STRUCTURE OF THE 2 DAY CEIP PROCESS

DAY 1

9.00 TEA/COFFEE IF PEOPLE ARRIVE EARLY

9.30 Introductions

9.40 Ground rules

 Have flip chart with generic ones and add to it.

9.50 Background to the Quality Framework Process

 PowerPoint presentation or verbal – facilitator’s choice

10.00 Hopes/expectations/concerns that staff might have around the 2

 Day CEIP process

 Group round. Take notes as this will be revisited again on day 2

 during the closing round.

10.15 Individual Evaluation–2 positive and 1 challenging thing about the past

 year from each staff member

10.30 Background information/Statistics of the previous year

 Use the background information/statistics page in the toolkit to make

 sure that all sections are completed by the staff team

10.50 To do list/task sheet for the following year to be filled in and actioned

 To do list/task sheet in the toolkit

 Transfer actions to Timeframe for Actions

11.00 Look briefly at the centres Mission Statement Aims and

 Objectives as it will be included in the centres CEIP Report

 It should be updated every 2 years

 You will have been sent a copy in advance of the session so you will

 have a fair idea if it needs to be updated. If it does suggest it be

 reviewed and updated during the year with a QF facilitator. This is a

 half day process

11.15 TEA/COFFEE BREAK

11.35 Look briefly at the History of the centre – It should have been updated

11.45 SCOT Analysis and feedback to full group documenting actions arising

 Transfer actions to Timeframe for Actions

 1.00 LUNCH BREAK

 2.00 Feedback from Review of Quality areas 5/6 documenting any actions

 arising

 Transfer actions to Timeframe for Actions

 This review was carried out by staff prior to the CEIP Session

 2.15 Feedback from Learner Evaluation documenting any actions arising

 Transfer actions to Timeframe for Actions

 This review was carried out by staff prior to the CEIP Session

 2.30 Feedback from ETB/Board of Management (if not present)

 documenting any actions arising

 Transfer actions to Timeframe for Actions

 This review was carried out by staff prior to the CEIP Session

 2.45 Feedback from Parents/Guardians documenting any actions arising

 Transfer actions to Timeframe for Actions

 This review was carried out by staff prior to the CEIP Session

 3.00 Feedback from Employers documenting any actions arising

 Transfer actions to Timeframe for Actions

 This review was carried out by staff prior to the CEIP Session

 3.15 Feedback from other stakeholder groups as decided by the staff

 team documenting any actions arising

 Transfer actions to Timeframe for Actions

 These reviews were carried out by staff prior to the CEIP Session

 3.30 Evaluating the Implementation of the Actions Plan from the previous

 year’s CEIP session

 What is required for this piece?

All staff members and the facilitator to have a copy of the Timeframe for Actions/Action Plan from the previous year

Use flipcharts to record information using the heading in the template in the toolkit (see below⮷) or have copies of the template with you and get somebody to record into it for you.

Facilitator states that any outstanding actions need to documented in the template below and also added to coming year’s Timeframe for Actions Template if not completed.

This goes into the CEIP Report

Review of Actions from CEIP 201…..– Template in toolkit

Quality Area ( )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specific Action from CEIP 201….. | Evidence of Action Completed | Actions yet to be completed | Start month/finish month | Who is responsible for action |
|  |  |  |  |  |
|  |  |  |  |  |

4.00 Group round/Closure

 \* Staff who are unable to attend day 2 should fill out the evaluation form

 in the toolkit that has been emailed to the centre in advance of the session

DAY 2

9.00 TEA/COFFEE IF PEOPLE ARRIVE EARLY

9.30 Quick recap on day one and any questions/queries arising from it

* 1. Evaluation of Quality Standard Area 23 - Teaching and Learning

 All staff and facilitator should have a copy of the QS area and

 corresponding evaluation criteria for this area

 Document Actions

 Actions to be transferred to Timeframe for actions

11.15 TEA/COFFEE BREAK

11.35 Begin to evaluate the remaining 5 Quality Standards that were picked

 by the staff team prior to the CEIP session

 All staff and facilitator should have a copy of the QS areas and

 corresponding evaluation criteria for these area

1.00 LUNCH BREAK

2.00 Continue to evaluate remaining Quality Standard areas

 All staff should have a copy of the evaluation criteria for each area

 2.45 Discuss the content and format of the CEIP Report i.e. font/font sizes

 etc. as it needs to be consistent throughout the document

 Template (Content and Format of the CEIP Report) in the toolkit to be

 given to whoever is collating the CEIP Report

 2.55 Discuss distribution options

 The CEIP Report should be sent to Mr. Gerry Griffin, Relevant ETB

 Personnel, the QF facilitator and other stakeholder groups as decided by

 the staff team - via email.

3.10 Discuss monitoring arrangements

 How do the staff team plan to ensure that the actions documented will

 be implemented?

 This is usually done at staff meetings and is an item on the agenda

 Document monitoring arrangements as this goes into the CEIP Report

3.15 Celebrate success.

 This is at the discretion of the facilitator as to what to do here.

3.45 Revisit hopes/expectations/concerns from day 1

 Were hopes realised, concerns still remain the same?

* 1. Group round/closure how are people feeling after the 2 days

4.00 Fill in the evaluation form

 Evaluation form in the toolkit emailed to centre prior to the CEIP