

Community Employment – Procedures Manual

Appendix 6

Procedure for Procuring Training on the CE Programme

It is the responsibility of the Scheme Sponsor to ensure that all participants engage in training that is accredited on the National Framework of Qualifications (NFQ) or in industry-certified training that is quality assured and provides value for money to the Department. The CE Supervisor, acting on behalf of the Sponsor, must ensure that there is transparency and fairness in the procurement process.

Procurement can be based on a training quote for one participant or a group of participants.

The procurement quote must include a breakdown of the fees and all associated costs, with the approval based on the most advantageous quote in terms of total cost.

Training should be procured, in the first instance, from the local Education and Training Boards (ETBs) at low or no charge to the Scheme.

Option 1: Procurement of Training using an External Training Provider:

Where a participant(s) on a CE Programme accesses a training place on a training course, the place is booked and fees paid on a per capita basis in line with current training procedures.

In the case of procurement where fees apply the following rules apply:

Quotations:	
Less than €500	No quote
€500 - €1,000	One written quote
€1,000 - €5,000	Two written quotes
€5,000 or more	Three written quotes

All quotes must be retained for inspection by DSP.

(Reference: CE Procedures Manual *Chapter 4: Training and Development* procedures in relation to training providers and procurement.)

All training courses procured by a CE Sponsor, including non-fee paying training, are subject to the following criteria:

Criteria that applies to the procurement of Training:

1. All programmes must be validated and either lead to an Award on the National Framework of Qualifications (NFQ), or be industry-certified. Evidence of this should be kept on file for monitoring purposes.
2. All training must be approved and recorded through the Individual Learner Plan (ILP) process and approved by the Department of Social Protection (DSP) Officer.

3.	Attendance records must be held at scheme level and available for monitoring by DSP.
4.	The signed contract/course booking form must be held at scheme level and available for monitoring by the DSP
5.	Invoices should be matched to booking forms and held at scheme level and available for monitoring by the DSP.
6.	Evidence of payment should be held at Scheme level and available for monitoring by the DSP.
7.	All learner records, including learning outcomes must be recorded on the Individual Learner Plan (ILP) and kept at scheme level for monitoring by the DSP.
8.	Accreditation records must be kept at scheme level and available for monitoring by the DSP.

Option 2: The Sponsoring Organisation is an Accredited Training Provider and is not in receipt of funding from any other Department/Agency to provide the proposed training:

- Where training is provided directly by a Sponsoring Organisation to CE participants, a maximum fee of €170 per module per place applies.
- Where a suitably qualified CE Supervisor is providing the training within the current CE contract hours, no charge for tuition will be paid.
- The provision of in-house training room /facilities by the Sponsoring Organisation for training is included in the training grant.
- Training materials where necessary can be claimed on a reimbursement basis. Receipts should be retained to support the claim and for monitoring purposes.

Payment will be made on the submission and approval of an invoice to the CE Sponsor.

Please note:

1. CE participants are exempt from having to pay certification fees associated with an Award at QQI Levels 1-4 on the National Framework of Qualifications (NFQ). If participants have a medical card, they are also exempt from certification fees at Award Levels 5 and 6 on the NFQ.
2. In Option 2 above – QQI validation costs are included in the €170, and QQI certification costs, where they apply, are not included (i.e. certification costs are in addition to the €170).