



# BSI Training Academy

Your complete guide to  
**BS 13500:2013 Effective  
Governance Systems** training

**bsi.**

...making excellence a habit.™



## BS 13500:2013 – How Effective Governance System can help your organization to better meet customer needs

In today's fast paced environment, customers are more demanding and competition more intense. Delivering effective governance is more crucial than ever for survival and achievement of long-term objectives. Having an internationally recognized Effective Governance Management System (EGMS) allows you to enhance organizational performance, fulfilment of interested parties requirements and gain a competitive edge.

Identify the structure and requirements of an effective EGMS and what this means for you. Gain a thorough understanding of the history and development of BS 13500:2013, key terms, definitions and the BS standardized structure. You'll learn to interpret and apply the key concepts and principles of the governance to existing structure within your organization.

Find out more about BS 13500 by visiting our website [bsigroup.ae/BS 13500](https://bsigroup.ae/BS_13500) or call us on **+971 4 336 4917**

# Why make BSI your first choice for BS 13500:2013 training



## Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.



## Our expertise

As the world's first National Standards Body and a founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from this experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learning experience. When it comes to standards even our competitors choose us.



## Our approach Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensure you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.



## Our solution

We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

## Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience,

they bring the subject matter to life with relevant and contemporary examples that means you can focus on learning.

### Public Training Courses are available



Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.

**Talk to one of our experts to find out more.**

### Training delivered at your site



This could be a convenient and cost effective option, especially if you have multiple delegates.

**Talk to one of our experts to find out more.**

# BSI Training Academy courses help you to understand and get the most out of BS 13500:2013

## BS 13500 Requirements – 1 day

Level **1 C**

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>Anyone involved in the planning, implementing, maintaining, supervising or auditing of an BS 13500:2013 EGMS.</li> </ul>	<ul style="list-style-type: none"> <li>Importance and benefits of an BS 13500:2013 EGMS</li> <li>Key requirements, terms and definitions of BS 13500:2013</li> </ul>	<ul style="list-style-type: none"> <li>Take steps to ensure that governance is at the heart of your organization</li> <li>Attract and retain customers by meeting their current and future needs better.</li> </ul>

## BS 13500 Implementation – 2 days

Level **1 C 2 C**

Who is this for	You'll	How this will help you
<ul style="list-style-type: none"> <li>Anyone involved in the planning, implementing, maintaining or supervising of an BS 13500:2013 EGMS.</li> </ul>	<ul style="list-style-type: none"> <li>A typical framework for implementing BS 13500:2013.</li> <li>Implementing key concepts and principles of BS 13500:2013</li> <li>Specific documented information requirements of BS 13500:2013</li> </ul>	<ul style="list-style-type: none"> <li>Identify key benefits to your organization from implementing an effective GMS</li> <li>Implement a system that enables better response to governance requirements and organizational changes</li> </ul>

## BS 13500 Internal Auditor – 2 days

Level **1 C 2 C 3 C**

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>Anyone involved in the auditing, maintaining or supervising of an BS 13500:2013 EGMS.</li> </ul>	<ul style="list-style-type: none"> <li>Preparing and distributing the audit report</li> <li>Initiating, preparing and conducting audit activities</li> </ul>	<ul style="list-style-type: none"> <li>Prepare, conduct and follow-up on BS 13500:2013 audit activities</li> <li>Identify and apply the benefits and requirements of an BS 13500 audit</li> <li>Gain the skills to assess an organization's capability to manage its EGMS</li> </ul>

## BS 13500 Lead Auditor – 5 days

Level **1 C 2 C 3 C 4**

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>Anyone with the need to audit an organization's BS 13500: 2013 EGMS.</li> </ul>	<ul style="list-style-type: none"> <li>Gain the skills to plan, conduct, report and follow up an audit in accordance with ISO 19011</li> <li>Explain the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011 (and ISO 17021 where appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>Identify the aims and benefits of BS 13500:2013 audit</li> <li>Interpret BS 13500:2013 requirements for audit application</li> <li>Grasp the application of risk, leadership and process management</li> </ul>



# BS 13500:2013 Effective Governance System

## Requirements training course

There is a growing amount of sector level requirements on governance, but relatively little in the way of guidance on the fundamentals of good governance. Therefore, the governing body, as part of its governance responsibilities, is increasingly required to oversee governance system (GS) to ensure the long term objectives of the organization are achieved.

This course will help you to obtain an understanding of the fundamental requirements for delivering effective governance system of organizational performance based on BS 13500:2013.

### Our course agenda

- Welcome and Introductions
- Overview of learning objectives and course structure
- Background and development of BS 13500
- Fundamentals of BS 13500
- Requirements of BS 13500
- Governance systems
- Governance Control
- Wrap up and final questions



Book today at  
[bsigroup.com/training](http://bsigroup.com/training)

### Make sure this is the right course for you

#### This course will help you:

- Get comprehensive understanding of governance concepts
- Assurance based on BS 13500 Governance standard to ensure that GS within organizations are structured.

#### What is the course like?

- 1 day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

#### How will I benefit?

- Understanding of governance structure and approach
- Take steps to ensure that governance is at the heart of your organization



# BS S 13500:2013 Effective Governance System

## Implementation training course

Good businesses understand quality; great businesses implement it. An ineffective EGMS can cost you time, money and customers. That's why it's important to get it right from the start. Implementing a framework based on BS 13500: 2013 helps your business consistently deliver objectives and drive continual improvement in your organization.

Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of BS 13500: 2013. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your EGMS and achieve continual improvement.

### Our course agenda

#### Day 1

- Welcome and introductions
- Overview of learning objectives and course structure
- Concepts of BS 13500
- Terms and Definitions
- Governance Models
- Principles/Pillars of Effective Governance
- Requirements of BS 13500
- Governance System
- Governance Direction
- Governance Control
- Wrap up and final questions
- End of day 1

#### Day 2

- Implementing Effective Governance System
- Establishing Accountabilities
- Implementing Principles
- Implementing Direction/policies
- Understanding Context
- Establishing Effective Governance Culture
- Establishing Effective Governance Competence
- Governance System
- Establishing Effective Governance Controls
- Monitoring Effective Governance Performance
- Final questions and end of day 2

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### Make sure this is the right course for you

#### This course will help you:

- Learn typical framework for implanting BS 13500
- Consider and implement key concepts and requirements of BS 13500
- Using gap analysis to conduct baseline review for your current system

#### What is the course like?

- 2 days course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

#### How will I benefit?

- Identify key benefits to your organization from implementing an effective GMS
- Develop a plan and determine the resources required for the implementation
- Apply good practice to the implementation using proven tools and techniques



# BS S 13500:2013 Effective Governance System

## Internal Auditor training course

Auditing is crucial to the success of any management system. As a result, it carries with it heavy responsibilities, tough challenges and complex problems. This innovative two-day course provides a solid foundation in all aspects of the audit process. Stage by stage delegates are taken through a structured program that includes a balance of theory and practice using a multi way approach by the combination of workshops and practical exercises enabling delegates to gain an understanding of the key activities for auditing.

### Our course agenda

#### Day 1

- Welcome and introductions
- Course aim, objectives and structure
- Module 1: Governance Management Systems BS 13500:
  - Components overview
  - Internal audit requirements
- Module 2: Guidelines for auditing management systems ISO 9001:
  - Terms and definitions
  - What is an audit?
  - Plan, Execute, report and other topics
- Module 3: Planning the audit:
  - Initiating the audit
  - Document review
  - Audit plan and other topics
- Module 4: Execute the audit
  - Opening meeting
  - Communications, attributes and question types
- End of day 1

#### Day 2

- Review of Day 1 quiz
- Module 4: Execute the audit (continued)
  - Nonconformities
  - Simulated internal audit
  - Documenting nonconformities
  - Preparing audit conclusions and closing meeting
- Module 5: Report and close-out an audit
  - Typical audit report contents
  - Audit close-out
- Reflection quiz
- Course overview and final questions
- End of course

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### Make sure this is the right course for you

#### This course will help you:

- Prepare, conduct and follow-up on BS 13500:2013 audit activities
- Identify and apply the benefits and requirements of an BS 13500:2013 audit
- Gain the skills to assess an organization's capability to manage its EGMS

#### What is the course like?

- 2 days course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

#### How will I benefit?

- Write factual audit reports and suggest corrective actions.
- Initiating, preparing and conducting audit activities
- Preparing and distributing the audit report



# BS S 13500:2013 Effective Governance System

## Lead Auditor training course

It is increasingly obvious that society's expectations of organizational behaviors and performance, and thus "governance", are rising. This rise in expectations is partly in response to a steady flow of major incidents and perceived abuses of authority.

This course will help you establish the basic checklists by which organizations can be assured that the elements of a good governance system are in place, implemented effectively and leading them to deliver suitable governance system of organizational performance based on BS 13500:2013.

### Our course agenda

#### Day 1

- Welcome and introductions
- Course aims and structure
- Knowledge**
- First, second and third party audits
- Audit process, objectives, scopes and criteria's
- Audit resources
- Roles and responsibilities and confidentiality
- Audit Methods
- Effective communication
- Audit findings, meetings
- Close

#### Day 2

- Review of day 1
- Knowledge continued**
- Purpose and business benefits of an GMS
- Terminology
- Plan-Do-Check-Act
- GMS Context
- Role of the auditor
- GMS Documentation
- Skills**
- Initiating the audit
- Document review
- Audit plan
- Work documents
- Opening meeting
- Observations
- Auditing 'Top Management'
- Close day 2

#### Day 3

- Specimen exam: Section 1 and 2 review
- Skills**
- Auditing 'Context'
- Auditing 'Actions to address risks and opportunities'
- Tutorial on body language
- Audit trails
- Auditing 'Objectives, resource and competence'
- Auditing 'Operations and monitoring'
- Close day 3

#### Day 4

- Specimen exam: Section 3 review
- Skills**
- Auditing 'Continual improvement'
- Nonconformities
- Closing meeting
- Audit report
- Audit follow up
- Specimen exam: section 4
- Close day 4



# BS S 13500:2013 Effective Governance System

## Lead Auditor training course

### Day 5

- Hand in homework – audit report
- The certification and accreditation process, the role of BSI GMS auditor certification requirements and code of conduct
- Final questions/final revision
- Evaluation
- Introduction readiness to the exam
- Exam
- End of course



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### Make sure this is the right course for you

#### This course will help you:

- Get comprehensive understanding of governance auditing skills and techniques.
- Take the knowledge and skills imparted during this exercise and use them to improve and protect your business.

#### What is the course like?

- 5 days course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

#### How will I benefit?

- Establish basic checklists by the organizations can be assured that the elements of a good governance system are in place
- Implement effectively and leading them to deliver suitable governance system of organizational performance based on BS 13500:2013

# Why BSI?

At BSI we create excellence by driving the success of our clients through standards. We enable others to perform better, manage risk and achieve sustainable growth. For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. We make excellence a habit.

## Our products and services

We provide a unique combination of complementary products and services, managed through our three business streams; Knowledge, Assurance and Compliance.

### Knowledge

BSI works with business experts, government bodies, trade associations and consumer groups to capture best practice and structure the knowledge all organizations need to succeed. The majority of the widely used and implemented international standards were originally shaped by BSI, for example ISO 9001 – Quality Management and ISO 14001 – Environmental Management.

### Assurance

Independent assessment of the conformity of a process or product to a particular standard ensures that our clients perform to a high level of excellence. We help our clients understand how they are performing, thereby identifying areas of improvement from within.

### Compliance

To experience real, long-term benefits, our clients need to ensure on-going compliance to a standard so that it becomes an embedded habit. We train our clients to understand standards and how to implement them, as well as provide services and differentiated management tools to facilitate the process of on-going compliance.



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