



msletb

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

ANNUAL REPORT

2022

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Foreword

I am privileged to introduce the Mayo, Sligo and Leitrim Education and Training Board (MSLETB) Annual Report 2022. 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 2022.

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 Team and staff throughout the organisation, who continue to give generously of their time in support of building an education and training sector in this region throughout 2022. I have no doubt in light of the commitment shown by all those involved over the past year, 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.

Mary Bohan, Chairperson

Mayo, Sligo and Leitrim Education and Training Board (MSLETB) is pleased to bring to you the 2022 Annual Report. During 2022, MSLETB continued to grow and improve. I wish to acknowledge and thank everyone in the entire MSLETB community for their support throughout the year. The efforts and commitment of staff to MSLETB ensured that our services and programs thrived and developed during the year, bringing continued success to our learners and students throughout 2022.

This report provides the opportunity to reflect on all we have achieved in 2022 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 of 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 2023 and beyond and the continued development of MSLETB.

Tom Grady, Chief Executive

1. 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') 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'). The purpose of the code is to ensure that the principles of good governance and management are applied by MSLETB.

1.1 Functions of the ETB Board:

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

1.2 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 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.

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 2022 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 eight occasions in 2022, in accordance with Section 4.3 of the Code of Practice. As a result of Covid-19 and in line with Government guidelines, Board meetings were held virtually in February, August and December in 2022. 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 18.02.22	Date of Meeting 22.03.22	Date of Meeting 24.05.22	Date of Meeting 14.06.22	Date of Meeting 18.08.22	Date of Meeting 20.09.22	Date of Meeting 08.11.22	Date of Meeting 15.12.22	Total No. of Meetings Attended
Cllr. John Caulfield Chairperson	Mayo Co. Co.		X	X	X			X	X	5/8
Cllr Rosaleen O'Grady Chairperson (up to end June Sept 22)	Sligo Co. Co.	X	X	X	X	X	X	X	X	8/8
Cllr. Mary Bohan Chairperson (from Sep '22)	Leitrim Co. Co.		X	X	X	X	X	X	X	7/8
Cllr. Seán Carey (Deputy Chairperson from Sep '22)	Mayo Co. Co.	X	X	X	X		X	X	X	7/8
Cllr. Tom Connolly	Mayo Co. Co	X	X	X	X	X	X	X		7/8
Cllr. Christy Hyland	Mayo Co. Co.		X		X	X		X	X	5/8
Cllr. Donna Sheridan	Mayo Co. Co.	X			X		X	X	X	5/8
Cllr. Richard Finn	Mayo Co. Co.		X	X	X		X	X	X	6/8
Cllr. Arthur Gibbons	Sligo Co. Co.	X	X		X	X	X	X	X	7/8
Cllr. Marie Casserly	Sligo Co. Co.	X			X					2/8
Cllr. Paddy O'Rourke	Leitrim Co. Co	X	X	X	X	X	X	X	X	8/8

Register of Attendance & Frequency of Meetings of the Main Board

Committee Members Name	Nominating Body	Date of Meeting 18.02.22	Date of Meeting 22.03.22	Date of Meeting 24.05.22	Date of Meeting 14.06.22	Date of Meeting 18.08.22	Date of Meeting 20.09.22	Date of Meeting 08.11.22	Date of Meeting 15.12.22	Total No. of Meetings Attended
Cllr. Enda Stenson	Leitrim Co. Co.	X	X	X	X	X	X	X	X	8/8
Ms. Nicole McGowan.	MSLETB Staff Rep.	X	X	X	X	X	X	X		7/8
Mr. Pat Coffey.	MSLETB Staff Rep.	X	X		X	X	X	X	X	7/8
Ms. Susan Finan (up until March '22)	National Parents' Assoc. for ETB Schools.	X	X							2/8
Mr. John Moran (from Sep '22)	National Parents' Assoc. for ETB Schools.						X		X	2/8
Dr. Jennifer Van Aswegen	Disability Federation of Ireland in conjunction with AHEAD	X						X	X	3/8
Mr. Pat Forde	Youth Work Ireland	X	X	X		X	X		X	6/8
Mr. Malachy Molloy.	Association of Community and Comprehensive Schools	X	X		X	X	X	X	X	7/8
Mr. Seamus Kilgannon.	Technical Higher Education Association	X		X	X	X	X	X	X	7/8
Ms. Pamela Ní Thaidhg	Údarás ns Gaeltachta	X	X	X	X	X	X	X		8/8

The Finance Committee

The Finance Committee met on four occasions in 2022. 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 DATE 10/02/2022	Date of Meeting DATE 21/03/2022	Date of Meeting DATE 04/11/2022	Date of Meeting DATE 13/12/2022	Total No. of Meetings Attended in 2022
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			1/4
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 2022, 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 Audit & Risk Committee						
Committee Members Name	Internal or External Member	Date of Meeting DATE 11/03/2022	Date of Meeting DATE 05/09/2022	Date of Meeting DATE 24/10/2022	Date of Meeting DATE 09/12/2022	Total No. of Meetings Attended in 2022
Mr. Des Mahon (Chairperson)	External	X	X	X	X	4/4
Mr. Pearce O'Malley	External	X	X			2/4
Mr. Lauri Quinn	External	X		X	X	3/4
Mr. Seamus Kilgannon	Internal		X	X	X	3/4
Cllr. Christy Hyland	Internal		X		X	2/4
Mr. Malachy Molloy	Internal	X	X	X	X	4/4

2. 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 2022. 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's (C&AG) annual audit and any external Audit such as an European Social Fund ('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 Statement of Internal Controls ('SIC') as part of the audited financial statements which will be published within one month of receipt from the C&AG and as an appendix to the Chairpersons Comprehensive Report.

2.1 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 SIC, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements for the year ended the 31st of December 2022 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.

2.2 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.

2.3 Taxation:

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

2.4 Financial Statements 2022:

The Annual Financial Statement for the year ended on 31st December 2022 is subject to audit by the C&AG at the time of publication of the Annual Report 2022. MSLETB 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.

3. Organisational Structure



4. Statement of Services

4.1 Organisation Support and Development (OSD)

The Directorate of OSD is responsible for leading the delivery of organisational and strategic administrative initiatives, including structures, policies, systems, and interventions. These efforts aim to enhance MSLETBs capability to achieve its strategic goals and ensure best practice in the organisation's corporate governance. The OSD unit collaborates with the Schools and Further Education and Training ('FET') Directorates to achieve this objective.

In 2022, MSLETB continued to follow the advice of the Health Service Executive and the Department of Education in the post-COVID-19 pandemic environment. Upon request, the OSD staff worked remotely for up to three days a week. Despite this change, the OSD staff remained dedicated, professional, and collaborative, consistently meeting their targets and work commitments in the new working environment.

Late in 2021, MSLETB migrated its payroll function to the Education Shared Business Service (ESBS), introducing CoreHR as the new software system. As a result, the HR Department now manages basic HR processes by capturing the essential employee data. The CoreHR system has significantly changed the way every staff member interacts with the administrative unit.

On July 1st, 2022, MSLETB successfully transitioned to a new financial reporting system that includes a Purchase to Pay (P2P) system. The decision was made by the Shared Services Unit of the Department of Education to stabilise the financial reporting of all Education and Training Boards ('ETBs') who use the ESI (Manser) reporting system, by transitioning to one common system – SUN Financials, which is being used by several other ETBs.

This project, like the move to CoreHR, was one of the most significant projects to impact the three pillars of OSD, Schools, and FET in MSLETB over the last two decades. It involved transitioning from a paper-based system to an online platform with numerous system-based controls and processes, impacting a large number of colleagues directly involved. Additionally, MSLETB transitioned our VTOS and Youthreach learners onto an ESBS learner payment system in line with all other ETBs that transitioned simultaneously.

In 2022, the Shared Services Unit, MSLETB, and other ETBs in the sector started planning and process design work, to provide a single technology platform for ETB Finance in the coming years. The aim is to standardise, centralise, and optimise ETB Financial and Accounting processes through a Shared Services model, with continuous improvement thereafter.

Overall, these changes represent significant progress towards improving financial reporting, streamlining processes, and creating greater efficiency across ETBs.

Corporate Services is responsible for supporting the Chief Executive and the MSLETB Board in various ways, such as preparing annual reports and service plans, developing policies and procedures, and organising staff training in areas like Governance, Health & Safety, Data Protection, and Procurement.

In 2022, our Procurement Unit completed multiple projects to meet the needs of our offices, schools, and centres, as well as improve compliance throughout the organisation. To enable strategic planning for future national procurement solutions in the sector, MSLETB completed and submitted the Multi Annual Procurement Plan (MAPP) for 2022 in accordance with our updated Corporate Procurement Plan.

These efforts have been critical in enhancing procurement processes and ensuring that MSLETB is well positioned to meet the evolving needs of the organisation and sector as a whole.

In 2022, the Department of Education and the Department of Further and Higher Education, Research, Innovation and Science provided additional funding for the provision of student accommodations, and these projects are currently in progress.

Moreover, MSLETB continued to enhance its cyber security measures in 2022 by allocating significant resources to combat malicious attacks on our networks. In addition, all staff received training on cyber awareness, and this training will continue in 2023.

These efforts reflect MSLETBs commitment to providing a safe and secure environment for its students and staff.

The Human Resources ('HR') Department was highly active in 2022, continuing to advertise a significant number of posts across the organisation, with Recruitment and Garda Vetting remaining a top priority. The HR team dedicated a substantial amount of time to managing staff contracts, teacher allocation, pension calculations, and employee relations.

The team processed a large number of applications for remote recruitment, which was a significant undertaking. Furthermore, the implementation of the ESBS Core HR and BTEI conversion resulted in additional pressure on the HR department. However, the team handled the workload with dedication and professionalism.

Overall, the HR department played a vital role in ensuring that MSLETB continued to attract, retain and manage a highly skilled and motivated workforce in a rapidly evolving operating environment.

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 Administration
 4. Insurance and Legal
 5. Risk Management
 6. Procurement
 7. Buildings and Estate Management
 8. Information and Communication Technology (ICT) Services
 9. Data Protection and Freedom of Information.

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

4.2 Finance

4.2.1 Covid-19

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

4.2.2 Annual Financial Statements

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

4.2.3 Shared Services

The development of a national shared services framework for ETBs covering the payroll and finance functions continues.

4.2.4 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 ETBs who utilise the ESI (Manser) reporting system to one common system – SUN Financials – which is being utilised by a number of other ETBs. MSLETB successfully transitioned to this financial reporting system incorporating a P2P system on 1st July, 2022. A Transition Lead expertly project managed this transition together with significant support from the Finance Team and the Procurement Team colleagues. This transition was supported by colleagues from the Education Shared Business Service ('ESBS') Unit together with colleagues from EY and the two platform providers DCS and Core Financials through a series of intensive training workshops with significant communications support. As noted above, this project was one of the most significant projects impacting the three pillars of OSD, Schools and FET that has taken place in the ETB over the last two decades in terms of the transition from a paper based system to an online platform which incorporates many system based controls and processes and the number of colleagues directly involved / impacted (there are in excess of 200 users / approvers) who use P2P on a daily or weekly basis.

4.2.5 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 in line with all other ETBs who transitioned simultaneously.

4.2.6 Finance Shared Services

During 2022, the Shared Services Unit and the sector commenced planning and process design work in order to provide a single technology platform for ETB Finance in the coming years which aims to standardise, centralise and optimise ETB Financial and Accounting processes through a Shared Services model with continuous improvement thereafter. This aims to establish a single governance structure to reduce the risk in delivering Finance & Accounting processes and to provide quality financial and management accounting reports for regulatory compliance, business analytics & management decision making. Two ETBs are

scheduled to transition to Finance Shared Services in 2023. The timeline for MSLETB has yet to be confirmed but it will take place in the period 2023 to 2026. Prior to this project commencing a number of other projects are scheduled to take place in 2023 including the Conversion of Manser Pay Codes to SUN Financial pay codes, the transition to Shared Services Travel and Subsistence, the transition of the existing SAP reporting system in the Training Centres to P2P and SUN Financials, Contracted Training and Tender and Contract Management

4.3 Corporate Services

2022 was a productive and successful year across all pillars of Corporate Services. In MSLETB, Corporate Services is responsible for providing support to the Chief Executive and the MSLETB Board, Governance, Procurement, ICT, Buildings and Capital, Health & Safety Administration, Insurance and Motor Fleet, Data Protection and Freedom of Information Administration.

4.3.1 CE and Board Support, and Governance

Corporate Services facilitated the eight MSLETB board meetings in 2022 across the three counties and supported the Chief Executive in his role. Corporate Services administered the ETBs legislative requirements as outlined under the Code of Practice 2019, including departmental returns such as the Department Oversight Agreement and Quarterly Returns, MSLETBs Service Plan 2022, MSLETB Annual Report 2021, the Charities Act Annual Return, and the Public Sector Duty Values Statement.

Corporate Services also prepared the Customer Services Action Plan and Customer Charter. The department also administered and collated the Risk Registers and Code of Ethics annual returns. Throughout the year, Corporate Services prepared and submitted reports to the IAU and C&AG as required.

In October 2022, a new statutory obligation was introduced under section 10A of the *Official Languages Amendment Act 2021*. Under this section, at least 20% of all advertising must be in the Irish Language and 5% of MSLETBs advertising budget shall be in the Irish language media. Staff training was received, and an advisory note issued to all leaders to assist in meeting those commitments.

Work commenced in 2022 to prepare MSLETBs *2023-2027 Strategy Statement*, the Statement will be launched in 2023. This was an inspiring project, where we engaged with all staff and stakeholders to develop a dynamic organisation strategy for the coming years.

4.3.2 Procurement:

In 2022, Procurement saw a busy and fruitful year, where compliance in procurement continued to improve across the organisation. Significant projects included Managed Print Services, Canteen and School Meals Services, furniture, website development, a Bus Tender, and translation services.

As our ICT systems improve and develop, procurement continues to support the infrastructure by procuring the required ICT goods and services. In 2022, this included the procurement of video conferencing services and equipment, online CPU interactive sites, SEED Employer Engagement system, as well as ICT Devices and Accessories.

In 2022, MSLETB undertook the transition from Manser to SUN Financials and its associated P2P Module. This is a significant project for MSLETB and requires an investment in resources, particularly from Finance and Procurement. This financial management system is a welcome

addition to internal controls. Procurement have developed a number of catalogues for use in P2P, to assist in the creation of an easier buying environment for users.

The Procurement unit also maintained the Contracts Register on our website and published the updated Corporate Procurement Plan for 2022.

4.3.3 ICT Unit

Cyber Security Projects

In 2021, there was a significant cyber attack on the 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 implemented the following security enhancements.

- Email content filtering solution for all MSLETB domains. All emails received/sent to/from MSLETB are now being scanned for viruses, spyware, spam, and phishing - attacks. This has enhanced cyber security within MSLETB as over 90 percent of attacks are through phishing emails.
- MSLETB engaged the service of a security company to commence simulated phishing email attack on MSLETB staff. They also produced security reports that allow MSLETB to target training at staff members who were most in need of security awareness training.
- Corporate headquarters virus guards' solution. This third-party solution will offer a greater degree of protection to staff carrying out core functions in the areas such as Finance, Payroll, and HR.
- Introduction of mobile device management (MDM) solution to MSLETB, allowing for the secure management and protection of data on mobile devices.
- Geo-blocking on Microsoft 365 infrastructure which restricts users from accessing their Microsoft 365 account in countries other than Ireland and the UK.
- Cloud to Cloud backup solution for Microsoft 365 providing resilience, geo redundancy, and allowing MSLETB to migrate more services to the cloud.
- Implementation of two-factor authentication and Geo-blocking on all VPN connections, enhancing corporate network security.
- Development of a Disaster Recovery Solution to protect the corporate network in the event of a major physical disaster or a cyber-attack.

Infrastructure Projects

MSLETB continued to improve and upgrade ICT systems at all its schools, centres, and administrative offices in 2022.

- New VoIP phone systems have been deployed to replace the end-of-life systems at North Connaught College and St. Patrick's College, Lacken Cross.
- Major Network upgrades have been completed in Marion College, St Joseph's Secondary, Coláiste Iascaigh, Sligo Training Centre, Ballina Training Centre, St George's Terrace, Castlebar Head Office, Coola Post Primary, Ballinrobe Youthreach, Drumshanbo Vocational School, Davitt College, and Grange Post Primary. This represents a significant improvement in security and network performance for these sites and their migration to cloud management.

- Eleven strategic sites across MSLETB received video conferencing systems. This will allow for greater collaboration between staff members and enhanced learning for students across the organisation.
- A new infrastructural Point-to-Point wireless link was commissioned in Easkey Post-Primary School.
- New FET Training Centre in the new FET centre on Tone Street, Ballina. This included a Digital Hub-Skills Assessment Centre for Adult Learners.
- Over 600 devices were deployed in 2022 to support remote learning and working.
- New 'Manage Print Service' implemented within MSLETB. This involved the deployment of over two hundred printers across the organisation. These devices are managed in the cloud continuing MSLETBs cloud-first digital strategy.

System Projects

The ICT Department developed a Client Relationship Management (CRM) System. 'SEED' (Strategic Employer Engagement Development) aims to design a dedicated system to capture all employer data. The CRM will be used primarily as a database but will also have information on how MSLETB works with employers on an ongoing basis.

Development of an E-Learning Platform, incorporating content creation and development. The core objective of this project is the digitalisation of existing courses to facilitate remote learning and the accessibility of content online. The digital transformation of FET focuses on using technology and 'tech-led' approaches in the provision of education and training.

The ETB Finance Consolidation project was completed with the migration of the MSLETB finance system to shared services.

ICT Training and Continued Professional Development (CPD) 2022

ICT 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-evolving Microsoft 365 Platform. This included training on SharePoint, Streams, MS Teams, OneDrive, and other standard MS applications.

The ICT Department is committed to ensuring the best quality of service to staff and students of MSLETB. Working with our strategic partners, we are endeavouring to increase productivity by utilizing a cloud-first digital strategy.

4.3.4 Website Development:

In 2022, new websites were developed and launched for Youthreach Ballinrobe and Moyne College Ballina, Co. Mayo. MSLETB also updated and carried out a significant amount of work to ensure data protection compliance on our websites.

4.3.5 Buildings and Capital Unit

The Buildings Unit procures, manages, and completes the administration of all building projects across the organisation. 2022 was an extremely busy year, with a huge volume of projects being administered through the Unit.

Additional accommodation projects were progressed in Grange Post Primary, Moyne College, Carrigallen Vocational School, Drumshanbo Vocational School, Ballinode Community College, St Tiernan's College, and St Brendan's College. Further additional accommodation was

granted for St Joseph's Community College, Davitt College, Coola Post Primary, Coláiste Pobail Acla, Lough Allen College and Coláiste Iascaigh.

FET additional accommodation projects included the purchase of modular accommodation for Sligo College of Further Education and an application was submitted for the refurbishment of the Old Vocational School in Mohill.

Applications for temporary accommodation have been submitted for Carrigallen Vocational School and Drumshanbo Vocational School. To increase capacity and space during the Covid 19 pandemic, Carrigallen Vocational School was obliged to use non-ETB properties and four external centres were furnished as general classrooms.

Emergency Works were progressed, with applications made and approved for, St Joseph's Community College, Coola Post Primary, Coláiste Pobail Acla, St Patrick's College, Grange Post Primary, Moyne College, and Carrigallen Vocational School. Emergency works applications were also submitted to the Department for Coláiste Iascaigh and the Sligo Training Centre. On-going emergency works projects include Kiltimagh FET Centre and Ballina FET Centre.

Summer works projects granted at Mohill Community College, St Brendan's College, Corran College, Carrigallen Vocational School, Ballinode College, St Tiernan's, Mayo, Coláiste Chomain, St Patrick's College, and Coláiste Iascaigh. All projects are progressing.

In terms of estate management, work continues to regularise Leases and Licence Agreements. The Buildings Unit keeps the Property Register updated and submits regular updates to the Department on MSLETBs property estate.

We have begun implementing our "Reduce Your Use Campaign" to fulfill our Climate Action obligations, supporting the ongoing challenges and expenses associated with energy efficiency. To achieve the 2030 Climate Action targets announced by the Irish government, we are collaborating closely with the ETB sector to develop a toolkit that will aid MSLETB in reaching those goals.

4.3.6 Delivery of capital works projects to external schools

MSLETB is also tasked with the delivery of works and capital projects for schools outside of its remit. In 2022, MSLETB procured a Design Team for Gaelscoil Chluainin, Manorhamilton, and Holy Trinity National School, Westport, Mayo. MSLETB manage the full delivery of these projects.

4.3.7 Health & Safety Administration

MSLETB continue to recommend and implement best practice to ensure the Health & Safety of all staff and learners in respect of Covid 19.

In 2022, MSLETB launched a significant Health & Safety programme. This included the engagement of a Health & Safety Consultancy firm who visited every school, centre and office, and gave bespoke support and Statement / Risk assessment advice to all leaders, Centre Managers and Principals. All leaders were given updated Safety Officer Training, and all other relevant Health & Safety Training was offered to staff. MSLETB developed an online annual Health & Safety Checklist for all schools and centres. This report assists the Executive Management Team in overseeing and resourcing Health & Safety requirements into the future.

4.3.8 Insurance and Motor Fleet

Corporate Services continued to provide advice to all staff throughout the ETB in respect of insurance requirements and any legal issues arising. This year, the ETB procured a new sectoral insurance policy, called the ETB One Policy, providing added protection to services. Our insurance unit also works with Irish Engineering Services in facilitating the statutory inspection of schools and manages all statutory reports in respect of our motor fleet.

4.3.9 Data Protection and Freedom of information

The Data Protection Unit procured and installed a new Data Management system. This platform provides comprehensive data protection software which assists MSLETB in providing ongoing and sustainable data protection compliance across the organisation. It also facilitated online GDPR training, such as Data Protection and Cyber security training, Record of Processing Activities, Subject rights request logs, breach logs etc.

The Unit also procured a third party to assist in carrying out a Data Protection Gap Analysis across the organisation. The analysis assisted in recommending best practice, reviewing existing documentation and policy and identifying any gaps that might benefit from improvement.

In 2022, the unit processed, administered and/or resolved five subject access requests, five data breaches and more than thirty Data Protection Impact Assessments. The Data Protection Unit worked on several Data Processing Agreements and Data Sharing Agreements during 2022.

Corporate Services also managed a considerable number of general Data Protection queries and provided support and guidance to schools and centres in relation to Data Cleansing Projects.

The Freedom of Information unit processed and completed seven Freedom of Information requests on behalf of the organisation.

4.4 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.

2022 saw a high level of activity in the Human Resources Department, which included the following:

4.4.1 Recruitment

In 2022 there was significant recruitment across the three pillars of Schools, Further Education and Training and Organisation Support and Development. MSLETB held over 320 recruitment competitions in 2022, in total over 1,400 job applications were processed by the HR Department. The HR Department has been successful in delivering all recruitment remotely using the Microsoft Teams platform.

4.4.2 BTEI Conversion

Work continued on Phase II of this project in 2022. This project arose following a national agreement reached between the Department of Education and the Teachers Union of Ireland (TUI), which enables the conversion of tutors in the BTEI, programme in all ETBs nationally, in accordance with set criteria.

4.4.3 Garda Vetting

HR processed a total of 1,790 Garda Vetting applications in 2022. This was an increase of over 80% on 2021. In addition to this, vetting disclosures are also received from the Teaching Council.

4.4.4 Pension

There were 28 retirements in 2022, (a number 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 2022. HR Staff attended pension training arranged in 2022. Exploratory discussions commenced with ESBS towards the end of 2022 on a potential future project regarding Pension Liabilities for the ETB Sector.

4.4.5 ESBS Core/HR Project

Under the Department of Education (DE) Shared Services Plan for 2017 – 2020, Education Shared Business Services (ESBS) was set up to implement the establishment of an operational Payroll Shared Services for the delivery of Payroll and Travel and Subsistence for all sixteen ETBs.

This process is now live and throughout 2022 further training took place for management and staff.

4.4.6 Training & Development

- An online Manual Handling Training Pilot Scheme was carried out in OSD.
- Training took place for Managers and Staff on Core HR Administration & Leave Applications.
- Interviewee Competency based training was held online in December 2022.
- The Pensions Team had the opportunity to attend online Single Pension Scheme Webinar.
- Two Irish Language Training Courses with Gaelchultúr were offered in Telephone & Customer Service and A Certificate in Professional Irish.

5. Financial Summary

MSLETB is funded primarily by the Department of Education 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 2022, 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 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.

6. 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.

7. MSLETB Schools

The year 2022 saw a return to normal in MSLETBs post primary schools. An enrolment of 5,938 students received an uninterrupted ‘face to face’ education from within the organisation’s network of schools as School Principals and their teams seamlessly managed student’s return to classroom.

MSLETB 2022 course offerings continued to target both post-primary and post leaving certificate students. During the year 4,849 learners undertook courses in the 6-national certificate programmes which 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 for the year 2022 also enjoyed full participation and course details of which can be found on the MSLETB website www.msletb.ie (Further Education and Training – Search Courses). MSLETB schools continue to provide a quality, inclusive, holistic education that will enable each individual to reach his/her full potential.

7.1. The State Examinations 2022

After the contingency measures and the adjustments of the previous two years, June 2022 saw the full return of externally delivered examinations as well as the first full year of exams under the revised Junior Cycle Framework. There was also a deferred sitting of the Leaving Certificate examinations for any student who contracted COVID-19 or could not attend an exam due to COVID-19 symptoms as well as for close family bereavement or serious injury or illness. Three schools in MSLETB hosted the deferred leaving certificate examinations.

7.2 Summer Provision

The Department of Education’s summer programme targeting students with complex educational needs or at risk of educational disadvantage was enhanced in 2022 to encourage schools to offer the programme. The programme’s aims are to support students’ ongoing engagement with education, to build their confidence and increase their motivation, promote wellbeing and for some who are at key transition stages, help to ensure they can progress to their planned educational placement. This two-week programme was a great success in MSLETB supporting many students in need of assistance.

7.3 Ukrainian Response

In 2022, MSLETB schools oversaw the incorporation of Ukrainian students into their schools. Thirteen schools in MSLETB have welcomed Ukrainian students. The department put in place a system of Regional Education and Language Teams (REALT) hosted by ETBs to support the education needs of children from Ukraine arriving in Ireland. MSLETB appointed a REALT Co-ordinator to oversee and support schools in response to this challenge.

7.4 Enhancement of the ETBI Ethos Framework within MSLETB

The ETBI Patrons' Framework Implementation Plan for Ethos progressed at pace in 2022 continuing to raise awareness of our ethos and core values throughout our school communities. All efforts and activities focused on the theme '*Embedding our MSLETB Ethos and Core Values in our Schools,*' and presentations of the framework has been delivered to all stakeholders in MSLETB. Each of the seventeen MSLETB Post-Primary Schools has established an Ethos Leadership Team in their individual schools. An MSLETB Professional Learning Network for Ethos has been established, with one representative from each PLN attending network meetings. Three PLN Meetings took place in 2022. The National launch of the ETBI Patrons' Framework on Ethos took place on 23rd November 2022 in the Killashee Hotel, Naas, Co. Kildare.

7.5 Expansion of the DEIS Programme

There was a major expansion of the Delivering Equality of Opportunity in Schools (DEIS) programme that saw the programme extended to an additional 310 schools. Each of the new schools in the DEIS programme availed of a range of targeted supports aimed at tackling educational disadvantage, including additional classroom teaching posts, home school community liaison coordinator posts, DEIS grant funding, and access to the School Completion Programme. St Joseph's Community College, Charlestown and St Patrick's College, Lacken Cross were included in this programme in 2022.

7.6 Gaeltacht Recognition Scheme

Three second level schools within Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma, Gaelcholáiste Chomáin are currently actively participating in the Scéim Aitheantais mar Scoil Ghaeltachta. These schools are Gaelcholáiste Chomáin Ros Dumhach, Coláiste Bhreandáin Béal an Mhuirthead and Coláiste Pobail Acla.

Within the BOOMSL the inspectorate has to date conducted one inspection based upon the scheme with a positive outcome being achieved for the participating school. Recent milestones achieved by the schools range from successful awarding of the Gaelbhrtach, a school drama production through the Irish language, participation in Ard-Fheis na nÓg, a successful cross border language initiative, projects with local National schools, debates with schools participating in the scheme and many other events promoting both language and music to enhance the Irish language.

7.7 Assistant Principal 1 Training

Training for all AP1's in MSLETB continued in 2022. This training supported middle leaders and enhanced leadership capacity in the scheme.

7.8 ETBI Summer School

A number of MSLETBs AP1 Postholders attended a 3-day residential summer school that took place in UL in June 2022. The aim of the summer school programme was to support middle leaders in their professional leadership journey and the theme was '*Nurturing Leadership for a Changing world.*'

7.9 Special Education Needs (SEN) Inclusion Mapping Project

SEN inclusion mapping project initiative continued in MSLETB in 2022. MSLETB has three schools in the pilot and five inclusion coaches. This is an ETBI and MIC Collaboration on a pilot project to support schools to maximise the use of the inclusion resources available in each school. The aim of the project include developing an ETBI/MIC ‘Training of Trainers’ model to support future growth of provision and it’s mapping within the ETB Sector.

7.10 MSLETB provided additional Professional Development in:

- Child Protection and Safeguarding Inspections
- DLP and DDLP Refresher Training
- Introducing Restorative Practice in a Post Primary School
- Take 1 Training to embed Education for Sustainable Development (ESD)
- Training for Assistant Principal Post holders
- Induction for new Teachers
- Induction for new Leaders
- Risk Management Training
- Data Protection Training
- Training sessions for Boards of Management

MSLETB schools have remained at the heart of the community, striving for academic excellence and ensuring the care of our student’s wellbeing. In our schools we have seen growth in student numbers, increased attendance rates and increased retention rates. Highlighted below are examples of some of the activities / events that occurred during the year.

<p>Awarded Erasmus & Grant Mayo CFE Westport Co Mayo</p>	<p>Mayo College of Further Education and Training was awarded an Erasmus+ grant of €206,589 in May 2022. This money will be used to continue to send students of Mayo College of Further Education and Training on paid Erasmus+ placements in Iceland, Denmark, Spain, France, Estonia, Poland and Cyprus in the next academic year. Principal, Michael Murphy stated he is delighted with this latest grant and is excited about the positive impact this grant will have on our students.</p>
<p>Amber Flag for Wellbeing Carrigallen V.S Co Leitrim</p>	<p>The Wellbeing Team of Carrigallen V.S undertook a year-long series of events that culminated in the awarding of the Amber Flag for Wellbeing in May 2022. This team consisted not only of teachers but also of student representatives. Events included, Wellbeing Week October 2021 with daily wellbeing activity, Wellbeing Wall artwork by students, Teacher / Student Tug O’War Matches, 5,000 Steps to Wellbeing Walk, Odd Socks Day Fundraiser for STOP charity, Stand Up Awareness Week in school, Workshop for History Students on Global Mental Effects of Pandemic, Be Well Programme for all 1st and TY students, Visit from an addiction counsellor giving students insight into addiction issues, LCA Dodgeball Tournament for 1st Years and 7K Walk, Autism Awareness month activities, Yellow Walk Fundraiser for Pieta charity</p>

World Boxing Champion Amy Broadhurst Carrigallen V.S Co Leitrim	In May 2022, the school was delighted to host World Boxing Champion Amy Broadhurst who raised the Amber Flag and hosted Question and Answer sessions with the students, speaking on issues like mental health and personal achievement.
Musical "This History of Music" Corran College Ballymote Co Sligo	Corran College ran a very successful Musical Called ' <i>The History of Music</i> ' in conjunction with Black Stick music Company in March 2022. All students got the chance to audition and in the end over 60 students were involved in the performance with others helping out as ushers, shopkeepers and ticket sellers on the night. All money raised on the night went towards Ukrainian refugees. Many different acts were involved including: Abba, The Beatles, Eminem, Queen, Bruno Mars and Our very own school Choir. The venue of the Art Deco in Ballymote was sold out on the night and a second day performance for our surrounding national school children was put on.
RTÉ Raidió na Gaeltachta Colaiste Pobail Acla Polranny Achill Co Mayo	Coláiste Pobail Acla were delighted to host the RTÉ Radio na Gaeltachta show ' <i>Iris Aniar</i> ' as they broadcast live from the school in both May and December of 2022, while our students themselves broadcast a special show that was broadcast over Christmas. The shows centred around the great work being done within the school environment. We recognised John 'Twin' McNamara with a new educational Award named in his honour at the school and launched a new book ' <i>500 Focal as Acaill</i> ' on the programme. Coláiste Pobail Acla Transition Year (TY) students have done extensive research on the dialect and words associated with Gaeilg' Acla over the past two years. This book helps to create new interest in Gaeilg Acla and to preserve our local dialect. As a result our TY students were nominated for the ' <i>Ghradam an Chathaoirligh</i> ' by Mayo County Council.
Comhpháirtíocht Idirbhliana I dTír Eoghain. Colaiste Pobail Acla Polranny Achill Co Mayo	Tá Comhpháirtíocht Idirbhliana bunaithe ag Coláiste Pobail Acla le Scoil Ghramadaí Naomh Iósaef, Domhnach Mór, Co. Thír Eoghain i mí an Mhárta. Ghlac ár scoláirí Idirbhliana páirt i raon imeachtaí cultúrtha, teanga agus spóirt leis na scoláirí a bhí ar cuairt ar feadh trí lá. Bhí daltaí ó Thír Eoghain lonnaithe in Ionad Oideachais Allamuigh Acla agus thainig siad le chéile le daltaí ó CPA chun gníomhaíochtaí a dhéanamh trí mheán na Gaeilge. Bhí na scoláirí tumtha i ngníomhaíochtaí cultúrtha agus teanga, le ceardlann speisialta Rince ar an Sean-Nós, turas teoraithe ar Oileán Acla, tráth na gceist, céilí mór agus léiriú agus aithris speisialta ar Phóbaireacht Acla, nach iad. Ar thuras 2023 beidh daltaí Choláiste Pobail Acla ag taisteal go Tír Eoghain.
"Schools Orchestra" Davitt College Castlebar,	Davitt College prides itself on its long-established involvement with the Arts. For many years the school has produced school musicals of outstanding quality. The involvement of so many dedicated staff interacting, coaching and encouraging the students has given the school its outstanding reputation. The school choir and orchestra

<p><i>Co Mayo</i></p>	<p>perform at official school functions and community events. Davitt College was delighted to welcome the Minister of Education, Norma Foley TD, to our school on Thursday 15th September 2022. Minister Foley attended a beautiful performance from a selection of the school orchestra.</p>
<p><i>“Sports Activities”</i> <i>Davitt College</i> <i>Castlebar</i> <i>Co Mayo</i></p>	<p>Students have the opportunity to participate in a wide range of sporting activities and students learn to lead healthy and active lifestyles which will benefit them as they move through life. We encourage students to take part in a variety of activities both during their Physical Education (PE) classes and during extra-curricular activities. Opportunities exist for students to enjoy a wide and varying range of sporting activities throughout the curriculum. There are also regular training sessions for both boys and girls run by the staff during lunchtimes and after school, where everyone is welcome. There is a strong fixture-list for Gaelic Football, Basketball, Soccer, Badminton, Rugby, Swimming, Hurling and Athletic teams throughout the school year. We have a state-of-the-art Sports Hall and Gym on campus as well as Gaelic and Soccer pitches, a Running Track and Basketball Court. TY students received numerous certificates in coaching throughout the year such as GAA, Spikeball and FAI. At the Annual School Awards Ceremony, students are presented with awards for their sporting achievements during the year.</p>
<p><i>“STEAM”</i> <i>Davitt College</i> <i>Castlebar</i> <i>Co Mayo</i></p>	<p>STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics to guide student inquiry, dialogue, and critical thinking. Davitt College believe this approach is one which will give pupils life skills which encourages students who take thoughtful risks, engage in experiential learning, persist in problem solving, embrace collaboration, and work through the creative process. In Davitt College, teachers prepare our students to be innovators, educators, leaders, and learners of the 21st century!</p>

8. Further Education and Training (FET)

8.1 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 MSLETBs FET provision lies with the Director of FET, the FET Leaders and PLC Principals Group that manages the MSLETB FET provision.

Role of “Future FET”: Transforming Learning FET Strategy 2020 – 2024

The “Future FET”: Transforming Learning FET Strategy 2020 – 2024 aims to transform learning over 5 years. The Strategy is based around three strategic pillars: building skills; fostering inclusion; and facilitating pathways. This will be underpinned by a strong focus on four enabling themes: digital transformation; learner and performance focus; staffing and structures; and capital development.

The central premise of the new strategy is that FET is for everyone and will serve as a major driver of both economic development and social cohesion. It is available in every community and offers people pathways to take them as far as they would like to go on their education and training journey, regardless of any previous level of education.

The core benefits of MSLETB Further Education & Training services will offer learners:

- a better chance of employment.
- the opportunity to progress to other education and training.
- the transversal skills that will allow them to integrate and engage effectively with society.
- a means of accessing education throughout a lifetime - vocational skills that are linked to regional and national critical skills requirements.
- and new models of delivery which can meet their rapidly evolving needs.

MSLETB will contribute to the ambitious FET Strategic plan 2020 – 2024 and will actively engage in the implementation plan to establish Strategic Framework for Future FET to deliver the plan. MSLETB engages with SOLAS in a strategic dialogue annually to update our three-year strategic performance agreements which is shaped and informed by the Overarching Planning and Funding Parameters and Requirements for Education and Training Boards Further Education and Training Provision issued by SOLAS. The annual update facilitates reflection on the strategic context, direction, and progress of the MSLETB/SOLAS SPA agreement and, facilitates addressing the needs of evolving priority areas and cohorts on an annual basis.

MSLETB specifically supports the FET Strategy and System Targets set under the National FET Strategy and reflected in national FET system targets agreed between MSLETB and SOLAS, delivered over a 3-year cycle. It does this by continuing to align skills development and training with the enterprise needs of the region and by continuing to contribute to the

National Challenges posed by cross-government policy where MSLETB FET will be expected to make a key contribution, such as in Future Jobs, Climate Change, and Project Ireland 2040.

MSLETB also consider the Wider Education & Skills Policy issues. The National Skills Strategy and 3-year Action Plan for Education set out a series of commitments in relation to the FET system, while the development of a tertiary education framework promises a more coordinated approach between FET and HE. This is particularly relevant to MSLETB with the advent of the Atlantic Technological University.

9. FET Programmes

During 2022, 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 2022, approx. 16,404 learners participated in FET provision across the three counties.

The following is a sample of the highlights within the programmes:

9.1 Post Leaving Certificate (PLC)

- **Sligo College of Further Education (Sligo CFE)** has received 2.4 Million in funding from Solas, to extend it's PLC building at the Ballinode Campus. The new build will consist of seven classrooms which will incorporate a designated Healthcare suite, Art Room, Animal Care room and four general classrooms. The build will be linked to the existing main building and will allow Sligo CFE to accommodate all its PLC provision under one campus. This is an exciting new era for PLC provision in Sligo and the surrounding counties.
- **North Connaught College of Further Education** enabled learners to study the Advanced Horsemanship Level 6 course and allows students to teach in Ireland including AIRE approved riding centres. Previously, students had to have the BHS qualification to enable them to teach in Ireland. The Advanced Horsemanship Level 6 course also fulfils the educational requirement of the Green Cert - students meet the requirements of a qualified farmer for the purposes of all Revenue and Department of Agriculture (DAFM) schemes.
- **Mayo College of Further Education and Training** - Mayo College of Further Education and Training was awarded an Erasmus+ Grant of in excess of €206,000 in May 2022. Mayo College of Further Education and Training was awarded funding as one of ten FET colleges of the future by Minister Simon Harris in November 2022.
- Both **Drumshanbo Vocational School** and **Lough Allen College** in Leitrim both continue to offer PLC courses in Business, ICT and Outdoor Education.

9.2 Apprenticeships and New Generation Apprenticeships

- MSLETB continues to grow our national new generation apprenticeships in **Sales and Craft Butchery**. These new apprenticeships are going from strength to strength with collaborating ETBs across the country coming on as collaborating partners.
- In 2022, MSLETB received approval from the National Apprenticeship Alliance to develop two new national apprenticeships in **Digital Media and Marketing** and **Immersive Technology**. This is a huge achievement by MSLETB as we are the only ETB now with four new-generation apprenticeships.
- MSLETB maintained a “full capacity” in Centre service for our phase 2 apprentices throughout 2022; this was a major achievement – full credit goes to our apprenticeship instructors and all of the supporting colleagues in the MSLETB Training Centres – Sligo and Ballina.
- 2022 saw record numbers of apprentices being registered by MSLETB for the Phase 4 and Phase 6 apprenticeships being delivered by our colleagues in ATU Sligo Campus.
- MSLETB, in collaboration with our colleagues from Donegal ETB hosted the first “in person” awards ceremony for our Craft Apprentices in over three years. Mr Frank Feighan T.D. presided over the event attended by over 140 apprentices, their families, and their employers.

9.3 Traineeships

- **Manufacturing Technician Traineeship** the first iteration of this traineeship in MSLETB took place in 2022 at our new dedicated facility in Ballina Training Centre. We hope this will be a flagship course for MSLETB which will showcase our ETBs evolving relationship with the biopharma and manufacturing sectors which are large employers in our area.
- **Microsoft Cloud Traineeship 2022** saw the first learners graduate from the Microsoft Cloud Traineeship; a course custom designed in partnership with Microsoft, this traineeship continues to go from strength to strength. MSLETB is currently developing a dedicated Cyber Security Traineeship with Microsoft for launch in 2023.
- **Surf Instructor and Beach Lifeguard Traineeship**. This traineeship which is located in one of the most scenic training backgrounds in the country develops instructors for the burgeoning surf industry in Ireland. Our instructors help mentor the essential tourism industry which is the lifeblood of a lot of Irish coastal communities.

9.4 Vocational Training Opportunities Scheme (VTOS)

- VTOS provision in County Mayo transferred to Mayo College of Further Education and Training in April 2022. This will result in six VTOS centres becoming Hubs of Mayo College of Further Education and Training.
- On the 24th of April 2022, 18 VTOS learners, accompanied by their tutors, from the Further Education and Training Centre – Drumshanbo, availed of the opportunity to travel to Barcelona for 2 weeks work placement as part of the Erasmus+ programme.

With flights and accommodation paid for, in addition to a weekly living allowance, this was a fantastic opportunity for our learners of QQI Level 5 Business Administration, Health Nutrition and Food Science, Tourism with Business and Traditional Irish Music courses to gain hands on experience of working in a cosmopolitan European city, in an organisation related to their vocational area.

9.5 Back to Education Initiative (BTEI)

- In 2022, MSLETB made a full-scale return to in centre teaching and learning which was warmly welcomed by staff and learners.
- MSLETB opened the Adult Education Services in the Western People building in Ballina, this also included the streamlining of BTEI coordination in Mayo.

9.6 Adult Basic Education/ Family Learning/ Adult Literacy and Numeracy

- In 2022, MSLETB successfully provided ESOL courses and services to more than 3,500 Ukrainian nationals, which is a significant accomplishment. MSLETB provided English for Speakers of Other Languages from QQI Levels 1-6.
- In 2022, MSLETB expanded Family Learning across five Literacy and Basic Education centres.
- Under the 10-year Adult Literacy for Life Strategy, MSLETB appointed a Regional Adult Literacy Coordinator who will work on rolling out the strategy across MSLETB and build on the existing service while also setting up proactive coalition groups that will ensure all stakeholders, learner voices, community and employers are consulted on the needs of our region.
- MSLETB appointed a Learner Support Coordinator who will build on rolling out learning supports across MSLETB.
- In April 2022, two of MSLETBs Literacy Learners took part in the National FET Learner Forum which was held in Sligo. This was an opportunity for our Learners to participate in a focus group discussion to share ideas and experiences, good and bad, which helped to improve the FET service.

9.7 Community Education

- In 2022, MSLETB Community Education delivered over 400 courses and involving over 3,000 learners across all communities of Mayo, Sligo and Leitrim.
- One particular section of our population in MSLETB that the Community Education Programme and the Reach Fund provided support, tuition and funding to is the Autistic Community, enabling adults to reach their full potential through a wide variety of courses from I.T., Gaming Development, Art, Music, Culinary Skills, Mindfulness, Horticulture classes and Well-Being, working with organisations like the Western Care Association, RehabCare, Irish Wheelchair Association, and Family Resource Centres around Mayo, Sligo and Leitrim.
- This year, MSLETB Community Education was part of a project called the Castlebar Autism Friendly Town. This initiative brings communities/organisations together to work to increase accessibility, understanding and acceptance for Autistic people and their families in towns across Ireland. Adam Harris, CEO, AsIAM Ireland, this year visited the Further Education and Training Centre, Castlebar to present the Inclusive

Events Award. This award was awarded to the Castlebar Autism Friendly Town Committee in honour of its efforts to aim to meet the goal of this project.

9.8 Youthreach/ Community Training Centres

- Announcement of funding for new MSLETB Further Education and Training Centre, Mohill the Minister for Further and Higher Education, Research Innovation and Science, Simon Harris visited Leitrim Youthreach base in Mohill on Monday 10th of October to announce a very significant funding under the FET Strategic Infrastructure Upgrade Fund for the programme.
- In Leitrim Youthreach, a learner successfully completed a QQI 3 in General Learning, continued on to sit the Leaving Cert Applied and was honoured with the Fergal Quinn award for highest grades in the Western region. The learner has since progressed onto Sligo CFE to do engineering and will hopefully progress onto the degree course in ATU in September.
- In the academic year 2021/2022 in Sligo Youthreach, there were eight students that completed the Applied Leaving Cert. Four of these learners received Merits and four learners received distinctions. Four learners progressed to Further Education and four learners progressed into full time employment.
- In 2022, Sligo Youthreach also produced and showed a film called *“The Real Rebecca”* which premiered in The Model Theatre Sligo in December 2022. The film was about a young girl transitioning from a girl into a boy and the journey they had to go on.
- Breffni Family Resource Centre created a community garden with fairy trails, polytunnels, exercise stations, viewing areas and much more. The trainees helped with painting, gardening, planting, weaving willow and litter picking. They were tasked with a project, to make a bug hotel for the garden. This was a fantastic opportunity to learn about biodiversity and sustainability, along with having fun and proudly delivering it to its new home in the community garden.
- On May 26th the staff and learners of Sligo Community Training Centre were delighted to welcome the Minister for Further and Higher Education, Research, Innovation and Science Simon Harris TD to their centre. Speaking about the visit Minister Harris said *“I was delighted to visit Sligo Community Training Centre and witness first-hand the inspiring work being done here. The work being carried out is transformational for the people it educates, and the community it serves.”*
- As part of National Bike Week Minister Frank Feighan TD visited Sligo Community Training Centre to launch their brand-new bikes which were purchased with support of Sligo Sport and Recreation Partnership as part of the Urban Outdoor Adventure Initiative, a Sport Ireland project.
- Leitrim Community Training College (CTC) as part of their Open Day invited Minister Frank Feighan TD to unveil a plaque to mark 35 years of The Gaisce Award and acknowledge Leitrim CTC’s commitment to supporting young people with self-development through engagement with the Gaisce Award.

9.9 Local Training Initiatives (LTIs)

- In November 2022, MSLETB completed a comprehensive review of LTI's and will continue to support eight LTI programmes in the region.
- Mayo Abbey Cookery School welcome new learners to the LTI Culinary Skills 22/23 Class. Mayo Abbey Cookery School are in their 12th Year and this course has long since been recognised by the hospitality industry as providing a pathway for those wishing to pursue a career as a chef and our tutors continue to build links with local establishments who will be requiring chefs, not just in the hospitality industry but also outside of it.

9.10 Skills To Advance (STA)/ Skills for Work (SFW)

- In collaboration with our colleagues in Department of Social Protection (DSP); MSLETB hosted 2 Employer "Show Case" events (One in Sligo and the other in one in Castlebar). Over thirty exhibitors attended each event to showcase the services available to employers and enterprise in the region.
- MSLETB delivered "Skills to Advance" services to over 700 employed learners. This is the highest ever number of training interventions by MSLETB in one calendar year for people in employment.
- MSLETB awarded funding under the "Skills to Advance" innovation fund to deliver the ImTechSkills programme for the wind energy sector.
- MSLETB successfully launched the "SEED" project – Customer Relationship Management tool for Employer Engagement.

9.11 Music Generation

- Music Generation Mayo's innovative 'Ceol na nÓg' program has successfully introduced the fundamentals of music over 1000 children in County Mayo, filling a critical gap in our primary school music education programme. The response from both schools and children has been exceedingly positive and it has played an important role in helping children develop a broad range of skills including musical, cognitive, motor and social skills, providing young learners with a strong foundation for their future development.
- Music Generation Sligo reached a record number of learners in 2022 - Reaching over 3,100 children and young people each week in 2022 Music Generation Sligo has continued to inspire young people to reach their full potential. With creativity, inclusion and empowerment at the centre of all programming, record numbers of young people joined new programmes such as Sligo's first Ukulele Orchestra, band programmes for teenagers and their landmark summer music school Musical Horizons with over 170 young people in July 2022. With over 40 schools and over 200 young people also accessing music performance education in 2022.
- '*Music Generation Leitrim Creative Sounds - Explosive Performance of Original Music by Young Musicians.*' In November 2022 a number of Leitrim Music Generation students took part in the Creative Sounds project. The Creative Sounds project, led by acclaimed musician, composer and musical director [Sid Peacock](#), created an inclusive space for these young musicians from across different counties to collaborate and perform. They learned to compose, improvise and devise their own music with the

aim of hosting a showstopper performance of original music and what a musical treat it was.

9.12 Outdoor Education Centres

- Achill Outdoor Education Centre hosted the 'Leave No Trace' Ireland and the Europarc Federation SEE conference in April 2022. The Sustainability and Outdoor Education (SEE) project is an initiative aimed at promoting sustainable tourism and outdoor recreation. The partners involved are a group of international experts in sustainability and outdoor education. The meeting was an opportunity to focus on several topics relating to Inclusion, Environmental Ethics, Community Engagement, and Toolkit Development.
- SEE Project toolkit is designed to improve the mutual understanding from an Outdoor Sports and Protected Areas perspectives that share a common goal of promoting responsible and sustainable tourism practices. By educating and empowering individuals and organisations to adopt these practices, they aim to preserve natural environments and promote the well-being of local communities. Once complete this toolkit will be the template used as best practice in the outdoor industry throughout Europe.
- Achill Outdoor Education Centre were nominated for two awards at the Outsider Magazine awards Eco-hero of the year and the Best Outdoor Escape.

9.13 Evening courses and self-financing night classes

- MSLETBs evening programmes focuses on people, partnerships and creating opportunities to help learners upskill in the most flexible way. In 2022, 990 learners completed an evening course with MSLETB. Course offerings have been expanded into new areas and continue to develop our offering to meet the needs of our learners.
- In 2022, MSLETB partnered with The Code Institute to launch the (EQF L4) Diploma in Software Development Evening Course. MSLETB were the first partner in Europe not just Ireland to launch the first cohort in late 2022. This course helps learners to climb the skills ladder in the most flexible way and make a career in software development accessible to more people. Learners can then access progression onto our full-time (EQF L5) programme.
- Since the Summer of 2022, Mayo College of FET have enrolled over 400 students in the part-time evening programme. In 2022, the Westport Campus ran The Summer School which proved a great success.
- In Mayo College of FET, the Erasmus+ Programme has integrated the part-time Agricultural course (Green Cert) to allow students to travel for three month or three-week placements on large-scale farms in Iceland and Germany.
- In 2022, MSLETB launched The Digital Skills Programme with three MSLETB Post-Primary Schools. 115 Transition year students took part in various digital skills training from basic computer skills to Digital marketing skills.

9.14 Youth Work

- 2022 saw the full establishment of two new youth services in the region – Erris Youth Service and South Sligo UBU. Both of these new services commenced following the success of MSLETBs Youth Work section in a competitive process to secure new projects under the UBU Your Place Your Space programme. Each project works with around 100 targeted young people aged 10-18 years, focusing on their personal and social development needs. The projects are funded through MSLETB and operated by Foróige. Erris Youth Service has its base in Belmullet, with outreach in Eachléim and Rossport / Cornboy. South Sligo UBU is based in Tubbercurry, with outreach to Ballymote, Gurteen and Coolaney. Both programmes are funded from the Department of Children, Equality, Disability, Integration and Youth.

9.15 Local Creative Youth Partnership:

- In 2022, the Local Creative Youth Partnership was successful in building new and meaningful partnerships throughout the youth and arts communities in Mayo, Sligo and Leitrim. As a result of these partnerships the Local Creative Youth Partnership supported over 900 young people in exploring and developing their creative ability.

9.16 Adult Education Guidance and Information Service

- The Adult Educational Guidance Service provided a very positive service to the Ukrainian Response since they arrived in Ireland in March 2022. MSLETB provided Information sessions and Guidance and have supported people return to education as well as helped in looking at their previous qualifications and where they were positioned on the National Framework of Qualifications. The emotional support required for a group that have experienced trauma has been a part of the agenda going forward as it is vital to support people at the place they are at. The Guidance service continues to review and reflect on the service we provide.
- ‘Working with New Communities’ - All of this work has resulted in good working relationships with local stakeholders, the support of a translator to assist our work and a greater understanding of the Guidance service and MSLETB by this cohort. Ukrainian clients have access to translated information packs to promote understanding and awareness of educational supports, the Irish education system, education and training opportunities and educational supports. As a result, many Ukrainian clients are now attending both full and part-time courses throughout MSLETB.

9.17 Professional Development (PD)

- MSLETB hosted a webinar in March for all staff titled ‘*Emerging from the Pandemic - MSLETB Further Education and Training Stronger Together*’. All FET and OSD staff were invited to attend this online webinar which ran for a total of 6 hours over 2 days. It included input from MSLETB management, staff and learners – sharing experiences, good practice and learning, input from external presenters including SOLAS, Tara 365 and Soul Space, focusing on national strategies, implementation and cultural shifts post pandemic. In excess of 300 staff joined this webinar over the 2-day event.

- In October 2022, MSLETB completed its second PD staff survey of FET and OSD staff. The response rate was approximately 30%. It highlighted the PD activities that staff have undertaken since 2018 and gave staff an opportunity to inform planned PD activities for 2023.
- In 2022, staff availed of the following Professional Development opportunities - Dignity at Work, Quality and Assurance Training, Technology Enhanced Learning, Executive Coaching, Special Educational Needs training, Group facilitation skills, Management training, Sustainability training and Gealchultúr.

9.18 Communications & Events

In 2022, MSLETB hosted and attended many events, the following are a sample of those events;

- Generation Apprenticeship Apprentice of the Year Awards – three employers registered on the Sales Apprenticeship and Craft Butchery Apprenticeship were the overall winners in three categories.
- Launch of the new Eco Driving programme for HGV drivers and for Coach & Buses.
- Representation by MSLETB Craft Butchery apprentices and instructors at the World Butcher Challenge in Sacramento, California.
- Inaugural ETBI Hero Awards – shortlisted for four awards and winner of the National ETB Hero Award.
- World Skills Competition.
- School Summit.
- Minister Harris’ announcement of funding for MSLETB FET Centre Mohill.
- Minister Harris’ announcement of the development of Castlebar Campus – Mayo College of FET.
- Green Skills Summit.

9.19 Erasmus 2022

Erasmus activity in MSLETB in 2022 included the following trips;

- MSLETB BEST Staff VET Mobility Project to Munich, Germany (nine staff mobilities)
- MSLETB Staff Professional Development Adult Education Mobilities to Padova, Italy (nineteen mobilities/ three different courses)
- AppEUance (trips to meetings in Brussels, Portugal and Iceland)
- Mayo College of Further Education and Training recommenced Erasmus+ in 2022 with in excess of seventy students and fifteen staff taking part in Erasmus+ Mobilities.

9.20 The Reach Fund (formerly MAEDF)

The aim of the Reach fund is to provide funding to support educationally disadvantaged learners in accessing and participating in community education. It aims to increase the participation of disadvantaged learners, particularly those who are undertaking literacy and skills programmes. The fund has a strong focus on building the digital infrastructure of community education providers, including providing devices and software, and increasing their capacity to deliver learning. The fund was specifically designed to tackle inequalities and support access to community education, and also intended to address specific actions in the Adult Literacy for Life (ALL) Strategy to target funding on access to technology and devices,

expand community access to wi-fi and broadband resources and to directly address unmet literacy needs.

In 2022, MSLETB provided €99,768 in funding to forty seven community groups across Mayo, Sligo and Leitrim.

10.Contact Information

PRÍOMHOIFIG, MHAIGH EO

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

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WEBSITE

<http://msletb.ie>

11.Glossary

ALL	Adult Literacy for Life
BTEI	Back to Education Initiative
C&AG	Comptroller and Auditor General
CE	Chief Executive
CFE	College of Further Education
CPD	Continuous Professional Development
CRM	Client Relationship Management
CRO	Chief Risk Officer
CTC	Community Training Centre
DE	Department of Education
DEIS	Delivering Equality of Opportunity in Schools
DSP	Department of Social Protection
DFHERIS	Department of Further and Higher Education, Research, Innovation and Science
ESD	Education for Sustainable Development
ESF	European Social Fund
ESOL	English for Speakers of Other Languages
ESBS	Education Shared Business Services
ETB	Education and Training Board
ETBI	Education and Training Board Ireland
EY	Ernst Young Accounting Firm
FET	Further Education and Training
FIT	FastTrack to Information Technology
HR	Human Resources
HSE	Health Service Executive
HSA	Health and Safety Authority
IAU	Internal Audit Unit
ICT	Information and Communications Technology
LCDC	Local Community Development Committee
LTI	Local Training Initiative
MAPP	Multi Annual Procurement Plan
MDM	Mobile Device Management
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
OSD	Organisation Support and Development
P2P	Purchase to Pay
PDST	Professional Development Service for Teachers
PE	Physical Education
PLC	Post Leaving Certificate
PLN	Professional Learning Network
QQI	Quality and Qualifications Ireland
REALT	Regional Education and Language Teams
SCP	School Completion Programme
SEE	Sustainability and Outdoor Education
SEED	Strategic Employer Engagement Development
SEN	Special Education Needs
SFW	Skills For Work
SIC	Statement of Internal Controls
SSRP	Sligo Sport and Recreation Partnership
STA	Skills to Advance
STB	Services To Business
STEAM	Science, Technology, Engineering, the Arts and Mathematics
TUI	Teachers Union of Ireland
TY	Transition Year
VEC	Vocational Education Committee
VTOS	Vocational Training Opportunities Scheme

12. 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 Mayo 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.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 and Risk Committee

Finance Committee

Further Education and Training Committee

Youth and Arts Committee

Youthreach Advisory Committee

**MSLETB also has representatives on the Atlantic Technical University (ATU)
at ATU Sligo, ATU Galway-Mayo and ATU Letterkenny**