TO DO LIST/TASK SHEET FOR THE **FOLLOWING** YEAR.

|  |  |  |
| --- | --- | --- |
| Action | Start month/finish month | Who is responsible for Action |
| **Profile of Learners (DES Returns)**  To include the following information for CEIP Session and Report   1. Number of Learners in centre during past year, their ages, male female ratio 2. Number of Learners who started during year 3. Number of Learners who left/progressed/where they went. 4. Number of Learners who completed courses/ achieved certification | January? | Coordinator |
| **Update History of the Centre** | May? |  |
| **Teacher Annual Subject Review**  A Review from each teacher in relation to each subject they deliver  Template for Teacher Subject Review is in the toolkit and would have been forwarded to the coordinator prior the CEIP session. | May/June? | All teaching staff |
| **Learner Annual Subject Review**  A Review from each Learner in relation to each subject they participate in  Template for Learner Subject Review (Sample) is in the toolkit and would have been forwarded to the coordinator prior the CEIP session. | May/June? | All Learners  All staff |
| **Learner Evaluation**  Copy of Template for Learner Review is in the toolkit. | May/June? |  |
| **Review of the Summer Programme**  – if the centre has one | June/July? |  |
| **Book QF Facilitator for next year** | January | Co-ordinator |
| **Collate this year’s CEIP Report within 1 month** |  | Designated person/s |

**NB** - **Transfer Actions arising to CEIP Timeframe annually**