



msletb

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

ANNUAL REPORT

2021

Corporate Services,
MSLETB HQ,
Newtown,
Castlebar,
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F23 DV78

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Forewords

I am privileged to introduce the Mayo Sligo and Leitrim Education and Training Board (MSLETB) Annual Report 2021. The 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 outlines the related financial and corporate governance aspect of work carried out in MSLETB in 2021.

I wish to commend the work carried out on this annual report and I thank all the members of the Board of MSLETB together with the Executive Management and Staff throughout the organisation, who continue to give generously of their time and in this the most challenging period in our history, in support of building an education and training sector in this region throughout 2021. I have no doubt in light of the commitment shown by all those involved over the past most difficult year we will ensure MSLETB will continue to meet any new changes and or challenges that may arise in pursuit of providing high quality, inclusive responsive and innovative education and training services for our community.

Rosaleen O’Grady, Chairperson

Mayo, Sligo and Leitrim Education and Training Board (MSLETB) is pleased to bring to you the 2021 Annual Report. During 2021, MSLETB continued to grow and improve despite the many challenges that the pandemic presented. I wish to acknowledge and thank everyone in the entire MSLETB community for the resilience demonstrated throughout the year. The efforts and commitment of staff to MSLETB ensured that our services continued and developed during the year, bringing continued success to our learners and students throughout 2021.

This report provides the opportunity to reflect on all we have achieved in 2021 as we lead in the provision of education and training in the region through cooperation and collaboration with local industry and enterprise, communities and our many stakeholders.

Public awareness of MSLETB in the region has significantly developed during the year and our core values as an organisation: Pro-activeness, Professionalism, Collaboration and Quality continue to be central to our learner centered service provision.

I wish to acknowledge the support of all our funders, our Board and all our stakeholders and I look forward to 2022 and beyond and the 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* and is responsible and accountable for the proper direction and control of its functions in the Mayo, Sligo & Leitrim local authority areas.

MSLETB complies with the *Code of Practice for Governance of Education and Training Boards, Department of Education and Skills Circular 0002/2019* (“the Code of Practice 2019”). The purpose of the code is to ensure that the Principles of good governance and management are applied by MSLETB.

Functions of the ETB Board:

Decisions taken by the Board are reserved functions and are set out in Section 12 (2) of the *Education and Training Board Act 2013* and in the Code of Practice 2019, with a full schedule set out in Appendix A of the Code. Decisions not specified in the Code are deemed to be Executive Functions for the Chief Executive. The Board is satisfied that the Chief Executive delegates functions where appropriate and in accordance with the Education and Training Board Act 2013.

Responsibilities of the Board:

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 *Education and Training Boards Act 2013*. 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.

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

During 2021 the Board approved the following documentation;

- Adoption of the Annual Report,
- Financial Statements,
- Adoption of the Service Plan,
- Authorised attendance of members at conferences,
- Approved the acquisition, holding and disposal of land or interest in accordance with DE regulations,
- Ensured accurate records were kept of meetings and decisions.

Board Meetings:

MSLETB met on seven occasions in 2021, in accordance with Section 4.3 of the Code of Practice 2019. As a result of Covid-19 and in line with Government guidelines, Board meetings were held virtually during 2021. A list of the Main Board together with the record of attendance of each Board Member is set out below:

Register of Attendance & Frequency of Meetings of the Main Board									
Committee Members Name	Nominating Body	Date of Meeting 16.02.21	Date of Meeting 23.03.21	Date of Meeting 20.04.21	Date of Meeting 22.06.21	Date of Meeting 14.09.21	Date of Meeting 09.11.21	Date of Meeting 16.12.21	Total No. of Meetings Attended
Cllr. John Caulfield Chairperson Up to end Sept '21	Mayo Co. Co.	X	X	X	X	X	X		6/7
Cllr Rosaleen O'Grady Chairperson (from Oct '21) Vice –Chairperson (up to end Sept '21)	Sligo Co. Co.	X	X	X	X	X	X	X	7/7
Cllr. Mary Bohan Vice -Chairperson (from Oct '21)	Leitrim Co. Co.	X	X	X	X	X	X	X	7/7
Cllr. Seán Carey	Mayo Co. Co.	X		X	X	X	X	X	6/7
Cllr. Tom Connolly	Mayo Co. Co	X	X	X	X	X		X	6/7
Cllr. Christy Hyland	Mayo Co. Co.	X	X	X	X	X	X	X	7/7
Cllr. Donna Sheridan	Mayo Co. Co.	X	X	X	X	X		X	6/7
Cllr. Richard Finn	Mayo Co. Co.	X	X	X		X			4/7
Cllr. Arthur Gibbons	Sligo Co. Co.		X	X		X	X		4/7
Cllr. Marie Casserly	Sligo Co. Co.	X		X	X	X			4/7
Cllr. Paddy O'Rourke	Leitrim Co. Co.	X	X	X	X	X	X	X	7/7
Cllr. Enda Stenson	Leitrim Co. Co.	X	X	X	X	X	X	X	7/7

Register of Attendance & Frequency of Meetings of the Main Board

Committee Members Name	Nominating Body	Date of Meeting 16.02.21	Date of Meeting 23.03.21	Date of Meeting 20.04.21	Date of Meeting 22.06.21	Date of Meeting 14.09.21	Date of Meeting 09.11.21	Date of Meeting 16.12.21	Total No. of Meetings Attended
Ms. Nicole McGowan.	MSLETB Staff Rep.		X	X	X	X	X		5/7
Mr. Pat Coffey.	MSLETB Staff Rep.	X	X	X	X	X	X	X	7/7
Ms. Susan Finan.	National Parents' Assoc. for ETB Schools.	X	X	X	X	X	X	X	7/7
Mr. Gerard Murphy.	National Parents' Assoc. for ETB Schools.	X	X	X	X	X	X		6/7
Dr. Jennifer Van Aswegen	Disability Federation of Ireland in conjunction with AHEAD	X	X	X	X		X	X	6/7
Mr. Pat Forde	Youth Work Ireland	X	X	X	X	X	X	X	7/7
Mr. Malachy Molloy.	Association of Community and Comprehensive Schools	X	X	X		X	X	X	6/7
Mr. Seamus Kilgannon.	Technical Higher Education Association	X	X	X		X	X	X	6/7
Ms. Pamela Ní Thaidhg	Údarás ns Gaeltachta	X	X	X	X	X	X	X	7/7

The Finance Committee

The Finance Committee met on four occasions in 2021. In accordance with Section 4.11 of the Code of Practice 2019, the list of the Finance Committee together with the record of attendance of each Board Member is set out below:

Register of Attendance & Frequency of Meetings of the Finance Committee						
Committee Members Name	Internal or External Member	Date of Meeting 12.02.21	Date of Meeting 22.03.21	Date of Meeting 12.11.21	Date of Meeting 10.12.21	Total No. of Meetings Attended in 2021
Cllr. Paddy Bourke (Chairperson)	Internal	X	X	X	X	4/4
Sean Duffy	External	X	X	X	X	4/4
Cllr. Mary Bohan	Internal		X	X		2/4
Cllr. Tom Connolly	Internal	X		X	X	3/4
Mr. John O'Malley	External	X	X	X	X	4/4

The Audit & Risk Committee

The Audit & Risk Committee met on four occasions during 2021, in accordance with Section 7.18 of the Code of Practice 2019. The list of the Audit & Risk Committee together with the record of attendance of each Board Member is set out below:

Register of Attendance & Frequency of Meetings of the Finance Committee						
Committee Members Name	Internal or External Member	Date of Meeting 12.03.21	Date of Meeting 21.05.21	Date of Meeting 05.10.21	Date of Meeting 07.12.21	Total No. of Meetings Attended in 2021
Mr. Des Mahon (Chairperson)	External	X	X	X	X	4/4
Mr. Pearce O'Malley	External	X	X	X	X	4/4
Mr. Lauri Quinn	External	X	X	X	X	4/4
Mr. Seamus Kilgannon	Internal	X	X	X	X	4/4
Cllr. Christy Hyland	Internal			X		1/4
Mr. Malachy Molloy	Internal		X		X	2/4

Risk Management:

The Board maintains active oversight of risk management and confirms that it has carried out an assessment of the principal risks, associated mitigation measures and reviewed the effectiveness of these measures in 2021. The Board manages risk for the organisation through a structured risk management programme. The Board is assisted in its risk management function by the Audit and Risk Committee. The Board also relies on the Internal Audit Unit (IAU) and its reports, on the Office of the Comptroller and Auditor General (C&AG) annual audit and any external Audit such as an ESF audit and or Revenue Audit. In addition, there is a review of Internal Controls performed on an annual basis.

Risk Management is a standing item at all Board meetings and consideration includes:

- Risk reports from senior management including the Chief Risk Officer (CRO),
- Reports of the Audit and Risk Committee,
- Changes in risk ratings,
- Audit Register.

Details of the principal risks and associated mitigation measures or strategies have been included in the SIC as part of the audited financial statements which will be published within one month of receipt from the Office of the Comptroller and Auditor General and as an appendix to the Chairpersons Comprehensive Report.

System of Internal Controls:

The Board confirms that there has been a review of the effectiveness of the system of internal control and that the Statement of Internal Control, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements (AFS) for the year ended the 31st of December 2021 which will be published within one month of receipt from the C & AG and as an appendix to the Chairpersons Comprehensive Report that has been submitted to the Minister.

Procurement Policy and Procedures:

The Board confirms that the organisation is adhering to the relevant aspects of the Public Spending Code and the implementation of the Corporate Procurement Plan.

Taxation:

The Board confirms that the ETB has complied with its obligations under tax law.

Financial Statements 2021:

The Annual Financial Statement for the year ended on 31st December 2021 is subject to audit by the C&AG at the time of publication of the Annual Report 2021. The ETB will publish the audited financial statements as soon as practicable after they have been signed off on by the C&AG.

Financial data in relation to the following are included in the Annual Financial Statement:

- Details of non-salary related fees paid in respect of Board Members analysed by category of fees.
- Aggregate details of compensation of key management analysed by the following categories including management compensation in total;
 - Salaries and short term employee benefits
 - Post-employment benefits
 - Termination benefits
- Key management compensation if any;
- Details of the number of employees whose total employee benefits (excluding employer pension cost) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 and €60,000 upwards and an overall figure for total employer pension contributions.

Organisational Structure



Statement of Services

Organisation Support and Development (OSD)

The Directorate of Organisation Support and Development leads 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.

In 2021, MSLETB continued to follow the advice of the Health Service Executive and the Department of Education in how we operated during the Covid-19 Pandemic. The staff of the OSD unit continued to work remotely and only attended the offices for essential reasons. Despite the pandemic, the teams in OSD displayed dedication, professionalism, and teamwork in continuing to achieve our targets and meet our work commitments.

Significant change has taken place within the organisation following migration of our payroll function over to the Education Shared Business Service in October. This was a major task for all involved as it took time, commitment and sacrifices that was often far above the call of duty considering the restrictions we were living with during that period. The Core HR system has introduced a new way of engaging with the administrative unit for every member of staff in the organisation.

Additional shared services are currently being introduced with work on the transition from the Manser financial management system over to a new SUN financial system which started in 2021 with an expected go live date in summer 2022.

Corporate Services continues to support the Chief Executive and the Board along with the preparation of annual reports and service plans, development of policies and procedures and the organisation and delivery of training for staff in the areas of Health & Safety, Data Protection and Procurement. In 2021, our Procurement Unit delivered several projects which supported requirements in our offices, schools, and centres. As per the requirements of our Corporate Procurement Plan, the Multi Annual Procurement Plan (MAPP) was completed for 2021 and submitted to ETBI to facilitate strategic planning of future national procurement solutions for the sector.

2021 saw department sanctions been given for the provision of additional student accommodations in a number of our schools and these projects are currently being progressed. The ICT Support Department of MSLETB experienced a huge increase in workload due to the pandemic. In addition to this workload in 2021 MSLETB took the decision to improve the cyber security measures in the organisation with the provision of significant resources to combat malicious attacks on our networks. In addition, staff training was provided to all staff on cyber awareness, and this continues into 2022.

Human Resources (HR) continue to advertise a significant number of posts across the organisation with Recruitment and Garda Vetting remaining a priority. Management of contracts for staff, Teacher allocation, Pension calculations and employee relations continue to demand a high level of input from the HR team. Significant recruitment took place

remotely in 2021 with large numbers of applications being processed by the unit. This work along with work on the ESBS Core HR and BTEI conversion meant there was considerable pressure on the HR unit in 2021 which was progressed with dedication and professionalism.

In Finance, key projects were progressed in 2021, The Annual Financial Statement was submitted to the department on time, work commenced on the SUN Financial and P2P migration and the transitioning of trainee allowances to ESBS Learner payments were all progressed in this period.

In 2021, work continued on the monitoring and reporting of our energy usage with a target of reducing our energy consumption in line with government targets.

The functions within each Department are as follows:

- Finance:**
1. Payroll (until October, 2021)
 2. Creditors
 3. Learner Allowances
 4. Travel & Subsistence
 5. Treasury Management
 6. Budgeting & Forecasting
 7. Financial Reporting
- Human Resources:**
1. Contracts / Leave / Absences / Core HR (October 2021)
 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. Health and Safety
 4. Insurance and Legal
 5. Risk Management
 6. Procurement
 7. Buildings and Estate Management
 8. IT Services
 9. Communications
 10. Data Protection and Freedom of Information.

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

Finance

Covid-19

The Finance Teams (payroll, supplier payments, learner payments, travel and subsistence and finance) demonstrated a level of professionalism, collaboration and resilience in the face of the significant challenges presented by the outbreak of the pandemic from Q1 2020 and throughout 2021. They ensured that all staff, learner, and supplier payments continued to be processed and paid on time, every time during the year through a combination of remote working and attendance at the offices when absolutely necessary to ensure all critical functions and tasks were delivered successfully.

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

Annual Financial Statements

The MSLETB 2021 Financial Statements were submitted to the Office of the C&AG by 30th March, 2022.

Shared Services

The development of a national shared services framework for ETBs covering the payroll and finance functions continues. The CORE HR project team established in early 2021 successfully delivered the transfer of payroll to Payroll Shared Services from early Oct 2021. A new CORE HR Operations Team comprised of both HR and Payroll staff was established and engaged in extensive training and development in order to transition to this new business system and its associated sub-processes. This ensured that payroll operations continued to operate successfully during and after the transitional phase.

SUN Financials

During 2020 a decision was taken by the Shared Services Unit of the Department of Education to stabilise the financial reporting of all ETB's who utilise the ESI (Manser) reporting system to one common system – SUN Financials – which is being utilised by a number of other ETBs. MSLETB is scheduled to transition on 1st July, 2022. A Transition Lead has been appointed and many colleagues across the 3 pillars of OSD, Schools and FET are already or will shortly be heavily embedded in training and development in order to transition to these new business process workflows.

Learner Payments

The transition of the remaining cohort of Further Education learners – VTOS and Youthreach to ESBS Learner Payments took place in late February 2022.

Corporate Services

The Corporate Services team in the majority continued to work remotely in 2021 in line with government public health measures for Covid 19. Essential services continued on-site and reception reopened. The team has demonstrated a continued reliance and adaptability to remote working, while maintaining an efficient and sustained level of business continuity throughout the pandemic. The following key projects were progressed in 2021:

Health and Safety & Covid-19 Response Plan:

The Covid-19 Reponses Plan was implemented in 2019, and Corporate Services continued to support administration offices, schools, and centers in line with government guidelines. To date, the plan has worked well. 2021 saw the full reopening of schools and centres. MSLETB continue to recommend and implement best practice to ensure the Health & Safety of all staff and learners during the pandemic.

In the last quarter of 2021 Corporate Services developed a Health and Safety review and renewed Programme to be rolled out in 2022.

Governance:

Corporate Services administered the ETB's legislative requirements as outlined under the Code of Practice 2019, namely the departmental returns of the MSLETB Service Plan 2021, MSLETB Annual Report 2020, Charities Act Annual Return, and the Public Sector Duty Values Statement. We also developed, administered, and collated the Risk Registers and Code of Ethics annual returns. Corporate Services continue to support the Chief Executive and the Board in carrying out their duties.

Insurance and Legal issues:

Corporate Services department continued to provide advice to all staff throughout the ETB in respect of legal issues arising, potential claims, and personal injuries claims.

Data Protection and Freedom of Information:

The Data Protection and Freedom of Information Unit administered the following requests:

- 14 Freedom of Information and 6 Subject Access Requests were processed and completed, as well as a considerable number of general administration queries, in line with relevant legislation.
- The Data Protection Unit managed 20 Data Breaches in 2021 along with handling complaints and liaising and reporting to the Data Protection Commission.
- More than 12 Data Protection Impact Assessments were carried out with the assistance of the Data Protection Officer (DPO) in 2021.

Procurement:

In 2021, MSLETB appointed a Procurement Officer to have oversight and management of the centralised procurement function for above threshold contracts. As per the requirements of our Corporate Procurement Plan, the Multi Annual Procurement Plan (MAPP) was completed in 2021 and was submitted to ETBI to facilitate strategic planning of future national procurement solutions for the sector.

A range of organisational Procurement projects were delivered including ICT/TEL procurement, such as Network equipment and associated services, Provision of Broadband services across the organisation, supply of eLearning Interactive Cloud Resources and content and Video conferencing solutions. General services were also procured including Electrical Consumables, Advanced Manufacturing and associated services, Waste Management Services and Contracted Training. We have also procured a considerable number of Consultancy and Minor Works Projects as evidenced in our Buildings update below.

Buildings:

The Buildings Unit procure, manage, and complete the administration of all buildings projects across the organisation. 2021 was an extremely busy year, with a huge volume of projects being administered through the Unit.

Additional accommodation works were completed on Coola Post Primary (in retention stage). Works were progressed in Grange PPS Sligo, Moyne College, Ballina Design Team, Carrigallen V.S. Leitrim, Drumshanbo V.S. Leitrim and Ballinode Community College, Sligo. Further additional accommodation was granted at Carrigallen V.S. Leitrim, St Tiernan's College, Crossmolina, St Brendan's College, Belmullet, Drumshanbo V.S. Leitrim and Moyne College, Ballina. Applications for additional accommodation were also submitted for St Josephs Community College Charlestown, Davitt College Castlebar, Coola PPS, Sligo and Coláiste Pobail Acla.

Temporary Accommodation was erected and is occupied at Grange PPS Sligo and Davitt College, Castlebar. Applications for temporary accommodation have been submitted for Carrigallen V.S. Leitrim. Carrigallen V.S. was obliged to use non-ETB properties due to the Covid 19 pandemic and four external centres were furnished as general classrooms.

Emergency Works were progressed, with applications made for Coláiste Iacaigh, Sligo, St Joseph's Community College, Charlestown, Coola P.P. Sligo, Coláiste Pobail Acla, St Tiernans College, Crossmolina and St Patricks College, Lacken Cross. Further works have been substantially completed for Moyne College, Ballina and St Joseph's Community College, Charlestown.

Delivery of works projects for external schools;

MSLETB is also tasked with the delivery of works and capital projects for schools outside of its remit. In 2021, the procurement of a Design Team was completed for Scoil Iosa in Ballyhaunis on the request of the Department. MSLETB also began the procurement of a Design Team for a new school build at Gaelscoil Chluainin, Manorhamilton.

ICT Project review 2021:

MSLETB continued to improve and upgrade ICT systems at all its schools, centres and administrative offices in 2021. MSLETB also provided CPD for its staff on all new software packages including Teams, SharePoint and Microsoft 365. Below is a summary of some of the work carried out by the ICT team in 2021.

Infrastructure Projects Completed:

The Covid-19 pandemic has increased the ICT infrastructure within MSLETB with the deployment of over 800 devices in 2021 to support remote learning and working. We are now reliant on mobile devices to support staff and students in their working and learning lives. This influx of devices has greatly increased the demand for our ICT support services. There has been a fundamental shift in learning with the utilisation of cloud services such as Microsoft Teams and SharePoint to provide online learning.

The ICT Unit deployment of over 400 mobile devices and over 200 PC's to Schools and FET Training Centers to support the return to onsite learning in September as well as the installation of all MSLETB devices to Windows 10 Pro Version 21H1.

The MSLETB Intranet (built on the SharePoint platform) has been further developed as well as the migration of documents from on-premises server solutions to the cloud continues.

New network extension and upgrades were rolled out to ten sites. Working with HEAnet MSLETB we have upgraded the large majority for the second-level school to a 200MB uncontended fibre connection.

In 2021, there was a significant attack on Health Service Executive ICT systems. Initial reports indicated a human-operated 'Conti' ransomware attack that had severely disabled several systems and forced the shutdown of the majority of other HSE systems. As a direct response to this attack, MSLETB undertook a security review and has implemented a number of safeguards to minimise the effects of such an attack.

ICT Training and CPD 2021:

There was a significant increase in the demand for training in 2021 due to Covid-19 and remote working requirements. Training was provided for all sections, administration, Further Education and Schools. The training focuses on areas such as Security, Remote Working/Learning, and the Microsoft Cloud Platform Microsoft 365. An intensive program of training was initiated to upskill staff members on the ever-revolving Microsoft 365 Platform which includes SharePoint, Streams, MS Teams, OneDrive, and Standard MS application. MSLETB is committed to supporting CPD as we transition to the Cloud.

The ICT Department is committed to ensuring the best quality of service to staff and students of MSLETB during this challenging period. Working with our strategic partners, we are endeavoring to increase productivity, using cloud resources in the future.

Website Development:

The launch of the MSLETBs Corporate Website in 2020 was a remarkable success and an inviting platform to update and relaunch new websites across the organisation. In 2021, Corporate Services co-ordinated the website development for Youthreach Sligo, Mayo

College of Further Education, Youthreach Ballina and Mohill Community College, Leitrim. These sites provide accurate up to date information on services available to learners and pertinent information about the schools and centres. Website projects also commenced for Youthreach Ballinrobe, Moyne College Ballina and Sligo Youth Services.

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 all 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.
- 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.
- 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.

2021 saw a high level of activity in the Human Resources Department, which included the following:

BTEI Conversion: Work continued on Phase II of this project 2021. This project arose following a national agreement reached between the Department of Education and the TUI, which enables the conversion of tutors in the BTEI, programme in all ETBs nationally, in accordance with set criteria.

Garda Vetting: HR processed a total of 985 Garda Vetting applications in 2021. The Vetting Function was centralised to Sligo in April 2021.

Recruitment: In 2021 there was significant recruitment across the three pillars of Schools, Further Education and Training and Organisation Support and Development. MSLETB held over 312 recruitment competitions in 2021, in total over 1,700 job applications were processed by the HR Department. The HR Department has been successful in delivering all recruitment remotely using the Microsoft Teams platform.

Pension: There were 27 retirements in 2021, (4 were part of the Spouses & Children Scheme) which involved calculating individual pensions and lump sum payments. A significant amount of requests also were received for pension estimates in 2021. HR Staff attended pension training arranged by ETBI in 2021.

ESBS Core/HR Project: Under the Department of Education (DE) Shared Services Plan for 2017 – 2020, Education Shared Business Services (ESBS) has been set up to implement the establishment of an operational Payroll Shared Services for the delivery of Payroll and Travel and Subsistence for all 16 ETBs.

The complete migration of MSL ETB's payroll to shared services was successful and went live in October 2021.

Training & Development

- Two-day Workshop delivered on line by Legal Island organised for HR staff in November 2021. This workshop was mainly a Review of Employment Law.
- A Level 6 Leadership and Management Course on line was offered to staff in October 2021. This was a 10 week course part time and a number of HR Staff completed the course.
- Selection Board Training was held on line in March 2021.
- The Pensions Team had the opportunity to attend on line Single Pension Scheme Webinar (6 sessions) in Q4 2021.
- Dignity at Work Training on line was held for all HR Staff in October 2021.

Financial Summary

MSLETB is funded primarily by the Department of Education (DE) for the delivery of second level teaching and by the Department of Further and Higher Education, Research, Innovation and Science through SOLAS the Further Education and Training Authority in the delivery of further education and training programmes.

In 2021, funding for other projects was provided by other Government Departments and Agencies including:

- Department of Social Protection,
- Department of Children, Equality, Disability, Integration and Youth,
- 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 which have subsequently amalgamated to form the Atlantic Technological University.

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

The year 2021 continued to be characterised by the challenges posed by the Covid-19 pandemic. In September, 5,407 students were enrolled in the organisation's 19 post primary schools, which also included two colleges of further education (see Appendix 1). Throughout this year the dedication of principals and their teams in keeping schools open and ensuring that teaching and learning continued in as near normal circumstances as possible was nothing short of remarkable given the variants of the virus that impacted on staff and students.

MSLETB 2021 course offerings targeted both post-primary and post leaving certificate students. The 6-national certificate programmes includes the following; Junior Certificate Programme, Junior Certificate Schools Programme, Transition Year Programme, Leaving Certificate Program, Leaving Certificate Vocational Programmes and Leaving Certificate Applied Programs. The variety of Post Leaving Certificate (PLC) courses on offer for the year 2021 can be found on the MSLETB website (Further Education and Training – Search Courses).

Challenges for Leaving Certificate & Junior Cycle

In February 2021 Minister Foley announced that Leaving Certificate 2021 examinations would proceed and that students would also have the alternative option of applying for grades accredited by the State Examinations Commission (SEC), to be known as SEC-Accredited Grades. For those choosing to take the Leaving Certificate exams, oral exams were held during Easter. The Minister also declared that the Junior Cycle examinations would not run in 2021. Schools were provided with guidance on engaging the junior cycle cohort, through online learning and assessment during the period of school closure and in-person learning when the schools re-opened. Management and staff in MSLETB schools did extraordinary work in ensuring educational continuity so that our students could advance to the next stage of their careers and lives.

Summer Provision

The Department of Education launched a summer programme available to all schools for students with complex educational needs and students at risk of educational disadvantage. This two-week programme was a great success in supporting the many students in need of assistance.

Covid 19 response plan

For the 2021/2022 school year the DE announced that the suite of COVID 19 measures put in place in 2020/2021 would be maintained. This response plan for the safe and sustainable operation of Post Primary schools was effectively adopted in each school, which enabled all MSLETB schools to reopen in a safe manner. The DE provided guidance on ventilation and on Carbon Dioxide (CO₂) monitors, which was also quickly adapted by the schools. The fact that the MSLETB schools remained opened in full is a testament to the meticulous preparation and the trojan work by all school leaders, staff and students.

Covid Learning and Support Scheme (CLASS)

A new programme called Covid Learning and Support Scheme (CLASS) was launched for the school year, whereby additional teaching hours were provided to schools as a once-off temporary allocation, to support schools in addressing learning loss among students due to

school closures. Although a welcome initiative by the D.E., some schools had difficulty in capitalizing on these hours due to teacher supply issues.

Board of Management Training

MSLETB BOM trainers delivered online training by remote access during 2021, Additional training was provided in response to requests by individual Boards of Managements.

MSLETB provided additional professional development in:

- Child Protection
- DLP and DDLP Refresher Training
- Induction for new Leaders
- Risk Management Training
- Admissions /S29 workshop
- Data Protection Training

Implementation of the ETBI Framework on Ethos within MSLETB

In 2021 MSLETB appointed an Ethos Co-Ordinator to support schools in implementing the “ETBI Patrons’ Framework on Ethos”. An Ethos Leadership Team (ELT) has been established in MSLETB schools-with the creation of the Ethos Professional Learning Network (PLN), comprising of one member from the ELT in each school, supporting all Principals.

A Pilot Programme for the School Self-Evaluation (SSE) of Ethos is also being initiated in conjunction with DCU. This Pilot Programme is taking place in one school where the school is engaged with the SSE of Ethos. A separate “ETBI Patrons Framework for Ethos – A Quality Assurance Process,” has been developed and sets out the standards and statements of effective practice for the SSE Process.

During the year, the Ethos Co-ordinator has given presentations introducing the ETBI Patrons’ Framework and the ETB Core Values to:

- MSLETB Board Members,
- Boards of Managements,
- Principals and Deputy Principals.

Supporting the Safe Provision of Schooling (SSPS)

‘Supporting the Safe Provision of Schooling’ (SSPS) inspections were carried out in 2021 to ascertain how schools were implementing the department’s COVID-19 response plan for the safe and sustainable operation of schools. This plan provided key messages to minimise the risk of COVID–19 for staff, learners, families and the wider community while recognising the importance of the safe and sustainable provision of schooling for the health and wellbeing of students and of society as a whole.

At the end of each inspection the DE provided verbal feedback to the school and a printed report. The report from each inspection was also published on the DE website (see Appendix 2).

As everyone continued to adapt to a new life with Covid, various innovative activities and events organised by schools to provide educational opportunities and environments are clearly evident in individual school websites available on www.msletb.ie

MSLETB schools have shown resilience, adaptability and an extraordinary work ethic and commitment to provide educational opportunities for their students in these challenging times. Highlighted below are examples of some of the activities /events that occurred during the year.

<p><i>U-17 All-Ireland Champions</i></p> <p><i>Coola Post Primary</i></p> <p><i>Riverstown</i></p> <p><i>Co Sligo</i></p>	<p>Coola PPS won their first ever national soccer title with a thrilling 3-2 win over Scoil Ruain of Killenaule (Tipperary) at the Athlone Town Stadium in March.</p>
<p><i>Student receives Top National Engineering Award</i></p> <p><i>Coola Post Primary</i></p> <p><i>Riverstown</i></p> <p><i>Co Sligo</i></p>	<p>Coola PPS celebrated a major achievement with a Leaving Certificate student named the Young Engineer for 2021. This prestigious award goes to the Leaving Certificate student with the best project submitted for Higher Level Leaving Certificate Engineering, and was presented to the student last December at the Engineering Technology Teachers' Association (ETTA) conference in the Technological University of Shannon (formerly Athlone IT).</p>
<p><i>Flying the Flag at Coola</i></p> <p><i>Coola Post Primary</i></p> <p><i>Riverstown</i></p> <p><i>Co Sligo</i></p>	<p>Coola PPS were rewarded for their hard work on two important fronts: they secured the Green flag for Biodiversity, and the Pieta House Amber flag for promoting Mental Health by raising the most for Pieta House out of any school in the northwest.</p>
<p><i>Student Enterprise Awards</i></p> <p><i>Corran College</i></p> <p><i>Ballymote</i></p> <p><i>Co Sligo</i></p>	<p>First year Business Studies students participated in the Student Enterprise Programme. Five businesses from Corran College entered the county final, and KRJ Valets were announced as winners of the Junior Category. This group progressed to the National Final, winning the Best Endeavour Award (Junior).</p>
<p><i>A History of Music</i></p> <p><i>Corran College</i></p> <p><i>Ballymote</i></p> <p><i>Co Sligo</i></p>	<p>Corran College's musical production, "A History of Music" was staged in The Art Deco Theatre in Ballymote on Thursday evening March 3rd. "Students performed to a capacity audience with huge demand for tickets", said Mr Martin Flynn, Principal. "The sold-out show was very warmly received by those lucky enough witness it", he added.</p> <p>A variety of students from all different year groups took part in the production.</p>

<p><i>Europe Day</i> <i>Lough Allen College</i> <i>Drumkeeran</i> <i>Co Leitrim</i></p>	<p>As part of the European Parliament Ambassador School Programme (EPAS), Lough Allen College celebrated peace and unity on 9th of May, Europe Day. Maria Walsh, MEP visited the school to assist in marking the day. Maria gave a personal and inspiring talk to our students. She spoke about her farming background and how community should be at the heart of our daily lives. Maria encouraged our students especially females to come forward and get involved in organisations where their voice can be heard. To conclude our trad group played a few reels and jigs. The EU flag was then raised by Maria Walsh. It was a very positive and memorable day.</p>
<p><i>All Ireland Gael Linn Debating Final</i> <i>St Brendan's College</i> <i>Belmullet</i> <i>Co Mayo</i></p>	<p>Congratulations to the Debating Team who represented St. Brendan's College, Belmullet in the All- Ireland Final of the Gael Linn Debating competition earlier this year. This was a historic occasion for the school as it was the first time that a team from the school progressed to this level.</p>
<p><i>Connacht title</i> <i>St Tiernan's College</i> <i>Crossmolina</i> <i>Co Mayo</i></p>	<p>The Juvenile GAA team recently won a Connacht title against St Patrick's, Lacken Cross. They applied themselves very well in each match along the way and trained hard.</p>
<p><i>May Day for Sustainability</i> <i>Mohill CC</i> <i>Co Leitrim</i></p>	<p>May Day for Sustainability engaged students in a focus on sustainability in our own lives, including a poster campaign highlighting 'Fast Fashion' and how in the clothes we buy (or don't buy) we can display our commitment to sustainability. This and other environmental projects raised our consciousness to this hot topic. Within this a wonderful win of €500 each for student and school in the 'BIN IT' competition which involved TY student creating a short YouTube clip highlighting the importance of binning our gum.</p>
<p><i>School Trips</i> <i>Mohill CC</i> <i>Co Leitrim</i></p>	<p>Trips to the cinema and the Zoo, to Rooskey Outdoor Adventure Centre, Causey Farm and Tayto Park, to the Hugh Lane Gallery and the National Museum of Ireland, to the Dome in Castlebar for a few closely fought matches, to Olympic Handball in Ballinamore with the TY boys bringing home the trophy; First, second and third prizes in the Leitrim Historian project awards; fundraisers for Pieta House and Cystic Fibrosis, with the grand finale of Student vs. Teachers Soccer game on Friday 3rd June.</p>
<p><i>Brat Amber</i> <i>Gaelcoláiste Chomáin</i></p>	<p>Comhghairdeas le scoláirí na hIdirbhliana a bhronnadh an gradam don Bhrat Amber orthu le déanaí. Tugann an brat seo aitheantas do mheabharshláinte dearfach a chothú sa timpeallacht scoile. D'éagraigh na scoláirí eachtraí éagsúla</p>

<p><i>Ros Dumhach</i></p> <p><i>Co. Mhaigh Eo</i></p>	<p>chun an gaisce seo a bhaint amach,mar shampla Seachtain dearfach na meabharshláinte,comórtais póstaeir agus le déanaí Rith Datha.Bhailigh na scoláirí go leor airgid do Pieta House.Seo an chéad uair ina bhronnadh an brat Amber ar ár scoil. Comhghairdeas le scoláirí na hIdirbhliana agus muintir na scoile uilig as ucht an dea-obair agus iarracht mhór a chuir siad isteach chun an brat a bhaint amach.</p>
<p><i>School Summit</i></p> <p><i>Gaelcholáiste Chomáin</i></p> <p><i>Ros Dumhach</i></p> <p><i>Co. Mhaigh Eo</i></p>	<p>Sna grianghraif,tá scoláirí sinsearacha ó Ghaelcholáiste Chomáin,Ros Dumhach a d'fhreastal le déanaí ar an School Summit i mBeacán. Le linn an turais bhí deis ag na scoláirí labhairt le rannpháirtitheoideachais,agus d'fhoghlaim siad go leor eolais maidir le bealaí éagsúla chun áiteanna/cúrsaí a aimsiú sa todhchaí.</p> <p>Ina theannta sin, buíochas mór le MSLETB as ucht an sár-eolas a bhfuair na scoláirí ag a seastán. Lá fiúntach a bhí ann.</p>
<p>SCÉIM AITHEANTAIS SCOILEANNA</p> <p>GAELTACHTA</p> <p><i>Gaelcholáiste Chomáin</i></p> <p><i>Ros Dumhach</i></p> <p><i>Co. Mhaigh Eo</i></p>	<p>Tá an-chuid oibre déanta againn i mbliana maidir leis an Scéim Aitheantas Scoileanna Gaeltachta.Bhí eachtraí éagsúla ar siúl againn sa scoil le linn na scoilbhliana chun an ghaeilge a chur chun cinn agus a fhorbairt sa bhreis.Samplaí de na himeachtaí sin ná tionscadal staire bunaithe ar an seanscoil i Ros Dumhach,ag obair le na bunscoileanna áitiúla,cúrsaí ceoil agus drámaíochta srl.</p>

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 responsibility for the management of MSLETB's FET provision lies with the Director of FET, 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	Training Centre Manager	Assistant Training Managers	Assistant Training Manager
	Assistant Principal Officer (APO) Finance	4 Assistant Training Managers	Training Standards Officers	Training Standards Officers
	APO HR	Post Leaving Certificate Principals	Quality Management System Team Lead	Quality Management System Team Lead
	APO Corporate Services		Quality Assurance FE Staff MSLETB	Quality Assurance FE Staff MSLETB
	Area Training Manager			
	Adult Education Officers			

Role of the Strategic Performance Agreements and FET System Targets

The establishment of strategic performance agreements between SOLAS and ETBs provides a framework by which key elements of this strategy can be implemented over a three-year period. The first agreements run over the period 2018-2020, and during 2021 SOLAS worked with the Minister and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) to agree the FET system targets which will be embedded in the next cycle of agreements. SOLAS will then work in partnership with the ETBs to develop agreements for the period 2022-2023. There will also be a formal mid-term review of the agreements in 2022, and this will be linked to a wider progress review of the strategy at this stage.

The agreements provide a powerful implementation mechanism to ensure that the strategy is reflected by strong performance and a commitment to change across SOLAS and the ETBs. While detailed targets will be developed, it can be expected that, by the end of 2024, Future FET will mean:

- There will be a greater overall penetration of FET across the population of Ireland.
- A greater share of school leavers will be choosing FET or apprenticeship as their first destination.
- People will move seamlessly between FET and HE with clear transition criteria in large numbers.
- A significant and growing cohort of people in employment using FET to up-skill and of employers viewing FET as a critical enterprise resource.
- Progression levels through FET will increase strongly, with pathways from core skills and community education available to all who wish to pursue them.
- A digitally transformed FET system will offer a large portfolio of flexible, online and blended opportunities.

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 innovative approaches and standards to improve services; evaluating systems, work practices and programmes to identify and implement opportunities for improvement.

Establishment of the Department of Further and Higher Education, Research, Innovation and Science

In 2020 the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) was established. The role of DFHERIS is to fund and create policy for the higher and further education and research sectors. It will also oversee the work of the state agencies and public institutions operating in these areas, including ETBs. During 2021 many positive developments happened in FET due to the establishment of DFHERIS, and in particular support for the sector during the Pandemic.

The establishment of DFHERIS is a game changer for the ongoing improvement and value proposition of Further Education and Training (FET). The role of DFHERIS is to make sure that the FET sector supports and encourages Ireland's social and economic development, and particularly to make sure that public investment and policy in FET and the other areas it is responsible for will give opportunities to everyone, including the most vulnerable in society.

The on-going impacts of Covid-19

In 2021, the global pandemic continued to have far-reaching impacts across all MSLETB services as facilities had to close and normal activity and routines were severely disrupted. Initially when the full brunt of the pandemic hit, MSLETB successfully implemented emergency remote learning across FET Services. At this time, the focus was reset to continue teaching and learning, remotely; supporting learners to complete their courses; and, to prepare for reopening. Our priority throughout 2021, as it was in 2020, was the health, safety, and welfare of our entire FET community.

Fortuitously, prior to the pandemic, in line with our strategic goals and Strategic Performance Agreements with SOLAS, MSLETB had significantly invested in Technology Enhanced Learning (TEL) and in particularly developing blending learning methodologies and making equipment available across all programmes in MSLETB, supporting both Tutors and Learners. In response to the pandemic MSLETB was able to immediately implement wide scale emergency remote learning, building on our existing work and accelerating our goal of including TEL within all facets of FET delivery. The necessary wide scale adoption of the novel approaches points to many positives, which suits a more andragogical approach to delivery including, offering a framework applicable to teaching that allows FET to appeal to student's different life experiences; personalise the students' educational experience; and tailor education to diverse types of adult learners.

However, the rapid transition from face-to-face learning and in-company training to e-learning is far from ideal for many FET learners.

In 2021 there was a return to on-site based blended learning when it was possible during different stages of the lockdowns and following government and sectoral advice. In September 2021 all our FET centres opened fully following the guidelines, on a risk assessed basis to ensure that teaching and learning could be fully delivered.

The establishment of Mayo College of FET:

On the 12th of April 2021 a major milestone was achieved by the establishment of Mayo College of FET. Building upon the productive and mutually cooperative working relationship of Castlebar College of Further Education (Castlebar CFE) and Westport College of Further Education (Westport CFE), this new college brings together both entities in a major evolution of further education and training for the region.

The state-of-the-art FET programmes and courses offered by Mayo FET College enables students and teachers to meet the demands of the modern social and economic environment. The College offers exceptional educational opportunities for school leavers, lifelong learners, returning learners, employers, employees, and the wider community. It serves as a beacon of learning for the region and affords learners the opportunity for academic, employment and social progression. Mayo College of Further Education and Training;

- is a leading centre for learning in Mayo and the West of Ireland,
- is a technology-enhanced centre of excellence,
- has a robust European dimension with the Erasmus+ programme; and
- offers a range of social and sporting activities for learners.

The development is in line with the goals of the SOLAS Transforming Future FET: Transforming Learning the National FET Strategy 2020-2024. The college will focus on Building Skills, Fostering Inclusion and Creating Pathways

FET Programmes

During 2021, 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. Numbers of enrolments were down due to the impacts of the pandemic, particularly in community and contracted training provision, but also across all provision types.

In 2021, approx. 11,984 learners participated in FET provision across the three counties Some of the highlights of these programmes were;

Post Leaving Certificate (PLC) in 2021, 1823 learners participated in highly innovative and in-demand skills area courses in eight PLC locations throughout Mayo, Sligo and Leitrim. The courses are full-time and last for one year. They offer a mixture of practical work, academic work and work experience. Courses are at Level 5 and Level 6 on the QQI Framework in areas such as nursing, business, IT, software development, healthcare, and the built environment to name but a few.

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. In 2021, MSLETB was actively recruiting apprentices, working closely with employers across the region. MSLETB provides services/and training to over 2,000 apprentices per annum and works with over 1,000 employers per year. MSLETB is a leading ETB in new Generation Apprenticeships having developed and validated both the Sales and Butchery Apprenticeship as the national coordinator provider. Both apprenticeships are currently thriving with recruitment meeting targets and expanding. MSLETB is also delivering all the new generation apprenticeships and the off-the-job phases in Hairdressing, 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. In 2021, MSLETB had 244 learners participating in Traineeships. 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. In 2021, MSLETB launched a new innovative national Traineeship in partnership with Microsoft - Microsoft Cloud Traineeship programme. This programme will equip learners with the ICT skills needed in this innovative and new sector and is highly in demand.

Vocational Training Opportunities Scheme (VTOS) is for longer-term unemployed people. MSLETB has nine centres across the three counties and 389 learners participated in VTOS programmes in 2021. The programmes are in areas such as business, accounting, tourism, sustainability etc.

Back to Education Initiative (BTEI) in 2021, 3,021 learners participated in MSLETB's BTEI programmes 2021 across Mayo, Sligo and Leitrim. BTEI programmes provides part-time Further Education 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/ Family Learning/ Adult Literacy and Numeracy in 2021 1,367 learners participated in Adult basic education programmes across the three counties. Adult Learners can avail themselves 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 themselves of themed literacy courses for example in health, culinary, horticulture or car maintenance while improving literacy skills.

English for Speakers of Other Languages (ESOL) helps adults improve their spoken and written English. In 2021 MSLETB had 677 learners engaged in ESOL classes across the three counties.

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.

Currently, MSLETB is working with many families and programme refugees across the three counties.

Community Education refers to adult education and learning 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 themselves of community education at minimal or no cost. In 2021 2,698 people participated in Community Education Courses across Mayo, Sligo and Leitrim.

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. In 2021 178 learners engaged in specific skills training courses. 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/ Community Training Centres 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 employment. MSLETB operate five Youthreach Centres, three in Mayo, one in Sligo and one in Leitrim. In 2021 386 learners engaged in Youthreach/CTC across the five centres.

Local Training Initiatives MSLETB in partnership with community-based groups provide a range of person-centred, proactive training/job-related services, to assist individuals to enter/re-enter the active labour market. In 2021, 175 people participated in local training initiatives across Mayo, Sligo and Leitrim,

Skills To Advance (STA)/ Skills for Work (SFW) are national programmes aimed at providing educational training opportunities to upskill employees and deal with the basic educational skills demands in the workplace. STA programmes are focused on increasing participation in lifelong learning and addressing critical skills gaps for employers. SFW courses provide basic workplace education and may include a variety of subjects, which supports the educational needs of employees. In 2021, 314 people participated in Skills to Advance courses across Mayo, Sligo and Leitrim.

Music Generation Music Generation Mayo, Music Generation Sligo and Music Generation Leitrim offer performance music education services for children and young people aged 0-18 yrs. MSLETB continues to promote and develop participation in music education across its three counties.

Outdoor Education Centres MSLETB operates two Outdoor Education Centres, in Achill, Co. Mayo and 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 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.

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. Approximately 500 learners participated in these programmes in 2021. MSLETB through Mayo College of FET offers the highly innovative blended learning Green Certificate programme, and this continues to go from strength to strength.

Youth Work

The activities of MSLETB in relation to youth work in 2021 encompassed the following services:

- Administration and oversight of the following **grant schemes** to volunteer-led and operated youth groups:
 - Local Youth Club Grant Scheme
 - COVID-19 Minor Grant Scheme
 - ICT Investment Grant Scheme
- Implementation of **National Quality Standards** for Volunteer Led Youth Groups and National Quality Standards Framework for the Youth Sector
- **Administration and oversight of funding to staff-led youth projects**, under the following schemes:
 - UBU Your Place Your Space Scheme
 - Youth Information Centre Scheme
 - Youth Capital Funding Scheme
 - LGBTI+ Youth Service Grant Scheme
 - North West Regional Drugs and Alcohol Task Force projects (as funded by the Department of Health)
 - Targeted Youth Employability Support Initiative
- Youth engagement and participation through support of **Comhairlí na nÓg** in each of Mayo, Sligo and Leitrim.
- **Planet Youth (Mayo)** - international, evidence-based primary prevention model developed in order to reduce substance abuse rates amongst young people.
- Youth Mental Health Initiatives in 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.

Under the DCEDIY's Youth Reform programme, the new **UBU Your Place Your Space** scheme commenced in July 2020, making 2021 the first full year of operation of the new programme. Substantial ongoing work took place with all funded UBU projects throughout 2021 in relation to this new programme, including full implementation of the Performance and Oversight Engagement Framework with all projects. Important work was carried out by projects in

supporting young people across Mayo, Sligo and Leitrim during the pandemic, with concerning rises of reported mental health difficulties for young people.

Of particular note, MSLETB was one of just two ETBs nationally that secured a new UBU project under a competitive process operated by the DCEDIY during the summer of 2021, succeeding in its application for a **new youth service for Erris, Co. Mayo**. This new service, operated by Foroige, will carry out work across the Erris peninsula. The project is based in Belmullet, with outreach to Eachléim and Rossport / Cornboy. The new service in Erris commenced in late 2021.

In addition, through a second competitive process held in the latter part of 2021, MSLETB secured one of just eight new UBU projects nationally, this time for **South Sligo**. MSLETB is unique in securing two new UBU projects in 2021. The new South Sligo youth service will commence in 2022.

Local Creative Youth Partnership:

In 2021, confirmation was received that MSLETB was one of three new sites selected for the development of a Local Creative Youth Partnership (LCYP), following an application process originally held in 2018. This is funded under the Creative Ireland programme, with funding from the Department of Education and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. The **National Youth Council of Ireland (NYCI)** is a key partner of MSLETB in the development and implementation of the LCYP.

Mayo, Sligo and Leitrim Local Creative Youth Partnership LCYP will bring together representatives of the non-formal education and youth work sector as well as local arts, cultural and creative organisations and other relevant agencies. The LCYP will be underpinned by the proposition that participation in cultural activity drives personal and collective creativity, with significant implications for individual and societal wellbeing and achievement. The objective will be to create programmes that respond to the needs, interests and experiences of young people in 'out of school' settings, with a particular focus on those who are marginalised or experience disadvantage to support them to act as change agents within their local communities. The target audience for Mayo, Sligo and Leitrim LCYP is children and young people up to the age of 24 years, with priority given for those aged 10-24 years.

Initial establishment work relating to the rollout of the LCYP took place in late 2021, with the programme to become fully operational in 2022.

Adult Education Guidance and Information Service

During Covid 19 Lockdown MSLETB Adult Education Guidance and Information service team adapted and reacted quickly and successfully meeting clients, individual, and groups of learners remotely and safely. In 2021 following Government Pandemic Guidelines the Guidance services resumed face-to-face sessions fully on-site and virtually as required by our clients. Engagements with the clients remained consistent with pre-covid levels.

The service also met groups of learners virtually by working closely with programme Co-ordinators and Tutors in full time courses such as VTOS, Youthreach, PLC and Apprenticeship and contracted training Programmes, and in Part-Time services such as BTEI and Adult Literacy. Information Officers reached potential clients via social media and collaborating with the newly established 1800 number.

During this time, the Guidance service also hosted very successful innovative projects such as a series of Wellness Webinars, Unlock your Future, Next Steps, development of Information Libraries, career mapping, virtual summer workshops.

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.

The Mitigating Against Educational Disadvantage Fund (MAEDF)

Mayo, Sligo Leitrim ETB in conjunction with SOLAS launched an open call for funding in November 2021 aimed primarily at local Community Education Providers/Groups. The Mitigating Against Educational Disadvantage Fund (MAEDF) aimed to address educational disadvantage which may be experienced by adult learners and had a particular focus on supporting the engagement and reengagement of adult learners in the community. This call aimed to reduce barriers to participation in Further Education and Training (FET) by facilitating wider access to digital technologies, equipment, materials, and other supports.

In 2021, MSLETB provided funding to 94 groups between 3 counties to the total sum of €450,737.59.

Contact Information

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WEBSITE

<http://msletb.ie>

Glossary

BTEI	Back to Education Initiative
C&AG	Comptroller and Auditor General
CE	Chief Executive
CPD	Continuous Professional Development
CTC	Community Training Centre
DE	Department of Education
DSP	Department of Social Protection
DFHERIS	Department of Further and Higher Education, Research, Innovation and Science
ESOL	English for Speakers of Other Languages
FET	Further Education and Training
HSE	Health Service Executive
HSA	Health and Safety Authority
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
NPHET	National Public Health Emergency Team
NQSF	National Quality Standards Framework for the Youth Work Sector
PDST	Professional Development Service for Teachers
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	Rosspport, Co. Mayo, F26 YR99 www.gcr.ie
St. Brendan's College	Belmullet, Co. Mayo, F26 C782 www.stbrendanscollege.com
St. Joseph's Community College	Lowpark, Charlestown, Co. Mayo, F12 WE19 www.sjcc.ie
St. Patrick's College	Lacken Cross, Killala, Co. Mayo, F26 NW52 www.lackencross.ie
St. Tiernan's College	Crossmolina, Co. Mayo, F26 WK25 mayosligoleitrim.etb.ie/school/st-tiernans-college/
Westport College of Further Education	Westport, Co. Mayo, F28 TP82 www.westportcfe.ie
Sligo	
Ballinode Community College and Sligo College of Further Education	Clarion Road, Sligo, F91 DY66 www.ballinodecollege.com / www.sligocfe.ie
Coláiste Iascaigh	Easkey, Co. Sligo, F26 EC56 www.colaisteiascaigh.ie
Coola Post Primary School	Riverstown, Co. Sligo, F52 XE71 www.coola.ie
Corran College	Ballymote, Co. Sligo, F56 DP86 www.corrancollege.com

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

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: Link to Reports

Inspection reports or links to the reports of the schools:

- [Supporting the safe provision of schooling \(SSPS\):
https://www.gov.ie/en/school-reports/](https://www.gov.ie/en/school-reports/)