

ANNUAL REPORT

2015



etb

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

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Forewords

It is with great pleasure that I welcome the publication of the 2015 Annual Report on behalf of Mayo, Sligo, and Leitrim Education and Training Board (MSLETB).

This report provides an opportunity to highlight the comprehensive range of activities undertaken by Mayo, Sligo, and Leitrim schools, centres and services during the past year. The report also sets out the related financial and corporate governance aspects of the work of MSLETB in 2015.

I would like to thank all of MSLETB staff throughout the organisation who continually work hard to ensure that students and learners are supported effectively.

I would like to commend the Chief Executive, Mr. Shaun Purcell, and his executive team for their hard work and dedication. I would also like to thank our Board members for their commitment to the organisation and for their active participation on various committees.

Míle buíochas go léir.

Cllr. Joseph Queenan, Chairperson

After the amalgamation of the VECs in Mayo, Sligo and Leitrim in July 2013, MSLETB underwent dramatic changes - new structures, policies and procedures brought new challenges and opportunities. The amalgamation has provided generic policies, generic strategies, and generic quality assurance, which will underpin the provision and delivery of our education and training. Our ethos of inclusion, excellent quality and leadership continues to shine through. The report also sets out the related financial, procurement, human resources, and corporate governance aspects of the work of the ETB during this period.

In 2015, the focus of the organisation has remained constant as we strive to provide the highest quality lifelong education and training opportunities for all communities across Mayo, Sligo, and Leitrim. The increasing number of students attending our schools and Further Education and Training Centres is testament to the ongoing success of our work.

I would like to convey my thanks to the following:

- The Chairperson and the Board members for their cooperation in supporting MSLETB during this time of transition.
- The members of the Boards of Management and committees of MSLETB who give up their time so generously to promote the work of the organisation.
- To our wonderful, dedicated, and loyal staff at MSLETB, to the management and staff of our schools, centres and administrative offices for their professionalism and dedicated service to the organisation.

As Chief Executive, it has been a privilege and honour to lead MSLETB and I cannot but thank and commend all the staff who work with continued professionalism, diligence and commitment.

Shaun Purcell, Chief Executive

Introduction

The purpose of this annual report is to capture the activities of Mayo, Sligo and Leitrim Education and Training Board (MSLETB) for the year 2015.

MSLETB provides a broad range of services, responding to the diverse needs of the local communities across the region. It is one of 16 Education and Training Boards operating within the state and has responsibility for delivering a range of services including second-level education, further education and training, youth work and other support services to young people and adults within Mayo, Sligo, and Leitrim.

Further Education and Training (FET) programmes are designed to meet the needs of specific target groups such as homemakers, people seeking to return to work, unemployed persons and the education and training of members of the Traveller community.

Basic education, including literacy, Community Education, adult guidance, arts education, Vocational Training Opportunities Scheme (VTOS), Post-Leaving Certificate Courses (PLCs) and Back To Education Initiative (BTEI) Programmes are offered at various locations throughout the three counties. Youthreach centres, youth work supports and outdoor education are areas that also fall within the remit of MSLETB.

The Board of MSLETB is comprised of 21 members who represent local authorities, education and wider community interests, including parents, employees and people with an interest and experience in education. The Chief Executive (CE) is the organisation's executive head and is supported by a senior management team. Overall responsibility for the implementation of the services described in the Annual Report lies with the CE and the management team.

MSLETB Mission Statement

The mission of Mayo, Sligo and Leitrim Education and Training Board is to develop and deliver educational excellence and to support an environment which is structured for optimal learning.

MSLETB Area



MSLETB Profile

- Largest geographical remit of any ETB (9,014km²)
- Serves population of 227,829¹
- Head office in Castlebar, Co. Mayo, with sub-offices in Sligo and Carrick-on-Shannon, Co. Leitrim
- 19 post-primary schools and Colleges of Further Education
- Wide range of adult and further education provision across three counties, including:
 - 10 Vocational Training Opportunities Scheme (VTOS) centres
 - 4 Youthreach centres
 - Back To Education Initiative (BTEI), Community Education, Adult Guidance and Information Services, Adult Literacy and Skills For Work programmes
- 2 Training Centres (Sligo and Ballina, Co. Mayo)
- Youth Work services
- 2 School Completion Programmes (North Mayo and South Mayo)
- 2 Music Generation Partnerships (Mayo and Sligo)
- 2015 budget of €73.6m
- 1,650 staff (approx.).

¹ Source: Central Statistics Office, Census 2011, Population at Each Census from 1841 to 2016 (Number) by Sex, County and Census Year. Accessed at: http://www.cso.ie/px/pxeirestat/Database/eirestat/Summary%20Results%20Part%201/Summary%20Results%20Part%201_statbank.asp?SP=Summary%20Results%20Part%201&Planguage=0

Board Composition

Mayo, Sligo and Leitrim Education and Training Board has 21 members, comprising:

- 12 Local Authority representatives (6 Mayo, 3 Sligo, 3 Leitrim)
- 2 staff members of MSLETB
- 2 parent representatives
- 5 special interests / community representatives.

Board Members

1. John Caulfield, Mayo County Council (MCC)	12. Enda Stenson, LCC
2. Lisa Chambers, MCC	13. Donna Sheridan
3. Tom Connolly, MCC	14. Enda Cawley
4. Christy Hyland, MCC	15. Susan Mary Finan
5. Tereasa McGuire, MCC	16. John Gardiner
6. Thérèse Ruane, MCC	17. Evelyn Cafferty
7. Margaret Gormley, Sligo County Council (SCC)	18. Paul Ainsworth
8. Seamus Kilgannon, SCC	19. Malachy Molloy
9. Joseph Queenan, SCC	20. Kieran O'Dowd
10. Mary Bohan, Leitrim County Council (LCC)	21. Sinéad Dore
11. Paddy O'Rourke, LCC	

Committee Members

MSLETB Committees

(i) Audit Committee

Cllr. Seamus Kilgannon
Cllr. Christy Hyland
Malachy Molloy
Des Mahon (Chairperson)
Lauri Quinn
Pearce O'Malley

(ii) Finance Committee

Cllr. Joe Queenan
Cllr. Mary Bohan (Chairperson)
Cllr. Paddy O'Rourke
Cllr. Tom Connolly
Séan Duffy (external member)

(iii) Further Education and Training (FET) Committee

Paraic McAuliffe
Cllr. Tereasa McGuire (Chairperson)
Cllr. John Caulfield
Cllr. Seamus Kilgannon
Cllr. Margaret Gormley
Evelyn Cafferty
Cllr. Paddy O'Rourke

(iv) Youthreach Committee

Enda Stenson
Christy Hyland
Jack Lynch (Chairperson)
Noel Lee
Michael Fahy
Peadar Gardiner
Mike Rainsford

(v) Achill Outdoor Education and Training Advisory Committee

Cllr. Mary Bohan
Cllr. Enda Stenson
Cllr. Tereasa McGuire (Chairperson)
Pat Kilbane
Cllr. Seamus Kilgannon
Cllr. Margaret Gormley

Institutes of Technology

(i) IT Sligo

Cllr. Tereasa McGuire
Cllr. Margaret Gormley
Cllr. Joseph Queenan
Cllr. Mary Bohan
David McGuinness

MSLETB Nominees

Geoffrey Browne

Donegal ETB Nominee

Angela Bartlett
Michael Barrett
Veronica Cawley

Academic Staff Nominees

Non-academic Staff Nominee

Cillin Folan
Helen Campbell

Student Nominees

Mary Dolan McLoughlin

ICTU Nominee

Philip Delamere
Conor Murphy
Felim McNeela
Helen Boyce
Paraic Casey

Academic Council Nominees

(ii) Galway-Mayo Institute of Technology (GMIT)

Cllr. Tereasa McGuire
and
Shaun Purcell

(iii) Letterkenny Institute of Technology

Cllr. Margaret Gormley
and
Cllr. Seamus Kilgannon

Corporate Governance

Role of the Board

The Board of MSLETB has 21 members. It has statutory *Reserved* functions as set out in Section 12 of the Education and Training Boards Act, 2013. The Board is supported by an executive which is responsible for the implementation of services, day to day management and functions not reserved for the Board.

MSLETB members and designated staff provide annual Disclosures of Interests in respect of issues that could materially influence the performance of functions. The Board held the required scheduled meetings during the year. A register of attendance and board minutes of meetings are maintained and adopted in support of Board meetings.

Board members are provided with appropriate documentation outlining their functions and responsibilities. Procedures are in place for members, in the furtherance of their duties, to take independent professional advice.

Code of Practice for the Governance of Education and Training Boards

In March 2015, a Code of Practice for the Governance of Education and Training Boards was issued as a circular letter by the Department of Education and Skills (DES).² In recognising the primacy of the underpinning legislation of the Education and Training Boards Act, 2013, this Code represents a set of standards for staff and members of ETBs. The activities of MSLETB are governed at all times by these standards.

Committees

The Board has established a number of committees under the Education and Training Boards Act, 2013, including Finance and Audit Committees, Boards of Management and other committees as required. These committees are composed of Board members and / or agreed other representation.

Audit Committee

The Audit Committee was composed of two Members of MSLETB and four external members. The Audit Committee received induction training and was responsible for monitoring the Executive in the carrying out of its functions and provided assurance to the Board as to the adequacy and effectiveness of the Internal Control processes. It received reports from the executive, external audit reports provided by the Comptroller and Auditor General (C&AG) and internal audit reports provided by the Internal Audit Unit – Education and Training Boards (IAU-ETBs). The Board has regard to the Audit Committee in adopting a Statement of Internal Control and approving the Annual Financial Statements.

Finance Committee

The Finance Committee was composed of five members, including one external member. The Finance Committee has responsibility for reviewing the income and expenditure of the Board, major contracts awarded and the financial aspects of education and training plans. Minutes of the Finance Committee meetings are received by the Board for consideration and to assist in providing assurance that education and training plans are being implemented.

² Department of Education and Skills, Code of Practice for the Governance of Education and Training Boards ([Circular Letter no. 0018/2015](#)).

Internal Control

The Board has overall responsibility for ensuring that an effective system of internal control is maintained and operated. The Executive has day-to-day responsibility for implementing the system of internal control.

The system of internal control operated is based on detailed administrative procedures, segregation of duties, specific authorisation thresholds and regular review by management of reports outlining actual and budgeted results of the various programmes.

The Board's monitoring and review of the effectiveness of the system of internal control is informed by the:

- Work of the Audit Committee
- Chief Executive (CE), who has responsibility for the internal control framework
- Recommendations of the C&AG.

Chief Executive

The CE is responsible for the performance of the executive functions of the Board and is accountable to the Board for the performance of such functions. The CE must provide information regarding performance to the Board and to the Minister for Education and Skills as may be required.

Administrative Offices

Central to MSLETB operations are the administrative offices, which act as a hub for ETB services and centres. The head office is in Newtown, Castlebar, Co. Mayo, with administrative offices also in Quay Street, Sligo and St. Georges Terrace, Carrick-on-Shannon, Co. Leitrim. The administrative functions are delivered through three organisational support and development areas comprising Finance, Human Resources (HR) and Corporate Services.

Organisational Support and Development

All of the education services provided by Mayo, Sligo and Leitrim Education and Training Board are supported by the management, administrative and ancillary staff situated in the administrative offices in Mayo, Sligo and Leitrim and in schools and centres. MSLETB is proud of the fact that many of these staff have served with dedication and distinction over a long number of years. Organisational support and development services can be divided under three main headings:

- Finance
- Human Resources
- Corporate Services

Finance includes the following services:

- Payroll
- Creditors
- Banking and treasury management
- Debtors
- Receipting of income
- Budgeting and forecasting
- Preparation of annual financial statements
- Facilitation of all financial audits (e.g. with Comptroller and Auditor General (C&AG) and Internal Audit Unit – Education and Training Boards (IAU-ETB))

Human Resources includes:

- Recruitment and orientation provision for new employees
- Appointment to Posts Of Responsibilities
- Employment legislation and regulatory framework
- Pensions
- Continuous Professional Development (CPD)
- Employment contracts
- Garda vetting
- Incremental credit
- Absences / Annual leave
- Teacher Allocation
- Employee Assistance Programme and Dignity at Work / Employee Wellbeing
- Industrial / staff relations (e.g. collective agreements, trades union negotiations)
- Grievance and Disciplinary Procedures
- School enrolments

Corporate Services includes:

- Governance
- Procurement
- Health and safety
- Risk management
- Freedom Of Information (FOI)
- Data Protection
- Legal services
- ICT
- Buildings and estates
- Insurance

Finance Report

Financial Summary

MSLETB is funded directly by the DES for the delivery of its services in post-primary schools, and by the DES through SOLAS for Further Education and Training (FET) programmes.

In 2015, funding for other particular projects was also provided by other Government Departments and agencies including:

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

Funds are also raised through charges for services, including tuition fees, rental of rooms and various activities at local level. The Board's receipts for this reporting period were €73.6m. Of the total receipts for the period, €3.4m 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.

Finance Strategy

The objective of the Finance function is to support the Board in the achievement, within budget, of objectives set out in the Letter of Determination from the Department of Education and Skills (DES), the allocation letter from SOLAS and other sources. Finance support includes decision making support, corporate control of public money, transaction processing and statutory accountability.

Statutory Accountability

Strict accountability requirements apply to MSLETB. These requirements include the preparation of annual accounts in a format prescribed by the DES and the audit of these accounts by the C&AG. MSLETB is also subject to audit by the Internal Audit Unit – Education and Training Boards (IAU-ETB).

Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives. MSLETB complies with its obligations under taxation laws and ensures that all tax liabilities are paid on or before the relevant due dates.

Financial Information

Financial Information

Mayo, Sligo and Leitrim Education and Training Board

Operating Account For The Year Ended 31 December 2015

	2015
	€
RECEIPTS	
Schools and Head Office Grants	36,527,367
Further Education and Training Grants	27,920,940
Student Support Services Grants	465,402
Youth Services Grants	245,631
Agencies and Self-Financing Projects	5,110,997
Capital Grants	3,366,307
	<u>73,636,644</u>
PAYMENTS	
Schools and Head Office	36,452,201
Further Education and Training	28,960,851
Student Support Services	761,315
Youth Services	292,915
Agencies and Self-Financing Projects	4,690,298
Capital	3,230,952
	<u>74,388,532</u>
Cash Surplus/(Deficit) For Period	(751,888)
Movement in Other Net Current Assets	<u>701,882</u>
Accrual Revenue Surplus/(Deficit) For Year	(50,006)
Revenue Surplus/(Deficit) at 01/01/2015	(145,146)
Revenue Surplus/(Deficit) at 31/12/2015	<u>(195,152)</u>

- **Chief Executive's Pay**

The Chief Executive (CE) was paid in accordance with pay scales approved by the Department of Education and Skills. There were two CEs of MSLETB in the year to 31/12/2015. Salary payments to the CEs totalled €122,387. Employer's PRSI of €2,589 was also paid. The CEs 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 to the 31 December 2015 were:

Board member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	Other	Total	No. Board Meetings Attended
	€	€	€	€	€	
Therese Ruane	438	-	-	-	438	6
Teresa McGuire	472	512	-	168	1,152	7
Christy Hyland	1,185	4,138	-	-	5,323	7
Tom Connolly	1,201	-	-	256	1,457	7
Paul Ainsworth	277	-	-	-	277	4
John Caulfield	49	880	-	-	929	6
Lisa Chambers	155	-	-	-	155	4
Donna Sheridan	499	-	-	-	499	7
Margaret Gormley	960	523	-	-	1,483	7
Seamus Kilgannon	1,850	140	534	139	2,663	8
Joseph Queenan	838	-	-	-	838	7
Mary Bohan	1,891	3,822	1,048	323	7,084	7
Evelyn Cafferty	173	-	-	-	173	3
Paddy O'Rourke	1,286	-	-	41	1,327	7
Enda Stenson	828	-	174	-	1,002	7
Sinead Dore	854	-	-	-	854	8
Enda Cawley	1,000	-	658	-	1,658	8
Susan Finan	531	-	-	-	531	5
Malachy Molloy	1,395	813	217	149	2,574	8
Kieran O'Dowd	184	-	-	-	184	1
John Gardiner	553	-	-	-	553	6
Amounts paid in 2015 to members who attended meetings in 2014						
Paraic Cosgrove	84	-	-	-	84	
Clodagh Geraghty	367	-	-	-	367	
Mary Kelly	19	-	-	-	19	
Patrick Kilbane	273	-	812	-	1,085	
Nonnie McGee	24	-	-	-	24	
Jarlath Munnely	34	-	-	-	34	
Paddy O'Hora	8	-	-	-	8	
Eddie Staunton	117	-	-	-	117	
Teresa O'Rourke	28	-	-	-	28	
Una O'Gara	119	-	-	-	119	
Mary Barrett	24	-	-	-	24	
Matt Lyons	152	-	-	-	152	
David Cawley	129	-	-	-	129	
Paul Conmy	152	-	-	-	152	
Dara Mulvey	304	-	-	-	304	

Board member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	Other	Total	No. Board Meetings Attended
	€	€	€	€	€	
Hubert Keaney	92	-	-	-	92	
Martin Baker	12	-	-	-	12	
Damian Brennan	28	-	-	-	28	
Francis Gilmartin	301	-	-	-	301	
Ken Maguire	113	-	-	-	113	
Total	18,999	10,828	3,443	1,076	34,346	

The Financial Statement was adopted by Mayo, Sligo, and Leitrim Education and Training Board at its Board meeting on 18th December 2017.

MSLETB Schools

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

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	Rosspport, 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

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 offers 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.

Schools and staff worked hard during the year to upskill in preparation for Junior Cycle reform, as well as providing a large variety of extra-curricular activities for students. 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.

Buildings Report

The following listings provide an overview of the range of building projects that were completed or progressed during 2015.

Mayo building projects

- **St. Joseph's Community College, Charlestown:**
 - Draft plan for the future development of the College submitted to the DES.
 - DES included St. Joseph's Community College in a major capital funding programme and the project listed to proceed to construction in 2017.
 - Awaiting response from DES regarding provision of new Engineering Room.
 - Awaiting response from DES regarding two applications under the Emergency Works Scheme for plumbing and electrical works.
 - Actions in relation to the proposed structural repairs through the Summer Works Scheme delayed as it is to be examined in the context of the overall building works to be carried out at the school.
- **St. Tiernan's College, Crossmolina**
 - Progression of plans for provision of additional classroom accommodation. Following a request from the DES, revised plans were submitted with regard to the passenger lift element and a revised layout. Revised plans and costings approved by the DES in September 2015.
 - Actions in relation to the proposed development of external environment (play area) through the Summer Works Scheme delayed as it is to be examined in the context of the overall building works to be carried out at the school.
- **Coláiste Pobail Acla, Achill**
 - Funding approved for the refurbishment of a Home Economics Room and full replacement of the flat roof received from the DES, with a Consultant to be appointed.
 - Actions in relation to the proposed structural improvements (water tanks) through the Summer Works Scheme delayed as it is to be examined in the context of the overall building works to be carried out at the school.
- **Davitt College, Castlebar**
 - Works underway in relation to provision of additional classroom accommodation.
- **Moyne College, Ballina**
 - Replacement of windows through Summer Works Scheme.
- **Coláiste Chomain, Rossport**
 - Window repairs through Summer Works scheme.
- **St. Brendan's College, Belmullet**
 - Refurbishment of toilets carried out through Summer Works Scheme.
- **St. Patrick's College, Lacken Cross Belmullet**
 - Refurbishment of flooring carried out through Summer Works Scheme.
- **Kingsbridge Building, Castlebar**
 - Work in progress on the development of a FET Centre, with issues being addressed in relation to snag lists. Further communication and certification awaited from the Receiver.

- **Mayo County Council Project, Swinford**
 - Agreement reached between MSLETB and Mayo County Council in relation to the provision of a Famine Memorial at the side and rear of the Old Vocational School, Swinford.

Sligo building projects

- **Coola Post Primary School, Riverstown**
 - Request for Phase Three extension to school, comprising Engineering / Metalwork Room, Home Economics Room, Science Laboratory, Art Room and project storerooms, submitted to the DES. DES Inspector visited site and response awaited.
- **Coláiste Iascaigh, Easkey**
 - Request for approval for extension comprising Science Laboratory, two general classrooms, Special Educational Needs classroom and refurbishment of existing Science Laboratory submitted to the DES. DES Inspector visited site and response awaited.
 - Work on upgrading the water mains completed.
 - Works relating to partial replacement of windows via Summer Works Scheme gone to tender.
- **Grange Post Primary School, Grange**
 - Plans for proposed extension, comprising three general classrooms, Home Economics Room, Construction Studies Room, preparation room, toilet block and student entrance submitted to the DES. DES Inspector visited site and response awaited.
 - Roof repairs carried out through Emergency Works Scheme.
- **Sligo Training Centre:**
 - Consultants appointed in relation to conversion of office to catering unit.
 - Consultants appointed in relation to realignment of entrance.

Leitrim building projects

- **MSLETB Office, Carrick-on-Shannon**
 - Refurbishment completed of MSLETB office, St. George's Terrace, Carrick-on-Shannon. Official rededication of building took place in August 2015.
- **Carrigallen Vocational School, Carrigallen**
 - Extension to school completed.
 - Mechanical and electrical upgrades through Summer Works Scheme completed.
- **Drumshanbo Vocational School**
 - Following a tendering process, additional funding to enable the progression of a project to develop an Autism Spectrum Disorder (ASD) Unit was requested from and approved by the DES.
 - Windows replacement through Summer Works Scheme.
- **Lough Allen College**
 - Roof replacement through Summer Works Scheme completed.
 - Three room extension to school completed.
- **Mohill Community College**
 - Tendering process for the development of school football pitch through the Summer Work Scheme completed.

Unoccupied buildings

Maintenance of unoccupied buildings in the ownership of MSLETB continued to be a significant challenge during 2015.

Youth Work

MSLETB's Statutory Youth Work Function

The youth work capacity of Mayo, Sligo and Leitrim ETB is funded by the Department of Children and Youth Affairs (DCYA). The function of the ETB 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)).

Youth work is defined as:

A planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is –

(a) complementary to their formal, academic, or vocational education and training;

and

(b) provided primarily by voluntary youth work organisations.

(Youth Work Act, 2001, Section 3).

In the reporting period, provision was made for salary costs in respect of the employment of two Youth Officers, one covering Mayo and one covering Sligo / Leitrim. The main areas of work implemented by the youth work section included the following:

National Quality Standards Framework for the Youth Work Sector (NQSF)

The aim of the NQSF is to assist DCYA-funded youth work organisations to identify strengths and areas for development in their services and to benchmark progress accordingly. Services take a structured and developmental approach to the assessment of youth work provision, examining its level, impact and efficacy. The role of the ETB is to facilitate and oversee this process.

National Quality Standards for Volunteer-led Youth Groups

Developed in consultation with partners in the youth work sector, these quality standards are aimed at local youth groups and clubs. They present an opportunity for youth groups to demonstrate their commitment to best practice and to the delivery of quality programmes and activities which meet the needs and expectations of their young members. All youth groups funded through the Local Youth Club Grant Scheme are required to engage in the standards process.

Administration of Funding for Youth Services

MSLETB funded the following youth services and projects during the reporting period:

Project	Funding stream	Project operator
Youth Drug and Alcohol Education and Prevention projects (1. Sligo / 2. Leitrim)	<i>Regional Drugs and Alcohol Task Force / Dept. of Health</i>	<i>Foróige</i>
Regional Drugs and Alcohol Task Force Training	<i>Regional Drugs and Alcohol Task Force / Dept. of Health</i>	<i>North West Regional Drugs and Alcohol Task Force Ltd.</i>
Homework Club	<i>Regional Drugs and Alcohol Task Force / Dept. of Health</i>	<i>Sligo Travellers Support Group CLG</i>
Mohill Community Youth Project	<i>Special Projects for Disadvantaged Youth, Department of Children and Youth Affairs</i>	<i>Leitrim Integrated Development Company CLG</i>
Comhairle na nÓg	<i>Department of Children and Youth Affairs / Sligo County Council</i>	<i>Foróige</i>
Local Youth Club Grant Scheme	<i>Local Youth Club Grant Scheme, Department of Children and Youth Affairs</i>	<i>Volunteer-led and operated youth groups in Mayo, Sligo and Leitrim</i>

Other Key Areas of Work

- Development of youth mental health initiatives across the region to foster the mental health and wellbeing of young people.
- Promoting the integration and coordination of youth work services with other services through participation in Children and Young People's Services Committees, School Completion Programme, Meitheal and other relevant networks.
- Reporting to DCYA and other government departments on projects and services funded through the ETB, including the validation of annual reports and funding applications.
- Coordinating / contributing to responses to targeted cohorts of young people including young Travellers, LGBT and young people with disabilities.
- Contributing at national level by working directly with the DCYA and ETBI.

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, Rossport

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.

Music Generation

Music Generation delivers a range of music education projects for children and young people as part of a national Music Generation programme initiated by Music Network, co-funded by U2, The Ireland Funds, the DES and local Music Education Partnerships.

Music Generation believes in every child and young person's musical potential. The vision of Music Generation is inclusive access to high quality music education for children and young people, delivered by skilled professional musicians interacting in an inspirational way with children and young people in their communities.

Music Generation Mayo

Music Generation Mayo is a music education service for children and young people aged 0-18 years in Co. Mayo. Locally, Music Generation Mayo is managed by Mayo Music Education Partnership (MEP) which includes MSLETB, Mayo County Council Arts Office, Local Community Development Committee, Mayo Engagement Network and Mayo Education Centre.

The programme is run by a Coordinator and Project Administrator. There is also a Music Tutor Panel of over 40 musicians who are employed on various programme strands. For more information and up to date programming, see www.musicgenerationmayo.ie.

Activities

Over 2,000 children and young people engaged with the Music Generation Mayo programme in the reporting period in a range of short and longer-term programmes.

After school music tuition was provided at our **Regional Tuition Centres** in four locations throughout the county, Louisburgh, Rosspport, Crossmolina and Ballinrobe. Affordable lessons were made available in these localities in a range of instruments including piano, violin, flute, guitar, percussion, saxophone and voice to young people aged 5-18 years.

Very young children were catered for through the **Soundworlds Early Years Music Programme**, delivered in Early Childhood Care and Education services in partnership with Mayo County Childcare Committee. 25 private and community services took part in the programme throughout Mayo, delivered by a highly skilled team of musicians.

A new programme strand, **BEAM**, was piloted in 2014 and continued in 2015 to specifically cater for young people with disabilities and allow them access to music making activities through assistive music technology. Local musicians were provided with Continuous Professional Development (CPD) training to enhance the delivery of this model and it continues to develop and grow.

The **Musician-in-Residence Programme** continued with the Kaleidoscope Big Band, whereby a diverse group of young musicians from Mayo composed and performed new original music.

Music Generation continued to operate its **County Instrument Bank** to ensure that all children in the county can access a wide range of instruments for rental via a nominal charge through their local library service. There are three discrete banks, located in Castlebar, Ballina and Belmullet, with instrument loans issued for six-month periods. The instrument bank is complimented by the **Music Library Resource** which features a range of books, CDs, DVDs and sheet music.

Numerous **workshops and masterclasses** took place throughout the year in arts centres, schools and at a variety of festivals through the **Festivals Grant Scheme**, which encourages the programming of young music events.

Easter and Summer Camps took place at the **Youth Music Hub** in Ballina, which includes a fully kitted-out rehearsal space, with access to practice areas, music technology equipment, workshops and performances for teenagers who perform solo or in bands.

Music Generation Mayo continued to provide access to high quality **CPD opportunities** for our music tutors to ensure up skilling and awareness of new models of delivery and up-to-date developments in Music Education nationally and internationally. This will continue to be a prime focus of the programme into the future.

Music Generation Sligo

Music Generation Sligo is managed and funded locally by MSLETB, Sligo County Council, Sligo Education Centre, Sligo County Childcare Committee, Cranmore Regeneration and the local music sector.

Music Generation Sligo delivers a programme of performance music education – that is vocal and instrumental tuition, encompassing all music genres and all types of instruments and vocal styles, delivered by skilled professional musicians to 2,500 children and young people in 2015. Programme elements are outlined below.

Discovering Music Schools Programme

- This is a 10-week pre-instrumental foundation programme to provide young children with an introduction to the world of music, for children from Early Years to primary school 2nd Class.
- 20-week instrumental and vocal programme for 3rd to 6th class primary school pupils to introduce children to learning instruments, reading and performing music. Tuition in violin, guitar, recorder, flute, keyboard, bodhrán and vocals.
- Live Music in the Classroom visits by professional musicians to participating schools.
- Programme reached 12 childcare centres, 34 primary schools, 3 post-primary schools, 75 teachers, 9 musician tutors, 1,900 children and young people.

Instrumental and Vocal Tuition

- Community-based beginners / improvers group tuition in guitar, keyboard, drums, vocals, samba, harp, cello, uilleann pipes, trumpet, trombone, French horn, choir, music technology, music literacy.
- 7 programmes in Easkey, Gurteen, Ballymote, Easkey, Sligo Academy of Music, Fred Finn Comhaltas Ceoltóirí Éirean and Foróige, for a total 418 participants, delivered by 9 tutors.
- 4 Summer Camps, for a total of 180 participants.

Con Tutti Inclusive Music Education Programme

- 2 Primary School Autism Units, 1 Special Pre School. 39 children and young people. 4 tutors.
- Establishment of an innovative Research, Training and Programming Partnership with the Centre for Special Educational Needs, Inclusion and Diversity (CSENID) at St. Angela's College (NUI Galway) with regard to the delivery of music programmes to children and young people with special educational needs, with an initial focus on children with autism.

Performances & Special Projects

- Concerts and public performances and Fleadh Cheoil na hÉireann, Sligo.
- Rehearsal Room in partnership with Rumble Rehearsals.
- Young Sligo musicians supported to attend Music Generation Carlow Music @ Mount Leinster.
- Go See – Audience Development in partnership with the music sector. Half-price tickets for young people to attend live music events: 1,300 tickets sold, with partners in The Hawk's Well Theatre, The Model, Sligo Festival of Baroque Music, Sligo Live and Cárde.
- Instrument Banks for instrument awards, loans and hire. 50/50 Scheme benefitted 11 local schools and organisations - €30,000 worth of instruments purchased for all programmes, in particular Discovering Music Schools Programme.

MSLETB Training Centres

The following sub headings summarise training delivery under the headings of training delivery type for MSLETB for the reporting period:

Apprenticeship

The off-the-job programs at Phases 4 and Phase 6 in Toolmaking, Electrical and Carpentry and Joinery, which are delivered through Institute of Technology Sligo and administered by MSLETB, resulted in nine apprenticeship programs being delivered during 2015.

Registration numbers for National Craft apprenticeships are increasing nationally over the last number of years and this trend is expected to continue. The apprenticeship programs have undergone review and the new version-three curriculum of some apprenticeships has been implemented this year. There is infrastructural capacity for increased apprenticeship within MSLETB.

Sligo and Ballina Centre Training

All training programs delivered during 2014 were certified by Quality and Qualifications Ireland (QQI), vendor certification or third-party certification. In-centre training in Specific Skills, Traineeship, Apprenticeship and Evening Training took place.

In addition, a substantial amount of training was delivered through Contracted Training via third party provider training companies, allowing flexibility of delivery both in terms of location and training intervention.

Community Training

Community Training was delivered according to planned targets through three main methods:

- Local Training Initiatives (LTIs) delivered programs in sixteen dispersed locations throughout MSLETB in a wide variety of training areas, including horticulture, catering, hospitality, employability skills and ICT.
- The Community Training Centre (CTC) in Sligo delivered a wide variety of training programs to over one hundred young learners. Many of these learners are early school leavers and following successful completion, have progressed either to employment or further education and training programs.
- MSLETB Training Centres – Specialist Training Providers (STPs) in Mayo, Sligo and Leitrim are contracted to deliver training courses to people with disabilities who require more intensive support than would be available in a non-specialist training environment. The features of this specialist vocational training include; additional training duration; adapted equipment; transport arrangements; enhanced programme content and an increased trainer to learner ratio. Over 250 learners benefitted from these programmes during 2015.

Interaction with other stakeholders

MSLETB interact with various stakeholders to deliver its services throughout the year. These include:

- Employers
- Local Community Development Committees (LCDCs)
- Department of Social Protection (DSP)
- IDA
- Enterprise Ireland.

Upgrades and new program delivery

Upgrades of ICT equipment continued in 2015 for the delivery of a wide range of training.

MSLETB Training Centres, in collaboration with SOLAS and industry in the region, are piloting two new Career Traineeship Programs, one for the hospitality industry and one in engineering.

Achill Outdoor Education and Training Centre

MSLETB operates an Outdoor Education and Training Centre at Cashel, Achill Island, since 1971. As the first centre of its kind at the time, it 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.

Programmes include:

- Field Study Programmes – geography, ecology for second and third level institutions
- Outdoor multi-activity programmes for primary, second and third level, e.g. canoeing, kayaking, surfing, body-boarding, windsurfing, sailing, rock-climbing, abseiling, hillwalking, orienteering and archery
- Team-building courses
- Certificate skills courses under the National Governing Bodies
- Gaisce, The President's Award, Bronze and Silver programmes
- Leaving Certificate Applied and Transition Year programmes
- Rescue and Emergency Care First Aid Courses
- Summer Camps
- Cultural and language programmes
- Outdoor Activity Instructor Traineeship Programme.

Facilities:

The centre has accommodation for up to 60 people in separate male and female wings. It has separate rooms for group leaders, supervisors and teachers. Catering is provided on residential and day courses if required. Recreational facilities on site include an indoor climbing wall, archery range, outdoor basketball courts, grass areas and large dome for indoor sports and challenges.

Further Education

Overview

MSLETB is the largest geographical ETB in the country and, as a consequence, provides further education from a number of locations ranging from large county towns to small rural locations. MSLETB offers the full range of further education programmes which are funded by the Department of Education and Skills, through SOLAS and other funding sources such as the European Social Fund.

In 2015, throughout the three counties more than 7,000 learners attended further education programmes. The majority of these were part-time learners who attended a range of courses run under the Adult Literacy Service, Back To Education Initiative (BTEI), Community Education Service, Art Education Service or Co-operation Hours Service. The majority of the courses run under these programmes offer or lead to accreditation, mainly through the QQI system. There were a further 426 full-time learner places in Vocational Training Opportunity Scheme (VTOS) and Youthreach centres through MSLETB.

Coordinators within further education are continually reviewing and evaluating courses that are being offered, with the aim of ensuring that these courses are continually improving and meeting the needs of the learner, community and society. Currently there is a strong focus on the progression of the learner towards other further education or higher education courses or employment. However, in further education there is also a strong ethos on the wider benefits of learning, such as the health, wellbeing and progression of individuals and the communities and society in which they belong.

Back To Education Initiative

The Back To Education Initiative (BTEI) under MSLETB provided part-time further education programmes for adults (over 16 years of age). The aim is to give people an opportunity to combine a return to learning with other commitments, for example, family, work and other responsibilities. Programmes are offered on a part-time basis and are planned in consultation with learners, employers, community groups and other agencies, offering a flexible option to allow people to return to education. The priority target group includes early school leavers and persons who are unemployed and need to re-skill.

Courses that are offered can include:

- Subjects at Junior or Leaving Certificate Level
- FETAC / QQI Major and Minor Awards at Level 3 and 4
- Progression onto FETAC / QQI Major and Minor Awards at Level 5 and 6.

BTEI courses are free of charge to people in receipt of an eligible Social Welfare payment and for applicants with less than a Leaving Certificate qualification or equivalent. Fees are payable in certain other circumstances.

The overall objectives of the BTEI are to increase the participation of young people and adults with less than upper-secondary level education in a range of flexible learning opportunities. A priority of BTEI is to target individuals and groups that experience particular and acute barriers to participation in education and are more difficult to engage in the formal learning process.

Adult Literacy Service

In the past, adult literacy was considered the ability to read and write. Today, the meaning of literacy has changed to reflect changes in society and the skills needed by individuals to fully participate in society and engage in the community.

Adult literacy in Ireland is defined by the National Adult Literacy Agency as referring to:

“Language, reading, writing, numeracy and everyday technology for communication (ICT). Literacy has personal, social and economic dimensions.”³

The Adult Literacy Service provides part-time courses for adults in literacy, numeracy and IT. Priority is given to learners who have only a primary or lower secondary school level of education. Learners are assessed and provided with support on a one to one or in a group. In addition to services being run on-site, courses can be offered on an outreach basis in partnership with the local community, voluntary and statutory agencies.

Operationally within MSLETB, Adult Literacy is further broken down into the following programmes:

General Literacy

Adult literacy programmes are primarily focused on the learning outcomes at National Framework of Qualifications (NFQ) levels 1-3. The priority target group for literacy programmes is those adults with primary education or less and whose literacy and numeracy skills do not reach level 3 on the NFQ. Literacy classes are delivered either through one-to one tuition and / or in small groups. After an initial assessment based on reading, writing, maths and spelling, learners are placed in QQI levels 1-3. Individual learning plans are drawn up in consultation with the learner. A qualified tutor is assigned to the learner/ group.

ICT is provided for those highlighted in the target groups. It focuses on basic keyboard skills, progressing to QQI level 3 in computer literacy, spreadsheets and word processing. ICT in literacy is usually offered as part of a broader basic skills provision but can be standalone.

Blended learning programmes can also be offered. These are online programmes with tutor support. Programmes give learners the option of working at their own pace at home, while also having the option of attending a class for support.

Intensive Tuition in Adult Basic Education (ITABE)

This programme offers six hours' tuition per week over fourteen weeks. A specific *pre* and *post* assessment tool is used to capture learner literacy and numeracy levels prior to engaging with ITABE programmes and upon completion. This programme is for learners on NFQ levels 1-3 and those who have no formal qualifications.

³ National Adult Literacy Agency: *Integrating Literacy: Guidelines for further education and training centres, Revised edition 2013*

Family Literacy

Family Literacy programmes are early intervention programmes that improve child literacy whilst also improving parental support skills. Family literacy programmes aim to:

- Improve the literacy, language and numeracy skills of parents
- Improve parents' ability to help their children learn
- Improve the developmental skills of young children and their acquisition of literacy, language and numeracy.

Family literacy programmes are not parenting programmes, but rather give parents the confidence to acknowledge they are their children's first educators and are already teaching their children. Programmes are focussed on the 0-6 age group and work in a three-pronged approach with parents, children and schools.

English for Speakers of Other Languages (ESOL)

ESOL provision takes into account the learning needs of the wider community and is offered to target groups such as asylum seekers, refugees and unemployed migrant workers. Learners are assigned places based on registration and assessment.

English language classes are offered at varying literacy levels, for example where someone may not know the western alphabet, through to QQI Level 5, which is deemed the appropriate entry level for successfully entering the workforce.

Community Education

In Ireland, Community Education takes place outside the formal education sector, with the aims of enhancing learning, fostering empowerment and contributing to civic society. It is located in communities which can be area-based or issue-based, or around some other value. In 2015, 996 adult learners availed of Communication Education courses.

Community Education can transform individual lives and contributes to social cohesion. It enables civil society to play a key role in education with local groups taking responsibility for and playing a role in organising courses, deciding on programme content and delivering tuition. It provides opportunities for intergenerational learning and builds self-confidence and self-esteem for those with low skills or a negative experience of formal education. Community Education can provide a stepping stone to further learning, qualifications and rewarding work. The European Commission has also emphasised the key role of civil society in the promotion of adult learning, particularly in cultivating non-formal and informal learning, as well as the need to prioritise learning communities and social networks.

Within MSLETB, Community Education is organised around the following steps:

- Education needs identification through a group application process or Community Education Facilitator development work.
- Appraisal of applications for Community Education support.
- Funding allocated to groups in the form of direct tuition hours (Sligo and Leitrim) or grants allocation to groups (Mayo) for agreed courses.

Groups are required to return specific information and data upon completion of courses, including evaluations. Community Education courses should have no cost or a very minimal cost to participants.

Vocational Training and Opportunities Scheme (VTOS)

VTOS targets participants over 21 years of age, unemployed and have been getting certain social welfare payments for at least six months. In particular, it targets persons who are unemployed and / or early school-leavers. The VTOS scheme provides a range of courses to meet the education and training needs of unemployed people. It gives participants opportunities to improve their general level of education, gain certification, develop their skills and prepare for employment, self-employment and further education and training. VTOS programmes usually run over a two-year period and operate on a full-time basis from September to the end of June. There are nine VTOS centres within MSLETB as below:

Centre	No. of student places	Location
Achill VTOS	20	Achill, Co. Mayo
Ballina VTOS	20	Cathedral Rd, Ballina, Co. Mayo
Ballinrobe VTOS	20	Neale Rd, Ballinrobe, Co. Mayo
Belmullet VTOS	20	Chapel St., Belmullet, Co. Mayo
Castlebar VTOS	40	Mill Lane, Main St, Castlebar, Co. Mayo
Swinford VTOS	20+10 ⁴	Dublin Rd., Swinford, Co. Mayo
Sligo VTOS	40	MSLETB Building, Quay St., Sligo
Tubbercurry VTOS	20	North Connaught College, Tubbercurry, Co. Sligo
Drumshanbo VTOS	40+8 ⁵	Drumshanbo, Co. Leitrim

VTOS courses run within MSLETB include:

- Office Administration and ICT
- Accounting Technicians Ireland (ATI and IATI)
- Business Administration with Languages
- Cultural and Heritage Studies
- Leaving Certificate
- Healthcare
- Art
- Language and European Studies
- Tourism and Business
- ECDL (European Computer Driving License)
- Early Childhood Care and Education
- Nursing
- Beauty Therapy
- Music
- Sound Engineering.

⁴ There are 10 dispersed places in Mayo managed and included in Swinford VTOS.

⁵ There are 8 dispersed places in Leitrim managed and included in Drumshanbo VTOS.

Adult Educational Guidance and Information Service

Mission Statement

Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society.

Staffing Roles

Information Officer

The Information Officers in Leitrim and the Administration / Information Officer in Sligo provide a professional information service to the general public, make initial assessments and referrals to the appropriate support agencies and to the Guidance Counsellors, collate and maintain education and training information, labour market information, develop brochures, posters and advertisements, maintain a website and social media outlets. They provide some administrative support to the Guidance Counsellors and services such as client follow-up and feedback. Information Centres in Carrick-on-Shannon and Sligo contain a library of information, notice boards, public access computers, printing and photocopying facilities.

Guidance Counsellor

The Guidance Counsellors provide client centred, professional, impartial and confidential guidance counselling sessions on both a one-to-one and group basis to all target groups and individuals as per operational guidelines. Each Guidance Counsellor provides a community-based outreach service.

The Guidance Counsellors in the three services also have a service coordination role. They are responsible for coordinating all delivery of guidance, advocating for clients, collaborating with stakeholders, informing course provision and supports and are involved in local planning and networking. They are responsible for all reporting as required by National Centre for Guidance in Education (NCGE) and DES.

Activities

Group Work

Group guidance workshops were delivered on both a planned and ad hoc basis to VTOS, BTEI, Adult Basic Education and Community Education groups. Workshops were tailor-made in consultation with tutors and / or programme coordinators to ensure that it meets the needs of individuals in the groups. Each participant also had the opportunity to meet with the Guidance Counsellor to develop a career path plan. Samples of group activities include:

- Returning to learning
- CV preparation
- Introduction to guidance
- Study skills
- Goal setting
- Dates for your diaries
- Self-directed search
- CAO application
- Guidance and the web
- Interview skills
- Mock interviews
- Guest speakers
- Aptitude testing
- Progression options
- Overview of Further Education and Training
- Funding for education
- Trips to open days
- Visits to Information Centre / Guidance Office
- Frontline guidance skills.

One-To-One Guidance and Information Support / Drop-In

Information support was available on a one-to-one basis to the general public in both Sligo and Leitrim. However, the Mayo service was limited in this regard due to lack of an Information Officer. One-to-one guidance counselling was available to participants on courses as well as those referred to in the operational guidelines. Individual support is an essential element to developing career management skills with clients.

Quality Assurance

MSLETB has, since its establishment, been operating under 'legacy' quality assurance agreements, policies and procedures that were operational in the three former VECs and Training Centres.

MSLETB will now work on developing a common set of policies and procedures that will apply to all of its services and centres. This will be a long-term project and as new policies and procedures are developed and approved, they will supersede the existing individual policies and procedures what are available in each centre.

To avoid confusion during the transition period, the relevant legacy policies, procedures and documentation will remain available to staff through pre-existing repositories as follows:

- Staff in MSLETB Training Centres have access to the QA policies, procedures and documentation under which they are operating through their Training Standards Officers and through a staff portal on the Training Centres' website.
- Staff in all other FE centres, will be given login details for the MSLETB SharePoint site which includes all up-to-date descriptors for all programmes and modules for which MSLETB is validated through QQI to deliver, including assessment policies, procedures and templates.

At centre level, every staff member is responsible for the implementation of quality assurance policies and procedures, while oversight is maintained by the senior management within that centre.

Skills For Work

Skills for Work (SFW) is a national programme aimed at providing training opportunities to help employees deal with the basic skills demands of the workplace. The initiative is funded by the Irish Government under the DES and delivered by ETBs across the country. The project is managed nationally by Dublin and Dún Laoghaire ETB.

An SFW programme may include a variety of subjects which support the educational needs of the employee. The programme is offered on company premises where possible, the local MSLETB Adult Education Centre, or an alternative convenient location. The programme is designed and delivered in a flexible and adaptable way to meet the needs of the employer and employee.

Programmes are of 35-hours duration and sessions are usually 2-3 hours long and can be arranged for mornings, afternoons or evenings. Participants may be released from work to participate in SFW programmes. Most SFW programmes offer free nationally recognised certification and there are no tuition fees.

SFW programme aims:

- Promote an ethos of lifelong learning in the workplace
- Contribute towards the creation of a well-educated and highly skilled workforce
- Raise the competency level of employees with low levels of educational qualifications
- Develop initiatives to enhance employees' communication and basic ICT skills
- Enable employees to cope with frequent and ongoing changes in work practices.

Who can access the SFW programme?

Employers –

- In the private sector
- Willing to promote the SFW Programme
- With employees who need to improve their core skills
- With a need to upskill their existing workforce
- Creating a learning environment for their employees.

Employees –

- Over 18 years of age and not in full-time second level education
- In part-time or full-time employment
- With work skill needs
- With few, out-dated or no educational qualifications
- Willing to take part on a voluntary basis
- With a desire to improve
- With their employer's support.

Course examples:

- Retail Skills
- Food and Nutrition
- Introduction to Healthcare Support
- Introduction to online farm management
- SPSV (Small Public Service Vehicle) preparation course for taxi drivers.

Youthreach

The Youthreach programme aims to provide young early school leavers with a second chance, an opportunity to gain education, personal development, vocational training and work experience. The programme is generally full-time, although part-time courses can be arranged. The learner can concentrate on a core training area of their choice but basic subjects, such as English, mathematics and life skills are also covered by all learners.

Literacy and numeracy is integrated across all subjects and is an integral part of education delivery in the Youthreach programme.

Youthreach students usually attend courses that last from one to two years, although it can be flexible depending on the learner's individual needs. Generally, Youthreach centres are open for 35 hours per week (9am - 4.30pm, Monday to Friday), from September to mid-July.

MSLETB has four Youthreach centres, three in Mayo (Ballina, Ballinrobe and Kiltimagh) and one in Sligo town. Leitrim is the only county in the Republic of Ireland that does not have a Youthreach centre:

In addition to accredited programmes, a range of non-accredited programmes takes place with learners in Youthreach centres. Activities in this regard include, for example, Social Personal and Health Education (SPHE), alcohol and drug awareness programmes, sexual health programme, anger management, film making, basic literacy and numeracy, art and poetry competitions, music, sport, and community work.



Sligo-Leitrim Arts Education

A range of community groups were supported financially by MSLETB in 2015 for the provision of arts education programmes. These programmes included summer schools, music classes, training programmes, cinema, story-telling and drama productions.

Contact Information

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LIATROMA

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Glossary

ASD	Autism Spectrum Disorder
BTEI	Back To Education Initiative
C&AG	Comptroller and Auditor General
CE	Chief Executive
CLG	Company Limited by Guarantee
CPD	Continuous Professional Development
CTC	Community Training Centre
DES	Department of Education and Science
DSP	Department of Social Protection
ESF	European Social Fund
ESOL	English for Speakers of Other Languages
FET	Further Education and Training
FETAC	Further Education and Training Awards Council
IAU-ETB	Internal Audit Unit – Education and Training Boards
ICT	Information and Communications Technology
IDA	Industrial Development Authority
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
TY	Transition Year
VEC	Vocational Education Committee
VTOS	Vocational Training Opportunities Scheme