

## Auditing collaborative provision

Where QAA considers that it is not practicable to consider collaborative provision as part of the Institutional audit, it will be audited through either a **hybrid** Institutional audit (hybrid model) or a **separate** audit of collaborative provision (separate model).

Further details about each model can be found in the Handbook for Institutional audit: England and Northern Ireland 2009 paragraph 85ff and in two briefing notes for institutions – all can be found at: <http://www.qaa.ac.uk/reviews/institutionalAudit/collaborative/default.asp>

### Summary table of the key features of the hybrid and separate models for considering collaborative provision

Aspect	Hybrid model	Separate model
Size of team	5 or 6 auditors  (depending if a student auditor is on the team)  Audit secretary	4 or 5 auditors  (depending if a student auditor is on the team)  Audit secretary
Number of partner link visits	Up to 3	Up to 6
Factors to consider when selecting the number of link visits	<ul style="list-style-type: none"> <li>• the overall size of the awarding institution's portfolio of collaborative provision and its variety</li> <li>• the range of formal arrangements within that portfolio</li> <li>• the location of the partner links (overseas or UK)</li> <li>• previous and future review activity with QAA</li> </ul>	
Factors to consider when selecting the partners to be visited	<ul style="list-style-type: none"> <li>• achieving a spread across the awarding institution</li> <li>• covering the range of types of partnership arrangements</li> <li>• covering mature and more recently established provision</li> <li>• covering both undergraduate and postgraduate provision</li> <li>• achieving a balance between large and small provision</li> <li>• achieving a geographic spread</li> <li>• choosing areas where recent internal review documentation is likely to be available</li> <li>• choosing areas which appear to offer interesting or innovative features</li> <li>• avoiding areas reviewed separately under contract from another body (for example, the Training and Development Agency for Schools/Ofsted)</li> <li>• avoiding areas which have recently been the subject of QAA review or audit</li> </ul>	
Partner link visits to FECs	Not normally – but the management of these arrangements can be explored through meetings and documentation	
Length of partner link visit	One day	

How many team members go to the partner links	2 auditors + the audit secretary	
Communication with the partner in arranging the link visits	Through the awarding institution.	
Audit trails	Yes	No
Desk based studies	No – but document trails can be requested	
When is the briefing paper and SWS submitted to QAA	Minus 18 weeks before the audit – although this can be shortened if the institution wishes but NO other dates will change	
Documentation required from the partner link prior to the visit	<p>QAA will not request bespoke briefing papers from the awarding institution to support the visits to partner links. It will, however, be helpful for the audit team to receive, for each partner link to be visited:</p> <ul style="list-style-type: none"> <li>• the most recently concluded formal agreement between the awarding institution and the partner at the institutional and programme level</li> <li>• the report of the process through which the awarding institution assured itself that the partner was an appropriate organisation to deliver its awards, or of the most recent renewal of that approval</li> </ul> <p>and for a sample of programmes from within the link, identified by the team:</p> <ul style="list-style-type: none"> <li>• the most recent annual and periodic review reports held by the awarding institution, together with the report of the most recent programme or provision approval</li> <li>• the two most recent reports from external examiners with responsibilities for the relevant programmes or provision included in the sample, together with the information which allowed the awarding institution to be satisfied that the points made by the external examiners have been addressed.</li> </ul>	
When is the report published	+20 weeks after the end of the audit	+22 weeks after the end of the audit