



PRESENTS

Ref IAF-AB/CO/ADM/2024-25/505

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17024 FOR INDEPENDENT TRAINING INSTITUTE
ACCREDITATION TECHNICAL SERVICES**

Dear Sir,

As is widely known, IAF-AB is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

IAF-AB organizing **Two Days Training Programme** Classroom & online Training course for ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services series management system.

a) ISO INTRODUCTION

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO series of standards

For a business unit to successfully set up an ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services requirements. They must also be able to assess their suppliers required management system to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the IAF-AB (UK & INDIA) one of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an IAF-AB (UK & INDIA) approved auditor training.

b) OBJECTIVE OF THE COURSE:

The objective of the course is to illustrate the importance of the **Two Days Training Programme** role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to External, Internal and manage third and second party audits of an ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Management System.

Course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent internal auditor is the foundation of an effective ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Management System. On completion of the course, you will have the

necessary skills and the experience to Internal Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) **COURSE CONTENTS:**

- Introduction to ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services- Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 50% passing marks.

Day 1: Understanding ISO/IEC 17024 and Accreditation Requirements

Session 1: Introduction to ISO/IEC 17024 and Its Importance for Certification Bodies

- **Overview of ISO/IEC 17024**
 - Purpose and scope of ISO/IEC 17024 in personnel certification
 - Key concepts and terminology related to certification of persons
 - Benefits of ISO/IEC 17024 accreditation for independent training institutes

Session 2: Structural and Resource Requirements

- **Organizational Structure Requirements**
 - Roles and responsibilities within a certification body for ISO/IEC 17024 compliance
 - Ensuring independence and impartiality in decision-making processes
- **Resource Management and Competency Requirements**
 - Identifying and establishing qualifications for trainers, assessors, and other key staff
 - Continuous training and development to maintain staff competence and standardize assessments

Session 3: Development of Certification Schemes

- **Designing Certification Schemes Aligned with ISO/IEC 17024**
 - Key elements of a certification scheme, including prerequisites, learning outcomes, and assessment methods
 - Identifying and documenting the necessary skills, knowledge, and competencies for each certification level
- **Determining Examination Criteria and Evaluation Methods**
 - Defining examination criteria that are valid, reliable, and fair
 - Developing practical and theoretical assessments that meet international standards

Session 4: Impartiality and Confidentiality in the Certification Process

- **Maintaining Impartiality and Avoiding Conflicts of Interest**
 - Strategies for avoiding bias and conflicts of interest in certification decisions
 - Responsibilities and oversight mechanisms to ensure impartiality in personnel certification
- **Confidentiality and Information Security**

- Safeguarding candidate information and maintaining trust through robust confidentiality policies
- Secure management of examination materials and assessment records

Group Activity:

- Case study on developing a certification scheme: Participants create a mock certification scheme, including requirements, evaluation methods, and resource needs.

Day 2: Certification Process, Quality Management, and Continuous Improvement

Session 5: Certification Process Requirements

- **Managing the Certification Process**
 - Overview of the entire certification process: from application to certification decision
 - Establishing clear procedures for certification, recertification, and withdrawal of certification
- **Handling Examination Administration and Scoring**
 - Ensuring consistent and fair examination conditions
 - Objective scoring methods, documenting results, and communicating outcomes to candidates

Session 6: Quality Management System for Certification Bodies

- **Implementing a Quality Management System (QMS)**
 - Key components of a QMS under ISO/IEC 17024, including policy, objectives, and performance evaluation
 - Setting and monitoring KPIs to maintain high standards in certification processes
- **Document Control and Record Keeping**
 - Managing certification documents and records in compliance with ISO/IEC 17024 requirements
 - Maintaining secure and accessible records for audit trails and client verification

Session 7: Addressing Non-Conformities and Continuous Improvement

- **Identifying Non-Conformities in Certification Processes**
 - Methods for identifying, documenting, and addressing non-conformities in the certification process
- **Corrective and Preventive Actions**
 - Conducting root cause analysis, implementing corrective actions, and preventing recurrence
 - Evaluating and improving certification schemes based on feedback and non-conformities

Session 8: Preparing for ISO/IEC 17024 Accreditation

- **Steps to Achieve ISO/IEC 17024 Accreditation**
 - Accreditation process overview, from initial application to assessment and approval
 - Preparing for the external assessment, with self-assessment checklists and readiness evaluations
- **Best Practices and Common Challenges in ISO/IEC 17024 Accreditation**
 - Real-world examples of ISO/IEC 17024 implementation
 - Strategies for overcoming common obstacles in achieving accreditation

Group Activity:

- Mock assessment and corrective action planning: Teams conduct a simulated audit, identify non-conformities, and develop corrective action plans.

Closing Session:

- **Review and Wrap-Up**
 - Summary of key points, participant Q&A, and discussions on implementation strategies within training institutes
- **Feedback and Evaluation**
 - Gathering feedback and providing resources for further learning

Learning Outcomes:

By the end of this training, participants will be able to:

- Understand and implement ISO/IEC 17024 requirements for training and certification institutes.
- Develop, implement, and manage an effective certification scheme.
- Ensure impartiality, confidentiality, and transparency throughout the certification process.
- Prepare their organizations for ISO/IEC 17024 accreditation.

Delivery Method:

- **Classroom Training:** Interactive lectures, group exercises, case studies, and practical exercises.
- **Distance Learning:** Virtual presentations, group discussions, quizzes, and downloadable resources.

Materials Provided:

- Comprehensive course manual on ISO/IEC 17024
- Templates and checklists for certification schemes and quality management
- Certificate of completion for participants

This training programme equips participants with the knowledge and skills required to align their organization with ISO/IEC 17024 standards, ensuring high-quality, impartial certification of personnel.

For detail of contents refer our website at <https://iaf-ab.org/>

d) WHO SHOULD ATTEND:

- 1) All employees whose work responsibility directly affects ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Body Technical services.
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.
- 3) Those who intend to enroll themselves to IAF-AB (UK & INDIA) Registration Schemes of ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services Body Technical services.

e) FACILITIES:

All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at IAF-AB office. IAF-AB institute will arrange the above facility.

f) COURSE DETAILS:

Detail program of every days training course will be sent / given on the first day to the delegates on registration.

- g) **DURATION:**
Two Days Training program for ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services [Timings: 10.00 am to 6.00 pm]
- FEES:**
- h) **2 Days Training program of ISO ISO/IEC 17024 For Independent Training Institute Accreditation Technical Servicesis Rs 10500+18% GST**
Payment should be made by Cheque / DD in Favor of **“IAF-AB, Mumbai”**



Indian Overseas Bank

BANKERS DETILS FOR EFT/ECS/RTGS/NEFT PAYMENT

Sr. No.	Name	Details
1.	Name of Beneficiary	IAF-AB For (UKJAS Accreditation Pvt Ltd)
2.	Name of Bank	Indian Overseas Bank
3.	Bank Branch	Station Road, Palwal Branch, haryana
4.	Bank Branch Code	1667
5.	Account No	166702000000340
6.	RTGS/NEFT / IFSC Code	IOBA 0001667
7.	SWIFT BIC	IOBAINBB089
8.	Account Type	CURRENT
9.	MICR code	110020106
10.	Email Id	info@iaf-ab.org
11.	PAN No.	AVZPS7816G
12.	GST No.	27AVZPS7816G1ZN

We hereby declare that the particulars given above are correct and complete.
Thanking You

Step for Admission:

1. Select the course, you want.
2. Choose Classroom/Distance Learning
3. Pay the fees by ECS/RTGS/NEFT to our Indian Overseas Bank Account
4. Send transaction ID/Deposit Slip along with duly filled Registration form
5. Get Confirmation of your admission by email. Admission is based on first cum first serve basis.
6. Currently Classroom training is only available at Mumbai and your office premises/factory, if there are more than 4 participants in the same city/factory . For outside student, Guest house facility is available of Rs 300/per day in Mumbai depends on seat availability; otherwise all ranges of hotels are available near to our institute.
7. Other cities student, who doesn't want to come Mumbai, can opt for Distance Learning Mode. Syllabus is the same. You will be given course material by email and we will recommend some books, which you can buy. Three month time will be allowed to study the course material and for any doubts and faculty interaction can be done one to one on skype is: IAF-AB and whatsapp video call on +91 8275879725 on Sunday between 5.00 to 8 pm. If you want training online we can share presentation on www.googlemeet.com with live presentation. You can attend from any cities around the world.

- i) **VENUE:**
Client Office
Or
IAF-AB
B-401, New Om Kaveri CHS Ltd, Nagindaspara,
Next to shiv sena office,
Nalasopara (E), Dist. Palghar – 401209, Maharashtra
Email : info@iaf-ab.org
Tel: +91 0250-2341170/+91 9322728183/+91 8369083940

j) NOMINATIONS:

You may send in your nominations to the course co-coordinator, IAF-AB, on the Registration form at the following address along with the fees.

Ranjeet Prasad

+91 8369083940

B-401, New Om Kaveri CHS Ltd, Nagindaspara,

Next to shiv sena office,

Nalasopara (E), Dist. Palghar – 401209, Mumbai, Maharashtra

Email : info@iaf-ab.org

Tel:+91 0250-2341170

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

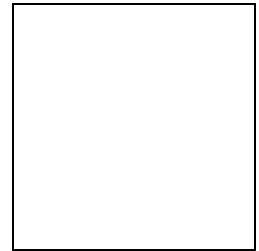
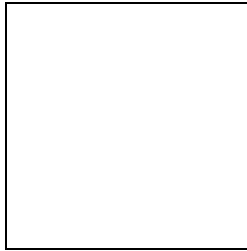
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

k) TERMS & CONDITIONS:

- I. IAF-AB general terms and conditions will be applicable for qualification of personnel.
- II. Minimum candidates per batch should be 04 Number and Maximum should be 25 per batch. **10% discount will be offered for** 04 Number and Maximum should be 25 per batch
- III. Delegate Fees shall be send in advance through cheque / DD in favor of **“IAF-AB”** payable at Mumbai.
- IV. IAF-AB will charge Service tax as applicable.
- V. Travel & Subsistence by 3rd AC train or economy class airfare will be charged for faculties on actual to be borne by client in case of course will be conducted in-house at client premises.



REGISTRATION FORM



PERSONAL DATA

Name in Full :
..... (In Capital Only)

Surname Name Father's/Spouse's Name

Name of the Firm & Address.....
.....

Phone No: (With STD Code) : Sex:

Mobile No: E-mail:

Date of Birth: Qualification:

Training Course:

Place: (Signature)

Date : Name:

PAYMENT MADE BY : Cheque No / Demand Draft No..... Date

Drawn on Bank :

Cheque / Demand Draft Should be drawn in favour of **IAF-AB** payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year

IAF-AB, B-401, New Om Kaveri CHS Ltd, Nagindaspara, Next to shiv sena office, Nalasopara (E), Dist. Palghar – 401209, Maharashtra

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UK Head Office:

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