**Facilitators Preparation and Writing-up Fee**

The CEIP process requires the facilitator to engage with centres to prepare them for the CEIP Process as well as to type up a range of documentation that results from the sessions.

In addition the QF facilitator will engage with the centres throughout the duration of the CEIP process and provide feedback on the report as it develops.

The same applies to a SENI Evaluation – a 1 day process and A Review of Mission Statement Aims and Objectives – A half day process

The following table sets out the work of this nature that will be completed by the QF facilitator together with the associated **typing up** fees.

This fee is **in addition** to the daily rates charged

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| **QF Process** | **Preparation and Writing–up Work Includes** | **Typing up Fee** |
| Centre Evaluation and  Improvement Planning Process (CEIP) | * Informing centres of the preparations that need to be made by the centre in advance of the CEIP process * Reading through the range of material submitted to the facilitator in advance of CEIP session to check/ ensure that everything is in order * Typing up the Scot Analysis * Typing up the completed evaluation templates * Typing up the areas for improvement and actions * Typing up the Timeframe for Actions * E-mailing all typed documentation to the centre within 2 weeks of CEIP process * Providing support while the CEIP Report is being collated | **€200** |
| SENI Evaluation | * Reading through the range of material submitted to the facilitator in advance of the SENI Evaluation session * Providing support to the centre in advance of the evaluation * Typing up the completed evaluation templates * **Compiling SENI Report as per template** * E-mailing SENI Evaluation Report to Gabrielle Green (gabrielle\_green@education.gov.ie) and Gerry Griffin within 2 weeks of SENI Evaluation process | **€150**  This fee is paid to the facilitator from the centres SENI budget. |
| Review of Mission Statement Aims and Objectives | * Reading through the material submitted to the facilitator in advance of the review * Typing up the completed document * E-mailing typed documentation to the centre within 2 weeks of the review * Providing support to the centre in advance | **€25** |