

## Portfolio of Evidence (PoE)

### Alignment with the Manual for Institutional Audits 2021

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CHE Manual for Institutional Audits (2021), pages 6–7 and pages 11–12 – Standard 1: Governance, Strategic Planning and Management (including evidence submission requirements)

### Introduction:

A Portfolio of Evidence (PoE) is a structured collection of documents that provides tangible proof of an institution's practices, compliance, and performance in line with quality assurance standards. Far more than a compliance tool, the PoE strengthens transparency, supports strategic decision-making, and ensures institutions are well-prepared for accreditation, audits, and reviews.

### Key Definitions:

**Portfolio of Evidence (PoE)** – A systematically organised set of documents that validate an institution's policies, processes, outcomes, and alignment with regulatory standards.

**Evidence Management** – The process of collecting, curating, updating, and securing institutional documents used for quality assurance.

**Audit Readiness** – The state of being adequately prepared for an institutional audit, including the availability and accessibility of relevant, credible documentation.

### Key Concepts Explained:

The PoE should be structured around institutional functions such as governance, academic quality, student support, and financial sustainability. It must be both comprehensive and relevant—only including documents that directly align with audit criteria.

To ensure effectiveness, institutions are encouraged to use digital repositories, apply naming conventions, and create thematic categories to improve navigation and retrieval.

Cross-referencing is also important; linking policies to procedures and outcomes demonstrates coherence and integration across quality systems. Presentation matters—well-formatted documents, visual summaries, and clear audit trails can improve clarity and credibility.

Finally, a PoE is only as strong as its currency. Regular updates, version control, and periodic reviews help institutions maintain an audit-ready posture.

### **Career Benefits:**

Developing and managing a Portfolio of Evidence cultivates skills in document management, quality assurance systems, regulatory compliance, and institutional reporting. These are crucial in roles such as quality assurance practitioner, accreditation officer, academic administrator, or internal auditor.

### **Conclusion:**

An effective Portfolio of Evidence is the backbone of institutional audits and a hallmark of a mature quality culture. When done well, it not only fulfills external expectations but also enhances internal accountability, strategic alignment, and institutional credibility.