CHANGES TO FACILITATOR’S TOOLKIT/CEIP FOLDER March 2019

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| **SECTION 1**   * BACKGROUND TO QUALITY FRAMEWORK   No change   * QUALITY FRAMEWORK PILLARS 2019   Learner/s replaces student/s in the document  Amended due to new QA 18 – Old QA 18 was Social Environment new QA 18 is Child Protection and Safeguarding Policies and Practices   * QQI POLICY LINKS WITH QUALITY FRAMEWORK   Learner/s replaces student/s in the document   * MAIN CENTRE REVIEW WORKSHEET   MCRW 2019 amendments (QA 15,18,23,24)  QA 15 Support Services and Practices – reviewed and amended @15.5 (a to e)  QA 18 - Old QA 18 was Social Environment. New QA 18 is Child Protection and Safeguarding Policies and Practices  QA 23 Teaching and Learning – new criteria added at 23.3 (a-i) TEL  QA 24 Recruitment of Learners and Admission – new criteria added at 24.1 (a) |
| **SECTION 2**   * PROCESS LIST   Amended to include reference to Fionnula’s new tracking documents   * CEIP Tracking document * SENI Tracking document |
| **SECTION**   * CORRESPONDENCE TO CENTRES FROM THE FACILITATOR IN ADVANCE OF THE 2 DAY CEIP PROCESS   Heading “Administration Review” Job to be done now states Main Centre Review is in co-ordinators toolkit so we don’t attach it rather give them responsibility for using the toolkit.  **Heading** “Select Quality Standard Areas to evaluate 2016” – amended to **2019**  **Heading** “Evaluation with Parents/Guardians” Job to do has been reworded to include  “have an introduction/conclusion to this piece”  **Heading** “Evaluation with Employers/Work Experience” Job to do has been reworded as we do not send questionnaire to employers now.  **Heading “**Evaluation with other stakeholders /Advocate, Community reps. Etc.” Job to do has been reworded to include “have an introduction/conclusion to this piece”  Learner replaces student in the document   * ATTACHMENTS FROM THE FACILITATOR WITH THE EMAIL TO THE CENTRE IN ADVANCE OF THE CEIP PROCESS   Sample Evaluation questionnaire for Employers removed  Main Centre Review Worksheet removed from the list  Learner replaces student in the document   * SELECTING AREAS FOR EVAUATION   Amended due to new QA 18 – Old QA 18 was Social Environment new QA 18 is Child Protection and Safeguarding Policies and Practices   * BACKGROUND INFORMATION/STATISTICS   Learner replaces student in the document   * TO DO LIST/TASK SHEET FOR THE FOLLOWING YEAR   Learner replaces student in the document |
| **SECTION 4**   * AGENDA FOR TWO DAY CEIP PROCESS   Learner replaces student in the document   * STRUCTURE OF THE TWO DAY CEIP PROCESS   Learner replaces student in the document   * EVALUATION QUESTIONNAIRE FOR STAFF   No change |
| **SECTION 5**   * SAMPLE - EVALUATION QUESTIONNAIRE FOR ETB MANAGEMENT/BOARDS OF MANAGEMENT   No change   * SAMPLE - PARENT/GUARDIAN EVALUATION QUESTIONNAIRE   No change   * SAMPLE - EVALUATION WITH LEARNERS   Learner/s replaces student/s in the document   * SAMPLE - LEARNER SUBJECT EVALUATION   Learner/s replaces student/s in the document   * SAMPLE - TEACHER ANNUAL SUBJECT REVIEW   Learner/s replaces student/s in the document |
| **SECTION 6**   * TEMPLATE – REVIEW OF ACTIONS FROM CEIP (FROM THE PREVIOUS YEAR)   Template amended - 2016 to 2019   * TEMPLATE – TIMEFRAME FOR ACTIONS TEMPLATE   Template amended - 2016 to 2019   * TEMPLATE – FEEDBACK FROM LEARNER EVALUATION   Template amended to mirror headings in MCRW  Learner/s replaces student/s in the document   * TEMPLATE – FEEDBACK FROM ETB/BOARD OF MANAGEMENT EVALUATION * Template amended to mirror headings in MCRW * TEMPLATE – FEEDBACK FROM PARENT/GUARDIAN EVALUATION   Template amended to mirror headings in MCRW   * TEMPLATE – FEEDBACK FROM EMPLOYERS EVALUATION   Template amended to mirror headings in MCRW   * TEMPLATE – FEEDBACK FROM OTHER STAKEHOLDER GROUPS EVALUATION   Template amended to mirror headings in MCRW   * TEMPLATE – FEEDBACK FROM SCOT ANALYSIS   Template amended to mirror headings in MCRW |
| **SECTION 7**   * THE FACILITATOR IS RESPONSIBLE TO TYPING UP/FORWARDING/EMAILING THE FOLLOWING DOCUMENTS TO THE CENTRE   Learner/s replaces student/s in the document   * CONTENTS/FORMAT OF THE CEIP REPORT/FACILITATORS COPY   Learner replaces student in the document   * SAMPLE – INTRODUCTION TO THE CEIP REPORT   No change |
| **SECTION 8**   * OUTLINE OF THE CEIP PROCESS   Learner/s replaces student/s in the document   * LIST OF THE QUALITY STANDARD AREAS 2019   Amended due to new QA 18 |
| **SECTION 9**   * FACILITATORS PREPARATION AND WRITE UP FEE   SENI Section amended due to retirement of Mary Gordon   * FACILITATORS RATES FOR FEES, TRAVEL AND SUBSISTENCE   Updated – 24 hour allowance increased   * EVALUATION QUESTIONNAIRE FOR FACILITATORS   No change   * SAMPLE INVOICES   Sample invoice 4 amended to reflect changes to 24 hour subsistence rates |
| **SECTION 10**   * CONTACT DETAILS FOR FACILITATORS   Karen Brosnan is no longer facilitating QF Processes – contact details removed from list  Home addresses removed due to GDPR – Base address used instead with County listed  Some email addresses amended |