**Annex A: Requirements for Taught Courses of Study**

**Appendix C: Quality Assurance and Compliance Office Audit**

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# Overview of this Document

This document of the Code of Practice sets out the processes for an internal audit on course and module approval to be carried out by the Quality Assurance and Compliance Office.

# Consulting Other Documents

This document must be followed in conjunction with:

* [Annex A Appendix A: Requirements for Modules](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a-appendix-a-requirements-for-modules.docx)
* [Annex A Appendix B: Publication of Course and Module Specifications](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-a-appendix-b-publication-of-specifications.docx)
* [Annex B: Approval of Taught Courses, Suspensions and Withdrawals](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-b-approval-of-taught-courses.docx)
* [Annex C: Approval of Modules, Suspensions and Withdrawals](https://www.kent.ac.uk/education/documents/code-of-practice-taught/code-of-practice-taught-annex-c-approval-of-modules.docx)
* [Assessment Regulations Framework](https://webtools.kent.ac.uk/site-editor/draft/www.kent.ac.uk/education/regulatory-framework/assessment-regulations-framework)
* [Principles of Compliance with Consumer Protection Laws](https://www.kent.ac.uk/education/documents/cma/principles-of-compliance-with-consumer-rights-protection-laws.docx)
* [Policy on Communication with Applicants and Students](https://www.kent.ac.uk/education/documents/cma/policy-on-communication-with-applicants-and-students.docx)

# Glossary

BCC – Business Case Committee

CASC – Course Approval Sub-Committee

CMA – Competition and Markets Authority

EASC – Education and Academic Standards Committee

QACO – Quality Assurance and Compliance Office

### Scope of QACO Audit

* 1. The Quality Assurance and Compliance Office (QACO) will carry out sample audits of the processes set out in the Annexes B and C to ensure compliance.
	2. The Course Approval Sub-Committee (CASC), on behalf of the Education and Academic Standards Committee (EASC), may request that QACO carries out an audit of a particular Division if they have reasons for concern.

### QACO Audit Remit

* 1. Such audits will include reviewing module and/or course specifications on the Course and Module Approval System and adherence to processes regarding material information set out in the Principles of Compliance with Consumer Protection Laws and Policy on Communication with Applicants and Students.
	2. Adherence to other relevant Regulatory Framework documents may also be considered.

### Reporting the Findings of the Audit

Findings of QACO audits will be presented to CASC and subsequently to EASC for consideration. QACO’s report may also include recommendations for training (Division) and/or any amendments or clarifications to the processes set out in the Codes of Practice for Taught Courses of Study.

### Consideration of the Audit Findings

* 1. CASC and EASC will consider the audit reports and QACO’s recommendations, where applicable.
	2. CASC may provide additional commentary to be considered by EASC which subsequently may instruct the Division(s) in question to undertake further training and/or revise their internal processes to ensure compliance (the list of recommendations is not exhaustive).