Rate and finalise practice standard outcomes

IT Quick Reference Guide - Auditors

Associate with registration application	→	Update registration application (if required)	→	Rate and finalise practice standard outcomes	→	Audit recommendation	→	Attach audit report

This guide demonstrates how an Auditor rates practice standard outcomes and finalises all practice standard modules for each registration application. This guide will help you to do the following:

- Rate practice standard outcomes
- Finalise practice standard module
- Add registration groups
- Witness a service delivery for registration group
- Not witness a service delivery for registration group
- Remove a registration group
- Update service delivery questions

Rate practice standard outcomes

Each outcome must be rated before the practice standards can be finalised.

1. Click **Practice standards** in the left hand side menu.

2. Select a practice standards **module**.

3. Select an outcome to rate then click **Update**.

The Practice standards outcome window opens.

4. Type **Audit comments**, select a **rating** at **Rating – level of compliance** then click **Save**.

The Practice standard window is displayed again.

5. Repeat **step 3 - 4** until all outcomes have been rated.

Finalise practice standard module

Once all practice standards have been rated, they must each be finalised. This is a prerequisite for making an audit recommendation.

1. Click **Practice standards** from the left hand side menu.

2. Select a **practice standards module** then click **Finalise**.

The status of the practice standard module changes from Submitted to Assessed.

3. Repeat step 2 until all practice standards modules have been finalised.

Assess the registration groups

Add registration groups

1. Click the **Registration groups** from the left hand side menu then click **Add**.

2. Select **new registration group** then click **Add**.

The registration group is added.

Witness a service delivery for registration group

1. Click the **Registration details** from the left hand side menu.

2. Select the Registration group to witness, click the **Actions** drop down menu then select **Witnessed**.

The Registration group is marked as Witnessed.

Not witness a service delivery for registration group

1. Click the **Registration details** from the left hand side menu.

2. Select the Registration group to not witness, click the **Actions** drop down menu then select **Not Witnessed**.

The registration group is marked as **Not witnessed**.

Remove a registration group

1. Click **Registration groups** from the left hand side menu.

2. Select the Registration group to remove, click the **Actions** drop down menu then select **Remove**.

The registration group is removed.

Update service delivery questions

1. Click **Service delivery questions** from the left hand side menu then click **Update**.

2. Select the answers to the **Service delivery questions**.

3. Click **Save**.

The service delivery questions have been updated.