

FETAC Desk Monitoring Report

Date of Completion

19th September
2010

Contents

1. Details of Provider
2. Evidence Reviewed
3. Monitor Findings
4. Good Practice Identified
5. Areas for Improvement Identified
6. Conclusions and Outcomes
7. Recommendations/Actions to be taken by FETAC
8. Provider Feedback

1. Details of Provider

Date	September 17th 2010
Provider Name	Hughes Consultancy & Training
Provider Address	Mullins Mill, Kells, Co. Kilkenny
Provider Registration No.	38447H

Monitoring Focus <i>Please tick as appropriate</i>	Yes	No	Monitoring Type <i>Please tick as appropriate</i>	Yes	No
Standard	Y		Thematic		
Non Standard			Programme		
			Quality System		
			Assessment	Y	
			Other		

2. Evidence Reviewed - Please List

External Authenticator Profile
Internal Verifier Reports
External Authenticator Reports
N3 forms for all modules submitted
Results Approval Panel report on request 23/09/10

3. Monitor Findings - Overall

EA report is very thorough with good suggestions and constructive comments included for the provider.
Sampling by the EA is also very thorough, approximately 30% in all modules for presentation.
Sampling by IV is adequate in most cases although there were some cases of large groups, ie. HACCP module, with 57 participants and only 5 were sampled. This percentage is insufficient for the numbers presented. A consistent number for sampling is recommended.
IV report could include suggestions or comments in order to further enhance the work of the centre.
RA report not included in the first instance. It is vital that clearly indicates which modules were ratified by the panel meeting, with any changes to grades noted. When received it did list the awards reviewed and only a small detail from the EA report.

4. Good Practice Identified – Please List

EA reports notes that organisational procedures and administrative practices in the centre are effective, in particular for tracking learner records.
EA report is very thorough and contributes constructively in terms of comments and overall suggestions. Sampling by the EA is also very clearly presented.

5. Areas for Improvement Identified and Recommendations to Provider		
	The provider must:	By this date
5.1 Essential Recommendations (Required Action(s))	Provide evidence of verification of Results Approval meeting in order to ensure that all results authenticated have been ratified or otherwise by the results approval panel. Results approval should detail the total numbers of learners to be ratified with details of awards (and codes) and issues arising/actions to be taken from IV and EA reports and formally signed off	Prior to the next assessment period.
Recommendations to Provider 5.2 Developmental Recommendations	The provider should consider	
	IV report should ideally include comments and suggestions which would enhance the work of the centre and give direction to tutors and learners alike.	

6. Monitoring Outcomes

Desk Monitoring Outcomes	1. 2. QA of assessment effective subject to provider addressing minor issues. 3. 4.
Monitor Date	FM05 19 th September 2010

7. Recommendations/Actions to be taken by FETAC

<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>
d) Provider to be commended by FETAC on good practice .
<i>e) FETAC to initiate provider review of registration</i>

8. 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