

Sample Agenda for an Administrative Audit

Open University Validation Partnerships Administrative Audit Agenda

[Organisation]
[Day Month Year]

All timings are indicative

Auditors

1. Lead Auditor (OUVP)
2. Second Auditor (OUVP)

09.00	Arrival of auditors at Institution
09:00 - 09.15	Private panel meeting
09.15 - 11.15	<p>Short discussion with OU auditors on the role and purpose of the audit and meeting with senior managers/administrators to discuss any identified policies/procedures requiring additional information.</p> <p>Areas of questioning are likely to include:</p> <ul style="list-style-type: none"> • Finances • Business Continuity & Risk Management • Organisational Staffing Structures for all support services • Quality • Admissions • RPL • Student Handbook • Exams/Assessment
11.15 - 11.30	Tea/Coffee Break
11.30 - 13.00	<p>Continuation of discussions on the following areas:</p> <ul style="list-style-type: none"> • Complaints & Appeals • Safeguarding & Prevent Duty • Data Protection, Data Retention and Freedom of Information • IT Support, back up and disaster recovery • Health & Safety • Equality & Diversity • Website & Publicity • Diploma Supplement/transcripts
13.00 - 14.00	Lunch (lunch and refreshments to be provided)
14.00 - 14.30	Demonstration of the Student Record System (with specific records being viewed for current partners)
14.30 - 15.00	Demonstration of the Website and VLE

15.00 - 15.45	Tour of the institution and secure exams storage facilities
15.45 - 16.45	Private Panel Meeting
16.45 - 17.00	Report back to institutional staff on conclusions and recommendations
17.00	Auditors leave the institution

** Please note, this is a sample agenda. The order and length of each meeting will be agreed between the institution and OUVP.*

*** If there are additional campuses this will require additional time/days in the schedule to visit and approve*