

# FETAC Desk Monitoring Report

## Certification Period

February 2012

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## 1. Details of Provider

<b>Provider Name</b>	<b>Hughes Consultancy &amp; Training</b>
<b>Provider Address</b>	<b>Kilkenny</b>
<b>Provider Registration No.</b>	<b>38447H</b>

<b>Monitoring Focus</b> <i>Please tick as appropriate</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Monitoring Type</b> <i>Please tick as appropriate</i>	<input checked="" type="checkbox"/>
<b>Standard</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Thematic</b>	<input type="checkbox"/>
<b>Non Standard</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Programme</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Quality System</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Assessment</b>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>

## 2. Evidence Reviewed - Please List

<b>IV report</b>  <b>EA report</b>  <b>RAP report</b>
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### 3. Monitor Findings including good practice and areas for improvement

**IV report.**

A very comprehensive report showing verification for every learner including the verification of group work. There are also reports from each assessor for each learner recording performance details.

**EA report.**

There are three EAs involved in this centre, each reporting on their specific modules.

1. Helen.

Sampling was fine for the 7 modules involved. There were good comments and feedback given

2. Michael.

Once again, sampling was fine for the 8 modules involved. Comments were very good and informative.

3. Niall.

Likewise, sampling was fine for the 5 modules involved. The comments provided were very good and informative.

**RAP report.**

A very thorough report, reviewing the learner's performance in all modules along with a complete analysis of the IV and EA reports combined with a rigorous review to produce a plan of action to deal with any issues identified.

### 4. Areas for Improvement and Recommendations

	The provider must	By this date
<p><b>4.1 Essential Recommendations</b> <b>(Required Action(s))</b></p>		

<p><b>Recommendations to Provider</b></p> <p><b>4.2 Developmental Recommendations</b></p>	<p><b>The provider should consider</b></p>

## 5. Monitoring Outcomes (insert outcome no)

<ol style="list-style-type: none"> <li>1. <b>Quality assurance of authentication is effective</b></li> <li>2. <i>Quality assurance of authentication of assessment is effective with minor areas for improvement</i></li> <li>3. <i>Quality assurance of authentication of assessment is moderately effective with significant areas for improvement</i></li> <li>4. <i>Quality assurance of authentication of assessment is not effective</i></li> </ol>	<b>1</b>
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## 6. Recommendations/Actions to be taken by FETAC – tick box ✓

<i>a) Conduct site visit to follow up on the implementation of the essential recommendations as set out above</i>	
<i>b) Request assessment reports from provider for review for its next assessment period</i>	
<i>c) With-hold provider certification until recommendations set out in section 5 are fully addressed</i>	
<i>d) <b>Provider to be commended by FETAC on good practice</b></i>	<b>X</b>

## **7. Provider Feedback**

In this section the Provider, having participated in the Monitoring process, is invited to provide feedback following the completion of the Draft Desk Monitoring Report by the FETAC Monitor.

### **Feedback and Comments**