

### CE Programme & Training Monitoring Form

The primary purpose of a monitoring visit is to ascertain compliance with DSP CE Operating Procedures.

In order to achieve this it is important that you look for:

- Evidence of programme delivery
- Evidence of Career and Progression Planning
- Evidence of Training provided
- Evidence of exit planning and follow-up.

<b>Name of Project:</b>	
Project Number:	
Start Date:	
Finish Date:	
Sponsor Name:	
Supervisor's Name:	
No. of Participants – Approved:	
No. of Participants – Actual:	
Training Budget – Approved (€):	
Training Budget – Actual Spend (€):	
Budget Variance Year to Date:	
% Variance Year to Date:	

**Please detail reasons for variances under or over the training budget allocated?**

1.	
2.	
3.	

Note:

- This form is to be used for a sample of participants on the CE Scheme. For a standard CE Scheme a minimum of 8 participants must make up the sample. For a larger scheme (e.g. a childcare scheme) a minimum of 10 participants must make up the sample.
- Renewal of a scheme is dependent on a scheme achieving compliance during a Programme & Training Monitoring Visit and a Financial Monitoring Visit.

## Programme and Training Monitoring Form

Date of Monitoring Visit:  
 Visited by:  
 Date of last Programme and Training Monitoring Visit:  
 Outcome of last Programme and Training Monitoring Visit:  
 ↙  
 Where the outcome was 'Compliant with minor issues' have all minor issues been addressed? \_\_\_\_\_  
 Where the outcome was 'Non-Compliant' have all non-compliant issues been addressed? \_\_\_\_\_

### Part 1: TO BE COMPLETED WITH THE SUPERVISOR

#### 1. INDUCTION BRIEFING

	Yes	No
1.1 Has an Induction Briefing taken place with all participants?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Are all participants aware of the aims of the programme and learning opportunities available?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Have the tasks assigned to participants been outlined and explained?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is there an active ILP in place for each participant? (An active ILP is one where activity has been recorded in the last 3 months)	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is ILP documentation for each participant signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>

#### Comment Box:

- (View material used for induction briefings)

#### 2. CAREER & PROGRESSION PLANNING

	Yes	No
2.1 Is there a career progression plan in place for each participant? If no, provide date for compliance -	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is coaching & mentoring part of this? If yes, ascertain how this takes place. If no, provide date for compliance -	<input type="checkbox"/>	<input type="checkbox"/>
2.3 How many hours per week (approx.) do you spend contacting and liaising with Employers?	<input style="width: 80%;" type="text"/> hrs.	
2.4 How many hours per week (approx.) do you spend contacting and liaising with external supports? (i.e. HSE services, ETBs)	<input style="width: 80%;" type="text"/> hrs.	
2.5 Does the scheme have a database on local Employers? Ask to see it.	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Have Employers been contacted in the past three months? (If yes, ask to see the list)	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Have support Agencies been contacted in the past three months? (If yes, ask to see the list)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comment Box:</b>
<ul style="list-style-type: none"> <li>- If the answer to question 2.5, 2.6 or 2.7 is no, ask for date of compliance</li> <li>- List Employers contacted in the past three months:</li> <li>- List Agencies contacted in the past three months, where appropriate:</li> </ul>

**3. TRAINING ACTIVITY - DELIVERED**

	Yes	No
<b>3.1</b> Is each participant on the scheme engaged in training?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.2</b> Is there a signed training activity agreement in place for each participant?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.3</b> Is all training provided accredited under the National Framework of Qualifications (NFQ)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.4</b> If no, is the training provided industry related training?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5</b> When training takes place are training costs claimed within one month (on receipt of an invoice)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.6</b> Have all participants who undertook training completed the courses?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.7</b> Has a review of learning been undertaken for each participant, while on the Scheme, in the last year?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.8</b> Have DSP procedures for the procurement of training been followed? If yes, sight documentation, select a training course and verify that procedures have been followed.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comment Box:</b>
<ul style="list-style-type: none"> <li>- Look at sample of signed training activity agreements.</li> <li>- List training that is not accredited under the NFQ.</li> <li>- If training has not been completed by participants, state reason for non-completion, the award level, and the cost of the training.</li> </ul>

**4. PROGRESSION**

<b>4.1</b> What year of the 3 year contract cycle is the Scheme in?	<input type="text"/>
<b>4.2</b> What was the progression target listed in the CE application for the <b>last completed annual contract?</b>	
Employment target? <input type="text"/>	Outcome achieved: <input type="text"/>
Further education target? <input type="text"/>	Outcome achieved: <input type="text"/>
	<b>Yes      No</b>
<b>4.3</b> Has the employment target been met for the last completed annual contract?	<input type="checkbox"/> <input type="checkbox"/>
	<b>Number</b>
<b>4.4</b> How many major awards were achieved (last completed annual contract)?	<input type="text"/>

4.5 How many minor awards were achieved (last completed annual contract)?

Obtain a list of Major and Minor awards from the Supervisor

Obtain a list of industry related training from the Supervisor

4.6 What is the progression target listed in the CE application for the **3 year contract cycle**?

	Y1	Y2	Y3		Y1	Y2	Y3
Employment target?	<input type="text"/>	<input type="text"/>	<input type="text"/>	Achieved to date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Further education target?	<input type="text"/>	<input type="text"/>	<input type="text"/>	Achieved to date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.6 How many major awards are planned in the current contract?

Number
<input type="text"/>
<input type="text"/>

4.7 How many minor awards are planned in the current contract?

Obtain a list of planned Major and Minor awards from the Supervisor

Obtain a list of planned industry related training from the Supervisor

4.8 Has the project returned scheme progression details for all previous Participants? (view the placement forms, including late placement forms)

Yes	No
<input type="text"/>	<input type="text"/>

4.9 If no, please give a date for receipt of remaining forms

Date: <input type="text"/>
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**Comment Box:**

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## 5. EXTERNAL WORK EXPERIENCE

5.1 Is there a policy of work rotation for participants in line with career plans?

Yes	No
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5.2 Is external work experience part of an exit plan for each participant?

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5.3 Has external work experience been offered to each participant?

<input type="text"/>	<input type="text"/>
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5.4 How many participants have undertaken external work experience?

No. <input type="text"/>
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5.5 Has there been a change in work locations from the approved application?

Yes	No
<input type="text"/>	<input type="text"/>

**Comment Box:**

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## 6. EXIT PLANNING & FOLLOW-UP OF PARTICIPANTS

- |   | Yes                        | No                       |
|---|----------------------------|--------------------------|
| 6.1 Is there an exit plan in place for those due to leave the scheme in the next 3 months? (ask to see the exit plans)        | <input type="checkbox"/>   | <input type="checkbox"/> |
| 6.2 Have late placements been notified to the Department of Social Protection? If yes, ask to see the records.                | <input type="checkbox"/>   | <input type="checkbox"/> |
| If no, please give a date for receipt of late placement forms (to be followed up by the HEO).                                 | Date: <input type="text"/> |                          |
| 6.3 Has a final review been carried out for each participant who has completed the programme?                                 | Yes                        | No                       |
| This includes: evidence of an up-dated CV for each participant?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| Evidence of a completed record of achievement?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| Evidence of job search activities incl. interview techniques?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| Evidence of a referral back to Intreo/LES where appropriate?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 6.4 For participants who left the programme, is a 4-month follow-up record maintained? (if yes, ask to see the documentation) | <input type="checkbox"/>   | <input type="checkbox"/> |
| 6.5 If no, please provide a date for completion (to be followed up by the HEO).   | Date: <input type="text"/> |                          |

### Comment Box:

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## Part 2: SPONSOR ORGANISATION OVERVIEW

### 1. PROGRAMME ADMINISTRATION

- |  |                            |                          |
|--|----------------------------|--------------------------|
| 1.1 How often does the Sponsoring Committee meet?  | <input type="text"/>       |                          |
|  | Yes                        | No                       |
| 1.2 Are minutes available? (ask to see them)   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 1.3 Is a written progress report presented to the Sponsoring Committee by the CE Supervisor on the operation of the scheme?<br>If yes, ask to see the report.<br>If no, please provide a date for completion (to be followed up by the HEO). | <input type="checkbox"/>   | <input type="checkbox"/> |
|  | Date: <input type="text"/> |                          |
|  | Yes                        | No                       |
| 1.4 Is the Project progressing in line with the Project Plan?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 1.5 Where the project is not achieving the employment targets set out, what action will be taken?  | <input type="text"/>       |                          |
| 1.6 Is the project compliant with Data protection requirements regarding Information held on participants?   | Yes                        | No                       |
|  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 1.7 Does the project have a data protection policy in place? (ask to see it)   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 1.8 Is secure storage available for all documentation on the scheme?   | <input type="checkbox"/>   | <input type="checkbox"/> |



## Training and Programme Monitoring Review

**In my opinion:**

- No non-compliances were identified during the Training and Programme Monitoring Visit and therefore overall I am of the opinion that this scheme is **COMPLIANT**
- The non-compliances that have been identified during the Training and Programme Monitoring Visit are not of a serious nature and overall I am of the opinion that the scheme is **COMPLIANT**. All non-compliances have been highlighted in the Monitoring Feedback Letter.
- The non-compliances that have been identified during the Training and Programme Monitoring visit are of a serious nature and I am of the opinion that the Scheme is **NON-COMPLIANT**. All non-compliances have been highlighted in the Monitoring Feedback letter.

Monitoring Review completed by HEO: Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Reviewed by AP: Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## Training and Programme Monitoring Review Feedback and Response Letters

Monitoring Feedback Letter issued by HEO on: \_\_/\_\_/\_\_

Sponsor Response Letter (where applicable) received on: \_\_/\_\_/\_\_

## Final Review (where applicable)

Further to the Monitoring Feedback Letter and Sponsor Response, I am of the opinion that overall the Scheme is now:

Compliant

Non-Compliant

Completed by: Signed: (HEO) \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: Signed: (AP) \_\_\_\_\_

Date: \_\_\_\_\_