

ISO 10015(+)[®] LEAD AUDITOR CERTIFICATION

The Chartered Quality Institute, 12 Grosvenor Crescent, London, SW1X 7EE

This **two-phase Certification Programme** has been designed to enable potential ISO Auditors/Lead Auditors to learn about the principles and practices of auditing for conformance with the **ISO 10015** standard and AdeQuaTE[®] higher (+) requirements

Phase 1: A three day taught Certification Course (with qualifying exam)

Phase 2: A supported Certification Apprenticeship period (undertaking complete organisational audits)

Success in both phases will entitle you to apply for ISO 10015(+)[®] Lead Auditor Registration (3-year renewable)*

Who should attend? Those with responsibility for quality control, assurance and management of the training and learning function– this might include: Chief Quality Officers, Quality Assurance Managers, HR Directors, L&D Managers. Welcome too are ISO Auditors who want to specialise.

What are the benefits?

- Learn how to become a Certificated ISO 10015 Auditor
- Identify how to help organisation achieve International Quality Standard in Training
- Determine appropriate preparation activities in advance of undertaking Audit
- Enhance understanding of how training can meet business needs and improve performance

Cost: This Certification Programme costs £1350 per person and the price includes Phase 1 – application fees, initial pre-course study material, tuition, lunch/refreshments, training manual, exam fees
Phase 2 - mentoring support, guidance and monitoring during the Certification Apprenticeship period (practicum)

**Please note that upon successful completion of Phase 1 and 2, participants will be required to make an additional payment to AdeQuaTE[®] for a 3-year registration licence and attend a one-day annual refresher course as per ISO Auditor guidelines.*

Programme content – Phase One

DAY 1	INTRODUCTION TO QUALITY MANAGEMENT STANDARD General ISO 10015 and (+) Information and Interpretation Effective Adult Training and Organisational Learning
DAY 2	AUDITING PROCESS Efficient Training Quality System Auditing including roles, responsibilities, qualifications and ISO 10015(+) Document Evaluation, Audit Preparation and Audit Checklist
DAY 3	AUDIT PRACTICE Audit Practice case studies Reporting and Audit Closure Auditor Registration Process Qualifying exam

How do I attend? Complete a booking form and send with a cheque (if self-funding) or request an invoice to be raised to your organisation or ask for our BACS details. Booking forms are available from our website <http://ofqt.com/contact/course-bookings.html>