

QACAREERS

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A Day In The Life of a Quality Auditor

You wake up in your hotel, only a few minutes from the client's office, so there's next to no commute, and have breakfast in the hotel dining room. Your first meeting is with senior management, familiarising yourself with the business objectives and plan your day.

You're given a tour

of the premises, meet and interview various members of staff, and learn about the roles and workflows that make up the business's operations. You compare the performance with the goals, identify what's done well, and what can be improved, and determine how previous audits have been implemented.

You collate your findings, write up your report, present it to management – and you're done! Dinner's on the company and you have that nice hotel to look forward to, no company politics to worry about, the rest of the weekend to see the town, and a pocketful of frequent flyer points towards that next holiday.



“What is Quality Auditing?”

Everything you need to know.

Quality auditing is an evidence-based approach to analysing, assessing, and improving the workflows and procedures of an organisation. QA is often combined with other systems management work, particularly in the areas of health and safety, sustainability and the environment, and standards compliance, and the skills developed in a QA career are valuable to organisations of just about any size, in every industry and sector. The employment opportunities available to QA graduates are extraordinarily varied, both in focus and in scope, and the work is versatile, dynamic, and rewarding.



WHAT DOES A QUALITY AUDITOR DO?

It depends exactly what their role is, and in what organisation, but in general a quality auditor can expect to spend their days verifying that a company has appropriate processes in place for recording, interpreting, and measuring efficiencies

and improvements, that it is meeting the intent of the standards to which it's committed, and encouraging an understanding of and adherence to best practice wherever possible. That said, a career in QA is one of the rare few in which each day really can be radically different from the one before. You may travel interstate and

internationally, work with manufacturers, government, private service providers, schools, and charities, and be meeting new people and working with new businesses and systems all the time.



A DYNAMIC INDUSTRY

Rapid globalisation, an online marketplace that offers unprecedented new opportunities at every turn, and a declining local manufacturing sector are some of the hallmarks of Australia's spectacularly dynamic modern trade environment. Innovative goods and services require innovative processes, and it's the work of trained QA professionals that ensures that those processes are developed and implemented with the best possible balance of risk and potential, in a safe and sustainable way, with the best interests of both the business and the community in mind.

WHERE COULD I WORK?

In a word: anywhere! Quality auditors remain in high demand, with expected job openings significantly above the labour market average, and projected to increase past 2020.

Organisations across industries, including many of Australia's largest employers, regularly employ quality auditors to work internally, and specialist quality and risk management firms provide third party QA services. Pathways to employment with certification bodies, subcontracting and consultancy also exist, so there's no shortage of ways to get hired!

HOW MUCH CAN I EARN?

Remuneration varies widely, but established quality auditors working full-time for a large Australian company or certification body can expect a salary substantially above \$100,000. Subcontractors generally bill between about \$650 and \$1,000 per day.

Rapid globalisation, an
online marketplace that
offers unprecedented new
opportunities at every turn...



Is QA right for me?

Thanks to the high degree of variety in QA work and its broad applicability across industries and sectors, it's an uncommonly accommodating career in terms of personality types. It's particularly well-suited to those who enjoy variety, have a natural curiosity about where things come from and how they work, have an eye for detail – and the ability to make sense of that detail as part of the bigger picture of an organisation's activities as a whole.

There's a social element to the work, too: remember, businesses are made up of people! Quality auditors walk into new offices all the time, so you'll be practicing your craft with some autonomy in a wide variety of team environments. It will help if you love to travel, too, since your clients may well be based all across the city, state, or even the country; and because it's such a dynamic and versatile field, you'll need to love learning and keeping up to date with the most current thinking on quality and risk management.

Most important skills for a quality auditor

- ✓ Curiosity
- ✓ Using logic and reasoning skills
- ✓ Analytical skills
- ✓ Critical thinking skills
- ✓ Strong organisational skills
- ✓ Attention to detail

QA Salaries Career Statistics

80k

STARTING ANNUAL
SALARY

175k

SENIOR ANNUAL
SALARY

120k

AVERAGE ANNUAL
SALARY

19.8k

EMPLOYMENT
LEVEL

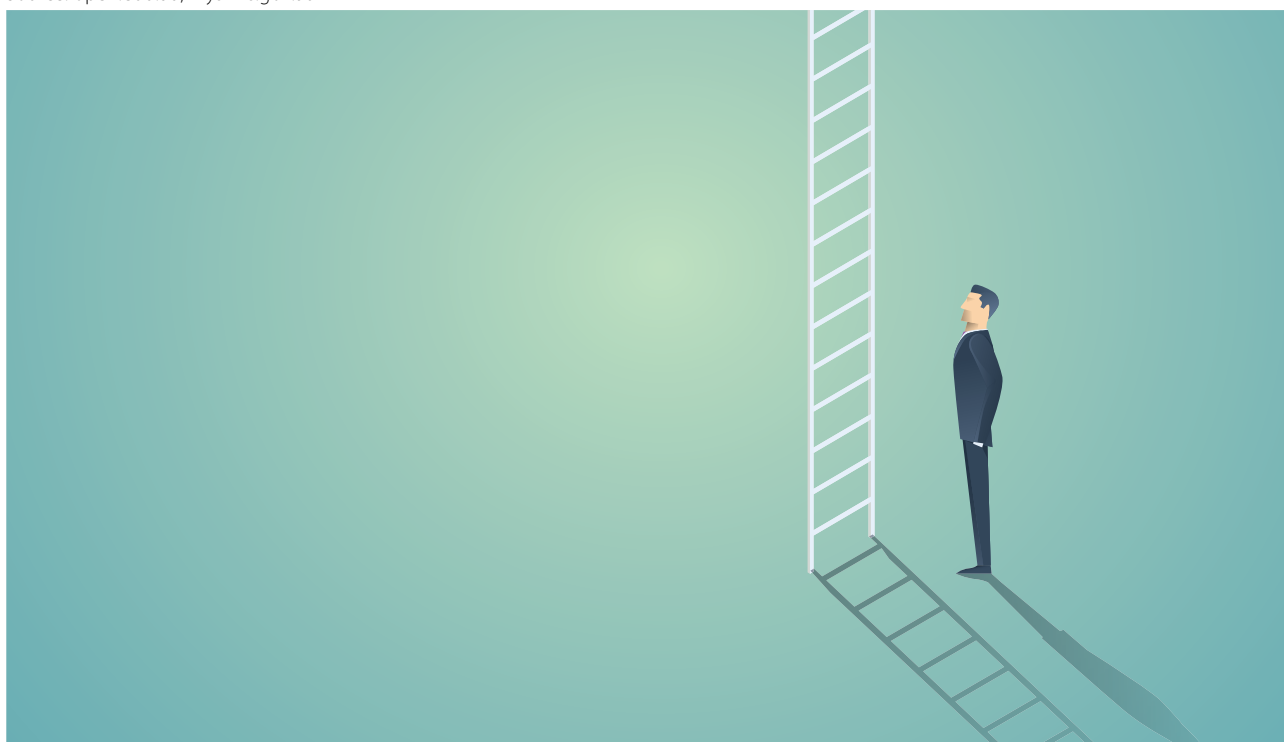
40.6

AVERAGE WEEKLY
HOURS WOKRED

81.2%

JOBS ARE IN
NSW, VIC & QLD

Source: open.edu.au, myskills.gov.au



StudyOptions

Getting started in Quality Auditing

**The best nationally recognised qualification
available to those pursuing a career in QA today:
the Diploma of Quality Auditing.**

If you're interested in a career as a Quality Assurance Manager or Compliance Auditor, then the Diploma of Quality Auditing will help you achieve your career goals. This quality assurance course will develop your skills and knowledge for initiating, participating, leading and reporting on quality audits.

Auditors are sourced internally and/or externally by Organisations to ensure their process and systems are Compliant.

The Diploma of Quality Auditing BSB51615 is designed for anyone who wants to build a career in auditing. You'll gain the skills to understand the entire audit process, report on feedback and facilitate continuous improvement.

The core programs provide an overview of preparing, managing, conducting and reviewing audits and then presenting the results of the audit to senior management.

After successfully completing the Diploma of Quality Auditing, you will have the Qualification allowing you to work in any industry as a:

- * General Manager
- * QMS Lead Auditor
- * Quality Assurance Manager
- * Quality Facilitator
- * Quality Improvement Consultant or
- * Service Quality System Support Analyst

Enhance your career and get your auditing skills and knowledge recognised through the nationally endorsed BSB51615 Diploma of Quality Auditing.

You will be well set to Solve your Frustrations and have the confidence to take the next step in your Career Success.

BSB51615 Diploma of Quality Auditing

Delivery Method

Flexi Training (Mixture of) – Online, Phone ,Distance and Potential Face to Face.

Estimated Duration of Course

18 months (May be completed earlier depending on experience)

Recommended study time per week

4-6 hours per week, if you have experience and can access workplace documents.

Recognition of Prior Learning:

Yes, is available for this course. Same fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.

Materials/Equipment Needed

Computer, Internet access (sometimes), Firefox or chrome (Not internet Explorer)

Training Support Services

No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, workshops, phone sessions, unlimited email support.

Additional Learner Support Services Available

No additional cost. Access to computer programs that will allow you to talk instead of typing, if required. Students can also be interviewed through assessments if required and then provide the matching evidence

Location of Training

As arranged with your Trainer. Training will be online plus sessions via phone, or face-to-face.

Access to Trainer:

You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient – face-to-face.
You will know that they are just a phone call or email away whenever you need them.



Full course details available at:

info@globaltraining.edu.au | 1800 998 500



Why Global Training Institute?

A little bit about us...

“Wholly Australian owned and operated, GTI has been delivering government accredited courses for nearly 20 years, and has helped thousands of students”

Wholly Australian owned and operated, Global Training Institute has been delivering government accredited courses for nearly 20 years, and has helped thousands of students achieve nationally recognised qualifications. We're a leader in the private vocational education sector, offering the highest standards of training from an exceptional team of educators.

We also offer a range of support services to help ensure our students are getting the most out of their investment, including , fast turnaround of course materials and assessments, phone and email contact with GTI support staff, and the flexibility to begin your course at any time – and study at your own pace.

Get employers to take notice of your CV

How long do you have to make a first impression? Only 30 seconds. In a competitive job market a CV is your prime marketing tool. However, busy employers will only spend a few seconds scanning it before deciding whether they want to see more from you – or not.

Start from scratch

When developing your CV, it is crucial that you thoroughly research the role and company you are applying for. The next step is to tailor your CV to this role, providing evidence of your skills and competencies that match the company's requirements – sending off the same CV for numerous positions will fail to impress.

If you are applying for vacancies overseas, research that country's conventions for CVs and covering letters. It may vary from place to place.

Pick the right format

There are two main types of CV:

1. The chronological CV is the most common format. It outlines your experiences in reverse date order.
2. The skills-based CV highlights and gives evidence of your relevant skills.

It is particularly appropriate if you want to demonstrate transferable skills.

If you have your sights set on a particular profession, research which type of CV is preferred. Academic CVs, for example, should adhere to certain conventions. If you are pursuing a creative career, think about how you could showcase some of your design skills in the layout.

Tick off these CV tips

Presentation

- Aim for two pages unless requested otherwise
- Be consistent with font size and style
- Break up text with bullet points and bold font
- Be concise – avoid long sentences or lengthy paragraphs
- Be word perfect – check for errors

Content and language

- Tailor your CV for every job, matching your competencies to the skill requirements. Reading through the person specification and job description carefully will help you to do this
- Draw attention to the most relevant items by locating them on the first page, making it easy for the employer to identify you as a strong candidate
- Use active verbs and phrases with impact. For example, 'I managed and implemented a new system'
- Bring what you did to life with examples and outcomes – numbers of people, values of sales, lengths of projects, budgets etc. For example, 'I organised a charity ball for 150 guests and 12 VIPs.'

Never send a CV without a covering letter

Your CV should always be accompanied by a covering letter. A covering letter is a professional introduction that specifically relates your attributes, achievements and experience to a particular opportunity.

Your letter should not exceed one side of A4 paper and where possible, you should address it to a named person. Use it to draw the reader's attention to the highlights of your CV and explain their relevance to the role. Crucially, you need to ensure you convey real enthusiasm for the position on offer and demonstrate your interest in and knowledge of the company.

What should a typical letter include?

A short introductory statement that explains the purpose of the letter and details how you found out about the opportunity.

A short series of concise paragraphs that prove you are an ideal candidate and meet, or even exceed, the requirements of the position by highlighting your skills and experience. To help structure your information use the following approach: make the point, provide evidence, and explain why it is relevant to the post.

A paragraph that demonstrates you have researched the company and explains why you want to work for them.

A closing statement that ends the letter positively. Make sure that you don't accidentally come across sounding entitled by finishing with "I expect to hear from you soon" or a similar statement.





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