Background Information/ Statistics for the previous year -

under the following headings.

* Programme
* Learners
* Staff

Programme

* Overview of programmes delivered and supports provided in centre
* Outline of certified and non-certified programmes
* Overview of key activities/ events that took place over the year
* Teacher Annual Subject Review\* from each teacher in relation to each subject they deliver - (to be completed in conjunction with the Learner annual subject review) \*A Sample Template for Teacher Annual Subject Review is attached.

\*A Sample Template for Learner Annual Subject Review is attached.

Learners

* Number of Learners in centre during past year, their ages, male female ratio
* Number of Learners who started during year
* Number of Learners who left/progressed/where they went.
* Number of Learners who completed courses/ achieved certification

Staff

* List of teachers / subject areas
* Details of staff development / training days held during past year
* New staff employed