



ISO 29993:2017

Standard Understanding Training 標準理解培訓 (#LSPMS-U1)

Internal Auditor Training 內審員培訓 (#LSPMS-IA2R)

Training Objectives 培訓目標

- To understand the development of ISO 29993:2017 for learning service providers
瞭解培訓機構管理體系標準 ISO 29993:2017 的發展
- To understand ISO 29993:2017 standard requirements
瞭解 ISO 29993:2017 的標準要求
- To understand application of ISO 29993:2017 in learning service organizations
瞭解 ISO 29993:2017 在培訓機構中的應用
- To develop the basic expertise to implement an LSPMS according to ISO 29993:2017
發展依據 ISO 29993:2017 實施培訓機構管理體系所需基礎技能
- To develop the basic expertise to plan and conduct internal audit based on ISO 29993:2017
發展根據 ISO 29993:2017 的標準要求進行內部審核所需基礎技能

Recommended Prior Knowledge 建議的事先認知

- Experience in education or training operation
教育或培訓的運作經驗
- Problems in the implementation of LSPMS in own organization
本身組織的培訓管理運行中遇到的問題





Suitable for 培訓對象

- LSPMS Auditors, staff, Management, Experts, Consultants in education related field.
培訓機構管理體系審核員、教職員、管理層、培訓管理領域相關的專業人仕、顧問
- Persons seeking career opportunities in LSPMS field /Certification Bodies.
尋找與培訓管理領域 / 認證機構相關的就業機會的人仕

**Keep learning.
Be outstanding!**



Training Approach 培訓形式

- Exercises (individual or by team)
練習 (個人或小組)
- Workshops
討論演練
- Chinese or English as posted at website
中文或英文 · 按網頁發佈
- Tutor: Experienced Trainer with Auditor Qualification
講師：經驗豐富的具備審核員資格的培訓師





Course Agenda 課程安排

Day 日程	Items 項目	Evaluation 評估
Part 1	<ul style="list-style-type: none"> • General introduction to ISO 29993:2017 簡介 • Standard Requirements Understanding 標準要求的理解 (I) <ul style="list-style-type: none"> - General information by LSP 培訓機構的基本資訊 - Proposal development 方案開發 - Information prior to learning service 學習服務前的資訊 - Needs analysis 需求分析 - Design of learning service 學習服務的設計 - Information for learners or sponsors 給學員或贊助者的資訊 - Service delivery 服務提供 - Staff in learning services delivery 教職員 • Workshops 討論演練 	Participation Required 要求參與
Part 2	<ul style="list-style-type: none"> • Standard Requirements Understanding 標準要求的理解 (II) <ul style="list-style-type: none"> - Learning material 學習資料 - Learning environment 學習環境 - Facilitators 講師 - Assessment of learning 學習評估 - Monitoring and evaluation 監控和評估 - Invoicing 發票 • <i>Internal Audit 內審 (for Internal Auditor Course 內審員課程適用)</i> <ul style="list-style-type: none"> - <i>Planning, Implementation, Reporting, & Follow-up</i> 策劃、實施、報告與跟進 • Workshops 討論演練 • Q&A 問答 	Participation Required 要求參與
	<ul style="list-style-type: none"> • Written Exam 筆試 <open book 開卷> (within 1 hour 小時) 	Pass: >=60% in score



Related Course 相關課程:

LSPMS-U1, 1 days 天, ISO 29993:2017 Standard Understanding Training 標準理解培訓

LSPMS-IA2R, 1.5 days 天, ISO 29993:2017 Internal Auditor Training 內審員培訓

Add Internal Audit training module on the basis of above course.

在上列課程的基礎上增加內審培訓模塊。



Evaluation and Certificate 評估和證書

1. Evaluation based on Participation 參與表現評估

- A Certificate of Attendance by DQS will be issued to the registered participants who have participated in the whole training course and completed all assignments, but have not been successful in passing the exam.

全程出席並完成課程任務，但未能通過考試的學員可獲得DQS頒發的培訓出席證書。

2. General Evaluation 綜合評估

- A Certificate of Successful Completion by DQS will be awarded to registered participants who have participated in the whole training course, completed all assignments, and passed the exam.

全程出席和完成課程任務，並通過考試的註冊學員可獲得DQS頒發的培訓完成證書。



Contact Information 聯絡信息

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[Registration Form 報名表](#)