

Internal audit of training quality management – System and Effectiveness

Training course for internal auditors of AdeQuaTE®10015+ Certification
Standard, base on ISO 10015 requirements



The main purpose of any activity in an organization should be to achieve the performance objectives of the organization itself. This means that the goal of internal auditing is to assist the organization to achieve these objectives especially when these activities are concerned with building up organisational execution capabilities, such as learning and development.

Internal audits are about getting information, in a planned way, from a variety of sources and about comparing the gathered data with the requirements of an established quality management system. Internal audits, sometimes called first-party audits, are conducted on behalf of or by an organization itself for the management review and other internal purposes. Normally the internal audits are accomplished by people in the organization who are independent from the activities that are being audited. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited. The people that are assigned for internal auditing should be competent for such an important task and are credible in the organization.

Today, companies are interested in ensuring return on investment regarding their investment in human capital but often lack an appropriate management system to do so. AQ 10015+ of AdeQuaTE® is the innovative new instrument to help companies to achieve this strategic objective. This workshop will provide the roadmap and key competence for conducting internal audit based on the AQ 10015+ certification standard so that organisations could benefit from the enhanced skill sets of the employees but also the collective impact of learning and development.

Who should attend?

This workshop aims at training people who are either assigned to or interested to be internal auditors for their organisation's training management system in compliance with the AQ 10015+ standard. They should have experience in regard to training management systems and/or have some experience as internal auditor of other management systems, i.e. quality, environmental, etc.

Benefits

Participants will

- Acquire a system perspective in terms of training and development of organisational performance
- understand the process and requirements of AQ 10015+
- understand the role of the internal audit in a management system
- be able to accomplish and follow up an internal audit of their organisation's training management system

Certified Training Programme

Course Agenda: A Three-day Programme

Day 1

(Morning)

Module 1: AQ 10015+ Certification Requirements

- Introduction to ISO 10015 Guideline for Training
- Certification requirement standard of AQ 10015+
- Key elements and theoretical framework
- Internal audit standard based on AQ 10015+

(Afternoon)

Module 2: Internal Audit Principles and Procedures

- Role of the internal audit in a management system
- Internal audit procedures and ISO 19011
- Principles of auditing
- Audit activities and time allocation
- Planning of audits and preparation of an audit programme

Day 2

(Morning)

Module 3: Audit Requirements, Grading and Corrective Actions (Morning)

- Key processes and documentation requirements of AQ 10015+
- AdeQuaTE® Rules and Checklist
- Analysis of Audit Findings
- Examples of Major Non-conformities

(Afternoon)

Module 3 (Cont'ed)

- Corrective actions and follow up/tracking
- Preparation of training analytics and management report

Day 3

(Morning)

Module 4: Qualification and Code of Conduct

- Internal auditor qualifications for AQ 10015+
- Ethical and practical rules for internal auditors
- Summary of key learning points

(Afternoon)

Module 5: Learning Assessment (Level 2)

- Review and Preparation
- Certification Exam

Certified Training Programme

Qualification Procedures

Participants will have opportunity to demonstrate their mastery of the AQ 10015+ certification requirements and their capability in conducting internal audits according to the established procedures and in helping the organisation continuously improve its training quality management system.

Certificate

A certificate of Attendance for AQ 10015+ Internal Auditor will be issued by the Academy for Quality in Training and Education (AdeQuaTE®) upon fully completion of the training programme.

A certificate of Internal Auditor for AQ 10015+ will be issued by the Academy for Quality in Training and Education (AdeQuaTE®) upon satisfactory completion of the training and its ensuing requirements.

About AdeQuaTE®

Academy for Quality in Training and Education is an operational body for the Centre for Socio-Eco-Nomic Development (CSEND) in Geneva. Its mandate is to carry out tasks related to the AQ 10015+ certification.

For more information on AdeQuaTE® and its certification services, please visit www.adequate.org.

For obtaining an official copy of the AQ 10015+, please contact [info\[at\]adequate.org](mailto:info[at]adequate.org)