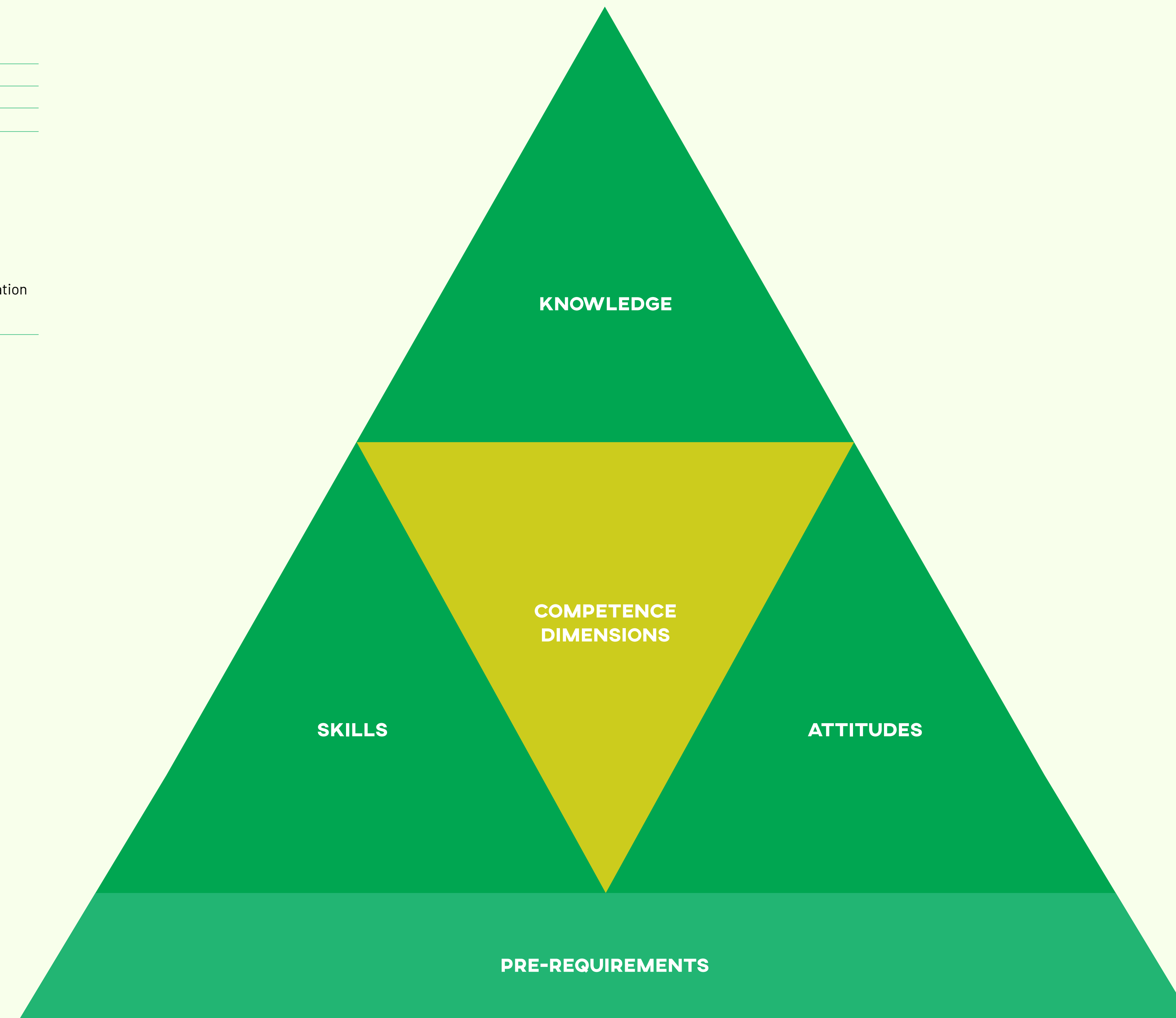# COMPETENCE PROFILE

ISO 21001-EQAVET Lead Auditor

▶ **ACTIVITIES**

Plan audits
Lead audit teams
Conduct audits
Report audits

▶ **PRE-REQUIREMENTS**

Hold an ISO 21001-EQAVET Systems Manager Qualification
2 years of work experience within an education and training organization
in an academic or quality management role

KNOWLEDGE

SKILLS

COMPETENCE DIMENSIONS

ATTITUDES

PRE-REQUIREMENTS

▶ **KNOWLEDGE**

Basic
Team management
Leadership
Conflict management
Statutory and regulatory requirements applied to the education sector
and its subsectors in the auditor's perspective

Advanced
EQAVET Recomendation criteria in the auditor perspective
ISO 21001 requirements in the auditor's perspective
Audit concepts, terminology and principles (ISO 19011)
Audit methods, tools and good practices (ISO 19011)

▶ **SKILLS**

Plan management system audits according to
audit objectives, scope and criteria
Prepare audit documentation
Conduc audit opening meetings
Lead audit teams
Collect evidences through analyses of documents, staff
interviews and observation of activities
Validate the information collected through triangulation methods
Assure the adequacy and sufficiency of the audit evidences collected
to support audit findings and conclusions
Prepare audit reports
Conduct audit closing meetings

▶ **ATTITUDES**

Honest and free from conflict of interests
Self-aware of own biases
Open-minded and capable of suspending judgment
Empathetic, diplomatic and in control of own emotions
Tenacious and firm in the pursue of objective evidences
Versatile and capable to adapt to different organizational cultures
Rigorous and fair while reporting findings and conclusions
Discreet, trustful and capable of respecting information confidentiality