CONTENT/FORMAT OF THE CEIP REPORT / CENTRE COPY

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| Front Cover – to include relevant logos/sponsors |
| Introduction/Foreword to the CEIP Report |
| Numbered Contents Page |
| Acknowledgements |
| Outline of the Evaluation and Planning Process  Facilitator emails this to the centre after the CEIP Process |
| Background to Quality Framework  Facilitator emails this to the centre after the CEIP Process |
| History of the Centre |
| Mission Statement Aims and Objectives |
| Background Information/Statistics |
| SCOT Analysis  Facilitator emails this to the centre after the CEIP Process |
| 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 staff team |
| Review of Action Plan from CEIP 201….(Last year)  Facilitator emails this to the centre after the CEIP Process |
| List of areas being evaluated in 201…. (This year)  Facilitator emails this to the centre after the CEIP Process |
| Evaluation of selected Quality Standard Areas 20…. (This year)  Facilitator emails this to the centre after the CEIP Process |
| Timeframe for Actions.  Facilitator emails this to the centre after the CEIP Process |
| Monitoring Arrangements |
| Contact Details |