|  |
| --- |
|  |
| Guidelines for the Delivery of Remote CEIP for  Youthreach Co-ordinators and Management Teams |
| **April 2021** |
|  |
|  |

* **Introduction**

The Remote CEIP Process is a temporary response to COVID 19 in the delivery of the regular CEIP, it models the regular CEIP processes where possible, but some of the detailed work involved may be inhibited due to the nature of working online. In essence to ensure real engagement from staff, there is a degree of flexibility enshrined into the process, this flexibility is to be agreed with the facilitator and co-ordinator to ensure that it maximises the commitment of staff in the process. It is hoped that the most suitable online platforms are used to facilitate the process, such as Zoom or Outlook 365 Teams. This will be agreed locally by the Centre Co-ordinator in conjunction with the Facilitator. These guidelines were developed to ensure that the Remote CEIP is delivered consistently across all Centres. There is room for some deviation at local level based upon the unique circumstances that exists for each Centre. These guidelines are devised to act as supports to the implementation of Remote CEIP but need to be read in conjunction with the QF CEIP Toolkit for Co-ordinators.

* **Responsibility of Centre Co-ordinator and Centre Management Team**
* Co-ordinator to inform ETB and staff of CEIP dates and their responsibilities in the process
* Co ordinator is responsible for organising the remote link connection for staff and QF facilitator
* Co-ordinator to email all relevant materials to the CEIP attendee’s e.g. Quality Standard templates, previous agreed Actions, etc.
* Co-ordinator to forward the previous CEIP to facilitator
* Centre Management Team to collate of Reviews, Centre time line etc.
* Centre Management Team to remind staff to have, to hand their own teacher timetable subject reviews, collation of their Learner subject reviews.
* Co-ordinator inform staff team on the background to the Quality Framework Process
* Initiate discussion on the possibility of developing working groups within the staff team to take responsibility for aspects of the tasks e.g., SCOT Analysis etc. that need to be completed.
* To ensure that the Staff Evaluations are completed on the day either manually or online and returned to the National Co-ordinator and the facilitator as soon as possible.

**Agreed preparation list to be completed by the Centre for CEIP**

**Reviews**: To be completed prior to CEIP session

* Teacher and Learner Subject Reviews
* Learner centre Reviews (Pre-Covid and Post Covid)
* Parent/ guardian
* Stakeholder’s reviews
* ETB Management
* Local External Agencies (Employers, if possible)
* Centre Mission Statement, Aims and Objectives
* Centre timeline- by the full staff team
* Staff CPD
* Overview of Programmes delivered in the centre
* Certified /Non certified Programmes
* Review of 2019/20 Agreed Actions, whichever is appropriate

**Quality Standards:**

* Review of 2019/20 Agreed Actions whichever is appropriate, with the full staff team
* Review of Quality Standards
* Q.S. 23 Teaching and Learning
* Q.S. 5 & 6 Admin and Finance; Record Keeping (to be completed in conjunction with facilitator and Co-ordinator)
* Q.S. 18 Child Protection and Safeguarding Policies and Practices (not mandatory but highly recommended to complete)
* Plus two or three additional Quality Standards
* Review of 2019 Agreed Actions
* Review of Contingency Plan that is in place as a result of Covid 19
* Exploring engagement further with learners during Covid 19 (if no Contingency Action Plan in place)
* On line ‘Staff Evaluation’ of the ‘Remote Process’
* Co-ordinators is responsible to ensure the completion the final report, however, the task of putting the report together could be completed by a staff member.

**1.2 Overview of the different Sessions of the Remote CEIP**

The length of the various sessions gives a rough timeframe for the completion of the tasks identified. However, this is totally up to the QF facilitator, co-ordinator and the staff team as to how they want the length of time devoted to each session. This will depend on the availability of staff for the timeslots and the progress made in covering the tasks identified in the different sessions.

**1.3 Material to be covered in the Sessions.**

**Session 1 – (2.5hrs with 15-minute break)**

* Ground rules
* Background to the Quality Framework Process – QF Facilitator to circulate to Co-ordinator in advance and disseminated to all staff who will be participating in the Remote CEIP
* Hopes/expectations/concerns
* Individual Staff Evaluation–2 positive/1 challenging
* Background information/Statistics of the previous year.
* To do list/task sheet for the following year to be filled in and actions created
* Mission Statement Aims and Objectives
* Look briefly at the History of the centre
* SCOT Analysis

**Session 2 (2.5hrs with 15 minute break)**

* Feedback from Review of Quality areas 5 & 6.
* Feedback from Student Evaluation
* Feedback from ETB/Board of Management
* Feedback from Parents/Guardians
* Feedback from Employers
* Feedback from other stakeholder groups as decided by the staff
* Evaluating the Implementation of the Actions Plan from the previous year – completed as part of preparation
* Group round/Closure
* Evaluation form

**Session 3 (2.5hrs with 15-minute break)**

* Quick recap on previous session and any questions/queries arising from it
* Evaluation of Quality Standard Area 23 - Teaching and Learning
* Evaluate 2/3 other priority Quality Standard areas

**Session 4 (2.5 hrs with 15-minute break)**

* Continue to evaluate 2/3 other priority areas
* Discuss the content and format of the CEIP Report
* Discuss distribution options
* Discuss monitoring arrangements
* Review of Contingency Plan that is in place for Covid 19
* Celebrate success.
* Revisit hopes/expectations/concerns from earlier session
* Group round/closure
* Evaluation form

**Please Note:**

It was agreed previously when naming the CEIP reports, we would use the year it was completed. Say for example, CEIP 2021, this review would refer to the previous year, 2020 -21, and therefore allows for reflecting back and planning forward from that year.

Some of our centres who missed out on CEIP evaluations in 2020, could arrange to carry it out twice this year if that were possible to cover the two years involved.

**Produced by the QF Working Group**

**April 2021**