

FAQ Sheet: Differences between PQAPA –CQAAP

Audit: Stages	Program Quality Assurance Process Audit (PQAPA)	College Quality Assurance Audit Process (CQAAP)
<p>Notification</p> <ul style="list-style-type: none"> Based on the colleges previous site visit dates, at the beginning of the audit cycle year the Ontario College Quality Assurance Services (OCQAS) communicates with the colleges scheduled to be audited in the current calendar year; outlining, in general terms, the information and documentation they are required to submit in advance of the audit. 	✓	✓
<p>Completing the Self-Study Package/Informal Review</p> <ul style="list-style-type: none"> The OCQAS staff will assist in preparing the college by reviewing <i>Self-Study packages</i>. 	X	✓
<p>Submission of College Program List/Program Selection Requirements</p> <ul style="list-style-type: none"> College submits a list of active programs and OCQAS staff randomly select two. College chooses four programs to use as samples and evidence across the self-study. 	X X	✓ ✓
<p>Submission of Self-Study Package</p> <ul style="list-style-type: none"> The Self-Study package must contain the following completed documents: <ul style="list-style-type: none"> <i>Self-Study Report</i> <i>Evidence Mapping Template</i> <i>A current organizational chart for the college, including names and responsibilities of the senior college employees</i> <i>Current State of Quality Assurance Activities Report.</i> 	✓ ✓ ✓ X	✓ ✓ ✓ ✓
<p>Auditor Training</p> <ul style="list-style-type: none"> The OCQAS will train a group of potential auditors. Based on the results, a final selection of three (3) auditors will be made by the OCQAS and submitted to the college as the final audit panel members. 	X	✓
<p>Confirmation of Site Visit Dates and Audit Panel Members</p> <ul style="list-style-type: none"> An official electronic confirmation of the site visit dates and audit panel members is sent by OCQAS to the designated college representative. 	X	✓
<p>Review of the Self-Study Documents and Follow-Up Questions</p> <ul style="list-style-type: none"> The college’s self-study report along with all other documentation received is further analyzed and reviewed for completeness by the members of the audit panel. The audit panel chair forwards any request for additional documentation/evidence and questions related to the college’s 	✓	✓

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self-study that requires further clarification and investigation to the designated college representative.		
Preparation for the Site Visit <ul style="list-style-type: none"> The college develops a draft agenda for the site visit and submits a copy to the audit panel chair for review and consideration. The panel chair forwards any comments or proposed modifications regarding the agenda in order to be finalized. 	✓	✓
Site Visit <ul style="list-style-type: none"> The audit panel members conduct interviews with various representative groups during a two (2) day site visit at the college's main campus location. 	✓	✓
Preparation and Submission of the Preliminary Audit Report <ul style="list-style-type: none"> Following the audit, the audit panel drafts a preliminary version of the audit report. 	✓	✓
Evaluation Framework <ul style="list-style-type: none"> Colleges are given a Maturity Level Decision 	5 Levels	3 Levels
Review of the Preliminary Audit Report <ul style="list-style-type: none"> The OCQAS forwards the preliminary version of the audit report to the designated college representative, and invites the latter to comment. 	✓	✓
Submission of the Final Audit Report <ul style="list-style-type: none"> Once all feedback from the college and the audit panel members has been incorporated and the report is final, the OCQAS will submit this final report to the OCQAS Management Board for review and approval. 	✓	✓
Formal Board Approval <ul style="list-style-type: none"> The OCQAS Management Board will determine the college's official audit decision. The college's official audit decision will be rendered to the college President by the OCQAS Executive Director. 	✓	✓
Release of the Final Report and Publication of the Audit Decisions and Stipulations <ul style="list-style-type: none"> The OCQAS will publish on its website the executive summary. 	✓	✓
Follow-up Reporting <ul style="list-style-type: none"> The <i>Follow-up Report</i> must be submitted within 18 months of receiving notice. 	✓	✓

Audit: Evaluation Framework	Program Quality Assurance Process Audit (PQAPA)	College Quality Assurance Audit Process (CQAAP)
<ul style="list-style-type: none"> • Number of Standards 	6	6
<ul style="list-style-type: none"> ○ Decisions at the Standard Level (Met, Partially Met, Not Met) 	✓	✓
<ul style="list-style-type: none"> • Number of Requirements 	39	32
<ul style="list-style-type: none"> ○ Decisions at the Requirement Level (Met, Partially Met, Not Met) 	✓	✓