

# St Padarn's Institute Policy for Auditors of Academic Programmes



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ST PADARN'S INSTITUTE

## Document Control Table

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# **St Padarn's Institute Policy for Auditors of Academic Programmes**

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## 2. Introduction

St Padarn's accredited programmes are primarily for those working towards an award. Learners who are studying for credit usually have a high degree of commitment to the programme and there are strong motivating factors in their decision to undertake study. The introduction of learners who are not studying for credit, who may not share the same motivation and commitment, can have a negative impact on the dynamics of a cohort. For this reason, the decision to admit auditors onto a programme must be taken very carefully. This policy outlines the circumstances and processes whereby learners not studying for credit may be admitted to a programme, and the expectations of those learners.

St Padarn's approach to auditors will be fair, accessible, and inclusive.

## 3. Definitions

**Auditor** – a learner who takes part in part or all of a programme but is not a registered learner.

**Programme auditor** – a learner who engages fully in the learning process of an accredited programme, other than the submission of assessed work.

**Module auditor** – a learner who is not a programme auditor who engages fully with a single module of an accredited programme for a specific purpose.

## 4. Admissions for Auditors

### 4.1 Programme Auditors

#### 4.1.1 Reasons for Auditing

Learning comes from peer-to-peer interaction as well as tutorial input. It is usually in an individual's and a programme cohort's best interests for learners to be taking a full part in the programme. It is necessary for the benefit of all learners that each learner, including auditors, engage fully with all aspects of the learning process. This includes regular attendance, completing preparation set and any non-assessed tasks. The only part of the programme an auditor would not engage with is the submission of assessed work. It is not St Padarn's normal practice to have programme auditors,

but there are sometimes exceptional circumstances where programme auditors may be admitted.

As part of their application a potential auditor would need to demonstrate their commitment to the programme and in particular to provide a good reason for not studying for credit. For example, physical or mental health issues or a disability may be a reason an individual may not want to undertake study for credit. St Padarn's would want to ensure in such situations that the prospective learner has accessed the St Padarn's Disability Policy and understood the support that may be available to them.

Not having enough time to undertake assessed work alone would not usually be seen as a good reason for auditing. It would usually be preferable that the prospective learner undertakes the programme at a point where they are able to give it their full commitment.

#### **4.1.2 Admissions Process for Programme Auditors**

Applications to all programmes should be made directly using the form provided. Those with disabilities which prevent them from using the form may request the application form in another format.

Decisions on admittance will be communicated to applicants by 31 August prior to the start of the programme.

Where an applicant is turned down the Programme Leader will write to that person, explaining the reasons, the application has been rejected.

Decisions on the admittance of Programme auditors will be made by the relevant Admissions Board. They will take the following into account when making a decision:

- Reason for requesting to apply to audit a particular programme, and why an application is being made to audit as opposed to studying for credit. It is not St Padarn's normal practice to accept programme auditors so the applicant must be able to provide a strong reason.
- Commitment to engagement with the programme.
- How the inclusion of the auditor would impact the cohort.

- Numbers of places available after the admissions processes for learners studying for credit are complete, but usually no more than 10% of learners on any accredited programme would be auditors.
- Level of academic achievement/experience. While auditors may not be expected to meet the admissions criteria for learners studying for credit, they should be roughly equivalent or be able to demonstrate they can fully engage at the relevant level in order to participate in all aspects of the programme, except the accredited pieces of work. IT literacy is essential.
- Current role. Some programmes require its learners to have a current role in the profession at which it is aimed.
- Applicant's understanding of the programme applied for.
- Understanding of, and acceptance of, the aims and ethos of St Padarn's.
- Satisfactory references.
- Ability to meet fees.

It is likely that if an auditor has been accepted onto one year of a programme, then they will be able to continue onto further years with the same cohort. However, this is dependent on factors such as numbers so it not automatic. The Programme Leader will confirm with the auditor at the start of each academic year whether they will be able to continue.

Those going through the discernment process are strongly recommended to apply for the accredited programme.

## **4.2 Module Auditors**

### **4.2.1 Reasons for Auditing**

There may be times where it is beneficial for an individual to undertake a particular module on a programme as part of their ministerial or vocational development.

Examples of people who may be eligible to audit a module might be:

- A member of the clergy or a recognised lay minister as part of their continued ministerial development.
- A candidate whose agreed learning pathway includes the auditing of relevant modules.
- A newly licensed minister whose learning agreement includes the auditing of relevant modules.
- A spouse of a full-time candidate.

Apart from submitting assessed work, it is expected that Module Auditors will fully engage with the learning for that module, including any preparation and tasks required for the module, as well as attending regularly.

#### **4.2.2 Admission Process for Module Auditors**

The auditing of modules by candidates or NLMs will be an agreed part of their training. An application to audit a particular module will be made by the Dean for Initial Ministerial Training or the Dean of Discipleship to the Programme leader, countersigned by the prospective module auditor.

All other prospective module auditors should apply directly to the Programme Leader.

Decisions will be communicated at least two weeks prior to the start of the module.

Decisions on the admittance of Module Auditors will be made by the Programme Leader. They will take the following into account when making a decision:

- Reason for requesting to audit a module.
- Commitment to engagement with the module.
- How the inclusion of the auditor would impact the cohort.
- Level of academic achievement/experience. While auditors may not be expected to meet the admissions criteria for learners studying for credit, they should be roughly equivalent or be able to demonstrate they can fully engage at the relevant level in order to participate in all aspects of the programme, except the accredited pieces of work. IT literacy is essential.
- Current role. Some programmes require its learners to have a current role in the profession at which it is aimed.
- Applicant's understanding of the module applied for.
- Understanding of, and acceptance of, the aims and ethos of St Padarn's.
- Ability to meet fees (if applicable).

If an auditor has applied to audit one module only then there is no automatic inclusion in further modules. The auditor will need to reapply.

## **5. Transferring from One mode of study to another**

### **5.1 Transferring from Auditing to Studying for credit**

#### **5.1.1 In the Middle of a Level**

If a programme auditor is mid-way through a level and wants to apply to study for credit they will need to apply for the accredited programme and, if accepted, start the programme again the following academic year. It is not possible to transfer from auditing a programme to studying for credit mid-way through a level.

#### **5.1.2 On Completion of a Level**

The completion of one level as an auditor does not enable a programme auditor to progress to study the next level for credit. A programme auditor will need to apply for the accredited programme and meet the relevant admissions criteria. If they do not meet the admissions criteria for the level for which they are applying they will need to apply to begin the programme again, this time studying for credit.

### **5.2 Transferring from Studying for credit to Auditing**

If a learner who is studying for credit no longer wants to do so but wants to become a programme auditor then they must withdraw from the accredited programme and follow the admissions processes outlined in section 4.1 of this policy. In exceptional circumstances the Academic Board may agree to admit the learner as a programme auditor.

## **6. Expectations of Auditors**

It is expected that all learners, whether studying for credit or not, undertake a full part in the programme/module to which they have been admitted. This includes undertaking any preparation work and engaging in teaching sessions.

Programme Auditors will sign a St Padarn's Learner Contract which outlines what the auditor can expect from St Padarn's and what St Padarn's expects from the learner.

Auditors will not be expected to submit assessed work.

All learners need to adhere to St Padarn's policies, which can be found [here](#).

Auditors are expected to make every effort to attend all sessions.

Auditors must have a level of IT competence. Most resources will be electronic, communication will be via a St Padarn's email account and for some programmes teaching will be on-line.

If an auditor has a disability or learning difference then they are encouraged to disclose this to the Learning Support Team on [learningsupport@stpadarns.ac.uk](mailto:learningsupport@stpadarns.ac.uk), who will work with the auditor to put in place reasonable adjustments.

## **8. Fees**

Normal programme fees will be charged for auditors<sup>1</sup>. For more information, please see the St Padarn's Fees and Finance Policy [here](#). Non-payment of fees may lead to an auditor being withdrawn from a programme.

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<sup>1</sup> Fees are not payable by candidates where it is part of their agreed programme. Fees are not charged to candidates' spouses for auditing BTh modules.