



SUBSTANTIATION AUDIT

Most formal continuing education schemes conduct a random recall of a proportion of diaries to monitor proper compliance and facilitate future reviews of their schemes.

Each year, a small number of members enrolled in the CEC Scheme will be selected to participate in an audit.

If selected, you will be approached to submit copies of individual and group learning activity forms. This should include all activity forms for the audit year in question. These forms can be forwarded to the ASC office via post if you are using the paper diary, or by e-mail (Excel diary).

There is no requirement to forward copies of your private notes, certificates of attendance or other substantiation documents at least in the first instance.

Following the audit, you will be advised whether you are complying with the requirements of the scheme.

This process is not intended to be draconian but to provide constructive feedback to participants regarding compliance and correct documentation of activities. Audit findings will assist in future reviews of the scheme and facilitate possible enhancements.