

# AUDIT POLICY

## 1 – Policy Overview

### 1.1 – Policy Statement

Through accessing funding from our LEVY and NON LEVY employers that we adhere to the latest version of the Education Skills Funding agency.

### 1.2 – Policy Purpose

To ensure that we safeguard funding we access from our LEVY and NON LEVY payers we will check that the evidence is an accurate reflection of what is being presented.

### 1.3 - Our Responsibility

- Check that all apprentices prior to enrolment conduct a pre initial calculation (Prior learning assessment) to determine what KSBs that they have.
- This will allow Projecting Success to make the required funding adjustments and if the apprentice is eligible.
- To check all evidence using an audit checklist in areas such as enrolment, in learning, BILS, NALS, completions and redundancy.
- Any errors in funding will be correct and where there they attributed to funding this will be paid back.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	5	- Improved Layout and Section Titles - Added Version Control	Laura Morley	