

Committee	Learning, Teaching, and Research		
Agenda Item Number	13		
Date paper prepared	31/05/2023	Date of committee meeting	07/06/2023
Subject	Update on external audits this year		
Author	Jane Lewis		
Action requested	For information and review		
Purpose of the paper	To update on audits completed so far this academic year		
Brief summary of the paper	<p>A summary is given of the variety of external audits carried out that are relevant to this committee. A table detailing the audits and outcomes for 2022/23 to end of May is provided.</p> <p>LTR are invited to note and comment on activity so far in 2022/23</p>		
Consultation	SMT, SMG, QIC, AB		

UHI | SHETLAND

Resource implications	None – routine activity
Risk implications	Poor audit will have an impact on reputation and possibly courses that can be run. (Risk 9 refers)
Link with strategy	Supports our tertiary education strategy
Equality, Diversity and Inclusion	None
Island Community Impact	None
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Choose an item. If closed/ withheld, select date this will become 'open': Enter a date.

Introduction

Throughout the academic year we are subject to a variety of external audits linked to our learning and teaching provision. A report of this activity is provided here for the information of the Learning, Teaching and Research sub-committee. This information is also included in a regular wider report on audits to our audit committee.

The external verification (EV) visits for specific courses undertaken by SQA are very detailed and for 10 of the 11 completed so far have been positive with no actions identified and a number having good practice commended. There are further EV 'visits' planned and in prospect. As has previously been reported we are due to have an SQA systems verification audit in the coming period.

Professional body accreditation involves different patterns of inspection/audit depending on the body involved. This year so far we have had two such reviews, both were positive.

The Further Education Statistics audit (FES audit) is an annual activity to review the accuracy of our record keeping. There were a number of findings this year which we plan to address as we develop our registry.

SDS regularly reviews our compliance with their procedures with regard to the Modern Apprenticeship contract. Minor findings from the most recent visit have been addressed.

Education Scotland is in touch with us throughout the year and there is an annual engagement. The visit this year was positive and feedback will be given to our next board meeting. They are focussed on our FE provision.

QAA (Quality Assurance Agency for higher education) is the authority reviewing HE provision – this is usually on a five year cycle and is carried for UHI – our involvement is guided by that programme of activity.

REF (Research Excellence Framework) reviews research activity across all universities on a 5-7 year cycle and is also a UHI exercise. We have just completed a REF cycle and the next one is likely to be in 2027 with requirements being consulted on in the coming few months.

LTR are invited to note and comment on activity so far in 2022/23

Audit and Verification Activity 2022/23

Date	Subject	Type of Scrutiny	Mode	Auditor	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.
5 October 2022	RYA inspection	Professional body audit	In person	RYA	Minor actions all complete
2 November 2022	AMERC (Association of Marine Electronic and Radio Colleges)	Professional body audit	In person	AMERC	Nil
January 2023	Compliance		Virtual	SDS	No specific recommendations, but it was noted that some processes could be updated.
06/03/2023	Core Skills ICT (F3GC 10, F3GC 11, F3GC 12)	EV	Virtual	SQA	Nil
13/03/2023	Healthcare – Non-Clinical/Clinical	EV	Virtual	SQA	Nil

	Awards (GL40 22, GL41 23, GL3X 22)				Good practice commended
20/03/2023	Student Recruitment	Internal Audit	Virtual	BDO	Await report
24/04/2023	SFW Hairdressing (C238 74, C252 75) J16R, J16S, J16T, J16V	EV	In person	SQA	Good practice identified
24/04/2023	NPA Criminology (GR4E 46)	EV	Virtual		<ol style="list-style-type: none"> 1. Ensure the most up to date unit specifications are in use; 2. Consider using prior-verified resources when checking assessments; 3. Provide EV with prior-verified assessments for J46W 46, J46X 46; 4. Remove marking criteria not in line with SQA standards; 5. Ensure assessment and marking guides for J46Y 46 meet SQA requirements; 6. Ensure all assessments meet unit specifications for NPA Criminology Level 5 and Level 6 <p>Submitted additional evidence</p>
09/05/2023	Construction Carpentry and Joinery (GM7T23)	EV	Virtual	SQA	Good practice identified
03/05/2023	Fish Farming	EV	Virtual	SQA	Good practice identified.
09/05/2023	SVQ Management (GM25 23, GM27 24, GM25 25)	EV	Virtual	SQA	Nil

15/05/2023	Childcare (GH5V22, GH5W23)	EV	Virtual	SQA	Good practice identified
15/05/2023	Care (GH5Y22, GH6023)	EV	Virtual	SQA	Nil
11/05/2023	Human Biology	EV	Virtual	SQA	Accepted
18/05/2023	Engineering SVQs	EV	Virtual	EAL	Report awaited
22/05/2023	SQA Procedures - Exams		In person	SQA	Report awaited
25/05/2023/ 26/05/2023	Contact Visit		In Person	Education Scotland	Key Themes: <ul style="list-style-type: none"> • Learner progress and outcomes; • Curriculum, learning, teaching and assessment; • Evaluation to facilitate improvement; • Learner engagement. To be reported to next Board meeting
05/06/2023	Research Audit	Internal Audit	Virtual	BDO	Evidence being gathered