CONTENT/FORMAT OF THE CEIP REPORT/FACILITATORS COPY.

**\*DELETE WHAT MAY NOT BE INCLUDED**

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| Front Cover – to include relevant logos/sponsors |
| Introduction/Foreword to the CEIP Report - By CEO of the ETB/Chairperson of the Board of Management or centre coordinator.  *\*Sample in the toolkit* |
| Numbered Contents Page |
| Acknowledgements |
| Outline of the Evaluation and Planning Process  *\*Template in the toolkit filled in by the facilitator and emailed to the centre after the CEIP sessions* |
| Background to Quality Framework  *\*In toolkit and to be emailed to the centre by the facilitator after the CEIP Session* |
| History of the Centre |
| Mission Statement Aims and Objectives |
| Background Information/Statistics |
| SCOT Analysis – and any actions arising from it documented and included in the Timeframe for Actions template  *\*Emailed to the centre by the facilitator after the CEIP Session* |
| Feedback from Learner Evaluation – any actions arising from it documented and included in the Timeframe for Actions template |
| Feedback from ETB/Board of Management – any actions arising from it documented and included in the Timeframe for Actions template |
| Feedback from Parents/Guardians – any actions arising from it documented and included in the Timeframe for Actions template |
| Feedback from Employers – – any actions arising from it documented and included in the Timeframe for Actions template |
| Feedback from other stakeholder groups as decided by staff team– any actions arising from them documented and included in the Timeframe for Actions template |
| Review of Action Plan/Timeframe for actions from last year’s CEIP – any actions arising i.e. if actions were not completed they need to be included in this year’s Timeframe for actions if still deemed relevant.  *\*Emailed to the centre by the facilitator after the CEIP Session* |
| List of areas being evaluated this year – the pillars template in the toolkit could be used with an asterisk to note areas picked or just a word document with areas listed  *\*Emailed to the centre by the facilitator after the CEIP Session* |
| Evaluation of selected Quality Standard Areas this year – this to include the review of areas 5/6 that happened prior to the session documenting actions arising.  *\*Emailed to the centre by the facilitator after the CEIP Session* |
| Timeframe for Actions. – to include all the actions arising from the SCOT Analysis reviews with Learners, ETB, Board of Management, parents/guardians employers and any other stakeholder groups  *\*Emailed to the centre by the facilitator after the CEIP Session* |
| Monitoring Arrangements |
| Conclusion to Report |
| Contact Details |