

Mayo, Sligo & Leitrim Education & Training Board

ANNUAL REPORT 2018



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Contents

Forewords	4
The Board of Mayo, Sligo and Leitrim Education and Training Board	5
Mayo, Sligo and Leitrim Education and Training Board	6
Statutory Basis	6
Geographical Structure	7
MSLETB operates the following services throughout Mayo, Sligo and Leitrim:	8
MSLETB provides Opportunities for Life and Living in:	9
Organisational Structure	10
Statement of Services – Organisation Support and Development	11
Financial Summary	16
Key Relationships	16
MSLETB Schools	17
Some of the activities carried out in 2018	18
North and South Mayo School Completion Programme	20
Sligo School Completion Programme	21
Further Education and Training (FET)	22
Development of FET Services in MSLETB	22
FET Programmes	24
Post Leaving Certificate (PLC)	24
Apprenticeships	24
Traineeships	24
Vocational Training Opportunities Scheme (VTOS)	24
Back to Education Initiative (BTEI)	24
Adult Basic Education	24
Family Learning	24
English for Speakers of Other Languages (ESOL)	25
Adult Literacy	25
Intensive Tuition in Adult Basic Education (ITABE)	25
Community Education	25
Specific Skills Training	25
Youthreach	25
Community Training Centres	25
Local Training Initiatives	26

Skills To Advance (STA) _____	26
Music Generation _____	26
Outdoor Education Centres _____	26
Evening courses and self-financing night classes _____	27
Refugee Resettlement Programme _____	27
Youth Work _____	27
Other Services provided by MSLETB: _____	28
Adult Education Guidance and Information Service _____	28
Co-operation with other institutions _____	28
Employer Engagement _____	28
Integration of FET Provision _____	29
Glossary _____	32
Appendix 1: MSLETB Schools, Centres and Committees _____	33
Appendix 2: Financial Information _____	37

Forewords

Is mór an onóir dom réamhrá a scríobh don Mayo, Sligo and Leitrim Education and Training Board (MSLETB) Annual Report 2018.

This report provides an opportunity to highlight the comprehensive range of activities undertaken by MSLETB schools, centres and services during the past year. The report also sets out the related financial and corporate governance aspects of work carried out in MSLETB in 2018.

I wish to pay tribute to the members of the Board of MSLETB who, together with the senior management team and staff throughout the organisation, continue to give generously of their time and talents in support of building an Education and Training Board which our students, learners, local communities and stakeholders can be proud of.

Míle buíochas.

Tereasa McGuire, Chairperson

The past year was one of continued consolidation, reflection and growth for Mayo, Sligo and Leitrim Education and Training Board (MSLETB). The senior management structure of MSLETB has now become well established and the approach to delivery of services has become more transformative and developments are illustrated by the many new initiatives MSLETB is initiating. The range and delivery of services outlined in this document demonstrates how MSLETB continues to provide services and opportunities for learners in a wide range of education and training settings, which are providing many great opportunities in our community.

MSLETB's Strategic Statement which, will set out the direction for MSLETB over the next five years and will build on work completed earlier this year in developing the core values for MSLETB, is nearing publication. We are committed to supporting people to live and work in the West of Ireland and the Strategic Statement will strengthen MSLETB's resolve to achieve this objective.

Not only does MSLETB respond to the needs of the community, but it continues to lead in the provision of education and training in cooperation and collaboration with local industry, communities and other relevant stakeholders. The quality of our provision and the outcomes delivered, are testament to the hard work, dedication and commitment of our staff and Board Members. I wish to acknowledge this and I look forward to 2019 and beyond and continued development of MSLETB.

Tom Grady, Chief Executive

The Board of Mayo, Sligo and Leitrim Education and Training Board

The Board of Mayo, Sligo and Leitrim Education and Training Board (MSLETB) is established under the *Education and Training Boards Act, 2013 ('the Act')* and is responsible and accountable for the proper direction and control of MSLETB as set out in the Act, national legislation and the *Code of Practice for the Governance of Education and Training Boards 2015 ('the Code of Practice')*.

The Board met on eight occasions during 2018, In accordance with Section 3.4 of the Code of Practice, the record of attendance of each Board Member is set out below:

Title	Name	Surname	No. of Board Meetings attended in 2018
Cllr.	Christy	Hyland	6
Mr.	Malachy	Molloy	5
Ms.	Mary	Bohan	8
Mr	Paddy	O'Rourke	8
Mr.	Seamus	Kilgannon	8
Mr.	Tom	Connolly	5
Ms.	Donna	Sheridan	7
Cllr.	Enda	Stenson	7
Ms.	Margaret	Gormley	8
Cllr	Annie May	Reape	4
Ms.	Tereasa	McGuire	6
Mr.	Joseph	Queenan	5
Mr.	John	Caulfield	5
Ms.	Teresa	Whelan	4
Mr.	Enda	Cawley	4
Ms.	Sinéad	Dore	3
Mr.	John	Gardiner	4 Resigned in October 2018
Mr.	Paul	Ainsworth	2
Mr.	Kieran	O'Dowd	4
Ms.	Susan	Finan	5
Mr.	Gerard	Murphy	2 (appointed 23/10/2018)
Ms.	Aisling	McCabe	1 (appointed 11/12/2018)

Mayo, Sligo and Leitrim Education and Training Board

Statutory Basis

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training. ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult and further education centres delivering education and training programmes.

The general functions of ETBs are set out in the *Education and Training Boards Act, 2013*. ETBs were established on 1st July 2013, with 16 new ETBs replacing the previous 33 Vocational Education Committees (VECs). County Mayo VEC, County Sligo VEC and County Leitrim VEC merged at that point to form Mayo, Sligo and Leitrim Education and Training Board. Training Centres in Sligo and Ballina, previously operated under FÁS and then SOLAS, were subsequently incorporated into the new entity of MSLETB.

There are a total of sixteen ETBs throughout the country, as shown in Figure 1 below.



Figure 1: Education and Training Boards (ETBs) in Ireland

Geographical Structure

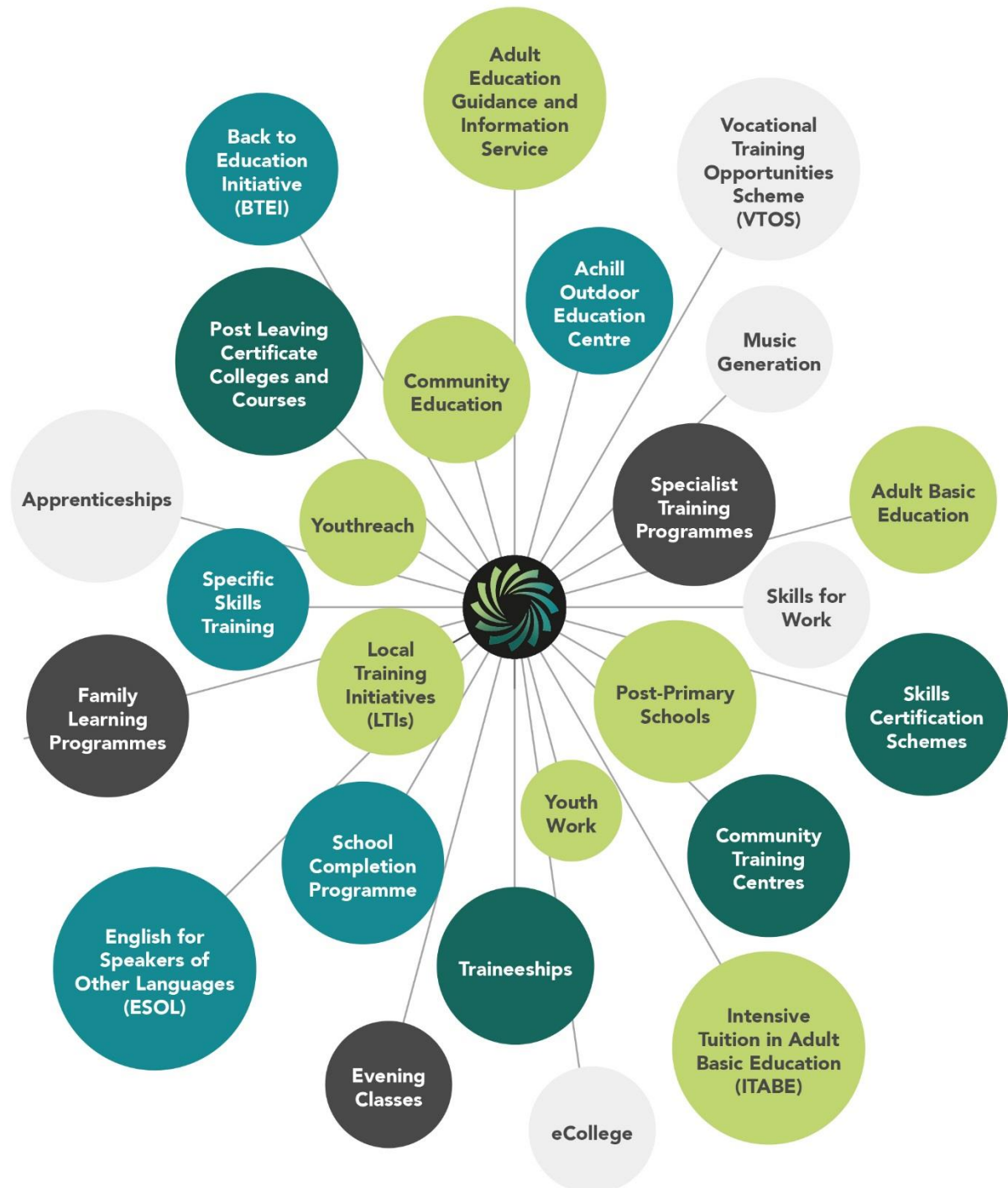
MSLETB has the largest geographic area of all of the ETBs, covering an overall area of 9,014 km². It stretches from the Drowes River near Bundoran to the Erris peninsula down to Killary harbour and across to the Shannon at Carrick-on-Shannon. MSLETB serves a population of 228,086 (CSO 2016) people and its Head Office is located in Castlebar, with offices in Sligo and Carrick-on-Shannon, as illustrated below.



A Post Leaving Certificate Colleges (PLC)	K Specialist Training Programme (STP)
B Youthreach	L Local Training Initiatives
C Community Education Facilitators*	M Back to Education Initiative (BTEI)
D Music Generation	N Adult Basic Education Centre
E Skills for Work** (SFW)	O Youth Services
F Night Class Provision	P The Vocational Training Opportunities Scheme (VTOS)
G Training Centres	Q Adult Educational Guidance & Information Service (AEGIS)
H Post Primary Schools	R Achill Outdoor Education Centre
I Services to Business Advisors	
J Community Training Centres	

Three Community Education Facilitators operate within MSLETB with courses running in various locations throughout the three counties*
 Two Skills for Work Facilitators operate within MSLETB with courses running in various locations throughout the three counties**

MSLETB operates the following services throughout Mayo, Sligo and Leitrim:



MSLETB provides Opportunities for Life and Living in:



Organisational Structure

The Board of MSLETB is responsible and accountable for the proper direction and control of the organisation. The Chief Executive is the accounting officer for MSLETB and is supported by a Senior Management Team consisting of three appointed Directors.



Statement of Services – Organisation Support and Development

The role of the Director of Organisation Support and Development is to lead on the delivery of organisational and strategic administrative initiatives including structures, policies, systems, initiatives and interventions, which enhance the capability of MSLETB to deliver on strategic goals and ensure best practice in MSLETB's Corporate Governance. This is done in collaboration with the Schools and FET Directorates.

Last year saw the development of key core values which were identified through a consultation process with staff and board members. The objective was to ensure that the values of pro-activeness, professionalism, collaboration and quality become strongly associated with the work and initiatives of MSLETB.

A redesign process involving the restructuring of MSLETB's support functions of Finance, Human Resources and Corporate Services was carried out.

Support functions are carried out across the three administrative offices located in Castlebar, Sligo and Carrick-on-Shannon. The functions within each Department are as follows:

Finance:

1. Payroll
2. Creditors
3. Travel & Subsistence
4. Treasury Management
5. Budgeting & Forecasting
6. Financial Reporting

Human Resources:

1. Contracts / Leave / Absences
2. Recruitment
3. Staff Training and Development
4. Pensions
5. Employee Relations
6. HR Reporting / Compliance
7. Garda Vetting
8. Teacher Allocation

- Corporate Services:**
1. Chief Executive / Board of Management Support
 2. Governance and Compliance
 3. Risk Management
 4. Procurement
 5. Buildings and Services
 6. IT Services
 7. Communications

Some of the key projects carried out in each of the departments are outlined below:

Finance

In addition to the normal day to day activities carried out in the finance department, work is ongoing on the following key projects:

Shared Services

The development of a national shared services framework for ETBs covering the payroll and finance functions continues and it is expected that the payroll element will be in place in the first two ETBs by the second quarter of 2019. Workforce planning and reorganisation of internal operational areas will take place to plan for this move to shared services. In relation to the payroll element, MSLETB is planning further changes to the payroll process in 2019 what that will facilitate the move to shared services. These changes include moving all staff to the same payment frequency and the roll-out of an automated system for submission of part-time pay claims. MSLETB will continue to engage with the Project Management office (PMO) in relation to the progress of the shared services project and specifically to plan the timing and implementation and how this will impact on the staffing requirement of MSLETB.

Capital programmes

Currently there are 17 school building projects, including additional accommodation, emergency works, temporary accommodation, Sports Capital Funding and Summer Works Schemes. In addition, a programme of maintenance and refurbishment continues in 2018 in relation to FET building.

Way to Pay

A complete receipting management system for the schools. This reduced the amount of cash that a school may have to deal with directly in the office allowing parents to lodge directly to MSLETB bank accounts.

DCS Document Centric Solution

An online claims system that will alleviate paper claims and will rule of any risk of duplication in tandem with the VSWare system.

Corporate Services

Further to the list of core activities of Corporate Services outlined above, the following key projects were progressed in 2018:

Strategy Statement

Identification of four Core Values through a consultative process was finalised and implemented this year. These core values were instrumental in the development and implementation of a Strategy Statement for the organisation covering five years which is nearing publication. This Strategy Statement outlines five key objectives that MSLETB is committed to achieving over the five year period.

GDPR

The General Data Protection Regulation came into effect on 25th May, 2018. In order to meet our legislative obligations, the Corporate Services Department undertook a number of initiatives including data mapping projects, developing and implementing a suite of sectoral data protection policies and organising training for 180 key personnel. A review of all MSLETB forms and the addition of Privacy Notices is ongoing to ensure compliance with GDPR. A GDPR guidance document is being finalised for circulation to all schools / centres / administrative offices.

Procurement

A very significant body of work has been carried out in Procurement in 2018. Particular focus was on ICT infrastructure and equipment along with other areas.

- Data Projectors
- CCTV
- Wifi infrastructure – wireless networking, preparation for Wifi rollout, centrally managed wireless network solution
- Apple products (iPads & PC's)
- Core network support and maintenance
- Cable and network switch upgrades
- Legal Services
- Music Generation PEACE IV programme
- Employee health and well-being programme

Human Resources

The Human Resources Department provides a full range of services for staff of MSL ETB and also to support Managers in Colleges / Centres. Services also include, but are not limited to the following:

- Recruitment (Management, Teaching, Instruction, Special Needs Assistant, Administrative, Maintenance and other posts) for the vast majority of posts within the organisation.
- Management of contracts for all categories of staff, terms and conditions of appointment, roll-out and implementation of national agreements etc. This includes management of all short term contracts on the Part-Time Teachers system, including substitution for Teachers and Special Needs Assistants.
- Retirement and superannuation calculations for all employees, provision of estimates, processing of ill-health retirement applications, administration of pension scheme requirements.
- Employee relations matters including maintaining productive working relationships with the main trade unions in the sector, advising and supporting managers and employees in dealing with workplace relations issues.

2018 saw a number of projects commenced and/or completed in the HR Department including the following:

1. BTEI Conversion – following national agreement reached between the Department of Education and Skills and the TUI, work commenced on the conversion of tutors engaged on BTEI programmes to the posts of Teacher of Adult Education.
2. A project to process part time/substitution contracts for work through an ICT system and transfer to payroll commenced in 2018. The system is called DCS and will be phased in over 2018 and 2019. This project is expected to ease some resources through time saving and will be fit with the Payroll Shared Service Project which will have a significant HR involvement.
3. Restructuring of the Organisational Support and Development Directorate commenced in 2018 with an aim of gaining efficiencies across the Directorate and to ensure that support services are meeting the needs of the organisation.
4. MSL ETB's post-primary schools were allocated over 40 additional posts of responsibility in 2018. HR managed this internal recruitment process leading to the strengthening of Leadership and Management teams within our schools, with emphasis on achieving the highest level of educational outcomes for students to sustain an environment that underpins high quality in student care, learning and teaching.

Financial Summary

MSLETB is funded primarily by the Department of Education and Skills (DES) for the delivery of second level, SOLAS and Further Education and Training programmes.

In 2018, funding for other projects was

provided by other Government Departments and Agencies including:

- Department of Social Protection
- Department of Children and Youth Affairs
- Department of Health

Funds are also raised through charges for services such as tuition fees, room rental and activities at local level. The Board's receipts in 2018 were €83.3 million. Of the total receipts for the period €1.9 million was in respect of the Capital programme.

MSLETB is audited annually by the Comptroller and Auditor General (C&AG) who presents a report on the Board's financial stewardship to the Oireachtas.

MSLETB are responsible for the keeping of accounts and MSLETB is fully compliant with its obligations under revenue legislation.

Key Relationships

MSLETB values the links that have been made with major stakeholders in the public and private sector. This involves MSLETB consulting, engaging and collaborating with a wide range of public bodies and providers of education and training. MSLETB works closely with the three local authorities in its functional area and has entered into partnership arrangements on a number of initiatives such as Music Generation and Sligo Sport and Recreation Partnership.

MSLETB also works closely with the Local Community Development Committees, Local Partnership Committees, Sligo LEADER Partnership, Leitrim Integrated Development Company, Mayo North East Partnership Company, South West Mayo Development Company, Regional Skills Forum, FIT (FastTrack to Information Technology) and Local Enterprise Offices. It also has representation on the governing bodies of IT Sligo and Galway-Mayo Institute of Technology.

During the year, MSLETB co-operated with a large number of organisations and institutions through the provision of teaching hours or financial assistance. Such organisations include Youth Services, Community Training Workshops, and the National Learning Network.

MSLETB values and continues to develop links with industry across the region to ensure that the provision of Further Education and Training services are appropriate to the needs of the various industrial sectors and to ensure that our students are in a position to attain relevant and meaningful employment.

MSLETB Schools

MSLETB is responsible for the management and operation of 19 post-primary schools in Mayo, Sligo and Leitrim. Included in this figure are two standalone Colleges of Further Education, namely Westport College of Further Education and North Connaught College. For details of MSLETB schools, see Appendix 1.

MSLETB schools provide a welcoming and inclusive environment, have a commitment to excellence in teaching and learning and, through strong school leadership are dedicated to ensuring students reach their full potential. MSLETB has an excellent team of highly qualified and experienced teachers who are committed to success, raising expectations, providing opportunities and striving to meet the needs of all our students in caring and supportive settings. Besides providing a strong academic and creative environment, each of our schools offer dynamic extra-curricular sports and cultural activities.

The following programmes are offered in our post-primary schools:

- Junior Certificate Programme
- Junior Certificate Schools Programme
- Transition Year Programme
- Leaving Certificate Programme
- Leaving Certificate Vocational Programmes
- Leaving Certificate Applied Programmes.

Our schools offer a broad range of subjects to Leaving Certificate level.

In addition, many of our colleges provided an array of Post Leaving Certificate (PLC) Courses, demonstrating the ability of MSLETB to respond and innovate in a meaningful way to the needs of school leavers and adult learners.

Enrolments in MSLETB schools continues to be very strong with 5,396 post-primary and PLC students enrolled in 2018.

Some of the activities carried out in 2018

New Junior Cycle

MSLETB's schools participated and hosted the cluster-based continuous professional development provided by the Junior Cycle Team to support the implementation of the Junior Cycle Framework. The feedback from the sessions have been positive.

School Excellence Fund

One of our schools was chosen for this initiative which encourages excellence and innovation in our schools. The School Excellence Fund-DEIS (SEF-DEIS) is an innovation of the Department of Education and Skills which aims to support schools to address the gap in attainment between our most and least educationally disadvantaged children. This initiative supports schools to explore innovative proposals and approaches which are context-specific and aimed at improving learner outcomes.

Aspiring Leadership Programme

Leadership Development for Aspiring School Leaders training took place in 2017/2018. The purpose of the programme was to support teachers to prepare for future leadership positions. It focused on leadership and management, leading teaching and learning, leading people and teams and managing the organisation. It took place over 4 evenings during the year and it was specifically for teachers who aspired to a leadership role in MSLETB. Approximately 40 teachers took part in this programme.

Competency Based Interview Training

In 2018 Principals in MSLETB received training in competency based interviewing techniques.

ICT & Office 365

There was significant investment in ICT hardware and infrastructure in all schools. MSLETB teachers were provided with school based support/training in Office 365. This training provided teachers with the knowledge and skills to further embed technology and digital learning in their teaching. This greatly enhances the learning experience and lifelong learning skills of all our students.

Child Protection

MSLETB continues to support the implementation of the Children First National Guidance for the Protection of Welfare and Children 2017 and the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools 2017. This involves training, support and development of policies and procedures.

Core Values for Education and Training Boards

Education and Training Boards Ireland (ETBI) facilitated consultation sessions with all ETBs on the development of core values for our schools. Two sessions were held for Principals in MSLETB in June and November. The consultations will inform the development of core values for the Education and Training Board Sector.

Inspection Reports

The Department of Education and Skills Inspectorate conducted a number of Inspections in MSLETB Schools in 2018. The following reports are published on the Department of Education and Skills website.

Date	School	Inspection Type
27/04/2018	St Tiernan's College	Whole School Evaluation
16/04/2018	St Joseph's College	Whole School Evaluation
1/03/2018	Davitt College	Subject-Mathematics
22/05/2018	Moyne College	Subject-Mathematics
11/05/2018	Davitt College	Subject-Science & Physics
27/04/2018	Carrigallen Vocational School	Subject-SPHE
20/03/2018	Ballinode Community College	Subject-Business
1/02/2018	Drumshanbo Vocational School	Prog Eval -LCVP
18/01/2018	Corran College	Prog Eval-LCA
24/04/2018	St Joseph's Community College	Follow through Subject Business

MSLETB very much welcomes the support and feedback provided by the Inspectorate.

North and South Mayo School Completion Programme

The School Completion Programme (SCP) was set up as part of the Department of Education and Skills DEIS strategy (Delivering Equality of Opportunity in Schools). This service in Mayo was established in 2007 and is available to DEIS primary and second-level schools in north and south Mayo. In 2011, the School Completion programme was integrated into the National Education and Welfare Board (NEWB) and is now within Tusla, the Child and Family Agency.

The SCP aims to increase the numbers of young people staying in primary and second-level by improving attendance, participation and retention of students who may be at risk of early school leaving. The SCP focuses on targeting and providing supports and interventions to assist these students to successfully complete their formal education. Interventions include breakfast clubs, homework clubs, after-school supports, individual support for students, therapeutic supports such as counselling and art therapy, extra tuition, mentoring programmes, transition programmes and summer camps. SCP tailors supports to meet the needs of all students, but especially those who are at risk of early school leaving.

There are seven second level schools involved in the programme in Mayo:

- Davitt College, Castlebar
- Scoil Mhuire agus Pádraig, Swinford
- Coláiste Pobail Acla, Achill
- Moyne College, Ballina
- St. Tiernan's College, Crossmolina
- St. Brendan's College, Belmullet
- Ghaelcholáiste Chomáin, Rosport

There are also three primary schools in the programme:

- Scoil Íosa, Ballina
- Scoil Phádraig, Ballina
- Gaelscoil na gCeithre Maol, Ballina

North and South Mayo School Completion Programmes are operated by MSLETB and managed by Local Management Committees, with representatives from schools, youth services and other agencies in the areas.

Sligo School Completion Programme

Sligo School Completion Programme is managed by a Local Management Committee (LMC) made up of local school principals and youth work coordinators.

The function is to support children in Primary and Post Primary schools who are at risk, generally of early school leaving. Most schools involved are DEIS (Delivering Equality of Opportunity in Schools) schools. There are three ETB schools involved in Sligo, Ballinode Community College, Corran College and Coláiste Iascaigh. The total number of targeted children would be approximately 60 across the three schools.

Sligo School Completion Programme employs a coordinator, part-time administrator and three project workers. The project workers spend a day / day and a half each week in their designated schools and work with targeted children. This could be one on one or small group work. They also help with activities like homework clubs, games clubs, etc. The target list of students is drawn up by the schools care team and approved by the School Completion Programme LMC.

Funding is managed and approved by the LMC and allocated to schools based on their target list and proposed interventions.

Further Education and Training (FET)

Development of FET Services in MSLETB

MSLETB provides a broad range of FET programmes throughout the region. All FET provision and its associated services are designed to meet the education and training requirements of individuals, both employed and unemployed, and the business and economic needs of employers in the region.

The executive responsibility for the management of MSLETB's FET provision lies with the FET Leaders and PLC Principals Group, which has oversight of all MSLETB FET provision.

In MSLETB, learners and staff are at the center of the organisation. MSLETB currently employs approximately 650 staff to deliver further education and training and associated services in the area.

The table below outlines membership of related governance and oversight groups.

CE & Directors Group	Management Leadership Group	FET Leaders & PLC Principals Group	QA Group	Programme Approval Committee
Chief Executive	Chief Executive	FET Director	FET Director	FET Director
Director of FET	Director of FET	3 AEOs	AEOs	AEOs
Director of OSD	Director of OSD	Area Training Manager	Area Training Manager	Area Training Manager
Director of Schools	Director of Schools	3 Assistant Training Managers	Assistant Training Managers	Assistant Training Manager
	APO Finance		TSOs	TSOs
	APO HR	9 PLC Principals	Quality Management System Team Lead	Quality Management System Team Lead
	APO Corporate Services		QA FE Staff MSLETB	QA FE Staff MSL
	Area Training Manager			
	AEOs			

Sector Targets 2017 – 2020 FET Sector Provision Targets
<ul style="list-style-type: none"> • 10% More Learners will secure employment.
<ul style="list-style-type: none"> • 10% more learners will progress to other further or higher education.
<ul style="list-style-type: none"> • 10% increase in the rate of certification on courses primarily focused on transversal (social mobility) skills development.
<ul style="list-style-type: none"> • 10% increase of adults, who are seeking FET level provision, engaging in lifelong learning interventions.
<ul style="list-style-type: none"> • From 2018, for three years, an average increase of 10,000 learners per annum securing relevant qualifications.
<ul style="list-style-type: none"> • 30,500 new apprentice and trainee registrations in the period 2018 to 2020.
<ul style="list-style-type: none"> • FET literacy and numeracy strategy delivered, and objectives achieved including improved screening and assessment systems, ESOL policy, and awareness.
<ul style="list-style-type: none"> • 10% increase in Stakeholder satisfaction with FET provision.

The stated vision for MSLETB is to provide innovative high-quality education and FET services and programmes that provide learners with transformative opportunities for life and living in the West of Ireland. MSLETB's FET provision offers a wide variety of lifelong education and training opportunities. FET is for anyone who is over 16 and wants to learn new skills or enhance existing skills to get the right job, progress to third level or support the achievement of personal goals. MSLETB's overarching strategic statement outlines the strategic Mission, Vision and Goals from 2018 to 2022. This statement documents the framework against which all schools and centres operate.

The Mission, Vision and Goals are underpinned by MSLETB Core Values as follows:

- **Learner centred** – deliver professional, high quality, learner-centred education and training services
- **Professional** – treat everyone with respect and adhere to governance principals; engage in CPD; revise and improve work practice
- **Collaborative** – work together with colleagues, stakeholders and learners and improve communication with learners and colleagues
- **Proactive**- solution focused, flexible and open to new ideas and making services more responsive in meeting the needs of learners and stakeholders
- **Quality** – actively work on new approaches and standards to improve services; evaluating systems, work practices and programmes to identify and implement opportunities for improvement.

FET Programmes

During 2018, MSLETB offered both full-time and part-time courses in a wide range of fields to a large and diverse population of adult and post second-level learners. This FET provision was delivered as day and night courses, with programmes including the following.

Post Leaving Certificate (PLC) courses take place in schools and colleges throughout Mayo, Sligo and Leitrim. The courses are full-time and last generally for one year, with some offering an additional qualification in a second year. They offer a mixture of practical work, academic work and work experience. Post Leaving Certificate courses offered by Mayo, Sligo and Leitrim Education and Training Board are generally certified by QQI at levels 5 and 6, with qualification such as ITEC, CIBTAC and CIDESCO available in some centres.

Apprenticeships are the recognised means by which people are trained to become craftspeople in Ireland. The apprenticeship system typically consists of 3 off-the-job phases and 4 on-the-job phases. Generally, the duration of an apprenticeship is four years.

Traineeships provide job-specific training which combines direct training and a significant period of Work Based Learning (WBL) with an employer. National Career Traineeships are available across a broad range of sectors. Traineeships are full-time and all year round to facilitate those entering the workforce for the first time and for people in employment wishing to up-date or acquire new skills. All programmes lead to QQI major awards at levels 4 to 6 on the National Framework of Qualifications. Traineeships typically take nine months.

Vocational Training Opportunities Scheme (VTOS) is a European Social Fund supported intervention in the Irish labour market to enable, as a priority group, unemployed people who have been on the Live Register for at least six months or a person in receipt of statutory redundancy but not in receipt of a qualifying payment for the required period to access education and training with a view to progression to employment.

Back to Education Initiative (BTEI) provides part-time Further Education programmes for young people and adults. The aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities. Programmes are offered on a part-time basis, in the mornings, afternoons or evenings across Mayo, Sligo and Leitrim.

Adult Basic Education Adult Learners can avail of classes in reading, writing, spelling, I.T. and everyday maths in small groups. They all start at the beginning and go at the student's pace. Adult learners can also avail of themed literacy courses for example in health, culinary, horticulture or car maintenance while improving literacy skills.

Family Learning offers parents the opportunity to enhance their own skills and improve their ability to help their children learn.

English for Speakers of Other Languages (ESOL) helps adults improve their spoken and written English.

Adult Literacy is part of the Adult Basic Education Service which provides literacy and numeracy tuition in a supportive environment for adults who need to develop their skills in reading, writing, spelling, maths and using everyday technology.

Intensive Tuition in Adult Basic Education (ITABE) is a 14-week course, 6 hours per week which offers the learner the opportunity to improve their basic skills in reading, writing and numeracy intensively.

Community Education refers to adult education and learning generally outside of the formal education sector. It aims to empower and support communities. It is firmly community-based, with local groups taking responsibility for, and playing a key role in organising courses and deciding on programme content. The scheme enables disadvantaged adults to avail of community education at minimal or no cost.

Specific Skills Training courses typically take six months to complete and are designed to meet the needs of industry and business across a range of sectors. Typically, programmes offered are major awards at level 4 – 6 on the National Framework of Qualifications or industry Certification from a recognized external accredited body. Courses are full-time and are scheduled throughout the calendar year to facilitate those seeking employment for the first time and for persons wishing to update or acquire new skills to increase their future employment opportunities.

Youthreach is a programme of education and training and work experience for early school leavers, aged between 16 and 20, provided in an out of school setting. Youthreach aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. MSLETB operate four Youthreach Centres, three in Mayo and one in Sligo. These centres offer learners a range of certification opportunities, Junior Certificate, Leaving Certificate Applied and a number of QQI awards from level two to five on the national framework of qualifications.

Community Training Centres MSLETB provide community-based training for early school leavers as part of the national Youthreach programme. Community Training Centres are independent, community-based organisations which provide training and related supports for early school leavers primarily aged between 16 – 21 years who have left school with no formal or incomplete qualifications. Programmes at the centre are being enhanced to promote greater focus on skills development that are likely to match local employment opportunities.

Local Training Initiatives MSLETB in partnership with community-based groups provide a range of person centred, proactive training/job related services, to assist individuals enter/re-enter the active labour market. In addition, these initiatives aim to promote the removal of barriers and provide supports, which ensure access to Programmes, Services and Employment for individuals and groups experiencing exclusion and labour market disadvantage.

Local Training Initiatives enable MSLETB to address these objectives and at the same time provide support to Community/Voluntary Organisations to address local service and development needs. Initiatives are firmly rooted in the community and encourage people who otherwise might not avail of mainstream training to develop their existing skills and learn new skills in an environment that is tailored to their particular local needs.

Skills To Advance (STA) is a national programme aimed at providing educational training opportunities to help employees deal with the basic educational skills demands in the workplace. STA courses may include a variety of subjects, which supports the educational needs of employees. All courses include literacy and numeracy elements integrated into a variety of subjects ranging from communications, maths, computing, reading, writing, spellings and personal development skills. The courses are designed and delivered in a flexible and adaptable way to meet, the needs of the employer and employee. Courses can be tailored to suit workplace needs. Courses are usually approximately 35 hours in duration and may lead to QQI accreditation at Level 3.

Music Generation Music Generation Mayo and Music Generation Sligo are music education services for children and young people aged 0-18 yrs. They are part of Music Generation – Ireland’s National Music Education Programme, initiated by Music Network, and co-funded by U2, The Ireland Funds, the Department of Education and Skills and local Music Education Partnerships, (MEPs). Each service is managed locally by a Music Education Partnership in their respective counties, under lead partner MSLETB.

Outdoor Education Centres MSLETB operates two Outdoor Education Centres, in Achill, Co. Mayo and in Ballinaglera, Co. Leitrim. Achill Outdoor Education and Training Centre which was established in 1971 led to the development of eleven other ETB centres around the country and to the development of the outdoor industry countrywide. The centre develops tailor-made programmes, using adventure activities and the outdoor environment as a catalyst in the physical, social and intellectual development of participants.

Participants include MSLETB’s own schools, as well as education centres and primary, second and third level institutions countrywide. It also caters for youth groups and the general public from the age of seven upwards.

MSLETB also runs a QQI Level 6 Sports, Recreation & Exercise & QQI Level 5 Outdoor Sports and Recreation in conjunction with "Lough Allen Adventure" Outdoor Pursuits Centre in Ballinaglera, Co Leitrim.

Evening courses and self-financing night classes MSLETB deliver night classes in several centre's across the three counties. These classes are aimed at adults looking to further their qualifications, learn a new skill or explore personal interests. Evening courses are open to everybody (both employed and unemployed) however there is a fee for people in employment. Fee paying clients must apply directly to the school/centre. Unemployed persons can contact their local DEASP Employment Services Office for information on their eligibility to get assistance with paying fees.

Refugee Resettlement Programme MSLETB is actively working with Local Authorities (through the Local Community Development Committee) and other stakeholders to identify and provide services for citizens in general and, specifically, marginalised and at-risk groups, e.g. refugees in each of the three counties and new initiatives to assist Traveller groups.

Youth Work the youth work capacity of MSLETB is funded by the Department of Children and Youth Affairs (DCYA). The function of MSLETB in this respect is to:

“Support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support”.

(Education and Training Boards Act, 2013, Section 10(1)(j)).

The function of MSLETB in relation to youth work in 2018 encompassed the following services:

- Administration of Local Youth Club Grant Scheme to volunteer led youth clubs
- Implementation of National Quality Standards for Volunteer Led Youth Groups and National Quality Standards Framework for the Youth Sector
- Administration of Special Project for Youth and other funding lines to youth services on behalf of the DCYA and Department of Health to youth services
- Youth Mental Health Initiatives in Mayo, Sligo and Leitrim
- Administration of the DCYA Youth Employability Initiative
- Youth engagement and participation through support of Comhairlí na nÓg in each of Mayo, Sligo and Leitrim.

In addition to the services outlined above, MSLETB supported the coordination of youth work activities with other services through participation in twenty-one interagency committees. These interagency committees range, inter alia, from School Completion Projects, Traveller support groups to Children and Young People Services Committees. MSLETB Youth Officers, through their participation in these groups, played an important role throughout 2018 in guiding a partnership approach to achieving the target outcomes set out in the *Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People, 2014-2020*.

Other Services provided by MSLETB:

Adult Education Guidance and Information Service

The Adult Education Guidance and Information Service provides impartial and confidential advice, guidance and information to adults in relation to their education, training and careers. The service is for adults who;

- Are considering returning to or continuing with education
- Are having difficulty in finding or keeping suitable employment due to lack of appropriate education qualifications
- Wish to explore new forms of further education or training available in Mayo, Sligo and Leitrim.

Co-operation with other institutions

MSLETB has a memorandum of understanding with the Department of Employment Affairs and Social Protection (DEASP) in the west and north-west region. The purpose of this Framework is to establish more structured links at national, divisional and area levels between the DEASP and MSLETB. This framework facilitates the exchange of data between the organisations and the referral of clients to suitable education and training interventions provided by the ETB. The objective is to provide DEASP clients with the knowledge, skills, competencies and supports to assist them to find a job or to progress to further education and training, if appropriate. Specific goals agreed include;

- MSLETB actively works with our 3 Local Authorities of Mayo, Sligo and Leitrim on joint initiatives and participates actively on the Local Community Development Committees.
- MSLETB participates on other national and local groups to promote education, training, youth services and music development.
- MSLETB have entered into a Memorandums of Understanding with Sligo IT and GMIT to provide accelerated access for applicants and opportunities for progression.

Employer Engagement

MSLETB has established an Employer Engagement Group and an employer database. MSLETB continue to network and collaborate with employers, employer groups (IBEC, ACBI, CIF, IHF RAI, etc.), Regional Skills Fora (RSF), education providers, state agencies (SOLAS, IDA, Enterprise Ireland, LEOs, etc.) and other stakeholders. MSLETB is currently developing a structure that can provide an organised, managed two-way communications/ interactive system between employers and the ETB.

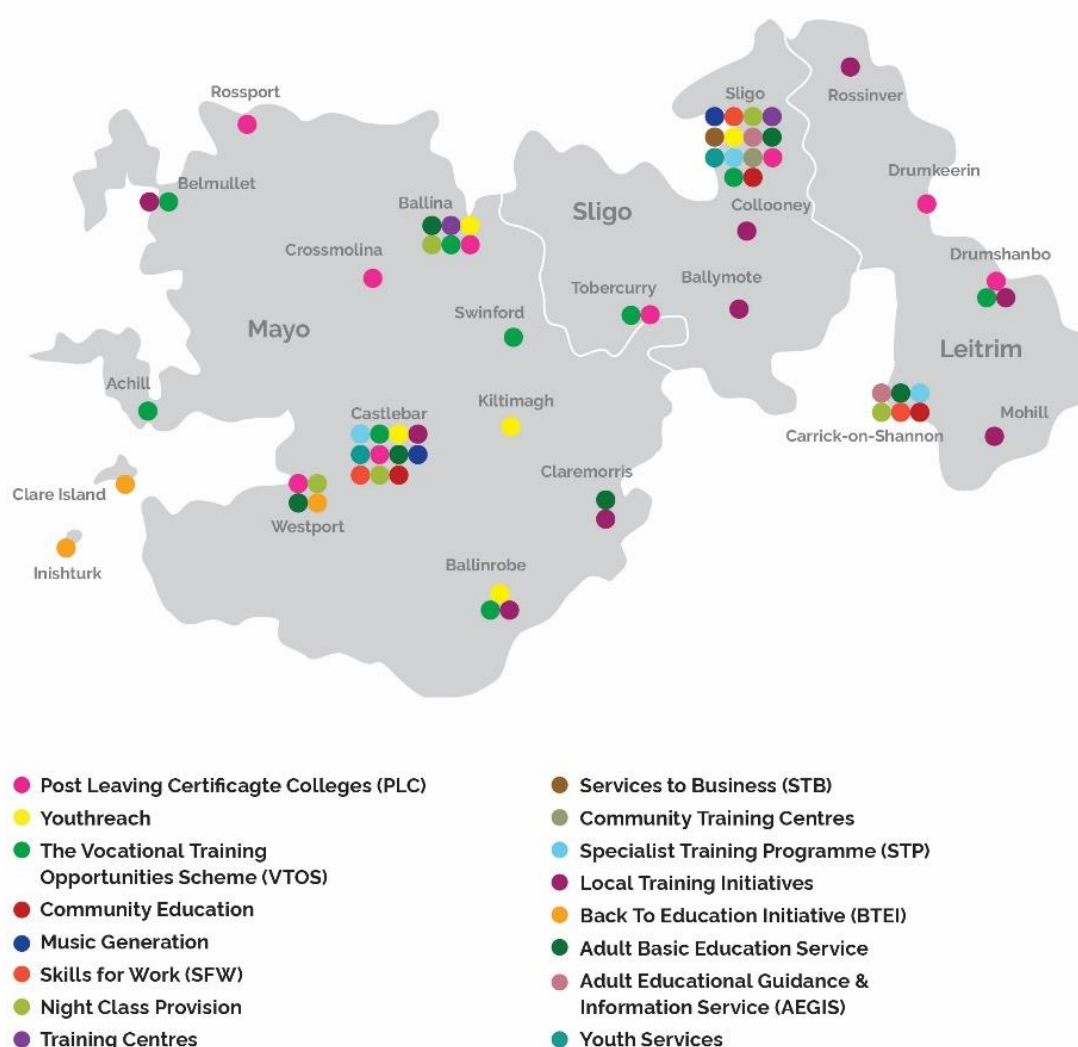
Integration of FET Provision

The formation of ETBs and the creation of an integrated FET sector, with a clear focus on the development and delivery of courses and programmes designed to prepare people for employment and / or further studies, has been both a challenge and an opportunity.

The development of coordinated programmes for programme delivery aimed at minimising duplication, increasing access for individuals, improving relevancy for employers and maintaining and increasing the quality of programmes on offer were all features of MSLETB's FET service throughout this period.

The location of the further education and training services provided by MSLETB are set out in the map below.

MSLETB FET Services



MSLETB offer part-time and full-time programmes under the three strategic categories:

Predominantly Labour Market Focused FET Programmes	Apprenticeship Training Local Training Initiatives PLC Specific Skills Training Traineeships Training VTOS
Predominantly Progression Focused FET Programmes	Youthreach Bridging & Foundation Training Community Training Centres Specialist Training Programmes BTEI Groups Skills for Work
Predominantly Social Mobility (Individual Transversal Skills) Focused FET Programmes	Adult Literacy ESOL FET Co-operation Hours ITABE Refugee Resettlement Lifelong Learning

Contact Information

PRÍOMHOIFIG, MHAIGH EO

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
An Baile Nua,
Caisleán An Bharraigh
Co. Mhaigh Eo
F23 DV78

HEAD OFFICE, MAYO

Mayo, Sligo and Leitrim
Education and Training Board
Newtown
Castlebar
Co. Mayo
F23 DV78

Tel: +353 (0)94 902 4188 **Fax:** +353 (0)94 902 4187 **Email:** infomayo@msletb.ie

SLIGEACH

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma,
Sráid Na Cé
Sligeach
F91 XH96

SLIGO

Mayo, Sligo and Leitrim
Education and Training Board,
Quay Street
Sligo
F91 XH96

Tel: +353 (0)71 91 94800 **Fax:** +353 (0)71 91 44121 **Email:** infosligo@msletb.ie

LIATROMA

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma,
Ardán Sheoirse Naofa,
Cora Droma Rúisc
Co. Liatroma
N41 W2X7

LEITRIM

Mayo, Sligo and Leitrim
Education and Training Board,
St. George's Terrace
Carrick-on-Shannon
Co. Leitrim
N41 W2X7

Tel: +353 (0)71 96 20024 **Fax:** +353 (0)71 96 21362 **Email:** infoleitrim@msletb.ie

WEBSITE

<http://mayosligoleitrim.etb.ie/>

Glossary

BTEI	Back to Education Initiative
C&AG	Comptroller and Auditor General
CE	Chief Executive
CPD	Continuous Professional Development
CTC	Community Training Centre
DES	Department of Education and Science
DSP	Department of Social Protection
ESOL	English for Speakers of Other Languages
FET	Further Education and Training
ICT	Information and Communications Technology
LCDC	Local Community Development Committee
LTI	Local Training Initiative
MEP	Music Education Partnership
MSLETB	Mayo, Sligo and Leitrim Education and Training Board
NCGE	National Centre for Guidance in Education
NFQ	National Framework of Qualifications
NQSF	National Quality Standards Framework for the Youth Work Sector
PLC	Post Leaving Certificate
QQI	Quality and Qualifications Ireland
SCP	School Completion Programme
SEN	Special Education Needs
SFW	Skills For Work
SSRP	Sligo Sport and Recreation Partnership
STB	Services To Business
TY	Transition Year
VEC	Vocational Education Committee
VTOS	Vocational Training Opportunities Scheme

Appendix 1: MSLETB Schools, Centres and Committees

SCHOOLS	DETAILS
Mayo	
Coláiste Pobail Acla	Polranny, Achill Sound, Co. Mayo, F28 CP49 http://colaistepobailacla.ie/
Davitt College and Castlebar College of Further Education	Springfield, Castlebar, Co. Mayo, F23 VY15 www.davittcollege.com / Newtown, Castlebar, Co. Mayo, F23 EW84 https://ccfe.ie/
Moyne College	Ballina, Co. Mayo, F26 W884 www.moynecollege.ie
Coláiste Chomain	Rosspoint, Co. Mayo, F26 YR99 www.gcr.ie
St. Brendan's College	Belmullet, Co. Mayo, F26 C782 www.stbrendanscollege.com
St. Joseph's Community College	Lowpark, Charlestown, Co. Mayo, F12 WE19 www.sjcc.ie
St. Patrick's College	Lacken Cross, Killala, Co. Mayo, F26 NW52 www.lackencross.ie
St. Tiernan's College	Crossmolina, Co. Mayo, F26 WK25 mayosligoleitrim.etb.ie/school/st-tiernans-college/
Westport College of Further Education	Westport, Co. Mayo, F28 TP82 www.westportcfe.ie
Sligo	
Ballinode Community College and Sligo College of Further Education	Clarion Road, Sligo, F91 DY66 www.ballinodecollege.com / www.sligocfe.ie
Coláiste Iascaigh	Easkey, Co. Sligo, F26 EC56 www.colaisteiascaigh.ie
Coola Post Primary School	Riverstown, Co. Sligo, F52 XE71 www.coola.ie
Corran College	Ballymote, Co. Sligo, F56 DP86 www.corrancollege.com

Grange Post Primary School	Grange, Co. Sligo, F91 F722 grangepps.ie
North Connaught College	Tubbercurry, Co. Sligo, F91 X883 northconnaughtcollege.net
Leitrim	
Carrigallen Vocational School	Carrigallen, Co. Leitrim, H12 TD72 mayosligoleitrim.etb.ie/school/carrigallen-vocational-school
Drumshanbo Vocational School	Drumshanbo, Co. Leitrim, N41 D623 www.dvs.ie
Lough Allen College	Drumkeerin, Co. Leitrim, N41 XT98 www.loughallencollege.ie
Mohill Community College	Mohill, Co. Leitrim, N41 YT72 mohillcommunitycollege.ie

FURTHER EDUCATION AND TRAINING CENTRES	DETAILS
Mayo:	
Ballina Training Centre	Carrowcushlaun West, Ballina, F26 P278
Claremorris Part-time Further Education Centre	Chapel Lane, Claremorris, Co. Mayo, F12 F5W7
Achill Further Education Centre	Achill Outdoor Education Centre, Achill, Co. Mayo, F28 H7F2
VTOS Swinford	Swinford, Co. Mayo, F12 DC93
VTOS / Youthreach Ballina	Cathedral Road, Ballina, Co. Mayo, F26 FEF4
VTOS / Youthreach Ballinrobe / Ballinrobe Further Education Centre	Ballinrobe, Co. Mayo, F31 FK54
Youthreach Kiltimagh	Kiltimagh, Co. Mayo, F12 CK33
Belmullet Further Education Centre	Belmullet, Co. Mayo, F26 D8H2
Ballina Further Education Centre	Ballina, Co. Mayo, F26 E264
Ballyhaunis Further Education Centre	Ballyhaunis, Co. Mayo, F35 A064
Castlebar Further Education and Training Centre	Castlebar (Kingsbridge), F23 FW70
Sligo:	
Adult Education Centre, Sligo	Castle Street, Sligo, F91 DK33
Ballinode College / Sligo College of Further Education	Clarion Village, Ballinode, Sligo
Sligo Training Centre	Ballytivnan, Sligo, F91 N284
Youthreach Sligo	Cleveragh Industrial Estate, Sligo, F91 FY68
Leitrim:	
PLC - Mayflower, Drumshanbo	Drumshanbo, Co. Leitrim, N41 Y8P6
Adult Education - Bee Park Centre, Manorhamilton	Manorhamilton, Co. Leitrim, F91 HCD9
Adult Education - Presentation House, Carrick-on-Shannon	Carrick-on-Shannon, Co. Leitrim, N41 A2H5
Marion College	Mohill, Co. Leitrim, N41 CY58

MAYO, SLIGO AND LEITRIM ETB COMMITTEES
Audit Committee
Finance Committee
Further Education and Training Committee
Youth Work Committee
Youthreach Advisory Committee
Achill Outdoor Education and Training Centre Advisory Committee
MSLETB also has representatives on the Institutes of Technology Committees at IT Sligo, Galway-Mayo IT and Letterkenny IT

Appendix 2: Financial Information

The Annual Accounts of the ETB for 2018 have been prepared and approved by the Board. These accounts are subject to audit by the C&AG. When the audit is completed and the accounts are approved, the certified Financial Statements will be made available to the public.

In order to provide context to the scale of the budget for MSLETB for 2018, the total revenue was in excess of €83m for the year.

The revenue as per the draft Annual Accounts for 2018 is:

	2018 €
Receipts	
Post Primary Schools & Head Office Grants	43,215,188
Further Education and Training Grants	32,051,991
Student Support Services Grants	-
Youth Services Grants	620,467
Agencies & Self-Financing Projects	5,493,537
Capital Grants	1,878,852
	<u>83,260,035</u>

Chief Executive's Pay

In accordance with pay scales approved by the Department of Education and Skills the Chief Executive(CE) of MSLETB was paid €113,107 in the year ended 31st December 2018. Employer's PRSI of €2,496 was also paid. The CE had no foreign travel during the period.

Board members' expenses

Expenses are paid to Board members for travel to Board-related meetings.
The aggregate expenses paid to each member in the year ended the 31 December 2018 were:

Board member	Statutory Meetings €	Interview Boards €	Attendance at Conferences / Seminars €	BOM €	Other €	Total €	No. Board Meetings Attended Held	
Christy Hyland	655	10,251	501	353	571	12,331	6\8	
Mary Bohan	521	6,031	4,165	268	366	11,351	8\8	
Seamus Kilgannon	141	2,245	359	324	345	3,414	8\8	
Malachy Molloy	-	2,049	-	-	294	2,343	5\8	
Teresa McGuire	464	101	499	462	284	1,810	7\8	
Paddy O'Rourke	855	-	317	128	381	1,681	8\8	
Tom Connolly	381	-	376	59	164	980	5\8	
Margaret Gormley	383	358	-	93	-	834	8\8	
Enda Cawley	318	-	423	-	67	808	4\8	
Enda Stenson	310	-	-	384	-	694	7\8	
Donna Sheridan	107	248	330	-	-	685	7\8	
Teresa Whelan	350	-	-	72	104	526	4\8	
Kieran O'Dowd	180	-	298	-	-	478	3\8	
Joseph Queenan	269	-	-	12	-	281	5\8	
John Caulfield	223	-	-	-	20	243	5\8	
Annie May Reape	175	-	-	31	-	206	4\8	
Sinead Dore	138	7	-	-	-	145	3\8	
John Gardiner	133	-	-	-	-	133	4\8	resigned 23/6/2018
Susan Finan	87	-	-	-	18	105	5\8	
Gerard Murphy	77	-	-	-	-	77	2\8	appointed 23/10/2018
Paul Ainsworth	-	-	-	-	-	-	2\8	
Aisling McCabe	-	-	-	-	-	-	1\8	appointed 11/12/2018
Total	5,767	21,290	7,268	2,186	2,614	39,125		

This statement was adopted by Mayo, Sligo and Leitrim Education and Training Board at its Board meeting on 16th April 2019.