CIA CYCLE 2027/2028 TIMELINES			
Day & Date	**Activity**	**Timeline Achieved Yes/No**	**Alternative Day/Date (if applicable)**
Monday 2 November 2026	**1.** One week's advanced notice of the scheduling timelines for CIA Cycle 2027/2028 **2.** Email Circulated via cia@cdetb.ie to Heads of Centres with **(a)** The NEW CIA Handbook attached **(b)** The 2027/2028 Timelines Schedule attached & **(c)** Updates about SharePoint site including the availaibility of the Awards Specifications folders for all Levels & a Module Viewing channel per centre/provision		
Monday 9 November 2026	**1. CIA Cycle 2027/2028 opening date: Monday 9th November @ 9.00am** **2.** Email Circulated via cia@cdetb.ie to Heads of Centres with link to New MS Form **3**. Email includes notification that **no extensions** will be given beyond the closing date of Friday 29th January @ 4.30pm to allow for **(a)** a Consultation period to take place & **(b)** for Strategy/QA Checks to commence on schedule		
Friday 27 November 2026	**CIA Briefing date: Friday 27th November** (TBC)		
Monday 25 January 2027	**1. Reminder of CIA Cycle 2027/2028 closing date: Friday 29th January @ 4.30pm** **2.** Email Reminder circulated via cia@cdetb.ie to all Heads of Centre confirming CIA closing date **3.** Email includes notification that **no extensions** will be given beyond the closing date of Friday 29th January @ 4.30pm to allow for **(a)** a Consultation period to take place & **(b)** for Strategy/QA Checks to commence on schedule		
Friday 29 January 2027	**1. CIA Cycle 2027/2028 closing date: Friday 29th January @ 4.30pm** **2**. Email Reminder circulated via cia@cdetb.ie to all Heads of Centre that the MS Form will close as of 4.30pm today **3.** Email includes notification that **no extensions** will be given beyond the closing date of Friday 29th January @ 4.30pm to allow for **(a)** a Consultation period to take place & **(b)** for Strategy/QA Checks to commence on schedule		
Week Commencing Tuesday 2nd February	**1. Strategy Team prepare and circulate the CIA applications for consultation: w/c Tuesday 2nd February** **2.** Consultation phase is completed week ending Friday 12th February		
Week Commencing Monday 8th February	**1.** PD Team CIA Lead provides Training for CDU Admin to include: (i) Overview of 2026/2027 Cycle, Supporting Documents & Memo Structures (ii) Overview of 2027/2028 Cycle Folder Structure in the CIA Teams folder (iii) Assignment of Tasks, Timelines & Expectations for completion **2.** PD Team CIA Lead & CDU Admin Commence Processing of Raw Data		
Wednesday 10 February 2027	**1.** CDU Admin - Preparation of all relevant supporting documents for QA Checks i.e. (a) Faculty Listing (Updated Version if different to V3 Feb 2026) (b) 2027 CAO Course Listings by Level to be downloaded from CAO website FET section (c) Preparation of folders & subfolders by Campus & Centre for QA Checks		
Thursday 11 February 2027	**1.** PD Team CIA Lead commences AI Generated QA Checks **2**. PD Team CIA Lead uploads all CIA QA reports generated by AI to relevant Campus & Centre Supporting Documents folders **3.** CDU Admin commences QA Checks for CAO related applications		
Friday 12 February 2027	**1.** PD Team CIA Lead continues with AI Generated QA Checks **2**. PD Team CIA Lead uploads all CIA QA reports generated by AI to relevant Campus & Centre Supporting Documents folders **3.** CDU Admin continues QA checks for CAO related applications		

Monday 15 February 2027	**1.** CDU Admin completes QA checks for CAO related applications **2.** PD Team CIA Lead commences QA Oversight & Fact Checks of AI generated CIA QA reports **3.** PD Team CIA Lead commences QHub Programme Structure Checks (New Check)		
Tuesday 16 February 2027	**1.** PD Team CIA Lead commences QA Oversight & Fact Checks of CAO Checks **2.** PD Team CIA Lead continues with QHub Programme Structure Checks (New Check) **3.** QQI will need to be informed of any programme structure issues		
Wednesday 17 February 2027	**1.** PD Team CIA Lead completes QHub Programme Structure Checks (New Check)		
Thursday 18 February 2027	**1.** PD Team CIA Lead completes Final QA Oversight & Fact Checks **2.** Preparation of Draft CIA Memos by PD Team CIA Lead for review by Strategy & QA Manager **3.** PD Team CIA Lead will use the pre-designed Excel templates for (a) Each Category of QA check Outcomes & (b) QA Outcomes Drop down Menu List to speed up preparation time		
Tuesday 23 February 2027	**1. CIA Strategy & QA Review Meeting: Tuesday 23rd February (TBC)**		
Wednesday 24 February 2027	**1.** CIA Draft Memo revisions completed by PD Team CIA Lead ahead of FET Directors Sign-Off Meeting **2.** Email notification sent to FET Directors with revised CIA Draft Memos attached		
Friday 26 February 2027	**1. CIA Meeting with FET Directors: Friday 26th February (TBC)** **2.** Updating of Memos as applicable post FET Director Meeting		
Monday 1 March 2027	**1. Appeals Deadline Date Notification: Friday 12th March @ 4.30 pm (2 week window)** **2. Responses to Conditions Deadline Date Notification: Friday 12th March @ 4.30 pm (2 week window)** **3.** CIA Draft Memos circulated via cia@cdetb.ie to Heads of Centres giving the deadline dates above and notifying there will be **no extensions** given beyond the closing dates to allow for preparation of CIA Final Memos to commence on schedule **4.** QAE Team CIA Lead for Blended Applications commences Phase 1 & Phase 2 review & processing of Blended Appplications		
Monday 8 March 2027	**1. Reminder of close of Appeals & Conditions closing date: Friday 12th March @ 4.30pm** **2.** Email Reminder circulated via cia@cdetb.ie to all Heads of Centre re closing date of Fri 12th March @ 4.30pm 3. Email includes notification that **no extensions** beyond the closing date to allow for preparation of CIA Final Memos to commence on schedule		
Friday 12 March 2027	**1. Appeals Deadline Closing Date: Friday 12th March @ 4.30pm** **2. Responses to Conditions Closing Date: Friday 12th March @ 4.30pm** **3.** Email Reminder circulated via cia@cdetb.ie to all Heads of Centre that the Appeals/Conditions window is now closed as of 4.30pm **4.** Email includes notification there will be **no extensions** given beyond the closing date to allow for preparation of Final Memos to commence on schedule		
Monday 15 March 2027	**1.** Final Memo preparation commences by PD Team CIA Lead **2.** Any Final Clarifications needed will to be sought & finalised by PD Team CIA Lead by Friday 19th March ahead of Easter Break **3.** PD Team CIA Lead will use the pre-designed Excel templates for (a) Each Category of QA check Outcomes & (b) QA Outcomes Drop down Menu List to speed up preparation time		
Friday 26 March 2027	**1.** Final Memo completed by PD Team CIA Lead **2.** Circulated via Email to CIA Strategy & QA Review Managers		

Tuesday 6 April 2027	**1. CIA Strategy & QA Meeting: Tuesday 6th April (TBC)**		
Friday 9 April 2027	**1. CIA Meeting with FET Directors: Friday 9th April (TBC)** **2**. Updating of Memos as applicable post FET Director Meeting		
Monday 12 April 2027	**1. Final Memos Circulated via cia@cdetb.ie to Heads of Centres**		