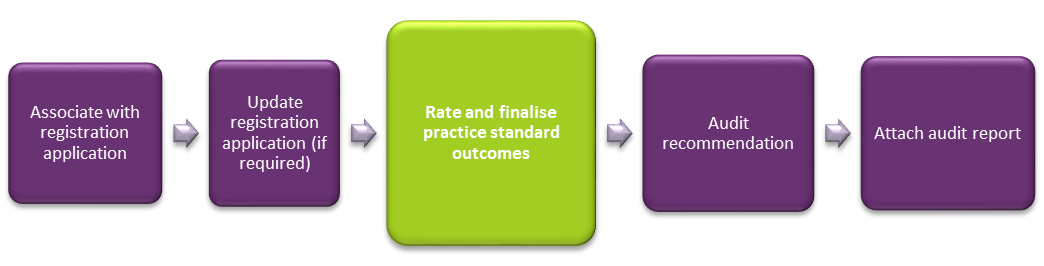
Rate and finalise practice standard outcomes

IT Quick Reference Guide - Auditors



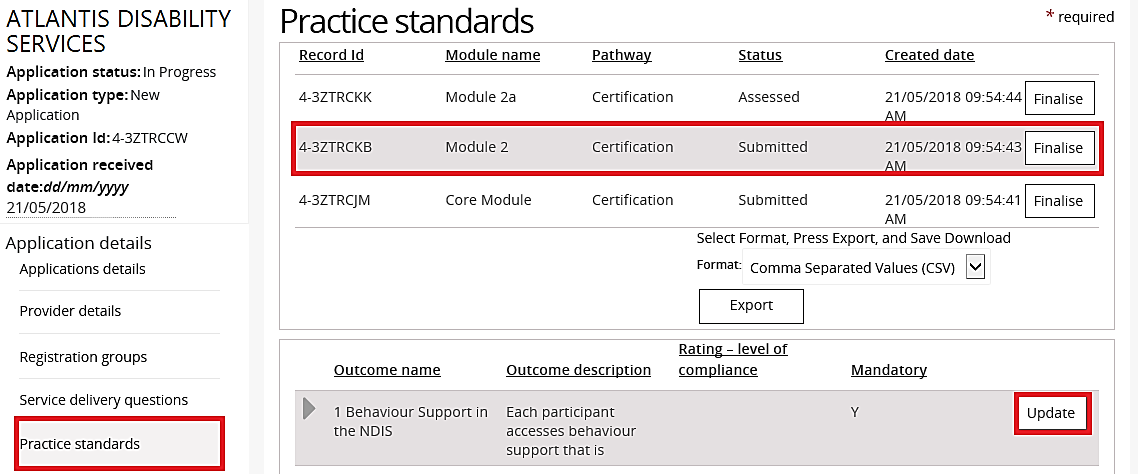
This guide demonstrates how an Auditor rates practice standard outcomes and finalises all practice standard modules for each registration application. This guide will help you to do the following:

* 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

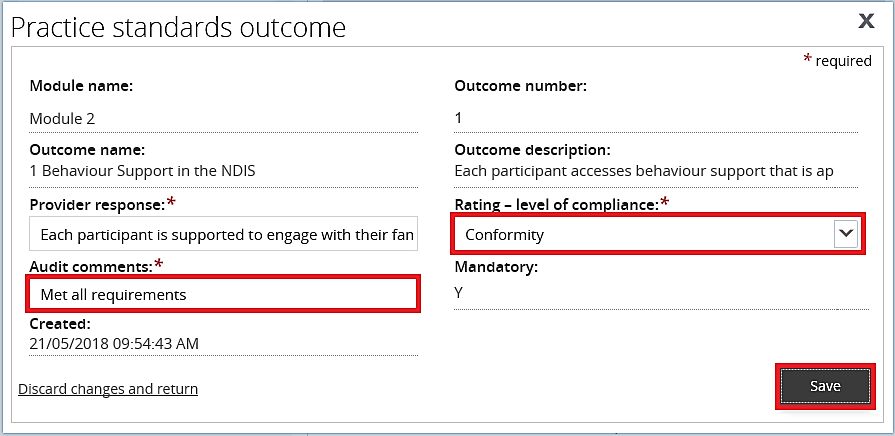
Each outcome must be rated before the practice standards can be finalised.

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.

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



The Practice standard window is displayed again.

1. 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**.



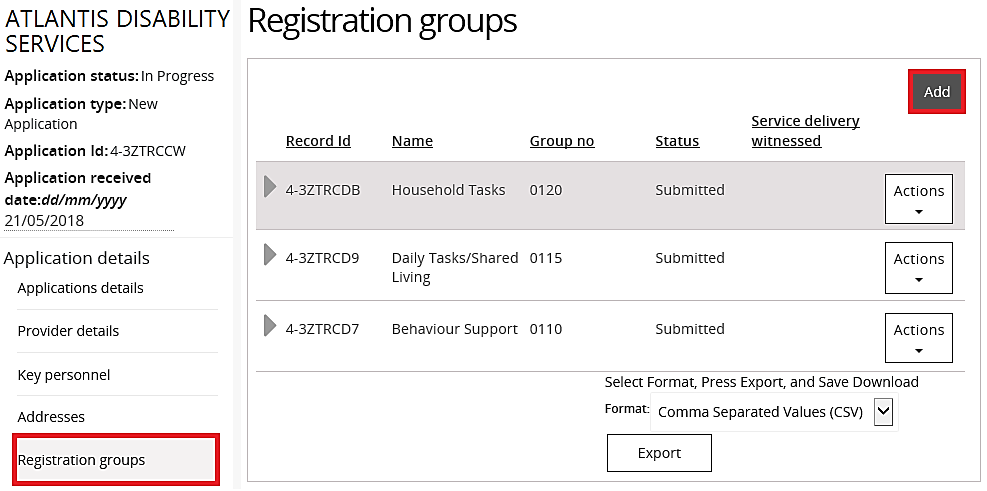
The **status** of the practice standard module changes from **Submitted** to **Assessed**.

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

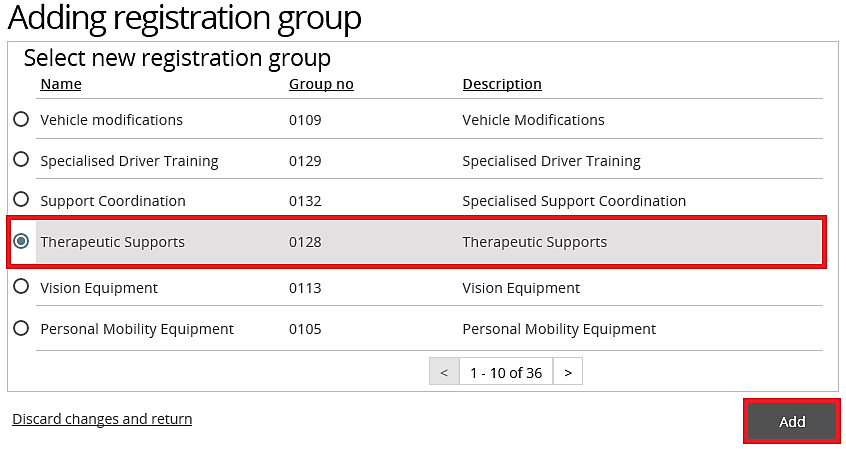
# Assess the registration groups

## Add registration groups

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



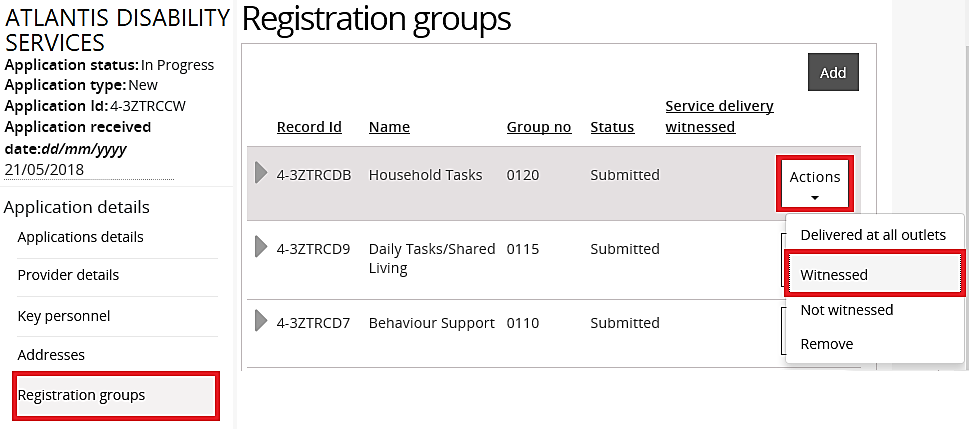
1. Select **new registration group** then click **Add**.



The registration group is added.

## Witness a service delivery for registration group

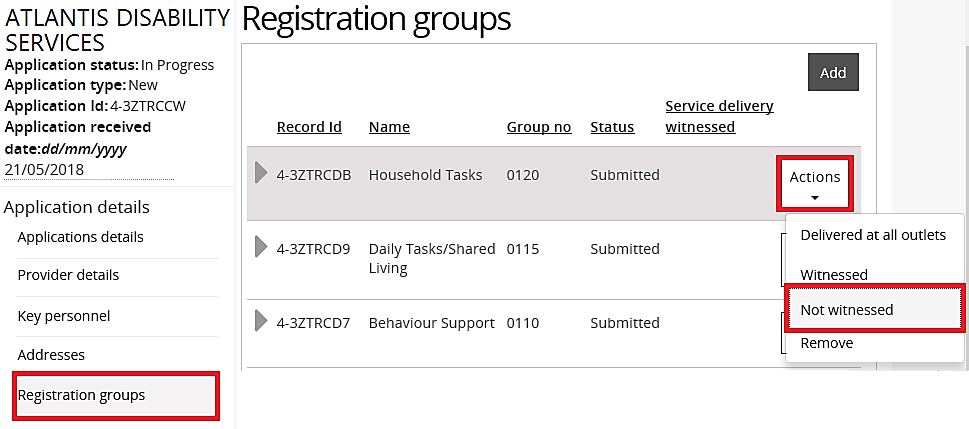
1. Click the **Registration details** from the left hand side menu.
2. Select the Registration group to witness, click the **Actions** drop down menu then select **Witnessed**.



The Registration group is marked as Witnessed.

## Not witness a service delivery for registration group

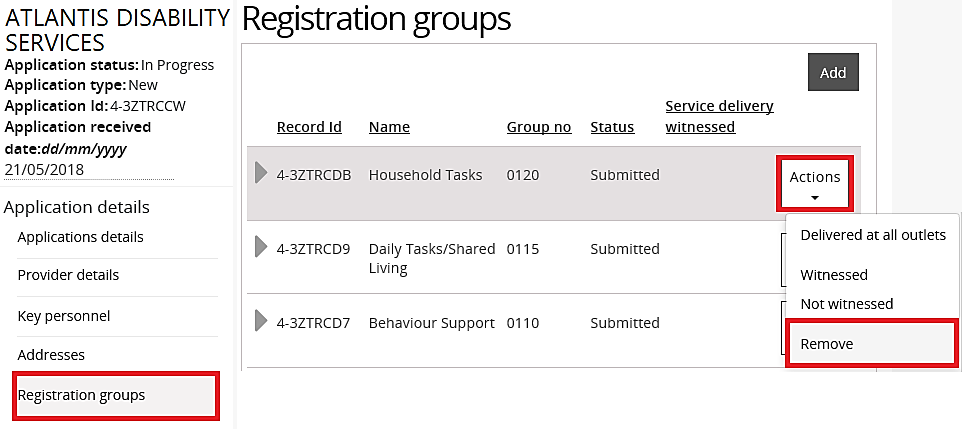
1. Click the **Registration details** from the left hand side menu.
2. Select the Registration group to not witness, click the **Actions** drop down menu then select **Not** **Witnessed**.



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

## Remove a registration group

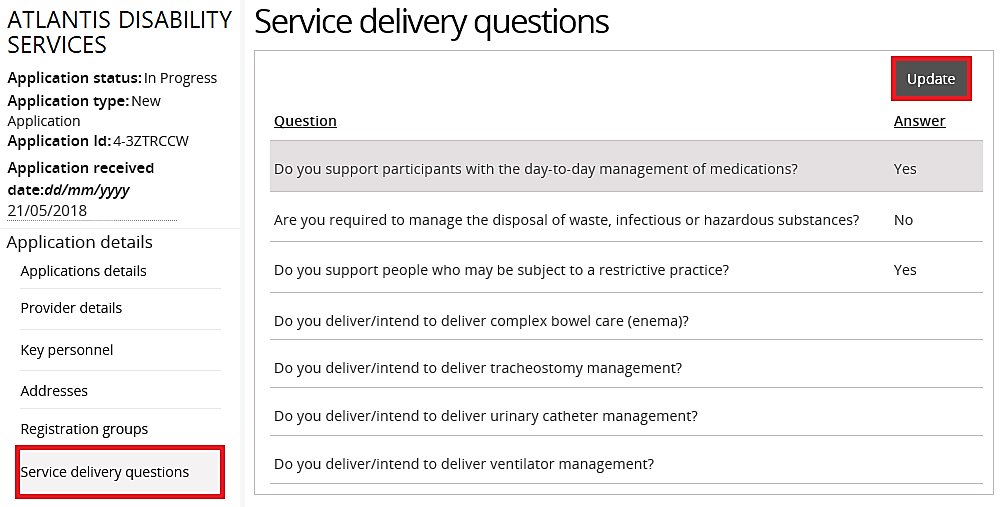
1. Click **Registration groups** from the left hand side menu.
2. Select the Registration group to remove, click the **Actions** drop down menu then select **Remove**.



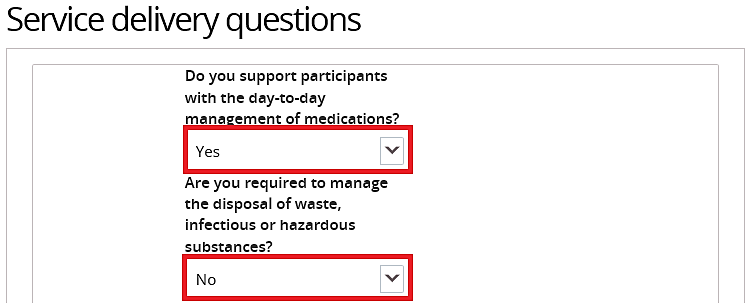
The registration group is removed.

## Update service delivery questions

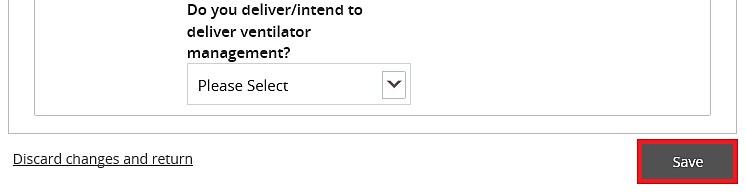
1. Click **Service delivery questions** from the left hand side menu then click **Update**.



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



1. Click **Save**.



The service delivery questions have been updated.