

EXCELLENCE THROUGH  
EDUCATION AND TRAINING

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

# ANNUAL REPORT 2015

[www.loetb.ie](http://www.loetb.ie)



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*Laois and Offaly  
Education and Training Board*



## Chairperson's Foreword

It is with great pleasure that I welcome the 2015 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. Liam Quinn

**Chairperson**



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## Chief Executive's Introduction

It gives me great pleasure to present the 2015 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 2015. 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 2015 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 2015;
- 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)

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### MISSION STATEMENT

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*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 2015.

### 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. Carol Nolan  
 Cllr. Liam Quinn, Chairperson  
 Cllr. Mary Sweeney

### Staff Representatives

Ms. Vivienne Keenan  
 Mr. Denis Magner

### Parents' Representatives

Ms. Mary Cotter-Bracken  
 Mr. Declan Costello

### Community Representatives

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



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## 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

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## Schools

**Linda Tynan, Director of Schools LOETB Administrative Offices, Ridge Road, Portlaoise, Co. Laois. Telephone: (057) 8671316 Email: ltynan@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



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## Árd Scoil Chiaráin Naofa, Clara

Árd Scoil Chiaráin Naofa, Clara  
Frederick Street, Clara, Co. Offaly

Tel: 057 9331231

Email: [secretary@ascnclara.com](mailto:secretary@ascnclara.com)

Principal: Roger Geagan  
Deputy Principal: Miriam Hickey

Enrolment 2014/2015: 231

Enrolment 2015/2016: 251

### Achievements in 2015:

- Sanctioned additional accommodation and established the 'Brosna Centre' - Special Class to cater for students with a diagnosis of ASD.
- Installed a new 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 from 16th to 22nd December 2015.
- Continued upward trend in enrolment and continued subject sampling with first year students.
- Successful School Pantomime.
- 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 - received our second Green Flag.
- Successful School Tour to Paris.
- Work commenced on setting up a 'School App' and upgrading our website.

# Banagher College - Coláiste na Sionna

Banagher College - Coláiste na Sionna  
Banagher, Co. Offaly

Tel: 057 9151323  
Email: [admin@bccns.ie](mailto:admin@bccns.ie)

Principal: Paddy Scales  
Deputy Principal: Kevin Jordan

Enrolment 2014/2015: 521 including 11 PLC  
Enrolment 2015/2016: 537 including 17 PLC

## Annual Awards – October 2015:

Corn Ui Mháille (Best Leaving Cert): Mary Ellen McMahon  
Leaving Cert Applied: Evelyn Keegan, Evan Gannon  
Construction Award: Eoghan Flynn  
Engineering Award: Steven Dolan  
Valerie Hayes Award: Ronan Butler  
Keating Cup – (1st Year Maths): Saoirse Larkin, Ciarán Campbell  
Banagher Pre Cast Award: Ronan Hughes, Aaron Daly  
Best Junior Cert: Sean Hanamy & Andrea Teserova  
Transition Year Student – (Kennedy Trophy): Leah Flannery & Deirdre Carroll  
Repeat Student of the Year: Yvonne Ryan, Laura Healy  
P.L.C. Student of the Year: Connie Leonard  
Extra-Curricular: Ann Daly & Mark Boylan

## Achievements in 2015:

- Student Exchange Trip to St. Johns College Darwin, Australia.
- Second Year Tour to Paris.
- Table Quiz organised by Parents Association.
- Sodexo Staff Cake Sale.
- SOAR and Conor Cusack talk for parents.

## Career and College Exhibition:

Banagher College held their first Career and College Exhibition on Tuesday 10th November 2015. This proved to be a great success with approximately 500 people in attendance on the night and about 100 people exhibiting. There were 45 stands including all the major universities, IOTs, and Colleges of Further Education. The Army and An Garda Síochána were present as well as exhibitors from Lidl, Allure School of Hairdressing, and NIS IT Maintenance. Bank of Ireland and Banagher Credit Union provided advice on student loans. Combined with the exhibition there were three talks running simultaneously, which proved very worthwhile. These included;

1. Applying for a third level grant: Mary Connell, Laois and Offaly ETB.
2. The transition from post-primary to third level: Kay Mitchell, NUI Maynooth.
3. A guide on how to use career websites effectively: Careers Portal.



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## Clonaslee College, Coláiste Chluain na Slí

Clonaslee College - Coláiste Chluain na Slí  
Clonaslee, Co. Laois

Tel: 057 8648044

Email: [clonvs.ias@eircom.net](mailto:clonvs.ias@eircom.net)

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Principal: Noreen Sweeney

Deputy Principal: John Lee

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Enrolment 2014/2015: 264

Enrolment 2015/2016: 273

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### Achievements in 2015:

- Excellent Junior and Leaving Certificate results. Highest points achieved in Leaving Certificate was 555 points. 76% of students went on to third level education.
- A Junior Certificate student got 10A's on honours papers.
- A student was nominated for a National Award in Leaving Certificate engineering.
- Second amber flag was won by the School for positive mental health.
- Biology trip to Galway for Leaving Certificate Students.
- Transition Year students went on a trip to Barcelona.
- A prospectus was distributed to all local national schools before the School's Open Day.
- Open day was held for national schools to visit the School.
- Open night took place for parents to visit the School and enrol students.

# Coláiste Naomh Cormac, Kilcormac

Coláiste Naomh Cormac, Kilcormac  
Kilcormac, Co. Offaly

Tel: 057 9135048

Email: [mail@cnckilcormac.ie](mailto:mail@cnckilcormac.ie)

Principal: Brian Kehoe  
Deputy Principal: Victoria Guinan

Enrolment 2014/2015: 212

Enrolment 2015/2016: 170

## Exam Success:

2015 Leaving and Junior Cert Results were excellent.

## Subject Inspections:

The school had a follow up inspection from the WSE in 2012. Overall the report was very positive for the school, making substantial progress in the areas which were highlighted in the last report.

## Achievements in 2015:

- U16 badminton reached the All Ireland Final, winning Leinster in the process.
- A group of Agriculture Science pupils won their category in the HSA farm safety competition.
- U14 Camogie team won the Leinster final.
- School Trad group, the only Offaly school in the finals of the Gael Linn Siamsa music competition.
- We organised our Annual Open Day for incoming First years.
- 5km Charity run took place in aid of Teach Fáilte Brain injury clinic in Mount Bolus.



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## Oaklands Community College, Edenderry

Oaklands Community College, Edenderry  
St Mary's Road, Edenderry, Co. Offaly

Tel: 046 9731573

Email: [secretary@oaklandsccl.ie](mailto:secretary@oaklandsccl.ie)

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Principal: Gerry Connolly  
Deputy Principal: Richard Murphy

Enrolment 2014/2015: 589

Enrolment 2015/2016: 653

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### **Achievements in 2015:**

- Increase in enrolment of over 60 students.
- Extra accommodation: 1 staff room, 1 Home Economics, 1 Science room, 4 Classrooms.
- DEIS Inspection: very favourable report.
- Subject inspection Geography.
- Continued cooperation with Shandon Language School with two Spanish Exchange students in transition Year.
- Health & Happiness Week ran during the week of 2nd to 6th March and was a great success once again. It was organised by the 5th LCA and TY students.
- Two leaving Cert applied students winners of the Sweetman Trust Award for the second year in a row.
- Careers Fair took place in the school gym on the 21st January 2015. It welcomed students from 3rd to 6th year and their parents to visit the many stands that were there on the night. Some of these included Athlone I.T., Maynooth University, Moate Business College, The Sharon Leavy College of Hair & Beauty and St. Patricks, Drumcondra teaching college. Organisations were also represented like Teagasc, Bord na Mona, as well as Smart Futures.
- Four teams from Oaklands Community College, Edenderry took part in the Regional finals of F1 in schools competition held in Griffith College, Dublin.
- Sixty-five students took part in the President's Bronze Gaisce Challenge.



# Portlaoise College

Portlaoise College  
Mountrath Road, Portlaoise, Co. Laois

Principal: Noel Daly  
Deputy Principal: Patricia Cullen

Tel: 057 8621480  
Email: [info@portlaoisecollege.ie](mailto:info@portlaoisecollege.ie)

Enrolment 2014/2015: 707 including 360 PLC  
Enrolment 2015/2016: 752 including 363 PLC

## Achievements in 2015:

### New Subjects/Programmes introduced in September 2015:

- Agricultural Science
- German
- Engineering Technology (Further Ed.)
- L6 Hairdressing (senior trades)

### Exam Success in 2015:

- Excellent Leaving Certificate / Junior Certificate Results
- 68% of Leaving Certs entered Third Level Education
- 60% PLC Students receive full certs

### Improvements/Additions to Buildings: September 2015:

- Painting in Main School
- New Art Room
- New Internal Student Seating
- Up Grade in DCG Room
- Extended Wi-Fi
- Extra Flower Beds added on School Grounds
- New First Year Locker Area

## Sports Achievements/Fund Raising /Field Trips Etc.:

- A cast and crew of over 60 participated in the school musical "Summer Nights".
- The school hosted College Awareness Week.
- 2nd Years participated in College for Every Student Project.
- 1st Year ice skating trip to Dundrum.
- 1st Year Business students visited the Chocolate Garden in Tullow.
- 1st Years took part in Word Millionaire and read over one million words collectively.
- Students participated in the Poetry Aloud competition.
- Transition Year students went on a bonding trip to Achill.
- Transition Year cultural trip to Dublin.
- TY Enterprise visit to Criminal Courts.
- Business students held a Christmas Craft Fair comprising of 45 stalls.
- Two 2nd Year Home Economic students competed in the final of the Rotary Club's cookery competition.



- Two TY students participated in the Young Scientist competition with their project about making biodegradable plastic bags. Their invention won the attention of a Chinese manufacturing company.
- Students took part in an interactive Forensic Science workshop.
- Eryk Pilat won the NUI Maynooth Award for Excellence in Junior Cert Business Studies State Examination.
- Agnieszka Czerwik won the LOETB scholarship to attend French College during the summer.
- Transition Year students emerged as overall senior winners in the national final in the Eco Enterprise section of the Eco-UNESCO Young Environmental Awards.
- Portlaoise College hosted a very successful STEM workshop to primary school students.
- Students raised €1600 for the Donal Walsh Foundation by organising a 5k run/walk.
- Portlaoise College awarded the title of “21st Century School of Distinction” by Trinity College in honour of our work with the College For Every Student (CFES) Programme.
- 2nd Year History trip to Dublin visited the National Museum of Ireland and Collins Barracks.
- 1st Year History trip to Dunmore Caves in Kilkenny and the National Heritage Park in Wexford.
- Business students trip to Madrid.
- 1st Year Annual Outdoor Pursuits trip to Carlingford.
- Trip to Gambia took place in February with a group of five teachers and fifteen students travelling.
- Senior Girls B Volleyball All Ireland champions.
- 1st Year Mixed All Ireland Spikeball champions.
- 2nd Year Mixed All Ireland Volleyball Semi Finalists.
- U14 Boys Gaelic Football finalists.

## School Promotion in 2015:

- A teacher is responsible for submitting weekly articles to the local press
- The school has a website, Twitter and Facebook Page.
- Special Guests of Honour are invited each year for the End of Year Awards Ceremony.
- The school also produces Bi-Annual Newsletters for parents and students.
- A lot of P.R. is conducted re. Open Evenings for Further Education and second level.
- All local secondary schools are visited prior to our Further Education Open evening and the local primary schools before for the second level Open Evening.

# St Fergal's College, Rathdowney

St Fergal's College, Rathdowney  
Rathdowney, Co. Laois

Principal: Aine O'Neill  
Deputy Principal: Sean Conroy

Tel: 0505 46357

Email: [admin@stfergalscollege.com](mailto:admin@stfergalscollege.com)

Enrolment 2014/2015: 272

Enrolment 2015/2016: 272

## Achievements in 2015:

### Academic:

- The report of the WSE held in December 2014 was received. The school was highly praised for its work especially in relation to promoting student well-being and use of new teaching methodologies. The positive atmosphere in the school and the high expectations of teachers for their pupils was also mentioned.
- Leaving Cert Results: 11 students exceeded 400 points with two exceeding 500. Another 14 also exceeded the national average mark of 300 points (in all 52%) and all 48 achieved at least five passes.
- Junior cert Results: 11 students achieved 10 higher level honours and another 8 achieved 9. Excellent results all round.
- An 'Incidental Inspection' took place on Nov 10th. Ms Linda Ramsbottom inspected four teachers in 5 class periods. Her overall remarks were very positive. She encountered teaching that was "good, very good and some examples of excellent practise". She remarked on how well ICT was embedded in the lessons and not overused. She also commented on how nice all the students were to her, how bright and cheerful the school was and on the students' artwork on the walls.

## Sport:

### ATHLETICS

- The athletics team had great success in the South Leinster final winning many medals.
- Two students qualified for the Leinster Championship: Luke Herke and Darren Bowe. Luke Herke came 4th in the Cross Country event.
- The Athletics Senior boys relay team one bronze in the South Leinster Schools competition but were unable, due to other sport commitments, to compete in the Leinster competition.

### CAMOGIE

- Eight current students were on the Laois team that won the U-14 All Ireland Camogie Blitz in September.
- Two of our current students, Sarah Creagh and Niamh Coss, were on the Laois All Ireland winning Camogie team along with 5 past pupils.

### HURLING

- First years won the Laois Schools blitz. Liam O'Neill, Past President of the GAA presented their medals.
- Four current students, Robbie Phelan, Lee Cleere, Jordan Kavanagh and Brian Corby were on the Clough-Ballacolla team which won the Laois County Final, along with many past pupils.



## Other activities:

- Drumming workshops were held on 16 March.
- Music Day, March 26th. Local primary school students attended several workshops and performances by students.
- The school debating team won the Laois Schools Final for the first time.

## Parents:

- The AGM of the Parents' Council took place at 8.00pm on the 24th September. The election for new members took place on Oct 20th.
- An Anti-bullying Seminar for parents given by "Sticks & Stones" was held on November 10th 2015.
- Triple P Parenting program: "Raising Competent Teenagers" ran for 4 weeks on Tuesday nights. The presentation was focused on parents of 1st and 2nd years and was attended by 30 parents.

## Community:

- "Revive Rathdowney Expo" took place in the school GP room and lobby on Friday 10th and Saturday 11th October.
- An IT night class for farmers began on Nov 9th for 5 weeks, co-ordinated by Marion O'Reilly as part of the "Skills for Work" programme.

## Building:

- The main building was re-roofed and some repairs were made to the roof of the Old Building.
- A new canteen kitchen was installed in a room to one side of the school GP room during the summer holidays by The School Food Company. It is very popular as they focus on providing healthy food choices.

# Tullamore College

Tullamore College  
Riverside, Tullamore, Co. Offaly

Principal: Edward McEvoy  
Deputy Principal: Beatrice Quirke

Tel: 057 9321677

Email: [admin@tullamorecollege.ie](mailto:admin@tullamorecollege.ie)

Enrolment 2014/2015: 569 including 14 PLC  
Enrolment 2015/2016: 581 including 8 PLC

## Achievements in 2015:

- SciFest regional winners for “Best School” for the second year running
- Construction of the new school is well underway.
- French Embassy Alliance Française on-line Francophonie Competition National Winners in the junior Category.
- Junior Category Winners in Young Economist of the Year 2015 National Finals which were held today in NUI Maynooth.
- Dylan Cuskelly achieved the best result in Ireland in Junior Certificate Higher Level Materials Technology Metal.
- Our young historians who took part in the Heritage Competition run by Laois Education Centre. Aoife Mollen who won 1st place in the Essay Competition.
- Our Cadette Basketball Team won the Regional Final.
- Tullamore College has been recognised as a ‘Health Promoting School’ with the National Award of a Health Promoting School Flag. The first secondary school in Offaly to win the award.
- Jack Scully (1JA) and Artur Stopka (2EMC) who won the Regional Heats of the Poetry Aloud Competition in the Mullingar Arts Centre.
- The State Exams Commission identified Tara Daly and Dylan Cuskelly as high achievers based on their results in Maths and Science in the Junior Cert this year. Tara and Dylan were selected to participate in the Irish Junior Science Olympiad.
- The SAGE Global World Cup Winners and their teachers were invited to meet the President Michael D Higgins in Áras an Uachtaráin.
- Tullamore College is awarded the WorldWise Global Schools Diplomatic Passport. This was in recognition for the school’s ‘established engagement in Development Education’.
- Our T.Y. Class won the “Making our Community better” Category at Young Social Innovator’s Competition in Dublin last week. They have fundraised all year in order to build an outdoor gym for the school.
- Tullamore College Senior Football team won the North Leinster Final.



# SECTION 3

## Further Education Training and Services

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## Further Education and Training Services

**Tony Dalton, Director, Further Education and Training Services**

**Telephone: (057) 8621352 / (057) 9349424 Email: [tdalton@loetb.ie](mailto:tdalton@loetb.ie)**

Laois and Offaly ETB (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 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 2015, Laois and Offaly ETB became responsible for the former FÁS services in the Laois and Offaly region. This significantly expanded the range of services available to learners in LOETB, and increased the progression outcomes for learners at all levels.

LOETB continues to work closely with the National Planning and Funding agency, SOLAS, to modify and up-date programmes and services to ensure that the learning opportunities on offer are of a high-quality, are easily accessible and are relevant to the ever-changing personal, social, employment and skills needs of the Laois and Offaly region.

### 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

Portarlington 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

Youth Work Services



# Abbeyleix Further Education and Training Centre

Abbeyleix Further Education and Training Centre Mountrath Road, Abbeyleix, Co. Laois.

Contact: Helen Kavanagh Tel: 057 8731127 Email: [abbeyleixfet@loetb.ie](mailto: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 2015 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 2015: 135

September 2015: 130

## Courses offered:

**Leaving Certificate: 8 exam subjects and IT**

**QQI Further Education & Training Awards**

- General Learning Level 4
- Art, Craft & Design Level 5
- Nursing Studies Level 5
- Community Care Level 5
- Healthcare Support Level 5
- eBusiness Level 5
- Digital Marketing Level 5
- Business Administration Level 5
- Art and Business Level 6
- Business Management Level 6
- Customer Service
- Work Experience

## Accreditation:

- 8 Component Certificates at QQI Level 4
- 6 Major Awards at QQI Level 4
- 25 Component Certificates at QQI Level 5
- 52 Major Awards at QQI Level 5
- 6 Component Certificates at QQI Level 6
- 24 Major Awards at QQI Level 6

## Achievements:

- In collaboration with Heritage House, Abbeyleix Bog and the Tidy Towns Committee, the Art Level 5 & 6 students created a fresco. A fresco specialist, Enrico Ferrarini, from Florence worked with the students. The completed piece hangs in Heritage House in Abbeyleix. It was officially unveiled in March 2015. The piece commemorates the town as it was and as it is now.
- Art Level 5 & 6 students held an exhibition in the Dunamaise Arts Centre 7th May – 13th June 2015.
- Return to Learning exhibition in Abbeyleix Library 2nd – 5th June 2015.
- Students completed a community project in conjunction with Abbeyleix Bog Project. Chris Uyss (co-ordinator of the local bog project) held a number of meetings with the Art & Skills students and each student agreed to build an individual structure before working on a group structure for the bog. This project received both local and national attention.
- Art Trip to Florence in March 2015.

## Other Events

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



## 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 works to encourage adult learners to think about their lives in a way they might not have done before, to reevaluate their existing strengths, abilities and skills, as well as looking at ways to develop new ones.

### Clients:

2,221

### Activities during 2015:

- Adult Guidance provision was provided to BTEI, Adult Literacy, VTOS, PLC, DSP referrals and the general public 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 Portarlington.
- The existence of the protocol between the DSP/ Employment Services and LOETB has resulted in an increase in the number of referrals to the Adult Guidance Service.
- 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.
- QQI Level 4 Employment Skills – continued to be supported by AEGIS, with the aim of equipping learners with key skills such as; communications, maths, IT skills, career planning, customer service, work experience, personal effectiveness and workplace safety.
- 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 were taken to college open days encouraging them to explore the educational options and to engage with key players in education. This empowered the students to see viable progression opportunities.
- Speakers from Carlow College, Carlow IT and NUIM visited learners in Abbeyleix and Portarlington Further Education and Training Centres.



## 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

### LAOIS

Portlaoise Further Education and Training Centre  
Tower Hill, Portlaoise, Co. Laois  
Contact: Kathleen Dunne  
Tel: 057 8661338 Email: kdunne@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. Classes are part-time and are provided by trained tutors in a friendly and informal atmosphere. Classes are available throughout Laois and Offaly. A mixture of daytime and evening classes are provided.

### Students in 2015:

|               | MALE       | FEMALE      |
|---------------|------------|-------------|
| Literacy:     | 630        | 688         |
| ESOL:         | 256        | 360         |
| BTEI:         | 93         | 71          |
| <b>Total:</b> | <b>979</b> | <b>1119</b> |

### Courses Offered in Laois and Offaly:

- Basic Literacy Tuition, Basic Literacy (Special Needs)
- Literacy Supports, Literacy/Language
- Junior Certificate English
- Junior Certificate Maths (Offaly only)
- Leaving Certificate English, Maths, History and Art
- Basic Maths, Math Supports
- Level 2 Literacy and Maths modules, Level 2 Craft, Level 2 Computer and Technology Skills, Level 2 Goal Setting and Personal Decision Making, Level 2 Food Choice and Health
- Beginner/Basic IT, Introduction to Internet & Email
- Level 3 Word Processing, Internet Skills, Digital Media
- Level 3 Communications
- Level 3 Personal Effectiveness
- Level 3 Managing Personal Finances
- Dyslexia Workshop, Spelling & Grammar, Sounds Write Programme
- English for Speakers of Other Languages all levels
- ITABE Programmes/Intensive Tuition in Adult Basic Education; Skills for Work Projects; Family Literacy Programmes.
- Christmas Cookery, Storysacks, Kindermusik - Offaly

### New Provisions in 2015:

- Pre Level 3 Communications
- Pre Level 3 Maths
- Level 2 Visual Art
- Level 3 Crime Awareness
- Level 3 Retail Skills - Offaly

## Accreditation:

- 13 Major Awards at Level 2
- 231 Component Certificates at level 2
- 146 Component Certificates at Level 3
- 4 Component Certificates at level 4
- 10 students achieved Junior Cert English (7 Ordinary & 3 Foundation)
- 8 students achieved Junior Cert in 1 or more subject
- 29 students achieved Leaving Cert in 1 or more subject
- 2 students achieved Leaving Cert English

## Programmes and Initiatives:

### SKILLS FOR WORK PROGRAMMES (LITERACY AND IT UPSKILLING PROGRAMMES FOR EMPLOYED PERSONS)

Skills for Work is a national initiative to deliver training courses to full time and part time employees. It provides appropriate and quality training to employees, usually in their own workplace. Some of the Courses provided include, Communications through Computers, Personal Finance/Math, Communication Skills, Reading, Writing and Spelling.

### ITABE PROGRAMMES (INTENSIVE TUITION IN ADULT BASIC EDUCATION)

8 ITABE Programmes ran in 2015, two in Tullamore and two in Edenderry (follow on Programmes) and four in Portlaoise.

In April 2015 the Tullamore and Portlaoise ITABE students met in each other's centres and hosted events based on the theme of local geography of Laois and Offaly and including a singing and music session.

### FAMILY LITERACY (DEIS - DELIVERING EQUALITY IN SCHOOLS)

Family Literacy courses included English language Support for Parents, Family music classes (Offaly), Maths for Parents and an intensive Family Learning three day Family Learning Programme (Laois).

### VOLUNTARY TUTORS

20 voluntary tutors provided one to one literacy tuition across both counties.

Nine voluntary tutors and three group tutors attended the NALA Tutor Day in Dublin in January. The NALA publication of Case Studies of Voluntary Tutoring included one case study written by one of our voluntary tutors in Offaly.

The increase in referrals from the Department of Social Protection of students who required one to one literacy increased significantly, so more group tutors became involved in providing this tuition. The aim is that when students are comfortable with the tuition, they are encouraged to join small group classes.



## ADULT REFUGEE PROGRAMME (ARP) STUDENTS

Portlaoise welcomed over 20 students from the Syrian Resettlement Programme who attended an intensive English Language Programme Monday – Thursdays. This programme involved – Literacy 1-1 support, Beginner English and Elementary English. Students also did IT classes. Four of the ARP students progressed to the full time VTOS (full time) and other students attended Junior Certificate English and Maths classes.

## NEW START

The Adult Literacy Service was involved in many aspects of the weekly New Start programmes (week-long courses for DSP referrals), which provided an introduction to Further Education and Training opportunities. The Adult Literacy Service met with participants on a one to one basis to discuss their educational aspirations.

## OTHER EVENTS/TRAINING

- Tutors attended training in Tablet Technology (Apps) and Dyslexia, in Project Maths and in Delivering Numeracy.
- Adult Literacy Organiser and two Resource Workers attended the International Literacy Day Celebration in Dublin in September.
- The Adult Literacy Service in Tullamore hosted a regional Numeracy Workshop in conjunction with NALA in October 2015.

# Banagher Further Education and Training Centre

Main Street, Banagher, Co. Offaly

Contact: [Celina Casey](mailto:celina.casey@loetb.ie) Tel: 057 91 53734 Mobile: 085 8773755 Email: [banagherfet@loetb.ie](mailto: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 throughput figure for 2015 was 36 students. Of this overall figure 8 were females and 28 males.

Accreditation:

In 2015 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

## Programmes & Initiatives:

In 2015 the Centre ran a number of non-certified programmes which included Healthy Food Made Easy with Laois Partnership Company which was a six week healthy eating course in basic nutrition and cookery. A programme called Sparx which was an online mental health course for our students was also held. The Sub Justice Project in Birr came into the centre to deliver their programme Fred Goes Net which aims to tackle alcohol and drug use and for our students to make good decisions in relation to their use. Fast track into Information Technology ran a programme which helped our students get ready for employment. This course included designing Curriculum Vitae's, formal mock interviews and a company visit to iRadio in Athlone.

Offaly Local Development also visited the Centre and ran their Goals programme which aimed to raise self-esteem and independence and helped our students identify their goals in life and how to get these.

The Centre took part in an initiative called 'Feeding Ireland's Future' which involved a visit from our host company Danone Foods HR Department, who spoke to our students about becoming job ready, went through Curriculum Vitae's with our students and did mock interviews. Edel Fitzpatrick from Intreo in Tullamore also spoke to the students about Employment and Support Services for jobseekers.



The Centre ran an annual Intergenerational Project with the Banagher Active Age group. This project runs over a 4 week timeframe in which our students work with a member of the Active Age group in assisting them with a health issue and culminates in a meal in the centre designed by the students.

The Centre also ran another programme with members of the Banagher Active Age group where the students taught certain members of the group how to use their iPads.

## Other Achievements

- A number of students began long term work experience programmes where they worked for one day a week over the course of the academic year. Two of these placements resulted in full time work for the students involved.
- Training was received from Mary Gordan, Department of Education and Skills in her soft skills programme which we are now operating in our centre. This programme aims to measure the employability/work ready of students and the development of our cohort of students.
- Students were brought to open days in Athlone IT College, Moate Business College and Templemore College.
- A Pancake Fundraiser for the Children's Hospital in Tallaght was held. The Centre invited members of the community and parents into the centre for this event. While this event was taking place the Coordinator conducted Parent/Teacher meetings at the same time as this is a less formal way of getting the parents into the centre for these meetings.
- A Parents Mindfulness Event held in the centre was well attended.
- Students took part in Midland Region Drugs Task Force Drug Awareness Week. The Centre hosted a number of events in conjunction with this.
- Students participated in the Careers exhibition in Coláiste Na Sionna in Banagher.
- Students participated in the Hospitality Traineeship Talk in Birr.

Staff training for the year included supervision from Niall Crowley, Niall also facilitated training in Boundaries, Self-Care and Mindfulness for staff. Celina and Maureen attended Belong to training in Athlone Education Centre. A workshop was held on dealing with Dyslexia in the classroom. Suicide Safe Talk training was also provided. Anthony O'Prey ran his Teen coaching workshop in the Centre for staff. A number of staff attended training days ran by the Further Education Support Services in Athlone. Staff also participated in PDST Training in SPHE.

# 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: 15 Total: 23

## Courses offered:

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

## Accreditation:

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

## 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. 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 (AEGI). AEGI continues to be one of our most valuable services in VTOS, as each student receives comprehensive advice and support to assist their progression from VTOS.



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## Birr Outdoor Education Centre

**Birr Outdoor Education Centre Roscrea Road, Birr, Co. Offaly. Manager: Mary Clarke**  
**Tel: 057 9120029 Email: [info@birroec.ie](mailto:info@birroec.ie) Website: [www.birroec.ie](http://www.birroec.ie)**  
**Facebook: [Birr Outdoor Education Centre](#)**

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### **Students:**

8,267 students attended Birr Outdoor Education Centre in 2015.

Birr Outdoor Education Centre offers environmental education courses, adventure sports and team building activities to groups of people from the ages of 8 to 80 years.

Birr OEC provides expert tuition, specialist equipment, accommodation, meals and laundry facilities. Courses are flexible and tailored to meet the needs of primary schools, secondary schools, youth groups and corporate groups. Many programmes/courses can be adapted to suit individual group requirements.

### **Activities offered in 2015:**

- Canoeing
- Archery
- Kayaking
- Team Building Games
- Gorge Walking
- Obstacle Course
- Caving
- Raft Building
- Indoor/Outdoor Rock Climbing
- Orienteering
- Project maths
- Shelter Building
- Camping & Camp Craft
- Gaisce Programme
- Low Ropes Course
- Abseiling
- Ecology
- Climbing Tower
- Body Surfing



# 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:

29 students registered on the programme in 2015.

## Courses offered:

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

## Accreditation:

- QQI Level 4 Major Awards: 4
- QQI Level 4 Component Certificate: 13
- QQI Level 3 Major Awards: 3
- QQI Level 3 Component Certificate: 7

## Involving the Local Community in the Centre Programme:

In 2015, Clara Youthreach continued to develop its strategy of working with local community groups and organisations and integrating that work into the Centre programmes and QQI certification. In 2015, it was decided to enter two separate projects into the All Ireland ECO-UNESCO Young Environmentalist Awards Programme:

- **Steady Ship Steady Life** which involved working with the two local Primary Schools, After School Clubs, Active Retired Group and the Intergenerational Group. Students wrote, produced and performed their own song 'Refuse to Sink' and an accompanying music video on the theme of positive mental health. They produced games and artwork on the same theme for their work within the local community. The students successfully negotiated the ECO Dens (a Dragon's Den type interview in Dublin) to qualify for the ECO UNESCO YEA Showcase final where they won the Best Overall Stand Display prize.
- **Waste Not, Feed A Lot** also worked closely with local Primary Schools and Community Groups and planned and developed an innovative tumbling compost bin which became part of the Healthy Eating programme in the centre and food production in the centre's vegetable garden and poultry unit. These students also successfully negotiated the ECO Dens in Dublin and went on to win the National Senior Bio Diversity Award at the YEA Showcase Final. The centre also won a silver award for Eco Sustainability at the event.



The Centre continued with its cross curricular approach to teaching and learning with trips to Lough Boora Discovery Park, Clara Bog Visitors Centre and Clara Bog itself, Birr Castle, The National Gallery of Ireland and the History and Geological Museum incorporating field work relating to a number of QQI modules such as Art Level 3 and 4, Plant Care and Maintenance Level 3 and 4 and Communications Level 3 and 4 etc. The centre also continued with its collaborations with Clara Tidy Towns, Clara Community and Family Resource Centre, The After Schools Club, Clara Train Station. In 2015, the Centre also linked in with The Men's Shed for the first time. The 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.

### **Work Experience Programme Placements and Recruitment 2015:**

Students completed work placements with local employers:

- Local plastering contractor
- Carroll Meats
- Duffy & Scott
- Bridge House Hotel
- St. Vincent de Paul
- Clara House Holistic Centre
- Wonderlands Pre-school

A student who completed placement with O'Carroll Meats was employed straight after placement to an entry level production operative job at the factory. Another student was offered two weeks' work (with pay) during a busy period following on from two weeks' placement with the firm.

A student took up employment at Bridge House Hotel having completed an extended work placement in the Coffee Shop.

## New initiatives:

- Danielle Barr from FIT joined the programme in September as a support to our Work Experience Programme working with our progression group on CV writing, interview skills etc. and bringing them on an educational trip and fact finding mission to McDonalds Head Office in Dublin.
- Sarah Coffey commenced the HACCP programme in September, an essential qualification for working in the Services Industry.
- A very successful Healthy Eating Programme was launched in September which linked in extremely well with our vegetable production and poultry unit.
- Students attended Manual Handling training at Trade Safety in Raheen Clara.
- Former Youthreach student Conor Maher came in to give a motivational talk to current students in the centre followed by a six-week Health and Fitness programme at Conor's own Gym 'Mind Over Maher' in Clara.
- Students took part in an online Health Promotion Research pilot with NUI Galway.
- Enda McDonnell who started as Resource in September introduced Mary Gordons Softskills Framework to staff as he had been part of the working group that had developed the framework previously. We are hopeful that this will prove to be a useful tool in measuring the personal development and readiness for work skills of students during their time at the centre.

## New programmes in 2015:

- Breads Pastries and Desserts QQI Level 3
- Door Security Procedures QQI Level 4
- Static Guarding QQI Level 4



## 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](mailto:tmcevoy@loetb.ie)

### 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](mailto:mshanahan@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.

### Students:

Female: 672 / Male: 249 Total: 921

### Achievements 2015:

- Mental Health Awareness Week in collaboration with the HSE.
- In collaboration with Offaly Traveller Movement we delivered Level 2 General Learning.
- Worked in partnership with local agencies (HSE, DSP Laois and Offaly Partnership and Laois Sports Partnership to provide courses.
- Implemented the Wider Benefits of Learning across community education in Laois and Offaly ETB, which captured the qualitative benefits in terms of social and personal development.
- In collaboration with Laois Partnership, we successfully applied for funding under the Dormant Accounts Fund to engage young men.
- Delivered the first Community Innovators programme to a group in Mountmellick to support community awareness in Local Authority housing estates.
- Delivered Work Experience and Occupational First Aid modules as part of the Coaching programme in conjunction with Laois Sports Partnership.

# Edenderry Further Education and Training Centre

St Mary's Road, 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:

35 students.

## Courses offered:

### QQI LEVEL 3

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

### 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
- Painting + Drawing (until Summer 2015)
- Design

## Accreditation:

The QQI assessments took place in May and July 2015 with Learners gaining accreditation in a broad range of modules. A total of 157 modules were successfully accredited with 7 students receiving a full General Learning Award at Level 4.

- QQI Level 4 Major award in General Learning: 7 learners.
- 70 Component Certificates at QQI Level 4.
- 61 Component Certificates at QQI Level 3.



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

- 8 Learners successfully passed the Safe Pass programme.
- 12 Learners successfully took part in Manual Handling Training.
- 5 Learners successfully passed the Safe Food Exam with distinctions.
- For the first time this year we have a group of Learners taking part in the GAISCE awards at bronze level.
- The Centre is also running a “Healthy Food Made Easy” programme in conjunction with the HSE and Laois Partnership Company.
- “Living History” with Michael Moylan where the Learners are linking with Ofalia House for the Gaisce award and dressing up in period costumes to re-enact a period in history.

### **Programmes and Initiatives:**

Dr Niall Crowley was employed by LOETB to work as a support for staff in the YR centres. Niall met all YR staff twice as a group and visited each YR to provide supports to the individual staff teams. An introduction to “Mindfulness” was provided.

In December 2015 Laois Offaly ETB Youthreach Coordinators group organised an event called “Sharing and Reinforcing good practice in Youthreach” for staff in the 5 YR centres. It was an opportunity to liaise with other staff in their subject areas, hear presentations from each YR on best practice in the following areas:

“The Removal of Barriers to Education in Youthreach”. “Team Working in Youthreach”. “What Works Well in Youthreach”. “The Value of Non Accredited programmes in Youthreach”. “The Nestle Effect” talk on the world of work, CVs, and recruitment process.

In addition to our programmes, Learners can avail of the support and guidance of our Career Guidance Officer Geraldine Grennan. Literacy support is also supplied by LOETB Adult Literacy to those Learners who need it.

Staff & learner meetings every 6-8 weeks where the learners have the opportunity to discuss topics and find out about upcoming events.

# Mountmellick Further Education and Training Centre

Harbour Street, Mountmellick, Co. Laois

Contact: Joe Thompson Tel: 057 86 24196 Email: [mountmellickfet@loetb.ie](mailto:mountmellickfet@loetb.ie)

Mountmellick 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:

43 students (14 Males, 29 Females).

## Accreditation:

- **QQI Level 3 General Learning Certificate**  
*Major Awards: 3 students / Component Certificates: 3 students.*
- **QQI Level 4 Retail Skills year one of two year course completed.**
- **QQI Level 5 Early Childhood Care & Education**  
*Major Awards: 5 students / Component Certificates: 1 student.*
- **QQI Level 6 Early Childhood Care & Education**  
*Major Awards: 4 students / Component Certificates: 6 students.*

## Programme & Initiatives:

This was Mountmellick Further Education and Training Centre first academic year as a 25 place centre. The Centre participated in a number of non-certified and certified programmes in 2015 which included:

- **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 and with the WRAT 4 Assessments in the centre. A student newsletter was devised by a student led committee which developed and highlighted literacy in the centre further.
- **Life Skills Programme** - this was accommodated through the range of accredited courses in the centre such as personal and interpersonal development, personal effectiveness, communications, textiles and fabrics etc.



- Specific key interventions concentrating in key issues such as substance abuse and misuse, emotional well-being and improving family and community relationships were focused on with expertise and the partnerships of external agencies such as Garda Diversion Projects, Laois Sports Partnership, Mental Health Ireland.
- A CV/job seeking workshop and career exhibition was attended by learners. This was to prepare learners for the working world. It offered the development of CV's and tips and techniques for the working world with the opportunity of expertise and professionals to guide on the interviews and career support.

## Other Achievements:

### Work experience:

all students engaged in staged work experience associated with their accredited course in the centre.

### Health & Fitness programme:

Portarlinton Leisure centres linked with the centre to support and help guide a 6 week programme of fitness and health. This facilitated numerous learning outcomes with their accredited courses.

A creative arts and visual preparation project was demonstrated through the joint initiative with the local nursing home, St. Vincent's Hospital. Students engaged with the elderly through art and design in the divisional therapy room weekly. Students also participated in offering hand massages to the elderly in the sensory room in the nursing home. This was a skill they learnt through one of their accredited subjects. The Music programme in the centre linked with the nursing home regularly by participating in events around Christmas and St. Patricks day.

- Seven students participated and received their SafePass in 2015, whereby 3 students sought employment from it.
- A foreign trip to Italy was organised in 2015. 5 students from Mountmellick Youthreach travelled to Lake Garda in Italy for a 4 day trip covering sites in Verona, Milan and Lake Garda. Key skills involved in this trip centred on researching the destination, activities to do, types of food, budgeting for the trip and passport applying.
- The centre participated in a variety of fundraising throughout the year. For example, Laois Hospice Charity was chosen in the student council to be focused on with students organising learners, staff and community to donate old clothes, books and furniture etc. Key skills in leaderships and organising, delegating and communicating were strongly focused on.
- The centre organised a parent's coffee and cake morning and a community interagency day to engage and link with the families and community in the area.

## Staff Training

Training was provided to the whole group or specifically for individuals working in that area. QQI training and development, Child Protection Training, Safe talk, Dyslexia Awareness, CDTI, Gaisce training, Mindfulness Training, Children's first guidelines, Work Experience Training.



# 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 offers both full-time and parttime provision. The full-time programme, the Vocational Training Opportunity Scheme, (VTOS), is the anchor programme for the long-term unemployed and the part-time provision is funded by the Back to Education Initiative (BTEI). The centre has provision for 40 VTOS places.

## Students:

Full Time: 45 / Part Time: 98.

Portarlington FET Centre is an approved Partner of Accounting Technicians Ireland for the Academic 2015/2016. The Centre is a Sage Certified Training Centre in conjunction with Accounting Technicians Ireland.

## Courses

- Healthcare L5
- Business Studies L5
- Early Childhood Education & Care L5
- General Education L4
- Leaving Certificate

## Non QQI Programme

- ATI Year 1 L6
- ATI Year 2 L6

## Accreditation:

- 18 QQI Component Certificates in General Learning Level 4.
- 9 QQI Major Awards in General Learning Level 4.
- 14 QQII Component Certificates Healthcare Support Level 5.
- 14- Major Award Certificates Healthcare Support Level 5.
- 5 QQI Component Certificates Business Studies Level 5.
- 8 QQI Major Award Certificates Business Studies Level 5.
- 9 QQI Component Certificates ECCE Level 5.
- 11 QQI Major Award Certificates ECCE Level 5.

### Non-QQI Accreditation

- 11 Certificates in Accounting Technician.
  - 6 Diploma Certificates in Accounting Technician.
- DES
- 11 Leaving Certificates.

## Other Achievements:

- Ms Lorraine Thompson, a first year Accounting Technician student achieved 5th place in The National Examination for Accounting Technicians Ireland.
- A leaving Certificate student achieved 3 A's in their examination results.



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Laoise agus Uíbh Fhailí  
Laois and Offaly  
Education and Training Board

# 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. Adult Education Guidance Information Service, Adult Literacy Service, Community Education Service and Skills for Work.

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.

## Students:

1,499

## Services offered:

- Adult Guidance Information Service - AEGIS
- Community Education
- 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

- Evening Fee paying courses QQI level 4 Employment Skills
- Leaving Certificate English

# Portlaoise Youth Education Centre

Railway Street, Portlaoise, Co. Laois

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

## Students:

25 students 16 Male / 9 Female.

## Accreditation:

- QQI Level 3 General Learning Certificate  
*Major Awards: 4 students / Component Certificates: 5 students.*
- QQI Level 4 Retail Skills year one of two year course complete  
*Leaving Certificate Applied: 4 students.*

## Programmes and Initiatives:

Portlaoise Youth Education Centre was opened in September 2014. Ongoing improvements to the premises included painting, decorating and repairs to the interior and exterior of the building.

Portlaoise Youth Education Centre participated in a number of non-certified and certified programmes in 2015 which included:

- 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 and with the WRAT 4 Assessments in the centre. A student newsletter was devised by a student led committee which developed and highlighted literacy in the centre further.
- Life Skills Programme- this was accommodated through the range of accredited courses in the centre such as personal and interpersonal development, personal effectiveness, communications, textiles and fabrics etc.



- Specific key interventions concentrating in key issues such as substance abuse and misuse, emotional well-being and improving family and community relationships were focused on with expertise and the partnerships of external agencies such as Garda Diversion Projects, Laois Sports Partnership, Mental Health Ireland.
- A CV/job seeking workshop and career exhibition was attended by learners. This was to prepare learners for the working world. It offered the development of CV's and tips and techniques for the working world with the opportunity of expertise and professionals to guide on the interviews and career support.

### **Other Achievements:**

Seven students participated and received their Safe Pass in 2015, whereby 3 students sought employment from it.

A foreign trip to Italy was organised in 2015. 25 students travelled to Lake Garda in Italy for a 4 day trip covering sites in Verona, Milan and Lake Garda. Key skills involved in this trip centred on researching the destination, activities to do, types of food, budgeting for the trip and passport applying.

Portlaoise Youthreach hosted the Midlands Regional soccer tournament. The centre also participated in all soccer competitions linked with the national Youthreach centres, 7 -a- side indoor tournaments and the All- Ireland tournament.

The centre participated in a variety of fundraising throughout the year. For example, Laois Hospice Charity was chosen in the student council to be focused on with students organising learners, staff and community to donate old clothes, books and furniture etc. Key skills in leaderships and organising, delegating and communicating were strongly focused on.

The Centre organised a parent's coffee and cake morning and a community interagency day to engage and link with the families and community in the area.

BTEI Part time programme was developed over 3 afternoons a week (pre Youthreach programme).

### **Staff Training:**

Training was provided to the whole group or specifically for individuals working in that area.

QQI training and development, Child Protection Training, Safe talk, Dyslexia Awareness, CDTI, Gaisce training, Mindfulness Training, Children's first guidelines, Work Experience Training.

# 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 Laois and Offaly ETB. 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.

### Students:

1,712 students.

### Accreditation:

*Leaving Certificate:* 15 subjects.

### QQI ACCREDITATION

- 30 Component Certificates at QQI Level 1
- 2 Components Certificates at QQI Level 2 / 2 Major Awards at QQI Level 2
- 108 Component Certificates at QQI Level 3 / 1 Major Awards at QQI Level 3
- 240 Component Certificates at QQI Level 4
- 22 Component Certificates at QQI Level 5 / 1 Major Award at QQI Level 5
- Associated Board of Music Exams up to Level 6
  - Level 2 Modules 6 – Portfolios: 28
  - Level 3 Modules 14 – Portfolios: 59
  - Level 4 Modules 3 – Portfolios: 5
  - Level 5 Modules 15 – Portfolios: 23

### OTHER ACCREDITATION

- Comhaltas Ceoilteoiri Eireann – 6 learners: Music
- Environmental Health Officers Association – 10 learners – Primary Course in Food Hygiene
- Junior Certificate 2015 – 1 learner: Subject - Mathematics
- Leaving Certificate 2015 – 4 learners: Subjects – English & Business Studies
- Open College – 4 learners
- Open University – 8 learners
- Order Of Malta – 17 learners – First Aid
- Redcross – 15 learners: Redcross Programme
- Rockskool – 3 learners: Music
- Royal Irish Academy of Music – 5 learners: Music



# Training Services

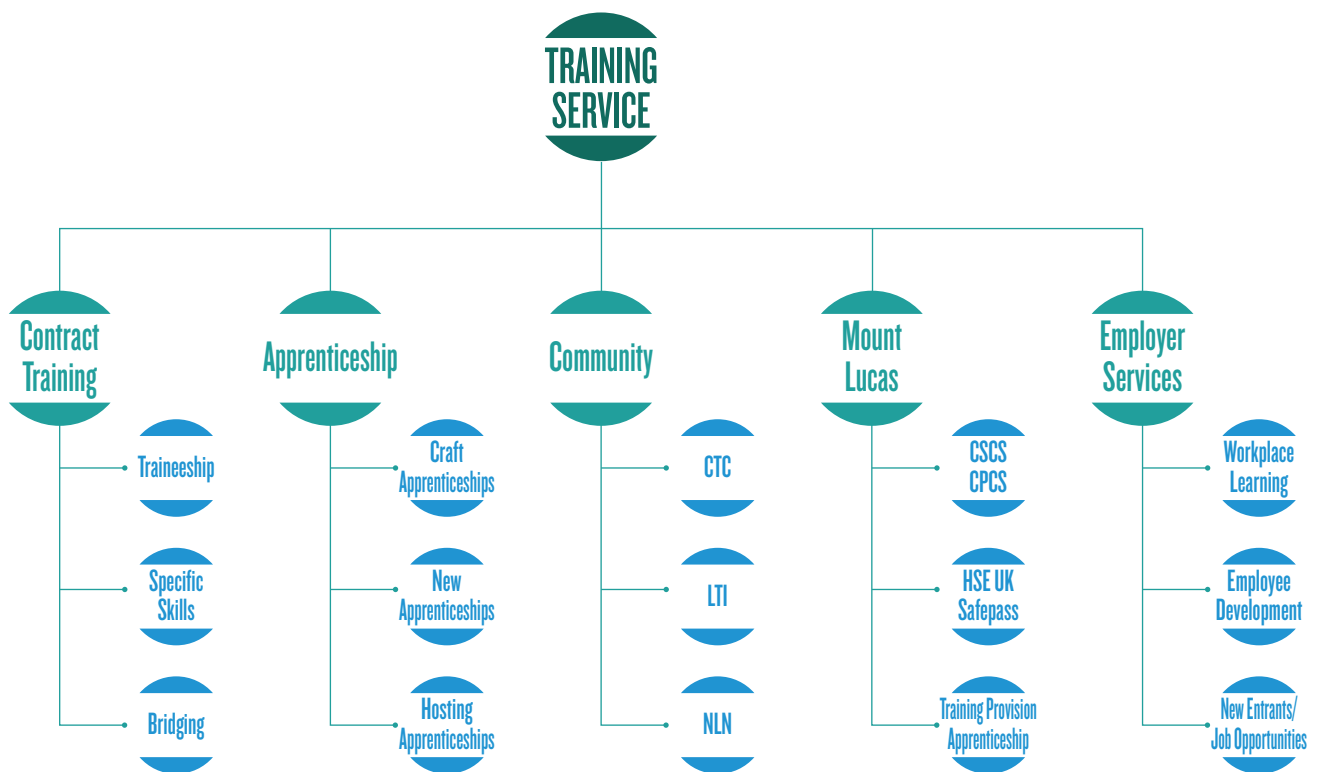
**LOETB, Administrative Office, Ridge Road, Portlaoise, Co. Laois**

**Contact: Pdraig Boland, Training Manager**

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

In late 2015, the Training Services previously carried out by FÁS and subsequently SOLAS, began to transfer to LOETB for the region, in accordance with the Further Education and Training Act 2013. SOLAS is now responsible for funding, planning and coordinating training and further education programmes and the ETBs will be responsible for the delivery of further education and training and will be empowered to partner with, or provide support services to, other providers of education and training. In 2015, LOETB began to prepare to deliver an extensive range of training to a diverse range of clients including those entering the labour market for the first time, those seeking re-entry into the labour market, job changers, persons wishing to up-date or acquire new skills, those changing careers, persons with a disability and early school leavers.

LOETB will deliver 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**

Contract Training is a flexible and responsive tool to facilitate the delivery of the Further Education and Training (FET) service plan within Laois and Offaly. Training Provision under Contract Training will be 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.

All of the initial training at The National Construction Training Centre will be provided through Contract Training and LOETB will provide contracted training throughout Laois and Offaly that:

- Responds to local employment opportunities and business needs e.g. Healthcare Support, Retail Sales.
- Responds to the needs of industry and maximises utilisation of the National Construction Training Centre in Mount Lucas.
- Responds to the needs of the Long Term Unemployed people.
- Enhances the integration of Further Education and Training – training programmes that will provide short-term introductions to vocational programmes that offer an alternative pathway to employment.

## Apprenticeships

**Contact: Sandra Doyle, Training Officer, Apprenticeship & Employer Services**  
**Tel: 057 8671545 Mob: 085 8598413 Email: sdoyle@loetb.ie**

Apprenticeship is the recognised means by which people are trained to become craftspeople in Ireland. On successful completion of an apprenticeship, a QQI Level 6 Advanced Certificate is awarded. In July the government announced plans for development of twenty-five new apprenticeship programmes, adding to the twenty-seven currently in existence.

The apprenticeship system is generally a modular standards-based system generally comprising of 7 alternating phases of on-the-job and off-the-job training and development. These alternating phases of training consist of 3 off-the-job and 4 on-the-job phases. The duration of the 3 off-the-job training phases does not normally exceed 40 weeks.

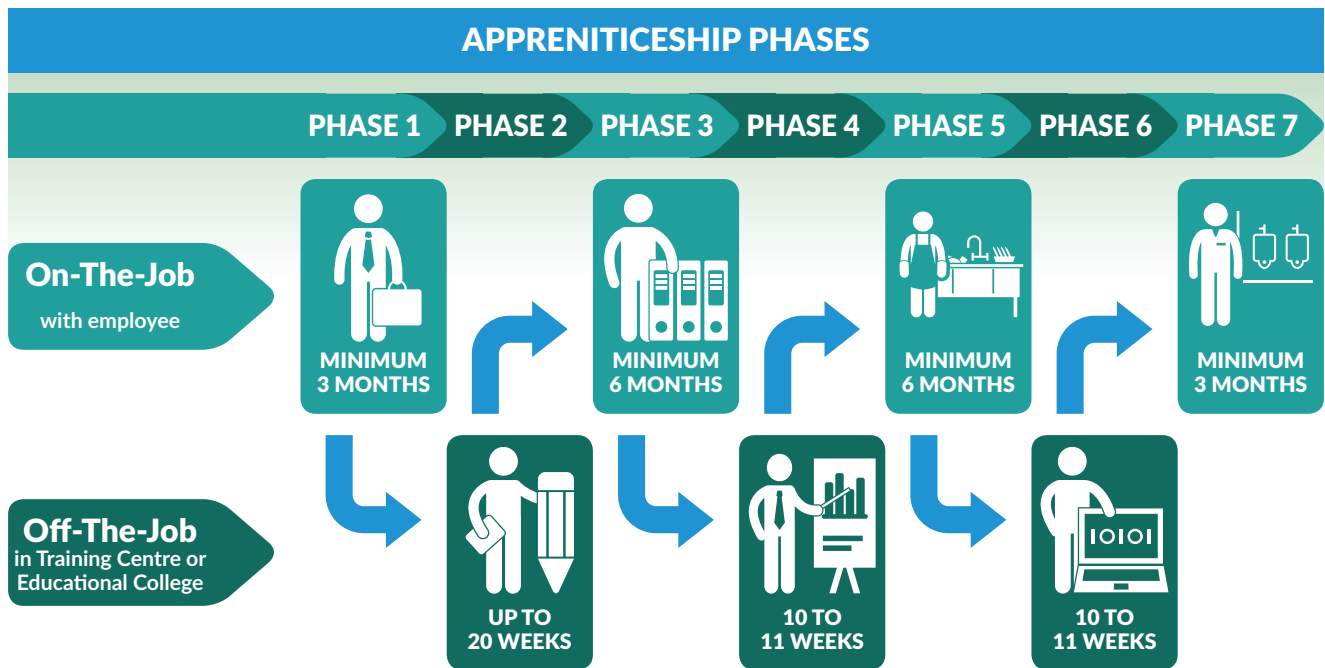


## Entry Requirements:

Grade D in five subjects in the Department of Education and Skills Junior

Certificate Examination or an approved equivalent or:

- The successful completion of an approved Pre-Apprenticeship course Or
- Be over 18 years of age, have at least 3 years work experience approved by SOLAS.





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# Community Training

**Contact: Lisa McEvoy, Training Officer, Community Services**  
**Tel: 057 8671542 Mob: 085 8867945 Email: [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)**

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## **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.

## **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 is working with Laois Partnership Company to develop two LTIs in Laois.

## **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.



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# The 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](mailto:jkelly@mountlucas.ie)**

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LOETB is assuming management responsibility for The National Construction Training Centre at Mount Lucas. Currently the Centre focusses primarily on Construction Skills Certification Scheme (CSCS) Tickets and the transfer of those to the UK equivalent (CPCS)/ on HSE (the UK Safe Pass). The Centre is the only authorised test centre which can offer all 3 requirement's set out by CITB UK for individuals who wish to convert specific plant skills from their Irish CSCS card to the UK equivalent CPCS card needed to operate plant machinery on site across the UK.

In addition to the CSCS - CPCS Conversion programme, Mount Lucas training centre is the only centre nationwide currently offering the CSCS Trainer Assessor testing services. Those interested in becoming a CSCS instructor must first successfully complete the trainer assessor programme in Mount Lucas.

## **Construction Skills Certification Scheme (CSCS):**

The Construction Skills Certification Scheme provides for the training, assessment, certification and registration of non-craft operatives within the construction sector.

## **Construction Plant Competence Scheme (CPCS):**

In 2014 as part of the Mutual Recognition process between the UK and Ireland specific requirements were introduced for each skill before you could changeover. Mount Lucas caters for all 3 requirements.

## **Training:**

LOETB will consult with stakeholders in the construction sector, including the Construction Industry Federation (CIF), to ensure that new training programmes respond to the needs of the industry and are linked to current and future employment opportunities.

# 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](mailto: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 2015, 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

September 2015 also saw the commencement of three new Post Leaving Certificate courses at Level 5 at Tullamore Further Education & Training Centre. These were:

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

In 2015, 33 full time students and 2,327 part time students attended Tullamore Further Education and Training Centre.



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## VTOS Tullamore

Castle Buildings, Tara Street, Tullamore, Co. Offaly

Contact: Eileen Kenna Quinn Tel: 057 9323560 Email: [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie)

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### Students:

January - June 2015: Leaving Certificate – 13, Junior Certificate – 15

September – December 2015: Leaving Certificate – 15, Junior Certificate – 11

### Courses Offered:

- Leaving certificate: English, Maths, Biology, Chemistry, Physics, Business, Art
- Junior Certificate: English, Maths, Science, Business
- QQI Level 4: Information Technology, Computer Applications, Word Processing, Spreadsheets

### Accreditation:

- 13 students sat Leaving Certificate in June 2015:
  - 1 student sat 5 subjects
  - 9 students sat 4 subjects
  - 3 students sat 3 subjects
- 4 Junior Certificate students sat Leaving Certificate Physics and 3 sat the Chemistry exam
- 13 Junior Cert students sat 4 Junior Certificate subjects, 2 students sat 2 JC subjects
- 16 students received QQI Level 4 IT awards

### Programmes & Initiatives:

During the year the students went on many field trips: Young Scientist Exhibition, Open Days AIT and Maynooth, Drama in Mountmellick, Clareen and Gaiety Theatre, Wind Farm Mount Lucas, Cliffs of Moher, Lough Boora, Ecology Trip to Birr Outdoor Education Centre.

### Progression:

Progression from Leaving Certs this years was 100% into Further Education, 10 students progressed to AIT, 1 to Moate College and 2 into PLC courses in LOETB.



# SECTION 4

## Youth Services

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## Youth Work Services

LOETB's Youth Work functions as defined under Section 10 (j) of the Education and Training Boards Act 2013 is "to support the provision, coordination, administration and assessment of youth work services in its functional area".

The context for that role for LOETB is quite unique nationally – only three youth projects funded by the Department of Children and Youth Affairs, two different Foróige Regions, two separate Youth Work Ireland regional organisations and different regions covering Laois and Offaly for all Uniform Groups.

That context largely determines the focus of the Youth Officers work.

Given the relative dearth of funded youth projects and full-time professional youth workers the provision and coordination of youth work services requires the maximisation of resources within both counties. Thus much of the work undertaken by the Youth Officer involved forming partnerships with a variety of service providers whose programmes possess the potential to further the aims of youth work in Laois and Offaly;

- **Jigsaw Project** – member of Jigsaw Management Team with a focus on integrating positive mental health as an integral element of all youth work service provision.
- **Comhairle Ná nÓg** in both counties – steering group member and executive committee facilitator with a focus on a youth council that is inclusive, representative and developmental.
- **Community Transport Steering Group** – membership of this group with a focus on the provision of transport to youth events and forums and to specific youth facilities where lack of transport was proving a significant barrier to participation.
- **Building Healthy Communities Initiative** – membership of this steering group focussing on the integration of Youth into an extensive Community Planning Processes in communities across the county adopting this inclusive and partnership approach to community development.
- **Steering/Advisory Group Membership on Disadvantaged Youth Projects** – focussing on supporting and assisting the maximisation of resources in the constrained youth sector and supporting projects to meet the needs of their specific target groups.
- **Working with Offaly Local Development and Laois Partnership Companies**– focussing on supporting the inclusion of youth groups in projects and programmes and supporting their youth initiatives. Also provides training in youth work to community development workers in Offaly to integrate youth work into social inclusion and community development work.
- **Offaly and Laois Sports Partnership Board Member** – focussing on the integration of sport, as a developmental tool, in youth projects and utilisation of youth work philosophy and approach in a sporting environment.
- **Working with voluntary youth work service providers** to undertake Community Consultations followed by planning meetings and information sessions in communities aiming to put in place an appropriate local, community-based response to the needs of local young people.

LOETB's assessment function is undertaken primarily through the national standards frameworks to ensure and enhance quality youth services for young people. The National Quality Standards Framework (NQS) for youth work was introduced in 2011 for staff-led youth work funded by the Department. This is a support and development tool that reviews and assesses youth work and assists in the continuous development of services. LOETB works in partnership with Youthwork Ireland Laois, Offaly Traveller Movement and Midland Regional Youth Services to integrate the NQDF into the core work of these Special Projects for Disadvantaged Young People (SPY) in its region. That work in 2015 focussed on reviewing and updating respective Continuous Improvement Plans. It also included some staff/board/client consultation and, in the case of Youthwork Ireland Laois, some board training.

Following on the intensive training and awareness-building during 2014 on The National Quality Standards for Volunteer-led Youth Groups the work this year has focussed on ensuring that new youth groups are aware of, and trained in, the standards and that all those applying for Local Youth Club Grants are also participating in the Quality Standards Initiative.

### **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 2015

|   |        |   |                |
|---|--------|---|----------------|
| Abbeyleix/Killermagh.....                                 | €400   | Mountmellick Development Association.....   | €1,100         |
| Arden View Youth Club .....                               | €600   | Mountrath Girls Friendly Society .....      | €500           |
| Ballycumber Foróige Club.....                             | €700   | 1st Laois Scouts .....                      | €600           |
| Banagher Foróige Club .....                               | €800   | Mossie Guides Group .....                   | €800           |
| Ballinamere Foróige Club.....                             | €650   | 2nd Laois Scouts Rathdowney.....            | €700           |
| Banagher Youth Music Project .....                        | €700   | No Limits Ability Centre.....               | €1,100         |
| Birr Youth Club .....                                     | €500   | Offaly Youth Theatre.....                   | €800           |
| Borris Ladybirds .....                                    | €700   | Port Coder Dojo .....                       | €1,100         |
| Borris-In-Ossory Youth Club.....                          | €800   | Portlaoise Youth Café .....                 | €1,100         |
| Cloghan Foróige Club .....                                | €700   | Portarlington Youth Club .....              | €700           |
| Clara Youth Club .....                                    | €650   | Rathdowney Girl Guides .....                | €800           |
| Clonaghadoo Youth Club .....                              | €600   | Ratheniska Foróige .....                    | €800           |
| Croghan Foróige Club .....                                | €500   | Rathdowney Youth Club.....                  | €800           |
| Crossroads Youth Club .....                               | €900   | 2nd Offaly Scouts Clara.....                | €700           |
| Daingean Youth Club .....                                 | €700   | Shinrone Foróige Club .....                 | €800           |
| Daredevills Foróige Club.....                             | €550   | St. Mary's Youth Centre.....                | €1,100         |
| Durrow/Tullamore Foróige Club .....                       | €500   | St. Ciarans Youth Club .....                | €600           |
| Dunamaisé Brownies.....                                   | €500   | 1st Geashill & Killeigh Boy's Brigade ..... | €350           |
| Edenderry Girls Friendly Society.....                     | €400   | Stradbally Youth Centre .....               | €1,000         |
| Edenderry 1st Company Boys Brigade .....                  | €350   | The Spot Youth Café .....                   | €700           |
| Edenderry Youth Club.....                                 | €1,100 | The Swan Youth Club.....                    | €950           |
| Eglish & Rath Foróige Club .....                          | €500   | 4th Laois Scouts.....                       | €700           |
| Emo Youth Group.....                                      | €850   | Triogue Brownies.....                       | €800           |
| Gallen Community Junior & Intermediate Foróige Club ..... | €900   | Tullamore Scouts.....                       | €600           |
| Girls Friendly Society Birr .....                         | €400   | Tullamore Guides .....                      | €700           |
| Jordan Juniors Youth Club .....                           | €300   | Vicarstown Youth Club.....                  | €750           |
| Kilclonfert/Kilmurray Youth Club .....                    | €600   | Walsh Island Foróige Club .....             | €500           |
| Laois School of Music .....                               | €1,100 | YW Voluntary Network.....                   | €1,000         |
| Lusmagh Foróige Club .....                                | €600   | <b>Total .....</b>                          | <b>€40,700</b> |

In 2015, the Local Youth Club Grant Scheme (LYCGS) supported 57 voluntary youth clubs (3,028 young people) in Laois and Offaly.





# SECTION 5

## Organisational Structure and Governance

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Bord Oideachais agus Oiliúna  
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Laois and Offaly  
Education and Training Board

## Corporate Governance

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 and Centres. The Chief Executive, with responsibility for executive management of the ETB, is supported by a comprehensive administrative structure covering the key areas including Finance, Procurement, Human Resources and Corporate Services.

While the Chief Executive has overall responsibility for the performance of the Board services, the Director of Further Education, Director of Schools, School Principals, Youth Officer, Centre Managers are responsible for the day to day management of the Schools and Education Centres.

The primary legislation is the Education and Training Boards Act 2013, which must be observed at all times.

### **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 29th January 2015 to the 31st December 2015. 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 9 meetings in 2015. 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 65 of this report.

## LOETB's Finance Committee

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

The Finance Committee will report 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 2015:

6th August 2015, 10th September 2015 and the 17th November 2015.

### LOETB Finance Committee - Appointed 25th May 2015

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

## 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 will, by examining and considering internal audit reports, statutory audit reports and the confirmations of the Chief Executive, report to the Board in accordance with the Audit Committee Terms of Reference. The Audit Committee shall meet at least four times a year.

The Audit Committee met 3 times in 2015: 6th August 2015, 10th September 2015 and the 16th November 2015.

### LOETB Audit Committee - Appointed 25th May 2015

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



## Policies and Procedures

The following Policies and Procedures were adopted by the Board Members of Laois and Offaly Education and Training Board in 2015:

| POLICY ADOPTED   | DATE OF MEETING     |
|--|---------------------|
| Policy on Force Majeure Leave  | 23rd November 2015  |
| Compassionate Leave Policy and Guidelines for LOETB Staff                        | 23rd November 2015  |
| Code of Conduct for Staff of LOETB   | 23rd November 2015  |
| Code of Conduct for Members of LOETB   | 23rd November 2015  |
| Hospitality Policy   | 28th September 2015 |
| Charter for Internal Audit   | 28th September 2015 |
| Purchasing and Procurement Procedures  | 28th September 2015 |
| Bully Prevention Policy - Complaint procedure for ETB Staff                      | 27th July 2015      |
| Harassment/Sexual Harassment Prevention Policy Complaint Procedure for ETB Staff | 27th July 2015      |
| Policy on attendance at Conferences  | 22nd June 2015      |
| Data Protection Policy   | 22nd June 2015      |
| CCTV Policy  | 22nd June 2015      |
| Data Breach Management Policy  | 22nd June 2015      |
| Code of Practice for the Governance of Education and Training Boards             | 25th May 2015       |

## 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.

Laois and Offaly Education and Training Board 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.

Laois and Offaly Education and Training Board can confirm that there were no protected disclosures received during 2015.



# SECTION 6

## Administration

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## Organisational Structure

| SENIOR MANAGEMENT TEAM IN 2015 |   |
|--------------------------------|---|
| Joe Cunningham                 | Chief Executive   |
| Tony Dalton                    | Director of Further Education and Training              |
| Linda Tynan                    | Director of Schools                                     |
| Padraig Boland                 | Training Services Manager                               |
| Marie Bracken                  | Assistant Principal Officer – HR and Corporate Services |
| Sadie Aherne                   | Assistant Principal Officer – Finance and Procurement   |
| Colin Boyle                    | IT Manager  |

## Administrative Offices

Laois and Offaly Education and Training Board operated from 2 Administrative Offices in 2015:

### 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 in Portlaoise and Tullamore provide support to the work of the schools, centres and their staff. Below are the pillars that the administrative function worked under in 2015;

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

# 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 DES and the audit of these accounts by the Comptroller and Auditor General (C&AG). 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 9 of the Code of Practice for the Governance of LOETB.

## Financial Information

| PROGRAMME                                 | EXPENDITURE (€'000)           |               |               |
|---|-------------------------------|---------------|---------------|
|   | January 2015 to December 2015 |               |               |
|   | PAY                           | NON-PAY       | TOTAL         |
| Schools & Head Office                     | 21,902                        | 1,800         | 23,702        |
| Associated Main Scheme                    | 213                           | 683           | 896           |
| Capital                                   | 54                            | 4,364         | 4,418         |
| Third Level Grants                        | 0                             | 250           | 250           |
| Further Education and Training            | 4,564                         | 2,973         | 7,537         |
| Youth Services                            | 46                            | 54            | 100           |
| Agencies/Self Financing/Third Party Funds | 447                           | 1,436         | 1,883         |
| <b>TOTALS</b>                             | <b>27,226</b>                 | <b>11,560</b> | <b>38,786</b> |
| <b>PERCENTAGES %</b>                      | <b>70.20%</b>                 | <b>29.80%</b> | <b>100%</b>   |

## 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 €8,463,524. The cost of late payments amounted to €2,746, or 0.03%.
3. Capital projects accounted for expenditure of €4,417,568 in the period January 2015 to December 2015.
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 2015 to December 2015 amounted to €100,676. Local Youth Club grants accounted for €40,700 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 2015, had an overall deficit of €151,431. Deficit balances occurred on Schools & Head Office Non-Pay, VTOS, Youthreach, Quality Framework Initiative, Adult Literacy, BTEI, Adult Education Guidance Information Service, ITABE and DEIS Family Literacy.
8. Ongoing enhancements to the ESI Manser computer software package were undertaken during the period 1 January 2015 to 31 December 2015.
9. LOETB will implement the accrual accounting system (income/ expenditure and balance sheet) when and as required.

## 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 2015 to December 2015.



| 01/01/2015 -<br>31/03/2015 | DETAILS   | NUMBER | VALUE         | % OF TOTAL PAYMENTS MADE |
|----------------------------|---|--------|---------------|--------------------------|
|                            | Number of payments made within 15 days            | 1450   | €2,107,473.08 | 89.36%                   |
|                            | Number of payments made within 16 days to 30 days | 407    | €250,111.54   | 10.60%                   |
|                            | Number of payments made in excess of 30 days      | 7      | €872.57       | 0.04%                    |
|                            | Total Payments made in Quarter                    | 1864   | €2,358,457.19 | 100%                     |
|                            | Disputed Invoices*                                |        |               |                          |

| 01/04/2015 -<br>30/06/2015 | DETAILS   | NUMBER | VALUE         | % OF TOTAL PAYMENTS MADE |
|----------------------------|---|--------|---------------|--------------------------|
|                            | Number of payments made within 15 days            | 1494   | €1,303,651.61 | 76.38%                   |
|                            | Number of payments made within 16 days to 30 days | 442    | €248,818.07   | 22.60%                   |
|                            | Number of payments made in excess of 30 days      | 20     | €5,233.32     | 1.02%                    |
|                            | Total payments made in Quarter                    | 1956   | €1,557,703.00 | 100%                     |
|                            | Disputed Invoices*                                |        |               |                          |

| 01/07/2015 -<br>30/09/2015 | DETAILS                                      | NUMBER | VALUE         | % OF TOTAL PAYMENTS MADE |
|----------------------------|--|--------|---------------|--------------------------|
|                            | Number of payments made within 15 days       | 907    | €1,355,616.58 | 79.56%                   |
|                            | Number of payments made with 16 to 30 days   | 230    | €148,958.23   | 20.18%                   |
|                            | Number of payments made in excess of 30 days | 3      | €332.48       | 0.26%                    |
|                            | Total payments made in Quarter               | 1,140  | €1,504,907.29 | 100%                     |
|                            | Disputed Invoices*                           |        |               |                          |

| 01/10/2015 -<br>31/12/2015 | DETAILS                                      | NUMBER | VALUE         | % OF TOTAL PAYMENTS MADE |
|----------------------------|--|--------|---------------|--------------------------|
|                            | Number of payments made within 15 days       | 1,631  | €2,578,336.15 | 74.44%                   |
|                            | Number of payments made with 16 to 30 days   | 527    | €433,334.89   | 24.05%                   |
|                            | Number of payments made in excess of 30 days | 33     | €30,785.24    | 1.51%                    |
|                            | Total payments made in Quarter               | 2,191  | €3,042,456.28 | 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 2015 to December 2015.

| PO   | SUPPLIER                 | TOTAL (€)  | DESCRIPTION                     | PAID |
|--|--------------------------|------------|---------------------------------|------|
| 5039   | NIS Ltd                  | 22,827.12  | Support Contract                | Y    |
|  | ETBI                     | 30,731.25  | Annual Subscription             | Y    |
| 5039   | NIS Ltd                  | 26,384.21  | Support Contract                | Y    |
| 6277   | VS Ware                  | 45,391.02  | School Timetabling              | Y    |
|  | Kenny Lyons & Associates | 45,272.94  | Fees re Ard Scoil, Clara        | Y    |
|  | Carlow IT                | 27,500.00  | Capitation Fees                 | Y    |
|  | Kane & Carberry          | 24,600.00  | Rent                            | Y    |
|  | Sammon Contracting Ltd   | 143,560.00 | Capital Works Tullamore College | Y    |
|  | Sammon Contracting Ltd.  | 279,360.00 | Capital Works Tullamore College | Y    |
|  | Irish Public Bodies Ltd. | 83,757.83  | Insurance                       | Y    |
|  | Irish Public Bodies Ltd. | 78,627.25  | Insurance                       | Y    |
|  | Irish Public Bodies Ltd. | 35,368.74  | Insurance                       | Y    |
|  | Sammon Contracting Ltd.  | 178,965.00 | Capital Works Tullamore College | Y    |
|  | Sammon Contracting Ltd.  | 247,835.00 | Capital Works Tullamore College | Y    |
|  | Irish Public Bodies Ltd. | 44,646.00  | Insurance                       | Y    |
|  | Kane & Carberry          | 30,675.00  | Rent                            | Y    |
| <b>Total Purchase Orders in Quarter: €1,345,501.36</b> |                          |            |                                 |      |

| PO   | SUPPLIER                | TOTAL (€)  | DESCRIPTION                     | PAID |
|--|-------------------------|------------|---------------------------------|------|
|  | Kane & Carberry         | 30,675.00  | Rent                            | Y    |
|  | Sammon Contracting Ltd. | 130,465.00 | Capital Works Tullamore College | Y    |
|  | Sammon Contracting Ltd. | 221,421.00 | Capital Works Tullamore College | Y    |
|  | Sammon Contracting Ltd. | 150,835.00 | Capital Works Tullamore College | Y    |
| <b>Total Purchase Orders in Quarter: €533,396.00</b> |                         |            |                                 |      |

01/07/2015 – 30/09/2015

| PO | SUPPLIER                              | TOTAL (€)  | DESCRIPTION                     | PAID |
|----|---------------------------------------|------------|---------------------------------|------|
|    | Kane & Carberry                       | 30,675.00  | Rent                            | Y    |
|    | Deane Roofing & Cladding              | 56,978.41  | Contractor                      | Y    |
|    | Sammon Contracting Ireland Ltd.       | 203,185.90 | Building Contractor             | Y    |
|    | Network & Infrastructure Support Ltd. | 20,361.90  | IT Maintenance                  | Y    |
|    | Sammon Contracting Ireland Ltd.       | 280,407.60 | Building Contractor             | Y    |
|    | Sammon Contracting Ltd.               | 276,644.00 | Capital Works Tullamore College | Y    |

**Total Purchase Orders in Quarter: €868,252.81**

01/10/2015 - 31/12/2015

| PO    | SUPPLIER                | TOTAL (€)  | DESCRIPTION  | PAID |
|-------|-------------------------|------------|--|------|
| 08450 | E Learning Services     | 401,910.48 | Tablets Portlaoise College                                 | Y    |
| 10757 | Laois County Council    | 20,000.00  | Music Generation Grant                                     | Y    |
| 08377 | Screenway Ltd.          | 22,061.28  | iPads Ard Scoil, Clara                                     | Y    |
| 09237 | Christian Brothers      | 22,500.00  | Rent   | Y    |
|       | Kane & Carberry         | 42,693.30  | Rent   | Y    |
|       | Kane & Carberry         | 24,600.00  | Rent   | Y    |
|       | Kane & Carberry         | 21,346.65  | Rent   | Y    |
|       | Sammon Contracting Ltd. | 316,574.05 | Capital Works Tullamore College                            | Y    |
|       | Roankabin Ltd.          | 41,130.00  | Capital Works Additional Accommodation, Oaklands Edenderry | Y    |
|       | Kane & Carberry         | 24,600.00  | Rent   | Y    |
|       | Sammon Contracting Ltd. | 436,626.10 | Capital Works Tullamore College                            | Y    |
|       | Sammon Contracting Ltd. | 522,791.20 | Capital Works Tullamore College                            | Y    |
|       | Kane & Carberry         | 24,600.00  | Rent   | Y    |
|       | Kane & Carberry         | 30,675.00  | Rent   | Y    |

**Total Purchase Orders in Quarter: €1,591,108.06**



**loetb**

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

## **Procurement**

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

## **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 2015 to 31 December 2015 were:

## **Chief Executive's Salary**

In 2015, the Chief Executive was paid €98,624, excluding employer's PRSI. Employer's PRSI of €9,729 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**

Training for Board of Management members took place in 2015. Expenses amounting to €444.96 were recouped in 2016.

| BOARD MEMBER           | STATUTORY MEETINGS | INTERVIEW BOARDS | ATTENDANCE AT CONFERENCES / SEMINARS | OTHER        | TOTAL         | NUMBER OF BOARD MEETINGS ATTENDED |
|------------------------|--------------------|------------------|--------------------------------------|--------------|---------------|-----------------------------------|
| Maura Brophy           | 417                | 0                | 0                                    | 41           | 458           | 7                                 |
| Molly Buckley          | 552                | 746              | 150                                  | 737          | 2,185         | 9                                 |
| John Carroll           | 1,025              | 654              | 0                                    | 249          | 1,928         | 8                                 |
| Declan Costello        | 396                | 0                | 192                                  | 519          | 1,107         | 6                                 |
| Mary Cotter Bracken    | 649                | 0                | 0                                    | 239          | 888           | 9                                 |
| Eamonn Dooley          | 702                | 0                | 111                                  | 574          | 1,387         | 5                                 |
| Sinead Dooley          | 235                | 1,310            | 0                                    | 13           | 1,558         | 7                                 |
| Caroline Dwane Stanley | 563                | 215              | 155                                  | 291          | 1,224         | 8                                 |
| Catherine Fitzgerald   | 409                | 2,564            | 265                                  | 431          | 3,669         | 9                                 |
| Eddie Fitzpatrick      | 465                | 538              | 183                                  | 340          | 1,526         | 7                                 |
| Vivienne Keenan        | 457                | 41               | 227                                  | 550          | 1,275         | 9                                 |
| John King              | 863                | 0                | 175                                  | 386          | 1,424         | 9                                 |
| Jerry Lodge            | 377                | 141              | 0                                    | 24           | 542           | 7                                 |
| Denis Magner           | 302                | 121              | 110                                  | 533          | 1,066         | 8                                 |
| Paschal McEvoy         | 670                | 0                | 0                                    | 73           | 743           | 9                                 |
| Carol Nolan            | 286                | 0                | 0                                    | 27           | 313           | 5                                 |
| Liam Quinn             | 591                | 0                | 173                                  | 361          | 1,125         | 8                                 |
| Frank Smith            | 205                | 0                | 0                                    | 49           | 254           | 3                                 |
| Anne Starling          | 0                  | 0                | 0                                    | 0            | 0             | 5                                 |
| Mary Sweeney           | 400                | 0                | 423                                  | 399          | 1,222         | 8                                 |
| Joe Thompson           | 335                | 40               | 0                                    | 74           | 449           | 7                                 |
| <b>TOTAL</b>           | <b>9,899</b>       | <b>6,370</b>     | <b>2,164</b>                         | <b>5,910</b> | <b>24,343</b> |                                   |



# Annual Energy Efficiency Reporting by Public Sector Bodies

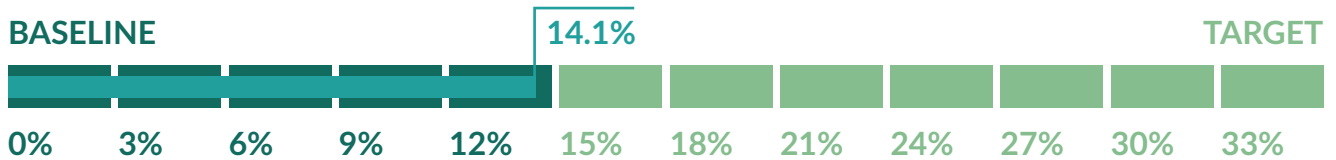
Statutory Instrument 542 of 2009 requires public sector organisations to report annually on their energy usage and actions taken to reduce consumption. LOETB continues to strive for decreases in energy usage. See below, which indicates that LOETB has made a 14.1% saving by 2015.



## SINCE BASELINE TO 2015

ENERGY SAVINGS: 14.1% lower

CHANGE IN ENERGY CONSUMPTION: 3.6% lower

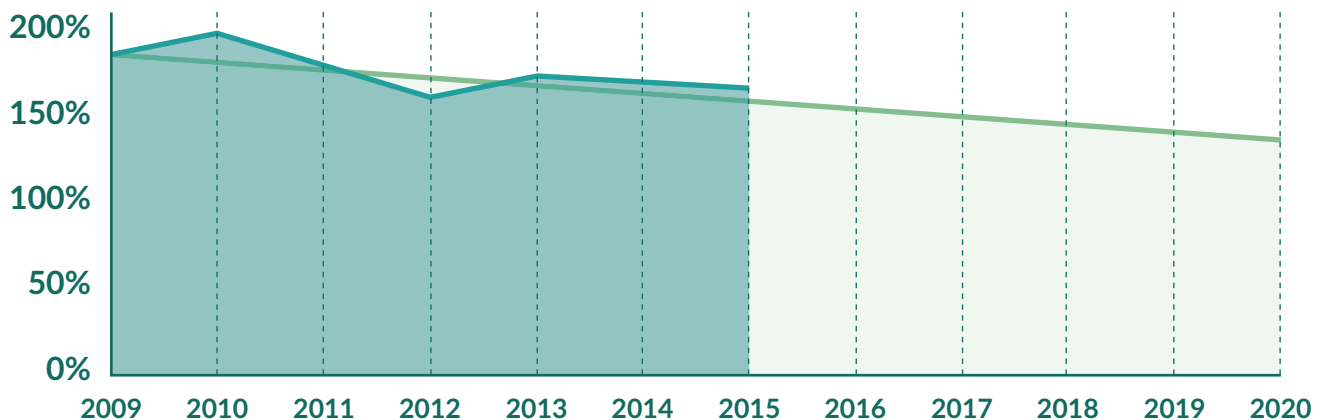


## ENERGY PERFORMANCE INDICATORS - 2015

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

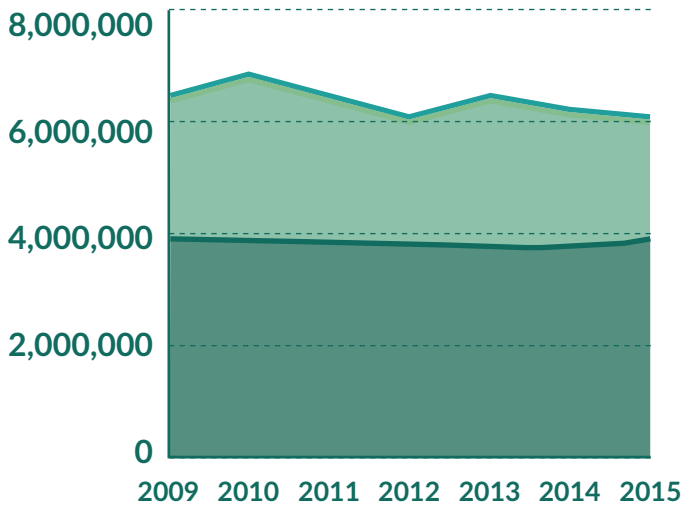


**ENERGY CONSUMPTION (TPER) - 2015**

2015 ENERGY CONSUMPTION = 6,124,273 kWh

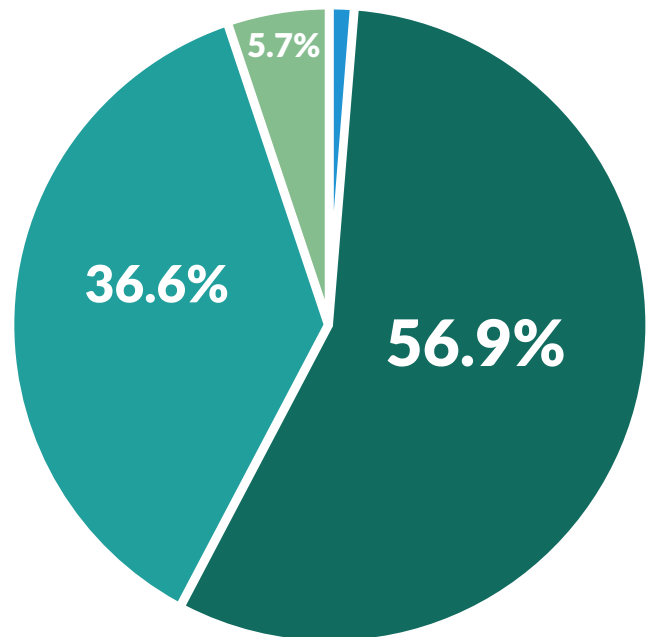
Energy Consumption Since Baseline (TPER)

— TRANSPORT — THERMAL  
 — ELECTRICITY



Energy Consumption - 2015 (TPER)

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



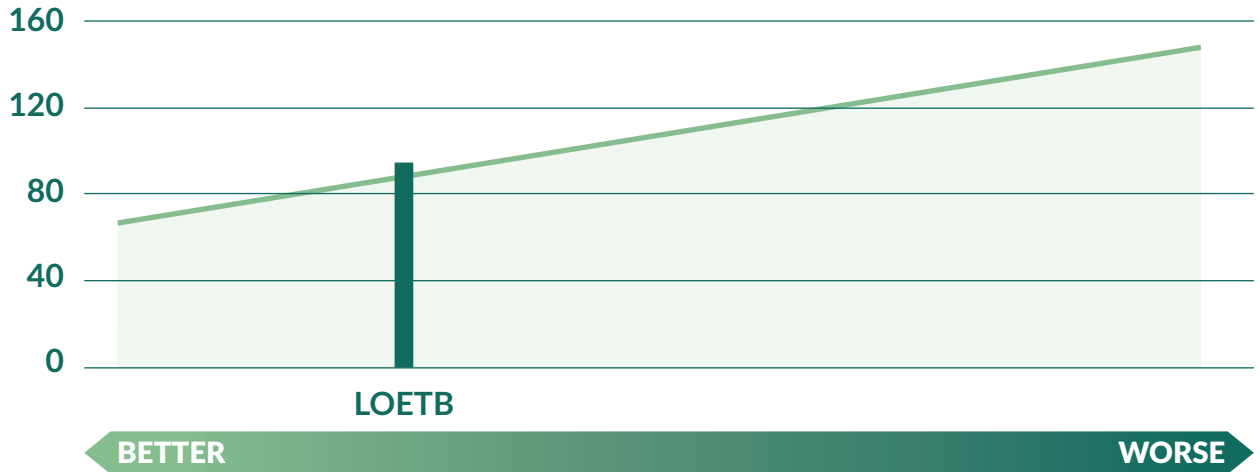
2.1% less than 2014  
 3.6% less than baseline  
 132,800 kWh less than 2014  
 228,790 less than baseline



## 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

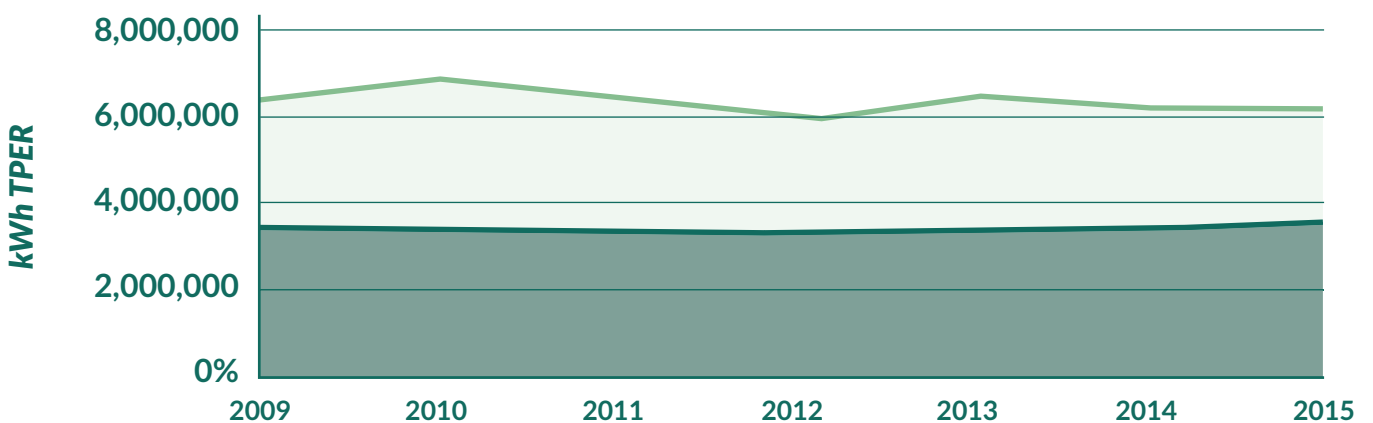


-5.6% less than average (7.7%)  
10th best performer (out of 14)  
Above the 68th percentile performance



## 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%

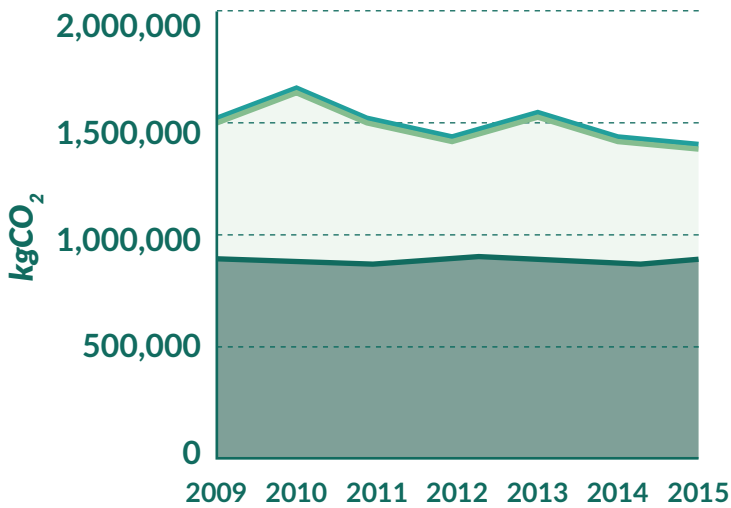


## CO<sub>2</sub> EMISSIONS - 2015

2015 CO<sub>2</sub> EMISSIONS = 1,427,273,868 kgCO<sub>2</sub>

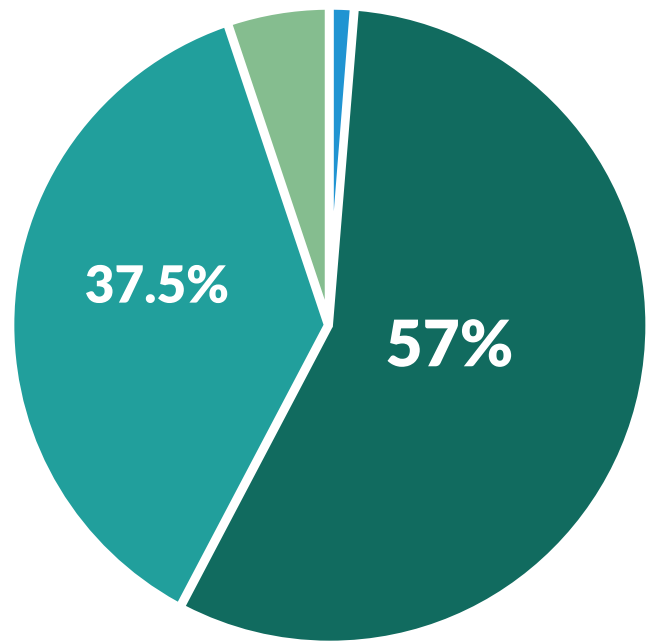
### CO<sub>2</sub> Emissions Since Baseline (TPER)

— TRANSPORT — THERMAL  
— ELECTRICITY



### CO<sub>2</sub> Emissions - 2015 (TPER)

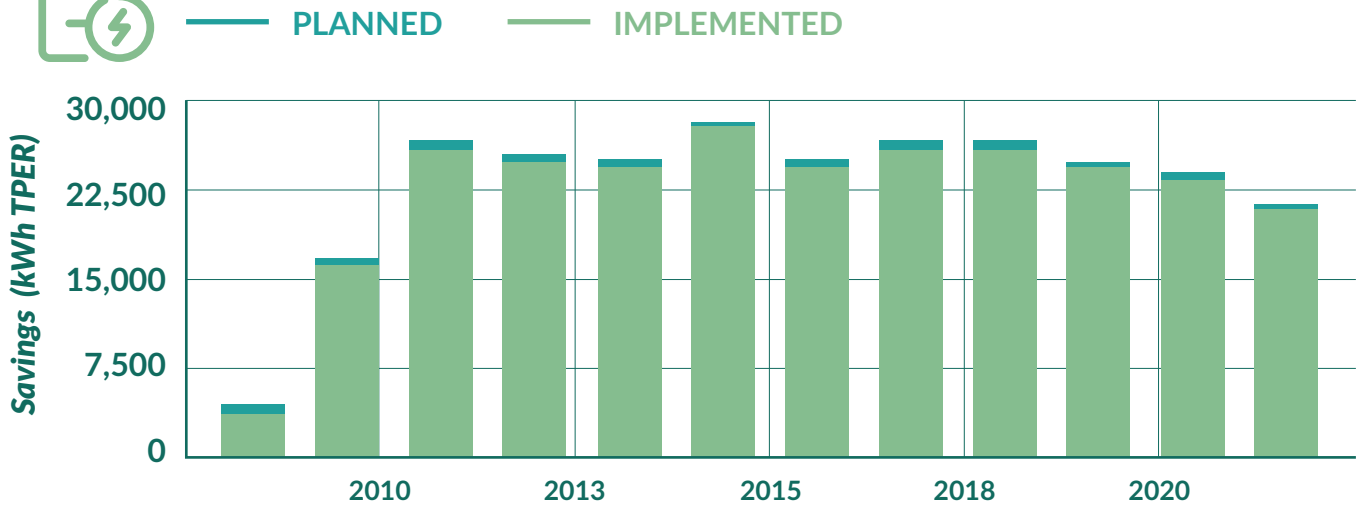
● ELECTRICITY ● HEATING OIL  
● GAS ● TRANSPORT



0.7% less than 2014  
6.0% less than baseline  
9,803 kgCO<sub>2</sub> less than 2014  
90,421 kgCO<sub>2</sub> 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 of Laois and Offaly Education and Training Board provided support to over 900 staff in 2015. The HR Department is responsible for:

- Human Resource Planning
- Personnel Policies and Procedures
- Recruitment, Selection and Appointments of all staff
- 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 Laois and Offaly ETB's website [www.loetb.ie](http://www.loetb.ie). Teaching posts are also advertised on Education Posts [www.education.ie](http://www.education.ie). Candidates proposed for an appointment to a teaching post by Laois and Offaly ETB 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. New appointees are also subject to Garda Vetting procedures and a pre-employment medical questionnaire (PEMQ1) which is conducted by Medmark Occupational Health. Between 1st January 2015 and 31st December 2015 a total of 108 appointments were made.

## Garda Vetting

In 2015, a total of 852 Garda Vetting Applications were processed in 2015.

## Retirement

In 2015, 13 Retirements took place.

## CPD and Training

Laois and Offaly ETB 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:

- An Introduction to Teaching Students with Language and Communication Difficulties (SESS)
- Art, Memory, Place - Focusing on Developments in Contemporary Art
- Assist: Suicide Intervention
- Austrian Exchange Programme
- Autism Course
- Autism Programme
- BKSB Training
- CEFA National Networking Event
- CPD - Information Technology
- CPD - Junior Cycle for Teachers
- CPD for New Software Development Course
- CPD - Framework for Junior Cert
- CV Writing & Interview Skills Workshop
- Droichead Training
- Elvery's Group Tutorial
- Engaging, Developing and Preparing Students for Transitions
- FARR Database Training
- Freedom of Information Conference
- Friends for Life Programme
- Initial Mentor Training
- In-service - School Planning
- In-service - Cloud Computing
- In-service - CPD Psychometric Testing
- In-service - Data Protection Training
- In-service - Fine Woodworking
- In-service - Mind Out Mental Health Promotion & Suicide Prevention
- In-service - Numeracy in the DEIS Context
- In-service - Project Maths
- In-service - QQI Assessment
- In-service - Role of Year head
- In-service - Stand Up - Belong To
- In-service - T4 Workshops for Subject Teachers who use Solid works
- In-service - Vsware School Timetables
- In-service - Wriggle CDP for IPAD
- In-service - DCG
- In-service - Dyslexia
- In-service - Scratch Coding and Computer Programming
- In-service - SPHE Course
- Introduction to Mindfulness
- Learner Well Being
- Learner Well-Being in the FET Environment (CPD)
- Midland Traveller Conflict Mediation Initiative
- Mindfulness Practice
- PDST Chemistry In-service
- Planning for Numeracy
- Professional Identity - CPD Training
- Recording of Presentations for Personal Effectiveness Module
- Retirement Planning Course
- Risk Assessment
- Role of Year Head
- School Self Evaluation Seminar
- SEBT Training - Solution Focused Brief Therapy Training
- SPHE CPD Course
- SPHE Self Harm
- Suicide Alertness
- Supervision part of CPD
- Supervision CPD Course
- Tablet Technology and Dyslexia Workshop
- Teach Autism Programme (SESS)
- Team Building Class
- Time Tabling
- Women in Farming
- Writing a Staff Handbook, Writing a Contract, Recruitment of Staff

## Induction

Laois and Offaly ETB held an induction day on the 2nd October 2015 for 33 new staff members. The induction training took place in the Administrative Offices in Castle Buildings, Tullamore.

## Leave

Laois and Offaly ETB 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 2015 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.

Laois and Offaly ETB operates flexi-working time for the administrative staff.











# ANNUAL REPORT 2015



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