Audit Report Template

No.	STU Number	Programme	Standard/ Non-Standard	Admissions Advisor/ Academic Tutor	Basis for admission	Comments

FEEDBACK AND ACTION PLAN

Summary of key findings					
Please provide a summary of the key findings from the audit					
Are there any significant issues that put standards at risk? Yes/No *If yes, please provide details here and identify what urgent remedial action is required using the action plan below.*					
Significant issue that puts standards at risk	**Required Action**	**By whom**	**By when**	**Required Outcome / Measure of success**	**Comments**
Recommendations for enhancement *List recommendations for enhancement from the audit. Use the action plan to identify actions required to meet the recommendations*					
Recommendation	**Action for enhancement**	**By whom**	**By when**	**Required Outcome / Measure of success**	**Comments**