Progress on the Institutional Audit Preparation
31 January 2022

Throughout the second half of 2021, working groups were heavily committed to collecting information for the Institutional Audit. Each working group had a number of meetings and members tried to evaluate how well CPUT was doing in meeting the standards set for Universities. These standards are set by the Council on Higher Education- referred to as the CHE. Following on from these engagements by the working group members, each working group wrote a report on their evaluation and 2021closed with the submission of each working group's self-evaluation report to QMD on the 3rd December. Work then started on consolidating the information from each of the twelve working groups into one report for CPUT, called the Institutional Self-Evaluation Report, or ISER. This consolidated ISER is what the panel members will use to identify the questions they would like to ask management when they visit to CPUT, in October 2022.

During the recess period, work started on developing the framework for the ISER and thinking about how to simplify the vast amount of information and integrated into an engaging story- a story on how CPUT manages the Quality Management System to ensure the integrity and standards of the offerings. The writers set about editing and polishing the working group reports, and identified missing information and evidence. While the ISER writer worked on the layout of the ISER, the writers then started to critical read each other's working group reports, providing an objective eye on what was still needed. As they were familiar with the thinking of the working group members, the writers, together with the project Manager, also formed a support team for the ISER writer during the recess period and this continues into the new term. Following the recess, working group members were asked to spend their energies on tracing this information, so that the first draft of the ISER may be completed.

In developing the ISER, the focus now shifts to the high-level of CPUT's planning on quality management and the information from the working group self-reflection reports will help in seeing how successful the planning is operating at the faculty and department level. It will also give a view of how the implementation of Vision 2030 is progressing throughout CPUT. To help understand this better,

the Institutional Audit was an opportunity to see how each faculty manages the quality of their operations and to think about what changes to make to further CPUT as a SMART University.

The project has three phases. The first was to find out what the faculties are doing, the second is to think about how to improve what is done, and the third is to make the necessary changes to systems and processes to make the improvements happen. Phase one was complete with the submission of the faculty self-evaluation reports in December 2021. The project will proceed with faculties considering the self-evaluation of their FQMS and identifying where their Quality Management System, and the relevant sub-systems, need to be modified, added to and improved.

Under the guidance of the QMD Communications Team, 2021 ended with an approved Institutional Audit backdrop provided for MS teams meeting sessions. This backdrop will be used in meetings and interviews, during the IA activities and forms the latest addition to the suite of branded items for the IA. It teams well with the previously developed IA banner and logo.

During 2022, QMD will continue to deal with the Institutional Audit preparation, until the site visit in October 2022. At the same time, attention will focus on the evidence requirements supporting the Institutional Self -Evaluation Report, as well as phase two of improving the Faculty Quality Management System, through each faculty's Quality forum. This will in turn, lead to renewing the Institutional Quality Management System – another exciting project for CPUT.

The end.