

Title:	FDQ Auditing Skills
Learner outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the importance of auditing and the role of the auditor	1.1 Outline the reasons and importance of carrying out audits 1.2 Describe the process of continual improvement 1.3 State the responsibilities and qualities of an auditor
2. Appreciate the development and application of auditing	2.1 State the main standards used in the Food Industry 2.2 Describe the advantages and disadvantages of standards 2.3 Define the components of a quality system and the importance of quality audits 2.4 Describe the different types and depths of audit
3. Understand the process of how to undertake an audit	3.1 Explain how to prepare and plan for an audit and set objectives 3.2 Describe and demonstrate how to conduct an audit 3.3 Outline the importance and purpose of audit meetings
4. Know how to collect objective evidence	4.1 Describe the techniques used to collect evidence during an audit 4.2 Explain and demonstrate different interview and questioning techniques, and the importance of listening 4.3 Describe how to use checklists to record findings
5. Be able to evaluate and report findings	5.1 Describe and demonstrate how to present and discuss audit findings at a closing meeting 5.2 Outline how to categorise audit findings based on likelihood and severity, and how to identify trends 5.3 Demonstrate how to write and present an audit report 5.4 Explain how to manage and close out corrective actions and follow up
Additional information about the module	
Module purpose and aim(s)	This training course supports workforce and/or vocational development for those who need to understand the principles of auditing in a food business or in a learning environment.

	The course is designed for use primarily by those working in Quality Assurance, Food Safety or HACCP teams or Technical roles in the Food Industry and others who carry out these workplace activities. It is also designed for those who plan to enter the food and drink industry or employees who wish to expand on their existing knowledge and understanding.
Test requirements	This unit is designed to assess the underpinning knowledge and understanding of learners in the workplace context, for understanding the principles of carrying out an audit. The learner must demonstrate their skills, knowledge and understanding, to meet all assessment criteria. The course includes a practical element of role play with all learners being expected to participate in a 'live audit' involving planning a section of an internal audit, conducting interviews and presenting findings. There is a multiple-choice test at the close of the course.