



FETAC

Comhairle na nDámhachtainí
Breisoideachais agus Oiliúna
Further Education and
Training Awards Council

FETAC Key Dates and Information 2010

Key Dates January - December 2010

NOTE Centres entering learners for certification at levels 1 and 2 please contact Maria McLoughlin at mmcloughlin@fetac.ie

January Certification 2010 Levels 1-6

1 January	Web Candidate Entry System (WCES) www.fetac.net opens for January 2010 certification for centres
10 January	Closing date for receipt of award and module estimates for January 2010 certification period Closing date for receipt of data files for uploading
5 February	All authenticated results must be submitted and Declaration completed (step 8 WCES) through the Web Candidate Entry System Web Candidate Entry System closes
28 February	Issue of certificates for January 2010 certification period

May Certification 2010 Levels 1-6

10 February	Web Candidate Entry System www.fetac.net opens for May 2010 certification period
10 March	Closing date for receipt of award and module estimates for May 2010 certification period Closing date for receipt of data files for uploading, including Facility files
5 June	All authenticated results must be submitted and Declaration completed (step 8 WCES) through the Web Candidate Entry System Web Candidate Entry System closes
31 August	Issue of certificates for May 2010 certification period

NOTE August and November Certification 2010 Levels 1-6

Dates for these certification periods will be similar to 2009.

During 2010 we will be introducing the **FETAC Business System (FBS)**. This is a web based system enabling providers and centres to interact with FETAC in relation to certification, awards, programmes, registration, monitoring and related operations. It will improve access to FETAC's services and will provide enhanced information to our customers and to the general public.

This system will, over time, replace FETAC's current website and IT certification systems. To ensure a smooth transition, it will be introduced on a phased basis. We will be contacting providers informing them of when the change will be visible to them and what it means for them. FETAC will make available any necessary training to assist providers with this changeover.

FETAC will inform you of the details of August and November certification periods in March 2010.

Assessment Requirements

FETAC's Assessment policy sets out a distinct role for the provider and FETAC in relation to assessment.

All registered providers are required to have in place and appropriately documented, procedures for:

- Fair and consistent assessment
- Internal verification
- External authentication, including the assignment of an external authenticator
- Results approval
- Learner appeals.

NOTE In requesting certification for learners a provider must formally declare compliance with these requirements and confirm implementation of these procedures.

Providers must make available to FETAC the documented procedures and evidence of implementation including the Internal Verification and External Authentication reports.

To assist providers in the development and implementation of these processes guidelines and templates are available on the website. See www.fetac.ie/assessment

External Authenticators Panel

The appointed panel of external authenticators, with contact details is available on FETAC's Web Candidate Entry System (WCES) www.fetac.net Providers are required to select and assign an appropriate external authenticator in accordance with their documented procedures.

This panel provides a quality assured list of external authenticators who have the expertise and capacity to

externally authenticate assessment results in major, special purpose and supplemental award areas across the nine fields of learning.

Providers are responsible for ensuring the Authenticator carries out their role and completes a full authentication report confirming compliance with national standards for the award.

Self-Evaluation of Programmes and Services

Under the terms and conditions of registration with FETAC, providers must carry out a self-evaluation of at least one of their programmes within a calendar year of the date of their initial registration and at least once every five years thereafter. This evaluation process is critical to ensure the effective application of quality assurance policies and procedures of providers and evaluation reports will be used by FETAC for monitoring.

For details on Self-Evaluation of Programmes and Services see Section B9 of the QA Guidelines. FETAC has developed templates to assist providers when conducting a self-evaluation. The templates include a Self-Evaluation Checklist, a Self-Evaluation Report and a Programme Improvement Plan. While the Evaluation Report and Programme Improvement Plan are for the provider, copies of completed reports should be submitted to self-evaluation@fetac.ie

FETAC Monitoring

A key function of FETAC is to monitor and evaluate the effectiveness of the provider's quality system to ensure the integrity of FETAC's awards. The FETAC policy on monitoring sets out the features and processes of monitoring, which comprises desk monitoring, site visits and follow up and review by a team of regionally based monitors.

FETAC has in place a monitoring process whereby a review of the provider's quality system is undertaken and a standard monitoring report is completed, identifying good practice and areas for improvement as appropriate.

The focus of monitoring for 2009-2010 is the effectiveness of the provider's quality systems and targets providers offering FETAC awards across a wide range of fields and sectors.

All providers can expect to be monitored by FETAC as a condition of registration. Providers will be contacted in advance and fully informed about the monitoring process by the FETAC monitor. Completed monitoring reports will be published and will form part of an Annual Monitoring Report. The 2008 Annual Monitoring Report is available to download on the FETAC website www.fetac.ie

Provider Reminders

Fee increases

From the November 2009 certification period a revised rate of fees will apply for learners submitted for certification. FETAC sent notification of revised fees and rates to all providers/centres in July.

Requesting FETAC certification for learners

In 2009 FETAC issued an important notice to all providers/centres regarding requests for certification for learners who have participated in programmes provided by other providers and/or centres/trainers and who have sought to have certification facilitated through FETAC registered providers. Provider registration is 'non-transferable' and providers who are engaging in this practice must cease immediately or their certification will be withheld. See notice at www.fetac.net

Approved structure for major awards

Providers/centres offering major awards for certification should visit www.fetac.ie for approved structures for major awards. A range of minor awards is also available to all providers/centres for certification.

Registration of programmes

Providers are reminded to register any programmes which can lead to FETAC awards. You should update the register any time you add a new programme or cease offering one already registered.

To register your programme(s), visit the FETAC website www.fetac.ie where you can access the Programme Registration login from Quick Links on the home page. If you need further assistance please contact the FETAC Helpdesk at 01-865 9599 or by email to information@fetac.ie putting 'Programme Registration' in the subject line.

FETAC Helpdesk

FETAC operates a helpdesk to assist with any queries on its certification processes. The helpdesk can be contacted at **01 865 9599** or at certification@fetac.ie

The dates and information provided in this publication are intended for providers offering programmes leading to FETAC awards, using NCVA processes and procedures – see www.fetac.ie/ncva/default.htm

Up-to-date notices and supplements are available at www.fetac.ie
Any part of this publication may be copied for use within centres.

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