

PARTNERSHIP ARRANGEMENTS INTERNAL CONTROL QUESTIONNAIRE

Introduction

The ICQ outlined below is designed for an audit within a College or a University. This type of audit is sometimes called a Collaborative Arrangements audit. It is basic and needs to be tailored for internal audit needs.

Question	Yes	No	N/A	Comments
Objectives				
<ul style="list-style-type: none"> • Is the decision to pursue partnership arrangements consistent with the strategic aim of the educational institution? • Are the reporting requirements of the Executive Management Team (EMT) and governing body agreed (with respect to partnership arrangements)? • Is the information provided by the partner to the educational institution validated for reasonableness? • Are issues followed up by the staff at the educational institution? • Is there a formal contract between the educational institution and the partner? • Has a system of quality assurance been developed to assess the partner? • Are partnership arrangements authorized each year? 				
Procedures				
<ul style="list-style-type: none"> • Are partnership procedures clearly defined? • Are policies available to all parties? • Is there a policy for investigating cases of fraud? • Are guidelines for internal checks produced? • How often are procedures reviewed? • Is a performance standard set for partnership arrangements and how often is this monitored? 				

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Question	Yes	No	N/A	Comments
Identification				
<ul style="list-style-type: none">• What is the process for identifying partners?• How are partners appraised?• Does a formal report have to be submitted to the governors?• Is there a formal process of appraisal?				
Others				
<ul style="list-style-type: none">• Are staff trained in the use of the procedures for partnership arrangements?• Are students identified during unannounced spot checks verified against returned registers to check consistency of information?• Are there controls in place to ensure that payments are only made for valid activity?				