. More information on Learner's rights and responsibilities can be found at <https://www.gemcollege.edu.au/student-policies/>

GEM College of International Business hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.



# ASSESSMENT

There are assessments tasks for every Performance Criteria built into every Unit of Competency. You will not be assessed until you indicate that you are prepared for assessment. Your Tutor or Facilitator will give you at least one-week notice of any assessment being organised by the Assessor. You will be required to have submitted your portfolio of evidence prior to the actual assessment date, or to bring it with you to the assessment. If face to face assessment is being undertaken you must attend. If you are sick, a phone call is required to advise of your absence. For more information on assessment, refer to your 'Course Information Guide' for this Unit, and/or for additional information, which is available on the GEM website.

## **Reasonable adjustment**

If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately discuss this with your Tutor or Facilitator, about a 'reasonable adjustment'. This is the adjustment of the way in which you are to be assessed to take into account your condition. This may include providing additional time, or a support person. While assessment tasks may be changed to suit your condition, the actual performance criteria cannot be altered.

## **Recognition of Prior Learning and Current Competency**

GEM College of International Business recognises skills gained through previous studies, the workplace and life experience which may allow you to complete your qualification more quickly than the nominated minimal hours. You may be entitled to recognition that will exempt you from one or more Units of Competency. Where you can provide evidence of competency in all Units in a given qualification, you will be required to complete a major project, to demonstrate your ability to provide current application of those competencies across a range of sectors, or with regards to a range of contingencies. If you are granted RPL the target unit will be reported on your Academic Transcript advanced standing. No gradings are provided for Units granted under RPL arrangements. You must enrol in all Units of Competency and apply for an exemption by completing a form. Attendance at class, or Online is necessary until any relevant exemption is granted. For further information please contact the Quality Control Officer via [stephen.short@gemcollege.edu.au](mailto:stephen.short@gemcollege.edu.au) or visit the GEM College website.





# STUDENT JOURNEY

At GEM College of International Business, we are committed to aligning our policies, processes and the information that we share with the unique needs of each student. Thus, we tailor each phase of the 'Student Journey' according to this. A generic overview of the 'Student Journey' appears in the illustration below. An inter-active version can be found at our website by clicking [here](#).



## Important GEM College Policies, Processes and Student Information

GEM College of International Business is acknowledged by its industry partners and former students as upholding the highest standards of ethical conduct and professional excellence. We strive to inculcate these same standards in our learners and to produce business leaders with recognised integrity. Thus, our (benchmarked for best practice) policies and processes support this and protect both the College and its learners.

The policies and processes of the College are transparent; we therefore discuss these with our learners during an Orientation Session at the commencement of each course. You will be required to acknowledge that you have read, understand, accept and are willing to ascribe these policies and processes during the Orientation Session.

The college website (<https://www.gemcollege.edu.au/student-policies/>) includes various policy and processes that are considered essential pre-reading.

Other important student information can be found at <https://www.gemcollege.edu.au/students/>.

## ADDITIONAL INFORMATION

### Additional Details

#### Contact Details GEM College of International Business

**Address:** GEM College of International Business, 3 James Congdon Dr, Mile End SA 5031

**Phone:** 08 8342 3316

**Mobile:** 0411 694 717

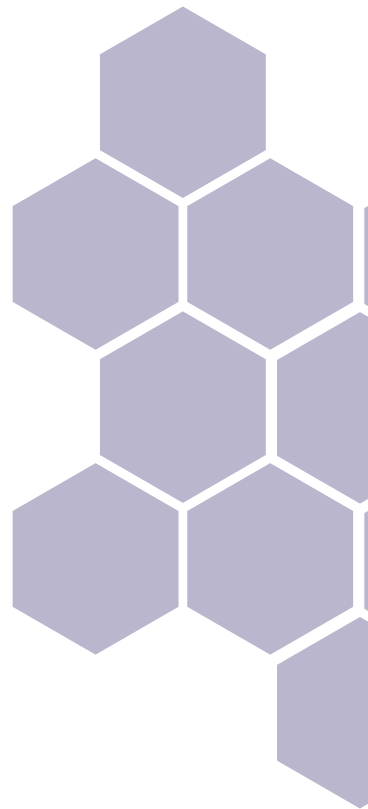
**Email:** [admin@gemcollege.edu.au](mailto:admin@gemcollege.edu.au)

**Web:** <https://www.gemcollege.edu.au/>

Course Commencement Dates Rolling enrolments are offered as an option for those preferring this. This means that a course commences when you indicate that you are ready to start.

Registration of Expression of Interest <https://www.gemcollege.edu.au/expression-of-interest/>

Orientation Sessions will occur on GEM Campus, or via Zoom or GEM Constant Learning. Dates to be advised.



08 8342 3316;  
0411 694 717;  
0416 817 743



3 James Congdon Dr,  
Mile End SA 5031



<https://gemcollege.edu.au/>