



BQA Certified ISO 30408 Lead Auditor

Master the Audit of Human Resource Management System based on ISO 30408 **Why should you attend?**

ISO 30408 Lead Auditor training enables you to develop the necessary expertise to perform an Human Resource Management (HRM) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the necessary knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a "BQA Certified ISO 30408 Lead Auditor" credential. By holding a BQA Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.



Who should attend?

- Auditors seeking to perform and lead Human Resource Management System(HRMS) certification audits
- Managers or consultants seeking to master an Human Resource Management System audit process
- Individuals responsible for maintaining conformance with HRMS requirements
- Technical experts seeking to prepare for an Human Resource Management System audit
- Expert advisors in Human Resource Management System

Course agenda

Duration: 5 days

Day 1 | Introduction to Human Resource Management System (HRMS) and ISO 30408

- Course objectives and structure
- Standards and regulatory frameworks
- Certification process
- Fundamental concepts and principles of HRMS
- Human Resource Management System

Day 2 | Audit principles, preparation and launching of an audit

- Fundamental audit concepts and principles
- Audit approach based on evidence and risk
- Initiating the audit
- Stage 1 audit
- Preparing the stage 2 audit (on-site audit)

Day 3 | On-site audit activities

- Stage 2 audit
- Communication during the audit
- Audit procedures
- Creating audit test plans
- Drafting audit findings and nonconformity reports

Day 4 | Closing the audit

- Audit documentation and quality review
- Closing the audit
- Evaluating action plans by the auditor
- Beyond the initial audit
- Managing an internal audit programme
- Competence and evaluation of auditors
- Closing the training

Day 5 | Certification Exam



Learning objectives

- Understand the operations of an Human Resource Management System based on ISO 30408
- Acknowledge the correlation between ISO 30408 and other standards and regulatory frameworks
- Understand the auditor's role in planning, leading and following-up on a management system audit in accordance with ISO 19011
- Learn how to interpret the requirements of ISO 30408 in the context of an HRMS audit

Examination

Duration: 2 hours

The "BQA Certified ISO 30408 Lead Auditor" exam fully meets the requirements of the BQA Examination and Certification Programme (ECP). The exam covers the following competency domains:

- Domain 1** | Fundamental principles and concepts of an Human Resource Management System
- Domain 2** | Human Resource Management System
- Domain 3** | Fundamental audit concepts and principles
- Domain 4** | Preparation of an ISO 30408 audit
- Domain 5** | Conducting an ISO 30408 audit
- Domain 6** | Closing an ISO 30408 audit
- Domain 7** | Managing an ISO 30408 audit programme