



Educational Organizations Management System



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**ISO
21001:2018
Syllabus**



AWARENESS ISO 21001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Awareness training is a one-day program covering the basic concept and principles of Educational Organizations Management System (EOMS) ISO 21001:2018. The training provides insight into the advantages of implementing EOMS.



EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Understand the benefit and importance of ISO 21001:2018 for organization.
2. Identify the key requirements and benefits of ISO 21001:2018.
3. Explain information security management definitions and concepts.



WHO SHOULD ATTEND:

- Professionals in educational organization
- Consultants



PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Certificate of Attendance

1 day

AWARENESS
ISO 21001:2018
TRAINING

Training Agenda

Topic

Day 1

Introduction to Educational Organizations
Management System (EOMS)
Principles and concept in ISO 21001:2018

ISO 21001:2018 focuses on the specific interaction between an educational organization, the learner, customers and other relevant interested parties.

CERTIFIED INTERNAL AUDITOR ISO 21001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Certified Internal Auditor training is a two-day program that covers Educational Organizations Management System (EOMS) policy, procedures, performance evaluation, management commitment, internal audit, management review, and continual improvement.



EXPECTATIONS AND GOALS

By attending the training, candidates are expected to be able to:

1. Explain the role of an auditor to plan, conduct, report and follow up an EOMS audit following ISO 21001:2018.
2. Have the skills and knowledge needed to conduct internal audits against the requirements of the ISO 21001:2018 and to report and follow-up the results.



WHO SHOULD ATTEND:

- Internal Auditors
- Professionals in educational organization
- Consultants



PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Examination
- Certificate Internal Auditor

PREREQUISITE:

A basic understanding of ISO 21001:2018 (has attended foundation level: Awareness Understanding training)

2 days

CERTIFIED INTERNAL AUDITOR
ISO 21001:2018
TRAINING

Training Agenda

Topic

Day 1

Overview about ISO 21001:2018

Audit planning & exercise

Check list & exercise

Auditing

Audit evidence exercise

Audit findings

Day 2

Audit reporting

Exercise – how to conduct a closing meeting

How to follow up an audit

Exercise – audit follow up

Wrapping up day 1-2

Examination

CERTIFIED LEAD AUDITOR ISO 21001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

ISO 21001 Lead Auditor training equips you with the necessary expertise to conduct an Educational Organizations Management System (EOMS) audit, help you acquire the knowledge and skills to plan and carry out internal and third-party audits.



EXPECTATIONS AND GOALS

1. Understand an auditor's role to plan, lead, and do a follow up on an EOMS audit
2. Carry out an EOMS audit in compliance with the guidelines provided in ISO 19011
3. Develop the necessary skills to perform an Educational Organizations Management System (EOMS)
4. Plan an audit, lead a team of auditors, and draft nonconformity reports
5. Learn how to interpret the requirements of ISO 21001 in the context of an EOMS audit



WHO SHOULD ATTEND:

- Auditors seeking to master the process of an EOMS audit
- Individuals responsible for maintaining conformity to ISO 21001 requirements
- Professionals in educational organization
- Consultants



PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Examination
- Certificate Lead Auditor

PREREQUISITE:

A fundamental understanding of ISO 21001 (Foundation Level) and comprehensive knowledge of audit principles (Professional Level: Certified Internal Auditor ISO 21001)

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