

# How to complete self-assessment on Trade Portal



## The aim of this presentation

This is a short step by step guide to assist you with completing the self-assessment using the trade portal.



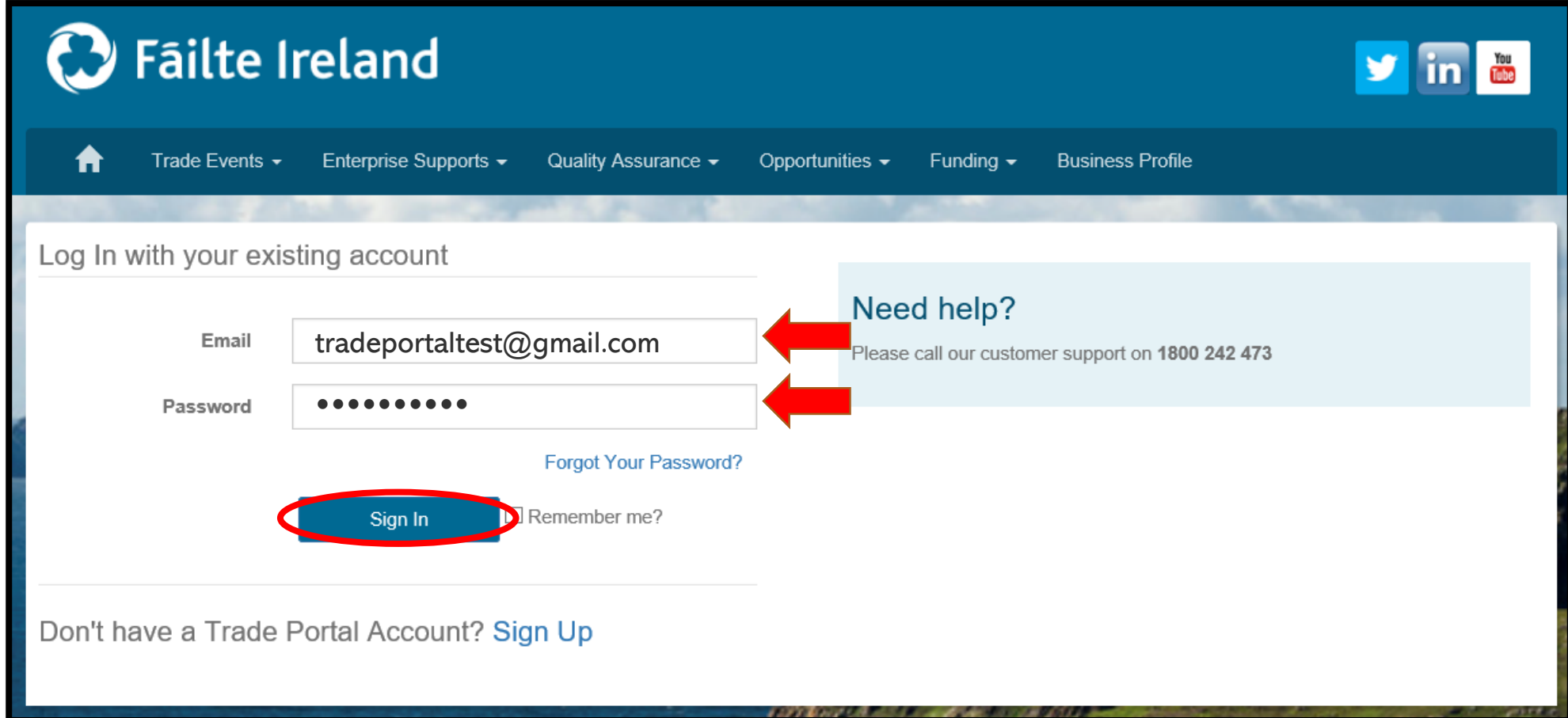


The screenshot shows the top navigation bar of the Fáilte Ireland website. The 'Log In' button is highlighted with a red circle. Below the navigation bar, the main heading reads 'Welcome to Fáilte Ireland's Trade Portal'. The page features six content tiles: 'TRADE EVENTS', 'QUALITY ASSURANCE', 'ENTERPRISE SUPPORTS', 'OPPORTUNITIES', 'FUNDING', and 'BUSINESS PROFILE'. The footer contains various links including 'Portal Signup Request', 'Contact Us', 'Accessibility', 'Media centre', 'Site Map', 'Careers', 'Freedom of Information', 'Legal Terms', 'Privacy Policy', and 'Cookies Policy'.

Log into the Trade Portal in the same way that you do for your renewals:

[www.tradeportal@failteireland.ie](http://www.tradeportal@failteireland.ie)

Click on the “Log In” button on the top right hand side.



**Fáilte Ireland**

Home Trade Events Enterprise Supports Quality Assurance Opportunities Funding Business Profile

Log In with your existing account

Email

Password

[Forgot Your Password?](#)

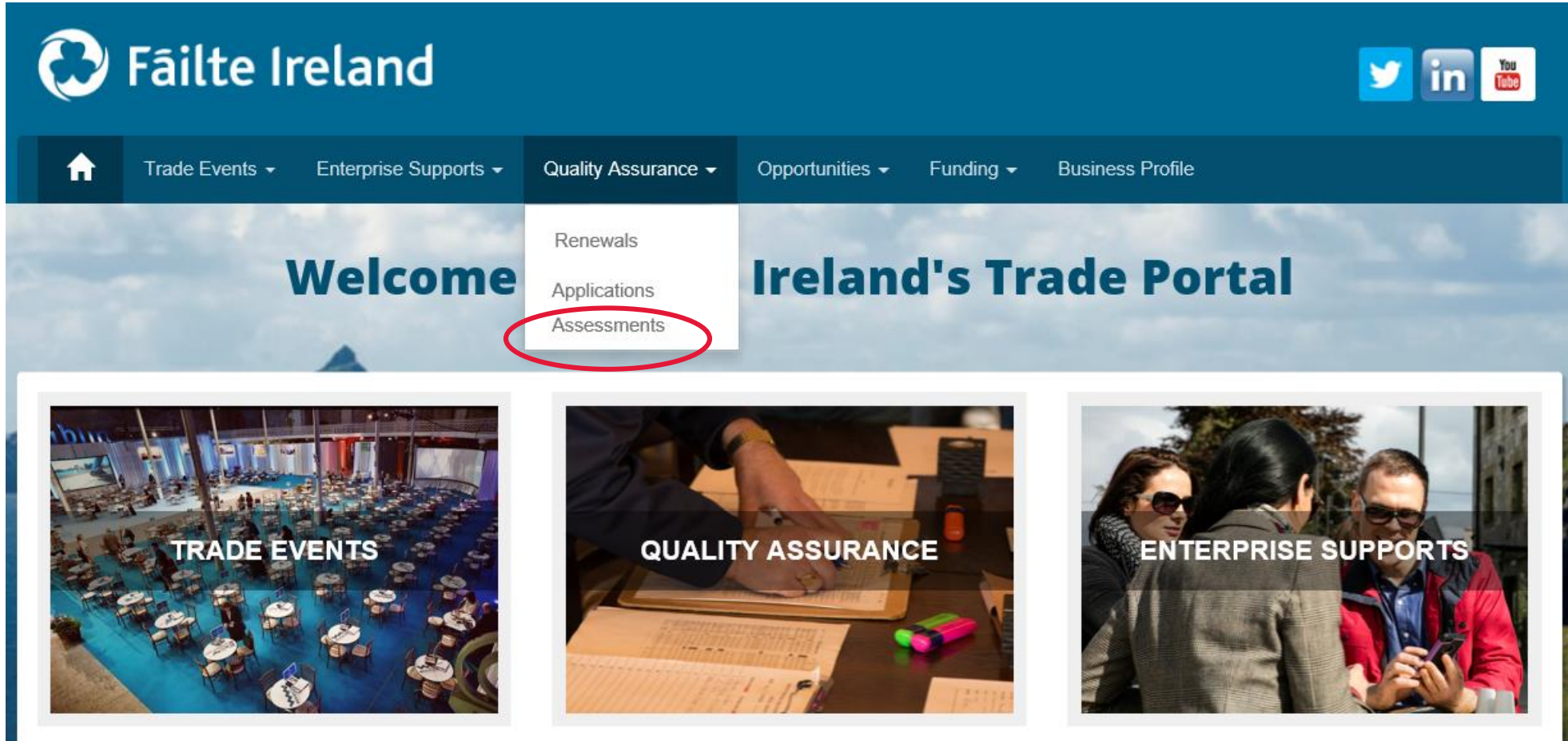
Remember me?

**Sign In**

Don't have a Trade Portal Account? [Sign Up](#)

**Need help?**  
Please call our customer support on 1800 242 473

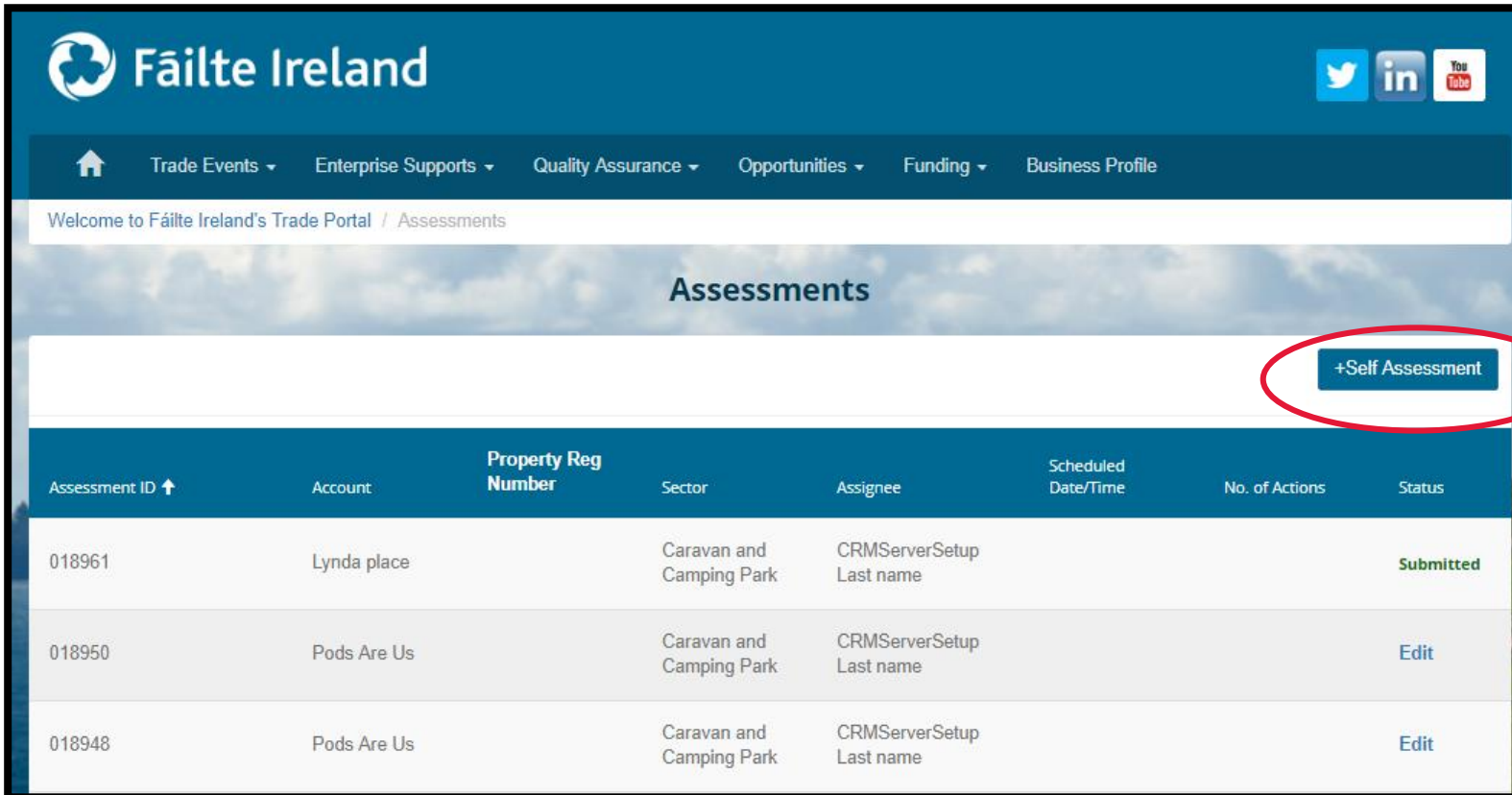
Enter your email address and password in the same way that you do for Renewing your property



The screenshot shows the Fáilte Ireland website interface. At the top left is the Fáilte Ireland logo and name. To the right are social media icons for Twitter, LinkedIn, and YouTube. Below this is a navigation bar with a home icon and several menu items: Trade Events, Enterprise Supports, Quality Assurance, Opportunities, Funding, and Business Profile. The 'Quality Assurance' menu is open, showing a dropdown list with three items: Renewals, Applications, and Assessments. The 'Assessments' item is circled in red. Below the navigation bar is a large banner area with the text 'Welcome' on the left and 'Ireland's Trade Portal' on the right. Underneath the banner are three image-based sections: 'TRADE EVENTS' showing a large indoor event space, 'QUALITY ASSURANCE' showing hands reviewing documents, and 'ENTERPRISE SUPPORTS' showing three people in business attire looking at a smartphone.

Click on the '**Quality Assurance**' tab at the top of the screen

Then click on the '**Assessments**' section



Welcome to Fáilte Ireland's Trade Portal / Assessments

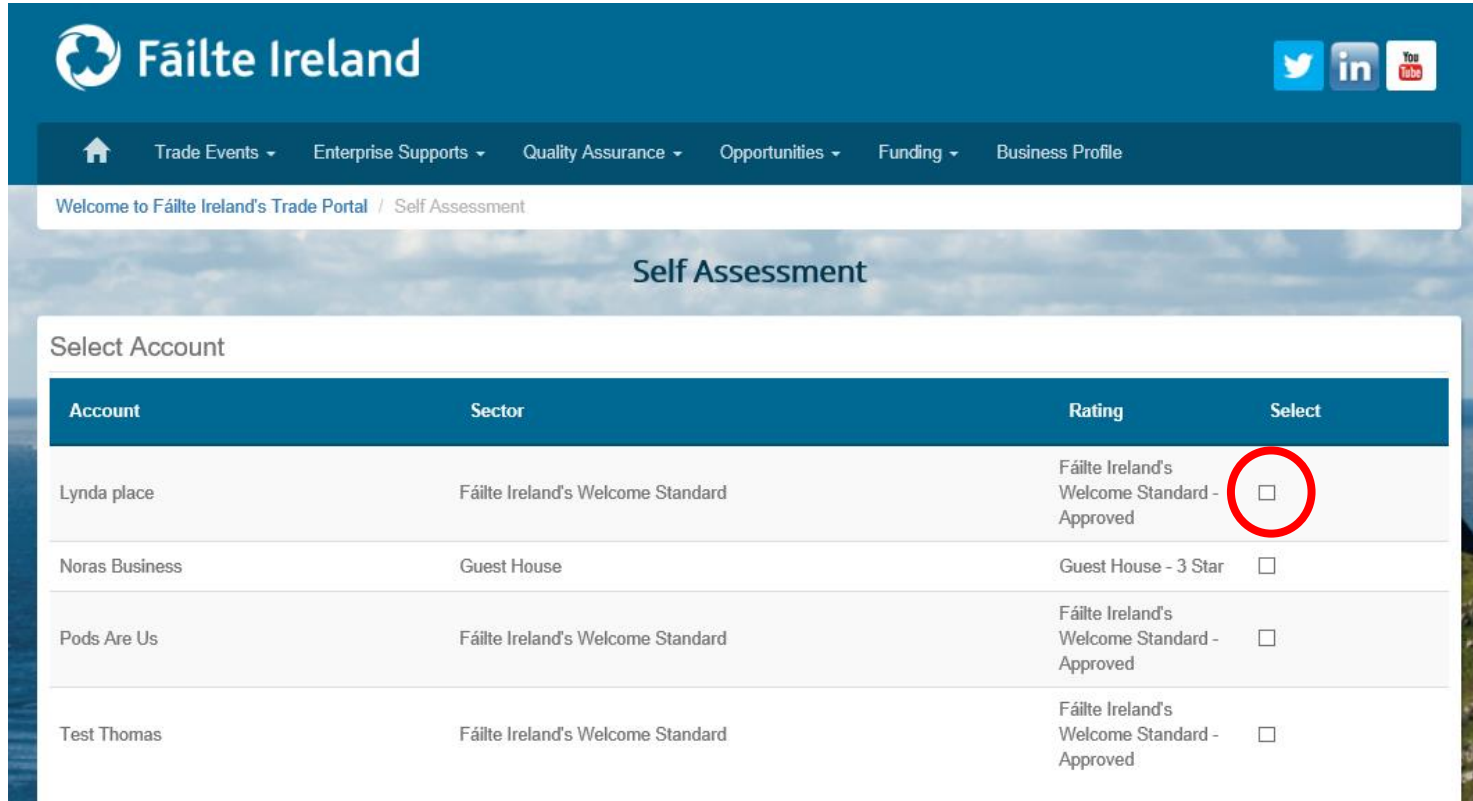
## Assessments

[+Self Assessment](#)

Assessment ID ↑	Account	Property Reg Number	Sector	Assignee	Scheduled Date/Time	No. of Actions	Status
018961	Lynda place		Caravan and Camping Park	CRMServerSetup Last name			Submitted
018950	Pods Are Us		Caravan and Camping Park	CRMServerSetup Last name			Edit
018948	Pods Are Us		Caravan and Camping Park	CRMServerSetup Last name			Edit

Then click on the **'+ Self Assessment'** button on the right hand side to start your self assessment.

You can start the self assessment mid way and it will save you answers, this is where you can see the Edit button. Once you have completed the self-assessment, you will see the Submitted button.



**Fáilte Ireland**

Trade Events ▾ Enterprise Supports ▾ Quality Assurance ▾ Opportunities ▾ Funding ▾ Business Profile

Welcome to Fáilte Ireland's Trade Portal / Self Assessment

### Self Assessment

Select Account

Account	Sector	Rating	Select
Lynda place	Fáilte Ireland's Welcome Standard	Fáilte Ireland's Welcome Standard - Approved	<input checked="" type="checkbox"/>
Noras Business	Guest House	Guest House - 3 Star	<input type="checkbox"/>
Pods Are Us	Fáilte Ireland's Welcome Standard	Fáilte Ireland's Welcome Standard - Approved	<input type="checkbox"/>
Test Thomas	Fáilte Ireland's Welcome Standard	Fáilte Ireland's Welcome Standard - Approved	<input type="checkbox"/>

Choose your property that you wish to self-assess by ticking in the box to the right of the property.

## Self Assessment

### Select Sector

**Account \***

Accommodation Test Ltd

**Sector**

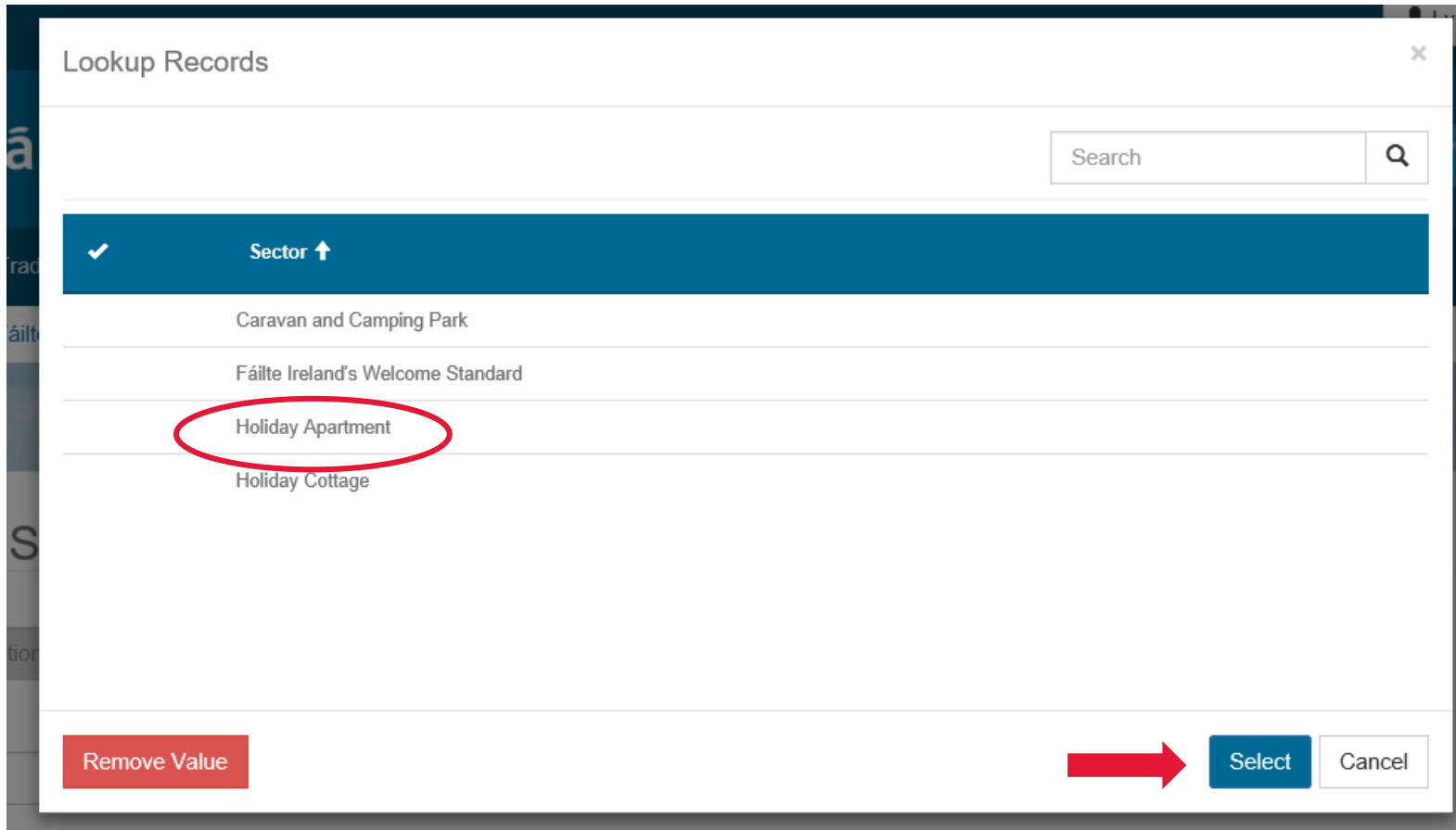
**Classifications**

Generate Assessment

This page will allow you to choose the sector and classification, whether it is Approved or if you wish to go for classification



Click and choose your correct sector i.e. **Holiday Apartment**



Lookup Records

Search

✓	Sector ↑
	Caravan and Camping Park
	Fáilte Ireland's Welcome Standard
	<b>Holiday Apartment</b>
	Holiday Cottage

Remove Value

→ Select Cancel

Then click on select at the bottom right to confirm the sector.

Next, choose the classification that you would like to self assess, whether it is for Approved or if you would like to apply for classification.

**Self Assessment**

**Select Sector**

**Account \***  
Accommodation Test Ltd

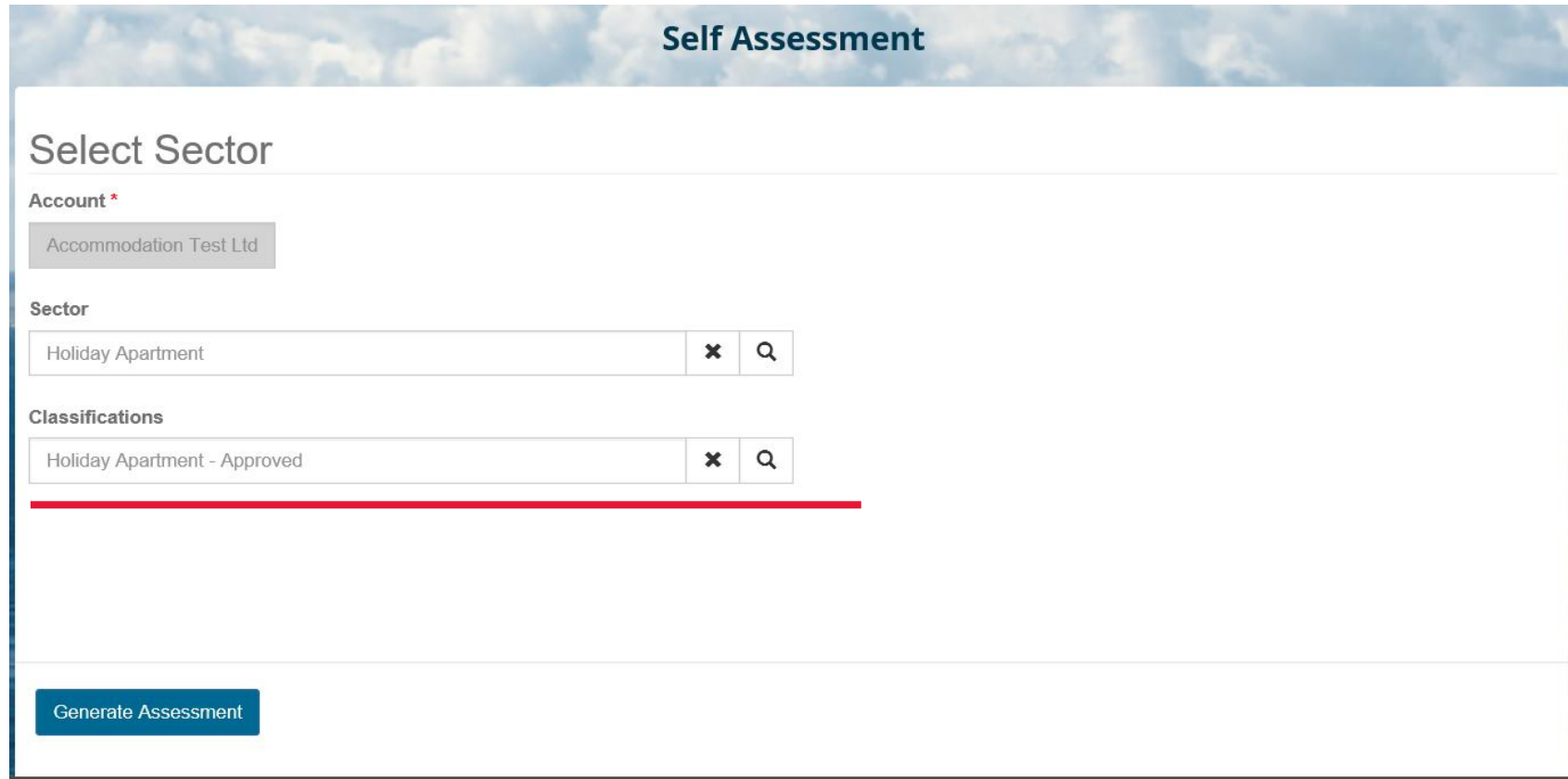
**Sector**  
Holiday Apartment!

**Classifications**

Choose

Holiday Apartment - Approved
Holiday Apartment -With Classification

If you wish to choose to continue to be assessed as 'Approved', please choose  
**'Holiday Apartment – Approved'**



**Self Assessment**

Select Sector

Account \*

Accommodation Test Ltd

Sector

Holiday Apartment

Classifications

Holiday Apartment - Approved

Generate Assessment

Then click on 'Generate Assessment'

# If you wish to be assessed as 'Approved', please Read and confirm that you will comply with the **Regulation**

## Self Assessment

### Regulation

Please read the Regulations below and confirm agreement by ticking the box at the end.

If you have any queries, you can contact the Fáilte Ireland Quality Assurance Team on 1890 697 000 or by email at [qualityassurance@failteireland.ie](mailto:qualityassurance@failteireland.ie).

Question	Select Answer
<b>1. CITATION</b>	
1.1 These Regulations may be cited as the Registration and Renewal of Registration Regulations for Short Term Tourism Accommodation Rental, 2018 for eligibility for registration in the following registers: holiday apartments, approved holiday cottages, caravan sites, camping sites ("the 2018 Regulations").	
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<b>2. COMMENCEMENT</b>	
2.(i) These Regulations shall come into operation on the 1st of February 2020.	
2.(ii) These Regulations shall apply to each Business (as hereinafter defined), which falls within any of the prescribed terms, holiday apartment, tourist apartment, apartotel, holiday flat, approved holiday cottage, approved holiday house, approved holiday home, approved holiday villa, caravan site, camping site, caravan park, caravan camp, caravan centre, caravan estate, caravan court, caravanel, camping park, camping	

If you wish to be assessed as  
'Approved', please Read and confirm  
that you will comply with the  
**Regulations**

Once you click stating that you agree  
with the regulations, please click on  
**"Save and Submit"**

## 12. RENEWAL OF REGISTRATION

12.1 Where Fáilte Ireland is satisfied that an application has been made in accordance with Regulation 11 and that the Business in respect of which such application has been made is eligible for renewal of registration in Fáilte Ireland's Register of Holiday Apartments or Register of Approved Holiday Cottages or Register of Caravan sites and Camping sites having regard to the standards and requirements of these Regulations, Fáilte Ireland

## 13. PRESCRIBED FEES

13.1 All references to prescribed fees in these Regulations relate to fees prescribed by Fáilte Ireland with the consent of the Minister for Transport, Tourism and Sport under Sections 26(2), Section 27(2) and Section 29(2) of the Acts. Details of all prescribed fees can be found on Fáilte Ireland's designated website.

## REVOCATION

14.1 All Regulations made by Fáilte Ireland, with the consent of the Minister for Transport, Tourism and Sport, pertaining to Holiday Apartments, Approved Holiday Cottages, and Caravan sites and Camping sites including, but not limited to those set out hereunder are hereby revoked:

14.1.1 Registration and Renewal of Registration Regulations for Holiday Apartments 2007

14.1.2 Registration and Renewal of Registration Regulations for Holiday Cottages 2007

14.1.3 Registration and Renewal of Registration Regulations for Caravan and Camping Parks 2009

## 15. CANCELLATION OR TERMINATION OF REGISTRATION

15.1 For the avoidance of doubt, where the registration of a premises or Business has been cancelled by Fáilte Ireland under the provisions set out in the Acts or where the registration of a premises or Business has terminated in accordance with Section 28(1) of the Acts, these Regulations shall apply to any subsequent application for registration of the said premises or Business.

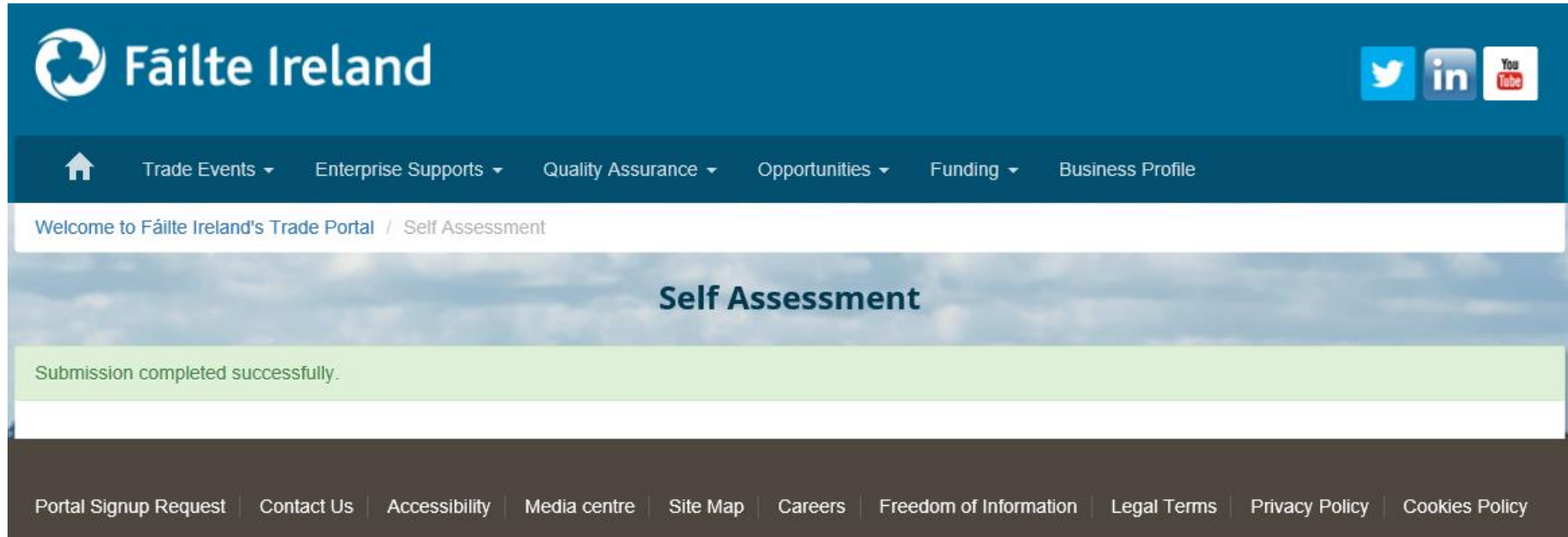
I have read and agree to the above Regulations.

I agree

Previous

Save and Submit

Once you have submitted your self-assessment, you will receive an email within 48 hours confirming that your self-assessment has been submitted.



The screenshot displays the Fáilte Ireland Trade Portal interface. At the top, the Fáilte Ireland logo and name are on the left, and social media icons for Twitter, LinkedIn, and YouTube are on the right. Below this is a navigation menu with a home icon and links for Trade Events, Enterprise Supports, Quality Assurance, Opportunities, Funding, and Business Profile. A breadcrumb trail reads "Welcome to Fáilte Ireland's Trade Portal / Self Assessment". The main content area features a large "Self Assessment" heading over a background image of a cloudy sky. A prominent green message box states "Submission completed successfully." The footer contains a list of links: Portal Signup Request, Contact Us, Accessibility, Media centre, Site Map, Careers, Freedom of Information, Legal Terms, Privacy Policy, and Cookies Policy.

An aerial photograph of a rugged, conical island or headland, likely in Ireland, surrounded by the ocean. The island is covered in green vegetation and has a sharp peak. The water is a deep blue-grey color. The sky is overcast and grey. The text is overlaid in the center of the image.

**Thank You**  
**Fáilte Ireland Quality Assurance Team**  
**1800 242 473**