

Mayo, Sligo & Leitrim Education & Training Board

ANNUAL REPORT 2019



msletb

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

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Forewords

I am very pleased to introduce the Mayo, Sligo and Leitrim Education and Training Board (MSLETB) Annual Report 2019.

This report provides an opportunity to highlight the comprehensive range of activities undertaken by MSLETB schools, centres and services during the past year. The report also sets out the related financial and corporate governance aspects of work carried out in MSLETB in 2019.

I wish to commend the work carried out on this Annual Report and I thank all members of the Board of MSLETB who, together with the executive management team and all management and staff throughout the organisation, continue to give generously of their time and talents in support of building an Education and Training Board that has been at the forefront of the Education and Training sector in our region in many ways during 2019. The continued dedication and commitment by all those involved will ensure that MSLETB will continue to meet the challenge of providing high quality, inclusive, responsive and innovative education and training services for our community.

Míle buíochas.
Mary Bohan, Chairperson

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

MSLETB's Strategic Statement, which has set out the direction for MSLETB over the years 2018-2022, is guiding the way we build on work previously completed. We are committed to supporting people to live and work in the West of Ireland and the Strategic Statement will strengthen MSLETB's resolve to achieve this objective.

Not only does MSLETB respond to the needs of the community, but it continues to lead in the provision of education and training in cooperation and collaboration with local industry, communities and other relevant stakeholders. The quality of our provision and the outcomes delivered, are testament to the hard work, dedication and commitment of our staff and Board Members. I wish to acknowledge this and the support of all our funders and other stakeholders and I look forward to 2020 and beyond and continued development of MSLETB.

Tom Grady, Chief Executive

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

The Board of Mayo, Sligo and Leitrim Education and Training Board (MSLETB) was established under the *Education and Training Boards Act, 2013* ('the 2013 Act'). The Board is responsible and accountable for the proper direction and control of MSLETB as set out in the Act, national legislation and the *Code of Practice for the Governance of Education and Training Boards 2019* ('the Code of Practice 2019'). MSLETB confirms in this Annual Report that the Board complies in the majority with the up to date requirements of the Code of Practice 2019 in its practices and procedures and further confirms that a confidential Chairpersons report has been submitted to the Minister.

The Board confirms that there has been a review of the effectiveness of the system of internal control in MSLETB, and further confirms that the appropriate requirements of the Department of Public Expenditure and Reform Public Spending Code are being complied with. MSLETB has complied with its obligations under tax law. MSLETB also affirm adherence to MSLETB's Procurement Policy and procedures and the implementation of a Corporate Procurement Plan.

The 2015-2019 Board met on 4 occasions in 2019, in accordance with section 3.4 of the *Code of Practice for the Governance of Education and Training Boards 2015*. Mr. Tom Grady is Chief Executive and the record of attendance of each Board Member is set out below:

Title	Date of Meeting 19/02/2019	Date of Meeting 16/04/2019	Date of Meeting 04/06/2019	Date of Meeting 27/06/2019	No. of Board Meetings attended in 2019
Cllr. Seamus Kilgannon Chairperson	Yes	Yes	Yes	Yes	4/4
Cllr. Annie May Reape	No	No	No	Yes	1/4
Cllr. Tom Connolly	No	Yes	Yes	Yes	3/4
Cllr. Christy Hyland	No	No	Yes	Yes	2/4
Cllr. Teresa McGuire	Yes	Yes	No	Yes	3/4
Cllr. Teresa Whelan	Yes	No	No	No	1/4
Cllr. Margaret Gormely	No	No	No	No	0/4
Cllr John Caulfield	No	Yes	Yes	Yes	3/4
Cllr. Joseph Queenan	No	Yes	Yes	No	2/4
Cllr. Mary Bohan	Yes	Yes	Yes	No	3/4

Title	Date of Meeting 19/02/2019	Date of Meeting 16/04/2019	Date of Meeting 04/06/2019	Date of Meeting 27/06/2019	No. of Board Meetings attended in 2019
Cllr. Paddy O'Rourke	Yes	Yes	Yes	Yes	4/4
Cllr. Enda Stenson	Yes	No	Yes	No	2/4
Ms. Donna Sheridan	Yes	Yes	Yes	Yes	4/4
Mr. Enda Cawley	Yes	Yes	No	Yes	3/4
Ms. Susan Finan	Yes	Yes	Yes	Yes	4/4
Mr. Gerard Murphy	Yes	No	Yes	Yes	3/4
Ms. Aisling McCabe	No	No	No	No	0/4
Mr. Paul Ainsworth	No	No	No	No	0/4
Mr. Malachy Molloy	Yes	Yes	Yes	Yes	4/4
Mr. Kieran O'Dowd	No	No	Yes	No	1/4
Ms. Sinead Dore	Yes	Yes	No	Yes	3/4

The table below reflects the New Board which was constituted on the 3rd September 2019, in accordance with Section 4.3 of the Code of Practice 2019, the record of attendance of each Board Member is set out below:

Title	Date of Meeting 25/07/19	Date of Meeting 31/07/19	Date of Meeting 03/09/19	Date of Meeting 12/11/19	Date of Meeting 10/12/19	No. of Board Meetings attended in 2019
Cllr. Mary Bohan Chairperson	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Sean Carey	Yes	Yes	Yes	No	No	3/5
Cllr. Tom Connolly	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Christy Hyland	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Richard Finn	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Chris MacManus	Yes	Yes	Yes	Yes	Yes	5/5
Mr. Seamus Kilgannan	No	No	Yes	Yes	Yes	3/5 (appointed 03/09/2019)
Cllr. Marie Casserly	No	Yes	No	No	Yes	2/5

Title	Date of Meeting 25/07/19	Date of Meeting 31/07/19	Date of Meeting 03/09/19	Date of Meeting 12/11/19	Date of Meeting 10/12/19	No. of Board Meetings attended in 2019
Cllr. John Caulfield	No	Yes	Yes	Yes	Yes	4/5
Cllr. Paddy O'Rourke	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Enda Stenson	Yes	No	Yes	No	Yes	3/5
Cllr. Donna Sheridan	Yes	Yes	Yes	Yes	Yes	5/5
Cllr. Rosaleen O'Grady	Yes	Yes	Yes	Yes	No	4/5
Ms. Susan Finan	Yes	Yes	No	No	Yes	3/5
Mr. Gerard Murphy	Yes	Yes	Yes	Yes	Yes	5/5
Mr. Pat Coffey	Yes	Yes	Yes	Yes	Yes	5/5
Ms. Nicole McGowan	Yes	Yes	Yes	Yes	Yes	5/5
Mr. Malachy Molloy	No	No	Yes	Yes	Yes	3/5 (appointed 03/09/2019)
Mr. Pat Forde	No	No	Yes	Yes	Yes	3/5 (appointed 03/09/2019)
Dr. Jennifer Van Aswegen	No	No	Yes	Yes	Yes	3/5 (appointed 03/09/2019)
Ms. Pamela Ni Thaidgh	No	No	No	Yes	No	1/5 (appointed 03/09/2019)

Mayo, Sligo and Leitrim Education and Training Board

Mayo, Sligo and Leitrim Education and Training Board (MSLETB) was established on 1 July 2013 under the provisions of the 2013 Act. Section 51 of that Act requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education and Skills with the consent of the Minister for Finance and Public Expenditure and Reform, all proper and usual accounts of the monies received or expended by it.

In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements,
- (b) make judgements and estimates that are reasonable and prudent,
- (c) disclose and explain any material departures from the standard accounting policies.

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the Financial Statements comply with section 51 of the 2013 Act. The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Board considers that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board.

The Board did not carry out an assessment of the ETBs principal risks in 2019, however, in preparation to do so, the ETB engaged the assistance of IPB in 2019 to provide guidance on the drafting of up to date Risk Registers. The Risk Registers for the three pillars of ETB are currently being updated and a Corporate Summary of the principal risks will be presented to the Board in 2020.

The functions of the Board are either executive or reserved. Executive functions are carried out by the Chief Executive and reserved functions are carried out by the Board. Reserved functions are set out in Section 12(2) of the 2013 Act.

The Finance Committee

The Finance Committee was established in accordance with Section 45 (1)(a) of the 2013 Act. The Finance Committee is made up of five members and its key responsibility is to review the income and expenditure of MSLETB. The Finance Committees Chairperson reports back to the main Board.

The Finance Committee met on four occasions in 2019. In accordance with Section 4.11 of the Code of Practice 2019, the record of attendance of each Board Member is set out below:

Title & Name	Date of Meeting 27/3/2019	Date of Meeting 29/5/2019	Date of Meeting 22/11/2019	Date of Meeting 9/12/2019	Total No. of Meetings attended in 2019
Cllr. Mary Bohan	Yes	Yes	Yes	Yes	4/4
Mr. Sean Duffy	No	Yes	Yes	Yes	3/4
Cllr. Paddy O'Rourke	Yes	Yes	Yes	Yes	4/4
Cllr. Tom Connolly	Yes	No	Yes	No	2/4
Cllr. Joe Queenan	No	No	No	No	0/4
Mr. John O'Malley	No	No	Yes	Yes	2/4

* John O'Malley replaced Joe Queenan and this was ratified at MSL ETB Board Meeting on 12/11/2019.

The Audit & Risk Committee

The Audit & Risk Committee was established in accordance with Section 45 (1)(b) of the 2013 Act. The Audit & Risk Committee in MSLETB has six members and its key responsibility is oversight and monitoring of the Executive in carrying out its function. The Audit Committee meets up to four times a year and issues an Annual Report to the main Board of MSLETB.

The Audit & Risk Committee met on four occasions during 2019, in accordance with Section 7.18 of the Code of Practice 2019, the record of attendance of each Board Member is set out below:

Title & Name	Date of Meeting 13/2/2019	Date of Meeting 26/3/2019	Date of Meeting 31/5/2019	Date of Meeting 4/12/2019	Total no. of Meetings attended in 2019
Mr. Des Mahon	Yes	Yes	Yes	Yes	4/4
Mr. Pearce O'Malley	Yes	Yes	Yes	Yes	4/4
Mr. Lauri Quinn	Yes	Yes	Yes	Yes	4/4
Mr. Seamus Kilgannon	Yes	Yes	Yes	Yes	4/4
Cllr. Christy Hyland	No	No	No	Yes	1/4
Mr. Malachy Molloy	Yes	Yes	Yes	No	3/4

Statutory Basis

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

The general functions of ETBs are set out in the 2013 Act. ETBs were established on 1st July 2013, with 16 new ETBs replacing the previous 33 Vocational Education Committees (VEC). County Mayo VEC, County Sligo VEC and County 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.

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



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

Geographical Structure

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



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

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

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

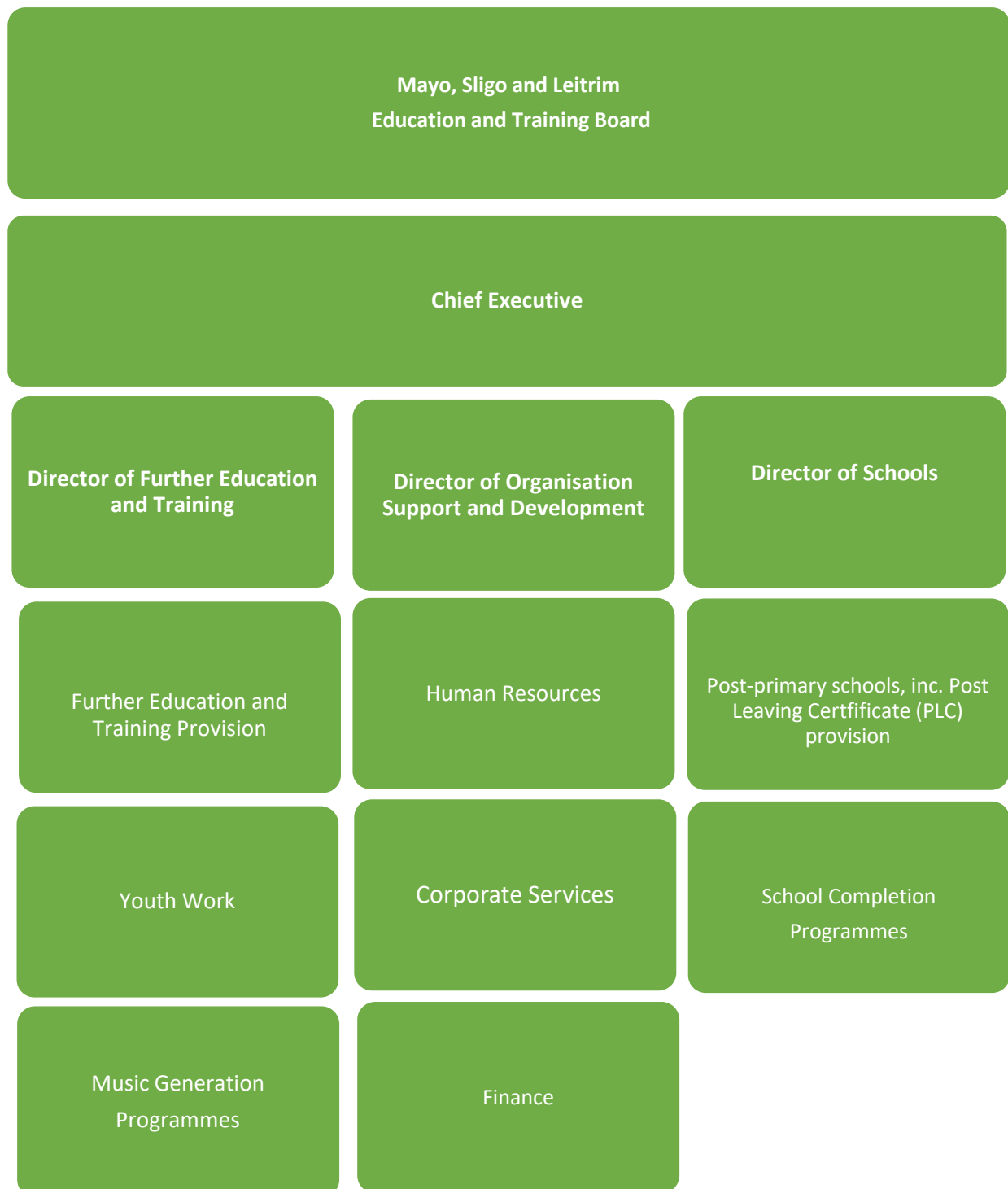


MSLETB provides Opportunities for Life and Living in:



Organisational Structure

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



Statement of Services

Organisation Support and Development (OSD)

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

Over the last year we have seen changes to the way OSD operates. A number of Finance functions have merged, including transition of Payroll to Castlebar; transfer of supplier payments to Carrick-on-Shannon; and Travel & Subsistence has transferred to Sligo. Projects which commenced in 2019 will be further prioritised in 2020 in Finance, include purchasing a portal, the introduction of e-remittance to creditors fixed asset register and salary ePayslips. There is also the upcoming transfer of payroll to Payroll Shared Services and this work has commenced with MSLETB scheduled to go live in mid-2021.

Corporate Services continues to support the Chief Executive and the Board, and there is ongoing work in several areas including the development of our corporate policy and procedure, statutory reporting, new corporate website etc. A substantial amount of organisational procurement has taken place, including ICT goods and services, as well as major building related procurement for FET and School buildings and the project management of several construction projects. In order to regularise and capture the details of our ETB's properties and leases, an organisational property register has been compiled.

Data Protection and Freedom of Information requests along with the area of insurance remain time-consuming areas for Corporate Services. To assist in the reduction of risks and hazards, and to prepare for issues arising, health and safety training has been implemented in a number of areas including Fire Warden Training and Occupational First Aid.

Human Resources (HR) continue to advertise a significant number of posts across the organisation with Garda Vetting remaining a priority. Significant work has been completed in relation to BTEI conversion and this will continue into 2020 when the issue of arrears will be addressed.

HR have also commenced a substantial project in the form of digitising personnel folders. This will be a significant advancement in terms of logistics and efficiencies both in terms of work practices and reducing carbon footprint. Ongoing HR projects include Pensions, Teacher Allocation and the filling of a number of Administrative, Teaching, Leadership and Management posts.

OSD Staff assisted the IAU-ETB's in carrying out a number of Audits in 2019 including Procurement and School Bank accounts.

The functions within each Department are as follows:

Finance:

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

Human Resources:

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

Corporate Services:

1. Chief Executive / Board of Management Support
2. Governance and Compliance
3. Risk Management
4. Procurement
5. Buildings and Services
6. IT Services
7. Communications
8. Data Protection and Freedom of Information

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

Finance

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

Annual Accounts

The 2019 Draft Accounts of MSLETB were submitted to the Office of the C&AG by 29th March, 2020.

Shared Services

The development of a national shared services framework for ETBs covering the payroll and finance functions continues. Significant internal “readiness” work took place to enable the transfer of payroll to Payroll Shared Services. Monthly payrolls were successfully converted to fortnightly from 1st January 2019. We expect to transition to Payroll Shared Services in mid- 2021.

Payroll

During late 2019 the payroll processing functions previously carried out in the three administration offices were consolidated into the Castlebar office and all pay dates were aligned in accordance with those of Payroll Shared Services. The payroll and HR functions continued to rollout an online part-time claim and contract management system for part-time staff in the Further Education centres.

Way2Pay

Training on the online receipting tool – Way2Pay – took place for all schools to assist and encourage schools to use the tool in the new school year. Way2Pay lets parents pay from a text message for anything from school trips to books and beyond on their smartphones.

Learner Payments

In late 2019 plans were advanced to transition the Training Centre Apprenticeship learner payments to a payroll process in accordance with Revenue requirements. This project became live in Q1 2020. Further local consolidation of all learner payments is planned during 2020.

Travel & Subsistence

During late 2019 plans were put in place to consolidate the Travel and Subsistence processing functions previously carried out in the three administration offices into the Sligo office. This was to be completed in Q1 2020.

Creditors

In late 2019 the supplier payments process previously carried out in the three administration offices were consolidated into the Carrick on Shannon office which will facilitate further process improvements during 2020.

Corporate Services

Further to the list of core activities of Corporate Services outlined above, the following key projects were progressed in 2019:

MSLETB Board Elections

In 2019, Corporate Services administered, managed and facilitated the MSLETB Board election. As outlined in line with the 2013 Act, the Board is comprised of 12 elected members of the Local Authorities from Mayo, Sligo and Leitrim, 5 members from bodies specified by the Minister which have a special interest in, or knowledge of, education and training, 2 staff representatives and 2 parent representatives.

Local Authority nominations were collated and appointed to the Board and nominations from bodies specified by the Minister were administered and balloted for appointment by the Board. Corporate Services developed a Staff Elections Register, and held a Staff Election within MSLETB, resulting in two staff members being nominated and appointed to the Board. Parent representatives were elected from the schools resulting in the completion of the new MSLETB Board.

Procurement:

- Corporate Services developed and implemented a Corporate Procurement Plan for MSLETB in line with requirements as set out in the Code of Practice for the Governance of ETBs (CL 0002/2019). This plan will assist MSLETB in setting practical strategic aims and objectives for improved procurement outcomes and appropriate measures to achieve these aims. The plan is underpinned by analysis of expenditure on procurement and the procurement and purchasing structures in the organisation and facilitates planning for future procurement requirements through the 3-year Multi-Annual Procurement Plan (MAPP).
- A range of organisational Procurement projects were delivered including the ICT, TEL, School Furniture, School Book project, Health & Wellbeing, Consultancy, Minor Works Projects, the Provision for Website Development, Hosting, Support and Maintenance.

Policy/Report preparations:

The Service Plan 2019, Annual Report 2018, Codes of Conduct, ICT Usage Policy, Fraud and Anti-Corruption, Customer Charter etc. were all completed in 2019.

Data Protection:

- GDPR online training was rolled out across the organisation.
- A GDPR Operational Manual for schools and centres was developed and circulated.
- Multiple complex Data Access Requests and Freedom of Information requests were processed and completed in line with relevant legislation.

Buildings & Capital Programmes:

Additional accommodation work started on our schools in St Tiernan's Crossmolina, Coola Post Primary and Coláiste Iascaigh. Grange Post Primary school progressed with the appointment of Design Team and St Joseph's Charlestown was advanced with acquisition of this Property from former owner. Applications lodged for additional accommodation and refurbishment of existing accommodation at Carrigallen, St Tiernan's Crossmolina, St Brendan's College Belmullet and Ballinode College Sligo.

Corran College, Moyne College and St Patrick's College Lacken Cross all completed works through the summer works scheme.

Full overhaul of SEAI registrations regarding electricity and gas meters in schools and centres.

ICT Project review 2019:

MSLETB continued to improve and upgrade ICT systems at all its schools, centres and administrative offices in 2019. MSLETB also provided CPD for its staff on all new software packages including Teams, SharePoint and Microsoft 365.

Infrastructure Projects Completed:

- Rollout of a managed wireless network to all Schools in MSLETB.
- Upgrade of network switches at a number of Schools and Centres
- Upgraded network cable infrastructure at several Further Education Sites.
- Imaged and deployed laptops in the Further Education Section.
- Deployed Laptop trollies for Schools and Further Education Sites.
- Upgraded desktop computers at a number of Schools and Centres
- Upgraded all staff computers in the Castlebar Administrative Office and deployed Windows 10 pro.
- Installed AIO (all in one) computers in the new FE Centre in Claremorris.
- Installed approximately 50 ultra-short throw projectors in Schools and Centre's.
- Upgraded the phone systems in a number of Further Education and Administrative Sites from a traditional PBX solution to a VoIP solution.
- Installed a current branch installation of System Center Configuration Manager (SCCM), this system allows for the centralized management and automation of system updates and a creation of a managed desktop image for all desktop and mobile devices in MSLETB. SCCM also provides an automated update service for all Virtual Servers on the MSLETB domain.
- Upgraded all desktops and laptops in MSLETB from Windows 7 to Windows 10 Pro using a newly built desktop image created using SCCM.
- Deployed an MDM (mobile device solution) and enrolled all mobile devices (laptops and tablets), this system allows for the remote management and control of all devices enrolled.
- MSLETB started to migrate schools to "cloud only schools" using Azure AD and Intune. Two schools were fully migrated and most Further Education Sites were also migrated from "on Premises "solutions to Cloud only Centre's.
- Further developed the MSLETB Intranet (built on a SharePoint platform) and migrated documents from on premises solutions to cloud.

- MSLETB completed a tender for Website design and started redesigning the MSLETB website, MSLETB also started the redesign of a number of school websites.

ICT Training and CPD 2019:

- **Further Education** - Professional Development Course to support Technology Enhanced Learning delivered for 8 centres. ICT training in Office 365 for FET staff at local centres.
- **Schools** - Training for staff in Microsoft 365
- **Administration** - ICT training for OSD staff in Excel and Microsoft 365 continuing at Castlebar, Carrick on Shannon and Sligo Offices

Human Resources

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

- Recruitment (Management, Teaching, Instruction, Special Needs Assistant, Administrative, Maintenance and other posts) for the vast majority of posts within the organisation.
- Management of contracts for all categories of staff, terms and conditions of appointment, roll-out and implementation of national agreements etc. This includes management of all short term contracts on the Part-Time Teachers system, including substitution for Teachers and Special Needs Assistants.
- Retirement and superannuation calculations for all employees, provision of estimates, processing of ill-health retirement applications, administration of pension scheme requirements.
- Teacher Allocation for the scheme managed by the Leitrim office. This included breakdown of allocation between schools; Advertisement approvals; Updating Seniority Lists; Posting Advertisements on Sharepoint to enable each office to update the lists as the interviews take place; Final Utilisation for the academic year 2018/2019.
- Employee relations matters including maintaining productive working relationships with the main trade unions in the sector, advising and supporting managers and employees in dealing with workplace relations issues.

2019 saw a high level of activity in the Human Resources Department which included the following:

BTEI Conversion: following national agreement reached between the Department of Education and Skills and the TUI, work commenced on the conversion of tutors engaged on BTEI programmes to the posts of Teacher of Adult Education. It is anticipated that this project will conclude in 2020.

Garda Vetting: HR processed a total of 1,710 Garda Vetting applications in 2019 – MSLETB Leitrim HR Office processed 1,004 applications and the HR Sligo Office processed 706 applications.

Recruitment: In 2019 there was significant recruitment across the three pillars: Schools, Further Education and Training and Organisation Support and Development. MSLETB held

over 280 recruitment competitions in 2019, in total over 2,100 job applications were processed by the HR Department.

Pension: There were 15 retirements in 2019, which involved calculating individual pensions and lump sum payments. 4 HR staff attended pension training delivered by Public Authority Pension Service and an additional 2 HR staff will attend the training in 2020.

Re-Structuring HR Department: Clear roles have been assigned in the unit, across the three counties. This has resulted in increased outputs. It has set up the structures to enable MSLETB to respond to emerging challenges.

Document Centred Solutions (DCS): The DCS system which enables the electronic processing of part time salary claims was rolled out to the Further Education and Training Sector of MSLETB in 2019. All post primary schools and the vast majority of FET programmes in MSLETB are now using this system with a small number to be trained in 2020. The system involves significant input by HR staff in respect of monitoring and approvals. It has been broadly acknowledged that this system has led to greater overall efficiencies in how part time salary claims are processed throughout the Organisation.

Financial Summary

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

In 2019, funding for other projects was provided by other Government Departments and Agencies including:

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

Funds are also raised through charges for services such as tuition fees, room rental and activities at local level.

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

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

Key Relationships

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

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

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

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

MSLETB Schools

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

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

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

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

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

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

Enrolments in MSLETB schools continues to be very strong with 5,509 post-primary and PLC students enrolled in 2019.

Some of the activities carried out in 2019

Graduate Diploma in Guidance Counselling

MSLETB hosted the Graduate Diploma in Guidance Counselling as an outreach of Dublin City University. This programme based in Sligo began in September 2019 and will be completed in 2020. It was a great opportunity for teachers to complete this Diploma locally.

New Junior Cycle

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

MSLETB Wellness Initiative

MSLETB partnered with our Occupational Medical provider Medmark for this initiative. The wellbeing and health of all our staff is really important for our organisations ongoing success. In the context of the busy lives that we lead, this initiative was a great opportunity to individually take a little time to focus on personal wellbeing. The initiative included health screenings, wellness talks and wellness workshops.

Leadership and Management Post of Responsibilities

Assistant Principals 1 & 11 occupy positions of strategic importance in the leadership, management and administration of schools. MSLETB appointed a high number of Assistant Principal 1 Posts in 2019. A comprehensive training programme was provided for all new and existing postholders. This training was facilitated by Joe O'Connell and took place in Kiltimagh.

ICT & Office 365

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

School Excellence Fund

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

Student voice

Dr. Domhnall Fleming presented a workshop in relation to the importance of the student voice. He included policy and evaluation in relation to student voice in Ireland. He also discussed strategies to engage the student voice in schools.

Child Protection

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

ETBI Annual Conference for Principals and Deputy Principals

The ETBI Annual Conference for Principals and Deputy Principals took place in Carlow at the end of January 2019. Its theme was ***Leaders' Leadership & Excellence in our Schools.*** Principals and Deputy Principals from MSLETB schools attended.

Inspection Reports

The Department of Education and Skills Inspectorate conducted a number of Inspections in MSLETB Schools in 2019. The following reports are published on the Department of Education and Skills website.

Date	School	Inspection Type
01/03/2019	Davitt College	Whole School Evaluation
04/06/2019	Carrigallen Vocational School	Whole School Evaluation
19/09/2019	Coláiste Chomain	Subject-Mathematics
11/06/2019	St. Brendan's College	Subject-English
Date	School	Inspection Type
06/06/2019	St. Patrick's College	Subject-Business
20/11/2019	Lough Allen College	Subject-Business & Accounting
03/12/2019	Grange Post Primary	Subject-Physical Education
11/06/2019	Grange Post Primary	Subject-Business Subjects (Business, Economics & Accounting)
29/01/2019	Ballinode College	Subject-English
11/06/2019	Moyne College	Programme Evaluation-LCA
16/05/2019	St. Tiernan's College	Programme Evaluation-Transition Year Option (TY)
31/05/2019	Colaiste Pobail Acla	Evaluation of Action Planning for Improvement in DEIS Schools
07/02/2019	Moyne College	Evaluation of Action Planning for Improvement in DEIS Schools

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

Inspection reports found the quality of teaching and learning very good and school management were commended on their commitment to students' care and wellbeing. The inspectors commented that overall quality of leadership and management was good with highly effective leadership and management practices evident in areas such as leading teaching and learning and developing leadership capacity.

North and South Mayo School Completion Programme

The North Mayo & South Mayo School Completion Programme (SCP) is part of the integrated service Tusla Education & Welfare Support Service (TESS). It aims to have a positive impact on levels of pupil retention in primary and second level schools and on the number of pupils who successfully complete the senior cycle.

The Programme targets young people of school-going age, both in and out of school to arrange supports to address inequalities in education access, participation and outcomes. It is based on the project model with an integrated approach involving primary and post primary schools, parents and relevant statutory, voluntary and community agencies in each local area.

SCP focuses on targeting and providing supports and interventions to assist these students to successfully complete their formal education. Students are referred to the programmes by the SCP intake Referral Process. Their needs are assessed and the programme provides universal, brief and targeted interventions to address these needs

These include Individual support, issued based group work programmes, mentoring programmes, breakfast clubs, homework clubs, after-school supports, individual support for students, therapeutic supports such as counselling and art therapy, extra tuition, transition programmes and summer camps

North and South Mayo School Completion Programmes is operated by Mayo Sligo & Leitrim ETB and is managed by Local Management Committees, with representatives from schools, youth services and other agencies in the areas.

The aim of the SCP is:

- To retain young people in the formal education system to completion of Senior Cycle, or equivalent.
- To improve the quality of participation and educational attainment of targeted children and young people in the educational process.
- To bring together all the relevant local stakeholders (home, school, youth community, statutory and voluntary) to tackle early school leaving.
- To offer positive supports in school towards the prevention of educational disadvantage.
- To encourage young people who have left mainstream education to return to school.

- To influence in a positive way policies relating to the prevention of early school leaving in the education system.

There are three second level schools involved in the South Mayo SCP, namely;

- Davitt College, Castlebar
- Scoil Mhuire agus Pádraig, Swinford
- Coláiste Pobail Acla, Achill

There are four second level schools involved in the North Mayo SCP, namely;

- Moyne College, Ballina
- St. Tiernan's College, Crossmolina
- St. Brendan's College, Belmullet
- Ghaelcholáiste Chomáin, Rossport

There are also two primary schools in the programme, namely;

- Scoil Íosa, Ballina
- Scoil Phádraig, Ballina

School Completion Programme staff:

- Local Coordinator for North Mayo SCP; Sheila Feeney
- Project Workers for North Mayo SCP; Roisin Heavey & Kelly O Malley
- Administrator for North Mayo SCP; Cathy Jordan
- Local Coordinator for South Mayo SCP; Sarah Sheridan
- Project Worker for North Mayo SCP : Avril Dempsey

Sligo School Completion Programme

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

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

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

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

Further Education and Training (FET)

Development of FET Services in MSLETB

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

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

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

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

CE & Directors Group	Management Leadership Group	FET Leaders & PLC Principals Group	QA Group	Programme Approval Committee
Chief Executive	Chief Executive	FET Director	FET Director	FET Director
Director of FET	Director of FET	3 Adult Education Officers	Adult Education Officers	Adult Education Officers
Director of OSD	Director of OSD	Area Training Manager	Area Training Manager	Area Training Manager
Director of Schools	Director of Schools	3 Assistant Training Managers	Assistant Training Managers	Assistant Training Manager
	Assistant Principal Officer Finance	9 Post Leaving Certificate Principals	Training Standards Officers	Training Standards Officers
	Assistant Principal Officer HR		Quality Management System Team Lead	Quality Management System Team Lead
	Assistant Principal Officer Corporate Services		Quality Assurance FE Staff MSLETB	Quality Assurance FE Staff MSL
	Area Training Manager			
	Adult Education Officers			

Sector Targets 2017 – 2020 FET Sector Provision Targets
<ul style="list-style-type: none"> • 10% More Learners will secure employment.
<ul style="list-style-type: none"> • 10% more learners will progress to other further or higher education.
<ul style="list-style-type: none"> • 10% increase in the rate of certification on courses primarily focused on transversal (social mobility) skills development.
<ul style="list-style-type: none"> • 10% increase of adults, who are seeking FET level provision, engaging in lifelong learning interventions.
<ul style="list-style-type: none"> • From 2019, for three years, an average increase of 10,000 learners per annum securing relevant qualifications.
<ul style="list-style-type: none"> • 30,500 new apprentice and trainee registrations in the period 2019 to 2020.
<ul style="list-style-type: none"> • FET literacy and numeracy strategy delivered, and objectives achieved including improved screening and assessment systems, ESOL policy, and awareness.
<ul style="list-style-type: none"> • 10% increase in Stakeholder satisfaction with FET provision.

The stated vision for MSLETB is to provide innovative high-quality education and FET services and programmes that provide learners with transformative opportunities for life and living in the West of Ireland. MSLETB's FET provision offers a wide variety of lifelong education and training opportunities. FET is for anyone who is over 16 and wants to learn new skills or enhance existing skills to get the right job, progress to third level or support the achievement of personal goals. MSLETB's overarching strategic statement outlines the strategic Mission, Vision and Goals from 2019 to 2022. This statement documents the framework against which all schools and centres operate.

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

- **Learner centred** – deliver professional, high quality, learner-centred education and training services
- **Professional** – treat everyone with respect and adhere to governance principals; engage in CPD; revise and improve work practice
- **Collaborative** – work together with colleagues, stakeholders and learners and improve communication with learners and colleagues
- **Proactive**- solution focused, flexible and open to new ideas and making services more responsive in meeting the needs of learners and stakeholders

- **Quality** – actively work on new approaches and standards to improve services; evaluating systems, work practices and programmes to identify and implement opportunities for improvement.

FET Programmes

During 2019, MSLETB offered both full-time and part-time courses in a wide range of fields to a large and diverse population of adult and post second-level learners. This FET provision was delivered as day and night courses, with programmes including the following;

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

Apprenticeships are the recognised means by which people are trained to become craftspeople in Ireland. The apprenticeship system typically consists of 3 off-the-job phases and 4 on-the-job phases. Generally, the duration of an apprenticeship is four years. In 2019 we launched the national Craft Butchery apprenticeship after a long period in development. MSLETB is delivering all of the new generation apprenticeships and the off the job phases in Commis Chef and the new ICT apprenticeship.

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

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

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

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

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

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

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

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

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

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

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

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

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

development needs. Initiatives are firmly rooted in the community and encourage people who otherwise might not avail of mainstream training to develop their existing skills and learn new skills in an environment that is tailored to their particular local needs.

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

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

Outdoor Education Centres MSLETB operates two Outdoor Education Centres, in Achill, Co. Mayo and in Ballinaglera, Co. Leitrim. Achill Outdoor Education and Training Centre which was established in 1971 led to the development of eleven other ETB centres around the country and to the development of the outdoor industry countrywide. The centre develops tailor-made programmes, using adventure activities and the outdoor environment as a catalyst in the physical, social and intellectual development of participants. Participants include MSLETB’s own schools, as well as education centres and primary, second and third level institutions countrywide. It also caters for youth groups and the general public from the age of seven upwards. The centre also delivers a range of environmental programmes including primary and secondary level field studies and ecology workshops.

Achill OETC also delivers a level 5 Outdoor/ Environmental Traineeship. This programme is designed to prepare trainees for a career in the Outdoor/ Environmental education sector. Key modules range from Mountaineering/ Kayaking coaching qualifications to Ecology and Field Studies methods and assessments.

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

Evening courses and self-financing night classes MSLETB deliver night classes in several 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 DEASP Employment Services Office for information on their eligibility to get assistance with paying fees.

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

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

“Support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support”. (Education and Training Boards Act, 2013, Section 10(1)(j)).

The activities of MSLETB in relation to youth work in 2019 encompassed the following services:

- Administration of Local Youth Club Grant Scheme to volunteer led youth clubs
- Implementation of National Quality Standards for Volunteer Led Youth Groups and National Quality Standards Framework for the Youth Sector
- Administration of funding to youth projects, including under the Targeted Youth Funding Scheme, Revised Youth Funding Scheme, Youth Information Centre scheme, North West Regional Drugs and Alcohol Task Force projects (as funded by the Department of Health), Comhairle na nÓg (in partnership with Sligo County Council) and other funding lines.
- Youth Mental Health Initiatives in Mayo, Sligo and Leitrim
- Administration of the DCYA Youth Employability Initiative
- Youth engagement and participation through support of Comhairlí na nÓg in each of Mayo, Sligo and Leitrim.

In addition to the services outlined above, MSLETB supported the coordination of youth work activities with other services through participation in a wide range of interagency committees. Significantly, these included Children and Young People’s Services Committees and their various sub-structures in each county. MSLETB Youth Officers, through their participation in these groups, played an important role throughout the year in guiding a partnership approach to achieving the target outcomes set out in the Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People, 2014-2020.

Of particular note in 2019, under the DCYA’s Youth Reform Programme, Area Profile, Needs Assessment and Service Requirements were carried out in respect of each project funded under the Targeted Youth Funding Scheme / Revised Youth Funding Scheme. This process identified and evidenced the needs of young people with reference to the existing funded projects. These bodies of work feed into the rollout of the new UBU Your Place Your Space scheme, which was launched in December 2019.

Additionally, in quarter four of 2019, the administration responsibility for all relevant DCYA-funded youth programmes in Mayo, Sligo and Leitrim was transferred to MSLETB. This has substantially increased the role of MSLETB in relation to administration and oversight of youth projects in the region.

Other Services provided by MSLETB:

Adult Education Guidance and Information Service

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

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

Co-operation with other institutions

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

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

Employer Engagement

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

Integration of the FET Provision

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

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

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

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

Contact Information

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Glossary

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

Appendix 1: MSLETB Schools, Centres and Committees

SCHOOLS	DETAILS
Mayo	
Coláiste Pobail Acla	Polranny, Achill Sound, Co. Mayo, F28 CP49 http://colaistepobailacla.ie/
Davitt College and Castlebar College of Further Education	Springfield, Castlebar, Co. Mayo, F23 VY15 www.davittcollege.com / Newtown, Castlebar, Co. Mayo, F23 EW84 https://ccfe.ie/
Moyne College	Ballina, Co. Mayo, F26 W884 www.moynecollege.ie
Coláiste Chomain	Rosspart, 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.colaiasteiascaigh.ie
Coola Post Primary School	Riverstown, Co. Sligo, F52 XE71 www.coola.ie
Corran College	Ballymote, Co. Sligo, F56 DP86 www.corrancollege.com

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

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

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

Appendix 2: Financial Information

The MSLETB Annual Financial Statements for the year ended the 31st of December 2019 is subject to audit by the C&AG at the time of publication of the MSLETB Annual Report for 2019.

MSLETB will publish the audited financial statements within one month of receipt from the Office of the Comptroller and Auditor General.