



# Developing a QA System for FETAC Agreement

Programme Brochure

# Developing a QA System For FETAC Agreement

Under the Qualifications Act 1999, a person or body who wishes to provide a programme of education and training leading to a FETAC award must first agree their quality assurance system with FETAC.

Formerly delivered through the Training Providers Competency Skillnet, this programme will provide you with practical guidelines, samples and advice on all the policies and procedures that providers are expected to put in place and the criteria for their agreement with FETAC. It will benefit Independent Training Providers, In-company Trainers and Training Managers, and Network Managers who are preparing to become a FETAC registered providers and who need to develop their quality assurance application for FETAC agreement.

## Programme Aims

The purpose of the programme is to:

- Facilitate the development of the knowledge and skills necessary to establish a Quality Assurance System suitable for FETAC Agreement

Following the programme, attendees will:

- Understand the steps providers must take to prepare their application for registration with FETAC and to ensure that learners have access to the information necessary to document their Quality Assurance System for FETAC Agreement
- Understand how to prepare their Quality Manual
- Be able to complete the Application Form for Registration with FETAC
- Understand the application process
- Understand the evaluation process.

## Programme Content

Module 1: Introduction to CQAF, NQAI, FETAC and FETAC policies on quality assurance, developing policies and procedures for Communications, Equality, Staff Recruitment and Development, Access, Transfer and Progression.

Module 2: Developing policies and procedures for Programme Development, Delivery and Review, Protection of Learners, Fair and Consistent Assessment of Learners.

Module 3: Developing policies and procedures for Sub-contracting and Self -Evaluation of Programmes and Services and how to prepare a quality assurance manual.

## Programme Duration

This programme runs for three days, 1 day per week. In a workshop format you will be guided through the development of your policies and procedures. Relevant, work-based assignments directly related to documenting your policies and procedures will be given following each module. This will allow you to make significant progress in developing your own quality assurance systems over the duration of the programme.

## Note on FETAC

FETAC, the Further Education and Training Awards Council, is the national awarding body for further education and training in Ireland. Its awards form part of the National Framework of Qualifications (NFQ) for Levels 1 to 6. FETAC's functions include:

- Making and promoting awards
- Validating programmes
- Monitoring and ensuring the quality of programmes
- Determining standards

Registered FETAC providers may choose programmes to deliver from the vast curriculum available at these levels on the NFQ. These programmes range from skills based training programmes, to personal and professional development programmes, to supervisory and management training programmes. Programmes leading to FETAC awards are offered nationwide by a range of providers in private and public education and training centres, in colleges and in the workplace.

The fact that these programmes lead to accredited, certified, nationally-recognised education qualifications add significantly to their credibility and being able to offer these recognised education awards from the NFQ enhances the credibility of the training providers' organisation. Since quality assurance is a recognised core principle of FETAC and the NFQ, providers of these programmes automatically and effortlessly communicate the quality of their organisation and their programmes at home and abroad. With over 750,000 awards made to learners by FETAC since its establishment in June 2001, it is clear that learners recognise the value of these awards, and being able to refer to FETAC and the NFQ when promoting your programmes will enable providers to increase their ability to attract and retain learners.

FETAC runs regular briefings including a *Registration with FETAC* briefing, for organisations that wish to become registered FETAC providers through the provider quality assurance agreement process. It is aimed at providers not familiar with FETAC that have begun to develop their quality assurance application (<http://www.fetac.ie/BriefingsDefault.htm>).

# Booking Form

## Developing a QA System For FETAC Agreement

### Programme Details

Programme Title   
Venue and Date

### Organisation Details

Organisation Name   
Address for Correspondence   
  
  
  
Contact Tel. No.   
Email Address

Do you have any needs of which we should be aware? Yes  No

Please provide details  
(or contact Oyster directly to discuss)

### Participant Details

Participant 1   
Participant 2   
Participant 2   
Course Fee  No. Learners  Total

Payment enclosed   
Please invoice above company

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.  
T: 01 2063840 M: 085 1078585 E: [info@oystercoaching.com](mailto:info@oystercoaching.com)

## Employer Details

- If your course fees are being paid by your employer company, please provide the following information
- Please ensure that you complete the Programme Details and Personal Details sections on the previous page
- Please note that payment must be made *before* the learner commences the programme.

Employer Name	<input type="text"/>
Employer Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Contact Tel. No.	<input type="text"/>
Fee Due	<input type="text"/>
P.O. Number	<input type="text"/>

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.  
**T:** 01 2063840 **M:** 085 1078585 **E:** [info@oystercoaching.com](mailto:info@oystercoaching.com)

## Oyster Use Only

Total Fee Paid	<input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order
Receipt Number	<input type="text"/>
Photo ID Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> National Identity Card
	<input type="checkbox"/> Other <input type="text"/>
Staff Signature	<input type="text"/>

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[www.oystercoaching.com](http://www.oystercoaching.com)