

# SOCIAL SYSTEMS AUDITOR CONVERSION TRAINING COURSE

(BASED ON THE SMETA BEST PRACTICE GUIDANCE)

## COURSE DESCRIPTION

This course is certificated by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI/IRCA Course Certification Number, 17281 - PR 346.

The objective of this course is to equip learners with the knowledge and skills required to perform audits on social systems and to contribute to the continual improvement of the system.

## COURSE CRITERIA UPON COMPLETION OF THIS COURSE, LEARNERS WILL BE ABLE TO:

- Explain the purpose, content and interrelationship of the SMETA Best Practice Guidance, SMETA Measurement Criteria etc. local industry practice and the relevant legislative framework
- Describe the responsibilities of an auditor and describe the role of audit in the maintenance and improvement of social systems in accordance with ISO 19011 and ISO 17021, as appropriate

- Conduct and report an audit of social system of an organisation by interpreting the requirements of the SMETA Best Practice Guidance, SMETA Measurement Criteria etc. in accordance with ISO 19011 and ISO 17021, as appropriate

Learners will need to demonstrate acceptable performance in these areas to complete the course successfully.

This course is based on SMETA Best Practice Guidance, Measurement Criteria etc. Version 6.1 July 2019 (Replaces V. 6.0 April 2017).

## PRIOR KNOWLEDGE

Before starting this course, learners are expected to have the following prior knowledge:

- Knowledge of SA 8000;
- Knowledge of the ETI Code of Conduct;
- Knowledge of SMETA Best Practice and Measurement Criteria etc.

## SGS ACADEMY

-  [www.sgs.com/en/training-services](http://www.sgs.com/en/training-services)
-  [www.facebook.com/sgsglobalacademy](https://www.facebook.com/sgsglobalacademy)
-  [www.linkedin.com/showcase/sgsacademy](https://www.linkedin.com/showcase/sgsacademy)
-  [training@sgs.com](mailto:training@sgs.com)

**COURSE DURATION:** 24 hours  
**DELIVERY METHODOLOGY:** VILT  
**COURSE LANGUAGE:** English  
**ACCREDITATION:** CQI/IRCA

### COURSE CERTIFICATION

Learners who pass both the examination and continuous assessment will be issued with a "Certificate of Achievement". The "Certificate of Achievement" is valid for a period of five years from the date of the last day of the Course for the purpose of certifying as an auditor with the CQI / IRCA.

Learners who do not pass the continuous assessment and have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance".

Certified by:



## **COURSE CONTENT**

### **VILT SESSION 1**

- Background to social accountability
- Introduction to SMETA best practice guidance
- Activities

### **VILT SESSION 2**

- Interpretation of SMETA: clauses 0-3
- Interpretation of SMETA: clauses 4-9
- Interpretation of SMETA: clauses 10-11
- Social legislation

### **VILT SESSION 3**

- Audit stage 1
- Activities

### **VILT SESSION 4**

- Activities

### **VILT SESSION 5**

- Conducting the on-site audit
- Role play

### **VILT SESSION 6**

- Stage 2 audit: report and conclusions
- Activities

### **VILT SESSION 7**

- Activities
- Examination revision

### **1 DAY FACE TO FACE (CLASSROOM BASED WITHIN 180 DAYS OF COURSE START DATE)**

- Morning content refresher
- Afternoon final examination