

ISO 21001 LEAD AUDITOR CERTIFICATION TRAINING

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 4 Day Interactive Instructor –led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ ISO 21001 Lead Auditor course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/Weekend ISO 21001 Lead Auditor Training Course schedule



About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies



Importance of ISO 21001 Lead Auditor Certification Training

- ✓ Professionals with ISO 21001 Lead Auditor Certificate conduct, manage and monitor audits of an organization's management system against standard. They also play a crucial role in determining whether an organization complies with the standards. Additionally, they have in-depth knowledge to conduct thorough audits, helping organizations improve their management systems. The certificate creates new job opportunities in the fields of education management and quality management. It also leads to prospects for advancement within the organization or work as an independent auditor.
- ✓ ISO 21001 Training is led by certified instructors who offer valuable insight into the field. They instruct participants on how to conduct procedures, communicate concisely, and prepare thorough reports while conducting audits. Unichrone offers ISO 21001 Lead Auditor Training live online instructor-led sessions and in-classroom methods. This enables individuals to choose the methods that best suit their schedules and learning preferences. Getting certified as a Lead Auditor is a sign of competence and reliability for conducting in-depth audits.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue ISO 21001 Lead Auditor Training Course. However, having prior knowledge of the ISO standard is beneficial.

WHO SHOULD ATTEND

- ✓ Any professional who wants to advance his/her career in Educational Organization Management System can take up ISO 21001 Lead Auditor Course.

ISO 21001 LEAD AUDITOR CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of ISO 21001 Lead Auditor Training

Lesson 01 – Introduction to ISO 21001

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|----|-----------------------|
| 1. | Introduction |
| 2. | Scope |
| 3. | Terms and Definitions |

Lesson 02 – Educational Management

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|----|--------------------------------------|
| 1. | What is Educational Management? |
| 2. | Need of Educational Management |
| 3. | Nature of Educational Management |
| 4. | Principles of Educational Management |
| 5. | Characteristics of Good Management |

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Lesson 03 – Process of Educational Management

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|----|-------------------------------------|
| 1. | Educational Management as a Process |
| 2. | Planning |
| 3. | Organizing |
| 4. | Directing |
| 5. | Controlling |
| 6. | Evaluating |

Lesson 04 – Management at Different Levels

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|----|-----------------------------------------------|
| 1. | Characteristics of Institutional Plan |
| 2. | Aims and Objectives of Institutional Planning |
| 3. | Management at Elementary Level Education |
| 4. | Management at Secondary Level Education |
| 5. | Management at Higher Level Education |
| 6. | Records, Lesson Plan, Laboratory, and Library |
| 7. | Role of Head in School or College Activities |

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Lesson 05 – SWOT Analysis

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|----|--------------------------------------------------------|
| 1. | Introduction to Normative References |
| 2. | SWOT: Essential Tool for Strategic Planning |
| 3. | Application of SWOT Analysis in Formulating Strategies |
| 4. | Pros and Cons of Using SWOT in Strategic Planning |

Lesson 06 – Internal Audit

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|----|-----------------------------------|
| 1. | What is an Internal Audit? |
| 2. | Importance of Internal Audits |
| 3. | Types of Internal Audit |
| 4. | Internal Audit Vs External Audit |
| 5. | Internal Audit Process |
| 6. | 5 C's |
| 7. | Internal Auditor Responsibilities |

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Lesson 07 – Internal Auditing of an Educational Institute

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|----|-------------------------------------------------|
| 1. | Internal Audit Procedures |
| 2. | Fund Balances |
| 3. | Liabilities |
| 4. | Assets |
| 5. | Internal Auditor's Role in Corporate Governance |

Lesson 08 – Context of the Organisation

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|----|--------------------------------------------------------------|
| 1. | Organization and Its Context |
| 2. | Needs and Expectations of Interested Parties |
| 3. | Scope of the Management System for Educational Organizations |
| 4. | Management System for Educational Organizations (EOMS) |

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Lesson 09 – Leadership

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|----|---------------------------------------------------------|
| 1. | Leadership and Commitment |
| 2. | General |
| 3. | Focus on Learners and Other Beneficiaries |
| 4. | Additional Requirements for Special Needs Education |
| 5. | Policy |
| 6. | Developing the Policy |
| 7. | Communicating the Policy |
| 8. | Organizational Roles, Responsibilities, and Authorities |

Lesson 10 – PDCA Approach

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|----|------------------------------------------------------|
| 1. | What is the Plan-Do-Check-Act (PDCA) Cycle? |
| 2. | PDCA Cycle to Assure Quality in Leadership Education |

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Lesson 11– Risk Based Thinking

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|----|-----------------------------------------------------|
| 1. | Importance of Risk Based Thinking |
| 2. | Threats and Opportunities |
| 3. | Benefits of Risk-Based Thinking |
| 4. | Technical Tools that will Help with Mitigating Risk |

Lesson 12– Planning

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|----|------------------------------------------------------------------|
| 1. | Actions to Address Risks and Opportunities |
| 2. | Educational Organization Objectives and Planning to Achieve Them |
| 3. | Planning of Changes |

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Lesson 13– Support

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|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Resources <ul style="list-style-type: none"> • General • Human Resources • Facilities • Environment for the Operation of Educational Processes • Monitoring and Measuring Resources • Organizational Knowledge |
| 2. | Competence |
| 3. | Awareness |
| 4. | Communication <ul style="list-style-type: none"> • Communication Purposes • Communication Arrangements |
| 5. | Documented Information <ul style="list-style-type: none"> • Creating and Updating • Control of Documented Information |

Lesson 14– Operation

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|-----------|------------------------------------------------------------------|
| 1. | Operational Planning and Control |
| 2. | Design and Development of the Educational Products and Services |
| 3. | Control of Externally Provided Processes, Products, and Services |
| 4. | Delivery of the Educational Products and Services |
| 5. | Release of the Educational Products and Services |
| 6. | Control of the Educational Nonconforming Outputs |

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Lesson 15– Measurement and Evaluation in Education

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| 1. | Introduction to Measurement |
| 2. | Types of Measurement |
| 3. | Characteristics of Good Measurement Tool |
| 4. | Nature of Educational Measurement and Evaluation |
| 5. | Characteristics of Evaluation |
| 6. | Evaluation from Educational Angle |
| 7. | Measurement Methods |
| 8. | Need for Measurement and Evaluation in Education |

Lesson 16– Performance Evaluation

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| 1. | <p>Monitoring, Measurement, Analysis and Evaluation</p> <ul style="list-style-type: none"> • Satisfaction of Learners, Other Beneficiaries and Staff • Other Monitoring and Measuring Needs • Methods for Monitoring, Measurement, Analysis, and Evaluation • Analysis and Evaluation |
| 2. | Internal Audit |
| 3. | <p>Management Review</p> <ul style="list-style-type: none"> • Management Review Inputs • Management Review Outputs |

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Lesson 17– On-Site Audit Process

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| 1. | Audit Team Preparation Meeting |
| 2. | Opening Meeting |
| 3. | Orientation Tour |
| 4. | Detailed Evaluation |
| 5. | Management Interviews |
| 6. | Worker Interviews |
| 7. | Analysis of Findings |
| 8. | Daily Wrap Up Meetings |
| 9. | Closing Meeting |

Lesson 18– Conduct Academic and Administrative Audit (AAA)

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| 1. | Introduction to Academic and Administrative Audit |
| 2. | Aim of Academic and Administrative Audit (AAA) |
| 3. | Steps to Conduct an Academic and Administrative Audit (AAA) |

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Lesson 19– Audit Report

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| 1. | Contents of an Audit Report |
| 2. | Opinion in an Audit Report |
| 3. | Emphasis of Matter Paragraph in an Audit Report |
| 4. | Best Practices for Writing a Digestible Audit Report |

Lesson 20– Improvement

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| 1. | Nonconformity and Corrective Action |
| 2. | Continual Improvement |
| 3. | Opportunities for Improvement |

Exam Format of ISO 21001 Lead Auditor Certification

| Examination Format | |
|----------------------------|------------------------------------|
| Exam Name | ISO 21001 Lead Auditor Exam |
| Exam Format | Multiple Choice, Subjective-Online |
| Total Questions & Duration | 20 Questions, 2 Hours |
| Passing Score | Minimum passing score of 70% |
| Exam Cost | Included in training fee |

To get you fully prepared with the knowledge and skills for the ISO 21001 Lead Auditor, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified ISO faculty, the practice tests are a true simulation of the ISO 21001 Lead Auditor Exam.

Contact Us

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<https://unichrone.com/>

