

QE work plan

We carry out yearly quality survey	Green
We have reviewed Colebrook SW job descriptions and person specifications	Green
We have made suggestions for the Colebrook website	Green
We developed a menu of activities and opportunities for people supported by Colebrook	Green
We have reviewed and updated the Welcome leaflets	Green
We have reviewed and updated the Project leaflets	Green
We have reviewed and updated the "Move on Leaflet"	Green
We have organised "Have Your Say Events"	Green
We have reviewed and updated the Colebrook Client Charter	Green
Review Client Survey guidance sheet	Green
Review what information is on project notice boards and advised on additional information	Green
Review Project Welcome Pack	Yellow
Review Client Finance Risk Assessment Review Short Staffed Risk Assessment	Red
Suggest policies that would be useful in the projects	Red
Review Teaching Plans	Red
Review Assistive Technology list from Plymouth City Council / The University	Red