



QQI

Dearbhú Cáilíochta agus Cáilíochtaí Éireann
Quality and Qualifications Ireland

Desk Monitoring Report

Certification Period

December 2014

On 6 November 2012, a new integrated agency Quality and Qualifications Ireland (QQI) was established. The new agency will continue to provide continuity of service as it evolves.

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1. Details of Provider

Provider Name:	First Polymer Training Skillnet
Provider Address:	Athlone, Co Westmeath
Provider Registration No.	40960I

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

2. Evidence Reviewed - Please List

<p>Internal Verification Reports –3-5/12/14 External Authentication Report – 9/12/14 Results Approval Panel Report – 11/12/14</p>
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3. Monitor Findings including good practice and areas for improvement

The internal verification report of 3-5/12/14 notes that 100% check was completed, which is good practice. Some totting errors are identified however the commentary could be a little more expansive and note any issues arising and highlight good practice areas.

The external authentication report of 9/12/14 has completed a 50% sample. The strategy for sampling should be identified as it is unclear if this is the authenticators' own choice or centre policy. Comments could also be more comprehensive and highlight areas of good practice as well as identify any issues arising clearly.

The Results Approval minutes of 11/12/14 are fairly comprehensive. Learner numbers are specified in total and modules are listed but perhaps provider would include learner numbers per module delivered to facilitate reconciliation with returns to QQI.

Programme Validation

Provider has engaged in programme validation approval process for the programmes included in this results submission.

Website –

QQI has a new website and QQI award brand so the provider should familiarise themselves with this and ensure any links are correct. General care should be taken with award referencing to ensure the award code, award type and level on the NFQ are clearly set out on the provider's website. Use of 'FETAC' should be now phased out and replaced with the QQI award brand appropriately.

	The provider must	By this date
4.1 Essential Recommendations (Required Action(s))	<p>Ensure that the sampling strategy is clearly outlined in both the internal and external aspect of the authentication process.</p> <p>The provider should consider including additional detailed commentary in the various reports which would add value and understanding to the effectiveness of the processes and procedures with regard to quality assurance.</p>	Prior to the next assessment period.
Recommendations to Provider 4.2 Developmental Recommendations	<p>The provider should consider:</p> <p>Providing a clear brief for authenticators in terms of completing a comprehensive and detailed report which outlines findings.</p> <p>It is recommend you review the QQI policy papers on re-engagement which can be located at http://www.qqi.ie/Pages/Reengagement-with-QQI---Overarching-Policy-for-All-Providers.aspx and http://www.qqi.ie/Pages/Re-engagement-with-QQI-Policy-and-Criteria-for-Renewed-Access-to-QQI-Validation-for-Voluntary-Providers-of-Further-Educatio.aspx</p>	

5. Monitoring Outcomes (insert outcome no) 2

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

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

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 QQI Monitor.

Feedback and Comments