**RISK ALERT AUDIT REPORT**

This form is for course teams to record their response to the issue of a risk alert, and for the audit panel to record their findings and for the panel’s chair to sign off on completion. The intention is for the audit panel to meet with the relevant team and their manager in order to explore the issues that may have contributed to the team receiving the risk alert, and to agree an action plan to address these issues. All actions to address the relevant issues, as outlined below, should be added to the course action plan (or equivalent). When completed and signed, a hard copy should be sent to the Head of Quality Enhancement and an electronic copy to Registry Services.

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| **School or Partner:** |  |
| **Course(s):** |  |
| **Manager (Chair):** |  |
| **Course Leader:** |  |
| **Student Representative:** |  |
| **School / Partner Auditor:** |  |
| **Quality Assurance and Enhancement Auditor:** |  |
|  |
| **Section 1: Issue(s) giving rise to the risk alert** *Please use this area to describe and discuss in detail the issues that have been identified as possible causes for the indicators that prompted the risk alert to be issued. Please number each issue, adding or deleting rows as required.* |
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| **Section 2: Action(s) taken / to be taken by team with dates for completion. *These should be agreed with the auditors.*** *Please number each action point to correspond with the number of each issue, adding or deleting rows as required. Use a, b, c, etc, after a numeral if more than one action point is necessary to address an issue. All actions should be copied into the course action plan (or equivalent).* |
| **Action** | **By whom** | **By when** |
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| **Summary of audit panel discussions:**  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Approval by Chair of audit panel:**

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| --- | --- | --- | --- | --- | --- |
| Signed: |  |  | Date: |  |  |

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