Correspondence to the centre from the facilitator in advance of the 2 day CEIP Process

This is a list of the things that you need to do before the CEIP days. This list of work is not just for the coordinator and /or administration staff to complete but for the full staff team. If you have any questions in relation to this please don’t hesitate to contact me by phone or email for clarification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Job to do** | **Send copy to facilitator** | **Have a copy for all staff for CEIP session** | **Tick when complete** |
| Administration Review | Please review Quality Areas 5 – Administration and Financial Management and 6 – Record Keeping from the Main Centre Review Worksheet before CEIP Process.  Bring the results of the review of these areas to day 1of the CEIP Session  \*Main Centre Review Worksheet is in your Toolkit | **√** |  |  |
| Teaching and Learning | Teaching and Learning (23) is a new Quality Standard Area in the Main Centre Review Worksheet and is a mandatory area to be reviewed each year.  Please have a copy of this section for everyone attending the session |  | **√** |  |
| Select Quality Standard Areas to evaluate for 2019 | Select 5 areas for evaluation this year using the attached template –\*Selecting Areas for Evaluation  **(excluding areas 5,6,23,17)**  Send me a list of the new areas to be evaluated this year. | **√** |  |  |
| SENI Centres | If you are one of the 20 SENI Centres you will need to book a facilitator to evaluate QA 17 separate to the CEIP Process this year  A list of qualified facilitators to do this work can be obtained from Gerry Griffin |  |  |  |
| Evaluation Criteria | Photocopy for everyone the evaluation criteria for each of the Quality Areas being evaluated this year from the Main Centre Review Worksheet. |  | **√** |  |
| Gather Evidence in the new areas to be evaluated | Gather evidence in relation to the areas that are going to be evaluated: |  |  |  |
| Actions from last year’s CEIP session | During the session we will be looking back at your Action Plan/Timeframe for Actions from last year’s CEIP Session to ensure that actions were completed.  Have a copy of Timeframe/Action Plan for everyone on the day. | **√** | **√** |  |
| Involve ETB Management | Invite ETB management representative to attend if you wish |  |  |  |
|  | If an ETB Management Representative cannot attend ask them to complete and return a questionnaire in time for the session.  **\*Sample** Evaluation Questionnaire for ETB attached.  This questionnaire may be completed by any one or more of the following: CEO, EO, AEO, Regional Co-ordinator and Board of Management.  Photocopy the response and have it for the session  Have an introduction and conclusion to this piece of work. | **√** | **√** |  |
| Evaluation with Learners | Plan and carry out an evaluation with learners.  Collatethe results using bar/pie charts if you wish.  Have an introduction and conclusion to this piece of work.  **\*Sample** Evaluation with Learners attached.  Be creative with questions as learner input is important and actions may arise from their feedback | **√** | **√** |  |
| Evaluation with Parents/Guardians | Plan and carry out an evaluation with Parents/Guardians.  Collatethe results.  Have an introduction and conclusion to this piece of work.  \***Sample** Evaluation Questionnaire for Parents/Guardians attached. | **√** | **√** |  |
| Evaluation with Employers – Work Experience | It is important to get feedback from employers  Please collate feedback gathered from employers during/after Work Experience placements.  Have an introduction and conclusion to this piece of work. | **√** | **√** |  |
| Evaluation with other stakeholders – Advocate, Community reps. Etc. | Plan and carry out an evaluation with any other stakeholder that you may wish to include.  Design your own questionnaire/list of questions based on the stakeholder in question.  Collatethe results.  Have an introduction and conclusion to this piece of work. | **√** | **√** |  |
| Background Information/ Statistics | Document the centre programmes, activities, and levels of learner participation for the previous year under 3 headings:   * Programmes * Learners * Staff.   \*Use the Template – Background Information and Statistics attached as a guide.  Under the heading Programmes the final bullet point – Staff – We need a report from every teacher in relation to **each of their subject areas. This should be typed.**  Please use the information gathered from your annual Learner Subject reviews to inform these reviews  \*Template – Learner Annual Subject Review attached.  \*Template – Teacher Subject Review attached.  The template is in Word format, should be emailed to all staff so they can do it themselves and get it back to you before day 1 |  | **√** |  |
| Mission Statement Aims and Objectives | Please send me a copy of your Mission Statement, Aims and Objectives.  These should be updated every 2 years.  If yours needs updating please do so with the staff team prior to the CEIP sessions.  You may also ask a QF Facilitator to come to review/update them with the team | **√** | **√** |  |
| History of the Centre | Bring a copy of the history of the centre to day 1 of the session.  The history is updated annually and goes into your CEIP Report |  | **√** |  |
| Staff Evaluation Form | Please photocopy the attached Staff Evaluation Form that will need to be filled in after the 2 day process.  Can you have it ready for day 1 in case there are staff who are unable to participate on both days | | | |
| CEIP Report | A copy of the Report should be then forwarded to Gerry Griffin the National Coordinator, and to relevant personnel in your local ETB **within 1 month** of the CEIP Session | | | |
| Questionnaires attached are sample documents. You may of course design/use your own | | | | |

Looking forward to working with you and your staff team.