



PRESENTS

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

**5 DAYS LEAD AUDITOR 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 **Five Days Lead Auditor 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 **Five Days Lead Auditor 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 70% passing marks.

Day 1: Introduction to ISO/IEC 17024 and Auditing Basics

- **Session 1: Overview of ISO/IEC 17024**
 - Purpose and scope of ISO/IEC 17024
 - Importance of accreditation for independent training institutes
 - Key definitions and terminology relevant to the standard
- **Session 2: Types of Training and Accreditation**
 - Overview of training types: certification, non-certification, and specialized training
 - Role of independent training institutes in competency and certification
 - Comparison with other accreditation standards (e.g., ISO/IEC 17021, ISO/IEC 17025)
- **Session 3: Principles of Auditing**
 - Understanding the principles of auditing: integrity, objectivity, confidentiality, and competence
 - Overview of the audit process: planning, conducting, reporting, and follow-up
 - Roles and responsibilities of the lead auditor in the context of ISO/IEC 17024
- **Workshop:**
 - Group discussion on the significance of ISO/IEC 17024 accreditation for training institutes and its impact on quality assurance in education.

Day 2: Understanding ISO/IEC 17024 Requirements

- **Session 1: Management System Requirements**
 - Key management system requirements for training institutes seeking ISO/IEC 17024 accreditation
 - Documentation requirements and quality management systems specific to training services
- **Session 2: Competence of Personnel**
 - Requirements for trainer and assessor competence
 - Training and continuous professional development for trainers and assessors
 - Importance of evaluator competency in ensuring reliable certification
- **Session 3: Impartiality and Independence**
 - Ensuring impartiality in certification and training activities
 - Managing conflicts of interest and maintaining independence in evaluation
 - Internal controls to safeguard impartiality in training delivery
- **Workshop:**

- Case studies highlighting challenges in maintaining impartiality and competence in training environments.

Day 3: Planning and Conducting Audits

- **Session 1: Audit Planning**
 - Developing an effective audit plan for training institutes
 - Defining audit scope, objectives, and criteria specific to ISO/IEC 17024
 - Gathering and reviewing relevant documentation prior to the audit
- **Session 2: Conducting the Audit**
 - Steps for conducting the audit: opening meeting, document review, evidence collection, interviews, and closing meeting
 - Techniques for effective interviewing and evidence gathering specific to training contexts
- **Session 3: Identifying Non-Conformities**
 - Types of non-conformities and their implications in training institutes
 - Procedures for documenting and reporting findings
 - Corrective action processes and preventive measures
- **Workshop:**
 - Role-play exercises to practice auditing techniques in a training institute scenario.

Day 4: Reporting, Follow-Up, and Continuous Improvement

- **Session 1: Audit Reporting**
 - Key components of an effective audit report specific to training institutes
 - Techniques for communicating findings, conclusions, and recommendations clearly
 - Importance of clarity and actionability in audit reporting
- **Session 2: Follow-Up Procedures**
 - Monitoring corrective actions and assessing their effectiveness
 - Follow-up audits and their role in maintaining accreditation
 - Importance of feedback loops for continuous improvement in training services
- **Session 3: Continuous Improvement in Training Institutes**
 - Strategies for fostering a culture of continuous improvement in training quality
 - Tools and techniques for identifying areas for improvement in training delivery
 - Integrating audit findings into the continuous improvement framework of the training institute
- **Workshop:**
 - Group activity to develop a continuous improvement plan based on hypothetical audit scenarios in training environments.

Day 5: Practical Application and Certification

- **Session 1: Best Practices and Challenges**
 - Review of best practices for maintaining ISO/IEC 17024 accreditation in training institutes
 - Discussion on common challenges faced by training institutes in achieving and maintaining compliance
- **Session 2: Mock Audits**
 - Conducting mock audits in small groups to simulate real-world scenarios for independent training institutes
 - Peer feedback and discussion on findings and suggestions for improvement
- **Session 3: Examination and Certification**
 - Written examination to assess understanding of course content

- Feedback session to discuss exam results and clarify doubts
- Issuance of certificates for successful participants

Additional Notes:

- **Materials Provided:**
 - Course handbook and reference materials
 - Copies of relevant ISO/IEC standards
 - Access to online resources, templates, and discussion forums
- **Assessment:**
 - Continuous assessment through participation in workshops and group activities
 - Final examination to evaluate understanding of course content

Target Audience:

- Individuals involved in auditing, quality management, and accreditation processes, including managers and personnel from independent training institutes.

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:

Five Days Lead Auditor Training program for ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 5 Days Lead Auditor Training program of ISO ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services is Rs 25000+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.

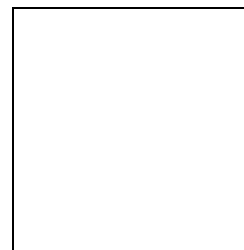
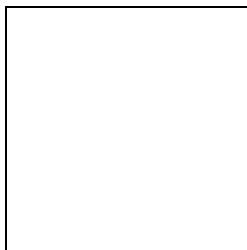
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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:

C/O Mr. Garry 54, Glen Garnock avenue, E-14 3BP Isle of Dogs, London UK. Contact number:- +44 8369083940 email: info@iaf-ab.org