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 documentAmended 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 PracticesQA 23 Teaching and Learning – new criteria added at 23.3 (a-i) TELQA 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
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| **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 removedMain Centre Review Worksheet removed from the listLearner 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 MCRWLearner/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 listHome addresses removed due to GDPR – Base address used instead with County listedSome email addresses amended |