

## D171: Demo of ISO 21001:2018 Educational Organization Management System Documentation and Awareness Training kit **Price 720 USD**

Totally editable documentation package and awareness training package for quick process improvement to implement the Educational Organization management system in your organization

Completely editable documentation and training toolkit

(Manual, procedures, exhibits, SOPs, blank forms, audit checklists; ppt presentation and student manual, etc.)

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### Chapter-1.0 CONTENTS OF ISO 21001:2018 DOCUMENTATION AND AWARENESS TRAINING KIT FOR EDUCATIONAL ORGANIZATION (More than 60 files)

A. This editable documentation kit has 8 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	EOMS Manual	01 Files in MS Word
2.	Quality Procedures	08 Procedures in MS Word
3.	Blank Formats /Templates Name of departments	37 Blank Formats in MS Word / excel
4.	Exhibits	07 Exhibits in MS Word
5.	Standard Operating Procedures	08 Standard Operating Procedures in MS Word
6.	Job Description	01 File in word for 04 JD
7.	ISO 21001:2018 Audit checklists	More than 500 questions
8.	ISO 21001:2018 document compliance matrix	01 File in MS Excel

**Total 60 files in editable form; Quick Download by e-delivery**

### Part-2: ISO 21001:2018 Awareness training kit

#### Part – 2: Training: ISO 21001:2018 awareness training

A. PPT Presentation	No. of Slides
1. Overview of ISO 21001:2018	29 slides
2. ISO 21001:2018 Principles	17 slides
3. ISO 21001:2018 requirements	111 slides
4. ISO 21001:2018 documentation	16 slides
5. Step for ISO 21001:2018 certification	07 slides
<b>B. Literature</b>	
A literature to understand ISO 21001:2018 subject well in 05 chapters, 02 workshops and 01 case study	<b>Approx. 35 pages in MS Word</b>
<b>C. Work shops</b>	<b>20 questions to solve</b>
<b>D. Case study</b>	<b>1 case study with 5 questions</b>

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### **Part-1: Documented information package:**

Our documentation kit contains sample documents required for ISO 21001:2018 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the ISO 21001:2018, documented information (procedures, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

#### **1. EOMS Manual:**

It is a sample copy of educational organization management system manual having clause-wise details of how ISO 21001:2018 system is implemented. The educational organization management system manual is tier-1 of ISO 21001:2018 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO 21001:2018 for implementation, sample policy and organization chart.

#### **(A) Table of Contents**

Chapter No.	Title of Procedure	Nos. of Pages
—	<b>Cover page</b>	1
1.0	General information	2
1.1	Authorization	2
1.2	Amendment record	3
1.3	Distribution list	4
1.4	Abbreviations used	4
1.5	Educational Organization Policy and Objectives	5
1.6	Table of contents	6 – 7
1.7	Scope	8
2.0	Normative References	8
3.0	Terms and Definitions	8
4.0	Context of the organization	9
4.1	Understanding the organization and its context	9

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4.2	Understanding the needs and expectations of interested parties	10
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### 2. Procedures (08 procedures):

Sample copies of mandatory procedures as per ISO 21001:2018 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

#### List of Procedures

1. Procedure for evaluating, selecting, appointing faculty members, such as educators as well as enrolment of learners
2. Procedure for feedback collection, evaluation and improvements
3. Procedure for addressing complaints and appeal, suggestions and conflict of interest
4. Procedure for periodic design reviewing the curriculum and educational materials
5. Procuring externally provided services
6. Control of documents and records
7. Ensuring the implementation of EOMS–Internal Auditing
8. Procedure for ensuring the implementation of EOMS – Management Review

### 3. Blank sample formats for all the departments (37 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 37 blank formats are provided as per the list given below.

#### List of blank formats

- |   |  |
|---|--|
| 1. Personnel records of Faculty – internal and external | 20. Inspection Report  |
| 2. Evaluation of Faculty – internal and external        | 21. Approved External Providers List   |
| 3. Code of conduct for Faculty – internal               | 22. Faculty Registration Form  |
| 4. Code of conduct for Faculty – external               | 23. Indent – Purchase requisition  |
| 5. Training Calendar                                    | 24. External providers registration form   |
| 6. Training Report                                      | 25. External providers periodic evaluation report                                |
| 7. Induction Training Report                            | 26. Master list of internal and external documents                               |
| 8. Job Description                                      | 27. Master list of records   |
| 9. Competence Chart                                     | 28. Change Note  |
| 10. Skill Matrix  | 29. Internal audit schedule  |
| 11. Admission form – School                             | 30. Internal audit Non–Conformity Report   |
| 12. Admission form – College                            | 31. Consolidated statement of non–conformities raised in the internal audit      |
| 13. Learner’s Feedback Form                             | 32. Internal audit findings  |
| 14. Analysis of Feedback                                | 33. Meeting notice for management review   |
| 15. Performance evaluation of learner’s                 | 34. Attendance record of management review                                       |
| 16. Corrective Action Report                            | 35. Minutes of management review   |
| 17. Complaints and appeals report                       | 36. Reviewing the status of action taken as per the minutes of management review |
| 18. Curriculum review report                            | 37. Objective Monitoring Sheet   |
| 19. Purchase Order / Service Order                      |  |

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### **4. Exhibits (07 exhibits)**

Exhibits cover Needs and Expectations of Interested Parties, Risk Analysis Sheet, Document Identification and Codification System, Infrastructure details, Impartiality Policy, Conditions for admission for College, Conditions for admission for School etc. as per ISO 21001:2018 standard.

#### **List of Exhibits**

1. Needs and Expectations of Interested Parties
2. Risk Analysis Sheet
3. Document Identification and Codification System
4. Infrastructure details
5. Impartiality Policy
6. Conditions for admission for College
7. Conditions for admission for School

### **5. Standard Operating Procedures (08 procedures):**

Sample copies of standard operating procedures as per ISO 21001:2018 are provided. The list of standard operating procedures provided in the kit is given below.

#### **List of Standard Operating Procedures**

1. Standard Operating Procedure For Architecture Department
2. Standard Operating Procedure For Admission
3. Standard Operating Procedure For Examination
4. Standard operating procedure for Anti-ragging
5. Standard operating procedure for Sports facilities
6. Standard operating procedure for College facilities
7. Standard operating procedure for Examination hall
8. Standard operating procedure for Security policy

### **6. Job descriptions (04 job descriptions)**

There is ready to use job descriptions with authority and responsibility defined for various categories of persons.

### **7. ISO 21001:2018 Audit checklist (more than 500 questions)**

This covers audit questions based on the ISO 21001:2018 private security operation management system requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 500 questions are prepared on the basis of ISO 21001:2018.

### **8. ISO 21001:2018 Compliance Matrix**

This compliance matrix contains ISO 21001:2018 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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### **Part-2: Training: ISO 21001:2018 awareness training:**

#### **A. Presentation: -**

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise power point presentation in 5 modules as listed below.

#### **1. Overview of ISO 21001:2018**

It covers overview of educational organization management system, benefits and summary of overall system and process for ISO 21001:2018.

#### **2. ISO 21001:2018 Principles**

It covers principles of educational organization management system for ISO 21001:2018.

#### **3. ISO 21001:2018 educational organization management requirements**

It covers ISO 21001:2018 systems, requirements, to establish the educational organization management system, It gives explanation for many concepts and given in plain English.

#### **4. ISO 21001:2018 educational organization management documentation**

It covers educational organization management system documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

#### **5. Steps for ISO 21001:2018 certification**

It covers implementation methodology, steps for ISO 21001:2018 certification, the non-conformances, and process, what happens during a certification audit.

#### **B. The literature to understand ISO 21001:2018 subject well:-**

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

<b>Chapter No.</b>	<b>Name of chapter</b>
1.	Overview of ISO 21001:2018 educational organization management system
2.	ISO 21001:2018 principles
3.	ISO 21001:2018 requirements
4.	ISO 21001:2018 documentation
5.	Step for ISO 21001:2018 certification

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### **C. Total 02 workshops to understand ISO 21001:2018 requirements:-**

This topic covers 2 workshops and total 20 questions with details to find out the ISO 21001 applicable clause number to check effectiveness of training gained by students.

### **D. There is 01 case study to understand ISO 21001:2018 requirements:-**

This topic covers 1 case study with audit questions with details to find out the ISO 21001 applicable clause requirement to check effectiveness of training gained by students.

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### **Chapter-2.0 ABOUT COMPANY**

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

#### **Documentation Consultancy is committed for:**

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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### **Chapter-3.0 USER FUNCTION**

#### **3.1 Hardware and Software Requirements**

##### **A. Hardware**

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

##### **B. Software**

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

#### **3.2 Features of Documentation kit**

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO 21001:2018 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own ISO 21001:2018 documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

**For purchase, Click Here** →



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