



FAIRTRADE

# Preparing for your audit

Participant support for getting ready for the FTUC Award auditing process



FAIRTRADE

# Welcome

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# Agenda

- Timeline
- Completing the toolkit
- Recruiting auditors
- The auditing process
- Top tips from an auditor
- Award completion
- Group discussion/Q&A

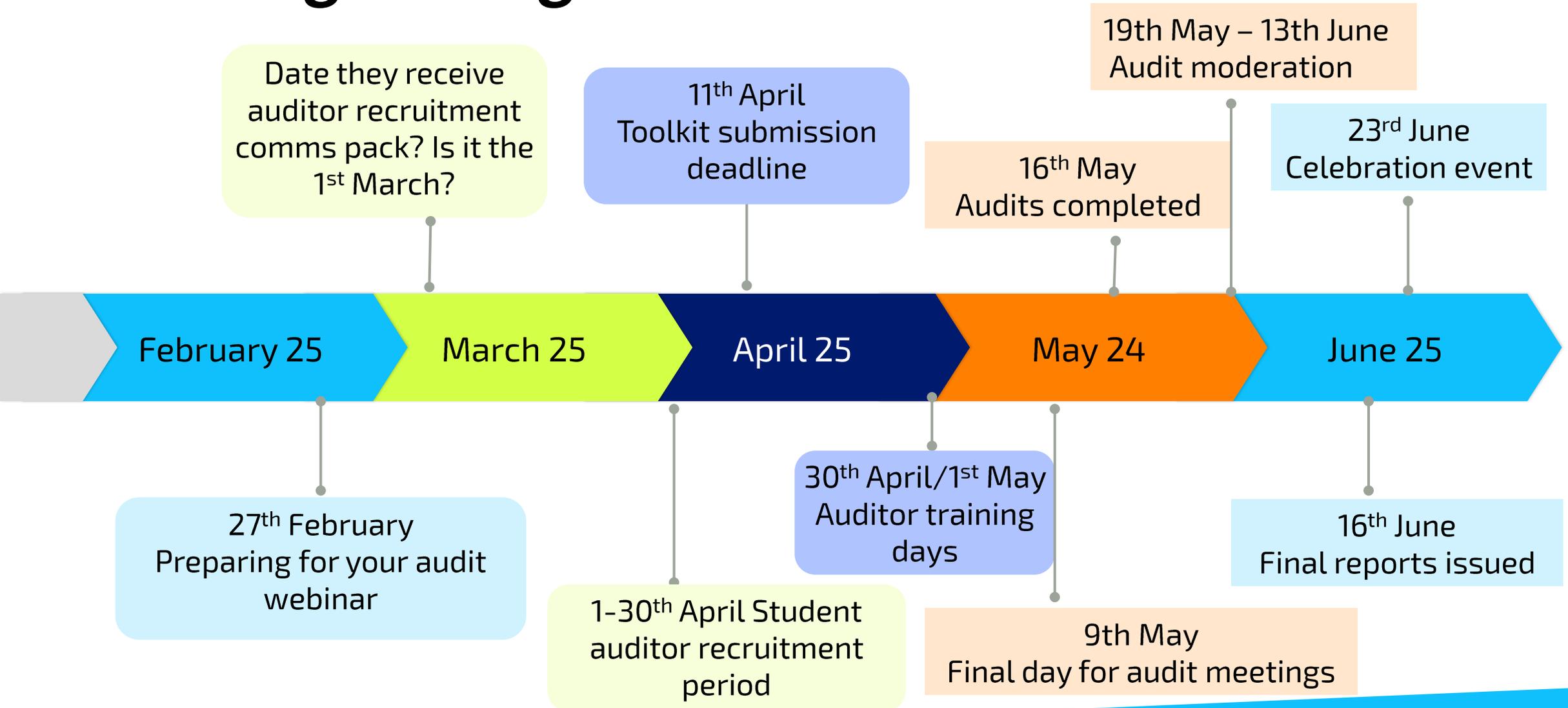


# Timeline

All the key dates



# Auditing timings





# Completing the toolkit

A guide to completing the toolkit



# Criteria

☆ MN001

Mandatory

Leadership and Strategy

Criteria

Further information

How you will be audited

Comments & evidence

Auditors will ask to see evidence of an active group or forum (new or pre-existing), comprising of representatives of both the students' union and the institution. Ideally, it will be student-led and it will formally report into leadership and/or governance structures. Auditors will ask to see evidence of meeting agendas and minutes.

Auditors will award 2 of this criterion's available points for partial completion.

Total Points: 5

NOT DONE

IN PROGRESS

DONE

Assigned to: Unassigned 

## Further information

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Each Partnership should have a cross-institutional group that identifies which criteria are already being met, which criteria they want to implement, and coordinates who is going to do what. The group should have access to a broad network across the institution and students' union, and its members should have wide-reaching influence across different areas. The frequency of meetings and/or sub-meetings will vary according to each organisation, but should be at least termly. This can form part of a wider network/group but the aims and outcomes of the group must demonstrate tangible commitments to Fairtrade activity.

Assigned to: Unassigned 

Total Points: 5

NOT DONE

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## How you will be audited

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# Comments and evidence

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Comments & evidence

Comments:

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SAVE

Evidence:

[Fairtrade Steering Group - Terms of Reference July 2022 \(2\).doc \(123.0 KB\)](#)

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[Fairtrade Steering Group Agenda 26 January 2023.docx \(15.6 KB\)](#)

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Total Points: 5

NOT DONE

IN PROGRESS

DONE



# Recruiting auditors



# Student auditor recruitment process:

- Institutions are now recruiting their own auditors.
- How many students you will need depends on how many criteria you have completed/submitted. You will need 1 auditor per 10 criteria and 2 minimum.
- We will provide institutions with a comms package to aid you with student recruitment. This will include:

Text templates to put in email/newsletter to students

Graphics for social media

An auditor recruitment Microsoft form template link

# Student auditor recruitment process:

- We will create a Microsoft Form for institutions to share with students when they advertise the auditor opportunity, to include:
  - contact details
  - where and what they study
  - why they are interested in the opportunity,
  - making sure they are available on the stipulated dates

# Student auditor recruitment process:

- Institutions will be responsible for organising calendar invites for the audits and audit training with their students in advance of the meeting.
- Institutions should advertise the opportunity as an 8-hour commitment and make it clear that the student must be available on 30th April and also for the morning of the 1st May at a minimum to participate.



# **Audit process**



# Audits process:

- Morning of 30th April for 2-hour training, then afternoon for going through the institution's submission and adding in comments, for 2 hours .
- Morning of 1st May to complete going through the institution's submission for 2 hours, then afternoon for audit meetings. The institution will arrange in advance of the training a time they are meeting with their students for an hour either on the afternoon of the 1st May, or another day before 9th May if they really have no availability for that day.
- The auditors will then have 1 hour after their meeting to write up any final comments and submit their audit on the toolkit platform.



# Top tips from an auditor



**Plan in ADVANCE.  
Communicate effectively.  
Network!**



# Award completion



# What happens when audits are complete?

## **Audit moderation**

- The students submit their audits on 16 May, and these are then passed onto the Fairtrade and SOS-UK team to moderate between 19 May- 16 June. During this time, our team will review your marks and comments and make sure that there is fair marking across the board. We will also create your report and certificates during this time.

## **Receiving your reports and certificates (plus new wooden awards!)**

- We aim to release your results along with reports and certificates via email to you directly on 16th June. We will also put out a press release on this day with the full cohorts' results.
- Did you know that this is the first year that we have offered wooden awards?! These cost £30+VAT and are delivered directly to your listed address. Opt in now!

# What happens when audits are complete?

## **Celebration event**

- On 23rd June we will hold an online Celebration event! Please come along and celebrate your Fairtrade successes with us.

## **Sign up for your next cohort straight away!**

- In June we will share the link for you to express interest in signing up to the next cohort.

## **Fairtrade Fortnight 2025**

- Fairtrade Fortnight 2025 will take place 22 September – 05 October and there's no better time to start planning your activities now!



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# Thanks!

Any questions?





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