

UEL QUALITY MANUAL

PART 13

ANNUAL AUDIT OF DELEGATED RESPONSIBILITIES AND POLICIES

1. Introduction

- 1.1. Each year, the Education and Experience Committee undertakes an audit process to evaluate the effectiveness and implementation of UEL's policies and operation of the quality assurance and enhancement procedures that have been delegated to Schools.
- 1.2. An audit team is appointed to conduct each of the audits, which will culminate in the submission of a report to the Education and Experience Committee, highlighting examples of good practice, areas where further development is required and making recommendations for improvements to procedures and policies.

2. Process

- 2.1. The Education and Experience Committee determines a specific UEL policy and/or a specific delegated quality assurance and enhancement responsibility for each audit each year. The Education and Experience Committee reserves the right to audit further areas of activity as it sees fit.
- 2.2. An audit team comprising members of staff from Schools/Services is appointed (exact constitution to be determined depending on the activity or policy to be audited). The Quality Manager (Review and Compliance) co-ordinates the process on behalf of the Education and Experience Committee.
- 2.3. Each auditor is asked to scrutinise a sample of activities related to the quality assurance and enhancement activity/UEL policy which is the subject of the audit. Quality Assurance and Enhancement provides advice and guidance for the auditors.
- 2.4. Each auditor is required to comment on:
 - 2.4.1. awareness, understanding and ownership of the UEL policy and the delegated quality assurance and enhancement procedure amongst School staff;

- 2.4.2. availability of evidence that the UEL policy and the delegated quality assurance and enhancement procedure is being implemented effectively;
- 2.4.3. examples of good practice in the operation and implementation of the UEL policy and the delegated quality assurance and enhancement procedure;
- 2.4.4. areas where improvements in the operation and implementation of the UEL policy and the delegated quality assurance and enhancement procedure could be made;
- 2.4.5. a declaration of confidence in the School's operation and implementation of the UEL policy and the delegated quality assurance and enhancement procedure.

3. Conclusions and Report to the Education and Experience Committee

- 3.1. The Quality Manager (Review and Compliance) convenes a meeting of the auditors to discuss the findings of the audit and to agree a final report for presentation to the Education and Experience Committee.
- 3.2. The report submitted to the Education and Experience Committee details the following:
 - 3.2.1. a brief statement on the audit teams' level of confidence in each School's operation and implementation of the UEL policy and the delegated quality assurance and enhancement procedure. Where an audit team lacks confidence in a School, the reason/s supporting this judgement will be clearly stated;
 - 3.2.2. examples of good practice to be disseminated across the institution;
 - 3.2.3. recommendations for improvements to delegated quality assurance and enhancement procedures and UEL policies as a result of the audit process;
 - 3.2.4. any recommendations for amendments to the process for future years.