

## Audit Process – Sheffield Hallam University

### Notes

- **Audits are completed every 2 years** unless a concern has been raised e.g. by a student or placement provider or during inspection by an external body (e.g. CQC, HCPC, OFSTED, NMC, SWE) or following a complaint/poor evaluation by a student/supervisor.
- **All audits must be completed in partnership** between the university and the placement provider. Audits may be completed remotely. The university academic link and placement manager/designated person should conduct the Education Audit together but may also include students and service users/carers.
- **Private, Independent and Voluntary Organisations (PIVO) – university academic link checks that a Service Level Agreement (SLA)** covering student placement(s) with the provider is in place and in date. Director of Placement Learning secures SLAs where required.

### Process

1. Professional Placement Team OR online PARE issues reminder that Education Audit of placement is due to meet HCPC/NMC/SWE requirements and/or Action Plans are due to be reviewed.  
**OR New Placements** with SLA completed by Director of Placement Learning
2. University academic link contacts Placement Provider to arrange date for Education Audit.
3. University academic link and Placement Provider gather evidence for the Education Audit i.e. student and placement supervisor/practice educator evaluations, action plans and outcomes, audit and inspections by internal and external bodies including CQC, HCPC/NMC/SWE, QAA, OFSTED.
4. University and Provider auditors agree maximum number of students to be on the placement at any time (capacity) and document on audit and in PAF

#### Placements in Yorkshire and the Humber region and any other providers using PARE

- A. Education Audit of placements in Yorkshire and the Humber region are completed using the online PARE platform.
- B. Education Audit pages are completed on PARE and outcome (status and approval options) selected on PARE. This publishes, date-stamps and archives the Education Audit.
- C. Profile of information for students is completed and maintained by the placement provider on PARE.

#### Placements outside Yorkshire and the Humber region/not using PARE and Social Work Education Audits (PLPAA)

- A. Education Audit/PLPAA completed by university academic link and placement manager/designated person using university SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document.
5. Action Plans arising from the Education Audit are agreed between the auditors (university academic link and placement manager/designated person) and recorded on PARE and Placement Availability Form (PAF)/ SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document.

6. PAF (PARE-based Education Audits) or SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document is emailed to [HWLSPlacementsAdmin@shu.ac.uk](mailto:HWLSPlacementsAdmin@shu.ac.uk)

### Follow up

1. Action Plans agreed during the Education Audit process are monitored via the PARE online website (health student placements in Yorkshire and the Humber) or via the SHU placement management system (placements outside Yorkshire and the Humber and social work and social care student placements).
2. Completed Action Plans are recorded on PARE and PAF/ SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document; update is emailed to [HWLSPlacementsAdmin@shu.ac.uk](mailto:HWLSPlacementsAdmin@shu.ac.uk)
3. Action Plans created in response to issues or concerns raised through student or practice educator/supervisor evaluations or reviews by internal or external bodies are agreed by the university academic link and placement manager/designated person and recorded on PARE and PAF/ SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document; update is emailed to [HWLSPlacementsAdmin@shu.ac.uk](mailto:HWLSPlacementsAdmin@shu.ac.uk). Action plans are monitored via the PARE online website (health student placements in Yorkshire and the Humber) or via the SHU placement management system (placements outside Yorkshire and the Humber and social work and social care student placements).
4. Completed Action Plans are recorded on PARE and PAF/ SHU Education Audit/OT 3<sup>rd</sup> Sector/CYPF WBL Audit/PLPAA (Social Work)/Art Therapy audit document; update is emailed [HWLSPlacementsAdmin@shu.ac.uk](mailto:HWLSPlacementsAdmin@shu.ac.uk)

### Other policies that may be relevant

- [Escalation of Concerns arising from an Education Audit.](#)
- [Process for Checking an Education Audit conducted by another HEI.](#)