# Outline of the Centre Evaluation and Planning Process

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| Outline of the Process | Who was involved. | Dates. |
| * Background to the Quality Framework Process * Focus on Hopes and Concerns * Group Contract * Timeline/Overview of the Year/Statistics * Mission Statement Aims and Objectives * History of the centre * SCOT Analysis * Feedback from Administration Review * Feedback from Learner Evaluation * Feedback from ETB Management * Feedback from Parent Review * Feedback from Employers * Feedback from other Stakeholders * Review of Actions from previous year’s CEIP * Evaluation of Quality Area Teaching and Learning * Evaluation of new Quality Standard areas for this year * Documenting evidence of what the centre is doing well * Documenting areas for improvement * Developing an Action Plan * Documenting a Timeframe for the Action Plan * Monitoring arrangements * Group round/Feedback * Closure | Staff Team.  - QF Facilitator | ADD DATES |