



Ontario College Quality Assurance Service

Service de l'assurance de la qualité des
collèges de l'Ontario

Auditor Information Session

September 2025

Purpose

Provide all the necessary information to our candidates prior to committing to becoming an auditor.

Such as...

- Selection Process
- Expected scope of work (time commitments required)
- Roles and Responsibilities
- Professional Conduct
- Communication
- Evaluation of CQAAP

Selection Process

- Conflict of Interest
- Select three
 - Names and bios of all candidates will be sent to the college
 - College will shortlist six to ten candidates
 - You might be shortlisted for the three audits you selected.

Worth knowing...

- Limited Participation
 - 1 audit per year.
- Number of Audits in 2025/2026
 - Four (4)



Expected Scope of Work

Compulsory Self-Study Training

- ~ 20 hours: 3 hrs. (session)/ 8-16 hrs. (preliminary review and assessment).

Audit

- Overall timeline: 6 months.
 - Before the audit visit (4-6 hrs.)
 - Audit Visit (2.5 days ~20 hrs.)
 - Preparing Final Audit Report (4-6 hrs.)
- Audit Panel Chair (+ 10 hrs.)

Stages of the Audit Process



CQAAP- Process and Timelines 2025/2026

Submission of the Self-Study Documents	AUDIT						College
	Auditor Training Self-Study assessment	Review of Self-Study Documents and Follow-up	Site Visit	Preparation and Submission of the Preliminary Audit Report	Review of the Preliminary Audit Report	Submission of the Final Audit Report	
17 FEB/FÉV 2026	3 MAR, 2026	30 MAR 2026	27 APR/AVR-1 MAY/MAI 2026	8 JUN/JUIN 2026	6 JUL 2026	27 JUL 2026	Algonquin College
2 MAR 2026	17 MAR 2026	13 APR/AVR 2026	11-15 MAY/MAI 2026	22 JUN/JUIN 2026	20 JUL 2026	10 AUG/AOÛ 2026	Confederation College
16 MAR 2026	31 MAR 2026	27 APR/AVR 2026	25-29 MAY/MAI 2026	6 JUL 2026	3 AUG/AOÛ 2026	24 AUG/AOÛ 2026	George Brown College
30 MAR 2026	14 APR/AVR 2026	11 MAY/MAI 2026	8-12 JUN/JUIN 2026	20 JUL 2026	17 AUG/AOÛ 2026	7 SEP 2026	St. Clair College



Expected Scope of Work

Worth knowing

- Compensation per Audit
 - Chair- \$ 3 000; Member- \$2 000.
- Audit Panel composition
 - One chair and two members.
- Panel Chairs
 - Must be external to the CAAT system (has been out of the CAAT system for 5 years and/or resides outside of the province).
 - Has demonstrated audit experience.



Compulsory Training

Worth knowing

- Compensation \$500.00
- No travelling required (virtual)
- Assessment of a specific college's Audit Package.
 - Time Commitment Required:
 - 8-16 hrs. review and 3 hrs. training session
 - You may not be selected



Professional Conduct

Integrity:

- Perform work with honesty, diligence, and responsibility.
- Be sensitive to any influences that may be exerted on your judgment while carrying out and audit.



Professional Conduct

Fair Presentation

- Report truthfully and accurately.



Professional Conduct

Due Professional Care

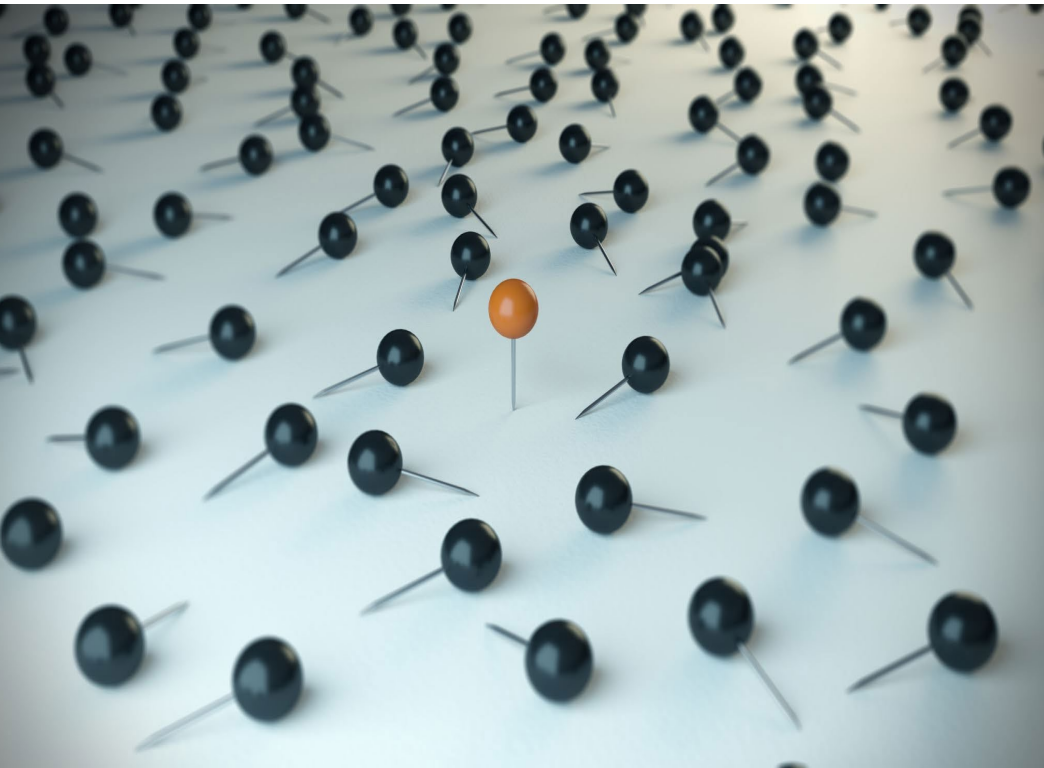
- Exercise due care in accordance with the importance of the tasks performed and the confidence placed on the role.
- Continually improve proficiency.



Professional Conduct

Confidentiality

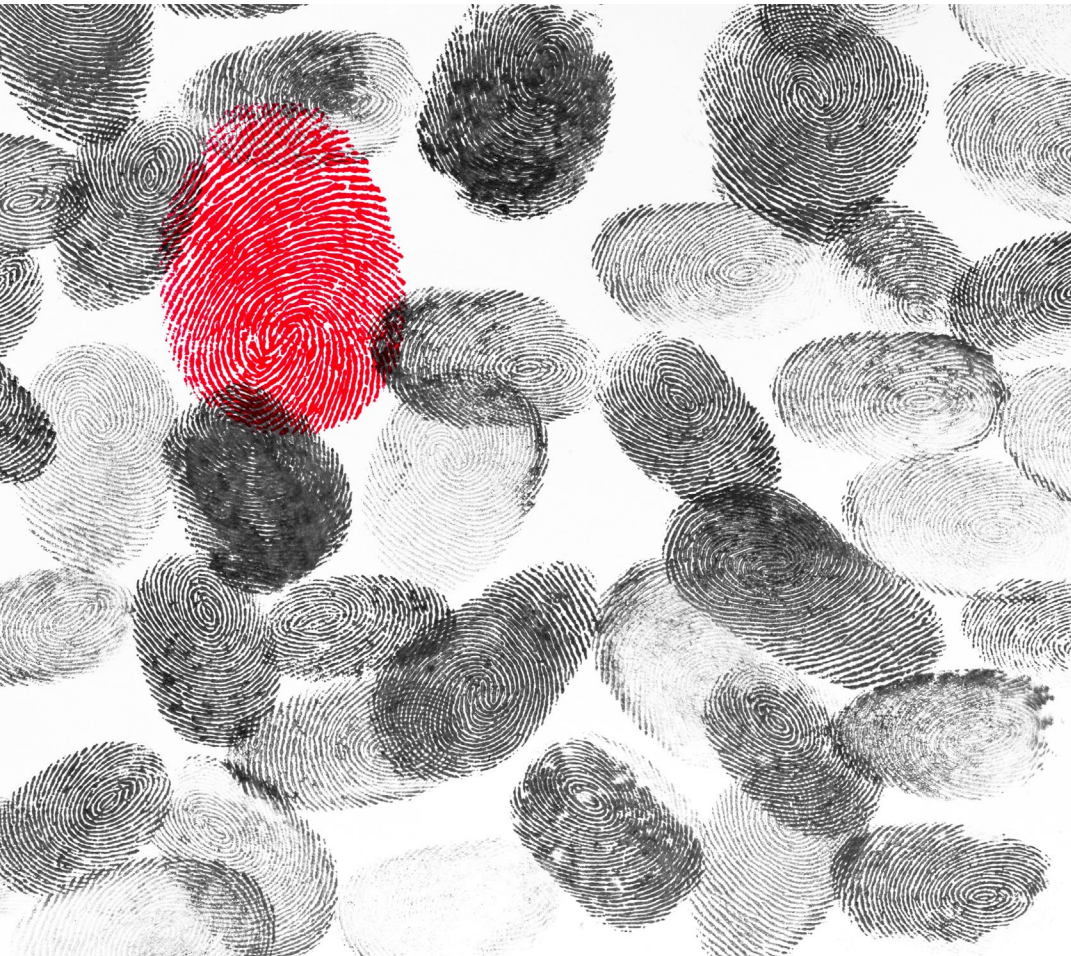
- Exercise discretion in the use and protection of information acquired in the course of the duties as an auditor.



Professional Conduct

Independence

- Act in a manner that is free from bias and conflict of interest.
- Accept and understand the different ways colleges' work.



Professional Conduct

Evidence -based

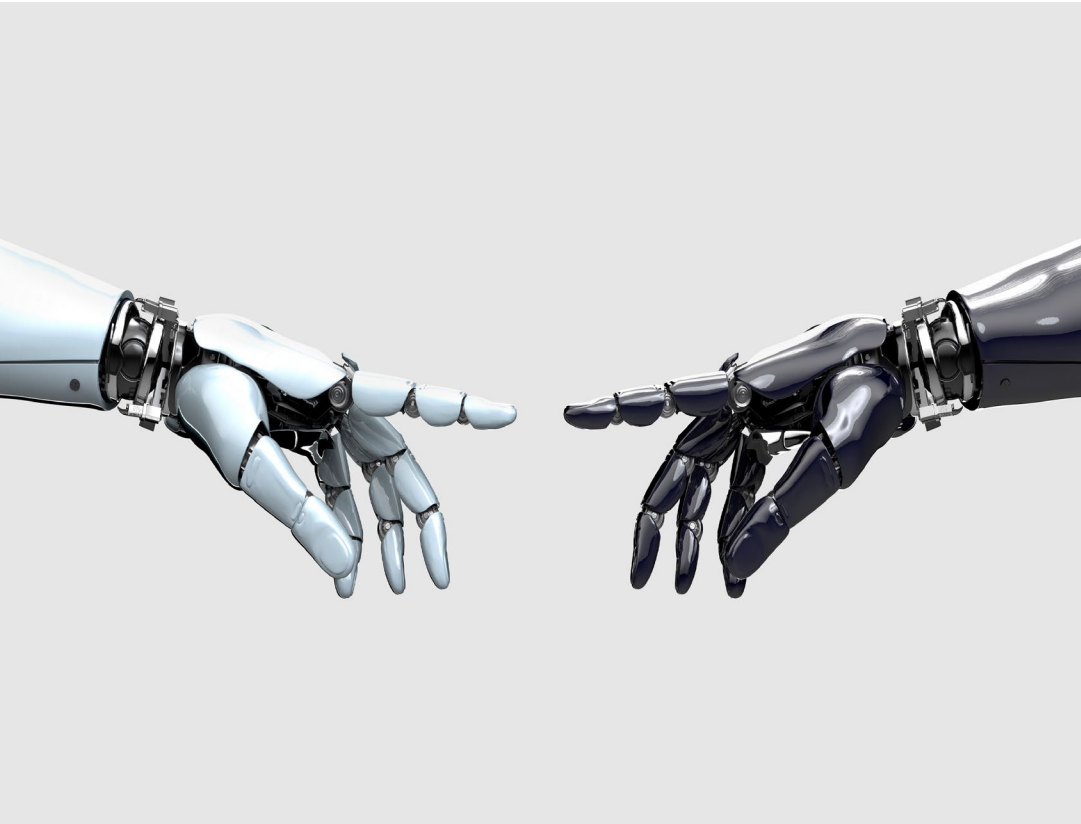
- Use the rational method for reaching reliable and reproducible audit conclusions (e.g., triangulation).
- Evidence should be verifiable, gathered within a finite period of time and finite resources.



Communication

Setting the tone

- Diplomatic and objective
- Balanced



Communication

Setting the tone

- Establish good rapport – be respectful, courteous, and appreciative.
- Maintain open communication channels.
- Listen attentively.
- Refrain from asking leading questions.

Evaluation

- Periodic evaluation of processes:
 - To identify improvement opportunities.
- Continuous gathering of data.

Resources

- **OCQAS website:** <http://www.ocqas.org/>
 - All CQAAP Resources
 - ✓ Guidelines and Framework
 - ✓ Standards
 - ✓ Audit Report template

Questions?



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