



Ontario College Quality Assurance Service  
Service de l'assurance de la qualité des  
collèges de l'Ontario

QUALITY ASSURANCE AUDIT POLICY	
Policy No.	OCQAS 18
Approving Jurisdiction:	<i>OCQAS Management Board</i>
Effective:	11-2024
Reviewed:	11-2025

This policy establishes the principles that govern the OCQAS quality assurance audit.

## CONTEXT AND PURPOSE

To provide for consistent, fair, and efficient audits of the Ontario Colleges of Applied Arts and Technology's (CAATs) compliance with the quality assurance standards and requirements through the clear expression of responsibilities for OCQAS, the colleges, and individuals involved.

## SCOPE

This policy applies to OCQAS, its employees and contractors, as well as to the CAAT in their activities related to the OCQAS quality assurance standards and requirements.

## STATEMENT OF POLICY PRINCIPLES

1. The quality assurance audit has been developed to evaluate the effectiveness of quality assurance systems within CAAT institutions based on the Guiding Principles that were developed and approved by the Committee of Presidents (COP) and the OCQAS Management Board (the Board) in 2003.
2. The audit processes must be transparent and fair.
3. OCQAS is the steward of the quality assurance standards and requirements and hence, responsible for establishing and communicating the requirements and processes for these audits.
4. Audits for each Ontario College of Applied Arts and Technology take place according to the established audit cycle schedule.
5. The primary source of information used to determine compliance with standards and requirements is the audit package, and the audit visit serves to validate and expand on the information provided.
6. OCQAS manages the process for each college's audit.
7. OCQAS appoints and trains the audit panel for each audit. The audit panel members must be external to the audited college and have no perceived conflict of interest.
8. Audit panel members are provided with payment for their work which reflects a commitment to attracting and maintaining high calibre auditors, and supports the expectation of accountability from the auditors regarding the professional and expedient performance of their responsibilities.

9. The Board provides final approval for audit reports and follow-up reports.
10. Audit reports belong to OCQAS, not to the audit panel or the college.
11. OCQAS collates and publishes Ontario colleges quality assurance good practices identified in the audits.

## **DEFINITIONS**

**Audit Cycle:** The schedule that identifies which year each college will have its audit within the timetable that includes audits for all colleges.

**Audit Package:** The combination of the college's quality assurance self-study or quality assurance book which describes the college's quality assurance system along with the documents and other evidence that demonstrate the college's effective implementation of the quality assurance system.

**Audit Panel:** The team of individuals external to the college selected by OCQAS to carry out a college's quality assurance audit.

**Audit Report:** A summary document created by the audit panel that outlines their findings based on the established standards and requirements. It includes assessments of the college's compliance with quality assurance standards and requirements, the audit decision, recommendations for compliance, and affirmations of the college's planned future quality assurance initiatives.

**Colleges of Applied Arts and Technology (CAATs):** Colleges that were designated under the Ontario Colleges of Applied Arts and Technology Act, 2002.

**Follow-Up Report:** A document prepared by the college that follows up on the college's audit report and states the progress made on recommendations and affirmations.

## **RELATED PROCEDURES AND DOCUMENTS**

CQAAP Guidelines and Framework  
Evolution of OCQAS Standards and Requirements  
Management Board Review of CQAAP Reports  
Payment for Audit Panel Members Procedure  
Quality Assurance Audit Procedure

## **RELATED POLICIES**

Appeals Policy  
Audit Evaluation Framework Policy  
Quality Assurance Standards and Requirements Policy