

Auditing your PTEC Program

Dorothy Ortego

NAPTA ISC VII

A college seeking endorsement from the NAPTA must:

- * Be a college member of the NAPTA in good standing (subscription is current)
- * Teach the learning objectives of the Eight Core NAPTA Courses.
- * Have an active industry-based advisory committee that provides input to the school's program

Advisory board requirements:

- * Be industry-led and/or meet state or accrediting body requirements for advisory committees.
- * Conduct at least three (3) advisory committee meetings each calendar year.
- * Submit approved meeting minutes to the NAPTA office in a timely manner (within 30 days after approval) and be available to the NAPTA representative during each audit.

When your ready to have an audit

- * Obtain a copy of the audit – prefill the shaded areas
- * Notify NAPTA (Susan Davis, Dorothy Ortego, Linda LaCoe) and request an audit date by submission of the filled out audit tool
- * Coordinate with your advisory board and the NAPTA to set the date and time – advisory board members are encouraged to participate with interviews

Preparing for the audit

- * Begin to accumulate the materials needed
- * Collect Tests from every NAPTA core course
- * Find the last audit that was approved by advisory board and have it available for review

Reserve a location

- * Materials to have available the day of the audit
 - * Copies of current Textbooks used to teach PTEC core
 - * Copies of completed tests from previous semesters
 - * Lab assignments/materials & internship materials
 - * Copies of the prefilled audit (one for each auditor)
 - * Advisory Board Information
 - * Copies of approved Advisory board meeting minutes
- * Will need a computer to access school website
- * Room needs to be available for 6 to 8 hours

Auditors – Preparation Steps

- * Obtain Outcomes of NAPTA Core Courses
- * Review outcomes
- * Make notes to use with the audit
- * Auditors should note plan on noting positives and opportunities for improvement for each section of the tool

Section 1 & 2 – Regional Advisory Committee & Education Institutional Management

- * Answer the questions, Make sure the resources are available for auditors to access
- * Have a copy of Advisory Board roster, meeting minutes, and charter present
- * Review previous audit – note especially any opportunities for improvement – these will be specifically checked for by auditor

Sect. 3 – PTEC Program Coordinator and Instructors

- * Complete the information list for full time and part time instructors
- * Professional Development Participation – should be completed for all instructors – auditors will look for this
- * Instructors should have industry experience in a related field

Sect. 4 –Program Assessments

- * Describe how your school determines whether to accept courses from other institutions
- * Explain what method used to collect feedback from graduates and what information does that feedback provide

Sect. 5 – NAPTA PTEC Curriculum & Requirements

- * List general education courses that are required for your degree
- * On skills – discuss where these skills are developed in the program. Have documentation / examples of activities performed

Sect. 6 – Teaching Aids/Resources

- * Check items that your school has available
- * Auditors should be brought through labs / equipment areas to see what students are using
- * If your school has other job aspects incorporated – mark and have documentation for auditors to see

Section 7 – Student Interviews

- * When setting the audit date, the auditor will need a schedule of what classes are taught when to be there when students are.
- * On the day of the audit, provide a roster and be able to pull students from current classes
- * If have a graduate present, just have one and they must have graduated recently (since last audit)
- * Auditors will need somewhere to talk to students

Sect. 8– PTEC Curriculum Review

- * Auditors will need to review books and tests from classes for PTEC courses
- * Auditors will need to review completed tests, can have examples from several semesters (any from after last audit)
- * Auditors should see test questions that relate back to course objectives
- * Not all objectives can be tested, but tests should be relevant to NAPTA objectives and outcomes

Sect. 9 – Company Interviews

- * Do not prefill – to be done by auditors on day of audit
- * Try to get a minimum of three companies that hire graduates to attend audit.
- * Can have more than three companies complete the section (just duplicate blanks)

Section 10

- * To be completed at close of audit
- * This should be a summary of the strengths and opportunities for improvement for the audit
- * Invite all faculty to attend audit closing

On Audit Day

- * Auditor runs audit schedule.
- * Have faculty/staff available for auditors if they have questions
- * Break into teams if have more than 2 auditors
- * Write down points of interest

Audit Closing

- * At the completion of the audit, it is customary to sit down and discuss the findings
- * Audit documents are collected and lead auditor gets all written information recorded in one formal document
- * Finalized document is sent to NAPTA, to school, to chair and co-chair of advisory board

School

- * Reviews audit
- * Determines an action plan
- * Sets dates for corrective action

Next Advisory Board Meeting

- * Completed audit is discussed at meeting
- * Discuss action plan of school for any corrections
- * Make notations to follow up on all audit findings with school over time

Review of Draft audit checklist

- * Please provide feedback of any questions on the form

Questions ?