

12. Centre Auditing Policy

The regulators require all awarding organisations to monitor centres delivering their qualifications in order to ensure that the systems, policies and procedures centres have in place meet the awarding organisation's requirements for continuing compliance.

Centre Auditing is the process of evaluating a centre's systems and procedures to ensure they are robust and effective and meet ASDAN's requirements for the delivery of qualifications.

All centres are required to meet ASDAN's Centre Approval criteria by providing key policies and procedures for checking. These should ensure that the centre delivers ASDAN qualifications in an effective manner and with integrity.

Centres are identified for audit through a risk-based process. We aim to ensure an audit visit is a supportive process and we will provide feedback to this end, in order to provide centres with the information they need to allow all candidates the greatest chance of success. The visit will focus solely on the quality assurance systems and procedures used in the delivery and assessment of the qualification outlined above; however, the focus of the visit may vary, depending on the circumstances. Although candidate portfolios may be looked at, no moderation of the work will be carried out.

The Centre Audit Visit

When selected for audit, centres will be contacted by an ASDAN Representative and sent detailed information about the audit process. Centres will be provided, in advance, with an outline of the process and a copy of the Centre Audit Report with examples of the kind of evidence the auditor will wish to see. At the visit the auditor will meet with the centre's quality representative in order to briefly explain the process and answer any initial questions.

The auditor will complete the Centre Audit Report in draft at the centre and give brief verbal feedback on the findings and any recommendations/requirements.

An official written report will be sent to the centre within 10 working days. This may include an action plan and follow-up for any additional evidence that the auditor needs to see.

Centres that fail to respond to requests for an audit visit, or to address resulting action points within a specified timescale, may be subject to sanctions. These may include, where we are not able to confirm that a centre is fully meeting ASDAN's requirements, removal of the centre's approval status.