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.

<table>
<thead>
<tr>
<th>Name of Project:</th>
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<tbody>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
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<tr>
<td>Finish Date:</td>
<td></td>
</tr>
<tr>
<td>Sponsor Name:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td></td>
</tr>
<tr>
<td>No. of Participants – Approved:</td>
<td></td>
</tr>
<tr>
<td>No. of Participants – Actual:</td>
<td></td>
</tr>
<tr>
<td>Training Budget – Approved (€):</td>
<td></td>
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<tr>
<td>Training Budget – Actual Spend (€):</td>
<td></td>
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<tr>
<td>Budget Variance Year to Date:</td>
<td></td>
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<tr>
<td>% Variance Year to Date:</td>
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</tbody>
</table>

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

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<tr>
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<tbody>
<tr>
<td><strong>1.1</strong></td>
<td>Has an Induction Briefing taken place with all participants?</td>
</tr>
<tr>
<td><strong>1.2</strong></td>
<td>Are all participants aware of the aims of the programme and learning opportunities available?</td>
</tr>
<tr>
<td><strong>1.3</strong></td>
<td>Have the tasks assigned to participants been outlined and explained?</td>
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</tbody>
</table>
| **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) |
| **1.5** | Is ILP documentation for each participant signed and dated? |

**Comment Box:**  
- (View material used for induction briefings)

#### 2. CAREER & PROGRESSION PLANNING

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

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2
3. TRAINING ACTIVITY - DELIVERED

3.1 Is each participant on the scheme engaged in training?  
Yes  No

3.2 Is there a signed training activity agreement in place for each participant?  

3.3 Is all training provided accredited under the National Framework of  
Qualifications (NFQ)?  

3.4 If no, is the training provided industry related training?  

3.5 When training takes place are training costs claimed within one month (on  
receipt of an invoice)?  

3.6 Have all participants who undertook training completed the courses?  

3.7 Has a review of learning been undertaken for each participant, while on the  
Scheme, in the last year?  

3.8 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.

4. PROGRESSION

4.1 What year of the 3 year contract cycle is the Scheme in?  

4.2 What was the progression target listed in the CE application for the  
last completed annual contract?  
Employment target?  Outcome achieved:  
Further education target?  Outcome achieved:  

4.3 Has the employment target been met for the last completed annual  
contract?  

4.4 How many major awards were achieved (last completed annual contract)?
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?

<table>
<thead>
<tr>
<th>Year</th>
<th>Employment target?</th>
<th>Achieved to date?</th>
<th>Further education target?</th>
<th>Achieved to date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y3</td>
<td></td>
<td></td>
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</tbody>
</table>

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

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)

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

Date:

Comment Box:

5. EXTERNAL WORK EXPERIENCE

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

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

5.3 Has external work experience been offered to each participant?

5.4 How many participants have undertaken external work experience?

5.5 Has there been a change in work locations from the approved application?

Comment Box:
### 6. EXIT PLANNING & FOLLOW-UP OF PARTICIPANTS

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<tr>
<th></th>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>6.1</strong> 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)</td>
<td></td>
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<tr>
<td><strong>6.2</strong> Have late placements been notified to the Department of Social Protection? If yes, ask to see the records.</td>
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<td></td>
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<tr>
<td>If no, please give a date for receipt of late placement forms (to be followed up by the HEO).</td>
<td>Date:</td>
<td></td>
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<tr>
<td><strong>6.3</strong> Has a final review been carried out for each participant who has completed the programme? This includes: evidence of an up-dated CV for each participant? Evidence of a completed record of achievement? Evidence of job search activities incl. interview techniques? Evidence of a referral back to Intreo/LES where appropriate?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>6.4</strong> For participants who left the programme, is a 4-month follow-up record maintained? (if yes, ask to see the documentation)</td>
<td>Date:</td>
<td></td>
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<tr>
<td><strong>6.5</strong> If no, please provide a date for completion (to be followed up by the HEO).</td>
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### Comment Box:

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**Part 2: SPONSOR ORGANISATION OVERVIEW**

### 1. PROGRAMME ADMINISTRATION

<table>
<thead>
<tr>
<th></th>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>1.1</strong> How often does the Sponsoring Committee meet?</td>
<td></td>
<td></td>
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<tr>
<td><strong>1.2</strong> Are minutes available? (ask to see them)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>1.3</strong> Is a written progress report presented to the Sponsoring Committee by the CE Supervisor on the operation of the scheme? If yes, ask to see the report. If no, please provide a date for completion (to be followed up by the HEO).</td>
<td>Date:</td>
<td></td>
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<tr>
<td><strong>1.4</strong> Is the Project progressing in line with the Project Plan?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td><strong>1.5</strong> Where the project is not achieving the employment targets set out, what action will be taken?</td>
<td></td>
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<tr>
<td><strong>1.6</strong> Is the project compliant with Data protection requirements regarding Information held on participants?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>1.7</strong> Does the project have a data protection policy in place? (ask to see it)</td>
<td></td>
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<tr>
<td><strong>1.8</strong> Is secure storage available for all documentation on the scheme?</td>
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5
1.9 Does the project have an internet secure usage policy in place? (ask to see it)

1.10 Is Garda Vetting completed for participants working with children or vulnerable adults? (ask to see approval letters)

1.11 Have DSP procedures for the procurement of training been followed? If yes, verify that procedures have been followed.

1.12 Have you attended a Sponsor Engagement Briefing event organised by the Department of Social Protection?

   - Yes
   - No

   If yes, please give the date of the Briefing Session you attended –

   Date:

   Who attended on behalf of the Sponsor? __________________________

1.13 Have you/the Supervisor attended a training event on the NFQ Awards organised by the Department of Social Protection?

   - Yes
   - No

   If yes, name who attended: _____________________________________

1.14 If yes, please give the date of the Training event attended –

   Date:

**Comment Box:**

Please comment on Q1.4

Answer to Q1.5
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:

Completed by:  Signed: (HEO)______________________________       Date: ________
Reviewed by:  Signed: (AP)______________________________       Date: ________