

EXCELLENCE THROUGH
EDUCATION AND TRAINING

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

ANNUAL REPORT 2017

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 2017 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. John Carroll
Cathaoirleach



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Chief Executive's Introduction

It gives me great pleasure to present the 2017 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 2017. 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 2017 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 2017;
- The members of Boards of Management and committees of the ETB who give so generously of their time in promoting the work of the Board;
- The management and staff of our schools, centres, services, and administrative offices for their continued commitment, dedication, and loyalty.

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

Joe Cunningham
Chief Executive

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SECTION 1

Laois and Offaly Education and Training Board (LOETB)

MISSION STATEMENT

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



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Board Members



(Board Members and Staff at an LOETB Board Meeting in Portlaoise)

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 2017.

Local Authority Members

Cllr. John Carroll
Cllr. Eamon Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Cllr. Eddie Fitzpatrick
Cllr. John King
Cllr. Jerry Lodge
Cllr. Sean Maher
Cllr. Paschal McEvoy
Cllr. Liam Quinn
Cllr. Mary Sweeney
Cllr. Sinead Dooley
(to November 2017)
Cllr. Tony McCormack
**(replaced Sinead Dooley
in November 2017)**

Staff Representatives

Ms. Vivienne Keenan
Mr. William Flanagan

Parents' Representatives

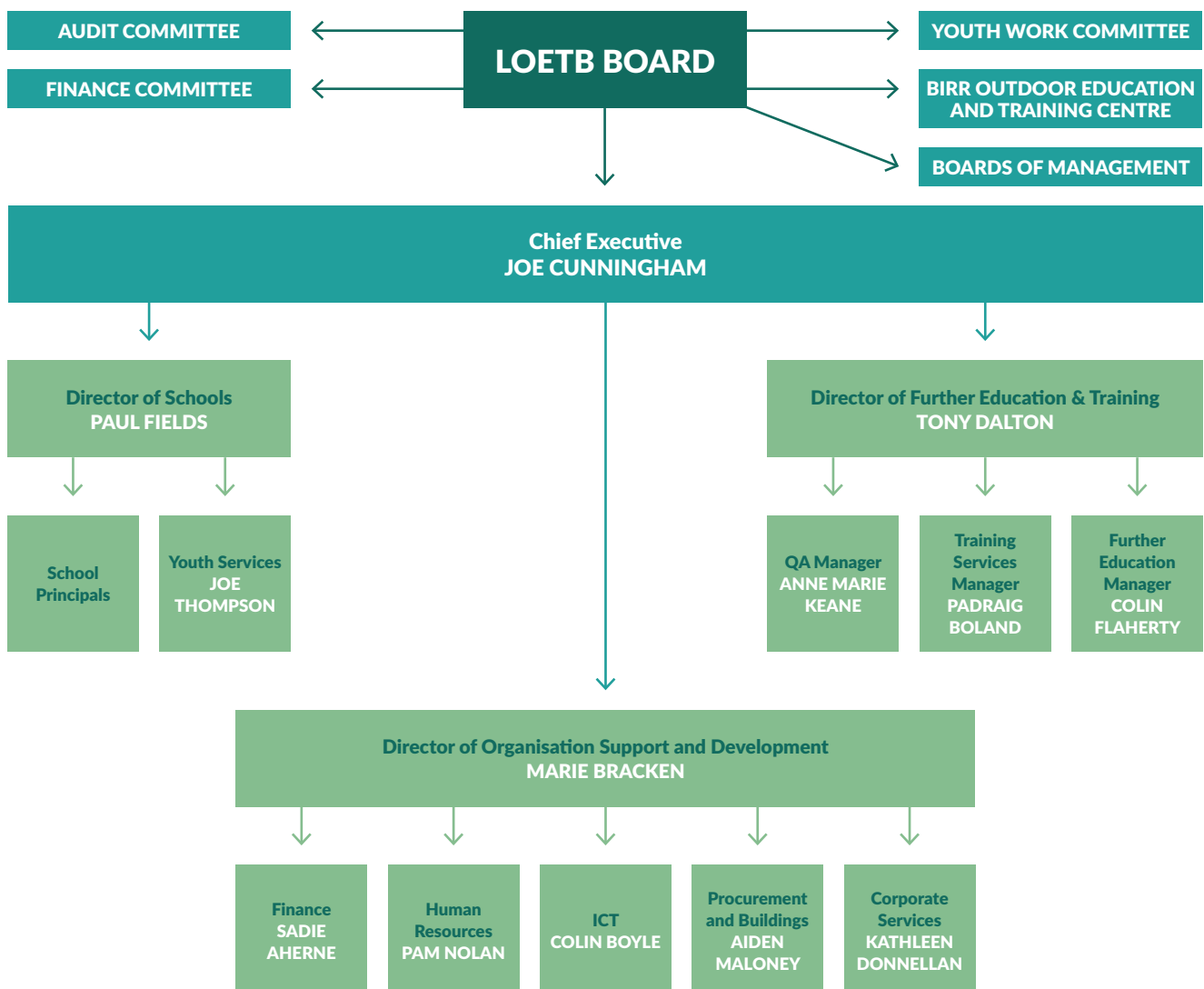
Ms. Mary Cotter-Bracken
Mr. Shane Hand **(to January 2017)**
Mr. Derek Scully **(replaced Shane
Hand in September 2017)**

Community Representatives

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

Organisational Structure

SENIOR MANAGEMENT TEAM IN 2017	
Joe Cunningham	Chief Executive
Marie Bracken	Director of Organisation Support and Development
Tony Dalton	Director of Further Education and Training
Paul Fields	Director of Schools





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Locations



LAOIS

Portlaoise:	Administrative Offices Portlaoise FET Centre Midlands Prison Education Centre Portlaoise Prison Education Centre Portlaoise College Dunamase College
Clonaslee:	Clonaslee College
Abbeyleix:	Abbeyleix FET Centre
Portarlinton:	Portarlinton FET Centre
Mountmellick:	Mountmellick FET Centre
Rathdowney:	St Fergal's College Rathdowney

OFFALY

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



SECTION 2

Second Level Schools

Schools

Paul Fields, Director of Schools

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

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

LOETB provides education services in nine community colleges across the two counties. All schools are co-educational and multi-belief 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.

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

Dunamase College, Portlaoise

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

Principal: Roger Geagan
Deputy Principal: Miriam Hickey

Enrolment 2017/2018: 294

Achievements/Events in 2017:

- Staff participation in TL21 (NUI Maynooth) & Bridge21 (Trinity)
- Successful Student Award Ceremonies.
- Ongoing development of the 'Brosna Centre' – Special Class to cater for students with a diagnosis of ASD.
- Ongoing development of school canteen in conjunction with 'The School Food Company' to enable us to provide a range of hot and healthy food options.
- Held a 'Happiness, Health & Wellbeing Week' and awarded a 'Health Promoting School' (HPS) Flag.
- Continued upward trend in enrolment and continued subject sampling with First Year students.
- Success continued in a range of sporting and extra-curricular activities including football, golf, pitch & putt, badminton, soccer, public speaking, and debating.
- Sky Sports 'Living for Sports Programme' continued having a very positive impact on student engagement and motivation.
- Green Schools - continued engagement and working towards third green flag.
- Successful School Tour to Barcelona.

Banagher College - Coláiste na Sionna

Banagher College - Coláiste na Sionna
Kylebeg, Banagher, Co. Offaly

Tel: 057 9151323

Email: admin@bccns.ie

Principal: Paddy Scales
Deputy Principal: Kevin Jordan

Enrolment 2017/2018: 552

Achievements/Events in 2017:

- Excellent exam success with 8 students achieving 500 points or more and 23 students achieving 400 points or more
- Leaving Certificate Applied: 6 students obtained Merits, 4 students obtained Pass
- Second Year Tour to Barcelona
- Geography Field Trip for Leaving Certs
- First Year students Outing to Tayto Park with Cairde Group
- First Year Talk for Parents
- Career Colleges Trips
- JCSP Make a Book
- Presentation of JCSP Certificates
- John Paul 2. Awards
- CSPE Trips
- Presentation of Attendance Certificates
- County Sports
- Sports Seminar
- Physics Outing
- Open Night
- Friendship/Anti Bullying Week
- Credit Union Art Competition
- Parent Teacher Meetings
- Buzzworks
- Science Week
- Lourdes Trip
- Carol Singing
- First Year Information Night
- Mental Health Public Speaking
- School Sports
- Road Safety Week
- Talk for parents on Internet Safety
- TY Team Building Bay Sports Athlone/Gaisce Awards/Karate/ Team Heads For Formula 1™ Chequered Flag / TY Module 1, 2, 3/ Boccia Leagues/ ECDL / Bank of Ireland School Bank / TY Work Experience / Christmas Pantomime / Carol Singing / TY Newsletter / SOAR Workshop / Swimming / Social Dancing / Karate / Visit to Cloughjordan House Cookery School / Horticulture Course / Trip to Killary / Social Dancing classes.
- First Aid: Mr Raymond Murphy - Basic First Aid Course to the TY class over 3 days. Psycho Spaghetti: Ger Carey's comedy in the Tuar Árd Theatre in Moate. Birr Offline Film Festival in October.
- MOS modules will be held throughout the school. Enterprise Competitions, Cookery School Visits, Junior Achievement Ireland, School Bank, Road Safety Week, Physics Open Day in NUIG, Public Speaking, Green Schools, First Aid etc.



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Clonaslee College - Coláiste Chluain na Slí

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

Tel: 057 8648044

Email: info@clonasleecollege.ie

Principal: Noreen Sweeney
Deputy Principal: John Lee

Enrolment 2017/2018: 262

Achievements/Events in 2017:

- Excellent Junior and Leaving Certificate results. 20% of students achieved over 500 points and 50% of all students achieved over 450 points.
- TY Students won our 4th Amber Flag for promotion of positive mental health. As part of Positive Mental Health Week they organised a Couch to 5K run. All members of the school community participated.
- TY put together a variety show this year. They sold out for 3 consecutive nights and got a standing ovation from the audience each night.
- Leaving Cert Mock Interviews held on 16th May. All students attended. The panel of interviewers were very impressed by the high standard of the students.
- 1st year Girls basketball team competed in Division A and won their way to the All-Ireland 'A' basketball tournament which was held in University of Limerick. They are ranked in the top 16 teams in Ireland.
- The boys senior hurling team won North Leinster Championship.

Coláiste Naomh Cormac, Kilcormac

Coláiste Naomh Cormac, Kilcormac
Kilcormac, Co. Offaly

Tel: 057 9135048

Email: mail@cnckilcormac.ie

Principal: Brian Kehoe

Deputy Principal: Victoria Guinan

Enrolment 2017/2018: 178

Achievements/Events in 2017:

- 2017 Leaving and Junior Cert Results were excellent, 2 pupils received academic scholarships to UCD
- A very successful year in Badminton. Offaly champions u19 girls, All Ireland u19 boys winners, All Ireland u14 girls runner up
- Fielded teams in Hurling, Gaelic Football, Basketball, Athletics, winning Leinster titles in u16 and u18 Camogie.
- RTE presenter Miriam O'Callaghan spoke at the annual awards day.
- Science Department hosted workshops from the rediscovery centre and science demonstrations for local primary schools.
- Positive Mental Health Week took place.
- The school was chosen to be part of the GAA Future Leaders TY programme.
- Junior Debating team took part in a competition in UCD.
- First Year English class were the winners of the Best Class entry in the Puffin books/ RTE Guide Short Story competition, coming out on top of over 5,000 entries.
- The school received an Amber Flag for work in the area of promoting Positive Mental Health.
- 2nd years went on a tour to Barcelona.
- TY Build a Bank team won the regional finals at the AIB bank Build a Bank competition.
- 5Km run took place in aid of Offaly Hospice and the Donal Walsh Foundation.
- TY's presented the first school Musical, Back to The 80's.
- Upgrade works to the school include:-
 1. Painting the back of the school
 2. Purchase of a new stage
 3. Landscaping at the front and back of the school
 4. New lockers for incoming 1st years.

Subject Inspections:

French and English Subject Inspections took place during the year, both receiving very positive feedback.



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Dunamase College – Coláiste Dhún Másc

Railway Street, Portlaoise, Co. Laois

Principal: Aoife Elster

Deputy Principal: Clár Mhic Ghearailt

Tel: 057 8664696

Email: info@dunamasecollege.ie

Enrolment 2017/2018: 37 in total (21 in the English stream 16 in the Aonad).

Achievements/Events in 2017:

- Establishment of Board of Management January 2018
- Establishment of Parents Council February 2018
- Establishment of Student Council October 2017
- Establishment of Amber Flag Committee October 2017
- Awarding of Amber Flag May 2018
- Several trips to Dunamase Theatre
- Trip to National Gallery & Bord Gais Theatre to see Matilda
- Trip to Dáil Eireann & The Mansion House
- The Sliabh Bloom Way, a 17 km hike between Glenbarrow & Clonaslee (to be continued over the next five years)
- School sports generally take place in the leisure centre
- Table tennis
- Fencing (school team competed in an Inter Schools Competition in Clongowes Wood College)
- Running Club (Students participated in The Streets of Portlaoise Road Race & RITH 2018)
- Rugby (coaching provided by a coach from Leinster Rugby)
- Yoga

Extracurricular & Co Curricular Activities:

- Film Club
- Debating (Irish & English)
- Chess & Board Games Club
- Workshops from Visual Artists, Spoken Word artists and Poets
- Speaker for Science Week
- Intercultural Day
- Several Positive Mental health Days (organised by the Amber Flag Committee)

Oaklands Community College, Edenderry

Oaklands Community College, Edenderry
Sr Senan Avenue, Edenderry, Co. Offaly

Tel: 046 9731573

Email: secretary@oaklandsccl.ie

Principal: Gerry Connolly
Dep. Principal: Richard Murphy / Mairead O'Shea

Enrolment 2017/2018: 761

Achievements/Events in 2017:

- Increase in enrolment to highest level ever 761 students.
- WSE-MLL – very affirming and positive report.
- New site secured for the building of a new school.
- Oaklands students excel in Art and poetry competitions winning at national level.
- Appointment of Second Deputy Principal Ms Mairead.
- Very successful second year history tour to Italy.
- Wellbeing introduced as a distinct programme across the junior cycle programme.
- TY trip to Barcelona.
- 6 teachers participated in the ERASMUS project visiting educational settings across Europe.
- Continued cooperation with Shandon Language School with two Spanish
- Exchange students in transition Year and 2 students in 5th Year.



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Portlaoise College

Portlaoise College
Mountrath Road, Portlaoise, Co. Laois

Tel: 057 8621480
Email: info@portlaoisecollege.ie

Principal: Noel Daly
Deputy Principal: Patricia Cullen

Enrolment 2017/2018: 766
including 328 PLC

Achievements/Events in 2017:

- 75% of Leaving Certs entered Third Level Education including Further Education
- The school hosted College Awareness Week.
- Second Years participated in College for Every Student Project.
- First Year Business students visited the Chocolate Garden in Tullow.
- Electric College event hosted for mental health awareness.
- Teachers produced a video for mental health awareness week.
- Students participated in the Poetry Aloud competition.
- Transition Year students went on a trip to Achill and a cultural trip to Dublin.
- Transition Year cultural trip to Dublin.
- Transition Year and Second Year student's trips to Barcelona.
- Christmas Craft Fair comprising of 45 stalls with visiting primary schools
- Two TY students participated in the Junk Kouture dress design competition
- Students took part in an interactive Forensic Science workshop.
- Eryk Pilat won the UCD entrance scholarship
- Irish and French language scholarships awarded
- Portlaoise College hosted a very successful STEM workshop to primary school students.
- Students raised €500 for the Donal Walsh Foundation by organising a 5k run/walk.
- Portlaoise College awarded the title of "21st Century School of Distinction" for the Second time by Trinity College in honour of our work with the College for Every Student (CFES) Programme.
- Second Year History trip to Dublin visited the National Museum of Ireland and Collins Barracks.
- TY and 5th Year Students and Teachers prepare for their visit to Gambia in Africa to work in a Primary School
- First Year Annual Outdoor Pursuits trip to Carlingford.
- School participated in all the county debating competitions.
- New subjects added: Agricultural Science, German, Engineering Technology (Further Education) and L6 Hairdressing (senior trades)

Subject Inspections:

WSE/MLL September/October 2017

St Fergal's College, Rathdowney

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

Tel: 0505 46357
Email: admin@stfc.com

Principal: Aine O'Neill
Deputy Principal: Sean Conroy

Enrolment 2017/2018: 303

Achievements/Events in 2017:

- The Leaving Certificate Examinations went very well. 60.8% of our students achieved 300 points or better, the national average was 41.8%
- Junior Cert Results: from a total of 47 students 7 achieved 10 higher level honours and another 6 achieved 9. Excellent results all round and all achieved at least seven passes.
- Amber Flag and Mental Health week took place from January 23rd to 27th. Mr Charlie Wynne spoke to junior students on the topic of "I am a friend".
- The TYs and 5th years participated in the Youth Suicide Prevention programme and 6th years had a presentation from Eileen Keane entitled "Jump Start Your Confidence".
- The Students Council and the Amber Flag team, assisted by Miss O'Brien and Ms Kennedy organised a 'Mannequin Challenge' where students and teachers were filmed "frozen in action" to promote suicide awareness.
- The 5th year Cultural trip to Austria took place in March. Students stayed in hostels.
- A Book Fair was organised by the Student Council to raise funds for a school library. It was very well supported by staff and students in the College and by members of the public. The event was advertised in the local National Schools.
- 37 5th years went to a Driver Awareness seminar on the 29th of March organised by Rotary Laois.
- The U-16 Hurling team won the North Leinster competition.
- Minister Flanagan visited the school and met 3rd years on Friday 5th May.
- Spink CC presented the school with two Perpetual Trophies to be awarded annually to the best traditional music students; one Senior and one Junior.
- Five students were on the u-16 Laois Camogie team that won the Leinster Final 2017.
- John Casey and Jerry O'Connor, two long serving teachers in this school retired in August.
- A series of events to promote inclusion for LGBTI students were held during "Stand Up Week" including raising a flag.



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Tullamore College

Tullamore College
Riverside, Tullamore, Co. Offaly

Principal: Edward McEvoy
Deputy Principal: Beatrice Quirke

Tel: 057 9321677

Email: admin@tullamorecollege.ie

Enrolment 2017/2018: 633

Achievements/Events in 2017:

- Ellen O'Brien was the Junior winner in the Austrian Society German essay competition. She won a two week scholarship to Salzburg and received the St Feargal trophy from the Austrian Ambassador Herr Freudenschuss.
- First Year student Ella Conneff was runner-up in the 11-14 years old category of the RTÉ Guide / Puffin Young People's Short Story Competition 2017.
- In the National Final of the Irish Junior Maths Competition, Tullamore College student Jean Carson took 1st place and Tullamore College student Kian Baniassadi took 3rd place.
- Cian O'Mahony & Hannah Davis were the overall winners of the National Scratch Final 2017. Scratch is a visual programming language that Cian and Hannah used to create their own interactive animation called 'The Crickenbawn'. Their coding project was selected from over 500 nationwide entries and scooped the top prize as the best overall project in the competition.
- The school had a number of prize winners at Scifest
- YSI team 'Think Safety, Farm Safely' was awarded the YSI Challenge Winner of the Make Our World Safer Challenge YSI 2017.
- 1st Year Ladies basketball team qualified for the All-Ireland semi-final.
- Young Economist of the Year: Gold Award winner Cian O'Mahoney. Silver Award winners Mia O'Mahoney and Liadhán Murray. Bronze award winners Katie Hayes, Siobhán Greene, Rebekah Egan, Cillian Fogarty, Deimante Kozamekinaite, Enda Healion and Jakob Stanley.
- German Exchange to Chemnitz.
- French Exchange to Nantes.
- Reached the National Final of the AIB Build a Bank Challenge with a team consisting of Laura Cuskelly, Eabha Joyce, Caitlin Guinan, Eirinn O'Toole, Sarah Rosney, Cillian Fogarty and Mark Gorman.
- Hosted a table quiz in collaboration with the French Embassy and the French Teachers' Association, came joint first place.

- Awarded a silver ticket invitation to the regional final in Castlebar on March 8th for Golden Fall Junk Kouture team.
- Michelle Mann and Lucy Leonard won the Patency Award and 2nd prize in their category at the BT Young Scientist.
- Stephen Harte was 'highly commended' at the BT Young Scientist.
- Cillian Fogarty was 'highly commended' and won a Display Award at the BT Young Scientist.
- In the Mangahigh Maths Week Challenges, Nonso Moujeke and Christian Levterov were awarded Gold medals for high-scores in solving online maths challenges.
- Irish Science Teachers Association Quiz 3rd place to Ciara Cahill, Jack Harvey and Dylan Cuskelly.
- Winners of the Regional final of the BPW Business & Professional Women's Public Speaking Competition, Ava, Rendija and Caitlin (also won best speaker).
- Past pupil Annie Brown won an Undergraduate Entrance Scholarship to the BA in Contemporary and Applied Theatre Studies at Mary Immaculate College based on her points in the Leaving Certificate.
- High Academic Achievements at the Laois & Offaly ETB Awards Ceremony- Kotryna Koslovskaitė and Annie Brown (LC) and Jayne Henry and Luke Carson (JC).
- Caoimhe Griffin came 3rd in the 400m Freestyle in the Leinster Schools' Swimming Gala.
- Meadhbh, Ellie and Emma, part of the U15 Midlands Squad won all three games at the BIPPS Inter-Regional tournament in UL.
- Tullamore College team won the Carton Trophy as overall winners of the 2017 County Sports. Also won the Junior Shield.



SECTION 3

Youth Services



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Youth Services

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

Tel: 085 8878578

Email: jthompson@loetb.ie

Acting Youth Officer: Joe Thompson

Youth Work Provision

There are three youth projects funded by the Department of Children and Youth under the Special Projects for Disadvantaged Young People (SPY) programme in Laois and Offaly. These are the Offaly Traveller Movement / Youth Project, Youth Work Ireland Laois and Youth Work Ireland Midlands.

There are a number of diverse small to medium size affiliated and independent youth clubs and groups. Furthermore there are number of large organisation, such as Foróige and Youth Work Ireland and Uniform Groups delivering a multitude of Projects, programmes and initiatives on professional and voluntary basis a across Laois and Offaly.

Given the relative dearth of funded youth projects and programmes, the provision and coordination of youth work services requires the maximisation, leveraging and sharing limited resources. The LOETB are committed to, valuing the importance of working in partnership with both the statutory and no-statutory sectors, to deliver both efficient and effective outcomes for young people in Laois and Offaly.

Key Areas of Activity 2017

- National Quality Standards Framework (NQS)
- Local Youth Club Grants Scheme 2017
- Local Youth Club Equipment Scheme 2017
- Youth Work Committee
- DCYA – Value for Money Programme Review
- DCYA - Streamlining Youth Funding Programmes
- Children and Young People’s Services Committees / Sub-group (Mapping Services)

National Quality Standards Framework (NQSF)

The LOETB assessment function is undertaken primarily through the DCYA's/National Quality Standards Framework (NQSF) to ensure and enhance quality youth services for young people. The NQSF is a support and development tool that reviews and assesses youth work and assists in the continuous improvement and development of youth services.

LOETB works in partnership with Offaly Traveller Movement / Youth Project, Youth Work Ireland Laois and Youth Work Ireland Midlands, to integrate the NQSF principles into the core work at an organisational and practice level.

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.

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.

LYCGS 2017 funding is provided by the Department of Children and Youth Affairs, and administered locally by LOETB.

Local Youth Club Grant Scheme 2017

NO.	COUNTY	YOUTH CLUB / GROUP NAME	LYCGS 2017 GRANT ALLOCATION
1	LAOIS	ORDER OF MALTA	770
2	OFFALY	ST CIARAN'S YOUTH CLUB	500
3	LAOIS	PORTLAOISE NO NAME CLUB	1,210
4	OFFALY	LUSMAGH FORÓIGE CLUB	550
5	LAOIS	PORTLAOISE FAMILY RESOURCE CENTRE	1,100
6	OFFALY	CLOGHAN FORÓIGE	1,430
7	OFFALY	THE GIRLS FRIENDLY SOCIETY	700
8	OFFALY	9TH OFFALY FERBANE SCOUTS	700
9	LAOIS	2ND LAOIS RATHDOWNEY SCOUT GROUP	400
10	OFFALY	CLARA YOUTH CLUB	770
11	LAOIS	DAREDEVILS FORÓIGE CLUB	550
12	OFFALY	1ST COMPANY EDENDERRY BOYS BRIGADE	400
13	LAOIS	CAMROSS CCE BRANCH	1,760
14	LAOIS	MOUNTRATH YOUTH THEATRE	1,232



Local Youth Club Grant Scheme 2017 (continued)

NO.	COUNTY	YOUTH CLUB / GROUP NAME	LYCGS 2017 GRANT ALLOCATION
15	LAOIS	THE GIRLS FRIENDLY SOCIETY	900
16	LAOIS	RATHENISKA COMHALTAS CEOILTOIRI EIREANN	1,650
17	OFFALY	1ST 10 OFFALY SCOUTS TULLAMORE	1,500
18	LAOIS	MOUNTRATH GIRLS FRIENDLY SOCIETY	500
19	OFFALY	BALLYCUMBER FORÓIGE CLUB	1,210
20	LAOIS	MOUNTMELICK YOUTH DEVELOPMENT CENTRE	1,300
21	LAOIS	BORRIS ON OSSORY YOUTH CLUB	550
22	LAOIS	EMO YOUTH CLUB	1,210
23	OFFALY	SLIEVE BLOOM GUIDES, BROWNIES AND LADYBIRDS	700
24	OFFALY	DURROW/ TULLAMORE FORÓIGE CLUB	770
25	OFFALY	JORDAN JUNIORS YOUTH CLUB	1,100
26	LAOIS	CROSS ROADS YOUTH CLUB BALLINAKILL	900
27	OFFALY	GALLEN COMMUNITY FERBANE FORÓIGE	1,760
28	LAOIS	IRISH GIRLS GUIDES / MOSSE BROWNIE PACK PORTLAOISE	500
29	LAOIS	TRIOGUE BROWNIE PACK	500
30	OFFALY	ST MARY'S JUNIOR YOUTH CLUBS	1,600
31	OFFALY	P2B YOUTH CAFÉ	1,760
32	LAOIS	RATHDOWNEY GIRL GUIDES	550
33	OFFALY	RATH EGLISH FORÓIGE CLUB	550
34	OFFALY	CLONAGHADOO YOUTH CLUB (LAOIS)	990
35	LAOIS	IRISH GIRLS GUIDES /BORRIS-IN-OSSORY	700
36	LAOIS	VICARSTOWN YOUTH CLUB	1,300
37	OFFALY	2ND OFFALY SCOUT GROUP	1,500
38	LAOIS	RATHDOWNEY GIRL GUIDES - SENIOR BRANCH	440
39	OFFALY	4TH LAOISE SCOUT GROUP PORTARLINGTON	1,100
40	OFFALY	BANAGHER FORÓIGE CLUB	1,650
41	LAOIS	ABBEYLEIX KILLEMUGH YOUTH CLUB	990
42	OFFALY	FERBANE/ BANAGHER MACRA	1,210
43	OFFALY	1ST LAOIS (MOUNTMELICK SCOUT GROUP)	1,100
44	LAOIS	PORTARLINGTON YOUTH CLUB	990
45	LAOIS	IRISH GIRLS GUIDE RATHDOWNEY BROWNIE	400
46	OFFALY	EDENDERRY YOUTH CAFÉ/YOUTH ACTION GROUP	1,715
			€ 45,667.00

In 2017, the Local Youth Club Grant Scheme (LYCGS) supported 50 voluntary-led Youth Clubs/Groups (2,029 Young People between 10-21 years of age) in Laois and Offaly.

Local Youth Club Equipment Scheme (LYCES) 2017

In recognition of the important role of volunteer-led youth clubs/groups in supporting young people young people between the ages of 10 and 21, and their engagement with the incorporation of the National Quality Standards for Volunteer-led Youth Groups (NQSVIYG), a once off equipment grant was made available in 2017, to support the work of volunteers, enhance the experience of members, and provide vital equipment to local youth clubs/groups.

The focus of the grant is to purchase equipment, which will enhance the experience for young people in your club/group such as electrical, sporting, IT, musical, art and drama equipment. The maximum funding available under this initiative is €5,000.

LYCES funding is provided by the Department of Children and Youth Affairs, and administered locally by LOETB.



NO.	COUNTY	YOUTH CLUB / GROUP NAME	LYCGS 2017 GRANT ALLOCATION
1	LAOIS	VICARSTOWN YOUTH CLUB	2,810
2	LAOIS	MOUNTMELICK YOUTH LEADERS CLUB	3,092
3	LAOIS	TIMAHOE FORÓIGE CLUB	3,348
4	LAOIS	DAREDEVILS FORÓIGE CLUB PORTLAOISE	2,384
5	LAOIS	3RD LAOIS DURROW SCOUT GROUP	4,648
6	OFFALY	EDENDERRY 1ST COMPANY BOYS BRIGADE	2,473
7	OFFALY	PORTARLINGTON CODERDOJO	4,876
8	LAOIS	SLIEVE BLOOM GIRL GUIDES	1,500
9	LAOIS	4TH LAOIS SCOUT GROUP PORTARLINGTON	5,000
10	LAOIS	CAMROSS CCE	5,000
11	OFFALY	2ND OFFALY SCOUTS	3,177
12	OFFALY	RATH EGLISH FORÓIGE CLUB	4,904
13	OFFALY	CLOGHAN FORÓIGE CLUB	3,020
14	OFFALY	BANAGHER FORÓIGE CLUB	3,218
15	OFFALY	1ST/ 10TH OFFALY SCOUT GROUP	1,713
16	OFFALY	TULLAMORE / DURROW FORÓIGE CLUB	5,000
17	LAOIS	CLONAGHADOO YOUTH CLUB	3,620
18	LAOIS	1ST LAOIS PORTLAOISE SCOUT GROUP	5,000
19	LAOIS	BORRIS-IN-OSSORY YOUTH CLUB	3,190
20	OFFALY	BALLYCUMBER FORÓIGE CLUB	5,000
21	LAOIS	RATHDOWNEY YOUTH CLUB	4,062
22	LAOIS	PORTLAOISE NO NAME CLUB	2,450
23	LAOIS	ABBEYLEIX/KILLERMUGH YOUTH CLUB	4,054
24	LAOIS	RATHDOWNEY GIRL GUIDES	5,000
25	LAOIS	RATHDOWNEY GIRL GUIDES SENIOR BRANCH	2,196
26	LAOIS	MOUNTRATH YOUTH THEATRE	4,792
27	LAOIS	2ND LAOIS (RATHDOWNEY) SCOUT GROUP	1,479
28	OFFALY	MUCKLAGH FORÓIGE	3,490
29	LAOIS	IRISH GIRL GUIDES, BORRIS IN OSSORY GUIDE UNIT	2,294
30	OFFALY/ MEATH	CASTLEJORDAN/ BALLINABRACKKEY YOUTH CLUB	5,000
31	OFFALY	ST MARY'S YOUTH COMMUNITY CENTRE (JUNIOR YOUTH CLUB AND P2B YOUTH CAFÉ)	3,941
32	LAOIS	1ST LAOIS MOUNTMELICK SCOUT GROUP	4,240
33	LAOIS	KNOCKMAY YOUTH CLUB (PORTLAOISE FAMILY RESOURCE CENTRE)	2,973
34	OFFALY	SPOT JUNIOR FORÓIGE CLUB	565
35	LAOIS	ABBEYLEIX KILLERMUGH GIRLS FRIENDLY SOCIETY	1,660
36	OFFALY	CLARA YOUTH CLUB	1,542
37	OFFALY	ST. CIARAN'S YOUTH CLUB	2,150
38	LAOIS	RATHENISKA COMHALTAS CEOILTORI EIREANN	5,000
39	OFFALY	LUSMAGH FORÓIGE	1,459
40	LAOIS	SPINK COMHALTAS	4,904
41	LAOIS	MOUNTRATH FORÓIGE	3,348
42	OFFALY	EDENDERRY YOUTH ACTION GROUP/ EDENDERRY YOUTH CAFÉ	3,524
43	OFFALY	TEACH NA NOG (HOUSE OF YOUTH)	5,000
44	OFFALY	BIRR BRANCH GIRL'S FRIENDLY SOCIETY	511
45	OFFALY	GALLEN COMMUNITY FERBANE FORÓIGE	4,096
			€152,703

In 2017, the Local Youth Club Equipment Scheme (LYCES) supported 47 Voluntary led Youth Groups/Clubs (2,288 Young People between 10-21 years of age) in Laois and Offaly.



SECTION 4

Further Education and Training Services



Further Education and Training Services

Tony Dalton, Director, Further Education and Training Services

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

Telephone: (057) 8621352 / (057) 9349424 Email: tdalton@loetb.ie

The aim of the Further Education and Training (FET) Service is to encourage, enable and support adults who wish to return to education to avail of the educational opportunities that best suit their needs. LOETB offers a comprehensive range of Further Education and Training services and courses from part-time learning to full-time study, leading onto higher education, training or employment. Furthermore, the FET Service now engages with local employers to identify the upskilling or reskilling needs of their current employees to facilitate the development of highly skilled workforces throughout the two counties.

The FET Centre Model

A cornerstone of LOETBs strategic approach to service provision and enhancing the learner experience is the development of the FET Centre model. This multiplex model of provision offers the learner multiple FET services on a single site, allowing for ease of Access, Transfer and Progression. This approach was further developed in 2017 and by 2020 it is our intention to have this model of provision in all nine of our FET centres.

Quality Assurance

In late 2017, an Executive Self-Evaluation was conducted of the governance and management of quality assurance within the delivery of FET provision in LOETB. The Self-Evaluation Process was conducted in line with the QQI Statutory Core Quality Assurance and Sector Specific QA Guidelines for ETBs. The purpose of the process was to evaluate the governance and management of quality assurance, and the effectiveness of quality assurance systems within the FET service of LOETB. The results of the process contributed to the development of a Quality Improvement Plan (QIP)..

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 FET Centre

Adult Educational Guidance & Information Service (AEGIS)

Adult Literacy Service

Banagher FET Centre

Birr FET Centre

Birr Outdoor Education Centre

Clara FET Centre

Community Education Service

Edenderry FET Centre

Mountmellick FET Centre

Portarlinton FET Centre

Portlaoise FET Centre

Prison Education Centres

Training Services

Tullamore FET Centre

Quality Assurance

Abbeyleix FET Centre

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

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

Centre/Service Information:

Abbeyleix Further Education and Training Centre offers both full-time and part-time programmes, for second chance education or retrain and upskill.

The Vocational Training Opportunities Scheme (VTOS) and Post Leaving Certificate (PLC) programme are the full time options in the Centre, with courses offered in the areas of Business, Healthcare, Art and General Learning.

The Centre also offers the Back to Education Initiative (BTEI), which is focused primarily on providing certification and progression opportunities on a part-time basis.

No. of Students:

January 2017: 114, September 2017: 117

Courses offered:

- General Learning Level 3 modules
- General Learning Level 4
- Art, Craft & Design Level 5
- Art with Animation Level 5
- Community Care Level 5
- Healthcare Support Level 5
- eBusiness Level 5
- Business Administration Level 5
- Art and Business Level 6
- Business Management Level 6

QQI Further Education and Training Awards Achieved 2017:

- 12 Component Certificates at QQI Level 4
- 8 Major Awards at QQI Level 4
- 15 Component Certificates at QQI Level 5
- 47 Major Awards at QQI Level 5
- 8 Component Certificates at QQI Level 6
- 28 Major Awards at QQI Level 6

Achievements/Events in 2017:

- Art Level 5 & 6 students held a graduate exhibition in the Dunamais Arts Centre in May 2017. The exhibition remained on display for three weeks.
- The General Studies exhibition was opened by Muireann Ni Chonaill (Laois County Council Arts Officer) and remained on display in Abbeyleix Library for two weeks in June 2017.
- Dunamais Arts Centre – Biennale Award – this involves choosing an artist for a solo show from Abbeyleix arts graduates.
- As part of the 2017 Recruitment Campaign Aisling Hurley from the Small Business Fairy delivered a Social Media workshop. This workshop was designed to inform our use of social media - Facebook, Twitter, Instagram, snapchat etc.
- Art Trip to Florence in April 2017
- June 2017 workshop – Invited Dr. Mark Hilliard (College Professor), Franklin, Tennessee to deliver a workshop titled ‘Exploring Sacred Spaces’
- Gerri Cooper: LGBT Staff Training
- Staff Wellbeing training delivered through the Teacher Centre
- Christmas hampers & Fundraising for SVP (€1136.60) and the Cuisle Centre (€288.80)
- Cuain Mhuire – Centre talk on addiction
- Centre Talk: Shane Martin ‘Bouncibility’
- Safe Talk Training
- First Aid Training

Other Information:

- Open Days
- Programme Speakers
- College Speakers – NUIM, Carlow IT, Carlow College, LSAD, Southampton University
- Careers Talks – Study Skills, BTEA & SUSI, Interviews, CV Preparation
- End of Year Awards
- Award’s Night
- Centre Trips – Ecology Trip, Art Galleries
- Theatre Outings

Adult Educational Guidance & Information Service (AEGIS)

OFFALY

Tullamore FET Centre
 Castle Buildings, Tara St, Tullamore, Co. Offaly
 Contact: Catherine Gavigan
 Tel: 057 9349425 Email: cgavigan@loetb.ie

LAOIS

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

Centre/Service Information:

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

Clients in 2017:

1,940

Achievements/Events in 2017:

- Adult Guidance provision was provided to Adult Literacy, BTEI, VTOS, PLC, DSP referrals and the general public as follows: Intended progression of literacy students, CAO application, progression pathways, SUSI funding, Interview preparation, Study Skills, UCAS applications, interpretation of Dyslexia reports with students and on-going support in-house in the Further Education & Training Centres in Laois and Offaly. The latter consist of Birr, Abbeyleix, Edenderry, Portarlinton and Tullamore.
- Outreach Service to The Partnerships in Birr, Edenderry, Abbeyleix, Portarlinton and Tullamore.
- Provide input to course schedules regarding suitable modules for progression to FE/HE.
- Provision of ongoing support to Co-ordinators and Teachers regarding personal progression issues with students.
- Advice and support to Further Education team regarding entry requirements enabling successful FET to HE student's progression.
- Linked with HSE Community Mental Health Services and professional psychological services for example Jigsaw Tullamore operating a two way referral process.



- The Adult Guidance Co-ordinator Catherine Gavigan in Offaly is on the steering group of the MOJO Offaly programme (an interagency programme funded by the National Office for Suicide Prevention (NOSP), and supported by local agencies to provide a coordinated response to men who are in “distress” or those who are affected by unemployment. The Adult Guidance Counsellor Geraldine Grennan is on the MOJO practice group. The Guidance Service facilitated group sessions with MOJO Offaly participations regarding our service, educational progression opportunities and learning styles.
- The existence of the protocol between DSP/ Employment Services and LOETB ensures ongoing referrals to the Adult Guidance Service.
- Advertisement and promotion of the Adult Guidance Service through course brochures, the LOETB website, Facebook page and presentations in the local jobs clubs and community groups.
- Links were maintained with Athlone I.T. and Maynooth University. Students from Tullamore Further Education and Training Centre were taken to college open days. They met with the access officer and student support services where a special programme was provided tailored to their progression pathways encouraging them to explore the educational options. Students also engaged with former students of our programmes in the Further Education Centre who had progressed to third level.
- Speakers from Athlone IT and DIT visited learners in the Further Education Tullamore. Speakers from Carlow College, Carlow IT, and NUIM visited learners in Abbeyleix and Portarlinton Further Education and Training Centres.

Guest Speakers

- Shane Martin gave presentations to learners in Abbeyleix, Portarlinton, and Tullamore on the topic of Wellbeing and Resilience.
- Sinead English presented a workshop on Job Searching and Interview Skills to learners in Abbeyleix, Portarlinton and Portlaoise.

Adult Literacy Service

Adult Literacy Organiser: Lisa McEvoy

OFFALY Tullamore FET Centre, Castle Buildings, Tara St, Tullamore, Co. Offaly

LAOIS Portlaoise FET Centre, Tower Hill, Portlaoise, Co. Laois

Contact: Lisa McEvoy Tel: 057 8661338 Email: lmcevoy@loetb.ie

Centre/Service Information:

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

No. of Learners:
2,617 learners

Courses Offered:

A range of minor and Major Awards are offered from QQI Levels 1-4. A number of accredited and non-accredited options are available in both counties.

- Basic Literacy Tuition, Basic Literacy (Special Needs)
- Literacy Supports, Literacy/Language
- Junior Certificate English & Maths
- Leaving Certificate English, Maths, History and Art
- Basic Maths, Math Supports
- Level 2 Literacy and Maths modules and Level 2 Craft, Computers, Healthy Living programme
- Beginner/Basic IT
- Level 3 Communications, Personal Effectiveness, Managing Personal Finances, Word Processing, Internet Skills, Digital Media, Electrical Skills, Office Procedures, Art & Design,
- Retail Skills, Maths, ESOL, Career Preparation and Spreadsheets
- Dyslexia Workshop, Spelling & Grammar
- English for Speakers of Other Languages all levels
- Intensive Tuition in Adult Basic Education (ITABE) Programmes
- Skills for Work Projects
- Family Literacy Programmes



New Provisions in 2017:

- Learn through Gardening- This QQI level 2 Programme incorporated three modules that were delivered through gardening.
- TTRS Support Class- This class offered support to learners to improve reading and writing skills through I.T.
- QQI Level 2 Healthy Living Programme- The course incorporated three QQI modules and looked at three areas of health, physical health, mental health and nutrition.

Accreditation in 2017:

- QQI Level 1: 27
- QQI Level 2: 361
- QQI Level 3: 448
- Junior Certificate: 4
- Leaving Certificate: 14

Achievements/Events in 2017:

- The Adult Literacy Service funded a Health Literacy programme for Youthreach and CTC in Laois Offaly. This enabled learners to improve on literacy skills through health and fitness.
- A new ITABE Programme started in Tullamore this year as a pilot, using a range of intensive literacy initiatives as part of the programme.
- Two learners from Tullamore were selected to be Learner Ambassadors by NALA and received the opportunity to meet the President this year. The same two learners assisted at the NALA stand at the Ploughing Championships.
- An Awards Ceremony was held in June for our participants from outreach services in Portlaoise and an Open Day was held in August to promote all our Programmes and recruit for September.
- A Skills for Work Open Night took place in Tullamore in January 2017.
- Initial Tutor training for Voluntary Tutors took place in Tullamore in April.
- Interculturalism celebrations took place in May and December in Tullamore and an Awards Ceremony for ESOL learners in Edenderry.
- An Awards Ceremony was held in October for all learners receiving QQI certification.
- Voluntary tutors participated in a Christmas themed flower arranging class in Tullamore this year.
- Presentations were made to part time tutors who retired this year- Arthur Broomfield, Maura Whelan and Ann Brennan.

Banagher FET Centre

Main Street, Banagher, Co. Offaly

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

Centre/Service Information:

Banagher FET Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. These include; Youthreach, Back To Education Initiative (BTEI), Literacy and Local Training Initiative (LTI).

Accreditation in 2017:

In 2017 there were:

- 213 Component Certificates at QQI Level 3 and 4
- 4 students received a Major QQI Award at Level 3
- 4 students received a Major QQI Award at Level 4

Courses Offered:

- QQI General Learning Level 3
- QQI General Learning level 4
- Structured Work experience programme
- National Framework for Teaching Entrepreneurial Skills (NFTE) Programme
- Introduction to Hairdressing: This course is suitable for beginner/anyone who wishes to see what Hairdressing involves. This course is also a supportive course to progressing into Junior trades and then Senior trades.

New Provision in 2017:

New Literacy Programme (SNIP) to support students who present with weaker Literacy Subjects.

Achievements/Events in 2017:

- New Literacy Programme (SNIP) to support students who present with weaker literacy skills
- LTI – Pathway to Employment (Construction Skills) was held in Banagher FET Centre
- Banagher FET Centre hosted a Level 4 Training for a job in Construction Contract Training programme
- Literacy Subjects
- NFTE Awards
- Healthy Eating Programmes
- Gaisce Bronze
- SPHE Initiatives
- Guidance and Psychological support
- Personal and Interpersonal skills coaching



Birr FET Centre

Roscrea Road, Birr, Co. Offaly

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

Centre/Service Information:

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.

No. of Students: 16

Courses offered:

- Leaving Certificate: Mathematics, English, History
- QQI Level 3: Word Processing, Spreadsheets, Communications
- QQI Level 4: Word Processing, Computer Applications, Database Methods, Painting, Batik, Mathematics
- QQI Level 5: Word Processing, Database Methods, Painting

New Provision in 2017:

- QQI Level 3: Communications
- QQI Level 4: Basic Mathematics

QQI Further Education and Training Awards Achieved 2017:

- Component Awards Level 3 18
- Component Awards Level 4 8
- Component Awards Level 5 6

Achievements/Events in 2017:

Contacts were maintained and developed with Birr Jobs Club, Department of Social Protection (Birr, Tullamore, Athlone and Roscrea) and Offaly Local Development Company.

In addition to the courses offered by VTOS Birr a number of activities were planned and carried out to support students' personal and social development. Students were brought to induction sessions in Birr Library and many became active members as a result. Students were also given the opportunity to take part in team games and archery in the Birr Outdoor Education Centre (OEC).

Birr Outdoor Education and Training Centre

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

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

Facebook: [Birr Outdoor Education Centre](#)

No. of Students:

8,286 students attended Birr Outdoor Education and Training Centre (OETC) in 2017.

Activities:

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

Due to the ever-changing adventure market and the high percentage of returning customers, we aim to add a new element to our centre every year. In 2017, we focused on a new initiative called Cyclerright. This course aims to provide primary school children with the basic skills in cycling techniques and safety.

We are committed to adventure education and keeping the sense of adventure and excitement in outdoor activities. This ensures participants get the enjoyment, fantastic moments and personal gain from experiencing the real activity in its true environment. This is made possible by effective risk-assessment, a wealth of experience and a highly qualified, experienced team of staff. As well as the opportunity to enjoy and experience new activities, our staff understand the personal and social educational learning opportunities that can be gained through the outdoors. They have the skills to create meaningful learning experiences in a positive learning environment.

We engage participants in fun and active reviews where they reflect and think about what they have learned about themselves and others from the experience and how they could benefit from these insights both back at school and in other areas of their life. Participants are encouraged to express and share opinions and often discover new choices and possibilities for themselves.



Clara FET Centre

River Street, Clara, Co. Offaly

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

Centre/Service Information:

Clara FET Centre caters for early school leavers through the development of the core skills needed for learning and personal development and assists them in preparing to progress to further education, training and employment.

No. of Students: 25.

Courses offered:

- QQI Level 3 Employability Skills
- QQI Level 4 General Learning

QQI Further Education and Training Awards Achieved 2017:

• QQI Level 4 Major Awards	7
• QQI Level 4 Component Certificates	10
• QQI Level 3 Awards	1
• QQI Level 3 Component Certificates	1

Achievements/Events in 2017:

- The centre continues with its project-based learning approach with a strong emphasis on local community involvement. We have continued to develop our Work Experience programme extending it into the months of June and July and this is proving to be very successful.
- We have continued our work with the Tidy Towns Initiative and strengthened our links with The Clara Bog Visitors Centre, Clara Active Retired group, the local primary schools and Clara Community and Family Resource Centre.
- The collaboration with Clara Active Retired group which resulted in The Face of Experience exhibition in Clara Library was hugely successful and beneficial to all participants. Two Students from the centre went on the Clare McKeon Art Show on Midlands Radio 3 to publicise the event which was part of Offaly Culture Week. Another successful collaboration with Clara Bog Visitors Centre led to some of the students meeting President Michael D Higgins in Abbeylisk and showing him some of their project work that had taken place on Clara Bog.
- 3 students from the centre were involved in an ETwinnings project with Coláiste Choilm in Tullamore where they shot a short promotional video for the Spanish Department as part of their European project. The students used a DJI drone camera and a Canon DSLR camera and the staff and students in Coláiste Choilm Tullamore were delighted with the results.
- We continue to develop student's self-directed learning skills through project work that students have to do at home or in their local library etc.
- The Mathletes Challenge in Ballymahon was a very positive experience for our students with the team coming home in third place.
- We entered our Clara Bog project 'A Look On Nature' into the Eco UNESCO Young Environmentalist Award and set up some trail cameras in Doory Wood to capture the wild life there. The project is ongoing.

Community Education Service

Portlaoise Further Education and Training Centre, Tower Hill, Portlaoise, Co. Laois

Community Education Facilitator: Kathleen Dunne Tel: 057 8661890 Email: kdunne@loetb.ie

Centre/Service Information:

Community Education courses are about creating opportunities for people to identify their learning needs and learn in their own community. A Community Education programme can have a number of objectives such as building community participation, addressing social isolation, engaging vulnerable adults, developing active citizenship and/or addressing educational needs. The ethos of programme is to promote social inclusion and engage specifically with socially disadvantaged adults. Courses are typically 6 to 8 weeks with a minimum of 10 people.

Total number of Students in 2017:

Female: 467 / Male: 120 Total: 587

Courses Offered:

- Art
- Art & Craft
- Basic IT (computers)
- Budgeting
- Car Maintenance
- CBT - Cognitive Behavioural Therapy
- Cookery
- Creative Writing
- Crochet
- DIY
- Drama
- Drums for Beginners
- Flower Arranging
- Gardening
- Guitar for Beginners
- Haircare & Hair Styling
- How to get the most from your mobile phone
- How to use the Internet
- Knitting
- Personal Development
- Pottery
- Sewing & Dress Making
- Small Engine Repair
- Upholstery/ Interior

Achievements/Events 2017:

- Worked in partnership with local agencies across both counties such as HSE, DSP, Laois Partnership, Offaly Local Development Company, Offaly Traveller Movement, Laois Sports Partnership, Offaly County Council, Family and Resource Centres in providing courses.
- Involved in supporting the Age Friendly Alliance in Laois and Offaly and The Healthy Ireland Project in Offaly.
- Worked closely with men's shed groups across Laois and Offaly.
- Supported a new initiative, in partnership with Laois Partnership, to engage people with disabilities through the medium of music and singing. The group have established themselves as Sing for Joy.
- Kathleen Dunne was appointed as Community Education facilitator across Laois and Offaly in August 2017.



Edenderry FET Centre

Sr Senan Avenue, Edenderry, Co. Offaly

Contact: Lorraine O'Neill Tel: 046 9732091/085 8773842 Email: edenderryfet@loetb.ie

Centre/Service Information:

Edenderry FET Centre offers a range of options for early school leavers at QQI Levels 3 & 4 on the NFQ. These include; Youthreach, Back to Education Initiative (BTEI) and Literacy. In November 2017 Lorraine O Neill was appointed Centre manager in Edenderry FET Centre.

Accreditation in 2017:

In 2017 there were:

- 92 Component Certificates at QQI Level 3 and 4.
- 5 students received a Major QQI Award at Level 4.

Courses offered:

- QQI Employability Skills Level 3
- QQI General Learning level 4
- The Safe Pass programme.
- Manual Handling Training.
- The Safe Food programme and online examination.

New Provision in 2017:

- New Literacy Programme (SNIP) to support students who present with weaker Literacy Subjects.

Achievements/Events in 2017:

- Gaisce
- NFTE
- Weekly walks in Mount Lucas Windfarm
- March 16th - Lough Boora Cycle
- June 6th- Portarlinton Leisure Centre
- June 13th- Portarlinton Leisure Centre
- June 15th -NFTE Cake Sale for Little Wishes
- 22nd September – Ploughing
- 17th October – Birr Outdoor Education Centre as part of NFTE Biz-Camp
- 23rd October – Awards Day in Centre
- 15th November – Virtual Reality Party
- 7th December- RDS Craft Fair
- 14th December – Christmas trip
- 21st December 2017 - Carol singing

Mountmellick FET Centre

Harbour Street, Mountmellick, Co. Laois

Contact: Joe Thompson Tel: 057 86 24196 Email: mountmellickfet@loetb.ie

Centre/Service Information:

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

No. of Students: 20

Courses Offered:

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

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

The Adult Literacy Service runs an outreach service to Mountmellick Centre for adults throughout Laois and Offaly who wish to improve their reading, writing, spelling, and maths or computer skills.

QQI Further Education and Training Awards Achieved 2017:

- QQI Level 3 in Employability skills
- QQI Level 4 in Employment skills
- QQI Level 5 in Early Childhood Care and Education

Achievements/Events in 2017:

- Local Training Initiative – QQI Level 4 in Catering Support
- Back to Education Initiative – QQI Level 5 in Early Childhood Care and Education
- The NFTE Youth Entrepreneurship Program exposed learners to various facets of Business Development and Management. Learners had develop a business idea, set up a business based on their chosen idea. They also had to market the business and understand how costing/profit works. We look forward to continuing this program next year as we found it was very beneficial to all of our students.
- 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.



Portarlington FET Centre

Bracklone Street, Portarlington, Co. Laois

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

Centre/Service Information:

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

Portarlington FET Centre is an approved Partner of Accounting Technicians Ireland for the Academic 2017/2018. The Centre is a Sage Certified Training Centre in conjunction with Accounting Technicians Ireland.

No. of Students:

Full Time: 41 / Part Time: 98.

QQI Accredited Programmes 2017

Full and Part-time

- QQI level 4 - Return to Learning and access to office skills
- QQI Level 5 - Healthcare Support
- QQI Level 5 – Office Administration
- Leaving Certificate

Part-time only

- QQI Level 4 – Return to Learning with Access to Office Skills
- QQI Level 5 - Early Childhood Care and Education
- QQI Level 5 - Healthcare Support
- QQI Level 5 – Office Administration

Specific Purpose Awards

- Certificate for Accounting Technicians (One Year)
- Diploma for Accounting Technicians (Two Years plus Work Experience)

QQI Further Education and Training Awards Achieved 2017

Major Awards

- QQI Level 4 – Return to Learning with Access to Office Skills, 7 Awards
- QQI Level 5 - Early Childhood Care and Education, 8 Awards
- QQI Level 5 - Healthcare Support, 17 Awards
- QQI Level 5 – Office Administration, 2

Component Awards

- QQI Level 4 & Level, 50 Awards

Non QQI Programme

Specific Purpose Award

- Certificate for Accounting Technicians, 9 Certificates
- Diploma for Accounting Technicians, 6 Certificates

Portlaoise FET Centre

Tower Hill, Portlaoise, Co. Laois

Contact: Lisa McEvoy, Centre Manager

Tel: 057 8661338 **Email:** portlaoisefet@loetb.ie / lmccevoy@loetb.ie

Contact: Anne Malone, Youthreach Coordinator

Tel: 057 8681005 / 085 8773746 **Email:** portlaoiseyec@loetb.ie / amalone@loetb.ie

Centre/Service Information:

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.

No. of Students:

Full time: 51 **Part time:** 1,086

Courses Offered:

The Adult Literacy Service delivers a range of programmes including: Basic Literacy & Numeracy Programmes, English for Speakers of Other Languages (ESOL Classes), IT Programmes and Leaving Certificate.

Youthreach Programme (25 Students): Youthreach 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.

QQI Further Education and Training Awards Achieved 2017:

- QQI L3 Major Award (3)
- QQI L3 Component Certificates (6)
- QQI L4 Component Certificates (9)

A part time BTEI Employment Skills Level 4 course is provided for suit those wishing to gain employment or progress to further education at PLC or VTOS level 5. This allows people to maintain their social welfare allowance, or work and study on a part-time basis.



Courses Offered:

- Literacy programmes QQI Levels 2-3
- ESOL/ English classes
- Basic Computers
- Leaving Certificate
- Level 4 Employment Skills Programme (BTEI)
- Level 5 Hospitality (VTOS)
- Skills for Work Programmes
- Evening courses (Self-financing and non-accredited hobby courses)

QQI Accredited Programmes 2017

Full and Part-time

- QQI Level 3 Employability Skills
- QQI Level 4 Employment Skills
- QQI level 4 - Return to Learning and access to office skills
- QQI Level 5 - Healthcare Support
- QQI Level 5 – Office Administration

New Provision in 2017:

- Level 3 Internet Skills
- Level 4 Digital Media Technology
- The Adult Literacy Service funded a Health Literacy programme for Youthreach and CTC in Laois and Offaly. This enabled learners to improve on literacy skills through health and fitness.

Achievements/Events in 2017:

- A range of services in LOETB amalgamated in Portlaoise FET Centre this year. In 2017, Portlaoise FET Centre housed the Adult Literacy Service, Career Guidance, Community Education, Regional Skills for Work Co-Ordinator and welcomed Youthreach Portlaoise, LOETB Recruitment section, the Hospitality course (VTOS) and Laois School of Music to the building.
- NFTE Youth Entrepreneurship Program: This program was delivered by Claire Grehan/ Mary Troy. It allowed students to set up a business and create a concept. They also had to market the business and understand how costing/profit works. One of our students represented PYEC at the NFTE awards in Tullamore. We look forward to continuing this program next year as we found it was very beneficial to all of our students.
- Meditation and Stress Management Programme: It was designed and participated in by a small group of 8 students, twice a week in the afternoon classes by a tutor in the centre. This Headspace Programme was a step by step programme allowing students to ease into the basic principles of meditation, while at the same time learning how to relieve stress in their daily lives.
- Career Guidance Programme: A Guidance Resource person was appointed to support the existing programmes of career preparation, work experience and career planning in the centre. Students were offered one to one support with all aspects of their career preparation, they were supported towards progression and provided with the skills and knowledge for identifying a career or a training path for themselves.

- Special Education Needs Initiative (SENI) programme: SENI allowed for a mentoring programme to be offered to all the students in the centre. Provision of regular mentoring sessions and the development of an individual action plan (IAP) allowed for key educational, personal and vocational goals to be addressed successfully.
- Soft Skills: A Soft Skills Programme was incorporated into the centre's timetable. All staff members participated in delivering the programme, combining teaching and learning materials, lesson plans from the MASS soft skill programme, and linking with the Youthreach Soft Skill Framework. Key soft skills focused on included motivation, manners, behaviours and attitudes, and communications.
- Literacy & Numeracy Programme: Students were assessed using BKSB System twice throughout the year. The test informed the tutors programme and plans. The programme offered 1:1 support to the learners in their programme.
- Safe Pass: A number of students did a safe pass through the Youthreach programme. This allowed them to quickly move on and gain employment in the local area.
- Staff in Portlaoise FET Centre held a Christmas Table Quiz that had participants from all services occupying the centre. Tables were formed that included staff from literacy and recruitment, Literacy learners, Youthreach learners and staff.
- Staff in Portlaoise FET Centre had a Santa Dash and a Christmas Jumper Day in December in aid of LOFFA
- Foreign Trip: A trip to Spain was organised in 2017. 16 students attended a 3-day excursion to Barcelona and Salou. Highlights were the architectural bus Tour of the City, Aquarium, Olympic stadium and the Waterpark.

Guest Speakers:

We have had a number of guest speakers come into the Youthreach throughout the year. Topics included:

- Creative writing /poetry workshop
- Drug awareness talk for students
- Community Policing talk
- Comhairle na nÓg



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

Centre/Service Information:

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

No. of Students:

1,532 students.

Accreditation:

Leaving Certificate: 8 Subjects, 15 students.

Junior Certificate: 2 Subjects, 8 students.

QQI ACCREDITATION

- 18 Component Certificates at QQI Level 1 / 2 Major Award at QQI Level 1
- 39 Components Certificates at QQI Level 2 / 4 Major Awards at QQI Level 2
- 139 Component Certificates at QQI Level 3 / 9 Major Awards at QQI Level 3
- 52 Component Certificates at QQI Level 4 / 1 Major Award at QQI Level 4
- 52 Component Certificates at QQI Level 5 / 2 Major Award at QQI Level 5

OTHER ACCREDITATION

- Open College – 5 learners
- Open University – 13 learners
- Royal Irish Academy of Music – 6 learners
- Associated Board of the Royal Society of Music (ABRSM) – 10 Learners
- Comhaltas Ceoilteoirí Éireann – 11 learners: Music
- Rockskool – 7 learners: Music
- Redcross – 43 learners: Redcross Programme
- Start Your Own Business Programme in conjunction with Laois Enterprise Board – 18 Students
- Environmental Health Officers Association – 10 learners on Food Hygiene course
- ECDL – 4 Students
- Gaisce Awards – 12 medallists

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

Centre/Service Information:

Our training services focus primarily on learners – both unemployed and employed – gaining the skills and competencies that enhance employability, career advancement and quality of life.

LOETB provides an integrated Further Education and Training (FET) Service for the people of Laois and Offaly - its training arm working closely with early school-leavers, people with disabilities, local communities, those furthest from the labour market, job seekers, long term unemployed people, people in employment wishing to upskill or reskill, and with local industry and employers. Our core aim is to facilitate and support people to gain the skills required for employment (in the minimum timeframe that the individual's capacity facilitates) and simultaneously respond to the skills deficits being experienced by employers in Laois and Offaly and by industry regionally and nationally.

FET in Ireland is changing – the needs of those availing of training services are manifold and compound requiring a flexible, innovative response. LOETB has embraced the learner-centred outcomes-focussed model of provision that is shaped by evidence uncovered through direct consultation and partnership with employers, learners and other service providers.

LOETB's willingness and capacity to engage in, and lead, partnership is arguably our greatest strength – followed by an openness to new ideas and innovative approaches.

LOETB is confident this approach offers the best to overcome the challenges presented by low unemployment levels (and its effect on recruitment), relatively small growth of employment opportunities locally (and its threat to expected outcomes), a deeper level of diverse learner needs (necessitating an integrated intervention that focuses on more than technical skills development) – all allied to the uncertain threat Brexit presents.

The following pages present a snapshot of the various Training Services – Apprenticeship/ Community Training/ Contract Training / Employer Services/ Mount Lucas National Construction Training Centre – and the services provided during 2017.



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

Apprenticeship Services

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

Contact: Niamh Desmond, Senior Training Officer

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

Contact: Sandra Doyle, Senior Training Officer

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

Centre/Service Information:

Apprenticeship is the recognised means by which people are trained to become craftspeople or professionals in Ireland. It is a demand-driven, workplace and classroom, educational and training programme for employed people aimed at developing the skills of the apprentice to meet the needs of industry and the labour market. The curriculum for each apprenticeship programme is based on uniform, pre-specified standards which are agreed and determined by industry. Apprenticeships are currently available and are being developed across a wide range of industries and sectors.

No. of Students:

In 2017 a total of 120 new apprentices were registered (40 construction, 37 electrical, 14 engineering, 2 financial services and 27 motor). In January 2017 there were 225 apprentices in employment in the Laois & Offaly region. This increased to 310 live apprentices by Jan '18 which indicated an overall increase of 38% in apprentice numbers. A total of 32 apprentices were submitted for QQI certification in 2017. During the course of the year we had 175 active employers employing apprentices in the Laois & Offaly region. A total of 264 employer monitoring visits took place during 2017.

Courses Offered:

Craft Apprenticeship – Craft Apprenticeships are available in the Construction, Electrical, Engineering and Motor trades. The craft apprenticeship system is a modular standards-based system generally comprising of seven alternating phases of on-the-job and off-the-job training and development. These alternating phases of training consist of three off-the-job and four on-the-job phases. The duration of the three off-the-job training phases does not normally exceed 40 weeks.

New Provision in 2017:

There are now a range of new apprenticeships since 2016, with several more due to come on stream in 2018 and beyond to 2020. These new style apprenticeships can lead to an award ranging between Level 5 and Level 10 on the National Framework of Qualifications. The new apprenticeships vary in duration from two to four years and the off-the-job training can be delivered in a variety of methods including block release, one or two days per week and/or online training delivery. Each new apprenticeship has its own entry requirements. LOETB has embraced the development of the new industry-led apprenticeships. We have apprentices currently completing the BA Hons Degree in Insurance Practice (Level 8), Industrial Electrical Engineering (Level 7), Accounting Technician (Level 6) and Commis Chef (Level 6).

QQI Further Education and Training Awards Achieved 2017:

- 32 apprentices submitted to QQI for Level 6 Advanced Certificate Craft Qualification

Achievements/Events in 2017:

- Maths for Trades has been offered to newly registered apprentices through the Adult Literacy Services and 18 apprentices availed of this service. Additional learning supports are also offered to apprentices with learning difficulties such as dyslexia.
- Female Apprentice Plumber Ailbhe Lacey participated in a public relations campaign to promote female participation in craft apprenticeships. She was profiled on LOETB social media, regional press & through Apprenticeship Services SOLAS.
- General advertisement promoting craft & post 2016 apprenticeships in the Laois & Offaly region through social media, regional press and adverts on Midlands 103 Radio. Raised awareness of apprenticeships at Career Fairs & Open Days and through continuous engagement with second level schools.



Community Training

Training Services, Administrative Offices, Ridge Road, Portlaoise, Co. Laois

Contact: Eileen Dunne, Community Training Officer

Tel: 057 8672999 Mob: 085 8867945 Email: eidunne@loetb.ie

Centre/Service Information:

LOETB work with second providers to provide training in local communities for those who are most disadvantaged or distant from the labour market and require additional supports to enable them to achieve their certification and progress to further training, education or employment. This is accomplished in conjunction with the following second providers:

Community Training Centre:

LOETB works in partnership with Tullamore Community Training Centre (CTC) to provide community based training for early school leavers as part of the national Youthreach programme. Community Training Centres are independent, community-based organisations which provide training and related supports for early school leavers primarily aged between 16 – 21 years who have left school with no formal or incomplete qualifications. Programmes at the centre are being enhanced to promote greater focus on skills development that are likely to match local employment opportunities. In 2017, LOETB, with the Board of Management at Tullamore CTC, provided an enhancement of the facilities that have enriched the opportunities for the learners and enabled evening provision at the centre through the development of an upgraded IT room and work began on a new Engineering facility.

Local Training Initiative (LTI):

An LTI programme is a community-based training programme targeted at 16-35 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. LOETB worked closely with Offaly Local Development Company to deliver the LTI Programmes in Birr, Banagher and Edenderry and with Laois Partnership Company to deliver the Catering Support LTI in Mountmellick and develop a new Employability (Construction Skills) LTI in Portlaoise in 2017. LOETB also explored an innovative project approach to LTI in a number of small communities in Offaly as part of an outreach pilot. This pilot continues to be modified in conjunction with local stakeholders such as OLDC and DEASP in order to obtain the best outcome for learners.

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.

No. of Students:

101 Learners started LTIs in 2017.

There is continuous intake in the CTC and NLNs -there was an average of 47 learners at the CTC, 34 at the NLN Portlaoise and 46 at the NLN Tullamore during 2017.

Courses Offered:

LTIs Offaly: Skills for Employment, Edenderry; Horticulture, Banagher; Pathway to Employment (Construction Applied Skills), Banagher; Healthcare Support, Birr; Employability Skills/Life Skills, Clara.

LTIs Laois: Catering Support, Mountmellick; Employability (Construction Skills), Portlaoise.

CTC: General Learning including Communications, Maths, IT and Hairdressing, Beauty, Welding, Engineering amongst other modules are available.

NLN Tullamore: Freshstart, Introductory Skills, Employer Based Training, Sports & Recreation and IT by blended learning and Business Administration.

NLN Portlaoise: Jobstart, Transitions, Employer Based Training, IT and Administration..

New Provision in 2017:

- Employability (Construction Skills) LTI in Portlaoise.
- Pathway to Employment (Construction Applied Skills) in Banagher.
- Employability Skills/Life Skills LTI in Clara.

QQI Further Education and Training Awards Achieved 2017:

The QQI awards achieved in 2017 by learners who started courses in 2016/2017 are as follows:

- CTC: 9 Major Awards and 82 Minor Awards.
- NLN Portlaoise: 8 Major awards and 106 Minor Awards.
- NLN Tullamore: 12 Major Awards and 116 Minor Awards.
- LTIs Laois: 14 Major awards and 5 Component Awards.
- LTIs Offaly: 30 Major Awards and 16 Component Awards.

Achievements/Events in 2017:

- LOETB worked collaboratively with DEASP locally to provide LTIs in 'black spots' of unemployment where a project approach has been taken to support these groups.
- STPs – Have changed content of traditional courses such as the IT Business Course to Administration to ensure relevance in today's market.
- There has also been significant investment by LOETB in promoting new technical employment pathways for young people e.g. developing the CTC to add to their provision in the area of engineering/welding/mechanics.
- Integration of Entrepreneurship development through the NFTE Programme at Tullamore CTC has already resulted in a Hair & Beauty learner opening her own Make-Up Artistry Business.

Enhancing Community Development:

- Portlaoise Construction LTI trainees built two children's playgrounds that were donated to two local charities.
- Mountmellick Catering LTI donated the proceeds of their Cake Sale to the local tidy towns.
- The CTC have cultivated a mixed flower and vegetable garden and an art wall on waste ground adjacent to the centre.

Contract Training

Training Services, Administrative Offices, Ridge Road, Portlaoise, Co. Laois

Contact: Yvonne Foy, Training Officer, Contracted Training

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

Centre/Service Information:

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 is shaped by the labour market landscape within both counties, the specific needs of people who are unemployed, under employed or those in employment who require new or enhanced skills and programmes are developed in response to skills deficits being encountered by local employers.

No. of Students:

TOTALS FOR 2017		
STARTER NUMBERS	BENEFICIARY NUMBERS	COMPLETER NUMBERS
268	233	179
Please note that some Training Programmes that started in the latter half of 2017 will continue into 2018 when trainees will become 2018 Completers		

Courses Offered:

- Construction Skills – General Operative, Formwork and Steel Fixing
- Construction Skills – Blend of General Op and Engineering
- Vehicle Conversion – Blend of Motor Technology and Engineering
- Welding / Fabrication
- Horticulture
- Healthcare
- Beauty Therapy
- Retail Skills

New Provision in 2017:

- Construction Skills – General Operative, Formwork and Steel Fixing
- Construction Skills – Blend of General Op and Engineering
- Vehicle Conversion – Blend of Motor Technology and Engineering



QQI Further Education and Training Awards Achieved 2017:

- Construction Skills in Mount Lucas
- General Construction – City & Guilds Certification – 107 learners
- Formwork – City & Guilds Certification – 31 learners
- Steel Fixing – City & Guilds Certification – 3 learners
- Construction Skills – Blend of General Op and Engineering
- Special Purpose Award in General Construction – 14 learners
- EIS – 16 learners
- City & Guilds Cert – 10 learners
- Retail Skills – QQI Component Certificates – 17 learners
- Beauty Therapy – ITEC Certification – 17 learners
- Healthcare – QQI Major Awards – 32 learners
- QQI Component Certificates – 5 learners
- Welding Fabrication – EIS Certification – 13 learners
- City & Guilds Certification – 11 learners
- Vehicle Conversion – certification in 2018
- Horticulture – certification in 2018

Achievements/Events in 2017:

- Construction Skills for Employment programme formed as a result of a partnership approach, resulted in the first certifications in Formwork and Steel Fixing awarded in the country. This also led to a move towards City & Guilds Certification in these areas and the basis for an agreement between C&G and LOETB.
- Combination of learner centred and outcomes focussed approach has led to the development of programmes that marry current employability skills (and related industry recognised qualifications) with more traditional certification.
- LOETB facilitated and supported the direct involvement of employers in programme development, learner recruitment and work placement and a review and evaluation of programmes.

Employer Services

Training Services, Administrative Offices, Ridge Road, Portlaoise, Co. Laois

Contact: Jolene Hall, Training Officer, Employer Services

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

Centre/Service Information:

LOETB provides training to employers in the Laois/Offaly area to upskill/reskill current employees. This ensures that employee's qualifications are current and up to date and allows them the opportunity to progress internally within the organisation.

LOETB:

- Undertakes a skills needs analysis with employers
- Designs in partnership with employers a programme to meet emerging needs
- Agrees with employers and staff the most suitable delivery mechanism (onsite, online, evening, work hours or weekends)
- Shares the cost of the programme
- Delivers the bespoke programme including review and evaluation of the same

No. of Students: 207

Courses Offered:

- QQI Level 5 Autocad
- QQI Level 6 Supervisory Management
- Frontline Team Lead Leadership
- Spreadsheets
- Confined Spaces
- Food Safety
- Manual Handling

New Provision in 2017:

In 2017, having identified a number of companies with similar training requirements, we offered a number of part-time accredited programmes and also onsite training:

- QQI Level 5 Computer Aided Draughting – Quarry Recycling Services, Tromall
- QQI Level 6 Supervisory Management - Allwood, Jamestown Profiling, Alpha Wireless
- Spreadsheets – BNM
- Confined Spaces – Secto
- Food Safety – Ballyfin House

“As the Human Resources Manager at Ballyfin Demesne. I am delighted that we have the opportunity to link with LOETB. Being tasked with the talent management and development; it has been great to have their support listening to our training needs, researching and sourcing relevant and professional trainers for us and assisting with funding. We look forward to continuing our relationship with them” Laura Gowing HRM Ballyfin Demesne.

QQI Further Education and Training Awards Achieved 2017:

- QQI Level 6 Supervisory Management - 7
- QQI Level 5 Computer Aided Draughting - 4

Achievements/Events in 2017:

In March 2017 LOETB collaborated with the Department of Social Protection and Offaly Local Development Company to run a Jobnet Programme in Tullamore. The Jobnet programme is aimed at unemployed skilled professionals or graduates to help them to gain employment. The programme encourages jobseekers to market their skills and learn how to network effectively to find employment. The programme ran one morning a week for 6 weeks and focussed on personal branding, networking, goal setting and job seeking in a digital age. In addition to the large group setting, participant's also worked in focus groups of 6-8 which was facilitated by a LOETB.



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Laois and Offaly
Education and Training Board

The National Construction Training Centre - Mount Lucas

Mount Lucas, Daingean, Co. Offaly

Contact: John Kelly, Centre Manager

Tel: 01 533 2557 Mob: 085 8598412 Email: jkelly@mountlucas.ie

Centre/Service Information:

LOETB has been consulting closely 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. A partnership with CIF and its members, City & Guilds, and the Department of Employment Affairs & Social Protection has developed a Construction Traineeship that responds to identified skills deficits within the construction industry i.e. shortages in the availability of semi-skilled trades that are responded to without affecting existing or planned apprenticeships. It is proposing not only to respond to the skills shortage in certain disciplines, but also provide skills training and qualifications that were previously not offered in this country.

Construction Skills for Employment Traineeship FULL TIME

This course is ideal for someone considering a career in Construction. It comprises of a blend of direct instruction and work placement. It was designed in consultation with employers and aims to give participants a foundation in the basics of Formwork and Steel Fixing.

Award: City & Guilds Level 2 Certificate in Construction Operations, together with a range of industry recognised skills including Safepass, Manual Handling and the CSCS New Entrants Site Dumper ticket.

Construction Skills Certification Scheme (CSCS)

Mount Lucas National Construction Training Centre offers certification on a number of different items of plant machinery.

The CSCS provides for the training, assessment, certification and registration of non-craft operatives within the construction sector. To complete either of the following courses, trainees must hold a valid Safe Pass.

CSCS to CPCS Programme

Mount Lucas administers the CITB UK changeover programme for Irish CSCS cardholders, who wish to attain recognition to allow them to work in the UK, and obtain their UK Blue CPCS Plant Operator Card. Health, Safety and Environmental Test.

Mount Lucas administers the UK Health Safety & Environmental (HSE) Test, the compulsory preclearance test that enables entry to work on UK construction sites.

No. of Students: 623

Courses Offered:

9 CSCS Programmes, Construction skills General Operative, Form Work and Steel fixing Courses and UK Changeover.

New Provision in 2017:

- Formwork & Steelfixing

QQI Further Education and Training Awards Achieved 2017:

- City & Guilds Level 2 awards for formwork, Steelfixing and General Construction
- CSCS Special Purpose Level 5 awards in CSCS plant tickets

Achievements/Events in 2017:

- First ever awards achieved in Ireland for Formwork and Steelfixing.
- Mount Lucas Training Centre - Awarded Winner for Services to Education Construction training award by Public Sector Magazine.
- HSA Inspector Training Programme.
- 2017 - Increase in trainees from 545 in 2016 to 623 one year later. New site layout and new training areas developed to enhance quality of provision and facilitate growth in trainee numbers.



Tullamore FET Centre

Castle Buildings, Tara Street, Tullamore, Co. Offaly

Contact: Michelle Shanahan, Centre Manager

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

Contact: Eileen Kenna Quinn, VTOS Coordinator

Tel: 057 9349431 Mob: 085 8773754 Email: ekennaquinn@loetb.ie

Centre/Service Information:

Tullamore FET Centre offers the people of Tullamore and surrounding areas a wide range of education and training programmes, services and supports to help adult learners of all ages and abilities to achieve their individual goals. The full-time and part-time programmes, ranging from QQI level 1 to 6, are designed to allow learners to progress through the system in order to maximise their chance of gaining employment, progressing to 3rd level education, or to simply improve their knowledge base:

No. of Students:

Full time: 239 / Part time: 3,540

Courses offered:

QQI Level 1-6 courses in the following:

- Basic Literacy & Numeracy Classes
- Art & Craft
- ESOL Classes
- Computers & IT
- Retail Skills
- Employment Skills
- Healthcare Support
- Nursing Studies
- Childcare
- Business Studies
- Business Management
- Leaving Certificate over 1 or 2 years: English, Maths, Business, Biology, History, QQI Level 5 Chemistry
- Legal & Medical Administration
- Restaurant Operations
- Computer Systems & Networks
- Applied Science
- Engineering Technology
- Non accredited leisure courses (Art, Cognitive Behaviour Therapy, Crochet, Spanish)
- PLC Access QQI Level 4
- Pre-Apprenticeship Programme QQI Level 4
- Hospitality QQI Level 5 (Tullamore)
- Hospitality QQI Level 5 (Portlaoise)

New Provision in 2017:

The following new courses were offered in 2017:

- QQI Level 5 Legal & Medical Administration
- QQI Level 6 Business Management
- PLC Access QQI Level 4
- Pre-Apprenticeship Programme QQI Level 4
- QQI Level 4 Retail Skills (Part-Time)

QQI Further Education and Training Awards Achieved 2017/Leaving Certificate:

- 54 Component Certificates at QQI Level 3
- 1 Major Awards at QQI Level 3
- 72 Component Certificates at QQI Level 4
- 0 Major Awards at QQI Level 4
- 251 Component Certificates at QQI Level 5
- 262 Major Awards at QQI Level 5
- 47 Component Certificates at QQI Level 6
- 15 Major Awards at QQI Level 6

Leaving Certification:

- 10 learners sat Leaving Certificate Exams in June 2017.

Achievements/Events in 2017:

- In Autumn 2017, we expanded our facilities to include three new classrooms and an Arts, Crafts and Cookery room.
- We held a very successful Open Day on 17th May with 234 people attending on the day
- We held an Awards Night on 19th October in the Bridge House Hotel, Tullamore with 242 people receiving their QQI Awards on the night
- In September 2017 we expanded our successful Hospitality Level 5 Award to Portlaoise, we developed strong links with the hotels in Portlaoise especially with The Midlands Park Hotel where the students had the opportunity to use the hotel facilities for their Accommodation Techniques and Beverage skills demonstrations. In December 2017 the Hospitality Students from Tullamore and Portlaoise served the LOETB staff Christmas lunch in The Midlands Park Hotel. We continue to build our link with AIT and again this year both groups of students spent 10 training days in the Culinary Arts Kitchen and Training Restaurant in AIT. In September 2017 13 students who completed the

Hospitality Major Award (VTOS & BTEI) progressed to a Level 6 Culinary Arts or Bar Supervision Programme in AIT.

- During the year we had educational visits to Lough Boora, The Human Bodies Exhibition in Dublin, Tullamore Dew and a historical Walk around Tullamore with our History Teacher. We also had a very enjoyable end-of-year bowling afternoon with lunch beforehand in the training restaurant in the Community Training Centre (CTC), Kilcruttin.
- At the beginning of the academic year we took all VTOS learners to Birr Outdoor Education Centre for a team building day. We also had an Ecology Workshop for Leaving Certificate students in Birr OEC.
- At Christmas the PLC Access and Pre-Apprenticeship students organised and ran a Quiz for all VTOS students as part of their Working in Teams Module.
- We took our Pre-Apprenticeship students on a visit to Mount Lucas and to the CTC, we now have built a great relationship with the CTC and are fortunate to be able to use their woodwork room for our Woodcraft module.
- In September we started an initiative with Youth Reach Clara in which some of their students came to our centre on Tuesdays to attend QQI Level 5 Personal Effectiveness and Word Processing classes. It is now hoped that some of these students will progress to one of our full-time Level 5 programmes in Tullamore FETC.
- Of those who completed Leaving Certificate in 2017, 3 progressed to Athlone IT, 1 to the Access programme in NUI Maynooth, 1 to the Access Programme in Trinity College, 1 to our QQI Level 5 Engineering Programme, 1 to our Pre-Apprenticeship Programme and 1 to our part-time Business Programme.



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

Quality Assurance

Administrative Office, Ridge Road, Portlaoise, Co. Laois

Contact: Anne Marie Keane, Quality Assurance Manager

Tel: 057 8671539 Email: akeane@loetb.ie

Following the establishment of the Quality Assurance Department in 2016, a Resource Worker was seconded into the Department in early 2017 to further support FET centres in provision of a quality assured service. The Construction Services Certification Scheme (CSCS) Training Standards Unit also now comes under the remit of the Quality Assurance Department.

Notable activities of the QA Department in 2017 include:

- Introduction and roll-out of Learner Management System on Programme Learner Support System (PLSS) to all FET centres and services – extensive training was provided to all relevant staff in use of the system.
- Introduction and roll-out of Internal Verification process being conducted by QA Department – offering a more transparent and impartial process and allowing centres to concentrate more time on learners.
- Submissions for certification made for all six QQI Certification rounds – the busiest rounds were June and August.
- Establishment of Recruitment Service, which focuses primarily on provision of information to prospective learners about course provision, and administration of new learner recruits.
- Increased publicising of the LOETB FET Service on social media.
- Focussed effort on consistency of advertising and public relations in relation to print media – agreed templates for particular centres, new format for annual Course Brochure, improved signage and promotional stands for career/information events.
- Information on FET courses and services provided at National Ploughing Championships, numerous Careers Events in local second level schools, Tullamore Chamber of Commerce Networking Event, etc.
- In late 2017, an Executive Self Evaluation was conducted of the governance and management of quality assurance within the delivery of FET in LOETB. This process was in line with the Quality and Qualifications Ireland (QQI) Statutory Core Quality Assurance and Sector Specific Quality Assurance Guidelines for ETBs. Arising from the Self-Evaluation process, a Quality Improvement Plan was established for 2018 which identifies specific actions to be implemented in the 12 months ahead. An Implementation Report will be prepared at the end of 2018 to report on the progress of the actions identified in the Quality Improvement Plan.



SECTION 5

Organisation Support and Development



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

Organisation Support and Development

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

Contact: Marie Bracken, Director, Organisation Support and Development

Tel: 057 8621352 / 057 9349400 Email: mbracken@loetb.ie

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

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

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

LOETB operated from 2 Administrative Offices in 2016:

PORTLAOISE OFFICE

Ridge Road, Portlaoise, Co. Laois.

Tel: 057 8621352 Fax: 057 8621877

TULLAMORE OFFICE

Castle Buildings, Tara Street, Tullamore, Co. Offaly.

Tel: 057 9349400 Fax: 057 9351400

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

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

Corporate Services

Code of Practice for the Governance of Education and Training Boards

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

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

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

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

LOETB Board Meetings

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

Finance Committee

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



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

The Finance Committee met 4 times in 2017:

6 March 2017, 6 June 2017, 18 September 2017, 18 December 2017.

LOETB Finance Committee

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

Audit Committee

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

The Audit Committee 5 times in 2017; 13 March 2017, 2 May 2017, 10 July 2017, 11 September 2017, and 11 December 2017.

LOETB Audit Committee

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

Protected Disclosures Act 2014

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

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

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

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

LOETB confirms that no protected disclosures were received in 2017.

Consequently no action was required to be taken by LOETB in relation to Protected Disclosures.

Freedom of Information

The Freedom of Information Act 2014 applies to LOETB. In 2017, LOETB received 4 FOI requests (non-personal) and these requests were granted.

Statement of Strategy 2018-2022

The Board of LOETB adopted the Statement of Strategy 2018-2022 in December 2017.

Training for Board Members

The following training for Board Members was held in 2017;

- Section 29 Appeal Hearings (23 January 2017)
- Competency Based Interview Training (30 June 2017)
- ETBI Training for members of the Audit and Finance Committee January and February 2017

Policies and Procedures

The following Policies and Procedures were adopted by the Board Members of LOETB in 2017:

POLICY ADOPTED	DATE ADOPTED
Purchasing and Procurement Policy and Procedures	11th December 2017
Travel and Subsistence Policy and Procedures	25th September 2017
Records Management Policy including Records Retention Schedule	25th September 2017
Credit Card Policy	25th September 2017
Email Communication Policy	25th September 2017
Hospitality Policy	25th September 2017
Dignity in the Workplace Charter	26th June 2017
Recruitment and Selection Policy	26th June 2017
Asset Management and Stock Taking Policy	26th June 2017
Purchasing and Procurement Policy and Procedures	26th April 2017
Self-Financing Classes Policy	26th April 2017
Hospitality Policy	27th February 2017



Audits by C&AG and IAU-ETBs

The Internal Audit Unit – ETBs (IAU-ETBs), completed the following audits in 2017;

- **Review of the effectiveness of IT systems and network availability controls**
- **Procurement in the National Construction Training Centre Mount Lucas**

The Comptroller and Auditor General (C&AG) carried out an audit on the 2016 Annual Financial Statements (AFS) in June 2017 and issued his report on the audit of the 2016 AFS in November 2017. His opinion was:

- **The financial statements properly present the income and expenditure of the Board for the year ended 31st December 2016.**
- **The statement of balances properly presents the state of affairs of the Board at 31 December 2016.**
- **The financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills.**

In his opinion, the accounting records of the Board were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

The opinion report states that he has nothing to report in regard to those matters upon which reporting is by exception.

Board Self Evaluation

Under the Code of Practice for the Governance of ETBs, members completed an annual board self-assessment evaluation questionnaire in December 2017.

Finance

Finance Strategy

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

Statutory Accountability

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

Financial Information

PROGRAMME	EXPENDITURE (€'000) January 2017 to December 2017			EXPENDITURE (€'000) January 2016 to December 2016		
	PAY	NON-PAY	TOTAL	PAY	NON-PAY	TOTAL
Schools & Head Office	25,730	1,770	27,500	23,128	1,870	24,998
Associated Main Scheme	71	768	839	83	470	553
Capital	41	4,286	4,327	54	5,233	5,287
Third Level Grants	0	8	8	0	56	56
Further Education and Training	6,244	11,068	17,312	5,659	8,357	14,016
Youth Services	14	231	245	8	99	107
Agencies/Self Financing/Third Party Funds	613	1,994	2,607	286	1,999	2,285
TOTALS	32,713	20,125	52,838	29,218	18,084	47,302
PERCENTAGES %	61.91%	38.09%	100%	61.77%	38.23%	100%



Comments on Performance - Achievements/Developments

1. Pay costs under Schools & Head Office, Associated Main Scheme and Further Education and Training take into account increased Teacher Allocation from DES and increment costs.
2. The cost of creditor invoices (including capital projects) was €15,209,879. The cost of late payments amounted to €5,398, or 0.035%.
3. Capital projects accounted for expenditure of €4,326,881 in the period January 2017 to December 2017.
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 2017 to December 2017 amounted to €244,976.
6. Agency/Self-Financing Projects are programmes where money is received from sources other than the DES/SOLAS. They include Birr Outdoor Education Centre, school/centre bank accounts and Mount Lucas income.
7. LOETB, at the 31 December 2017, had an overall surplus of €555,484.
8. Ongoing enhancements to the ESI Manser computer software package were undertaken during the period 1 January 2017 to 31 December 2017.
9. In line with Sections 51(1) and 51(2) of the Education and Training Boards Act 2013, LOETB completed its Annual Financial Statements (AFS) for 2017 and submitted same to the Minister for Education and Skills by 1 April 2018.
10. 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 2017 to December 2017.

01/01/2017 - 31/03/2017	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1473	€2,091,486.45	65.79%
	Number of payments made within 16 days to 30 days	689	€858,720.50	30.77%
	Number of payments made in excess of 30 days	77	€34,289.93	3.44%
	Total Payments made in Quarter	2239	€2,984,496.88	100%

01/04/2017 - 30/06/2017	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Payments made within 15 days	1663	€1,769,311.35	75.32%
	Payments made within 16 days to 30 days	537	€344,866.82	24.32%
	Payments made in excess of 30 days that were subject to LPI and compensation costs	8	€4,672.43	0.36%
	Payments made in excess of 30 days that were not subject to LPI and compensation costs	0	€0	N/A
	Amount of late payment interest (LPI) paid in Quarter	N/A	€11.39	N/A
	Amount of compensation costs paid in Quarter	N/A	€310	N/A
	Total Payments made in Quarter	2208	€2,118,850.60	100%



01/07/2017 - 30/09/2017	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Payments made within 15 days	1231	€2,334,788.05	79.11%
	Payments made within 16 days to 30 days	313	€214,751.97	20.12%
	Payments made in excess of 30 days that were subject to LPI and compensation costs	12	€4,048.24	0.77%
	Payments made in excess of 30 days that were not subject to LPI and compensation costs	N/A	€0	N/A
	Amount of late payment interest (LPI) paid in Quarter	N/A	€24.05	N/A
	Amount of compensation costs paid in Quarter	N/A	€470.00	N/A
	Total Payments made in Quarter	1556	€2,553,588.26	100%

01/10/2017 - 31/12/2017	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Payments made within 15 days	2171	€2,944,554.70	80.02%
	Payments made within 16 days to 30 days	515	€377,324.00	18.98%
	Payments made in excess of 30 days that were subject to LPI and compensation costs	27	€20,101.00	1.00%
	Payments made in excess of 30 days that were not subject to LPI and compensation costs	N/A	N/A	N/A
	Amount of late payment interest (LPI) paid in Quarter	N/A	€10.87	N/A
	Amount of compensation costs paid in Quarter	N/A	€1,170.00	N/A
	Total Payments made in Quarter	2713	€3,341,980.60	100%

*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 2017 to December 2017.

01/01/2017 - 31/03/2017

PO	SUPPLIER	TOTAL	DESCRIPTION	PAID
14530	Peter Walsh & Sons	€54,338.94	Furniture Tullamore College	Y
14543	PC Peripherals	€106,163.60	ICT Equipment Tullamore College	Y
14524	Central Technology	€144,542.22	Equipment Tullamore College	Y
14548	Mainline Group	€33,664.61	ICT Equipment Tullamore College	Y
	BCB Contracting Ltd.	€48,198.11	Tower Hill Refurbishment	Y
7159	Vodafone Ltd.	€36,900.00	Cloud Connection Tullamore/ Portlaoise	Y
17325	Micromail Ltd.	€33,733.39	ICT Equipment Tullamore College	Y
14529	T & T Equipment	€32,564.25	Equipment Tullamore College	Y
14522	Central Technology	€50,995.80	Equipment Tullamore College	Y
17333	ETBI	€42,700.00	2017 Subscription	Y
	Irish Public Bodies Ltd.	€238,773.17	2017 Insurance	Y
	Roankabin Ltd.	€43,492.80	Rental Prefabs Oaklands CC Edenderry	Y
16418	PC Peripherals	€20,565.60	ICT Equipment Tullamore College	Y
14521	Central Technology	€21,273.98	Equipment Tullamore College	Y
15400	Quality & Qualifications Ireland Ltd.	€35,680.00	FETAC Certifications	Y
	Sammon Construction Ltd.	€102,920.76	Works Tullamore College	Y
	Irish Public Bodies Ltd.	€41,719.65	2017 Insurance	Y
10795	PC Peripherals	€68,825.88	Computers FEC	Y
	VS Ware Ltd.	€36,270.24	2017 Subscriptions	Y
14523	Central Technology	€48,588.08	Equipment Tullamore College	Y
	Kane & Carberry Ltd.	€24,600.00	Rent Unit 7 2017 First Instalment	Y
	BCB Contracting Ltd.	€108,900.00	Tower Hill Refurbishment	Y

Total Purchase Orders in Quarter: €1,375,411.08



01/04/2017 - 30/06/2017

PO	SUPPLIER	TOTAL	DESCRIPTION	PAID
18986	Quality & Qualifications Ireland Ltd.	€29,280.00	FETAC Certifications	Y
	Sammon Construction Ltd	€93,605.49	Works Tullamore College	Y
	Kane & Carberry Ltd.	€30,675.00	Rent Unit 3 Castle Buildings Tullamore	Y
18965	Kane & Carberry Ltd.	€21,346.65	Rent Unit 8 Castle Buildings Tullamore	Y
14508	Lennox Laboratory Ltd.	€22,556.56	Equipment Tullamore College	Y
	Sammon Construction Ltd.	€29,482.02	Works Tullamore College	Y
	Laois & Offaly Monies ETB	€44,893.07	Monies owed by Sammon Construction	Y
18968	Kane & Carberry Ltd.	€21,346.65	Rent Unit 8 Castle Buildings Tullamore	Y
48	Burke Carton Building Ltd.	€51,187.94	Works Tullamore College	Y
	Sammon Construction Ltd.	€31,487.66	Works Tullamore College	Y
19520	Peter Walsh & Sons	€59,775.54	Equipment Tullamore College	Y
18964	Kane & Carberry Ltd.	€24,600.00	Rent Unit 7 Castle Buildings Tullamore	Y
	Larkin Aluminum Ltd.	€77,559.00	Window Replacement Banagher FETC	Y
	Burke Carton Building Ltd.	€23,511.61	Works Tullamore College	Y
19164	Quality & Qualifications Ireland Ltd.	€38,960.00	FETAC Certifications	Y
14531	Peter Walsh & Sons	€20,973.96	Equipment Tullamore College	Y
	Kane & Carberry Ltd.	€30,675.00	Rent Unit 3 Castle Buildings Tullamore	Y
	Larkin Aluminium Ltd.	€61,943.50	Window Replacement Abbeyleix FETC	Y
	Tara Art Supplies Ltd.	€27,661.32	Equipment Tullamore College	Y

Total Purchase Orders in Quarter: €741,520.97

01/07/2017 - 30/09/2017

PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
20517	Portlaoise Windows	€24,001.56	Installation windows Portarlington FEC	Y
20030	PC Peripherals Ltd.	€50,067.39	Computers for 4 schools/centres	Y
	Carroll O'Keeffe	€193,500.00	1st instalment, Building works Dunamase College	Y
	Kane & Carberry Ltd.	€30,675.00	Rent Unit 3 Castle Buildings Tullamore	Y
	Sammon Construction Ltd.	€149,399.40	Works Tullamore College	Y
	Conway & Kearney	€595,125.00	Purchase site in Edenderry	Y
19641	Kane & Carberry Ltd.	€24,600.00	Rent Unit 7 Castle Buildings Tullamore	Y
	Burke Carton Building Ltd.	€82,650.00	Works Tower Hill Portlaoise	Y
	Conway & Kearney	€57,500.00	Purchase site in Edenderry	Y
19640	Kane & Carberry Ltd.	€21,346.65	Rent Unit 8 Castle Buildings Tullamore	Y
20326	E-Learning Services Ltd.	€42,941.51	Tablets Portlaoise College	Y
	Carroll O'Keeffe	€171,360.00	2nd instalment building works Dunamase College	Y
	McCarthy O'Hora	€37,606.38	Fees Dunamase College	Y
Total Purchase Orders in Quarter: €1,480,772.89				



01/10/2017 - 31/12/2017

PO	SUPPLIER	TOTAL	DESCRIPTION	PAID
21536	Holden Plant Rentals	€30,473.25	Lease/Rental machinery Mount Lucas	Y
	Sammon Construction Ltd.	€224,643.27	Works Tullamore College	Y
	Carroll O'Keeffe	€101,961.70	Building Works Dunamase College	Y
	Offaly County Council	€20,000.00	Music Generation 2017	Y
	Mason Hayes Curran	€27,148.78	Reconciliation fees Tullamore College	Y
	Conway & Kearney	€24,000.00	Purchase site Mount Lucas	Y
21201	PC Peripherals Ltd.	€29,840.75	Computers Tullamore FETC	Y
19795	Michael Bracken Ltd.	€21,100.00	Unit 3 additional offices	Y
21718	Kane & Carberry Ltd.	€21,346.65	Rent Unit 8 Castle Buildings Tullamore	Y
20784	Kane & Carberry Ltd.	€24,600.00	Rent Unit 7 Castle Buildings Tullamore	Y
	Offaly Traveller Movement	€22,735.00	Youth Project 3rd & 4th instalment	Y
	Carroll O'Keeffe	€174,743.30	Building works, Dunamase College	Y
22149	Netwatch Ltd.	€20,000.00	CCTV Managed Services Mount Lucas	Y
	Laois County Council	€20,000.00	Music Generation 2017	Y
17502	Vodafone Ireland Ltd.	€20,664.00	Government Cloud Mount Lucas	Y
22121	Holden Plant Rentals	€25,928.40	Lease/Rental machinery Mount Lucas	Y
19975	Christian Brothers Providence Centre	€21,000.00	Rent of St. Mary's CBS/Car Park	Y
	McCarthy O'Hora	€25,070.93	Fees Dunamase College	Y
	Kane & Carberry Ltd.	€30,675.00	Rent Unit 3 Castle Buildings Tullamore	Y
	Instaspace Ltd.	€70,716.10	Installation prefabs Oaklands Edenderry	Y
	Roankabin Ltd.	€43,493.00	Rental prefabs Oaklands Edenderry	Y
	McCarthy O'Hora	€37,606.37	Fees Dunamase College	Y
22144	Holden Plant Rentals	€32,410.50	Lease/Rental machinery Mount Lucas	Y
	Carroll O'Keeffe	€118,935.00	Building works Dunamase College	Y

Total Purchase Orders in Quarter: €1,189,092.00

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 2017 to 31 December 2017 were:

(7 meetings held in 2017)

BOARD MEMBER	STATUTORY MEETINGS	INTERVIEW BOARDS	ATTENDANCE AT CONFERENCES / SEMINARS	OTHER	TOTAL	NUMBER OF BOARD MEETINGS ATTENDED
Anne Starling	0	0	0	0	0	2
Caroline Duane Stanley	766	0	308	25	1,099	7
Catherine Fitzgerald	355	5,179	358	74	5,966	7
Derek Scully	0	0	0	0	0	2
Eamon Dooley	347	167	0	49	563	6
Eddie Fitzpatrick	264	781	0	101	1,146	6
Frank Smith	179	361	0	42	582	3
Jerry Lodge	634	0	0	122	755	7
Joe Thompson	21	0	0	0	21	5
John Carroll	618	3,172	0	76	3,866	7
John King	367	1,624	0	0	1,991	7
Liam Quinn	290	0	0	153	443	4
Mary G Cotter Bracken	372	0	0	33	405	4
Mary Sweeney	746	263	192	50	1,250	6
Maura Brophy	125	0	316	0	441	5
Molly Buckley	415	1,698	0	18	2,131	6
Paschal McEvoy	871	0	316	0	1,186	6
Sean Maher	288	0	0	0	288	7
Sinead Dooley	100	999	0	0	1,099	3
Tony McCormack	0	0	0	0	0	2
Vivienne Keenan	249	0	336	166	751	7
William Flanagan	0	0	0	0	0	6
TOTAL	€7,006	€14,243	€1,825	€909	€23,984	



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Bord Oideachais agus Oiliúna
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Chief Executive's Salary

In 2017 the Chief Executive was paid €99,144, excluding employer's PRSI.

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.

Director's Salary

In 2017 the Directors of Schools, Further Education and Training, and Organisation Support and Development were paid €266,174, excluding employer's PRSI.

Procurement and Buildings

Additional accommodation (temporary) at Ard Scoil Chiaráin Naofa, Clara and Oaklands Community College, Edenderry was provided in September 2017.

Dunamase College phase 1 was completed and the school opened for new students in September 2017. Work on phase 2 of Dunamase College commenced in September 2017.

LOETB completed the purchase of a site in Downshire Avenue, Edenderry (circa 9.4 acres) in August 2017 for Oaklands College new school building.

LOETB completed the purchase (circa 22.38 acres) of land from Board na Mona for the National Construction Training Centre at Mount Lucas in December 2017.

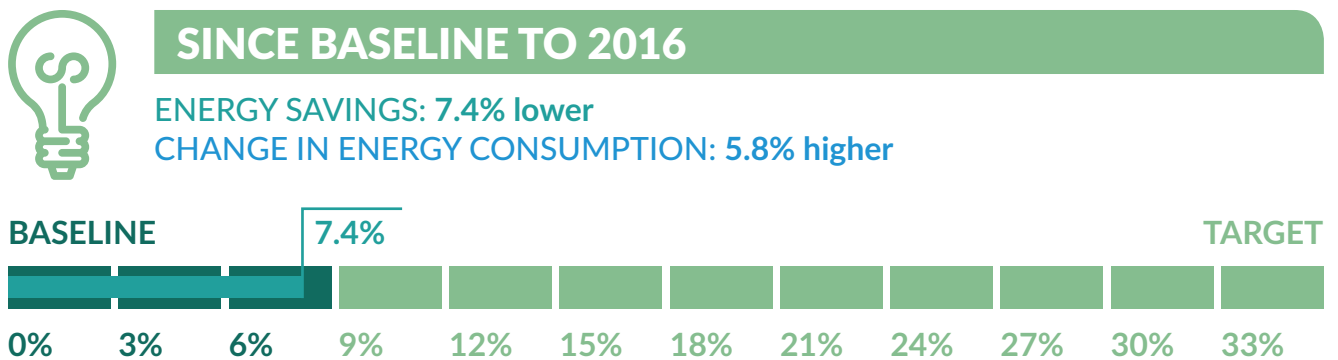
Tullamore College new school building opened to students in February 2017.

LOETB and to ensure that procurement throughout LOETB is carried out in accordance with National and European Union Public Procurement Regulations & Directives, Legislation, Policy and Guidelines. LOETB adopted updated Purchasing and Procurement Procedures in April 2017 and December 2017. A comprehensive list of procurement projects is reviewed at each Finance Committee and Board Meeting.

Energy Efficiency Report

Statutory Instrument 542 of 2009 requires public sector organisations to report annually on their energy usage and actions taken to reduce consumption. LOETB continues to strive for decreases in energy usage, and has submitted information on all schools, centres and offices as required to SEAI.

See below, which indicates that LOETB has made a 7.4% saving by 2016.

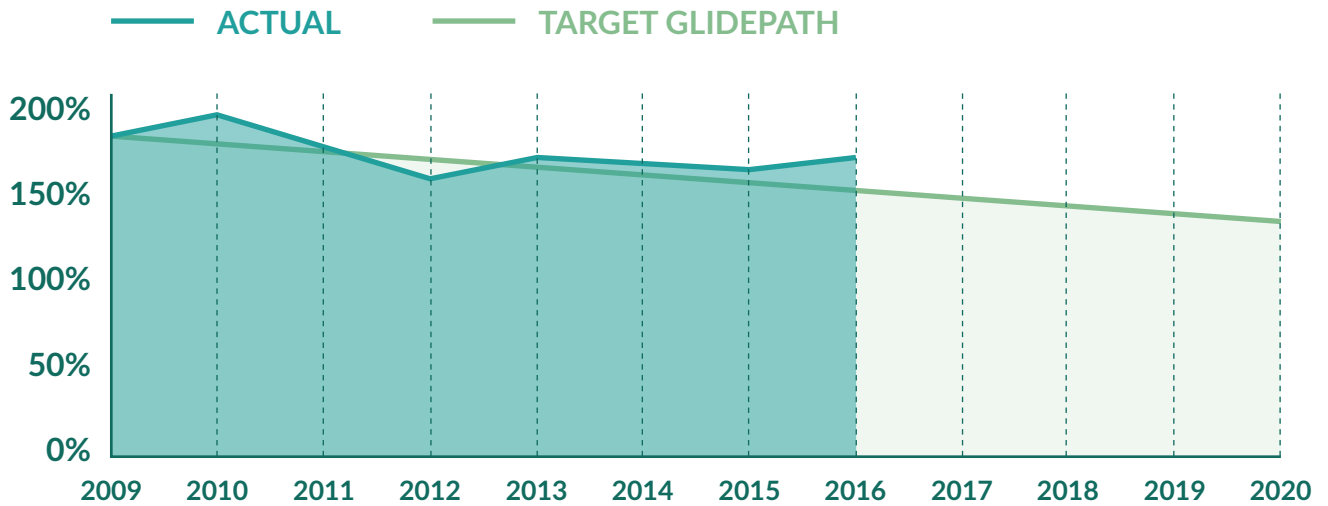




ENERGY PERFORMANCE INDICATORS - 2016

2016 ENPI = 162 $\frac{\text{kWh}}{\text{Floor Area m}^2}$

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



2016 LEVEL 2 PERFORMANCE INDICATORS



- 7.8% worse than 2015
- 7.4% better than baseline
- 38.2% improvement required by 2020
- 17.2% worse than target 'glidepath'

ELECTRICITY = 95 $\frac{\text{kWh}}{\text{Floor Area m}^2}$

10.6% worse than 2015

THERMAL = 66 $\frac{\text{kWh}}{\text{No Consumption}}$

3.6% worse than 2015

TRANSPORT = 2 $\frac{\text{kWh}}{\text{No Consumption}}$

23.9% worse than 2015

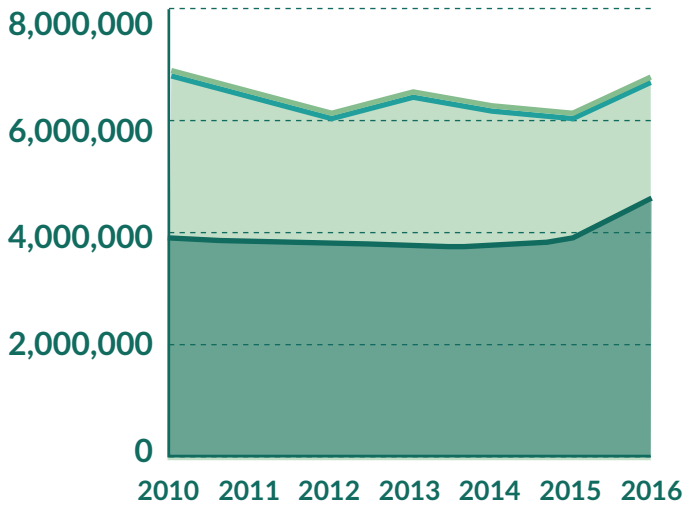


ENERGY CONSUMPTION (TPER) - 2016

2016 ENERGY CONSUMPTION = 6,724,044 kWh

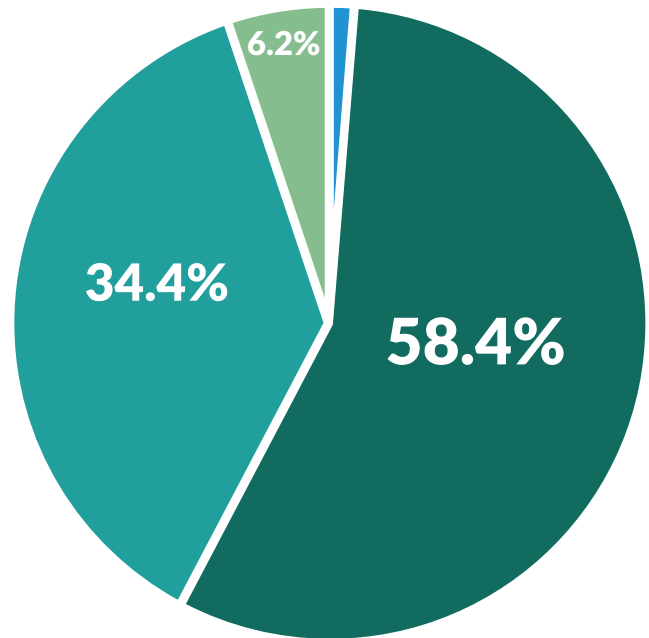
Energy Consumption Since Baseline (TPER)

— TRANSPORT — THERMAL
— ELECTRICITY



Energy Consumption - 2016 (TPER)

● ELECTRICITY ● HEATING OIL
● GAS ● OTHER (1%)



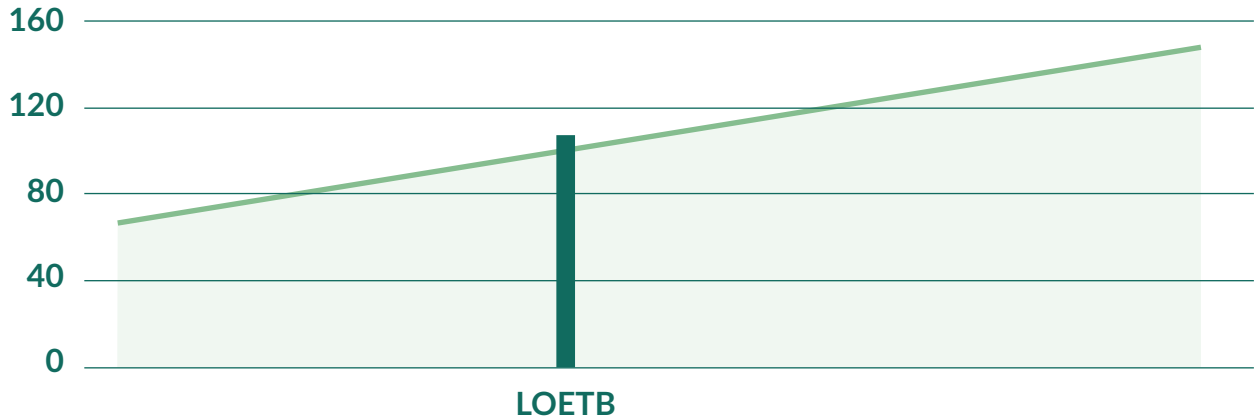
9.8% more than 2015
5.8% more than baseline
599,771 kWh more than 2015
370,981 kWh more than baseline



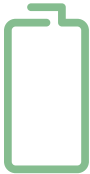
PERFORMANCE

PERFORMANCE COMPARED TO ALL PUBLIC BODIES

Normalised EnPI: 100



BETTER WORSE



Savings are 0.0% more than average (0.1%)
1258th best performer (out of 2009)
Above the 63rd percentile

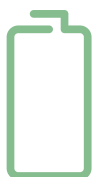
PERFORMANCE AMONG EDUCATION: POST PRIMARY

Normalised EnPI: 100



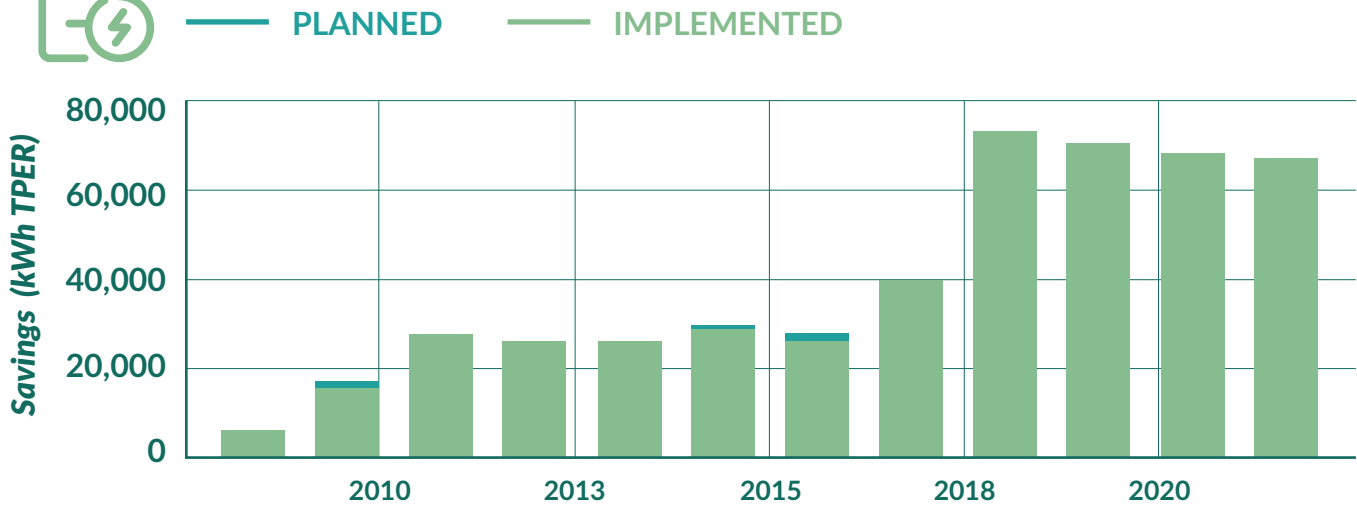
BETTER WORSE

Savings are 0.0% more than average (0.1%)
12th best performer (out of 16)
Above the 72nd percentile

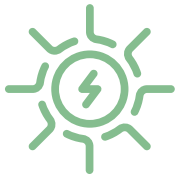




ANNUAL ENERGY SAVINGS FROM REPORTED PROJECTS

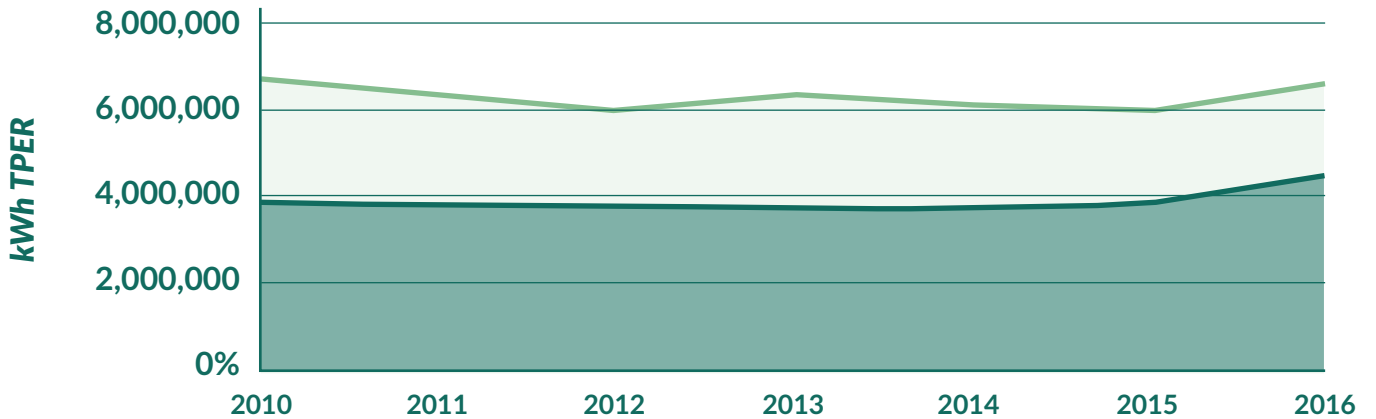


YEAR	ANNUAL SAVINGS FROM IMPLEMENTED PROJECTS (kWh TPER)	ANNUAL SAVINGS FROM PLANNED PROJECTS (kWh TPER)	ANNUAL SAVINGS FROM PROJECTS - IMPLEMENTED & PLANNED (kWh TPER)
2009	5,009	0	5,009
2010	16,000	0	16,000
2011	26,096	0	26,096
2012	25,686	0	25,686
2013	25,289	0	25,289
2014	27,648	0	27,648
2015	25,060	0	25,060
2016	39,678	0	39,678
2017	72,215	0	72,215
2018	71,095	0	71,095
2019	69,788	0	69,788
2020	68,482	0	68,482



RENEWABLE ENERGY - 2016

RENEWABLE FOSSIL GRID ELECTRICITY



2016 TOTAL PRIMARY ENERGY REQUIREMENT (TPER)

GRID ELECTRICITY = 3,927,437 kWh FOSSIL = 2,794,610 kWh RENEWABLE = 1,997 kWh

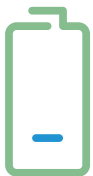
CHANGE IN ENERGY CONSUMPTION

Grid electricity is 12.7% more than 2015
Fossil is 5.9% more than 2015
Renewable is 2.9% more than 2015

SHARE OF ENERGY CONSUMPTION

Grid electricity share is 58.4%
Fossil share is 41.6%
Renewable share is 0.0%

SAVINGS COMPARED TO ALL PUBLIC BODIES



4.9% less than average (4.6%)
1258th best performer (out of 2009)
Above the 63rd percentile performance

SAVINGS AMONG EDUCATION: POST-PRIMARY SCHOOL



6.0% less than average (5.7%)
9th best performer (out of 12)
Above the 71st percentile performance

Human Resources

Introduction

The Human Resources Department provided support to over 900 staff in 2017. The HR Department is responsible for:

- Human Resource Planning
- Personnel Policies and Procedures
- Recruitment, Selection and Appointments of all staff
- Payroll
- Employment Contracts
- Posts of Responsibility
- Employee Assistance Service
- Annual Leave
- Sick Leave
- Special Leave, including Force Majeure, Compassionate Leave
- CPD and Training
- Teacher Allocation and Utilisation
- Superannuation and Pensions, Pension Returns
- IR Issues
- Grievance Procedures and Legal Matters

Recruitment and Selection

Staff vacancies are advertised on LOETB's website (www.loetb.ie/vacancies). Teaching posts are also advertised on Education Posts (www.educationpost.ie). Candidates proposed for an appointment to a Teaching post by LOETB must be registered in accordance with Section 30 and 31 of the Teaching Council Act 2001 and must have the qualifications suited to the purpose of the teaching post to which they are proposed for appointment. Each appointment to LOETB is subject to receipt of a satisfactory disclosure from the National Vetting Bureau and a pre-employment medical questionnaire (PEMQ1) which is conducted by Medmark Occupational Health. Between 1st January 2017 and 31st December 2017 a total of 175 appointments were made.

Retirement

In 2017, 13 Retirements took place.



Payroll

In 2017, there was 914 staff members paid through payroll.

CPD and Training

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

A number of staff attended training during 2017, hereunder is an example of the training courses attended:

- **Apprenticeship Training**
- **Competency Based Interview Training**
- **Crystal File Training**
- **E-Cohesion Training**
- **Employment Law Training**
- **E-tenders**
- **First Aid & defibrillator training**
- **Manual Handling**
- **Paps, Pensions Training**
- **Records Management Training**
- **Revenue Seminar on Tax Compliance**
- **Risk Management Audit Training**
- **Risk Management in the workplace**
- **Single Scheme Training Module**

Information and Communication Technology

The ICT Manager is responsible for 23 sites throughout Laois and Offaly broken down as follows:

Admin Offices x 2

Schools x 9

Centres x 12

Hardware breakdown

Servers (physical & virtual)	54
Desktop Computers	1890
Laptops	221
Wi-Fi Points	184
Network Switches	190
NAS Boxes	25
Mobile Phones	63
Tablets	206
Landline \ VoIP Phones	212
Printer \ Photocopiers (MPS & owned)	140
TOTAL AMOUNT OF DEVICES MANAGED	3185

Major Projects 2017

- Design, procure and roll out new computer network and telephone system for Tullamore College.
- Design, procure and roll out new computer network and telephone system for Dunamase College.
- Design, procure and roll out new computer network and telephone system for Mount Lucas.
- New server for Portlaoise College.
- New server for Tullamore admin office.
- Relocate Portlaoise Youth Education Centre to Portlaoise FET (Tower Hill).

ANNUAL REPORT 2017



loetb

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



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



European Union
Investing in your future
European Social Fund

Aontas Eorpach
Ag infheistiú i do dhán
Ciste Sóisialta na hEorpa



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

www.loetb.ie