#### **bc-stacked-black**

#### **Organisation plan for 2018–19 inspection criteria**

#### (optional template for document 10)

This template is intended to help providers to provide evidence to meet criteria M1 and M2:

**M1 There is a clear statement describing the goals and values of the organisation, which is made known to all staff.**

**M2 The management has clear objectives for the future of the organisation and has realistic plans to achieve them.**

Updating the document on a regular basis will help to provide evidence of ongoing review, required to meet criterion M7 at the time of an inspection:

**M7 The provider reviews systems, processes and practices with a view to continuing improvement. Appropriate action is taken and recorded in an annual self-evaluation.**

It will also provide evidence in relation to:

**M4 There are effective channels of communication between all involved in the ELT operation, and between the ELT operation and any wider organisation of which it is a part.**

**M5 The provider regularly obtains and records feedback from students on all the services offered. Feedback is circulated to relevant staff and appropriate action is taken and recorded.**

**M6 The provider regularly seeks and records feedback from all staff on the services offered. Appropriate action is taken and recorded.**

*Please note that inspectors will not expect you to include commercially sensitive or financial information. The aim is for you to provide evidence of planning for the future of your school/organisation, of implementing these plans, and evaluating their success.*

For further information about meeting the requirements for individual criteria, see the document *Criteria, requirements and* *guidance.*

Please record the dates when the template is completed and reviewed.

Completed:

Reviewed:

Reviewed:

Reviewed:

Reviewed:

Reviewed:**Name of the provider:**

**Year one**

**1. Sources of feedback on current operation**

**2. Issues identified for action**

* short-term
* medium term
* long term

**3. Priority areas for the current year**

**4. For each area identified under 3, describe:**

* the aims and the objectives of the action you propose to take
* the timeframe within which you propose to take action
* the stages of implementation
* the resources (staff and material) that will be required
* how the implementation of the activity will be monitored
* how the results of the activity will be evaluated.

**Year two onwards**

* review and evaluation of previous year’s project(s) to feed into 1 above
* updating of 1–4 to identify and deal with this year’s priorities for action.