

Operational evidence report

A sample view of how AdmitOps maps agency records to 30 configurable checks across the five Agent Quality Framework standards.

SAMPLE	All names, dates and results in this report are fictional.
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AGENCY	REPORTING PERIOD	GENERATED
Sample Education Agency	1 June - 26 August 2026	27 August 2026

Executive snapshot

21	5	3	1
EVIDENCE PRESENT	ACTION NEEDED	ADVISORY REVIEW	NOT APPLICABLE

Interpretation: this snapshot indicates where configured operational evidence was found, where a person should review an apparent gap, and where the product cannot verify the position from available data.

What this report is

A review aid for agency teams and their university partners. It organises evidence, highlights potential gaps and records follow-up ownership. It does not certify compliance, replace the National Code, or replace professional advice.

Results by AQF standard

The 30 operational checks are grouped to mirror the five published standards.

STANDARD	CHECKS	PRESENT	ACTION	ADVISORY	N/A
1. Organisational behaviour	6	4	1	1	0
2. Ethical business practice	9	6	2	1	0
3. Objective advice and guidance	5	4	1	0	0
4. Student-centred practice	7	5	1	1	0
5. Organisational competence	3	2	0	0	1
Total	30	21	5	3	1

Priority actions

Illustrative follow-up items generated from the fictional snapshot.

CHECK	OBSERVATION	OWNER / TARGET	STATUS
2.5	Two active student files do not show a signed service agreement. Application submission remains blocked.	Operations lead 28 Aug 2026	ACTION
1.6	One university-referencing campaign has no approval date recorded.	Marketing lead 29 Aug 2026	ACTION
4.7	The data-protection evidence link points to a superseded policy version.	Data owner 2 Sep 2026	ACTION
1.5	Company registration exists in the agency profile. Confirm that the same detail is visible on the public website.	Human review 3 Sep 2026	ADVISORY

Hard-gate note: check 2.5 blocks application submission until the signed agreement is present. Check 5.2 is shown as evidence present in this fictional sample.

Representative check register

A complete export contains every check and its evidence references. This shortened sample shows representative rows from all five standards.

ID	OPERATIONAL CHECK	RESULT	EVIDENCE / FOLLOW-UP
1.1	Professional conduct records	PRESENT	Staff training register; last reviewed 18 Aug 2026.
1.5	Company registration displayed	ADVISORY	Profile record found. Public website position requires human confirmation.
2.5	Signed agreement on file for every student	ACTION	Two active student files are missing the evidence link. Hard gate active.
2.8	Fraud identification in place	PRESENT	Document verification records sampled across the reporting period.
3.1	A genuine range of providers shown	PRESENT	Shortlist concentration stayed within the agency's configured review threshold.
3.5	Fee and refund transparency	ACTION	Refund policy exists but the annual review date has passed.
4.3	Student best interests upheld	PRESENT	Post-offer changes sampled; student consent records were linked.
4.7	Personal data kept confidential	ACTION	Replace the evidence link with the current policy version.
5.2	UK knowledge badge held by every counsellor	PRESENT	All active counsellors show current badge expiry dates. Hard gate available.
5.3	Institutional training per contracted university	N/A	Marked not applicable for a dormant contract in this fictional period.

PRESENT	Configured evidence found	ACTION	Potential gap to review
ADVISORY	Human verification required	N/A	Agency marked not applicable

Evidence and review notes

Each result should remain traceable to a source record and a person responsible for review.

EVIDENCE TYPE	EXAMPLE REFERENCE	REVIEW CONTROL
Policy document	POL-REFUND-2025-02 (fictional)	Version, approval date and next review date recorded
Student agreement	AGR-SAMPLE-1042 (fictional)	Signature status checked before submission
Staff training	TRN-UK-2026-Q3 (fictional)	Completion and expiry checked against active staff
Marketing approval	MKT-APP-083 (fictional)	Institution, approver and date retained
Human review note	REV-2026-08-27-01 (fictional)	Reviewer, outcome and follow-up timestamp retained

How to use the report

1	Review all action and advisory results with the staff who own the underlying process.
2	Open each evidence reference and confirm that it is current, complete and relevant to the reporting period.
3	Record decisions, owners and target dates; do not treat an automated result as a legal conclusion.
4	Share the evidence pack with relevant partners only after checking confidentiality and access permissions.

Important: AdmitOps applies configurable operational rules to the data available in the platform. The output may contain omissions or false positives and cannot establish whether an organisation complies with the National Code or any law. Agencies remain responsible for human review and for obtaining professional advice where appropriate.

Ready to review your own evidence?

Book a guided walkthrough at admitai.co.uk/contact.html