



## THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

### Risk and Compliance Management

This course covers the complimentary subjects of managing risk and compliance issues. It focuses on the skills and knowledge required to manage risk in accordance with ISO31000 principles and guidelines and to identify and interpret the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation. It also covers how to evaluate and review an organisation's risk and compliance management system and how it is fulfilling its obligations and responsibilities under compliance requirements.

The course has been designed to be consistent with the ISO31000 Risk Management standard and the AS3806 Standard for Compliance Programs.

#### Learning Outcomes

At the end of this course, you will be able to:

- Identify organisational operations subject to compliance requirements and establish risk context
- Identify internal and external compliance requirements and risks relevant to the organisation
- Interpret, analyse and prioritise compliance requirements and risks
- Document and communicate compliance requirements
- Select and implement treatment strategies Develop a compliance evaluation plan
- Gather evaluation data using appropriate techniques
- Analyse collected data and determine findings and outcomes
- Document and disseminate evaluation outcomes and recommendations

Duration 2 days (available as both a public and 'in house' programme)

#### Introduction to ANDSAM Training

Partnering with



The New Zealand Quality College offers this course in partnership with ANDSAM Training, which provides training and assessment services specialising in the development, implementation and auditing of management systems. ANDSAM is approved by RABQSA International (RABQSA No. 013408).

#### Suitable for roles such as:

- Chief Executives, senior managers with compliance responsibilities
- Compliance Managers or members of compliance management teams within a larger organisation
- Management system auditors carrying out compliance audits
- Internal or external consultants providing advice on compliance management policies and systems
- Those looking to move into a risk and compliance related role

**Prerequisites** Nil

#### Completion:

Upon successful completion of the course, participants will receive a Certificate of Attendance.

#### Please note

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

#### Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

#### Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

#### Duration & Prices

Two day course \$1165 +gst

*Book one month in advance to receive the early bird price of \$995 +gst*

#### Dates & Locations

Auckland 5-6 December 2011

# NZQC COURSE REGISTRATION FORM



Name of Course **Risk and Compliance Management**

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

Please read the terms and conditions below before posting your registration for this course.

## METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

**Pay By Cheque**

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

**Pay by Credit Card**

Currently we accept VISA and MASTERCARD

VISA  MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Payment Amount:

\$ \_\_\_\_\_ (+ GST)

**Direct bank deposit**

**A/C 03-0196-0131722-00**

**Reference: NZQC**

## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 5 working days prior to the course commencing at no additional cost. If we receive a transfer request within 5 days of the course, a 25% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.