

ISO 19011 COURSE FOR FSC AUDITORS

MONTEFIASCONE, ITALY, 12-13 SEPTEMBER 2013

Course objectives

1. Understand the specific requirements of the standard ISO 19011.
2. Develop skills relating to certification to FSC standards that reflect the requirements of the standard ISO 19011:2011.

Course type: This is a blended course. Objective 1, above, will be achieved through e-learning, while objective 2 to be achieved through face-to-face training.

Course language: English

Course duration: online course 12h; face-to-face course 12h for a total of 24 hours.

Certificate: upon successful completion of the course, each participant will receive an AB Training certificate.



LEARN and LEAD



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Part 1: E-learning on the AB Training platform

Trainees can enroll on the AB Training platform via www.abtraining.biz following the link "enroll in a course", and marking on the registration form the box corresponding to ISO 19011 course.

After successful registration, trainees receive a user name and password, and they will login on the website www.abtraining.biz following the link "student login".

The online course consists of 6 lessons and a quiz. The individual lessons consist of a presentation with voice recording, which covers the entire standard ISO 19011.

In order to pass the final quiz, trainees on the platform must score at least 70%, and the trainee has two attempts available to pass the quiz. In order to participate in the face-to-face course, trainees must pass the online course.

Part 2: Face-to-face course

The face to face course (12 hours or 1,5 days) is aimed at developing skills relating to auditing to FSC standards, using the knowledge acquired through the online ISO 19011 course. The face-to-face course is presented in English. Depending on the location of the face-to-face course, and the availability of resources for translation, the face-to-face course can be presented in other languages, or with simultaneous translation.

The face-to-face course includes the following elements:

1. Group discussion about the content of the standard ISO 19011, as presented in the online course. Clarification of concepts and standard elements (1 hour).
2. Group discussions, exercises, case studies, and role plays on the following elements:
 - 2.1. Pre-audit activities and audit planning
 - 2.2. Audit implementation:
 - Opening meeting
 - Document review
 - Assessment of risk when sampling sites and the process of site selection.
 - Interviewing techniques
 - Identification of non-conformities with the certification standard and how to word non-conformities correctly.
 - Gathering information (audit findings, note-taking) for the preparation of the audit report
 - Closing meeting
3. Course evaluation. The face to face course will end with a test. The overall evaluation of each trainee will take into account the following elements:
 - The result of the online quiz
 - The result of the test of the face-to-face course
 - Active & meaningful participation during the face-to-face course