

# SERVICE PLAN

2017



**etb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma

*Mayo, Sligo and Leitrim  
Education and Training Board*

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## Forewords

### **INTRODUCTION FROM THE CHAIRPERSON OF MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**

Is mór an onóir dom réamhrá a scríobh don Mayo, Sligo and Leitrim Education and Training Board (MSLETB) Service Plan 2017. This plan is the collaborative framework that facilitates the direction and growth of MSLETB in its delivery and provision of education and training, to our learners over the year. The plan is the result of engagement with service users, educators, trainers, staff and the wider community to ensure that we continue to deliver a first class educational experience for all learners. The delivery of this plan is the culmination of work of the highest standard and reflects the high commitment of MSLETB.

Guím gach rath ar an sár obair.

Tereasa

**Tereasa McGuire, Chairperson**

### **WELCOME MESSAGE FROM THE CHIEF EXECUTIVE OF MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**

I am delighted to introduce the 2017 Service Plan for Mayo, Sligo and Leitrim ETB. This Service Plan outlines the proposed activities of MSLETB for the coming year. MSLETB provides an extensive range of services to the three counties of Mayo, Sligo and Leitrim and serves a population of over 228,000.

Our mission in delivering these services is to meet the needs of our communities and deliver high quality education and training to our students and learners.

I wish to express my gratitude to all MSLETB staff, board members and stakeholders who have contributed to this Service Plan and continue our success in working together to support people to live and work in the west.

**Shaun Purcell, Chief Executive**

## 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, youth work and a range of other statutory functions. 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 1<sup>st</sup> July 2013, with 16 new ETBs replacing the previous 33 Vocational Education Committees (VECs). Co. Mayo VEC, Co. Sligo VEC and Co. Leitrim VEC merged at that point to form Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Training Centres in Sligo and Ballina, previously operated under FÁS and then SOLAS, were subsequently incorporated into the new entity of MSLETB.

### Geographical Structure

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**

MSLETB has the largest geographic area of all of the new ETBs, covering an overall area of 9,014 km<sup>2</sup>. It stretches from the Drowes River near Bundoran to the Erris peninsula in the west, 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 can be seen in Figure 2 below.



**Figure 2: MSLETB operational area**

## **Schools**

ETBs nationally manage one third of all second level schools in the country – education for over 100,000 students. They operate inclusive enrolment policies and also cater for a significant number of students with special needs. MSLETB operates 19 schools throughout the three counties.

## **Further Education and Training**

ETBs provide further education and training to over 200,000 adults annually. Services are delivered through a variety of programmes to meet a diverse range of needs through programmes such as literacy and numeracy, skills training and apprenticeships.

## **Youth Work**

ETBs have a statutory function to support the provision, coordination, administration and assessment of youth work services, in partnership with the Department of Children and Youth Affairs. MSLETB supports around 7,000 young people through its work in this area.

## **Other Supports**

ETBs also co-operate with other agencies, groups, colleges and community groups to deliver a variety of programmes catering to the diverse needs of client groups in local communities. This includes, for example, Music Generation and School Completion Programmes.

## Organisational Structure

The Board of MSLETB is responsible and accountable for the proper direction and control of the organisation, as set out in the primary Act, other relevant legislation and the Code of Practice for the Governance of Education and Training Boards. The Chief Executive is the accounting officer for MSLETB and is supported by a Senior Management Team consisting of three appointed Directors. The organisational structure of MSLETB is shown in Figure 3 below.



**Figure 3: Organisational Structure of MSLETB**

## Strategy Statement

Under Section 27 of the *Education and Training Boards Act 2013*, MSLETB is required to prepare and submit a Strategy Statement to the Board for a five-year period. Through the development of the Strategy Statement, MSLETB is committed to working with partners and stakeholders over a five-year period to improve the delivery of education and training services for young people and adults in Mayo, Sligo and Leitrim.

Key to the goals set out in this Service Plan is that the quality of learning experiences for all learners will continuously improve. MSLETB will progress towards maturing as a living, learning organisation which will lead and respond effectively to ever-changing emerging needs locally, nationally and internationally. The Strategy Statement sets out goals and strategies in five key areas as follows:

<b>Objective 1</b>	Excellent teaching, learning and training
<b>Objective 2</b>	Positive experience for all in an equal and inclusive environment
<b>Objective 3</b>	Effective corporate governance and compliance
<b>Objective 4</b>	Promote a positive and healthy organisational culture
<b>Objective 5</b>	Promote the standing of MSLETB as an integral part of the community

These goals and strategies are underpinned by the following organisational values and behaviours:

VALUES	BEHAVIOURS
<b>Proactive</b>	<ol style="list-style-type: none"> <li>1. We will look to be solution focused, flexible and open to new ideas</li> <li>2. We will endeavour to respond to everybody who contacts the ETB.</li> <li>3. We will use relevant data and we will endeavour to make our service responsive in meeting the needs of our people.</li> </ol>
<b>Professional</b>	<ol style="list-style-type: none"> <li>1. We will treat everyone with respect and in a professional manner in accordance with our governance principles.</li> <li>2. We will promote a positive image both inside and outside of the organisation.</li> <li>3. We will encourage and engage in continuous professional development.</li> <li>4. We will reflect on our work and revise our work practices.</li> </ol>
<b>Quality</b>	<ol style="list-style-type: none"> <li>1. We will strive for excellence in all that we do.</li> <li>2. We will actively seek and recognise new standards and ways to improve our service.</li> <li>3. We will evaluate the suitability of our systems, structures and programmes to identify and implement opportunities for improvement.</li> </ol>
<b>Collaboration</b>	<ol style="list-style-type: none"> <li>1. We will empower all those in MSLETB to work in a collaborative manner to maximise the value of the service we provide to our learners.</li> <li>2. We trust all those in MSLETB to act with integrity and behave ethically.</li> <li>3. We will seek out opportunities to enhance communication with our learners and colleagues.</li> </ol>

The Strategy Statement will inform the overall operation, policies and quality assurance of MSLETB's services.



## Overview of Services Provided

The services provided by MSLETB include post-primary education, Further Education and Training (FET) and youth work, in addition to other community-based education programmes and services. All services are delivered at a local level. A summary of services provided is shown below:

<b>MSLETB SERVICES</b>	Post-Primary Schools	Post Leaving Certificate Colleges and courses
Adult basic education Family Learning Programmes	English for Speakers of Other Languages (ESOL) Intensive Tuition in Adult Basic Education (ITABE)	Evening Classes
Back To Education Initiative (BTEI)	Community Education	Adult Education Guidance and Information Service
Youthreach	Vocational Training Opportunities Scheme (VTOS)	Achill Outdoor Education Centre
Skills For Work	Music Generation	Youth Work
School Completion Programme	Day courses Traineeships Specific Skills Training Apprenticeships	Community Training Centres Specialist Training Programmes Local Training Initiatives (LTIs) eCollege Skills Certification Schemes

## Target Clients



**MSLETB's target clients are:**

- Students and / or their parents / guardians
- Adult learners
- Communities throughout the region
- Young people and youth workers in youth services, projects and volunteer-led youth groups

## Statement of Services – Schools and Colleges

MSLETB manage and operate 19 second-level schools and colleges across the three counties. Second-level education aims to provide a holistic, quality learning environment which prepares individual students for higher / further education or immediate entry into the workplace. Second level education consists of a three-year Junior Cycle followed by a two or three-year Senior Cycle depending on whether the optional Transition Year is taken. Students usually begin the Junior Cycle at age 12. A state examination, the Junior Certificate, is taken after 3 years.

The main objective of the Junior Cycle is for students to complete a broad and balanced curriculum, and to develop the knowledge and skills that will enable them to proceed to Senior Cycle education.

The Senior Cycle caters for students in the 15-18 year age group. Immediately following the Junior Cycle, students have the option of undertaking Transition Year. Transition Year provides an opportunity for students to experience a wide range of educational inputs, including work experience, over the course of a year that is free from formal examinations. During the final two years of the Senior Cycle, students take one of three programmes, each leading to a state examination – the traditional Leaving Certificate, or the Leaving Certificate Applied programme (LCA).

MSLETB schools and colleges form an essential part of life and living throughout their local communities. They are inclusive and enable young people to meet their full potential in society. They empower students, teachers and parents to achieve educational progress in a positive and encouraging atmosphere.

A full range of subjects, including languages, the humanities, arts, technologies and science is offered at both Junior and Senior Cycle. Students are encouraged to take part in all aspects of school life, including extra-curricular activities like drama, music, debating and sport.

In order to ensure the highest quality of teaching and learning and the best possible educational experience for its students, support will be offered by MSLETB to all schools in areas such as Continuing Professional Development, literacy and numeracy, Special Education, Technology Enhanced Learning and English as an Additional Language. In addition, support will be provided to school management and staff in areas such as leadership development and support programmes. Also, support will also be offered in the areas of policy-making and governance through ongoing work and training with Boards of Management and school management.

Enrolment numbers for MSLETB schools and colleges for the 2016-2017 academic year are as below:

<b>SECOND LEVEL ENROLMENTS</b>		
<b>SCHOOL</b>	<b>LOCATION</b>	<b>2016 – 2017</b>
<b>MAYO</b>		
Davitt College	Castlebar, Co Mayo	722
Moyne College	Ballina, Co Mayo	171
St. Brendan's College	Belmullet, Co Mayo	343
St. Tiernan's College	Crossmolina, Co Mayo	212
St. Patrick's College	Lacken Cross, Co Mayo	185
Coláiste Pobail Acla	Achill, Co Mayo	237
Gaelcholaiste Chomain	Rosspport, Co Mayo	58
St. Joseph's College	Charlestown, Co Mayo	163
<b>SLIGO</b>		
Corran College	Ballymote, Co Sligo	92
Coola Post Primary	Riverstown, Co Sligo	446
Colaiste Iascaigh	Easkey, Co Sligo	133
Grange Post Primary	Grange, Co Sligo	205
Ballinode Community College	Ballinode, Co Sligo	165
<b>LEITRIM</b>		
Lough Allen College	Drumkeerin, Co Leitrim	155
Drumshanbo Vocational School	Drumshanbo, Co Leitrim	278
Carrigallen Vocational School	Carrigallen, Co Leitrim	304
Mohill Community College	Mohill, Co Leitrim	367
<b>TOTAL SECOND LEVEL STUDENTS</b>		<b>4,236</b>

## Post Leaving Certificate

Post Leaving Certificate (PLC) courses take place in schools and colleges throughout Mayo, Sligo and Leitrim. The courses are full-time and last for 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 MSLETB are generally certified by QQI at Levels 5 and 6, with other qualifications such as ITEC, CIBTAC and CIDESCO available at some locations.

Enrolment numbers of PLC students in MSLETB schools and colleges for the 2016-2017 academic year are as below:

COLLEGE	LOCATION	2016-2017
Castlebar College of Further Education	Castlebar, Co Mayo	265
Moyne College PLC	Ballina, Co Mayo	25
Westport College of Further Education	Westport, Co Mayo	269
St Tiernan's College PLC	Crossmolina, Co Mayo	12
Gaelcholaiste Chomain PLC	Rosspport, Co Mayo	7
Sligo College of Further Education	Sligo, Co Sligo	568
North Connaught College	Tubbercurry, Co Sligo	151
Lough Allen College PLC	Drumkeerin, Co Leitrim	26
Drumshanbo VS PLC	Drumshanbo, Co Leitrim	43
<b>TOTAL PLC STUDENTS</b>		<b>1,366</b>

## School Completion Programmes

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 programme 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.

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 area.

Services were provided in 2016 to students in the following schools in Mayo:

School	No. of beneficiaries
Moyne College, Ballina	58
St. Tiernan's College, Crossmolina	54
St. Brendan's College, Belmullet	61
Ghaelcholáiste Chomáin, Rossport	22
Scoil Íosa, Ballina	166
Scoil Phádraig, Ballina	23
Gaelscoil na gCeithre Maol, Ballina	34

## Statement of Services – Further Education and Training

The SOLAS *Further Education and Training Strategy 2014-2019* (FET Strategy) reflects the principles articulated in the Government's *Action Plan For Jobs, Pathways to Work 2016-2020* and broader education policy. The FET Strategy addresses the unique challenges faced in the sector and promotes targeted skills programmes to support job seekers to re-skill and up-skill in areas where suitable employment opportunities are emerging. In doing so, FET is developing and expanding to deliver higher quality, flexible, and progressive programmes of education and training.

MSLETB specifically supports the principles of the FET Strategy in all planning and provision. It does this by continuing to align skills development and training with the enterprise needs of the region and by continuing to contribute to the primary objective of the Action Plan for Jobs in increasing employment in the region by 10-15% in the period up to 2020 (*Action Plan for Jobs: West Region 2015-2017*). MSLETB will continue to maintain its leadership in FET provision in the region, across all sectors from basic education to specific skills and work-based training. As the provider of choice, MSLETB will be at the heart of relevant and innovative partnerships with industry driving the development and delivery of quality programmes of education and training. This will be achieved whilst maintaining a community focus where the vulnerable and those on the margins of society are included. This will be the marker of the success of FET in the region.

The Action Plan for Education sets out the development of apprenticeships and traineeships as a key objective. MSLETB has significant facilities, infrastructure, skill, and competence for the delivery of apprenticeship programmes and it will continue to deliver Craft Apprenticeships in line with increased demand. Apprenticeships in Electrical, Carpentry and Joinery, Metal Fabrication and Motor Mechanics will also continue.

Traineeships offer flexible, responsive, occupational skills development training programmes, tailored to the identified needs of a specific industry sector or sub-sector and lead to nationally recognised qualifications.

MSLETB is leading out in the following apprenticeships:

- Carpentry Joinery
- Electrical
- Electrical Instrumentation
- Vehicle Body Repair
- Toolmaking
- Electrical
- Mechanical Automation and Maintenance Fitter (MAMF)

MSLETB's Community Education Service (CES) Plan will focus on engaging hard to reach learners in community settings to identify their learning needs, engage them in a short term and part-time programme and aid their progression into other accredited FET options. The CES provides grants and tuition hours to local community and voluntary groups. The main target groups across the region include people who are long term unemployed, early school leavers, people with a disability, disadvantaged men and women, Travellers, older people, migrants and refugees / asylum seekers. Throughout the coming year, MSLETB will:

- continue its work as an active member of the Regional Skills Forum

- maintain regular meetings with DSP throughout the region facilitating the identification of the training needs of the unemployed
- continue its employer engagement programme to ensure it meets the employment needs in the region
- continue its work developing new apprenticeships in partnership with industry
- continue to formulate various other Further Education and Training initiatives

## Scope of Provision

MSLETB provides a broad range of FET programmes, all of which are designed to meet the training requirements of individuals, both employed and unemployed, and the business and economic needs of employers in the region.

Programmes include the following:

- Post Leaving Certificate
- Apprenticeships
- Traineeships
- Vocational Training Opportunities Scheme (VTOS)
- Back to Education Initiative (BTEI)
- Adult Literacy
- Intensive Adult Basic Education (ITABE)
- Community Education
- Specific Skills Training
- Youthreach
- Community Training Centres
- Local Training Initiatives
- Skills For Work (SFW)
- Evening Courses and Self-Financing Night Classes
- Adult Education Guidance and Information Service
- Services to Business
- Co-operation with other institutions

## MSLETB Training Centres and Training Provision

MSLETB Training Centres based in Sligo and Ballina will provide training directly and indirectly to individuals across a range of programme types.

This includes the following programme types and target numbers:

Programme type	2017 target numbers
Traineeships	157
Specific Skills Training	879
Apprenticeships	498
Community Training Centres	141
Specialist Training Programmes	285
Local Training Initiatives (LTIs)	240



## Back To Education Initiative

The Back to Education Initiative (BTEI) under MSLETB provide part-time further education programmes for adults (over 16 years of age). These programmes consist of 308 different courses across the three counties. 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
- QQI Major and Minor Awards at Level 3 and 4
- Progression onto 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.

Courses to be offered in 2017 include the following:

Programme Type	2017 target numbers
QQI ICT modules at Level 3,4 and 5	309
Health, Family and Social Studies including Childcare and Healthcare	794
Other BTEI Programmes	730
ESOL	780

## Adult Literacy Service

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.”<sup>1</sup>

The Adult Literacy Service provides opportunities for adult learners to improve their learning, confidence and skills. All courses are designed to be purposeful for adults within their everyday life and reflect and develop their level and interests.

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<sup>1</sup> National Adult Literacy Agency: *Integrating Literacy: Guidelines for further education and training centres, Revised edition 2013*

Within the Adult Literacy Service throughout the three counties, the following specific programmes will be provided in 2017:

Programme type	No. of participants	No. of courses / groups
General adult literacy, numeracy and ICT programmes, including Family Learning Programmes	1231	278
Intensive Tuition Adult Basic Education (ITABE)	193	33
English for Speakers of Other Languages (ESOL)	780	95
Refugee Re-Settlement Programme	69	16

### Community Education

Community Education refers to adult education and learning, generally outside 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.

Community Education can transform individual lives and contributes to social cohesion. It provides opportunities for intergenerational learning, builds self-confidence and self-esteem and for those with low skills or a negative experience of formal education. It can provide a stepping stone to further learning, qualifications and rewarding work. The European Commission has also emphasized 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 prioritize learning communities and social networks.

Provision in 2017 is planned as follows:

Programme type	No. of participants	No. of courses / groups
Basic IT, Social and Personal Development, Health and Fitness, Community Arts, Community Development	Mayo 1,942 Sligo 1088 Leitrim 340 <b>Total 3,370</b>	Mayo 209 Sligo 115 Leitrim 80 <b>Total 404</b>

### FET Cooperation Hours

Under Co. Sligo VEC, there was an allocation made by the DES in terms of paid teachers' hours which could be utilised in other agencies to support the provision of basic adult education within their programmes and services. This allocation has been retained over the years and the following is a summary of activities planned for 2017:

Name of Co-Operation Agency	Allocation in Hours	Number of Learners
Sligo Community Training Centre	860	16
HSE, Ballytivnan Resource House, Sligo	557	13
Cheshire Homes, Sligo	100	1

In 2017 there is an allocation of 1,517 hours to deliver the above service / programmes.

## 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 6 months. In particular, it targets persons who are unemployed and / or early school-leavers. The VTOS scheme provides a wide 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. MSLETB operates nine VTOS centres and provision for 2017 is planned as follows:

Centre	No. of student places	Location
Achill VTOS	20	Achill, Co. Mayo
Ballina VTOS	30	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 <sup>2</sup>	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 <sup>3</sup>	Drumshanbo, Co. Leitrim

<sup>2</sup> There are 10 dispersed places in Mayo managed and included in Swinford VTOS.

<sup>3</sup> There are 8 dispersed places in Leitrim managed and included in Drumshanbo VTOS.

## Community Training Centres

Training for early school leavers is provided through Sligo Community Training Centre (CTC) in Cleveragh, Sligo. A high proportion of learners who complete programmes in the CTC progress onto mainline courses in other areas of the ETB. The CTCs gives those who left school early a second chance at education and provide an opportunity for them to continue their studies.

CTCs are similar in nature to the Youthreach centres, catering for early school leavers from 16 to 21 years of age. Programmes are vocationally oriented, leading to major QQI awards at Level 3, 4 and 5. As mentioned previously, the centre is under the auspices of the MSLETB Training Centres and Training Provision.

In 2017, places will be provided for 90 learners in courses at the Community Training Centre.

## Adult Educational 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.
- Impartial information on local, regional and national adult education is available to the general public.

In 2017, it is estimated that 2,769 users will avail of these services.

## Evening Courses and Self-Financing Night Classes

Mayo, Sligo and Leitrim Education and Training Board deliver night classes in several centres 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 DSP Employment Services Office for information on their eligibility to get assistance with paying fees.

In 2017, it is planned to offer evening courses or self-financing night classes to 910.

## 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. SFW offers a variety of subjects which support the educational needs of the employee in convenient locations and times. Courses are designed to be flexible and adaptable to meet the needs of the employee and employer. SFW courses are 35 hours in duration and may offer accreditation up to Level 3 NFQ.

In 2017, programmes will be offered through Skills For Work as follows:

Programme type	No. of participants	No. of courses / groups
I.T., Language & Communications, Others	503	46

## Youth Work

MSLETB Youth Services will continue to fulfil its statutory youth work function to support the provision, coordination, administration and assessment of youth work services, in partnership with the Department of Children and Youth Affairs (DCYA).

In this respect, MSLETB will carry out the following specific actions:

- 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 Projects for Youth (SPY) and other funding lines to youth services on behalf of the DCYA and Department of Health to youth services
- 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 above, MSLETB will also initiate and contribute to youth work and related activities through participation in a range of interagency committees and structures, such as the Children and Young People's Services Committee in each county.

In 2017, a consultation process will be implemented in relation to the development of a youth service in Ballyhaunis, Co. Mayo, with a view to securing funding for the establishment of a new project under the recommendations of the Value For Money and Policy Review of Youth Programmes. (DCYA, 2014).

The Local Youth Club Equipment Scheme will be rolled out by MSLETB, with a total of around €480,000 funding available to approx. 100 local youth groups.

A Regional Youth Arts Network will be established in 2017 in partnership with the National Youth Council of Ireland (NYCI) to support youth services to develop arts programmes in their practice with young people.

## Youthreach

There are currently four Youthreach Centres under the aegis of MSLETB, with three in Mayo (Ballina, Ballinrobe and Kiltimagh) and one in Sligo town. Programmes operate five days per week throughout the academic year. A summer programme is also provided following the state examinations, focusing on the personal and social development of the student. The Youthreach sector already encompasses the vision and mission of MSLETB and operates according to its guiding principles.

Youthreach operates a policy of continuous enrolment, allowing programmes to remain responsive to the needs of applicants, with Individual Learning Plans generated for each participant with the assistance of a mentor. Centres employ principles of youth work, diverse teaching styles and andragogical approaches to maximise the benefits for students. Traditionally, there has been a strong vocational element of provision in MSLETB's Youthreach centres, with many students availing of work experience in the hotel, catering and tourism sectors, engineering, construction and the agri-sector. Strong links have been built with local businesses, with some students progressing to employment locally.

Services to be provided to targeted numbers as follows in 2017:

<b>Youthreach centre</b>	<b>No. of learners</b>
Ballina, Co. Mayo	40
Ballinrobe, Co. Mayo	40
Kiltimagh, Co. Mayo	30
Sligo town	40

## 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 programmes operate in both Mayo and Sligo.

### 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 (LMEP) which includes representatives from MSLERB, Mayo County Council Arts Offices, Local Community Development Committee and Mayo Education Centre.

Programmes offered in Mayo in 2016 were as follows:

Programme Type	No. of beneficiaries
Music Access Programmes Ballina	23
2016 School's Workshops Programme	437
Festival Programmes	166
Arts Council Residency Programme	58
Beam – Music & disability Programme	11
Holiday Camps	137
Jam Bands	109
Regional Tuition centre Programme	362
Soundworld's Early Year's Music Programme	429
Brass & Reed Partnership Programme	37
The Core Ballina	72
Music Generation Mayo Lending Library (Instrument Banks)	513
OPD opportunities for music tutors	26

## 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.

Programmes in Sligo in 2016 included the following:

Programme Type	No. of beneficiaries
Discovering Music Early Years Programme	80
Discovering Music Schools Programme	2629
Instrumental and vocal tuition	404
Go See (audience development programme)	1300
Con Tutti Inclusive Music Education Programme	83
Performances and special projects	220



## 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 (structures, policies, systems, initiatives and interventions) which enhance the capability of MSLETB to deliver on strategic goals and ensure best practice in terms of MSLETB's Corporate Governance.

This is done in collaboration with the Schools and FET Directorates.

2017 has seen the development of key core values which were identified through a consultation process with staff and board members. The objective is 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 has commenced involving the restructuring of MSLETB's support functions of Finance, Human Resources and Corporate Services. The objective of the restructuring is to ensure that appropriate systems and structures are in place to support education and training as per the remit of MSLETB.

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

- |                            |  |
|----------------------------|--|
| <b>Finance:</b>            | <ol style="list-style-type: none"><li>1. Payroll</li><li>2. Creditors</li><li>3. Travel &amp; Subsistence</li><li>4. Treasury Management</li><li>5. Budgeting &amp; Forecasting</li><li>6. Financial Reporting</li></ol>   |
| <b>Human Resources:</b>    | <ol style="list-style-type: none"><li>1. Contracts / Leave / Absences</li><li>2. Recruitment</li><li>3. Staff Training and Development</li><li>4. Pensions</li><li>5. Employee Relations</li><li>6. HR Reporting / Compliance</li><li>7. Garda Vetting</li><li>8. Teacher Allocation</li></ol> |
| <b>Corporate Services:</b> | <ol style="list-style-type: none"><li>1. Chief Executive / Board of Management Support</li><li>2. Governance and Compliance</li><li>3. Risk Management</li><li>4. Procurement</li><li>5. Buildings and Services</li><li>6. IT Services</li><li>7. Communications</li></ol>                     |

## Financial Projections

<b>Projected Expenditure</b>			
	<b>Year ended</b>		<b>Year ended</b>
	<b>31/12/2017 *</b>		<b>31/12/2016 *</b>
	<b>€</b>		<b>€</b>
Post Primary Schools and Head Office	39,739,112		37,794,907
Further Education and Training	30,615,731		30,493,292
Student Support Services	35,000		98,905
Youth Services	463,000		283,214
Agencies and Self-Financing Projects	5,495,000		5,326,961
Capital	1,400,000		2,040,507
	<b>77,747,843</b>		<b>76,037,786</b>
* Expenditure is based on cash payments only			

<b>Schools and Head Office</b>		
	<b>Year ended</b>	<b>Year ended</b>
<b>Post Primary Schools and Head Office Payments</b>	<b>31/12/2017 *</b>	<b>31/12/2016 *</b>
	<b>€</b>	<b>€</b>
<b>Pay</b>		
Instruction	32,175,831	30,325,684
Administration	2,825,414	2,548,942
Maintenance	1,281,962	1,135,774
	<b>36,283,207</b>	<b>34,010,400</b>
<b>Non Pay</b>	<b>2,354,704</b>	<b>2,674,473</b>
<b>Associated Programmes</b>		
School Services Support Fund	548,742	538,796
Book Grant	130,104	156,069
Deis Grant and Home School Liaison	103,000	86,433
Exam Supervision	-	165,577
Transition Year	40,090	64,782
Junior Certificate School Programme	14,820	26,941
Leaving Cert Applied (Per Capita)	14,345	9,237
Traveller Capitation	18,693	5,741
Physics, Chemistry, and Science	3,419	650
Special Class Grant	1,528	8,061
Transport Escort	18,000	16,735
Inservice Courses	6,000	5,579
DEIS Disadvantage Funding	1,000	750
School Development Planning Initiative	1,000	895
Assistive Technology Grant	6,500	5,636
Engineering / Technology Grant	3,000	2,874
Leaving Cert Technology	1,000	500
Woodwork Health & Safety	1,000	994
ICT Grant	13,000	12,632
PE Equipment (Special Needs)	1,400	1,152
ICT Infrastructure	174,560	-
	<b>1,101,201</b>	<b>1,110,034</b>
	<b>39,739,112</b>	<b>37,794,907</b>
* Expenditure is based on cash payments only		

<b>Further Education &amp; Training</b>		
	<b>Year ended</b>	<b>Year ended</b>
<b>Further Education and Training Payments</b>	<b>31/12/2017 *</b>	<b>31/12/2016 *</b>
	<b>€</b>	<b>€</b>
<b>Further Education</b>		
VTOS	3,740,000	3,757,045
Youthreach	2,871,160	2,580,771
Adult Literacy, Community Education, ESOL, ITABE and DEIS Family Literacy	1,926,934	2,060,530
Back to Education Initiative	1,467,000	1,672,611
Adult Education Guidance Service	440,000	376,562
Arts Education	30,000	25,680
QQI Locally Devised Assessment	160,000	120,663
PLC Capitation	235,000	97,393
Guidance/Counselling/Psychological Services	-	39,396
QQI External Authenticators	-	2,551
Continuing Professional Development YR and VTOS	-	11,514
Quality Framework	-	10,227
Special Initiatives Disadvantaged Adults	-	104,464
Senior Traveller Centres	-	81,031
Innovation Fund	50,000	2,280
Refugee Programmes	222,425	-
	<b>11,142,519</b>	<b>10,942,718</b>
<b>Training</b>		
Specialist Training Providers (STP)	3,734,923	3,779,101
Local Training Initiatives	2,148,533	2,487,921
Bridging Foundation and Skills Training	2,940,994	4,062,683
Community Training Centres	1,648,269	1,640,394
Traineeships	1,824,898	1,865,784
Apprenticeship	2,785,117	2,190,344
Operating Costs	4,232,709	3,501,306
Evening Courses	157,769	23,041
	<b>19,473,212</b>	<b>19,550,574</b>
<b>Total</b>	<b>30,615,731</b>	<b>30,493,292</b>
<b>Student Support Services Payments</b>		
Grants and Scholarships	35,000	98,905
	<b>35,000</b>	<b>98,905</b>
<b>Youth Services Payments</b>		
Youth Work Act	175,000	170,172
Youth Club Grant	64,000	56,950
Youth Work Capital	15,000	7,644
Youth Special Projects Disadvantaged Youth	50,000	46,444
Youth Employability Initiative	16,000	-
Youth Mental Health	1,000	486
Youth Peace 3	2,000	1,518
Youth Club Equipment	-	-
Regional Drugs Task Force Awareness Programme	140,000	-
	<b>463,000</b>	<b>283,214</b>
* Expenditure is based on cash payments only		

## Appendix 1: Mayo, Sligo and Leitrim ETB Schools, Centres and Committees

SCHOOL	DETAILS
<b>Mayo</b>	
Coláiste Pobail Acla	Polranny, Achill Sound, Co. Mayo <a href="http://www.cpacla.ie">www.cpacla.ie</a>
Davitt College and Castlebar College of Further Education	Springfield, Castlebar, Co. Mayo / Newtown, Castlebar, Co. Mayo
Moyne College	Ballina, Co. Mayo <a href="http://www.moynecollege.ie">www.moynecollege.ie</a>
Coláiste Chomain	Rossport, Co. Mayo <a href="http://www.gcr.ie">www.gcr.ie</a>
St. Brendan's College	Belmullet, Co. Mayo <a href="http://www.stbrendanscollege.com">www.stbrendanscollege.com</a>
St. Joseph's Community College	Lowpark, Charlestown, Co. Mayo <a href="http://www.sjcc.ie">www.sjcc.ie</a>
St. Patrick's College	Lacken Cross, Killala, Co. Mayo <a href="http://www.lackencross.ie">www.lackencross.ie</a>
St. Tiernan's College	Crossmolina, Co. Mayo <a href="http://www.tiernanscollege.ie">www.tiernanscollege.ie</a>
Westport College of Further Education	Westport, Co. Mayo <a href="http://www.westportcfe.ie">www.westportcfe.ie</a>
<b>Sligo</b>	
Ballinode Community College and Sligo College of Further Education	Clarion Road, Sligo <a href="http://www.ballinodecollege.com">www.ballinodecollege.com</a> / <a href="http://www.sligocfe.ie">www.sligocfe.ie</a>
Coláiste Iascaigh	Easkey, Co. Sligo <a href="http://colaisteiascaigh.scoilnet.ie">colaisteiascaigh.scoilnet.ie</a>
Coola Post Primary School	Riverstown, Via Boyle, Co. Sligo <a href="http://www.coola.ie">www.coola.ie</a>
Corran College	Ballymote, Co. Sligo <a href="http://www.corrancollege.com">www.corrancollege.com</a>
Grange Post Primary School	Grange, Co. Sligo <a href="http://www.grangepps.ie">www.grangepps.ie</a>
North Connaught College	Tubbercurry, Co. Sligo <a href="http://www.northconnaughtcollege.net">www.northconnaughtcollege.net</a>
<b>Leitrim</b>	
Carrigallen Vocational School	Carrigallen, Co. Leitrim <a href="http://www.carrigallenvs.com">www.carrigallenvs.com</a>
Drumshanbo Vocational School	Drumshanbo, Co. Leitrim <a href="http://www.dvs.ie">www.dvs.ie</a>
Lough Allen College	Drumkeerin, Co. Leitrim <a href="http://www.loughallencollege.ie">www.loughallencollege.ie</a>
Mohill Community College	Mohill, Co. Leitrim <a href="http://www.mohillcommunitycollege.ie">www.mohillcommunitycollege.ie</a>

FURTHER EDUCATION AND TRAINING CENTRES	DETAILS
<b>Mayo:</b>	
Ballina Training Centre	Carrowcushlaun West, Ballina, F26 P278
Claremorris Part-time Further Education Centre	Chapel Ln., 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
Belumllet 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
<b>Sligo:</b>	
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 Ind. Est., Sligo, F91 FY68
<b>Leitrim:</b>	
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

MSLETB Board

Audit Committee

Finance Committee

Further Education and Training Committee

Youthreach Advisory Committee

Youth Work Committee

Achill Outdoor Education and Training Centre Advisory Committee

Schools Boards of Management

MSLETB also have representatives on the Institutes of Technology Committee  
at IT Sligo, GMIT and IT Letterkenny

## Contact Information

### PRÍOMHOIFIG

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