



**Un-complicate** your training needs

# Training Schedule

October – December 2011

## Quality Management Systems – ISO 9001:2008

### Introduction to Quality Management Systems

**Duration:** 1 day  
**Cost:** \$485 (incl. GST)



The one-day training course is designed and delivered by our highly qualified trainers to help you understand all areas of quality management and its importance in securing future business and stakeholder confidence.

This comprehensive introduction to quality management systems and ISO 9001:2008 certification will give you the knowledge and skills to ensure your organisation has a complete understanding of QMS.

#### Public Course Dates:

**Brisbane:** 24 October  
**Melbourne:** 28 November  
**Sydney:** 31 October, 5 December

### ISO 9001:2008 Requirements

**Duration:** 2 day  
**Cost:** \$895 (incl. GST)



This two-day RABQSA accredited course teaches an understanding of the concepts of the ISO 9001 standard and how the requirements impact the day to day operations of organisations in any industry.

An experienced trainer will explain the clauses of ISO 9001 in detail, and through a series of interactive exercises you will learn the skills required to implement the standard into your organisation.

#### Public Course Dates:

**Brisbane:** 24-25 October  
**Melbourne:** 28-29 November  
**Sydney:** 31 October-1 November, 5-6 December

#### Certificate of Attainment (TPECS)



✓ QM – Quality Management Systems

For **In-house** enquiries for all courses contact us on **1300 730 134**

### ISO 9001:2008 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Lead your business to world-class quality management standards with our RABQSA accredited **ISO 9001:2008 Lead Auditor** training course. Gain specialist skills to ensure your quality management system (QMS) is ISO compliant and build a culture of achieving and maintaining optimum business performance.

Through a mixture of classroom tutorials, group workshops and open discussions, an experienced trainer will guide you through the entire audit process, from managing an audit program to reporting on audit results, using their experiences of auditing and best practice to ensure that your learning objectives are fully met.

Delegates who successfully complete the course and all formal assessments gain a globally recognised Certificate of Attainment.

#### Public Course Dates:

**Brisbane:** 24-27 October  
**Melbourne:** 28 November-1 December  
**Sydney:** 31 October-3 November, 5-8 December

Day 1 & 2 of **ISO 9001:2008 Lead Auditor** are identical to **ISO 9001: 2008 Requirements**. Delegates who have already attended **ISO 9001: 2008 Requirements** and gained the **QM** competency unit can become certified Lead Auditors by attending the last two days of a scheduled **ISO 9001:2008 Lead Auditor**.

Contact us on **1300 730 134** for more details.

#### Certificate of Attainment (TPECS)



✓ QM – Quality Management Systems  
✓ AU – Management Systems Auditing  
✓ TL – Leading Management Systems Audit Teams

### RABQSA TPECS courses

TPECS is a RABQSA competency-based training certification that is designed to give individuals the necessary skills to get the best out of their management systems, and also offers globally recognised levels of attainment so that delegates can prove their competence of relevant standards

Due to the flexible delivery of the courses, delegates can choose to gain an overview and level of attainment in each of the different standards and also gain competency in auditing and leading an audit team.

Delegates attend a 2 day 'Requirements' course to gain competency units in a particular standard (**QM**, **EM** or **OH**) and then add competency units in Management Systems Auditing (**AU**) and Leading Management Systems Audit Teams (**TL**) by 'topping-up' with an extra 2 days of training either immediately or at a later date.

#### How to book:

- ✓ Book online:  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ By phone: 1300 730 134
- ✓ By fax: 1300 730 135

#### Delivery Options



Integrated Business Solutions  
It's simple when you know how!

[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134





**Un-complicate** your training needs

# Training Schedule

October – December 2011

## Environmental Management Systems – ISO 14001:2004

### Introduction to Environmental Management Systems

**Duration:** 1 day  
**Cost:** \$485 (incl. GST)



Understand the basics of ISO 14001 Environmental Management Systems (EMS) with our unrivalled one-day introductory training course.

Designed and delivered by EMS experts to give you an overview of environmental management, the course provides all of the environmental management basics for you to build on, giving you a clearer understanding of how environmental policies and best practice can enhance your business.

#### Public Course Dates:

**Melbourne:** 21 November  
**Sydney:** 12 December

### ISO 14001:2004 Requirements

**Duration:** 2 day  
**Cost:** \$895 (incl. GST)



This two-day RABQSA accredited course teaches you a working understanding of key environmental management concepts, such as aspect and impact identification and setting objectives and targets.

An experienced instructor will explain ISO 14001 in detail, and through discussion and group exercises the course will assist you in understanding the benefits of having an effective environmental management system in your organisation.

#### Public Course Dates:

**Melbourne:** 21-22 November  
**Sydney:** 12-13 December

#### Certificate of Attainment (TPECS)



✓ EM – Environmental Management Systems

All public courses include refreshments, lunch and course notes

### ISO 14001:2004 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Become a leading environmental auditor with our **ISO 14001:2004 Lead Auditor** course and gain globally recognised levels of attainment. As a lead auditor you will remain at the forefront of EMS strategy and can play a pivotal role in ensuring your organisation is committed to environmental best practice.

A two day 'Requirements' course gives you an understanding of ISO 14001, you can then add competency units in Auditing and Leading Audit Teams by 'topping up' with our generic Lead Auditor training.

#### Public Course Dates:

**Brisbane:** Lead Audit Top-up: 26-27 October  
**Melbourne:** Requirements: 21-22 November  
Lead Audit Top-up: 30 November-1 December  
**Sydney:** Requirements: 12-13 December  
Lead Audit Top-up: 2-3 November, 7-8 December

Due to the flexibility of our TPECS courses, once Lead Auditor competence has been attained in one standard it is only necessary to attend 2 more days of training to gain Lead Auditor Certification in another Management System.

If TPECS Quality Management Systems Lead Auditor competence has already been achieved, delegates simply need to attend our two day ISO 14001 Requirements course, or two day OHSAS 18001 Requirements course to achieve Lead Auditor status in either or both of these schemes.

#### Certificate of Attainment (TPECS)



✓ EM – Environmental Management Systems  
✓ AU – Management Systems Auditing  
✓ TL – Leading Management Systems Audit Teams

### In-house training

BSI can deliver all of our scheduled public courses as in-house solutions. Our in-house training meets the specific needs of your sector, industry and business and we can tailor courses to your requirements, adding new components or even combining two or more courses into an integrated training programme.

Trainers can deliver courses on your premises minimising disruption to your business. In-house training is suitable for organisation's with groups of delegates who require training, and because our trainers come to you, it cuts the cost of travel and accommodation, making your training budget go further.

For **In-house** enquiries for all courses contact us on **1300 730 134**

#### How to book:

- ✓ Book online:  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ By phone: 1300 730 134
- ✓ By fax: 1300 730 135

#### Delivery Options



Integrated Business Solutions  
It's simple when you know how!

[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134





Un-complicate your training needs

# Training Schedule

October – December 2011

## OH&S Management Systems – OHSAS 18001:2007 & AS/NZS 4801:2001

### Introduction to OH&S Management Systems

**Duration:** 1 day  
**Cost:** \$485 (incl. GST)



Introduce excellent health and safety management to your business, and find out what it takes to put a robust health and safety management framework in place.

Through a series of discussions and group exercises, you will gain an overview of OHSAS 18001 and AS/NZS 4801 and an understanding of health and safety legislation with a view to achieving accreditation to an OH&S management system.

#### Public Course Dates:

**Brisbane:** 21 November

**Melbourne:** 23 November

**Sydney:** 14 November

Book online: go to [www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)

### OHSAS 18001:2007 Requirements

**Duration:** 2 day  
**Cost:** \$895 (incl. GST)



Reap real benefits from your health and safety knowledge and demonstrate your commitment to health and safety management with our RABQSA accredited OH&S Requirements course.

The course will guide you in developing and delivering a health and safety management system, providing you with all the tools you need to achieve best practice and identify opportunities for improvement.

#### Public Course Dates:

**Brisbane:** 21-22 November

**Melbourne:** 23-24 November

**Sydney:** 14-15 November

#### Certificate of Attainment (TPECS)



✓ OH – OH&S Management Systems

### OHSAS 18001:2007 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Guide your business to excellence in health and safety management systems and gain globally recognised levels of attainment with our OH&S Lead Audit course. Designed and delivered by experts, our first class course will give you the competencies to continually improve occupational health and safety management systems in line with legal and regulatory requirements.

A two day 'Requirements' course gives you an understanding of OH&S Management Systems, you can then add competency units in Auditing and Leading Audit Teams by 'topping up' with our generic Lead Auditor training.

#### Public Course Dates:

**Brisbane:** Lead Audit Top-up: 26-27 October

**Melbourne:** Requirements: 23-24 November

Lead Audit Top-up: 30 November-1 December

**Sydney:** Requirements: 14-15 November

Lead Audit Top-up: 2-3 November, 7-8 December

Delegates can be RABQSA certified as a Lead Auditor in Quality, Environmental and OH&S Management Systems with a total of just 8 days training, meaning less time away from the working environment and better value for money for your organisation.

#### Certificate of Attainment (TPECS)



✓ OH – OH&S Management Systems

✓ AU – Management Systems Auditing

✓ TL – Leading Management Systems Audit Teams

### ISO 31000 Risk Management Courses

*ISO 31000:2009 Risk management – principles and guidelines* provides generic guidelines on risk management.

ISO 31000 applies to any activity in a business including strategies and decisions, operations, processes, functions, projects, products, services and assets. It recommends that organisations develop, implement and continuously improve a framework to integrate the process for managing risk into the organisation's overall governance, strategy and planning, management, reporting processes, policies values and culture

Amongst other things, ISO 31000 can help you in improving your operational effectiveness and efficiency, minimise losses, improve governance, improve the identification of opportunities and threats and enhance health and safety performance, as well as environmental protection.

In 2011, BSI will be introducing courses to give you an understanding of ISO 31000 and the benefits to your business, and give you the skills to implement it within your organisation.

To register your interest, contact us on 1300 730 134.

#### How to book:

- ✓ Book online:  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ By phone: 1300 730 134
- ✓ By fax: 1300 730 135

#### Delivery Options



Integrated Business Solutions  
It's simple when you know how!  
[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134





**Un-complicate** your training needs

# Training Schedule

October – December 2011

## Auditing Skills Training Courses

### ▶▶ Management Systems Internal Auditor

**Duration:** 2 day  
**Cost:** \$895 (incl. GST)



This intensive two-day course uses a balance of formal classroom tutorials, practical role-playing, and group workshops to teach the principles and practices of effective management systems process audits. An experienced instructor guides you through the entire audit process from planning an audit to reporting on audit results and following up on corrective actions.

The course is suitable for professionals aiming to build their knowledge of management systems such as ISO 9001, ISO 14001, AS/NZS 4801 or OHSAS 18001.

#### Public Course Dates:

**Brisbane:** 23-24 November

**Melbourne:** 7-8 November

**Sydney:** 7-8 November

To purchase a standard to prepare for training call 1300 730 134.

### ▶▶ ISO 9001:2008 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Lead your business to world-class quality management standards with our RABQSA accredited **ISO 9001:2008 Lead Auditor** training course. Gain specialist skills to ensure your quality management system (QMS) is ISO compliant and build a culture of achieving and maintaining optimum business performance.

Through a mixture of classroom tutorials, group workshops and open discussions, an experienced trainer will guide you through the entire audit process from managing an audit program to reporting on audit results, using their experiences of auditing and best practice to ensure that your learning objectives are fully met.

#### Public Course Dates:

**Brisbane:** 24-27 October

**Melbourne:** 28 November-1 December

**Sydney:** 31 October-3 November, 5-8 December

### ▶▶ ISO 14001:2004 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Become a leading environmental auditor with our **ISO 14001:2004 Lead Auditor** course and gain globally recognised levels of attainment. As a lead auditor you will remain at the forefront of EMS strategy and can play a pivotal role in ensuring your organisation is committed to environmental best practice.

A two day 'Requirements' course gives you an understanding of ISO 14001, you can then add competency units in Auditing and Leading Audit Teams by 'topping up' with our generic Lead Auditor training.

#### Public Course Dates:

**Brisbane:** *Lead Audit Top-up: 26-27 October*

**Melbourne:** *Requirements: 21-22 November*

*Lead Audit Top-up: 30 November-1 December*

**Sydney:** *Requirements: 12-13 December*

*Lead Audit Top-up: 2-3 November, 7-8 December*

### ▶▶ OHSAS 18001:2007 Lead Auditor

**Duration:** 4 day  
**Cost:** \$2295 (incl. GST)



Guide your business to excellence in health and safety management systems with our OH&S Lead Auditor course. Designed and delivered by experts, our first class course will give you the competencies to continually improve occupational health and safety management systems in line with legal and regulatory requirements.

A two day 'Requirements' course gives you an understanding of OH&S Management Systems, you can then add competency units in Auditing and Leading Audit Teams by 'topping up' with our generic Lead Auditor training.

#### Public Course Dates:

**Brisbane:** *Lead Audit Top-up: 26-27 October*

**Melbourne:** *Requirements: 23-24 November*

*Lead Audit Top-up: 30 November-1 December*

**Sydney:** *Requirements: 14-15 November*

*Lead Audit Top-up: 2-3 November, 7-8 December*

The following courses lead to Certificates of Attainment (TPECS)



- ✓ ISO 9001:2008 Lead Auditor
- ✓ ISO 14001:2004 Lead Auditor
- ✓ OHSAS 18001:2007 Lead Auditor

#### How to book:

- ✓ **Book online:**  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ **By phone:** 1300 730 134
- ✓ **By fax:** 1300 730 135

#### Delivery Options



Public Training    In-house Training    Distance Learning

Integrated Business Solutions  
It's simple when you know how!

[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134





**Un-complicate** your training needs

# Training Schedule

October – December 2011

## Information Security Management Systems – ISO/IEC 27001:2005

### ▶▶ Implementing an Information Security Management System

**Duration:** 3 day  
**Cost:** \$1685 (incl. GST)



Improve and protect your business, share knowledge of information security and build stakeholder confidence with our Implementation training course based on ISO/IEC 27001.

Removing the risk of security breach is invaluable, which is why our training helps you achieve a level of Information Security Management System (ISMS) knowledge that allows you to meet your security objectives, ensure legal compliance and achieve best practice.

Our course gives you the expertise to put in place a robust and quality ISMS, and the skills framework to manage your company data and maintain best practice in information security management from scoping your policy needs to evaluating risks and building company awareness.

**Public Course Dates:**

Sydney: 2012 - TBA

Scheduled dates not suitable? Contact us on 1300 730 134.

### ▶▶ ISO/IEC 27001 Lead Auditor

**Duration:** 5 day  
**Cost:** \$2295 (incl. GST)



Our information security training is vital to stakeholder confidence, data protection and ISO 27001 compliance and the responsibility to effectively audit this lies in your hands. BSI can help you gain the confidence to build a culture of information security within your business.

This intensive five-day course will equip Lead Auditors with tools to complete the ISO 27001: 2005 qualification process. Through targeted training you will learn how to plan, manage and implement an Information Security Management System audit programme. Our specialist trainers will ensure you can provide your business with the practical help and information required to achieve international certification.



**IRCA Certified course (A17287)**

**Public Course Dates:**

Sydney: 28 November-2 December

## Business Continuity Management Systems – BS 25999:2006

### ▶▶ Implementing a Business Continuity Management System

**Duration:** 2 day  
**Cost:** \$1285 (inc GST)



Learn how to implement, BS 25999 the leading business continuity management (BCM) system into your organisation, with our industry recognised course and be confident in protecting your business and preparing for the unexpected.

Play a vital role in making this happen by learning all there is to know about our BCM Code of Practice BS 25999:2006.

Through a mixture of discussion and group exercises, our qualified BCM experts will guide you through the two-day course in planning, implementing and maintaining your BCM system to the BS 25999 standard – giving your business a competitive edge. Reassure customers and colleagues with your skills and start planning your BCM on completion.

**Public Course Dates:**

Sydney: 2012 - TBA

### BSI Business Continuity Self-assessment | BS 25999-2™

Ensuring that your company is able to respond to any event that might cause disruption to normal operations or damage your reputation is all about being prepared. BSI Business Continuity Self-assessment online toolkit gives you all the tools you need to plan, implement, operate, review, record and report on your business continuity management system (BCMS).

You are taken through a Q&A session with in-depth guidance materials to help at every step. The tool will highlight what is already in place, what is working well and what is missing and/or needs attention.

The flexible user management system allows you to access the full set of BCM self-assessment questions with answer and comment fields and get contextual help for each question written by BCM experts. On completion of your self-assessment you can create summary reports, detailed reports or custom reports and can allocate self assessment work to other users in your organisation giving you the ability to test the strengths and probe the weak spots of your entire organisation.

The cost of subscription is \$1495 +GST for single user access. Contact us on 1300 730 134 for further details

**How to book:**

- ✓ Book online:  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ By phone: 1300 730 134
- ✓ By fax: 1300 730 135

**Delivery Options**



Integrated Business Solutions  
It's simple when you know how!  
[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134





Un-complicate your training needs

## BSI Quality Management Self-assessment | ISO 9001™

The new BSI Quality Management Self-Assessment Tool will give you confidence in your quality management policies and processes and will help demonstrate to your supply chain, senior management, or external auditors that you are consistently delivering high quality products and services.

The BSI Quality Management online self-assessment tool will help you to set-up or maintain a Quality Management System (QMS) in line with the requirements of ISO 9001, and initiate a continual review and assessment culture within your organisation.

The tool provides a guide to the various aspects of planning, implementing, operating, checking and reviewing your system and takes you through a Q&A session with in depth guidance materials to help at every step. It will highlight what is already in place, what is working well, and what is missing and/or needs attention.

The flexible user management system allows subscribers to:

- ✓ **Build an organisational structure** by allocating sections of questions to other users in the subscription across departments, and manage audits across multiple sites.
- ✓ **Manage self-assessments across a number of sites**, with the ability to allow/restrict access to each self-assessment for any user, and remove users or reassign licences as your team changes.
- ✓ **Generate customised reports** to demonstrate the results of self-assessment against the requirements of ISO 9001, across your organisation.
- ✓ **Benchmark across the organisation** with comparison reports, show differences in compliance between sites, or report progress over time.
- ✓ **Browse relevant standards and guidance documents** online or download full PDFs including ISO 9001:2008 *Quality Management Systems – Requirements* and ISO 9000:2005 *Quality Management Systems – Fundamentals and Vocabulary*.

The BSI Quality Management Self-Assessment tool will support those new to implementing ISO 9001, as well as those who are experienced. The tool is designed for all organisations that wish to implement or continue their QMS programme and can be used by organisations of all sizes and across all sectors,

The cost of subscription is \$895 +GST for single user access. Contact us on **1300 730 134** for further details

# Training Schedule

October – December 2011

## Distance Learning Training Courses

### ▶▶ BSI Diploma in Quality Management

**Duration:** *Approx 9 months*  
**Cost:** *\$3250 (inc GST)*



BSI's work based learning course is ideal for those involved at either strategic or operational level in implementing Quality Management and process improvements, and who want to achieve professional recognition and provide benefit to their organisation.

The course is designed to develop an understanding of Quality Management from first principles to system design and enables students to apply their knowledge in any type of organisation.

This distance learning quality management training course has been designed for everyone that would benefit from a broad understanding of what ISO 9001:2008 is, how it will impact on their role and the benefits that should be seen from adopting its principles.

### ▶▶ BSI Certificate in Environmental Management Systems

**Duration:** *Approx 9 months*  
**Cost:** *\$3250 (inc GST)*



The course is a CD-based distance learning programme based on the framework provided by the ISO 14001 series of standards, providing step-by-step guidance and knowledge to help implement and improve an effective EMS.

Each phase of the course provides a separate activity which is reviewed by a BSI Tutor, and feedback is provided directly to you. After satisfactory completion of all the phases you will be awarded the BSI Certificate in Environmental Management Systems.

The course is ideal for those involved at either strategic or operational level, wanting to achieve professional recognition and at the same time providing direct benefit to their organisation.

### ▶▶ BSI Certificate in OH&S Management Systems

**Duration:** *Approx 9 months*  
**Cost:** *\$3250 (inc GST)*



BSI's work-based learning course for Occupational Health and Safety Management Systems professionals is ideal for those involved at either strategic or operational levels and wanting to achieve professional recognition and provide benefit to their organisation.

Recognized world-wide, the qualification will provide a foundation for those wishing to understand or implement a health and safety management system. It naturally complements the BSI range of internal and lead auditor courses.

#### How to book:

- ✓ **Book online:**  
[www.bsigroup.com.au/training](http://www.bsigroup.com.au/training)
- ✓ **By phone:** 1300 730 134
- ✓ **By fax:** 1300 730 135

#### Delivery Options



Integrated Business Solutions  
It's simple when you know how!

[www.bsigroup.com.au](http://www.bsigroup.com.au) 1300 730 134

