

Work Based Learning Audit Process – Sheffield Hallam University

Notes

- **Audits are completed every two years** unless a concern has been raised during inspection by an external body (e.g., CQC, HCPC, NMC, OFSTED, 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 SHU and LL/LT 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) – SHU auditor 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 issues reminder that Education Audit of placement is due to meet HWLS requirements and/or Action Plans are due to be reviewed.
OR New Placements with SLA completed by Director of Placement Learning
2. Work Based Learning (WBL) Tutor contacts Placement Provider to arrange date for Education Audit.
3. WBL Tutor and Placement Provider gather evidence for the Education Audit i.e., student and WBL supervisor evaluations, action plans and outcomes, audit and inspections by bodies including OFSTED, CQC, HCPC/NMC/SWE.
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**
5. Education Audit is completed using WBL Education Audit document.
6. Action Plans arising from the education audit are agreed between the auditors (WBL Tutor and placement manager/designated person) and recorded on Placement Availability Form (PAF)/WBL Education Audit document.
7. WBL Education Audit document is emailed to HWLSPlacementsAdmin@shu.ac.uk

Follow up.

1. Action Plans agreed during the WBL Education Audit process are monitored via SHU placement management system (PEMS).
2. Completed Action Plans are recorded on WBL Education Audit document; update is emailed to hwbl-HWLSPlacementsAdmin@shu.ac.uk
3. Action Plans created in response to issues or concerns raised through student or WBL supervisor evaluations or reviews by internal or external bodies are agreed by the WBL Tutor and placement manager/designated person and recorded on WBL Education Audit document; update is emailed to HWLSPlacementsAdmin@shu.ac.uk. Action plans are monitored via the SHU placement management system (PEMS).
4. Completed Action Plans are recorded on WBL Education Audit document; update is emailed to hwbl-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.](#)