ANNUAL AUDIT

COSRT MEMBER POLICY

cosrt
College of Sexual and Relationship Therapists

Contents

OVERVIEW

As part of quality assurance processes, COSRT undertakes a yearly audit of 10% of its registrants who are selected at random. The Registrant Sample Audit helps COSRT continue to fulfil its obligation as a charity formed for the purpose of protecting the public. It allows us to maintain the integrity of our register and the high standards of COSRT regulation in order that the public can have confidence in the professions that COSRT regulates.

As a requirement of registration all registrants are required to complete the audit process if they are randomly selected. Registrants who do not submit the required evidence or complete the audit process may be removed from the COSRT register. In such circumstances COSRT reserves the right to publish the name of the removed registrant along with the reason for removal on its website.

AUDIT PROCESS

The process is managed and supported by COSRT Operations Management staff. Each year the team selects at random 10% of COSRT's registrants to be audited.

Randomly selected registrants will receive an email (or letter if we don't hold a current email address) informing them that they have been selected. They will also receive audit guidance notes which outline what is required and where to send their submission.

The selected registrants will then send their information by the deadline date given on the covering email. Staff will examine the documents in light of COSRT's current standards and policies. They may write to the registrant if further information or clarification is needed. A response letter will be sent informing the registrant of the outcome upon completion of the process

PROCESS OUTCOME

Staff will write to the registrant informing them of the outcome normally within 8 weeks of receipt of the submission. The process will result in one of the following options:

- Approval – where all audit requirements are clearly met. NB: An approval response may include a 'feedback' section which prompts the registrant to refer to (and consider) specific policy documents in the event of a registrant meeting requirements but who perhaps could use additional support in relation to something specific.

- Request for further information – if staff believe that the documents provided are insufficient to conclude the audit, they may ask the registrant for more information.

- Referral – if staff identify a specific issue indicating that criteria for registration has not been met or another problem has been identified, they will refer the information to the Registrar for further review or action. Where it is clear that an audit submission indicates that a registrant does not meet COSRT registration requirements, staff will notify the Registrar who may:

    i. Provide feedback to the registrant.

    ii. Refer the matter to the Ethics and/or Standards Committee to consider whether it is in the public interest to terminate membership or require the completion of a full re-registration/reaccreditation process. In addition, the Registrar may carry out further enquiries following information received during the random audit in relation to the assurance of the register.

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