

Swiss-AS Training – Course Description

AMOS Quality Assurance - Part 1 WBT

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This course is designed to give an overview of the various programs to use for administrating and monitoring Quality Assurance activities.

This course is the precondition for Quality Assurance Part 2 (classroom training).

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Prepare an audit with basic data
- ✓ Create questions and relations between questions - organisations - chapters
- ✓ Create audits, plan them, perform them and do the follow-up work
- ✓ Report back findings to the system
- ✓ Keep an overview of the status of findings
- ✓ Manage suggested corrective actions and work with users
- ✓ Close an audit and modify a closed audit
- ✓ Generate reports on the performance of audits

Who should attend

Staff managing quality assurance activities in AMOS

Prerequisite

AMOS Basics WBT

Skill

Intermediate

Type

E-learning

Certification

To receive the certificate, you must complete the course and pass the test with a minimum score of 80%. Quality Assurance – Part 1 WBT is the mandatory prerequisite for Quality Assurance Part 2 (classroom/VILT training).

Duration

4 hours

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Course Topics

Overview

- In the application path get an overview of the Quality Audit modules
- AMOS Terminology related to quality audits
- See the steps in a high-level overview to set up and complete an audit from start to finish
- Watch the video Quality Audit flow

Prepare an audit

- Configure and define the basic data and questions for forthcoming audits
- Set up basic values in Audit Configuration in order to prepare an audit
- Prepare and modify questions by using QA-Question Admin

Create an audit

- Use Quality Audit Tool to create and manage audits
- Learn how to inform users about planned audits

Report an audit

- Electronic Audit reports back the result of each evaluated question during the audit
- Use View/Edit Findings to view, edit, report and close findings

Suggest corrective actions

- Watch the suggestion flow where audited people make suggestions by using the Suggest QA Actions
- Use the Suggest QA Actions program to suggest corrective actions for any open findings

Close an audit

- Watch the video to find and close open findings and close the audit thereafter
- See how the auditor can inform the auditees about the closure of an audit
- Learn how to reopen and modify a closed audit