**Sample Introduction to the CEIP Report**

Introduction/ Foreword for the Centre Evaluation and Planning Report

Possible writer:

CEO of ETB, Chairperson of the Board of Management, Centre Co-ordinator

I am pleased to introduce theCentre Evaluation and Planning Report for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Youthreach. This report is an important contribution to the future development of the centre and has been developed as part of the Quality Framework Process.

This report has been developed through consultation with Learners, centre staff, the Co-Ordinator, ETB Management and/or Board of Management parents/guardians and employers. The process involved two facilitated days during which the stakeholders reviewed centre practice, prioritised areas for further development and documented an action plan. A 1 year timeline has been developed for the implementation of the action plan. During this time the implementation of actions will be monitored and evaluated on an on-going basis.

I would like to confirm that the Board of management and the ETB approve the implementation of the actions outlined and agree to provide the necessary supports to enable the centre to achieve the goals set out in this report.

I would like to express my gratitude to all those who were involved in the development of the report. I appreciate the hard work and professionalism that was involved as well as the clear commitment to the ongoing improvement of the programmes delivered and services provided by the centre.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_