

EXCELLENCE THROUGH
EDUCATION AND TRAINING

Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fhailí
*Laois and Offaly
Education and Training Board*

ANNUAL REPORT 2016

www.loetb.ie



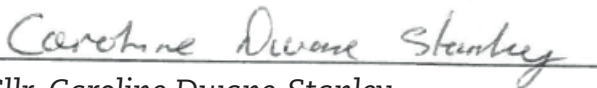
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Chairperson's Foreword

It is with great pleasure that I welcome the 2016 Annual Report on behalf of Laois and Offaly Education and Training Board (LOETB). This report charts the organisation's success in developing our recognised role within the community as a provider of quality, locally-based, accessible education and training opportunities for all age groups. The needs of our students have always been central to the service provided by LOETB and it is this focus that will enable us to meet the changing education and training needs of the region as we move forward.

I would like to thank both former and present members and staff who have worked diligently to ensure that the transition of the organisation to the broader remit of Education and Training Boards has worked effectively and efficiently for Laois and Offaly. I would like to commend all the members of LOETB, the Chief Executive, Mr Joe Cunningham and his executive team for their hard work and dedication. I wish them continued success for the future.



Cllr. Caroline Dwane-Stanley

Chairperson



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Laois and Offaly
Education and Training Board

Chief Executive's Introduction

It gives me great pleasure to present the 2016 Annual Report of LOETB. This report provides an opportunity to reflect on the comprehensive range of activities undertaken by schools, centres, and services across Laois and Offaly during 2016. The report also sets out the related financial, procurement, human resources, and corporate governance aspects of the work of the ETB during this period. In 2016 the focus of the organisation has remained constant as we strive to provide the highest quality lifelong education and training opportunities for all communities across Laois and Offaly. The increasing number of students attending our Schools and Further Education and Training Centres is testament to the ongoing success of our work.

Overall I wish to convey my thanks and appreciation to:

- The Chairperson and Board members for their active co-operation in promoting the business of Laois and Offaly ETB in so many ways in 2016;
- The members of Boards of Management and committees of the ETB who give so generously of their time in promoting the work of the Board;
- The management and staff of our schools, centres, services, and administrative offices for their continued commitment, dedication, and loyalty.

Finally, I wish to acknowledge the retirements of long serving members of staff and wish them health and happiness for the future. LOETB is indebted to them for their professional and dedicated service to the organisation.

Joe Cunningham
Chief Executive

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SECTION 1

Laois and Offaly Education and Training Board (LOETB)

MISSION STATEMENT

To provide, promote and support a comprehensive and vibrant education and training service which will empower the people of Laois and Offaly to reach their full potential and enrich their communities.

Board Members



LOETB appointed a 21-member Board in accordance with Part 3 (Membership of Education and Training Boards) of the Education and Training Boards Act 2013.

The following served as members of LOETB in 2016.

Local Authority Members

Cllr. John Carroll
 Cllr. Eamon Dooley
 Cllr. Sinead Dooley
 Cllr. Caroline Dwane-Stanley
 Cllr. Catherine Fitzgerald
 Cllr. Eddie Fitzpatrick
 Cllr. John King
 Cllr. Jerry Lodge
 Cllr. Paschal McEvoy
 Cllr. Liam Quinn, Chairperson
 Cllr. Mary Sweeney
 Cllr. Carol Nolan
 * **replaced by Cllr Sean Maher in March 2016**

Staff Representatives

Ms. Vivienne Keenan
 Mr. Denis Magner
 * **replaced by William Flanagan in November 2016**

Parents' Representatives

Ms. Mary Cotter-Bracken
 Mr. Shane Hand

Community Representatives

Ms. Molly Buckley
 Ms. Anne Starling
 Ms. Frank Smith
 Ms. Maura Brophy
 Mr. Joe Thompson



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Laois and Offaly
Education and Training Board

Locations



LAOIS

- Portlaoise:** Administrative Offices
 Portlaoise Further Education and Training Centre
 Portlaoise Youth Education Centre
 Midlands Prison Education Centre
 Portlaoise Prison Education Centre
 Portlaoise College
- Clonaslee:** Clonaslee College
- Abbeyleix:** Abbeyleix Further Education and Training Centre
- Portarlinton:** Portarlinton Further Education and Training Centre
- Mountmellick:** Mountmellick Further Education and Training Centre
- Rathdowney:** St Fergal's College Rathdowney

OFFALY

- Tullamore:** Administrative Offices
 Tullamore Further Education and Training Centre
 Tullamore College
- Clara:** Árd Scoil Chiaráin Naofa, Clara
- Kilcormac:** Coláiste Naomh Cormac, Kilcormac
- Edenderry:** Oaklands Community College
 Edenderry Further Education and Training Centre
- Banagher:** Banagher College – Coláiste na Sionna
 Banagher Further Education and Training Centre
- Mount Lucas:** National Construction Training Centre
- Birr:** Birr Outdoor Education and Training Centre
 Birr Further Education and Training Centre



SECTION 2

Second Level Schools

Schools

Paul Fields, Director of Schools (appointed 1 December 2016)

Linda Tynan, Director of Schools (January to November 2016)

LOETB Administrative Offices, Ridge Road, Portlaoise, Co. Laois.

Telephone: (057) 8671316 Email: pfields@loetb.ie

Laois & Offaly Education and Training Board provides education services in eight* community colleges across the two counties. All schools are coeducational and multid denominational and are inclusive of all students. Students are supported in realising their full personal and academic potential.

Junior Certificate and Leaving Certificate programmes are provided as well as Transition Year, Leaving Certificate Applied and Vocational Programmes. Other services include career guidance, sporting activities, debating, school twinning, and educational trips. Post Leaving Certificate courses across a range of subjects are also provided at Portlaoise College, Tullamore College and Banagher College. A School Completion Programme (SCP) is also administered by LOETB. The SCP is responsible for identifying and tracking potential early school leavers, and implementing supports to change this course of action.

SECOND LEVEL SCHOOLS

Árd Scoil Chiaráin Naofa, Clara

Banagher College - Coláiste na Sionna

Clonaslee College - Coláiste Chluain na Slí

Coláiste Naomh Cormac, Kilcormac

Oaklands Community College, Edenderry

Portlaoise College

St Fergal's College, Rathdowney

Tullamore College

* LOETB was granted patronage (with An Foras Pátrúnachta as Trustee Partner) of a new post-primary school in Portlaoise. The new school, Dunamase College, will open in September 2017 and include an Aonad Lán-Gaeilge.



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Laois and Offaly
Education and Training Board

Árd Scoil Chiaráin Naofa, Clara

Frederick Street, Clara, Co. Offaly

Tel: 057 9331231

Principal: Roger Geagan

Email: secretary@ascnclara.com

Deputy Principal: Miriam Hickey

Enrolment 2016/2017: 275

Achievements in 2016:

- Successful School CD
- Successful Student Award Ceremonies
- Ongoing development of the 'Brosna Centre' – Special Class to cater for students with a diagnosis of ASD.
- Ongoing development of school canteen in conjunction with 'The School Food Company' to enable us to provide a range of hot and healthy food options.
- Held a 'Healthy Eating and Fitness Week' and continued on the journey to becoming a 'Health Promoting School' (HPS).
- Literacy Week took place during December 2016
- Continued upward trend in enrolment and continued subject sampling with First year students.
- Success continued in a range of sporting and extra-curricular activities including football, golf, pitch & putt, badminton, soccer, public speaking, and debating.
- Sky Sports 'Living for Sports Programme' continued having a very positive impact on student engagement and motivation.
- Green Schools - continued engagement
- Successful School Tour
- Ongoing upgrading of our website

Banagher College - Coláiste na Sionna

Banagher, Co. Offaly

Principal: Paddy Scales

Deputy Principal: Kevin Jordan

Tel: 057 9151323

Email: admin@bccns.ie

Enrolment 2016/2017: 548

Activities and events during 2016:

- Badminton
- Junior & Senior Camogie
- Junior & Senior Hurling & Football
- Soccer
- Second Year Tour to Barcelona
- Geography Field Trip for Leaving Certs
- First Year students Outing to Tayto Park with Cairde Group
- First Year Talk for Parents
- Career & Colleges Fair
- Career Colleges Trips
- JCSP Make a Book
- Presentation of JCSP Certificates
- John Paul II Awards
- CSPE Trips
- Presentation of Attendance Certificates
- Work Experience – LCVP
- County Sports
- Sports Seminar
- Physics Outing
- Open Night
- Friendship/Anti Bullying Week
- Credit Union Art Competition
- Parent Teacher Meetings
- Buzzworks
- Science Week
- Lourdes Trip
- Carol Singing
- First Year Information Night
- Mental Health Public Speaking
- School Sports
- Road Safety Week
- Talk for parents on Internet Safety
- 1916 Commemoration
- TY students win Euroscola Competition trip to Strasbourg

TY Team Building Bay Sports Athlone, Gaisce Awards, Karate, Team Heads for Formula 1™ Chequered Flag, TY Module 1, 2, 3, Boccia Leagues, ECDL, Bank of Ireland School Bank / TY Work Experience / Christmas Pantomime / Carol Singing / TY Newsletter, SOAR Workshop, Swimming, Social Dancing, Visit to Cloughjordan House Cookery School, Horticulture Course, Trip to Killarney;

- Elma Walsh, mother of the late Donal Walsh spoke to senior classes.
- First Aid: Mr Raymond Murphy - Basic First Aid Course to the TY class over 3 days.
- Psycho Spaghetti: Ger Carey's comedy in the Tuar Árd Theatre in Moate.
- Birr Offline Film Festival in October.
- Enterprise Competitions, Cookery School Visits, Junior Achievement Ireland, School Bank, Road Safety Week, Physics Open Day in NUIG, Public Speaking, Green Schools, First Aid etc.



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Clonaslee College

Clonaslee, Co. Laois

Principal: Noreen Sweeney

Deputy Principal: John Lee

Tel: 057 8648044

Email: info@clonasleecollege.ie

Enrolment 2016/2017: 262

Achievements in 2016:

- Excellent Junior and Leaving Certificate results. One student achieved 575 points in Leaving Cert and many others over the 500 points threshold.
- Third Amber Flag achieved on by TY Students for promotion of positive mental health.
- Leaving Cert Mock Interviews held on Tuesday 16 May. All employers and interviewers were very impressed by the high standard of the students.
- Open Day/Open Night held in January for incoming First Years. 55 new applications for enrolment.
- TY Business Students published 3 booklets as part of their enterprise module.
- TY student won overall 2nd prize at SciFest with a project on Liver Worm.
- Leaving Cert Class excellent Biology trip to seashore in Galway.
- TY trip to Italy in April.
- Second Year Girls basketball team competed in Division A for first time. Reached All-Ireland play off tournament. Narrowly beaten by Killarney went on to win All-Ireland title.
- Boys' senior hurling team won Leinster 'C' Championship for the first time in the history of the school.

Coláiste Naomh Cormac, Kilcormac

Kilcormac, Co. Offaly

Principal: Brian Kehoe

Deputy Principal: Victoria Guinan

Tel: 057 9135048

Email: mail@cnckilcormac.ie

Enrolment 2016/2017: 180

Exam Success:

- 2016 Leaving and Junior Cert Results were excellent.
- The school had notable successes in the ETTA Junior and Leaving cert awards for the best state exam projects.
- Past Pupil Mary Nevin received an UCD Academic Excellence Scholarship in UCD.

Subject Inspections:

The school had an Incidental Inspection in November 2016 and received a very positive report.

Achievements/Events in 2016:

- Enrolment into First Year 2016 was 3 times the number enrolled into First Year in 2015.
- School Trad group, the only Offaly school in the finals of the Gael Linn Siamsa music competition.
- 5km Charity run took place in aid of Teach Fáilte Brain injury clinic in Mount Bolus.
- Junior students went on a trip to Barcelona in October.
- Proclamation Day on 15 March was a huge success. Special guest on the day included John Bulfin, grandson of Eamon Bulfin and Brigadier General James Cullen from the US army.
- Fifth year Agricultural Science students won the 'Relevance to Farm Safety' category in the HSA Farm Safety multimedia competition.
- A new Polytunnel was built at the school and is being used by students to grow and sell produce. New lockers for all students in the school.
- U16 Badminton team runners up at the All Ireland, losing only 1 game to Kanturk from Cork.
- It was the first time the school entered the Kilcormac Parade and were awarded the Joe Colman memorial trophy.
- Positive Mental Health Week took place in October.
- Class reunion for 1991 took place on Saturday 15 October in the school.
- Full uptake of Third years into a new Transition Year programme in the school.
- The school fielded teams in various sports, notably Ladies Gaelic football for the first time.



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Oaklands Community College, Edenderry

Sr Senan Avenue, Edenderry, Co. Offaly

Tel: 046 9731573

Principal: Gerry Connolly

Email: secretary@oaklandsccl.ie

Deputy Principal: Richard Murphy

Enrolment 2016/2017: 711

Achievements in 2016:

- Increase in enrolment of over 60 students.
- Continued cooperation with Shandon Language School with two Spanish Exchange students in transition Year.
- Edenderry Post-Primary Careers Fair (45 stands) & 3 talks for TYs, 5th and 6th years 18th October 2016 – link with Ms. Harrington and Joan O’Sullivan, St. Mary’s Secondary School.
- Funding of €47,000 secured for Erasmus Project. The Erasmus Plus for Schools is a programme that allows teachers to avail of CPD in the EU either through Structured Courses or Job Shadowing.
- Oaklands Senior Football Team reached the Division 4 All-Ireland.
- Health & Happiness Week ran during the week of 20th March and was a great success once again. It was organised by the TY students.
- Establishment of a school equestrian team.
- 75 students took part in the President’s Bronze Gaisce Challenge.
- Oaklands students who took part in the Astronaut Challenge Team at the NASA centre in Florida.
- Drugs.ie National Youth Media Awards: Honeya Butt, Molly Teehan and Caroline Latkowska. 1st and 2nd poster competition.

Portlaoise College

Mountrath Road, Portlaoise, Co. Laois

Principal: Noel Daly

Deputy Principal: Patricia Cullen

Tel: 057 8621480

Email: info@portlaoisecollege.ie

Enrolment 2016/2017: 801

including 372 PLC

New Subjects/Programmes introduced in September 2016:

- Politics and Society
- Applied Science PLC
- Advanced Cert. in Personal Training PLC

Exam Success in 2016:

- Excellent Leaving Certificate /Junior Certificate Results
- 70% of Leaving Certs entered Third Level Education
- 57% PLC Students receive full certs

Improvements/Additions to Buildings: September 2016:

- Painting.
- Gym relocated to Further Education section.
- 6th Year locker area.
- Further Education lockers.
- Outdoor seating.
- Extending Wi-Fi.
- Flood lighting for running track.
- Parent access to VS Ware (attendance, school reports, timetable, school messages).
- New Science Lab.



Sports Achievements/Fund Raising /Field Trips Etc.:

- A cast and crew of over 60 participated in the School Talent Show.
- The school hosted College Awareness Week.
- 2nd Years participated in College for Every Student Project.
- 1st Year Business students visited the Chocolate Garden in Tullow.
- TY 'bonding trip' to Achill.
- 2 students competed in the Schools Hunter Trials in Borris Vocational School.
- Laois champions – 1st Year Futsal.
- Portlaoise Institute competed in the Higher Education League and Championship for the first time.
- Christmas Craft Fair comprising of 45 stalls and visits from local primary schools and day care
- TY students were involved in the Trinity Medical Programme and the Transition Year Law Library Programme.
- TY's visited Glendalough and Edinburgh.
- Student Leadership Congress was held in Portlaoise College.
- Parents Council raised over €40,000 for a new school bus in a Strictly Dancing Fundraiser.
- 60 students visited the Euro Space Centre in Belgium.
- TY trip to Barcelona.
- Blathnaid Ní Chofaigh was the special guest at the annual Awards Evening.
- Portlaoise College awarded the Amber Flag.
- TY cultural trip to Dublin.
- TY Enterprise visit to the Criminal Courts.
- Two 5th Year Home Economics students competed in the final of the Rotary Club's cookery competition.
- Three 2nd Year students competed in the Young Scientist competition.
- Students took part in an interactive Forensic Science workshop.
- Portlaoise College hosted a very successful STEM workshop for primary school students.
- Students raised €5,000 for the Donal Walsh Foundation by organising a 5k run/walk.
- Portlaoise College awarded the title of "21st Century School of Distinction" for the second year running by Trinity College in honour of our work with the College for Every Student (CFES) Programme.
- 2nd Year History trip to Dublin visiting the National Museum of Ireland and Collins Barracks.

St Fergal's College, Rathdowney

Rathdowney, Co. Laois

Principal: Aine O'Neill

Deputy Principal: Sean Conroy

Tel: 0505 46357

Email: admin@stfergalscollege.com

Enrolment 2016/2017: 292

Achievements in 2016:

- Leaving Cert Results: 11 students exceeded 400 points with three exceeding 500. Another 10 also exceeded the national average mark of 300 points and 44 of the 45 achieved at least five passes.
- Junior Cert Results: from a total of 46 students 8 achieved 10 higher level honours and another 4 achieved 9. Excellent results all round and all achieved at least seven passes.
- Leaving Certificate Applied was added to the courses available; six students enrolled. Teachers were trained during the school year and this will continue next year.
- The Athletics team were successful in the South Leinster final winning several medals.
- The Junior Hurlers won the North Leinster competition.
- TY are undertook a six week course in Mindfulness run by AWARE. 6th year students had a seminar on January 19th.
- Mindfulness and Mental Health week took place from 18-22 January.
- 10-12 February: a Book Fair, organised by the Student Council, was very well supported by staff and students in the College and by members of the public. The event had been advertised in the local National Schools.
- March 15th Commemoration day. Sixth year students planted a tree to commemorate all those from the surrounding area who lost their lives in 1916 either in the Rising or in the First World War. This was followed by the flag raising ceremony. Student, Daragh Carroll read a poem he had written especially to commemorate 1916 followed by music and song from the Choir and music group. The Proclamation was read by Colm Kirby-O'Colmain and Mr Conroy who then raised the flag as the students sang Amhrán na bhFiann.



- April 6-9 An art Exhibition, " Eclectic Fusion", organised by the Transition Year students, guided by Ms Kennedy, was held in the College. Local artists, some of whom were past pupils, displayed a wide variety of art and craftwork. The event was part of the "Creative Engagement" project promoted by the National Association of Principals and Deputy Principals (NAPD). This project is co-funded by the Department of Education and Skills and the Department of Arts, Heritage and Culture to promote a wider participation in and appreciation of the Arts in Irish Second level schools. It was very well attended and received wide coverage in local newspapers and on television.
- April 7th was the official opening of an Art installation entitled "Looking Forward-Looking Back" at the Education Centre, Portlaoise. Every second level school participated in creating this beautiful piece. Daragh Carroll was invited to speak on behalf of all the students who participated.
- The debating team were not as successful as last year's but two were nominated for the Public Speaking competition: Colm Kirby-O'Colmáin and Luke Herke. Luke finished third.
- "Triple P Parenting" follow-up sessions for 4 weeks in February and March.
- The AGM of the Parents' Council took place at 8.00pm on the 17th November.
- An IT night class for farmers, co-ordinated by Marion O'Reilly as part of the "Skills for Work" programme was completed in March and a second one began in October.
- Art Exhibition organised by the Transition years and Ms Kennedy on April 6th to 10th was officially opened by Ellen O'Malley-Dunlop (CEO Rape Crisis Centre and former resident of Rathdowney) and was a huge success, bringing many visitors in to the school.
- St Fergal's College was utilised by the parish for the Faith Fest on 3 July.
- The Girls Toilet Block in the old Building was refurbished and re-opened.
- Wiring for the proposed installation of Wi-Fi was completed during the summer break.
- The heating system in the Gym was replaced.

Tullamore College

Riverside, Tullamore, Co. Offaly

Principal: Edward McEvoy

Deputy Principal: Beatrice Quirke

Tel: 057 9321677

Email: admin@tullamorecollege.ie

Enrolment 2016/2017: 610
including 13 PLC

Achievements in 2016:

- Our Senior Ladies Gaelic Football team defeated Bridgetstown Vocational College, Wexford and got through to the semi-final.
- Lucy Leonard and Michelle Mann received the Boston Scientific Medical Devices Grand Award at the SciFest National Final, they came first, and they received an engraved trophy and €500.
- Caitlyn Guinan, Lydia Coyne and Ms. Fiona Graham went on an overseas volunteer trip with Gorta Self Help Africa to Malawi.
- The State Examinations Commission identified Cian O'Mahoney as a high achiever based on his excellent results in both Maths and Science in the Junior Cert this year. Cian was selected to participate in the Irish Junior Science Olympiad.
- Katie Rabbitte and Liadhan Murray won 'Top of the class in the Gaeltacht' in Coláiste Chiaráin in Carraroe during the summer.
- 2nd Years participated in a 20k Hike as part of their Laoch Award.
- Our First Year Boys Basketball team won their Regional final against Ballymahon Community School.
- Scifest 2nd Senior Group Physical Sciences – Alana Dillion, Emily Deverell, Ciannait Goulding.
- Scifest 2nd Intermediate Group Physical Science - Caoimhe and Muireann Griffin.
- Scifest Boston Scientific Biomedical Award – Lucy Leonard, Michelle Mann.
- Scifest PharmaChem Biochemistry Award - Caoimhe and Muireann Griffin.
- Scifest Intermediate Individual Life Science – Stephen Harte.
- Our Young Social Innovators (YSI) team qualified for the National Finals of the Young Social Innovators competition.
- Talk by past pupil Ms Emily Donohue, Pilot First Officer with Aer Lingus.
- Art trip to the Amsterdam, the Netherlands to see Vincent Van Gogh museum and the Rijks museum.
- Tullamore College Girls Rugby team won the Leinster School Girls 7-a-side Rugby blitz.
- Young Economist of the Year Competition: Senior category: Stephen Harte won the Silver Award/Junior category: Aga Grezlikowska won the Bronze Award/ Key Skills categories, Lucy Leonard and Jayne Henry received a Bronze Award/Key Skills Category Anna Daly received a Bronze Award/ Key Skills Category Tara Daly and Lydia Coyne received a Bronze Award.
- Ski trip in the Dolomite Mountains in Italy.
- BT Young Scientist: Annie and Katie's project 'Infection or protection' was 'Highly Commended' in the Senior Technology section.



SECTION 3

Further Education Training and Services

Further Education and Training Services

Tony Dalton, Director, Further Education and Training Services
LOETB Administrative Offices, Ridge Road, Portlaoise, Co. Laois
Telephone: (057) 8621352 / (057) 9349424 Email: tdalton@loetb.ie

LOETB offers a comprehensive range of courses from part-time learning to full-time study, leading onto higher education, training or employment. The aim of the Further Education and Training (FET) Service is to encourage, enable and support adults who wish to return to education to avail of the educational opportunities that best suit their needs.

In 2016, LOETB further expanded the range of services available to learners. This expansion included beginning to work with employers in the region to identify the skills needs and collaboratively develop appropriate courses and programmes to meet them. This process has significantly increased the progression outcomes for learners at all levels.

Consultation with SOLAS, the Further Education and Training Authority, at national level and employers and partners at a regional level ensures that FET services are of a high-quality, easily accessible, and relevant to the ever-changing personal, social, employment, and skills needs of the Laois and Offaly region.

This consultation saw significant expansion and development in employment-focused provision in the Construction, Healthcare, Services and Hospitality sectors in 2016.

In November 2016, Colin Flaherty was appointed as Further Education Manager.

FURTHER EDUCATION AND TRAINING CENTRES AND SERVICES

LOETB offers a full range of Further Education and Training services throughout Laois and Offaly. These include:

[Abbeyleix Further Education and Training Centre](#)

[Adult Educational Guidance & Information Service \(AEGIS\)](#)

[Adult Literacy Service](#)

[Banagher Further Education and Training Centre](#)

[Birr Further Education and Training Centre](#)

[Birr Outdoor Education Centre](#)

[Clara Further Education and Training Centre](#)

[Community Education Service](#)

[Edenderry Further Education and Training Centre](#)

[Mountmellick Further Education and Training Centre](#)

[Portarlinton Further Education and Training Centre](#)

[Portlaoise Further Education and Training Centre](#)

[Portlaoise Youth Education Centre](#)

[Prison Education](#)

[Training Services](#)

[Tullamore Further Education and Training Centre](#)

[Quality Assurance](#)

Abbeyleix Further Education and Training Centre

Mountrath Road, Abbeyleix, Co. Laois.

Contact: Helen Kavanagh Tel: 057 8731127 Email: abbeyleixfet@loetb.ie

The Vocational Training Opportunities Scheme is the anchor programme in Abbeyleix Further Education and Training Centre, with an allocation of 80 places. VTOS students are registered across 7 different programmes in the Centre.

In 2016 the Centre offered courses under the PLC programme in the areas of Business, Nursing and Art with an allocation of 70 places.

The third programme offered at the Centre is the Back to Education Initiative. Focused primarily on providing certification and progression opportunities.

Students:

January 2016: 125

September 2016: 120

Courses offered:

Leaving Certificate: 8 exam subjects and IT

QQI Further Education & Training Awards

- General Learning Level 4
- Art, Craft & Design Level 5
- Art with Animation Level 5
- Nursing Studies Level 5
- Community Care Level 5
- Healthcare Support Level 5
- eBusiness Level 5
- Business Administration Level 5
- Art and Business Level 6
- Business Management Level 6

Accreditation:

- 7 Component Certificates at QQI Level 4
- 6 Major Awards at QQI Level 4
- 35 Component Certificates at QQI Level 5
- 61 Major Awards at QQI Level 5
- 3 Component Certificates at QQI Level 6
- 20 Major Awards at QQI Level 6

Achievements:

- Introduction of a second award at Level 5 leading to a portfolio suited to applying for Animation at Third Level.
Award Title: **Art (Animation)**
Award Code: **5M1985**
Added three new modules/electives:
 - Animation Layout Design
 - Animation Drawing Studies
 - Sculpture
- Excellent retention rates were recorded for 2016.
- For example, 33 students started the Nursing/Healthcare programme with 32 students finishing with certification in June 2016.
- Excellent progression rates were recorded in September 2016 based on the 2015/2016 student enrolment.
- Art Level 5 & 6 students held an exhibition in the Dunamais Arts Centre in May 2016. The exhibition remained on display for three weeks.
- The Return to Learning exhibition was on display in Abbeyleix Library for two weeks in June 2016.
- Art Trip to Florence in April 2016.

Other Events

- Open Days • College Speakers • End of Year Awards • Award's Night • Centre Trips

Adult Educational Guidance & Information Service (AEGIS)

OFFALY

Tullamore Further Education and Training Centre
 Floor 3, Castle Buildings, Tara St, Tullamore, Co. Offaly
 Contact: Catherine Gavigan
 Tel: 057 9349425 Email: cgavigan@loetb.ie

LAOIS

Portlaoise Further Education and Training Centre
 Tower Hill, Portlaoise, Co. Laois
 Contact: Carmel Hoolan
 Tel: 057 8672963 Email: choolan@loetb.ie

The Adult Educational Guidance and Information Service (AEGIS) provides a comprehensive, professional guidance and information service to the returning adult learner.

Clients in 2016:

1,756

Activities during 2016:

- Adult Guidance provision was provided to Adult Literacy, BTEI, VTOS, PLC, DSP referrals and the general public as follows: Intended progression of literacy students, CAO application, progression pathways, SUSI funding, Interview preparation, Study Skills, UCAS applications, interpretation of Dyslexia reports with students and ongoing support in-house in the Further Education & Training Centres in Laois and Offaly.
- Outreach Service to VTOS, Literacy and Community Groups e.g. the Partnerships and Job Clubs in Birr, Banagher, Rhode, Edenderry, Abbeyleix and Portarlinton.
- Due to promotion of Mary Connell to Quality Officer the position of Information Officer became vacant in April 2016. In June 2016 it was agreed that Therese Glennon would provide 11 hours information provision for AEGIS. In order to maximise the impact of this aspect of provision, an Adult Guidance LOETB Facebook was established and an access email of guidanceinfo@loetb.ie was set up which enabled all registered learners to avail of support on a needs basis. Therese also researched, collated information and gave presentations on Study Skills, SUSI, BTEA and the CAO application process. A new information leaflet was devised to promote the service to a wider target audience e.g. job clubs, community groups and the public in general.
- New Start, is a joint initiative between DSP and LOETB which focusses on career, interests, skills and talents. The Adult Guidance Service played a key role in the development and the coordination of the programme, ensuring that DSP referrals were appropriately placed on subsequent education programmes.



- Provision of ongoing support to Coordinators and Teachers/Tutors regarding personal and progression issues with students.
- Advice and support to Further Education team regarding entry requirements enabling successful FET to HE student progression.
- Linked with HSE Community Mental Health Services and professional psychological services for example Jigsaw Tullamore operating a two way referral process, Beech Haven Centre in St. Fintans Hospital Portlaoise, and Occupational
- Therapists with HSE. AEGI staff have identified increased referrals from and links with Midland Simon and Peter McVerry Trust.
- Catherine Gavigan in Offaly is on the steering group of the MOJO Offaly programme (an interagency programme funded by the National Office for Suicide Prevention (NOSP), and supported by local agencies to provide a coordinated response to men who are in 'distress' or those who are affected by unemployment.). Geraldine Grennan is on the MOJO practice group. The Guidance Service facilitated group sessions with MOJO Offaly participants regarding our service, educational progression opportunities and learning styles.
- In Nov 2016 Carmel Hoolan began a series of meeting with Employment Service Case Officers in Laois which culminated with the establishment of the Area Liaison Group (ALG) between the ETB and DSP, which has resulted in more referrals to Guidance in Laois.
- The existence of the protocol between the DSP/ Employment Services and LOETB ensures ongoing referrals to the Adult Guidance Service with measured increase. Advertisement and promotion of the Adult Guidance Service through course brochures, the LOETB website, Facebook page and presentations in local job clubs and community groups.
- Links were maintained with Athlone IT and Maynooth University – students from Tullamore FET Centre were taken to college open days. They met with the access officer and student support services where a special programme was provided tailored to their progression pathways encouraging them to explore the educational options. Students also engaged with former students of our programmes in the Further Education centre who had progressed to third level. Links maintained with Carlow IT, LIT and GMIT students availing of advanced entry to these colleges from Business and Art courses in Abbeylax.
- AEGI organised a CV, interview skills, and job searching workshop with Sinead English for all Work Experience tutors.
- LOETB Adult Guidance Services facilitated a workshop on SUSI at the annual Careers fair in Edenderry, presented by Catherine Gavigan and Therese Glennon.

- Speakers from Athlone IT and DIT visited learners at the Tullamore FET Centre. Speakers from Carlow College, Carlow IT and Maynooth University visited Abbeyleix and Portarlinton Centres.
- LOETB AEGIS invited former students of VTOS, BTEI and PLC programmes throughout the year in Tullamore and Portlaoise Further Education and Training Centres who have progressed to education and employment to speak with and motivate our students.
- The Guidance Team meet on a quarterly basis to evaluate emerging needs and issues of learners and to support the development of provision between services. One initiative was to set up a shared drive to upload up to date information and resources for guidance staff in LOETB.



Adult Literacy Service

Adult Literacy Organiser: Kathleen Dunne

OFFALY

Tullamore Further Education and Training Centre
Floor 3, Castle Buildings, Tara St, Tullamore, Co. Offaly
Contact: Alison McEvoy or Marina O'Malley
Tel: 057 9349424 / 057 9349426
Email: amcevoy@loetb.ie / momalley@loetb.ie

The Adult Literacy Service provides free and confidential group classes and one-to-one tuition for adults who wish to improve their reading, writing, spellings, maths or basic computer skills. The service also offers many accredited modules levels 2-4. Classes are part-time.

Courses Offered in Laois and Offaly:

A number of accredited and non-accredited options are available in both counties.

- Basic Literacy Tuition, Basic Literacy (Special Needs)
- Literacy Supports, Literacy/Language
- Junior Certificate English & Maths
- Leaving Certificate English, Maths, History and Art (Laois English only)
- Basic Maths, Math Supports
- Level 2 Literacy and Maths modules and Level 2 Craft, Computers, Goal Setting and Personal Decision Making and Food Choice and Health
- Beginner/Basic IT, Introduction to Internet & Email
- Level 3 Communications, Personal Effectiveness, Managing Personal Finances,

LAOIS

Portlaoise Further Education and Training Centre
Tower Hill, Portlaoise, Co. Laois
Contact: Kathleen Dunne
Tel: 057 8661338 Email: kdunne@loetb.ie

Students in 2015:

	MALE	FEMALE
Literacy:	643	635
ESOL:	301	409
BTEI:	62	53
Total:	1006	1097

- Word Processing, Internet Skills, Digital Media, Electrical Skills, Office Procedures, Art & Design, Retail Skills, Maths, ESOL, Career Preparation and Spreadsheets
- Dyslexia Workshop, Spelling & Grammar, Sounds Write Programme
- English for Speakers of Other Languages all levels
- Intensive Tuition in Adult Basic Education (ITABE) Programmes; Skills for Work Projects; Family Literacy Programmes

New Provisions in 2016:

- Office Procedures Level 3
- Retail Skills Level 3
- Employment Skills Level 3
- Art and Design & Digital Photography Level 3
- Irish for Parents
- Creative Writing & Art Family Learning Programme
- Electrical Skills Level 3
- Maths for Trades

Accreditation:

- Component Certificates at Level 1: 142
- Component Certificates at Level 2: 232
- Component Certificates at Level 3: 242
- Component Certificates at Level 4: 5
- Students achieved Junior Certificate in 1 or more subjects: 7
- Students achieved Leaving Cert English: 2

Programmes and Initiatives:

The literacy service in Laois worked with the Home School Community Liaison Officer in Scoil Bhríde, Knockmay on a new intensive **Family learning Project** involving Art and Creative Writing. Parents wrote books for their children and created the art pieces to go with them. The programme, although in its infancy, has the potential to attract more parents to Family learning programmes in the future and have a dedicated team of Adult Education tutors in the primary school.

The literacy services are using **BKSB** to assess learners for programmes 3-4. This programme has proven very beneficial but we are still using our own literacy assessment for literacy learners. The services in Laois and Offaly ran an **Initial Tutor Training** course over five Saturdays in March and April and 18 people completed it. Of these 10 people are now working on a voluntary basis with the services in both counties.

From September we increased **ESOL** language provision in both counties with students attending more intensive programmes where possible. Additional hours were allocated to part-time ESOL coordination which has proven very effective.

In response to need of young unemployed men, the literacy service in partnership with DSP, recruited and assessed young men in November for an **Electrical Skills Level 3** course. The men were brought back to the service in December for an introductory session and information before starting in January 2017..

Other Events/Training:

- Awards ceremonies were held in Laois and Offaly literacy services during Adult Learners Festival Week in February and also in December.
- The Dyslexia Association provided an excellent in-service in both Laois and Offaly literacy services on how to structure classes to support students with dyslexia. (October and November 2016).
- Anthony O'Prey hosted a Managing Stress Workshop for tutors (October 2016).
- Two parents on Family Learning Courses gave a talk at the International Literacy Day in Dublin City Council Civic Offices organised by NALA. They spoke about their experience on a Family Learning Storytelling course and how it has increased their confidence.



- **Literacy Awareness Training was provided to Turas Nua staff in Laois and Offaly (August and November 2016).**

The following services also attended Literacy awareness training facilitated by Hilary Murtagh:

- **Prison teaching staff**
- **VTOS teaching staff**
- **Youthreach teaching staff**

1916 Centenary Celebrations were held in Tullamore in March 2016 – students and tutors read the Proclamation, held a debate, recited poetry, sang songs, played music, danced, and displayed art work.

ITABE programmes in Offaly joined together to organise a Project Trip to the 1916 Centenary Exhibition Centre in the GPO, Dublin.

During Anti-Racism Week in March the centre in Laois had a Festival of Languages with displays from many countries, the festival also included exhibitions from the Travelling Community on their language. Two of Syrian students in the centre also held presentations each day on life in Syria before the war. The whole week was open to the general public to attend and was a great success.

The centre in Portlaoise provided a three week intensive English School during June. The focus was on integration particularly the integration of students from the Syrian Refugee Resettlement Programme.

Banagher Further Education and Training Centre

Main Street, Banagher, Co. Offaly

Contact: Celina Casey Tel: 057 91 53734 Mobile: 085 8773755 Email: banagherfet@loetb.ie

Banagher Further Education and Training Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. The programme aims to develop the core skills needed for learning and to prepare the students to progress to further education, training and employment.

Students:

The Youthreach programme has an allocation of 20 places. The throughput figure for 2016 was 27 students. Of this overall figure, 18 were male and 9 were females.

Accreditation:

In 2016 there were:

- 163 Component Certificates at QQI Level 3 and 4
- 3 students received a Major QQI award at Level 3
- 5 students received a Major QQI Level 4 award

The Youthreach programme places a strong emphasis on the core skills of Maths, Communications, Information Technology, SPHE, Work Experience, and also on the personal development of all our students. Vocational options such as Catering, Computers, Sports, Hairdressing and Woodwork are all available on our curriculum. In 2016 we also added Metalwork and Construction Studies to the curriculum.

Programmes & Initiatives:

Non-Certified Courses delivered at the Centre included:

- **Safe Food Programme**

Students took part in the Safe Food Programme with Tess Egan. The programme consisted of three modules where students learned about Healthy eating, Food Safety, Physical Activity and Energy Balance. Students

participated in games, activities, discussions and completed worksheets in all three modules. They received certificates on successful completion of the programme.

- **Mount Lucas Pilot Construction Programme**

Our students were provided with the opportunity to take part in a summer provision programme in Construction Studies. Students completed their Safe Pass training as part of this 7-week taster course at the National Construction Training Centre, Mount Lucas, Daingean, Co. Offaly.

- **Healthy Food Made Easy Programme**

This programme was provided by Laois Partnership Company in collaboration with the Health Service Executive and was delivered over a 6-week period. The aim of the course was to encourage healthy eating, improve knowledge of nutrition especially when preparing food at home and learn how to make healthy meals on a budget. Students had the opportunity to prepare, cook and eat healthy meals each week. They completed an accompanying workbook and received a certificate at the end of the program.

- **NFTE (Network for Teaching Entrepreneurship) Programme**

This youth education and development programme was provided by Foróige as part of their Youth



Entrepreneurship Programme. Students worked with Claire Grehan, Enterprise Youth Worker and studied all aspects of starting and successfully running a business. They came up with a business idea, developed and designed their products and produced a business plan. Students produced Christmas logs, baby hampers, keyrings and bracelets to sell at various Craft Fairs for the Christmas market. Students were presented with their certificates having successfully completed the programme.

- **SUB Justice Project Birr**

The youth workers from the SUB Project came to the centre to deliver their 'Fred Goes Net' programme which aims to tackle the issue of alcohol and drug use in the hope that our students will make good decisions in relation to both substances. The youth workers also ran another programme called 'Boys World' which aimed to tackle the issues facing young men in today's world.

- **Fast Track Into Information Technology**

This organisation ran a programme which aimed to get our students ready for employment. This programme included designing Curriculum Vitae, formal mock

interviews, and a visit to a local business.

- **Taster Engineering Course:**

Our students were provided with the opportunity of participating in an Engineering Taster Course which ran over a 12 week period.

- **Offaly Local Development Company (OLDG):**

OLDG staff came in to the centre to deliver their Goals Programme which aimed to raise self-esteem and independence in our students and assist them in identifying their goals in life and how to achieve these.

Our students also had the opportunity to work with Birdwatch Ireland on their Swift Swallow project. We also attended the 2016 Centenary Programme School Flag Presentation in Croke Park with some of our students. The students also had an Internet Safety Day. We also invited Youth Connect in to speak with our students about 'The Working World'.

We had Laois Sexual Health Clinic attend the centre to speak to our students on their sexual health and best practice. We attended a Teen Dating Seminar in Tullamore hosted by Offaly Domestic Violence Group. We invited the Marie Keating

Foundation to our centre to speak to our students about Cancer Awareness.

We also invited back one of our former students Oliver Carroll to speak to our students about his journey from Youthreach to a PLC in Applied Science onto his Science Degree in Athlone Institute of Technology.

In 2016, we hosted our annual Intergenerational Project with Banagher Active Age group as part of our QQI Level 4 project in Food and Nutrition.

Extracurricular Activities in 2016 included

- Football
- Hurling
- Attended the National Ploughing Championships in Tullamore
- Cycling Trips to Lough Boora
- Open Days in neighbouring colleges and FET Centres.
- Walking on a weekly basis
- Cross Training
- Circuit Training
- Table Quizzes
- Charity Fundraisers
- Horticulture with our Local Training Initiative

Birr Further Education and Training Centre

Roscrea Road, Birr, Co. Offaly

Contact: Mervyn Griffin Tel: 057 9121571 Email: birrfet@loetb.ie

VTOS Birr provides full-time courses for persons over the age of 21 who are in receipt of a social welfare payment for more than six months. Courses include Junior and Leaving Certificate subjects e.g. English, Math's, History and some QQI modules e.g. IT Skills, Art, Craft, Design. Courses last a maximum of two years.

Students:

Female: 8 / Male: 17 Total: 25

Courses offered:

- Leaving Certificate: Mathematics, English, History
- Junior Certificate: Mathematics, English, History
- QQI Level 3: Word-processing, Spreadsheets
- QQI Level 4: Word Processing, Computer Applications, Spreadsheet Methods, Painting
- QQI Level 5: Word Processing

Accreditation:

- 23 Component Certificates at QQI Levels 3, 4 and 5
- Leaving Certificate: Mathematics (2), English (4), History (4)
- Junior Certificate: Mathematics (2), English (2), History (3)

Programmes and Initiatives:

Contacts were maintained and developed with Birr Jobs Club, Department of Social Protection (Birr, Tullamore, Athlone and Roscrea) and Offaly Local Development Company. In addition to the courses offered by VTOS Birr a number of activities were planned and carried out to support students' personal and social development. Students were brought to induction sessions in Birr Library and many became active members as a result. Students were also given the opportunity to take part in team games and archery in the Birr Outdoor Education Centre (OEC).

Students also attended many college open days, notably in Athlone Institute of Technology and in Gurteen Agricultural College. A significant number of our students progressed to courses in these colleges, with the support of our Adult Educational Guidance Information Service (AEGIS). Two students progressed to places in further training – one in Healthcare Support and one in Laboratory Techniques.



Birr Outdoor Education Centre

Roscrea Road, Birr, Co. Offaly. **Manager: Mary Clarke**

Tel: 057 9120029 Email: info@birroec.ie Website: www.birroec.ie

Facebook: [Birr Outdoor Education Centre](#)

Students:

7,268 students attended Birr Outdoor Education and Training Centre (OETC) in 2016.

Birr OETC offers young people and adults an opportunity for personal development through participation in a variety of outdoor educational activities.

Challenging experiences offered by working out of doors, and the pure enjoyment gained from working together in a stimulating environment have long been recognised by generations of teachers, youth workers, and instructors alike. Birr OETC offers a range of activities from the hilarious to the thrilling, with challenges for all levels and ages. We design programs specifically to meet and exceed the needs of the individual group. We offer a well-equipped residential outdoor centre, creating a positive atmosphere and activities which are challenging, enjoyable and offer valuable lifelong learning experiences.

Our purpose is to promote cross curriculum development and integration; to help break down social barriers and prejudices; to encourage positive personal development and enhance life skills. We aim is to provide:

- Fun, educational, safe activities to all sectors for the community
- Educational programmes designed to meet the needs of your group
- Enthusiastic delivery focusing on positive personal development and enhancement of life skills
- Enjoyable and memorable experiences to last a lifetime
- Highly qualified garda vetted and experienced staff
- Excellent safety record and highest operational standards

The following adventure activities utilised by Birr OETC as a vehicle, encouraging and requiring individuals to utilise the best of their capabilities and skills.

- Canoeing
- Archery
- Kayaking
- Team Building Games
- Gorge Walking
- Football
- Raft Building
- Indoor Rock Climbing
- Orienteering
- Hillwalking
- Abseiling
- Caving
- Coasteering
- Body Surfing
- Snorkelling
- Project Math's
- Rock Climbing

Clara Further Education and Training Centre

River Street, Clara, Co. Offaly

Contact: Finian Robbins Tel: 057 9330794 Email: clarafet@loetb.ie

Clara Further Education and Training Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. The programme aims to develop the core skills needed for learning and to prepare the students to progress to further education, training and employment.

Students:

22 students registered on the programme in 2016.

Courses offered:

- QQI General Learning Level 3
- QQI General Learning Level 4

Accreditation:

- QQI Level 4 Component Certificates 11
- QQI Level 3 Major Awards 8
- QQI Level 3 Component Certificates 3

Centre Programme:

'Keeping it Real' is the mantra of the highly motivated staff at Clara FET Centre where innovation and creativity are central to a programme that is continuously evolving and adapting to cater for the needs of the young people who attend the centre. Trust and respect are central to its success with strong emphasis placed on clear communication channels and good team working skills and all students are encouraged to get involved in Community projects such as the Tidy Towns Initiative and to find appropriate work placements within the local community each year.

Cross-curricular teaching and learning continued again this year with the Eye on Nature and Our Past, Our Present, Our Future projects on Clara Bog incorporating field work relating to a number of QQI modules at both Level 3 and 4.

The centre also maintained its strong close links with the local community working with a variety of local groups and organisations as well as the local schools at both primary and secondary level.

A hugely successful collaboration with the Clara Bog Visitors Centre resulted in an exhibition at the Interpretative Centre that was launched as part of the Culture events run by the Offaly County Arts Office. Two of our students were interviewed on 'Encore' the arts show on Midlands Radio 3 to promote the event which linked into the work



of Clara Native Michelle McKeon Bennett a scientist whose research on Sphagnum Moss on Clara Bog is part of NASA's work in the field of plant research for future use in space. Art, Bio Diversity, Music, History, Innovation, research, teamwork, community awareness raising and local pride were just some of the elements of this project that also lead to diverse QQI certification for the students.

New Initiatives:

- Summer Work Placement for all student in June and July was very successful with students gaining valuable work experience in shops and business in the community.
- The NFTE (Network for Teaching Entrepreneurship) programme with Claire Grehan was hugely successful. The most successful group built and sold Bird Boxes and had a great day out at the trade fair in the RDS where they sold their product successfully to the buying public.
- The Assistive Technology Initiative had a promising start with all student buying out their own iPad mini. It is still at an early stage but students are responding very well to their use in the classroom.
- QQI Level 4 Digital Media Technology was introduced successfully to the student.
- BKSB was introduced also as part of our Literacy and Numeracy plan.

Centre also commenced an ongoing educational partnership with the Clara Bog Visitors Centre which involved workshops at both the Youthreach Centre and the Bog Visitors Centre as well as field trips to Clara Bog as part of a project to highlight awareness in the community of the importance of Clara Bog in the past, now and into the future. The Centre continued its support for the St Patrick's Day Parade creating and decorating signs and parts for floats etc.

Community Education Service

LAOIS

Portlaoise Further Education and Training Centre

Tower Hill, Portlaoise, Co. Laois

Community Education Facilitator: **Teresa McEvoy**

Tel: 057 8661890 Email: tmcevoy@loetb.ie

Community Education is a process of learning and change that is rooted in the Community. Community education programmes aim to build the capacity of local communities to engage in dynamic and accessible learning in a non-threatening environment. This is done, primarily, with non-academic activities, which help the group to associate learning with enjoyment. Classes generally run for 6 – 10 weeks and are organised at times and locations which suit the participants.

Total number of Students in 2016:

Female: 646 / Male: 192 Total: 828

Achievements 2016:

- Mental Health Awareness Week in collaboration with the HSE.
- Worked in partnership with local agencies such as HSE, DSP, Laois Partnership, Offaly Local Development Company, Offaly Traveller Movement, Laois Sports Partnership, Offaly County Council, Family and Resource Centres in providing courses.
- Established Portlaoise Young Men's Group aimed at 18 – 25 year olds with addiction issues. As part of the programme we delivered courses in Small Appliance Repairs and Basic Cooking.

OFFALY

Tullamore Further Education and Training Centre

Castle Buildings, Tara St, Tullamore, Co. Offaly

Community Education Facilitator: **Michelle Shanahan**

Tel: 057 9349441 Email: mshanahan@loetb.ie

- Delivered the first Community Innovators programme to a group in Mountmellick to support community awareness in Local Authority housing estates.
- Offaly Building Healthy Communities Project received the Healthy Offaly Award from the National Healthy Cities and Counties Network.
- Developed a new programme in Mountmellick in partnership with MDA and Laois Partnership involving residents of local authority estates. This programme aimed to foster greater community involvement within the residents of these estates.
- Worked closely with men's groups in Edenderry, Banagher, Clara, Tullamore and Belmont in developing programmes in furniture restoration, canoe building, woodcraft and men's fitness and health.
- Delivered a Level 2 General Learning Programme in Birr for traveller women in collaboration with Offaly Traveller Movement.
- Delivered a horticulture course to members of Clonaslee Community Council to enhance the village by planting flowers and shrubs, also window boxes and hanging baskets. The overall effect had a positive impact on the residents and environment.



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Edenderry Further Education and Training Centre

Sr Senan Avenue, Edenderry, Co. Offaly

Contact: Margaret Sheridan Tel: 046 9732091/085 8773842 Email: edenderryfet@loetb.ie

Edenderry Further Education and Training Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. The programme aims to develop the core skills needed for learning and to prepare the students to progress to further education, training and employment.

Students:

20 students.

Courses offered:

QQI LEVEL 3

- Communications
- Functional Maths
- Application of Number
- Computer Literacy
- Word Processing
- Woodwork,
- Health and Safety Awareness
- Nutrition and Healthy Options
- Bread, Pastry and Desserts
- Breakfast Cookery
- Basin Skills
- PIPS (SPHE)
- Caring for Children

QQI LEVEL 4

- Communications
- Functional Maths
- Work Experience
- IT Skills
- Word Processing
- Computer Applications
- Woodcraft
- Workplace Safety
- Short Order Cooking (new)
- PIPS
- Childcare and Safety
- Design

Accreditation:

The QQI assessments took place in May and October 2016 with Learners gaining accreditation in a broad range of modules. Many modules were successfully accredited with 3 learners receiving a Major General Learning Award at Level 4, and, 8 learners receiving a Major General Learning Award at Level 3. 24 Component Certificates were also achieved at both levels 3 and 4.

Learners have also participated in a number of non QQI accredited programmes such as:

- The SafePass programme
- Manual Handling training
- The SafeFood programme
- The GAISCE Awards at bronze level
- 'Healthy Food Made Easy' in conjunction with the HSE and Laois Partnership company.

NFTE (Network for Teaching Entrepreneurship) Programme:

This youth education and development programme is provided by Foróige as part of their Youth Entrepreneurship Programme. Students worked with Claire Grehan, Enterprise Youth Worker and studied all aspects of starting and successfully running a business. They came up with a variety of business ideas, developed and designed their products and produced business plans. Students were presented with their certificates having successfully completed the programme.

Extracurricular Activities in 2016 included:

- Trip to Croke Park for 1916 anniversary celebrations
- Attended the National Ploughing Championships in Tullamore
- Trip to Birr OEC overnight as part of the Gaisce Award
- Trip to Ufaily house as part of the Gaisce Award
- Open Days in neighbouring colleges and Further Education Centres
- Trip to meet Conor Maher of 'Mind over Maher' as part of NFTE programme



Mountmellick Further Education and Training Centre

Harbour Street, Mountmellick, Co. Laois

Contact: Joe Thompson Tel: 057 8624196 Email: mountmellickfet@loetb.ie

Full-time Programme: (24 students)

- QQI Level 3 Certificate in Employability Skills
- QQI Level 4 Certificate in Employment Skills

Part-time Programme:

- Level 5 Childcare and Education: (9 Students)
- Level 6 Childcare and Education: (8 Students)

Mountmellick Further Education and Training Centre offers a range of personal educational and vocational programmes for the local community and county. Key programmes currently include:

Youthreach Programme: provides options for early school leavers at QQI Levels 3 and 4 on the NFQ. The programme aims to develop the core skills needed for learning and to prepare the students to progress to further education, training and employment.

QQI Level 5 & 6 Early Childhood Care and Education: provides a course open to adults who wish to re-engage with education, and secure employment in the childcare sector working with children from birth to 6 years..

The Adult Literacy Service: This programme outreached to the Mountmellick Centre for adults throughout Laois and Offaly who wish to improve their reading, writing, spelling, and maths or computer skills.

Accreditation Youthreach Programme:

- QQI Level 3 General Learning Certificate
Major Awards: 3 / Component Certificates: 0
- QQI Level 4 Retail Skills
Major Awards: 8 / Component Certificates: 4

Accreditation Post Leaving Certificate courses (PLC):

- QQI Level 5 Early Childhood Care & Education
Major Awards: 8 / Component Certificates: 1
- QQI Level 6 Early Childhood Care & Education
Major Awards: 7 / Component Certificates: 1

Other Programmes & Initiatives:

The Centre participated in a number of non-certified and certified programmes in 2016 which included:

- **Career Guidance Programme:** A Guidance Resource person was appointed to support the existing programmes of career preparation, work experience and career planning in the centre. Students were offered one to one support with all aspects of their career preparation, they were supported towards progression and provided with the skills and knowledge for identifying a career or a training path for themselves.
- **Soft Skills:** A Soft Skills Programme was incorporated into the centre's timetable. All staff members participated in delivering the programme, combining teaching and learning materials, lesson plans from the MASS soft skill programme, and linking with the Youthreach

Soft Skill Framework. Key soft skills focused on included motivation, manners, behaviours and attitudes, and communications.

- **Construction Skills Summer Programme in Mount Lucas:** Learners engaged in a Level 2 City and Guilds Construction Skills course based in the National Construction Training Centre in Mount Lucas. Key skills learned included tiling, plumbing, and brick laying. In addition, students were certified in Safepass, Manual Handling and Health and Safety.
- **Special Education Needs Initiative (SENI) Programme:** SENI allowed for a mentoring programme to be offered to all the students in the centre. Provision of regular mentoring sessions and the development of an individual action plan (IAP) allowed for key educational, personal and vocational goals to be addressed successfully.
- **Literacy & Numeracy Programme:** Students were assessed using BKSB System. The test informed the tutors programme and plans and the 1:1 support offered to the learners in their programme.
- **Summer Programme:** The students enjoyed the summer programme experiences as they enhanced them culturally, personally, physically and spiritually. Such trips included Dunamase Castle, Lough Boora Bod Cycling Tour, National Stud and Japanese Garden, Slieve Bloom Fishing and Angling, Summer Art Muriel, Kilkenny Castle etc.
- **Outdoor Adventure Trip:** 14 students engaged in an outdoor adventure day in Birr Adventure Centre. Learners engaged in activities such as zip-lining, abseiling, human soccer, archery, indoor climbing, basketball and team building activities. The day's activity developed fitness, physical health and well-being factors at the same time as working on leadership and assertive skills etc.
- **HSE Smoking Awareness Information Workshop:** An information morning raising awareness on the dangers and impact of smoking in your life took place in the Centre this year. This was a direct intervention requested by some of the students in the centre interested in quitting smoking and/or gathering information on this topic for themselves or for family members. The interactive workshop covered smoking stats, quizzes, Q & A and carbon monoxide testing.
- **Hairdressing and Photo Shoot:** 8 students engaged in the hairdressing and photo shoot that involved working on skills in styling, customer skills, up-styles, colouring and washing. Members of the local community were given the opportunity to be styled by the students. This was followed by a photoshoot. This was a huge success with hairdressing and barbering being placed on the timetable for the upcoming year.
- **Work Experience:** Students participating in the career preparation and work experience modules had the opportunity to engage in the working world and gain valuable work experience.
- **1916 Commemorations:** As part of the 1916 celebrations both students and staff participated in the 1916 commemoration in Croke Park. Furthermore a flag raising ceremony was carried out at the Centre to commemorate the event. Also as part of it, a trip was organised to Kilmanham Jail, in which all the students were given a comprehensive tour and educated about the 1916 rising.

Staff Training

Training was provided to the staff team or for individuals working in a specific area. Training was provided in; QQI training and development, Literacy and Numeracy, Safe talk, Dyslexia Awareness, Mindfulness Training, Frontline Mentoring Training and Work Experience.



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Education and Training Board

Portarlington Further Education and Training Centre

Bracklone Street, Portarlington, Co. Laois

Contact: Margaret Morrin Tel: 057 8623161 Email: portarlingtonfet@loetb.ie

Portarlington Further Education and Training Centre offer both full-time and part-time programmes for second chance education or retrain and upskill. The full-time programme, the Vocational Training Opportunity Scheme, (VTOS), is the anchor programme at the centre for the long-term unemployed. Presently, the centre has a provision for forty students. The part-time provision is funded by the Back to Education Initiative (BTEI). This funding allows people to study on a part-time basis and maintain their social welfare allowance, or work and study on a part-time basis.

The Centre is a Sage Certified Training Centre in conjunction with Accounting Technicians Ireland.

Students:

Full Time: 46 / Part Time: 98.

QQI Accredited Programmes 2016

Full and Part-time

QQI level 4 - Return to Learning and access to office skills

QQI Level 5 - Healthcare Support

QQI Level 5 - Business Studies

Department of Education and Skills

Leaving Certificate

QQI Accredited

Part-time only

QQI Level 5 - Early Childhood Care and Education

Non QQI Programme

Specific Purpose Award

Certificate for Accounting Technicians (One Year)

Diploma for Accounting Technicians (Two Years plus Work Experience)

Other Achievements

Ms Lorraine Thompson, a second year Accounting Technician student achieved 10th place in The National Examination for Accounting Technicians Ireland. A Leaving Certificate student achieved three As at higher level in their examination results. A high number of students gained employment in the healthcare sector, childcare, and financial service sectors.

Portlaoise Further Education and Training Centre

Tower Hill, Portlaoise, Co. Laois

Contact: Kathleen Dunne Tel: 057 8623161 Email: portlaoisefet@loetb.ie

Portlaoise Further Education and Training Centre offers a comprehensive range of courses from part-time learning to full-time study, leading onto higher education, training or employment.

The centre also runs fee paying evening courses ranging from hobby courses to QQI level 5 and 6. Laois Third Level Outreach Centre in Association with the Institute of Public Administration offers the Bachelor of Arts (Honours) Public Management NFQ Level 8, accredited by UCD on a part-time basis in the centre.

Enrolments:

- Evening classes 136
- Literacy & ESOL services 792
- BTEI 115

Services in Portlaoise Further Education and Training Centre:

- Adult Guidance Information Service - AEGIS
- Community Education
- Adult Literacy Service
- Back to Education Initiative – BTEI
- Skills For Work Regional Service

Courses offered:

COMMUNITY EDUCATION

- Unaccredited pre-development courses

LITERACY

- One-to-one literacy
- Unaccredited literacy, numeracy and IT courses
- QQI Level 1-3 courses
- Skills for Work – courses to upskill people in employment
- ITABE – Intensive Tuition of Adult Basic Education
- English for Speakers of Other Languages - ESOL

BTEI

- QQI level 4 Employment Skills
- Leaving Certificate English

EVENING FEE PAYING COURSES

- Art, Spanish, Bridge, Sewing, Beekeeping, Crochet and other hobby programmes depending on demand.
- QQI level 5 & 6 Special Needs Assistant Course, Care of the Older Person QQI level 5 and Information Technology Skills QQI level 5.



Portlaoise Youth Education Centre

Railway Street, Portlaoise, Co. Laois

Contact: Anne Malone Tel: 057 8681005/6 Email: portlaoiseyec@loetb.ie / amalone@loetb.ie

Portlaoise Youth Education Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. The programme aims to develop the core skills needed for learning and to prepare the students to progress to further education, training and employment. The centre also offers a BTEI Level 2 in Communications and Maths operating three afternoons a week for early school leavers.

Students:

28 students: 14 Male / 14 Female.

Accreditation:

- **QQI Level 3 General Learning Certificate**
Major Awards: 3 students / Component Certificates: 6 students.
- **QQI Level 4 Employability Skills**
Major Awards: 1 student / Component Certificates: 3 students.

Programmes and Initiatives:

The Centre provides personal, educational and vocational programmes across their Youthreach and BTEI programmes.

Portlaoise Youth Education Centre participated in a number of non-certified and certified programmes in 2016:

- **Money Management & Awareness Programme:**
This was a joint initiative that saw Bank of Ireland and the students engage in an 8-week programme covering topics such as understanding money, budgeting, and banking management. In total 14 students participated in the programme.

- **Meditation and Stress Management Programme:**
This 8 week programme was directly actioned by the student council. It was designed and participated in by a small group of 8 students, twice a week in the afternoon classes by a tutor in the centre. This Headspace Programme was a step by step programme allowing students to ease into the basic principles of meditation, while at the same time learning how to relieve stress in their daily lives.
- **Career Guidance Programme:** A Guidance Resource person was appointed to support the existing programmes of career preparation, work experience and career planning in the centre. Students were offered one to one support with all aspects of their career preparation, they were supported towards progression and provided with the skills and knowledge for identifying a career or a training path for themselves.
- **Special Education Needs Initiative (SENI) programme:** SENI allowed for a mentoring programme to be offered to all the students in the centre. Provision of regular mentoring sessions and the development of an individual action plan (IAP) allowed for key educational, personal and vocational goals to be addressed successfully.

- **Soft Skills:** A Soft Skills Programme was incorporated into the centre's timetable. All staff members participated in delivering the programme, combining teaching and learning materials, lesson plans from the MASS soft skill programme, and linking with the Youthreach Soft Skill Framework. Key soft skills focused on included motivation, manners, behaviours and attitudes, and communications.
- **Literacy & Numeracy Programme:** Students were assessed using BKSB System twice throughout the year. The test informed the tutors programme and plans. The programme offered 1:1 support to the learners in their programme.
- **Construction Skills Summer Programme in Mount Lucas:** Learners engaged in a Level 2 City and Guilds Construction Skills course based in the National Construction Centre in Mount Lucas. Key skills learned included tiling, plumbing, and brick laying. In addition, students were certified in Safepass, Manual Handling and Health and Safety..
- **Interagency Open day:** The centre hosted an open interagency day for services and organisations in the Portlaoise area. The aim was to create awareness of the services that Portlaoise Youth Education Centre offer and also to create and establish future partnerships and networks in the community. Organisations such as MABs, Citizens Information, Block Project, and HSE members attended.
- The Centre organised a parents' coffee and cake morning to engage and link with the families and community in the area.
- Four students participated in an Art and Crafts competition aimed at highlighting drug awareness. This was carried out over a period of months and students had to create a visual drawing, painting or video on this topic.
- The Student Council Team participated in group and individual work around a number of topical subjects such as mental health in young people, community action in their neighbourhood and an environmental awareness projects.

Other Achievements:

- **Foreign Trip:** A trip to Poland was organised in 2016. 15 students attended a 3-day excursion to Krakow. Key sites visited included the central Grand Square, the Wieliczka Salt mines and Auschwitz Birkenau Concentration Camp.
- **Digital Media Production:** This was a collaborative approach toward producing and delivering an awareness video about the centre. The video was a representation of how Youthreach is viewed through the eyes of the students. 13 students got the

Staff Training:

Training was provided to the whole group or specifically for individuals working in that area. QQI training and development, Gaisce training, Mindfulness and Meditation Training, Work Experience Training and NLP.



Prison Education Centres

MIDLANDS PRISON EDUCATION CENTRE

Dublin Road, Portlaoise, Co. Laois

Supervising Teacher: **Deirdre Dowling**

Tel: 057 8672171 Email: drdowling@ipsedu.ie

PORTLAOISE PRISON EDUCATION CENTRE

Dublin Road, Portlaoise, Co. Laois

Supervising Teacher: **Mark Kavanagh**

Tel: 057 8672171 Email: makavanagh@ipsedu.ie

Education services are provided in Portlaoise and Midlands Prisons by LOETB. Literacy, numeracy and general basic education provision is the priority and broad programmes of education are made available which generally follow a further education approach. Programmes are adapted to take account of the diversity of the prisoner population and the complex nature of prison life. Junior and Leaving Certificate courses, and FETAC programmes from Level 1 to 6 are available.

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Students:

1,541 students.

Accreditation:

Leaving Certificate: 6 Subjects, 13 students.

Junior Certificate: 3 Subjects, 18 students.

QQI ACCREDITATION

- 20 Component Certificates at QQI Level 1 / 1 Major Award at QQI Level 1
- 48 Components Certificates at QQI Level 2
- 195 Component Certificates at QQI Level 3 / 3 Major Awards at QQI Level 3
- 61 Component Certificates at QQI Level 4
- 98 Component Certificates at QQI Level 5 / 1 Major Award at QQI Level 5
- 6 Component Certificates at QQI Level 6 / 1 Major Award at QQI Level 6

OTHER ACCREDITATION

- Comhaltas Geoilteoiri Eireann
– 4 learners: Music
- Environmental Health Officers Association
– 10 learners on Food Hygiene course
- Junior Certificate 2016 – 2 learner:
Subjects – Mathematics & English
- Leaving Certificate 2016 – 2 learners:
Subjects – English & French
- Open College – 6 learners
- Open University – 9 learners
- Order Of Malta – 14 learners – First Aid
- Redcross – 14 learners: Redcross Programme
- Rockskool – 2 learners: Music
- University of Cardiff: 1
- Royal Irish Academy of Music – 10 learners

Training Services

LOETB, Administrative Office, Ridge Road, Portlaoise, Co. Laois

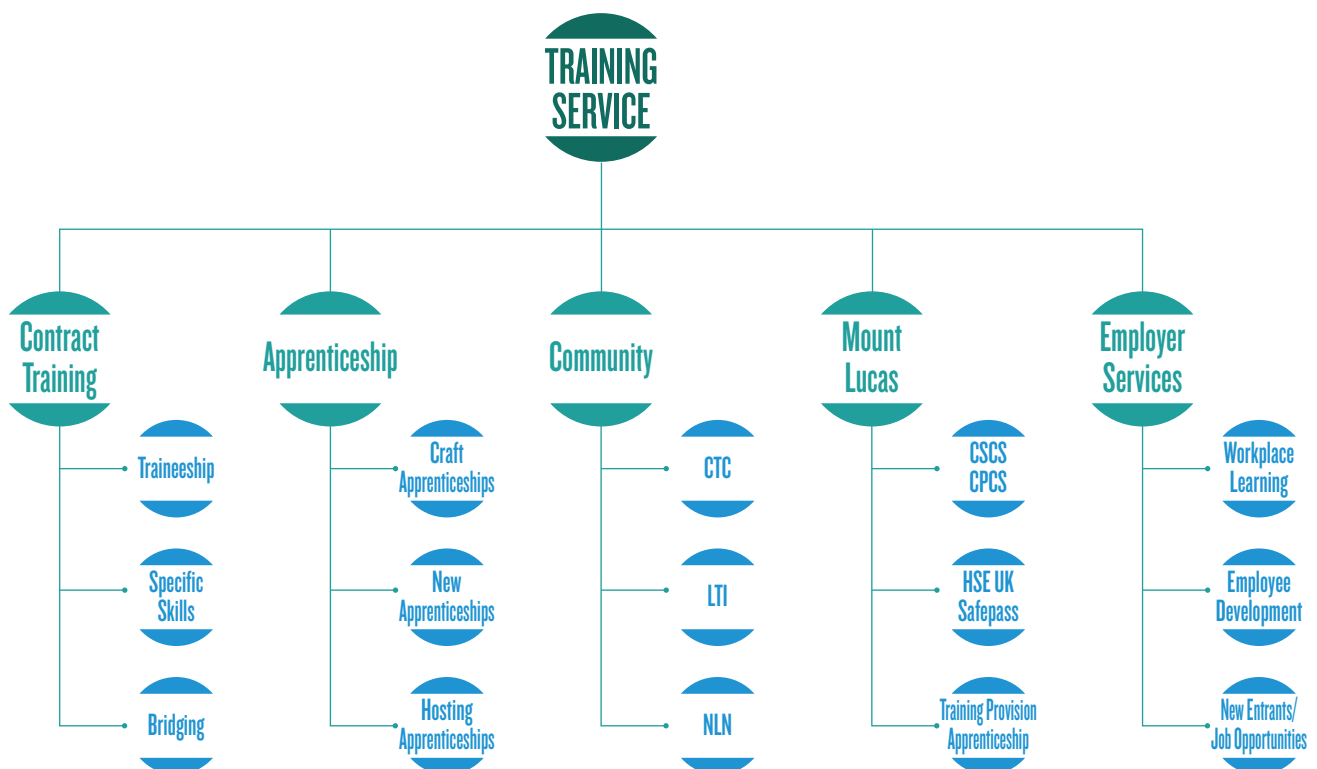
Contact: Pdraig Boland, Training Manager

Tel: 057 861530 Mob: 087 9155394 Email: pboland@loetb.ie

LOETB assumed responsibility for provision of training, and the management of Apprenticeships, in Laois and Offaly on March 1st 2016. Training is a key element in LOETB's capacity to engage learners, communities, and employers in a broad range of Further Education and Training (FET) programmes and projects across Laois and Offaly.

Training adopts a partnership approach that identifies the needs of employers and industry, of local communities and, most crucially, of learners - and plans flexible, accessible and strategic responses that facilitate and support clear learner access, transfer and progression, ultimately into employment.

LOETB delivers training through its five distinct, but inter-connected areas of responsibility;





Contract Training

Contact: Yvonne Foy, Training Officer, Contracted Training

Tel: 057 8671543 Mob: 085 8773741 Email: yfoy@loetb.ie

Training Provision under Contract Training is shaped by the labour market landscape within both counties, the specific needs of people who are unemployed, under employed or those in employment who require new or enhanced skills.

The following programmes under Contract Training have been developed during 2016:

- In response to national industry needs; in construction four programmes initiated in 2016, with 68 learners engaged, as a direct response to the national skills shortage in form workers. A comprehensive review of this pilot programme has been completed – leading to separation of provision in 2017; General Operative and Formwork with LOETB assuming responsibility for employer engagement and work placement programme.
- In response to local DSP client needs; Traineeships in both Healthcare Support and Beauty Therapy were developed - but core traditional content was altered significantly, following consultation with local employers, to enhance learner employability options.
- In response to Turas Nua client needs; 2 short retail programmes were developed that integrated Medical Counter Assistant module certified by the Irish Pharmaceutical Union.
- To introduce early school leavers to a vocational career pathway; introduction to Construction Programme developed for Youthreach/Community Training Centre learners to explore of pathways to work.

In short, LOETB has developed, during 2016, a contract training programme in construction that SOLAS have elevated to national programme status, changed the content of the Beauty Traineeship and Healthcare Support programmes to reflect the changing needs of the market and of the learner – the changes in Beauty Therapy have since been adopted by some Training Centres and by ITEC. Healthcare Support provision, given its liberal usage at Level V, is now focusing providing graduates of that programme with the additional skills and training required by regulatory bodies. Changes made to inherited Welding provision directly resulted in 83% progression to employment on the day the programme finished and all participants receiving a merit in our first utilisation of the City and Guilds Welding Fabrication Module.

Apprenticeships

Contact: Sandra Doyle, Senior Training Officer

Tel: 057 8671545 Mob: 085 8598413 Email: sdoyle@loetb.ie

Contact: Niamh Desmond, Senior Training Officer

Tel: 057 8671544 Mob: 085 2541789 Email: ndesmond@loetb.ie

We inherited 155 apprentices in March 2016. This increased to 268 in the first year, an increase of 72%.

We have approximately 150 employers with current apprentices. Individual employers with most apprentices are Bord na Móna (25 apprentices), Romaquip (14 apprentices) and John Fletchers in Portarlinton (9 apprentices). However, most employers employ one apprenticeship in Laois and Offaly, illustrating the nature of the labour market landscape in the region. All of the above Apprentices are participating in the traditional Craft Apprenticeship Programme.

LOETB has embraced the development of new industry-led apprenticeships. We have one apprentice completing the BA Hons Degree in business and insurance at Campion Insurance in Portlaoise. Bord na Móna are registered for the Level 7 Industrial Electrical Engineer Apprenticeship.

LOETB has significantly enhanced the level of engagement with existing employers, new apprentices and newly registered employers. There has been a keen focus on taking both employers and apprentices through our registration process, engaging with their employers and setting standards required under the National Programme and LOETB. The input of colleagues in Further Education has enabled successful supports being provided for apprentices who find the academic element of the apprenticeship challenging. The Maths for Trades has been particularly important with 10 apprentices attending and a further 10 on a waiting list for September 2017.

- LOETB undertook a skills needs analysis with Bord na Móna that identified IT training needs for current employees.
- Developed non-accredited programmes based on employer and employee consultation.
- Training programmes are currently being delivered at three Bord na Móna sites at time and dates the employer and employees.

Employer Services

Contact: Jolene Hall, Training Officer, Employer Services

Tel: 057 8671310 Mob: 085 2539167 Email: jhall@loetb.ie

LOETB recruited an Employer Services Officer in October 2016 who is currently engaging with employers to develop training that will enhance workplace learning in the region – offering additional skills to those currently in the labour market. LOETB will part-fund programmes that enhance skills in our region where there are recognised gaps.

Training is being planned primarily on the basis of a model developed with Bord na Mona:



Community Training

Contact: Lisa McEvoy, Training Officer, Community Services
Tel: 057 8671542 Mob: 085 8867945 Email: lmcevoy@loetb.ie

Community Training Centre

LOETB works in partnership with Tullamore Community Training Centre (CTC) to provide community based training for early school leavers as part of the national Youthreach programme. Community Training Centres are independent, community-based organisations which provide training and related supports for early school leavers primarily aged between 16 – 21 years who have left school with no formal or incomplete qualifications. Programmes at the centre are being enhanced to promote greater focus on skills development that are likely to match accessible employment opportunities and LOETB is exploring, with the Board of Management at Tullamore CTC, the enhancement of facilities that will enable evening provision at the centre.

Local Training Initiative (LTI)

An LTI programme is a community-based training programme targeted at 16-25 year olds who are economically, socially, geographically or educationally disadvantaged. The overall aim of the LTI programme is to assist unemployed people, not otherwise catered for through other LOETB interventions, to move towards employment by providing community-based training and work experience leading to nationally recognised qualifications. Offaly Local Development Company is contracted (as Second Providers) to deliver the LTI Programmes in Birr, Banagher and Edenderry and LOETB has worked with Laois Partnership Company to develop two new LTIs in Laois during 2016 - Catering Support in Mountmellick and Employment Skills (Repairs and Maintenance) in Mountrath.

Specialist Training Programme (STP)

LOETB contracts the National Learning Network to deliver training programmes for people with disabilities. These programmes offer more intensive support than is available in non-specialist training provision. Operating out of its Training Centres in Portlaoise and Tullamore the NLN provides a range of specialist courses available at two levels of training; Introductory Skills Training (IST) and Skill Specific Training (SST). The specialist training provision includes in-centre; employer based and blended learning approaches to accommodate learners' training needs.

Across all three programmes under Community Training LOETB has been working with providers to ensure that each programme is engaging the most appropriate learners.

National Construction Training Centre - Mount Lucas

Contact: John Kelly, Centre Manager, National Construction Training Centre
Tel: 01 533 2557 Mob: 085 8598412 Email: jkelly@mountlucas.ie

The Centre at Mount Lucas was built by FÁS in 2008. In January 2016, LOETB assumed responsibility for the centre with the dual goal of developing construction skills for youth and unemployed in Laois, Offaly and the surrounding counties, and developing experienced workers' skillsets to meet changing industry needs.

The Centre's remit covers non-craft worker training and certification of New Entrants and Experienced Workers in the National Construction Skills Certificate (CSCS). It also offers the Construction Skills for Employment (Formwork) Programme tailored to industry needs. In addition, Mount Lucas administers the CITB UK changeover programme for Irish CSCS cardholders who wish to attain recognition to allow them to work in the UK by completing the UK Health Safety & Environmental (HSE) Test, the compulsory pre-clearance test that enables entry to work on UK sites.

Just under 400 trainees progressed through Mount Lucas in 2015 while 2016 saw a total of 684 trainees at the centre.

Centre facilities have been refurbished, with equipment and formwork materials purchased to ensure that the centre is the leader in this area.

The entire fleet of plant and machinery, including a unique Crane, has been upgraded enabling Mount Lucas to offer training on the precise machinery that the trainee can expect to encounter on the construction site. The training at Mount Lucas is provided in a simulated work environment. There are now over 15 acres assigned for machinery training, we also have a 700m²

Construction Hall that is used for small machine training and is currently in use as a workshop for the Form Work programme. All areas at the Centre are set out so participants are trained in Construction skills in real work environments.

The development of a Strategic Plan for Mount Lucas is ongoing with key stakeholders representing funders, providers and industry now engaged. The plan will be published during 2017.



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fhailí
Laois and Offaly
Education and Training Board

Tullamore Further Education and Training Centre

Castle Buildings, Tara Street, Tullamore, Co. Offaly

Contact: Michelle Shanahan, Manager of Tullamore FET Centre

Tel: 057 9349424 Mob: 085 2538600 Email: tullamorefet@loetb.ie

Tullamore Further Education and Training Centre offers a comprehensive range of courses from part-time learning to full-time study, leading onto higher education, training or employment. The Centre offers a range of services to people including literacy support, adult guidance, part-time and full-time courses in a wide array of areas. In 2016, the Centre delivered a range of Programmes from QQI Level 1 to 6, including:

- Basic Literacy & Numeracy Programmes
- ESOL Classes
- IT Programmes
- Junior & Leaving Certificate Programmes
- Non-accredited leisure courses
- Employment Skills
- Healthcare Support
- Nursing Studies
- Childcare
- Restaurant Operations
- Business Studies

Tullamore Further Education & Training Centre also ran the following PLC courses in 2016:

- 1) Computer Systems and Networks
- 2) Applied Science
- 3) Engineering Technology

In 2016, **70 full time students** and **2,436 part time students** attended Tullamore Further Education and Training Centre.

VTOS Tullamore

Castle Buildings, Tara Street, Tullamore, Co. Offaly

Contact: Eileen Kenna Quinn Tel: 057 9349431 Mob: 085 8773754 Email: ekennaquinn@loetb.ie

Students:

January - June 2016: 27 Learners: Leaving Certificate – 15, Junior Certificate – 11, Dispersed – 1 (QQI Level 5 Engineering)

September – December 2016: 30 Learners: Leaving Certificate '17 – 11, Leaving Certificate '18 – 8, Hospitality & Tourism – 9, Dispersed – 2 (QQI Level 5 Engineering)

Courses Offered:

- Leaving certificate: English, Maths, Biology, Chemistry, Physics, Business
- Junior Certificate: English, Maths, Science, Business and Art
- QQI Level 5: Hospitality & Tourism (QQI Level 5)

Accreditation:

- 15 learners sat Leaving Certificate in June 2016
- 3 studied for 5 subjects
- 8 studied for 4 subjects
- 4 studied for 3 subjects
- 11 Learners sat Junior Certificate in June 2016
- 9 studied for 4 subjects
- 1 studied for 3 subjects
- 1 studied for 1 subject



Programmes & Initiatives:

- During the year we introduced talks and programmes on: Study Skills, Looking after Our Mental Health, “You Can Do It” Motivational Programme, Leaving Certificate Biology Experiments Workshop in Maynooth, Ecology Workshop in Birr Outdoor Education Centre.
- One of our learners joined the National Adult Learner Forum.
- We had a trip to Dublin to see The Plough and The Stars for Leaving Certificate.
- We had a visit to the local attractions of Tullamore Dew, Emo Court, and The Rock of Dunamase.
- We attended the Open Days in Athlone IT and University of Maynooth, and we paid a visit to the Community Training Centre in Tullamore to learn about the centre and what they provide.
- In September 2016 VTOS Tullamore took on the already successful Hospitality Programme, we developed our links with local hotels and restaurants where the learners gained valuable work experience, we also developed a strong link with Athlone Institute of Technology where the students now spend 10 days working between the culinary arts kitchen and the training restaurant. In December 2016 the hospitality students served the Christmas lunch to the Administration staff of LOETB in the Bridge House Hotel.

Progression:

7 learners progressed to further studies in Athlone IT, 3 to PLC programmes in Tullamore and 2 progressed to our Level 5 Hospitality & Tourism programme, one learner joined a local CE Scheme, one progressed to a Level 6 programme in Tullamore College and later returned to join our hospitality programme and one learner remained in VTOS for a further year of study. 10 learners who completed Junior Certificate returned to study for Leaving Certificate in 2017.

Quality Assurance

LOETB, Ridge Road, Portlaoise, Co. Laois

Contact: AnneMarie Keane, Quality Assurance Manager

Tel: 057 86 71539 Mob: 085 8773754 Email: akeane@loetb.ie

Students:

In April 2016, following the transfer of training services from Longford and Westmeath ETB to LOETB, a Quality Assurance Department was established. The Department consists of a Quality Assurance Manager, Quality Assurance Officer and Administrator and is based at the Administrative Offices, Ridge Road, Portlaoise, Co. Laois.

Functions of the QA Department include:

- Maintaining the current quality assurance system operated by the further education centres with Quality and Qualifications Ireland (QQI) and the Transition Quality Assurance System (TQAS) operated by the Training Services with QQI.
- Coordinating the certification processes in all centres for all accredited FET programmes.
- Administration of central Assessment System used for training programmes.
- Coordination and the administration of the Programme Learner Support System (PLSS) - a comprehensive database used by all ETBs introduced by Solas which contain a full inventory of FET programmes, a calendar of when and where the programmes are running, and a learner referral system that is linked with the Department of Social Protection. In 2017, the functionality of the system will include the introduction of a learner database which tracks the learner journey from the point of referral to course completion.
- Administration and centre support in the assessment of all applicants for FET programmes in order to determine learners are on courses at correct levels.
- Collection and collation of statistics relating to FET programmes.
- Public Relations and Social Media for FET programmes



SECTION 4

Youth Services

Youth Work Services

LOETB acknowledges valuable role that youth work plays in the lives of young people and the important contribution it makes to the communities throughout Laois and Offaly. We recognise that youth work and those involved in delivering it at the local level contribute to the strengthening of those communities.

In order to ensure the highest and most comprehensive quality of service is delivered to young people in Laois and Offaly, the Youth Officer ensures that there is:

- Co-ordination of plans, proposals and activities regarding youth work Provision of financial assistance.
- Preparation a Youth Work Development Plan.
- Compilation of a Youth Work Annual Report.
- Designation, review or withdrawal of designation for local youth work/service organisations.
- Establishment of a Youth Work Committee to advise and make recommendations on the performance of its youth work functions.

Youth Capital Funding Scheme 2016 and 2017:

The aim of this capital funding scheme was provide much needed assistance to youth projects and was split into two categories:

- Type One, which provides for the up-grade or replacement of equipment or the purchase of essential equipment to support the running of the project or organisation.
- Type Two, which will fund health and safety improvements to premises or the upgrade or refurbishment of premises, including the purchase and installation of kitchen and toilet facilities or improvements to enable access to young people with disabilities, including those with physical or sensory disabilities.

The following Youth Project received funding in Laois and Offaly, as part of the programme.

EDUCATION AND TRAINING BOARD AREA	PROJECT	TYPE ONE	TYPE TWO	TOTAL
Laois and Offaly	Offaly Traveller Movement	€12,620		€12,620
	Tullamore Youth Project	€6,498		€6,498
	Room Partitions Project		€20,739	€20,739



The Youth Affairs Unit of the Dept. of Children and Youth Affairs, in conjunction with Pobal and ETBs, have undertaken a Mapping Project of all youth projects in Ireland. This was completed as per the recommendation 8 of the VFMPR:

The mapping project involved two main tasks;

- 1. Project Boundaries:** This is to map out the small areas that a project covers or its catchment area.
- 2. Dot Location:** This is where the building where the project is based. When the dot is click on the map, a dialogue box will appear with details of the project name, information and contact details for the project.

The following Youth Project were mapped in Laois and Offaly, as part of the programme:

- **Youth Work Ireland Laois**
- **Tullamore Youth Project**
- **Offaly Traveller Movement**

Local Youth Club Grant Scheme:

The Local Youth Club Grant Scheme (LYCGS) supports voluntary youth club activities at local level. The Scheme, which provides grant-aid towards the costs of running clubs, is part-funded by the proceeds of the National Lottery. Funding for the Scheme is provided by the Department of Children and Youth Affairs (DCYA) and administered locally by Education & Training Boards on the Department's behalf.

The Scheme supports voluntary youth club activities for young people; with priority being given to young people between the ages of 10 and 21. The primary focus of this Scheme is to assist local voluntary youth clubs who offer a youth work response to young people. In addition, other clubs/groups that work with young people who are not specifically youth work are also entitled to apply for funding under this scheme.

Local Youth Club Grants awarded in 2016

Spot Youth Café	€1,300.00	Order of Malta	€1,000.00
Eglisish and Rath Foróige Club	€500.00	Irish Girl Guides Borris-in-Ossory.....	€600.00
St Ciarans Youth Club	€800.00	4th Laois Scout Group Portarlinton	€1,000.00
Cloghan Foróige	€900.00	No Limits Community Hub.....	€1,000.00
Croghan Foróige Club	€600.00	Mountrath Youth Club, Afterschool	€900.00
Edenderry Youth Action Group	€600.00	Emo Youth Club.....	€800.00
1st Company Edenderry Boys Brigade	€600.00	Rathdowney Girl Guide Unit.....	€900.00
3rd Laois Durrow Scouts.....	€900.00	Rathdowney Girl Guide Brownies.....	€600.00
Clonaghadoo Youth Club (An Cuig mBothar)	€700.00	Cross Road Youth Club	€800.00
2nd Offaly Scouts	€1,100.00	M & Ms Group.....	€500.00
1/10 Offaly Scouts	€1,000.00	Vicarstown Youth Club.....	€800.00
Girls Friendly Society (GFS) Edenderry	€600.00	Mountrath Girls Friendly Society.....	€500.00
St. Mary's Junior Youth Club	€1,100.00	Rathdowney Youth Café.....	€1,278.00
Durrow/ Tullamore Foróige.....	€500.00	1st Laois (Mountmellick) Scouts	€1,100.00
Banagher, Foróige Club	€800.00	Irish Girl Guides/Mosse Brownie Pack	
Ballycumber Foróige Club.....	€800.00	Portlaoise.....	€500.00
Clara Youth Club	€800.00	Dunamaisé Brownie Pack.....	€500.00
9th Offaly Scouts	€900.00	Triogue Brownies.....	€800.00
Daingean Youth Club	€900.00	Mountmellick Development Association Ltd./	
Lusmagh Foirge Club.....	€700.00	Moutmellick youth Development Centre Teen Leader	
Kilclonfert/Kilmurry Youth Club	€500.00	€1,100.00
Tullamore Community +Family Resource Centre..	€500.00	Abbeyleix Killermogh Girl Friendly Society...	€800.00
Gallen Community Ferbane Foróige.....	€800.00	Rathdowney Senior Branch (formerly Young	
Girl Power. Young Girls Only.....	€600.00	Leaders)	€500.00
Girls Friendly Society Birr	€700.00	P2B Youth Café	€1,300.00
Daredevils Foróige Club	€400.00	Pathfinders.....	€400.00
2nd Laois (Rathdowney) Scout Group	€700.00	Jordan Juniors.....	€500.00
Camross CCE Branch	€1,000.00	Ratheniska CCE.....	€800.00
Portlaoise Junior And Senior Youth Group	€1,000.00	Total	€41,878
7th Laois Comross Scouts.....	€600.00		

Total number of Youth Clubs / Groups funded under the LYCGS 2016: 54

Total amount of funding allocated under the LYCGS 2016: €41,878.00



SECTION 5

Organisation Support and Development

Organisation Support and Development

Marie Bracken, Director, Organisation Support and Development
LOETB, Administrative Office, Ridge Road, Portlaoise, Co. Laois
Tel: 057 8621352 / 057 9349400 Email: mbracken@loetb.ie

LOETB is governed by a Board, comprised of representatives of its key stakeholders, as laid out in the Education and Training Board Act 2013. The Board is supported by a number of Committees and by Boards of Management of the schools.

While the Chief Executive has overall responsibility for the performance of the services of the Board, the Director of FET, Director of Schools, Director of Organisation Support and Development as well as school principals, Youth Officer, centre managers are responsible for the day-to-day management of the schools, centres, and services. This work is supported by a comprehensive administrative structure covering the key areas including Finance, Procurement, Human Resources, Corporate Services, and ICT.

The primary legislation is the Education and Training Boards Act 2013.

LOETB operated from 2 Administrative Offices in 2016:

PORTLAOISE OFFICE

Ridge Road, Portlaoise, Co. Laois.
 Tel: 057 8621352 Fax: 057 8621877

TULLAMORE OFFICE

Castle Buildings, Tara Street, Tullamore, Co. Offaly.
 Tel: 057 9349400 Fax: 057 9351400

The Administrative Offices provide support to the work of the schools, centres and their staff. Below are the pillars that the administrative function worked under in 2016;

- Finance
- Human Resources
- Procurement
- ICT
- Corporate Services



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fhailí
Laois and Offaly
Education and Training Board

Corporate Governance

Code of Practice for the Governance of Education and Training Boards

A Code of Practice for the Governance of LOETB was adopted in May 2015. The Code adopted is consistent with the Guidelines set out by the Department of Education and Skills in Circular Letter 18/2015. The purpose of the Code is to ensure that the principles of Good Governance and Management are applied by LOETB.

Corporate governance comprises of the systems and procedures by which entities are directed and controlled. State bodies, including ETBs, must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. The Board (i.e. the entity comprising elected and appointed members of LOETB) is responsible and accountable for the proper direction and control of LOETB. In order to deliver good governance in LOETB, the Board must act in the interest of LOETB at all times, consistently with the requirements of legislation and government policies, avoiding self-interest and the interests of third parties, including bodies which have elected or nominated them.

Ethics in Public Office Act, 1995 and the Standards in Public Office Act 2001

All Staff Members occupying designated positions of employment and Board Members occupying designated directorships in LOETB complied with the requirements of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act 2001 for the period 1st January 2016 to the 31st December 2016. Each person confirmed to LOETB that they have been advised of and understand their obligations under the terms of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act 2001.

LOETB Board Meetings

In accordance with Schedule 3, paragraph 2 (2) of the Education and Training Boards Act, 2013, LOETB held 8 meetings in 2016. A register of attendance was maintained. Minutes of each meeting were adopted and signed by the Chairperson. A record of Members' attendance at the Board Meetings and details of their expenses are recorded on page 76 of this report.

LOETB's Finance Committee

LOETB established a Finance Committee on 25 May 2015, in accordance with Section 45 of the Education and Training Boards Act 2013.

The Finance Committee reports to the Board, not less than four times in each year on whether the Chief Executive is implementing the Service Plan, as adopted by the Board, and within the expenditure limits set by the Minister. This is achieved by considering the monthly accounts and ad hoc reports provided to the Board by the Chief Executive.

The Finance Committee met 3 times in 2016:
7 March, 23 May, 26 September, and 5 December.

LOETB's Audit Committee

LOETB established an Audit Committee on the 25th May 2015, in accordance with the provisions of Section 45 of the Education and Training Boards Act 2013. The Audit Committee, by examining and considering internal audit reports, statutory audit reports and the confirmations of the Chief Executive, reports to the Board in accordance with the Audit Committee Terms of Reference.

The Audit Committee met 3 times in 2016: 14 March, 18 May, 16 September, and 12 December.

Protected Disclosures Act 2014

The Protected Disclosures Act 2014 came into effect on 15 July 2014.

This Act provides a framework within which workers can raise concerns regarding potential wrongdoing that has come to their attention in the workplace in the knowledge that they can avail of significant and other protections if they are penalised by their employer or suffer any detriment for doing so.

LOETB has put in place a policy which, in tandem with the legislation, will encourage workers to report potential wrongdoing in the knowledge that their concerns will be taken seriously and investigated, where appropriate, and that their confidentiality will be respected.

LOETB Finance Committee

Peter Scully (Chairperson)	External
Eamon Dooley	Internal
Paschal McEvoy	Internal
Molly Buckley	Internal
Caroline Dwane Stanley	Internal

LOETB Audit Committee

Oliver McCormack (Chairperson)	External
Martin Byrne	External
Anne O'Keeffe	External
Mary Cotter-Bracken	Internal
John Carroll	Internal
Jerry Lodge	Internal

Annual report of LOETB as required by section 22 of the Protected Disclosures Act 2014:

- LOETB confirms that no protected disclosures were received in 2016.
- Consequently no action was required to be taken by LOETB in relation to Protected Disclosures.

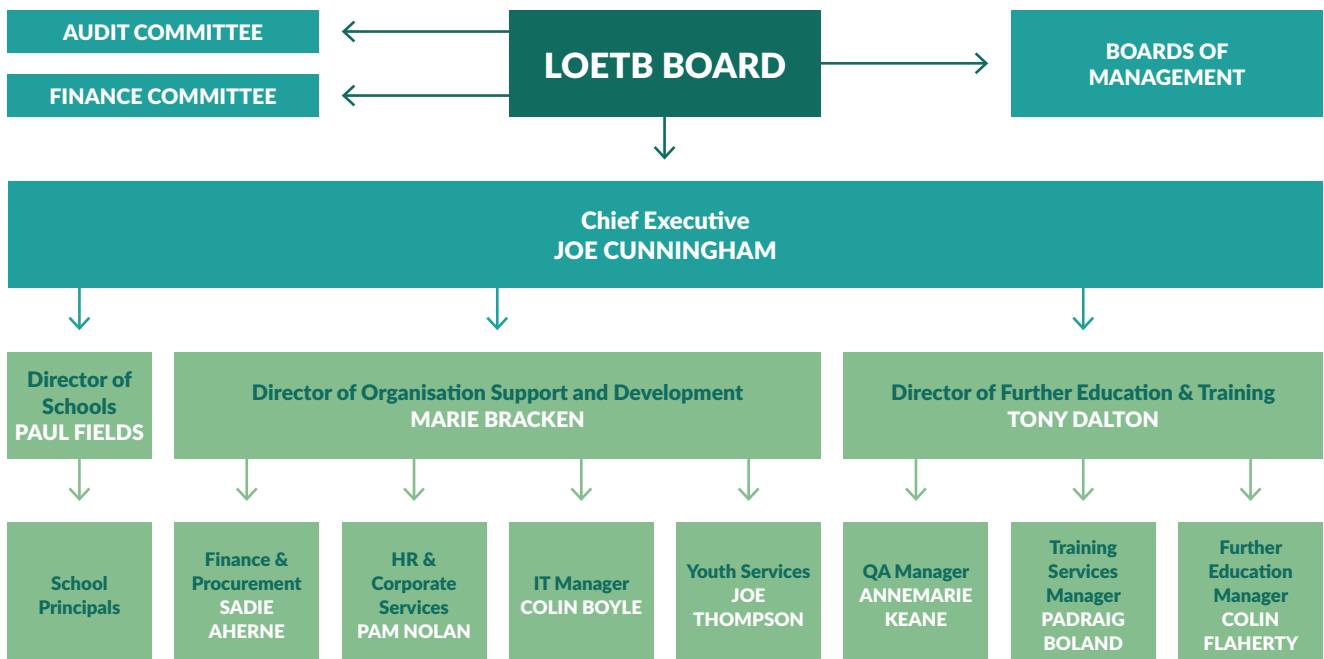
Policies and Procedures

The following Policies and Procedures were adopted by the Board Members of LOETB in 2016:

POLICY ADOPTED	DATE OF MEETING
Policy on Retirement Age Grounds	20th December 2016
Bullying Prevention Policy – Complaint Procedure for ETB Staff & Guidance Notes	28th November 2016
Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff & Guidance Notes	28th November 2016
Grievance Procedure for Staff and Draft Memorandum of Understanding for the Grievance Procedure	28th November 2016
Policy and Procedure for the Management of Lone Working	28th November 2016
Continuous Professional Development Policy – Administrative Staff	28th November 2016
Fraud Policy	28th November 2016
Customer Care Policy	28th November 2016
Compassionate Leave Policy and Unpaid Leave Guidelines for Registered Teachers	26th September 2016
Policy on Brief Absences for Special Needs Assistants	26th September 2016
Policy Regarding Court Proceedings Which Relate To Pension Benefits	26th September 2016
Policy on Property Acquisition, Acquiring a Lease and Disposal of Surplus Property	26th September 2016
Policy on the Disposal of Assets Minor Disposals	26th September 2016
Policy and Procedure for dealing with the recovery of Overpayment of Salary	26th September 2016
Print Policy	14th June 2016
ESF Procedures	23rd May 2016
Health and Safety Policy Statement	23rd May 2016
Risk Management Policy	4th April 2016
Employment Equality Policy	4th April 2016
Confidentiality Policy	4th April 2016
Policy for making of Protected Disclosures by LOETB staff	4th April 2016
Policy on corrective appliances required for working with VDUs	4th April 2016
Clean Desk / Clear Screen Policy	4th April 2016
Policy on Job Sharing for Teachers and SNAs	4th April 2016
Policy on Career Break for Teachers	25th January 2016
Travel Policy	25th January 2016
Data Protection Policy	25th January 2016
Travel and Subsistence Procedures	25th January 2016
Policy for Responding to Requests for Records (Administrative Access Policy)	25th January 2016

Organisational Structure

SENIOR MANAGEMENT TEAM IN 2016	
Joe Cunningham	Chief Executive
Marie Bracken	Director of Organisation Support and Development
Tony Dalton	Director of Further Education and Training
Linda Tynan (January to November 2016) Paul Fields appointed on 1 December 2016	Director of Schools
Padraig Boland	Training Services Manager
Colin Flaherty	Further Education Manager
Anne Marie Keane	Quality Assurance Manager
Pam Nolan	Assistant Principal Officer – Human Resources and Corporate Services
Sadie Aherne	Assistant Principal Officer – Finance and Procurement
Colin Boyle	IT Manager





Financial Report

Finance Strategy

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

Statutory Accountability

Strict accountability requirements apply to LOETB. These requirements include the preparation of annual accounts in a format prescribed by the Dept. of Education and Skills (DES) and the audit of these accounts by the Comptroller and Auditor General (C&AG). LOETB is also subject to audit by the Internal Audit Unit (IAU-ETB). Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives. LOETB complies with its obligations under taxation laws and ensures that all tax liabilities are paid on or before the relevant due dates, as set out under Section 27 of the Code of Practice for the Governance of LOETB.

Financial Information

PROGRAMME	EXPENDITURE (€'000) January 2016 to December 2016			EXPENDITURE (€'000) January 2015 to December 2015		
	PAY	NON-PAY	TOTAL	PAY	NON-PAY	TOTAL
Schools & Head Office	23,128	1,800	23,702	21,902	1,800	23,702
Associated Main Scheme	262	485	747	213	683	896
Capital	54	5,233	5,287	54	4,364	4,418
Third Level Grants	0	56	56	0	250	250
Further Education and Training	5,659	8,357	14,016	4,564	2,973	7,537
Youth Services	8	99	107	46	54	100
Agencies/Self Financing/Third Party Funds	108	1,983	2,091	447	1,436	1,883
TOTALS	29,219	18,083	47,302	27,226	11,560	38,786
PERCENTAGES %	61.77%	38.23%	100%	70.20%	29.80%	100%

Comments on Performance - Achievements/Developments:

1. Pay costs under Schools & Head Office, Associated Main Scheme and Further Education and Training take into account reduced pay rates and delayed increments.
2. The cost of creditor invoices (including capital projects) was €13,009,521. The cost of late payments amounted to €4,087, or 0.03%.
3. Capital projects accounted for expenditure of €5,287,115 in the period January 2016 to December 2016.
4. Third Level Grant costs are continuing to decrease due to the transfer of the administration of third level and PLC grants to SUSI.
5. The costs of Youth Services in the period January 2016 to December 2016 amounted to €107,359. Local Youth Club grants accounted for €41,878 of this amount.
6. Agency/Self-Financing Projects are programmes where money is received from sources other than the DES/SOLAS. They include Birr Outdoor Education Centre and school/centre bank accounts.
7. LOETB, at the 31 December 2016, had an overall deficit of €85,057. The deficit balance occurred on Schools & Head Office Non-Pay.
8. Ongoing enhancements to the ESI Manser computer software package were undertaken during the period 1 January 2016 to 31 December 2016.
9. LOETB will implement the accrual accounting system (income/ expenditure and balance sheet) when and as required by DES.

Reduction in Payment Periods for Commercial Transactions:

Following on from Government Decision S 29296 of 19th May 2009 to reduce the payment period to 15 days for commercial suppliers, the Government decided to extend the 15 day prompt payment rule, currently applying to central Government Departments, to other Public Sector Bodies including Bodies under the Aegis of the DES. This reduced payment period came into effect from 1st July 2011. See below quarterly returns for January 2016 to December 2016.



01/01/2016 - 31/03/2016	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1601	€2,657,028.88	89.85%
	Number of payments made within 16 days to 30 days	440	€279,452.40	9.45%
	Number of payments made in excess of 30 days	62	€20,630.72	0.70%
	Total Payments made in Quarter	2103	€2,957,112.00	100%
	Disputed Invoices*			

01/04/2016 - 30/06/2016	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1448	€2,523,583.57	72%
	Number of payments made within 16 days to 30 days	542	€313,410.14	27%
	Number of payments made in excess of 30 days	18	€4,680.46	0.90%
	Total payments made in Quarter	2008	€2,841,674.17	99.90%
	Disputed Invoices*			

01/07/2016 - 30/09/2016	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1122	€1,709,585.08	79.80%
	Number of payments made with 16 to 30 days	279	€250,528.48	19.84%
	Number of payments made in excess of 30 days	5	€244.38	0.36%
	Total payments made in Quarter	1406	€1,962,357.94	100%
	Disputed Invoices*			

01/10/2016 - 31/12/2016	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1879	€2,247,428.86	75.74%
	Number of payments made with 16 to 30 days	586	€425,364.26	23.62%
	Number of payments made in excess of 30 days	16	€4,133.66	0.64%
	Total payments made in Quarter	2,481	€2,676,926.78	100%
	Disputed Invoices*			

*Invoices received during the quarter and still under dispute at the end of the quarter.

Publication of Purchase Orders over €20,000

In accordance with a commitment in the Public Service Reform Plan, every purchase order by a Government Department or Agency for €20,000 or over should be published online by the end of 2012. See below quarterly returns for the period January 2016 to December 2016.

PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
	Accommodation & Building Systems	€44,190.00	Capital Works Ard Scoil Chiaráin Naofa	Y
	ETBI	€30,731.25	Annual Subscription	Y
	Department of Education & Skills	€58,692.14	Refund of Incorrect Payment	Y
10634	Montara	€22,700.39	DCG Computers	Y
12075	Quality & Qualifications Ireland	€32,340.00	Exam Certification Fees	Y
10754	Callington Ltd.	€28,311.00	Capital works Birr OEC	Y
	Roankabin Ltd	€40,934.40	Capital works Oaklands CC Edenderry	Y
	Kane & Carberry	€24,600.00	Rent	Y
	Sammon Contracting Ltd.	€299,521.42	Capital works Tullamore College	Y
10770	Michael Bracken Ltd.	€49,292.51	Capital works Youthreach Centre Edenderry	Y
	Irish Public Bodies Ltd.	€45,139.50	Insurance	Y
	Roankabin Ltd	€329,915.39	Capital works Oaklands CC Edenderry	Y
	Kane & Carberry	€21,346.65	Rent	Y
	Sammon Contracting Ltd.	€300,292.60	Capital works Tullamore College	Y
10770	Michael Bracken Ltd.	€23,904.63	Capital works Youthreach Centre Edenderry	Y
	Irish Public Bodies Ltd.	€215,478.50	Insurance	Y
	Department of Children & Youth Affairs	€25,239.25	Refund of incorrect payment	Y
	Kane & Carberry	€30,675.00	Rent	Y
4100005752	Coláiste de Danann Ltd. Clane College	€36,946.77	Healthcare Support	Y

01/01/2016 – 31/03/2016

Continued on page 72



01/01/2016 – 31/03/2016

4100005753	Coláiste de Danann Ltd. Clane College	€37,687.44	Reception & Clerical Skills	Y
4100005754	Hartley People Ltd	€29,000.00	Retail Skills	Y
4100005755	Ballycommon Telework Ltd	€28,000.00	Information Technology Systems	Y
4100005758	Compupac IT Solutions Ltd	€44,840.00	Retail Sales	Y
4100005759	Maltings Training Ltd	€94,777.00	Healthcare Support	Y
4100005760	Midlands Energy Training Ltd	€50,000.00	Welding	Y
4100005761	iSkill Training Ltd.	€98,156.25	Welding	Y
4100005751	Joe O'Neill Consultants Ltd.	€24,742.80	Beautician Traineeship	Y
4100005756	KT Business Skills Ltd.	€39,801.50	Office Administration	Y
4100005757	Joe O'Neill Consultants Ltd.	€106,432.43	Beautician Traineeship	Y
Total Purchase Orders in Quarter: €2,213,688.82				

01/04/2016 – 30/06/2016

PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
12880	Office Comptroller & Auditor General	€31,000.00	Audit Fees	Y
	Larkin Aluminium	€25,824.24	Capital Works Ard Scoil Chiaráin Naofa Clara	Y
	Larkin Aluminium	€60,256.56	Capital Works Ard Scoil Chiaráin Naofa Clara	Y
11291	Softwareone Pipeline Ltd.	€20,934.11	Microsoft Campus Agreement	Y
13017	Quality & Qualifications Ireland	€25,360.00	Certification Fees	Y
13408	Quality & Qualifications Ireland	€32,360.00	Certification Fees	Y
11300	Advance Systems Ltd.	€20,645.55	Clock-in Systems schools	Y
	Kane & Carberry	€24,600.00	Rent	Y
	Sammon Contracting Ltd.	€529,464.80	Capital Works Tullamore College	Y
12855	VS Ware Ltd.	€31,344.09	Timetabling System Subscription	Y
	Kane & Carberry	€21,346.65	Rent	Y
	Sammon Contracting Ltd.	€244,052.00	Capital works Tullamore College	Y
	Sammon Contracting Ltd	€343,409.10	Capital works Tullamore College	Y
	Sammon Contracting Ltd.	€419,874.20	Capital works Tullamore College	Y
	Kane & Carberry	€30,675.00	Rent	Y
4100006028	iSkill Training Ltd.	€97,500.00	Certificate in Construction Skills	Y
Total Purchase Orders in Quarter: €1,958,646.30				

01/07/2016 – 30/09/2016	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
	7977	Offaly County Council	€20,000	Grant to Music Generation	Y
		Roankabin	€43,493.00	Rental additional accommodation 2nd half 2016	Y
	14026	Quality & Qualifications Ireland	€33,240.00	Certification Fees	Y
	13982	Kane & Carberry	€21,346.65	Rent	Y
	13359	eLearning Services	€44,621.45	Tablets	Y
	13983	Kane & Carberry	€24,600.00	Rent	Y
		Sammon Contracting Ltd	€161,912.40	Capital works Tullamore College	Y
		Sammon Contracting Ltd	€252,908.10	Capital works Tullamore College	Y
		Sammon Contracting Ltd	€467,831.00	Capital works Tullamore College	Y
	Kane & Carberry	€30,675.00	Rent	Y	
Total Purchase Orders in Quarter: €1,100,627.60					

01/10/2016 – 31/12/2016	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
	16303	Office Comptroller General	€36,000.00	Audit Fees	Y
	16754	Contech Accessories Ltd.	€66,680.76	Formwork Panels Mount Lucas Training Centre	Y
		Systo Metric Ltd.	€54,481.61	Additional ASD unit Ard Scoil Chiaráin Naofa	
	14534	Peter Walsh & Sons	€28,115.03	Furniture Tullamore College	
	14536	DB Office Supplies	€25,082.16	Furniture Tullamore College	
	15377	Quality & Qualifications Ireland	€31,600.00	Certification Fees	
	12950	Quality & Qualifications Ireland	€39,360.00	Certification Fees	
		Kane & Carberry	€21,346.65	Rent	
		Kane & Carberry	€30,675.00	Rent	
	10796	Larkin Aluminium	€69,803.10	Windows Banagher FEC	
	10797	Larkin Aluminium	€55,749.15	Windows Abbeyleix FEC	
		Burke Carton Building Ltd.	€49,500.00	Refurbishment Tower Hill	

Continued on page 74



01/10/2016 - 31/12/2016	10789	Christian Brothers Provincence Centre	€20,750.00	Rent	
		Kane & Carberry	€24,600.00	Rent	
		Sammon Contracting Ltd.	€249,920.50	Capital works Tullamore College	
		Sammon Contracting Ltd.	€75,789.86	Capital works Tullamore College	
		Sammon Contracting Ltd.	€116,636.56	Capital works Tullamore College	
	16326	Laois County Council	€20,000.00	Music Generation Grant	
Total Purchase Orders in Quarter: €1,016,090.38					

Procurement

LOETB is fully conversant with the current value thresholds for the application of EU and national procurement rules and adheres to the requirements of public procurement.

Chief Executive’s Salary

In 2016 the Chief Executive was paid €99,141, excluding employer’s PRSI. Employer’s PRSI of €9,851 was also paid. The Chief Executive is a member of an unfunded defined benefit public sector scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.

Board of Management Training Expenses

No training for Board of Management members took place in 2016.

Board Members Expenses

Expenses are paid to board members for travel to Board-related meetings. The aggregate expenses paid to each member in the period January 2016 to 31 December 2016 were: *(see opposite page for table)*

BOARD MEMBER	STATUTORY MEETINGS	INTERVIEW BOARDS	ATTENDANCE AT CONFERENCES / SEMINARS	OTHER	TOTAL	NUMBER OF BOARD MEETINGS ATTENDED
Anne Starling					€0.00	3
Carol Nolan (resigned March 2016)	€60.40				€60.40	1
Caroline Dwane Stanley	€564.84		€458.45	€147.58	€1,170.87	7
Catherine Fitzgerald	€410.35	€4,734.61	€515.44	€154.15	€5,814.55	8
Denis Magner (retired on 31/08/2016)			€519.09	€544.93	€1,064.02	5
Eamon Dooley	€793.18		€497.17	€107.14	€1,397.49	6
Eddie Fitzpatrick	€152.94			€48.70	€201.64	5
Frank Smith	€202.37			€73.05	€275.42	5
Jerry Lodge	€137.44			€73.79	€211.23	7
Joe Thompson	€160.23			€151.22	€311.45	8
John Carroll	€1,193.05	€2,761.25		€277.37	€4,231.67	7
John King	€458.72	€351.50		€159.03	€969.25	6
Liam Quinn	€408.83	€135.40	€960.67	€368.60	€1,873.50	8
Mary G Cotter Bracken	€593.49			€18.26	€611.75	6
Mary Sweeney	€1,064.59		€525.42		€1,590.01	6
Maura Brophy	€279.82		€515.44	€113.97	€909.23	6
Molly Buckley	€299.78	€1,269.45		€121.75	€1,690.98	7
Paschal McEvoy	€576.68		€530.05	€134.67	€1,241.40	6
Sean Maher (appointed March 2016)	€334.61				€334.61	4
Shane Hand					€0.00	0
Sinead Dooley	€286.64	€1,269.45	€519.09		€2,075.18	6
Vivienne Keenan	€353.51		€461.32	€245.05	€1,059.88	8
William Flanagan (appointed November 2016)					€0.00	1
TOTAL	€8,331.47	€10,521.66	€5,502.14	€2,739.26	€27,094.53	



Annual Energy Efficiency Reporting by Public Sector Bodies

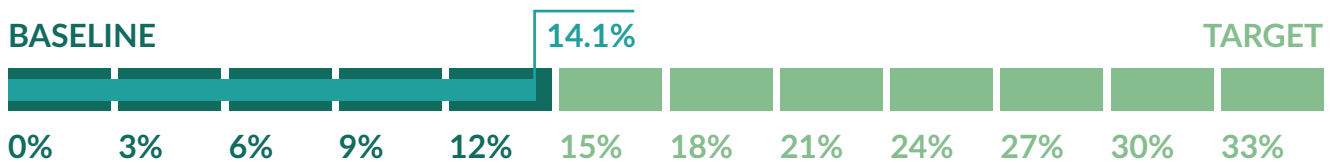
Statutory Instrument 542 of 2009 requires public sector organisations to report annually on their energy usage and actions taken to reduce consumption. LOETB continues to strive for decreases in energy usage, and has submitted information on all schools, centres and offices as required to SEAI, who will provide findings later in 2017. See below, which indicates that LOETB has made a 14.1% saving by 2015.



SINCE BASELINE TO 2015

ENERGY SAVINGS: 14.1% lower

CHANGE IN ENERGY CONSUMPTION: 3.6% lower



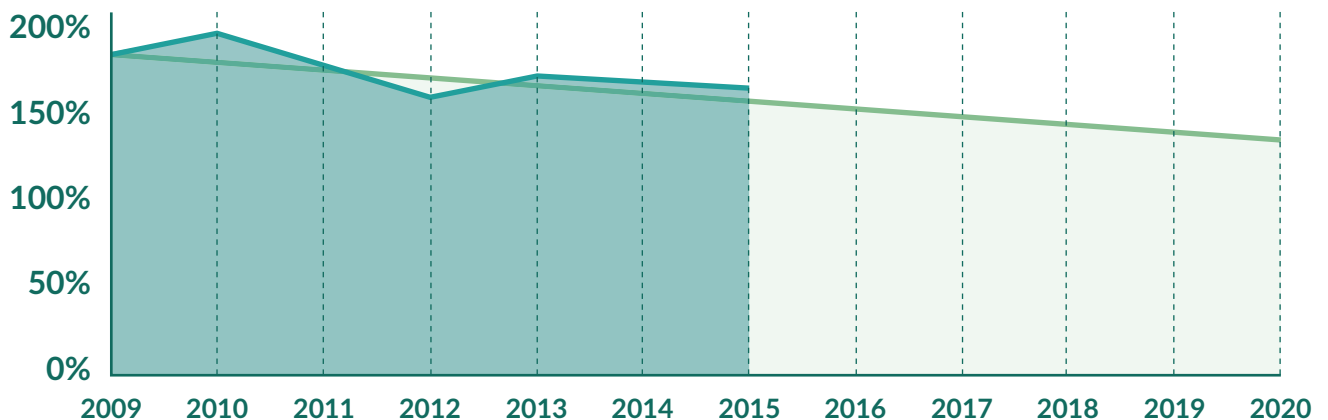
ENERGY PERFORMANCE INDICATORS - 2015

2015 ENPI = 151 $\frac{\text{kWh}}{\text{Floor Area m}^2}$

TARGET ENPI = 117 $\frac{\text{kWh}}{\text{Floor Area m}^2}$

— ACTUAL

— TARGET GLIDEPATH



2015 LEVEL 2 PERFORMANCE INDICATORS



2.1% better than 2014
 14.1% better than baseline
 28.2% improvement required by 2020
 4.8% worse than target 'glidepath'

ELECTRICITY = 86 $\frac{\text{kWh}}{\text{Floor Area m}^2}$
 4.7% worse than 2014

THERMAL = 0 $\frac{\text{kWh}}{\text{No Consumption}}$
 0.0% worse than 2014

TRANSPORT = 0 $\frac{\text{kWh}}{\text{No Consumption}}$
 0.0% worse than 2014

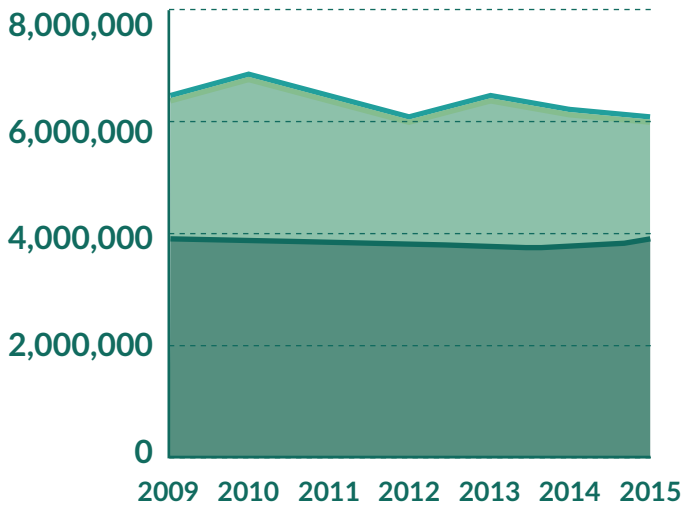


ENERGY CONSUMPTION (TPER) - 2015

2015 ENERGY CONSUMPTION = 6,124,273 kWh

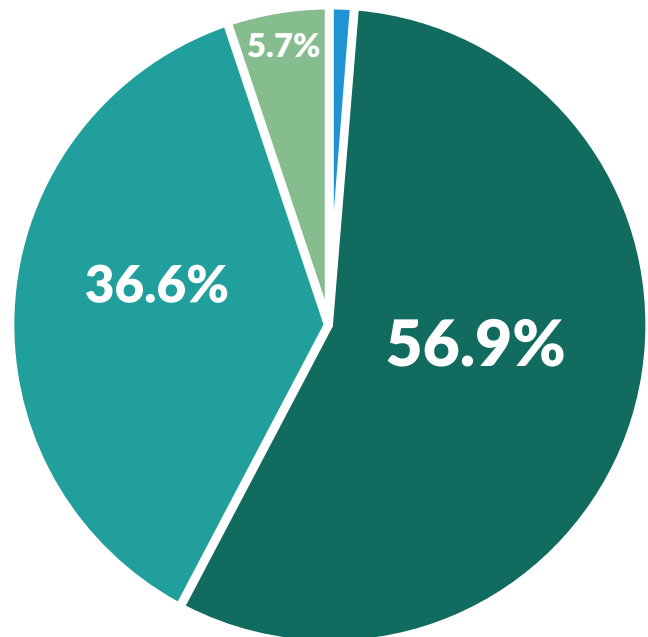
Energy Consumption Since Baseline (TPER)

— TRANSPORT — THERMAL
 — ELECTRICITY



Energy Consumption - 2015 (TPER)

● ELECTRICITY ● HEATING OIL
 ● GAS ● OTHER (0.8%)



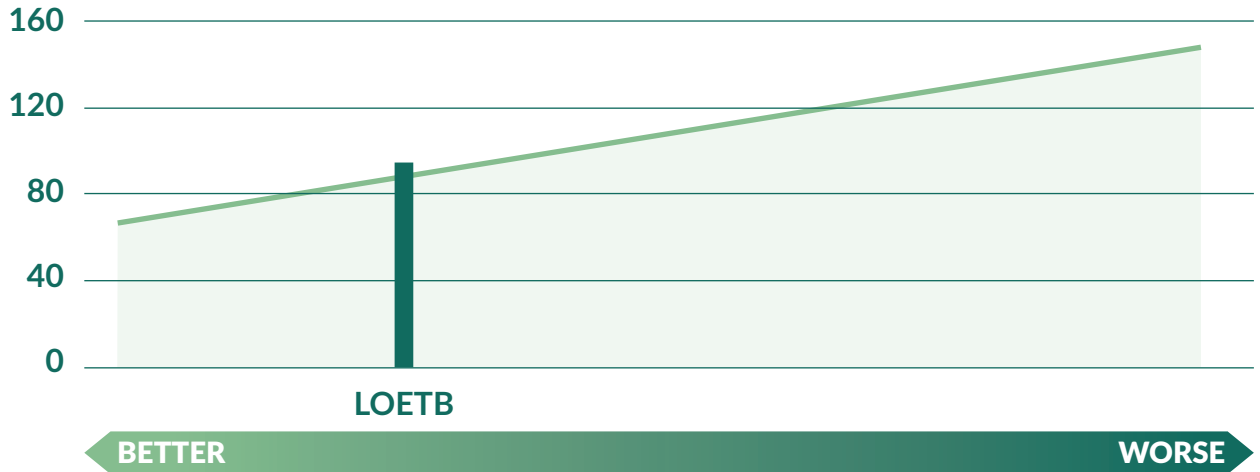
2.1% less than 2014
 3.6% less than baseline
 132,800 kWh less than 2014
 228,790 less than baseline



PERFORMANCE

PERFORMANCE COMPARED TO ALL PUBLIC BODIES

Normalised EnPI: 85.918



Savings are 0.1% more than average (0.1%)
673rd best performer (out of 1790)
Above the 38th percentile

PERFORMANCE AMONG EDUCATION: POST PRIMARY

Normalised EnPI: 85.918



Savings are 0.1% more than average (0.1%)
7th best performer (out of 15)
Above the 43rd percentile
Savings since baseline: 14.1%



SAVINGS COMPARED TO ALL PUBLIC BODIES



7.2% more than average (6.9%)
673rd best performer (out of 1790)
Above the 38th percentile performance

SAVINGS AMONG EDUCATION: POST-PRIMARY SCHOOL



6.2% more than average (7.9%)
6th best performer (out of 14)
Above the 38th percentile performance
Savings since last year: 2.1%

SAVINGS COMPARED TO ALL PUBLIC BODIES



-1.4% less than average (3.5%)
1038th best performer (out of 1790)
Above the 58th percentile performance

SAVINGS AMONG EDUCATION: POST-PRIMARY SCHOOL

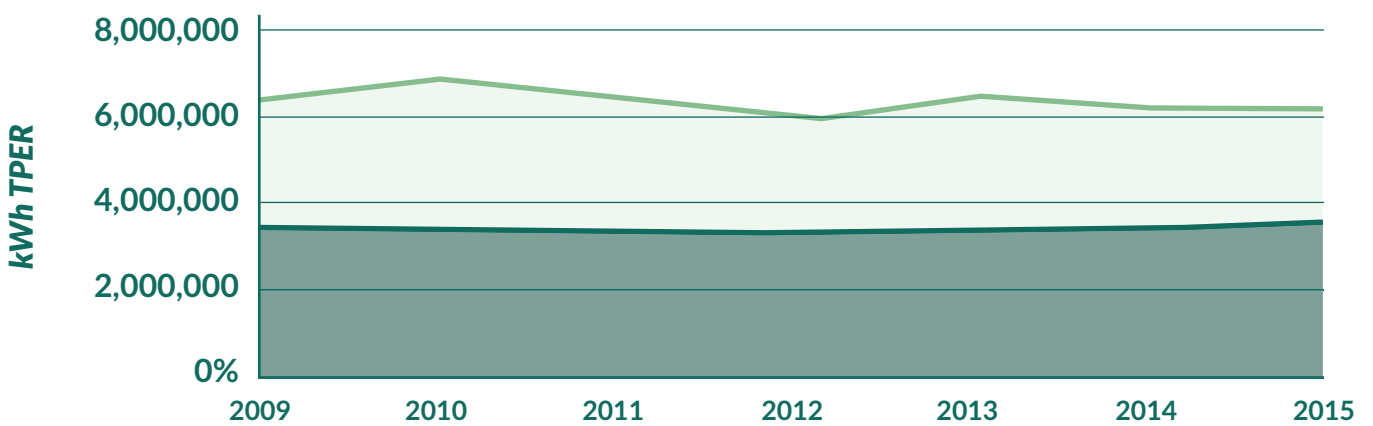


-5.6% less than average (7.7%)
10th best performer (out of 14)
Above the 68th percentile performance



RENEWABLE ENERGY - 2015

RENEWABLE FOSSIL GRID ELECTRICITY





2015 TOTAL PRIMARY ENERGY REQUIREMENT (TPER)

GRID ELECTRICITY = 3,484,571 kWh FOSSIL = 2,637,760 kWh RENEWABLE = 1,942 kWh

CHANGE IN ENERGY CONSUMPTION

Grid electricity is 4.7% more than 2014
Fossil is 9.9% less than 2014
Renewable is 5.0% more than 2014

SHARE OF ENERGY CONSUMPTION

Grid electricity share is 56.9%
Fossil share is 43.1%
Renewable share is 0.0%

2015 THERMAL PRIMARY ENERGY REQUIREMENT (TPER)

FOSSIL = 2,585,867 kWh RENEWABLE = 0 kWh

CHANGE IN THERMAL ENERGY CONSUMPTION

Fossil is 10.2% less than 2014
Renewable is 0.0% more than 2014

SHARE OF THERMAL ENERGY CONSUMPTION

Fossil share is 100%
Renewable share is 0.0%

2015 TRANSPORT PRIMARY ENERGY REQUIREMENT (TPER)

FOSSIL = 0 kWh RENEWABLE = 1,942 kWh

CHANGE IN TRANSPORT ENERGY CONSUMPTION

Fossil is 0.0% more than 2014
Renewable is 5.6% more than 2014

SHARE OF TRANSPORT ENERGY CONSUMPTION

Fossil share is 0%
Renewable share is 100%

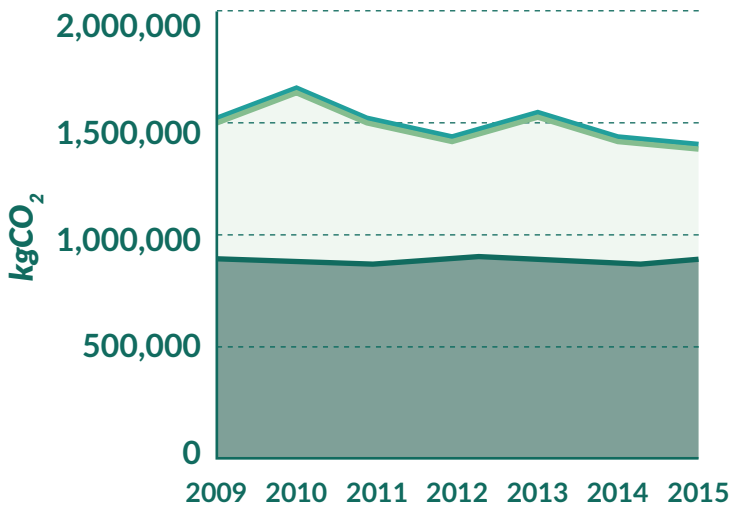


CO₂ EMISSIONS - 2015

2015 CO₂ EMISSIONS = 1,427,273,868 kgCO₂

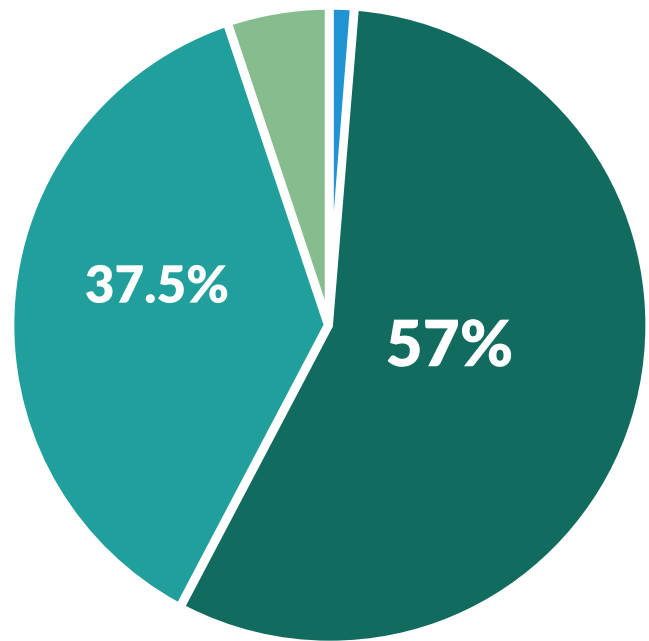
CO₂ Emissions Since Baseline (TPER)

— TRANSPORT — THERMAL
— ELECTRICITY



CO₂ Emissions - 2015 (TPER)

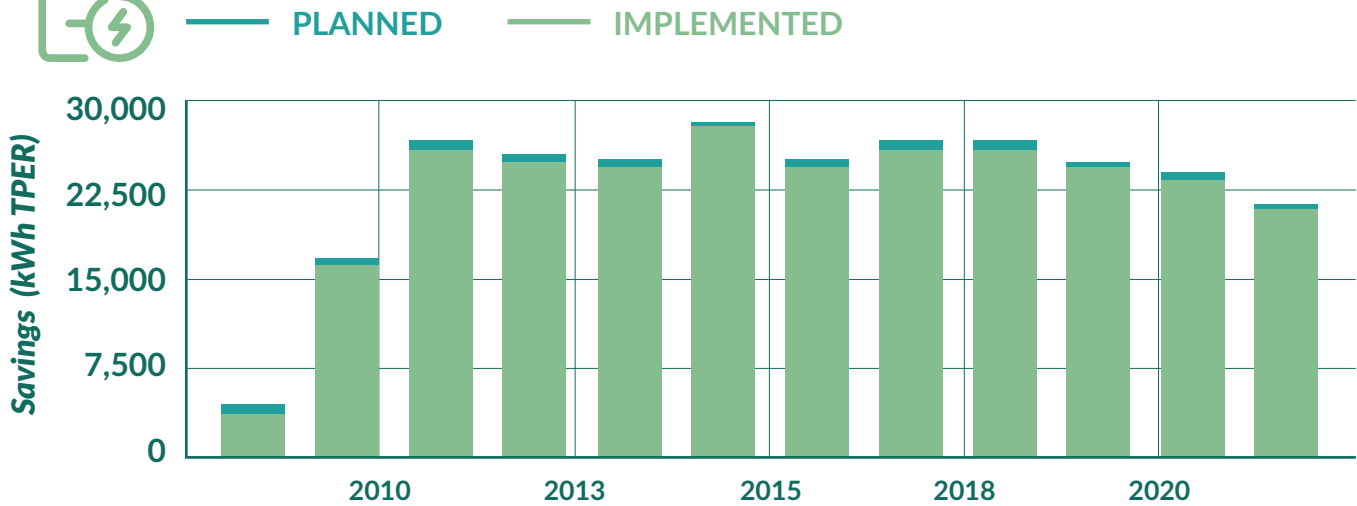
● ELECTRICITY ● HEATING OIL
● GAS ● TRANSPORT



0.7% less than 2014
6.0% less than baseline
9,803 kgCO₂ less than 2014
90,421 kgCO₂ less than baseline



ANNUAL ENERGY SAVINGS FROM REPORTED PROJECTS



YEAR	ANNUAL SAVINGS FROM IMPLEMENTED PROJECTS (kWh TPER)	ANNUAL SAVINGS FROM PLANNED PROJECTS (kWh TPER)	ANNUAL SAVINGS FROM PROJECTS - IMPLEMENTED & PLANNED (kWh TPER)
2009	5,009	0	5,009
2010	16,005	0	16,005
2011	26,104	0	26,104
2012	25,696	0	25,696
2013	25,287	0	25,287
2014	27,648	0	27,648
2015	25,023	0	25,023
2016	25,665	0	25,665
2017	25,665	0	25,665
2018	24,543	0	24,543
2019	23,219	0	23,219
2020	21,896	0	21,896

Human Resources Report

Introduction

The Human Resources Department provided support to over 900 staff in 2016. The HR Department is responsible for:

- Human Resource Planning
- Personnel Policies and Procedures
- Recruitment, Selection and Appointments of all staff
- Payroll
- Employment Contracts
- Posts of Responsibility
- Employee Assistance Service
- Annual Leave
- Sick Leave
- Special Leave, including Force Majeure, Compassionate Leave
- CPD and Training
- Teacher Allocation and Utilisation
- Superannuation and Pensions, Pension Returns
- IR Issues
- Grievance Procedures and Legal Matters
- Garda Vetting – Staff, PLC students/trainees, Volunteers and staff on Work Experience

Recruitment and Selection

Staff vacancies are advertised on LOETB's website (www.loetb.ie). Teaching posts are also advertised on Education Posts (www.educationpost.ie). Candidates proposed for an appointment to a Teaching post by LOETB must be registered in accordance with Section 30 and 31 of the Teaching Council Act 2001 and must have the qualifications suited to the purpose of the teaching post to which they are proposed for appointment. Each appointment to LOETB is subject to receipt of a satisfactory disclosure from the National Vetting Bureau, with effect from the 29 April 2016 and a pre-employment medical questionnaire (PEMQ1) which is conducted by Medmark Occupational Health. Between 1st January 2016 and 31st December 2016 a total of 129 appointments were made.



Garda Vetting

In 2016, a total of 571 Garda Vetting Applications were processed.

Retirement

In 2016, 11 Retirements took place.

Payroll

In 2016, there was 849 staff members paid through payroll.

Leave

LOETB is committed to improving the work life balance of its employees while being mindful of the needs of our students and customers. Applications for leave made to the HR Department in 2016 include; Career Breaks, Job-Sharing and Compassionate Leave, Paternity Leave, Marriage Leave, Maternity Leave, absences due to Illness, Annual Leave, Compassionate Leave, Force Majeure Leave.

LOETB operates flexi-working time for the administrative staff.

CPD and Training

LOETB is committed to continuous support professional development and encourages staff to access professional development programmes that reflects the needs of the individual, their School /Centre and LOETB. All applications for in-service and training programmes are processed by the HR Section.

A number of staff attended training during 2015, hereunder is an example of the training courses attended:
(see opposite page)

- Family Law and Pensions
- Framework for JC Science
- Framework for LC Art
- Data Protection
- In-service LC Art
- De Fib training and First Aid Training
- Access Policy Training
- FOI Forum
- Protected Disclosures
- Dealing with Difficult Situations
- HSCL CPD Training
- Training Standards Paperwork
- In service - Politics & Society
- JC Science In-service
- Timetabling training
- Crystal file training
- Employment Law in the Public Sector
- Developments in the Organisation of Working Time
- Employment Law Seminar
- Job shadowing
- Child Protection Course
- JC Biology In-service
- H&S, Workplace Relation Act, Pensions Course
- Team Teaching Maynooth
- Pre-Retirement Seminar
- Moodle Training
- Employment Law, IPASS, Connaught Hotel, Galway
- E-Tenders Training for ETB's, ETBI, Naas
- Sexting, Cyber-bullying and LGBT Issues, Portlaoise
- Bullies, Bullied and Bystanders Conference, DCU
- Schools Leaders Office 365 and One Note course
- One Note for Teachers
- Records Management Training, Dublin
- IPB Conference: Managing Compliance Risk in a Rapidly Changing Environment, Athlone
- IPB: Risk Management Audit Training, Athlone
- SAP training
- Internal Verification course
- Hairdressers Education & Teachers Hairdressing Annual Symposium
- In-service: Mosaics Workshop
- LCA Gaelige Chumarsaide In-service
- In-service LCA English & Communications, Vocational Preparation & Guidance
- LCA Graphics & Construction In-service
- Mind your Mental Health
- the Teacher as a Facilitator of Students Learning
- The Middle Leader
- Legal Updates for schools
- Chess for Teachers
- In Service 'Reach Plus'
- IPass Protection Legislation
- E-Invoicing in ETBI
- In-service Training QQI Modules
- In-service Training for the 'Mind Out' Programme
- Learner Wellbeing in the FET Environment
- SEN Course: Individualised Planning for Students with Autism
- Quality Assurance
- ETB Protected Disclosures Training Seminar & HREC Briefing Session, Naas

ANNUAL REPORT 2016



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uibh Fháiil
*Laois and Offaly
Education and Training Board*



Ireland's EU Structural and
Investment Funds Programmes
2014-2020
Co-funded by the Irish Government
and the European Union



European Union
Investing in your future
European Social Fund



Ciste Chosrúcháin agus
Infheistiúcháil AE na hÉireann
2014-2020
Comhábairt le Rialtas na hÉireann
agus le Aontas Eorpach



Aontas Eorpach
Ag infheistiú i do dhán
Ciste Sóisialta na hEorpa



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OIDEACHAIS
AGUS SCILLEANNÁ
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