

Audit and Verification Activity 2022/2023

Date	Subject	Type of Scrutiny	Mode	Contact	EV Contact	Actions Arising
September 2022	FES Audit				FES	<ol style="list-style-type: none"> 1 Use correct start and end date for spanning courses going forward; 2 Registry team to check the FES return on a regular basis to ensure credits are not being claimed for FWDF courses; 3 Management to consider ways to incorporate formal engagement monitoring procedures for all courses; 4 College to use SITS to calculate the required date when 25% of total days of the course have passed; 5 Create an established policy for infill students 6 Put in place appropriate guidance and training for staff enrolling students, aligned with SFC's credit guidance; 7 Use unique identifier for work-based provision courses; 8 Withdraw students from SITS in a timely manner.
January 2023	Compliance			Kevin Briggs	SDS	No specific recommendations, but it was noted that some processes could be updated.
20/02/2023	Risk Management	Internal Audit		Gemma MacGregor	BDO	
27/02/2023	Staff Recruitment	Internal Audit		Laura Burden	BDO	<ol style="list-style-type: none"> 1 Update recruitment and selection policy with specific requirements for the completion and retention of documents; 2 Document rationale for varying the composition of the recruitment panel from the policy specification; 3 Share revised policy with staff;

						<p>4 Publish equalities outcomes on the website and publish a progress report on a two-yearly basis, in line with Public Sector Equality Duty;</p> <p>5 Develop and publish guidance about the treatment and support of applicants with disabilities;</p> <p>6 Import staff recruitment budget into the finance system and monitor actual figures against budget;</p> <p>7 Improve the recruitment and selection policy by: - outlining the requirement to discuss scoring and decide on a preferred candidate post-interview; specify retention arrangements and location of storage of documents; require panel members to complete recruitment training;</p> <p>8 Update the process flowchart to reflect practice in reviewing and signing off the request to recruit form by Finance, the Principal and the Board, and HR where amendments have been made to the person spec or job description;</p> <p>9 Update recruitment training slides to include examples of unconscious bias.</p>
06/03/2023	Core Skills ICT (F3GC 10, F3GC 11, F3GC 12)	EV	Virtual	Andrew Anderson	Dawn.Stewart@sqa-ext.org.uk	Nil
13/03/2023	Healthcare – Non-Clinical/Clinical Awards (GL40 22, GL41 23, GL3X 22)	EV	Virtual	Susan Menary	Marion.Gates@sqa-ext.org.uk	Nil Good practice commended
20/03/2023	Student Recruitment	Internal Audit		Laura Burden	BDO	
03/04/2023	Health and Safety	Internal Audit		Gemma MacGregor	BDO	
17/04/2023	BCP	Internal Audit		Gemma MacGregor	BDO	
24/04/2023	SFW Hairdressing (C238 74, C252 75)	EV		Susan Menary	Thomas.Temperley@sqa-ext.org.uk	Nil Good practice commended

	J16R, J16S, J16T, J16V					
	NPA Criminology (GR4E 46)	EV		Susan Menary		
	NPA in Creative Industries (GF4M 44)	EV		Simon Clarke		
	NPA in Construction Craft and Technician (GP65 44)	EV		Anthony McLeod		
	Care	EV		Susan Menary	Maxine.McBrier@sqa-ext.org.uk	
17/05/2023	Social Services Child Care	EV		Susan Menary	Maxine.McBrier@sqa-ext.org.uk	
17/05/2023	Hospitality and Professional Cookery			Andrew Anderson		
	Creative Industries	EV		Simon Clarke		
03/05/2023	Fish Farming	EV	Virtual	Stuart Fitzsimmons	Donald.Paterson@sqa-ext.org.uk	
09/05/2023	SVQ Management (GM25 23, GM27 24, GM25 25)	EV	Virtual	Andrew Anderson	Dawn.Stewart@sqa-ext.org.uk	
10/05/2023/ 11/05/2023	MCA Mid-Term Audit		In Person	David Grant/ Anthony McLeod	MCA	
25/05/2023/ 26/05/2023	Contact Visit		In Person	Laura Burden	Education Scotland	
	Systems Verification				Education Scotland	
Before 26/05/2023	SFW Maritime Skills (C269 75)			David Grant/ Anthony McLeod		
02/06/2023	HNC Marine Engineering	EV		David Grant/ Anthony McLeod		
05/06/2023	General Financial Controls	Internal Audit			BDO	

15/06/2023	Carpentry and Joinery			Anthony McLeod		
26/06/2023	Core Skills ICT (F42D 04, F42E 04, F42F 04, F42G 04)	EV	Virtual	Andrew Anderson	Marion.McFadzean@sq-a-ext.org.uk	
	Art and Design	Internal Audit	In-person	Simon Clarke	Kevin Briggs	
	Skills for Work MP4A	Internal Audit	In-person	Anthony McLeod	Simon Clarke	
	Engineering	Internal Audit	In-person	Anthony McLeod	Simon Clarke	
	PDA Youth Work	Internal Audit	In-person	Susan Menary	Laura Burden	
	Skills for Work Drama	Internal Audit	In-person	Simon Clarke	Stuart Fitzsimmons	
	NC Hospitality	Internal Audit	In-person	Andrew Anderson	Susan Menary	
	Skills for Work Aquaculture	Internal Audit	In-person	Stuart Fitzsimmons	Anthony McLeod	
	Marine Short Courses	Internal Audit	In-person	Stuart Fitzsimmons	Andrew Anderson	