AGENDA FOR THE 2 DAY CEIP PROCESS

DAY 1

Tea/Coffee if people arrive early

Introductions

Ground rules

Background to the Quality Framework Process

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 actioned

Mission Statement Aims and Objectives

Tea/Coffee

Look briefly at the History of the centre – It should have been updated

SCOT Analysis

Lunch

Feedback from Review of Quality areas 5/6

Feedback from Learner 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

Group round/Closure

Evaluation form

DAY 2

Tea/coffee if people arrive early

Quick recap on day one and any questions/queries arising from it

Evaluation of Quality Standard Area 23 - Teaching and Learning

Tea/coffee

Begin to evaluate the remaining 5 Quality Standard Areas

Lunch

Continue to evaluate remaining Quality Standard areas

Discuss the content and format of the CEIP Report

Discuss distribution options

Discuss monitoring arrangements

Celebrate success

Revisit hopes/expectations/concerns from day 1

Group round/closure

Evaluation form