

Kildare and  
Wicklow  
Education and  
Training Board

Annual Report

2017

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## Chairperson's Foreword



Kildare and Wicklow ETB (KWETB) offers a broad range of essential education and training services to the communities in Counties Kildare and Wicklow. The quality of the education and training services delivered is to the highest standards and is a reflection of the commitment of KWETB staff to the learners engaged in the schools and programmes. This report contains an excellent overview of the range and depth of services provided by KWETB and gives important statistical and financial information on the operation of the ETB in 2017.

Overall 2017 was a challenging year from a governance perspective, particularly for the Board and Executive. This resulted from the initiation of a Ministerial Investigation under Section 40, ETB Act, during an Audit, by the Comptroller and Audit General (C&AG) , into KWETB 2015 accounts. This C&AG Audit was initiated in 2017. I acknowledge and thank all involved in these matters for their hard work cooperating with the investigation and audits, and for their commitment to the various processes.

I would like to thank my fellow Board members, the Executive of KWETB, staff, learners, all our stakeholders, the Department of Education, colleague ETBs and of course the people of Kildare and Wicklow for their commitment to Kildare and Wicklow ETB throughout 2017 and into the future.

**Noel Merrick**

**Chair of Kildare and Wicklow ETB**

**Retrospective Report Signed March 2019**

## Chief Executive's Introduction

This Annual Report sets out the diverse and important range of education and training services provided during 2017 by Kildare and Wicklow ETB for the communities in Kildare and Wicklow. This is a statutory report that also sets out important financial, governance and statistical information.



In 2017 we employed a staff of approximately 2,600 across a very broad spectrum of professions and expertise to support our services. KWETB staff are constantly liaising with parents, students, community representatives, local authorities, public agencies, private companies, employers, and community groups in order to ensure an on target and effective provision. Our prime financial support is provided by both the Department of Education and Skills and SOLAS and we acknowledge their continued commitment to KWETB as the largest provider of educational and training services in the Kildare and Wicklow.

2017 was very challenging from a governance viewpoint. This resulted from the initiation of a Ministerial Investigation under Section 40, ETB Act, during an Audit, by the Comptroller and Audit General (C&AG) , into KWETB 2015 accounts. This C&AG Audit and the Investigation were initiated but not concluded in the year 2017. I sincerely wish to thank the Board for their hard work, time and commitment to the matter and for the Executive for their full cooperation and work supporting the audits and investigation.

In conclusion, I wish to thank the Senior Management Team, principals, managers and our staff for their continued dedication and professional contribution towards the development of the highest standards of education, training, youth work, communication and corporate services for all our students and learners, for whom Kildare and Wicklow ETB exists to serve. Thank you to our students, learners, trainees and apprentices who have chosen us as your educators of choice.

The quality of our services is greatly enhanced by the support of parents/guardians,

agencies, local authorities, statutory bodies, government departments, colleague ETBS, the community and many others who work so well with us and support our work. Thank you.

**Dr Deirdre Keyes**

**Chief Executive**

**Commencement date with KWETB 28<sup>th</sup> May 2018**

## Overview of Kildare and Wicklow Education and Training Board

Kildare and Wicklow Education and Training Board was established on July 1<sup>st</sup> 2013. KWETB is a statutory agency with responsibility for the delivery of education and training throughout Counties Kildare and Wicklow. In 2017 KWETBs Overall financial turnover was €130 Million. In 2017 KWETB employed circa 2,600 staff and had a pay bill of approximately €90 million.

### Chief Executive for 2017: Mr Seán Ashe

KWETBs Vision Statement is

*‘Nurturing a learning community, enriching education experience, empowering the pursuit of excellence, whilst leading a culture of entrepreneurship and innovation in the Irish education and training system’*

### High Level Summary of KWETB Services and Programmes

- 22 Post Primary Schools
- 2 Community National Schools
- School Completion Services
- Post Leaving Certificate (PLC) Provision
- Apprenticeships
- Traineeships
- Specific Skills Training
- Bridging/Foundation Training Courses
- Adult Basic Education
- Community Education
- Adult Guidance Services
- Vocational Training Opportunities Scheme
- Night Class Provision
- Outdoor Education
- Prisoner Education
- Youth Services
- Music Generation Wicklow

## Kildare and Wicklow ETB Board

### Kildare and Wicklow Education and Training Board List of Members 2017

KWETB has 21 members and has a formal schedule of reserved functions in accordance with Section 12 of the Education and Training Boards Act, 2013. KWETB are scheduled to meet every two months, unless there are extraordinary matters requiring additional meetings. All formal agendas and reports to the KWETB Board meetings are maintained and all minutes require formal adoption.

#### Members of KWETB in 2017 were:

Cllr. Brendan Weld	Cllr. Aoife Breslin	Cllr. Jennifer Whitmore
Cllr. Réada Cronin	Cllr. Daragh Fitzpatrick	Cllr. Nicola Lawless
Cllr. Fiona McLoughlin Healy	Cllr. Naoise Ó Cearúil	Cllr. Tommy Annesley
Cllr. Jim Ruttle	Cllr. Edward Timmons	Cllr. Teresa Murray
Mr John McDonagh	Ms Elizabeth O' Gorman	Mr. John Doyle
Ms Finula Haran	Ms Deirdre Coughlan Murray	Ms Lorraine Hennessy
Mr Noel Merrick	Mr Joe Behan	Mr John Hurley

**Chairperson**            **Cllr. Brendan Weld**

**Vice Chairperson**    **Cllr. Jim Ruttle**

**Note of sympathy:** Board Member Mr John Doyle passed away in November 2017. KWETB wish to acknowledge his public service, his valuable and passionate contribution for the duration of his time on KWETB Board and particularly his promotion of equality for those with disabilities.

#### Committees of KWETB

KWETB are obliged, in accordance with the ETB Act, 2013 to establish Audit and Finance Committees. These committees are comprised of a mixture of ETB Board Members and External members. These Committees operate in accordance with the Codes of Practice for the Governance of Education and Training Board (Department of Education Circular Letter 18/2015)

### **The Audit Committee**

The Audit Committee is made up of six members. The key responsibility for the Audit Committee is oversight and monitoring of the Executive in carrying out its function. The Audit Committee meets up to four times a year and issues an annual report to the main Board of KWETB. The Audit committees is established in accordance with Section 45 (1) (b) of The ETB Act, 2013.

#### **Members of the Audit Committee 2017**

Dr. Tony Lenehan (Chair)	John P. Greely	Cllr. Daragh Fitzpatrick
Seán McCann	Cllr. Fiona McLoughlin Healy	Cllr. Edward Timmons

### **The Finance Committee**

The Finance Committee is established in accordance with Section 45 (1) (a) of The ETB Act, 2013. The Finance Committee in KWETB has a total of four members. The Key responsibility of the Finance Committee is to review the income and expenditure of the ETB. The Finance Committee Chairperson reports back to the main Board. The Finance Committee meets 4 times a year.

#### **Members of the Finance Committee 2017**

Noel Merrick (Chair)	Cllr. Tommy Annesley	Deirdre Coughlan Murray
Nancy Hughes		

***Members Expenses are reported in the Finance Section of this Annual Report.***



**KWETB Board Attendance Register for 2017**

In accordance with the requirements of the Department of Education and Skills - **Circular Letter 0018/2015**, the following table outlines ETB Members' expenses and attendance at meetings

<b>KWETB REGISTER OF MEETINGS ATTENDED</b>								
<b>ATTENDANCE REGISTER 2017</b>	<b>10.01.17</b>	<b>14.03.17</b>	<b>09.05.17</b>	<b>27.09.2017</b>	<b>11.10.2017</b>	<b>15.11.17</b>	<b>21.12.17</b>	
Cllr. Brendan Weld	√	-	√	√	√	√	√	<b>6 mtgs attended</b>
Cllr. Rèada Cronin	√	√	√	√	√	√	√	<b>7 mtgs attended</b>
Cllr. Fiona McLoughlin-Healy	√	√	√	√	√	√	√	<b>7 mtgs attended</b>
Cllr. Aoife Breslin	√	-	√	√	√	-	√	<b>5 mtgs attended</b>
Cllr. Daragh Fitzpatrick	√	-	√	√	√	√	√	<b>6 mtgs attended</b>
Cllr. Naoise Ó Cearúil	-	√	-	√	√	√	√	<b>5 mtgs attended</b>
Cllr. Jennifer Whitmore	√	√	√	√	√	√	√	<b>7 mtgs attended</b>
Cllr. Nicola Lawless	√	-	√	√	-	√	-	<b>4 mtgs attended</b>
Cllr. Tommy Annesley	√	√	√	-	√	√	√	<b>6 mtgs attended</b>
Cllr. Teresa Murray	-	√	-	√	√	√	√	<b>5 mtgs attended</b>
Cllr. Edward Timmins	√	-	-	√	-	-	√	<b>3 mtgs attended</b>
Cllr. Jim Ruttle	√	√	√	√	√	√	-	<b>6 mtgs attended</b>
Mr John McDonagh	√	-	√	√	√	√	√	<b>6 mtgs attended</b>
Ms Elizabeth O'Gorman	-	√	√	√	√	√	√	<b>6 mtgs attended</b>
Ms Finula Haman	√	√	-	√	√	√	√	<b>6 mtgs attended</b>
Mr John Doyle	√	-	√	-	-	-	-	<b>2 mtgs attended</b>
Mr Noel Merrick	√	√	√	√	√	√	√	<b>7 mtgs attended</b>
Ms Deirdre Coghlan Murray	-	√	√	√	√	√	√	<b>6 mtgs attended</b>
Ms Lorraine Hennessey	-	-	-	√	-	√	-	<b>2 mtgs attended</b>
Mr John Hurley	√	-	√	√	-	√	√	<b>5 mtgs attended</b>

**Total Board Meetings Members were eligible to attend over this time period: 7**

**KWETB BOARD MEMBERS' EXPENSES 2017****Table 2**

<b>Board member</b>	<b>Statutory Meetings</b>	<b>Interview Boards</b>	<b>Attendance at Conferences /Seminars</b>	<b>Other</b>	<b>Total</b>
	€	€	€	€	€
Cllr. Darragh Fitzpatrick	147	7,995			8,142
Ms. Finula Haran	494	5,142	333		5,969
Cllr. Brendan Weld	1,743		67		1,810
Mr. Noel Merrick	686			423	1,109
Cllr. Jim Ruttle	895			183	1,078
Cllr. Fiona McLoughlin Healy	408	553			961
Cllr. Nicola Lawless	718	193			911
Cllr Réada Cronin	296	389			685
Cllr. Teresa Murray	361	64	214		640
Mr. John McDonagh	394	40	141		575
Cllr. Tommy Annesley	358				358
Ms. Elizabeth O'Gorman	334				334
Mr. Joe Behan	331				331
Cllr. Edward Timmins	328				328
Ms. Deirdre Coghlan Murray	283				283
Mr. John Doyle		282			282
Cllr. Naoise O Cearúil	229				229
Cllr. Aoife Breslin	222				222
Mr John Hurley	106				106
Cllr. Jennifer Whitmore					0
Ms. Lorraine Hennessy					0
<b>Total</b>	<b>€8,334</b>	<b>€14,659</b>	<b>€755</b>	<b>€606</b>	<b>€24,353</b>

## The Executive

**Kildare and Wicklow ETB Executive are made up of the following members of the Senior Management Team**

Seán Ashe	Chief Executive (retired on 31.12.17)
Joe Kelly	Director of Organisation Support and Development (OSD) Start Date 5 <sup>th</sup> June 2017
Rory O'Toole	Director of Schools
Caitriona Murphy	Director of Further Education and Training
Catherine Byrne	Adult Education Officer
Brenda Lynch	Adult Education Officer
Eileen Cullen	Assistant Principal Officer (Training)
Jayne Hogarty	Assistant Principal Officer (Human Resources)
Mary Dillon	Assistant Principal Officer (Corporate Services)
Áine O'Sullivan	Assistant Principal Officer (Employee Relations)
Catherine Doran	Assistant Principal Officer (Finance)

### Administrative Offices of Kildare and Wicklow ETB

#### **Kildare Office**

KWETB

Áras Chill Dara

Naas

Co. Kildare

Tel: 045 988000

email: admin@kwetb.ie

#### **Wicklow Office**

KWETB

Church Street

Wicklow Town

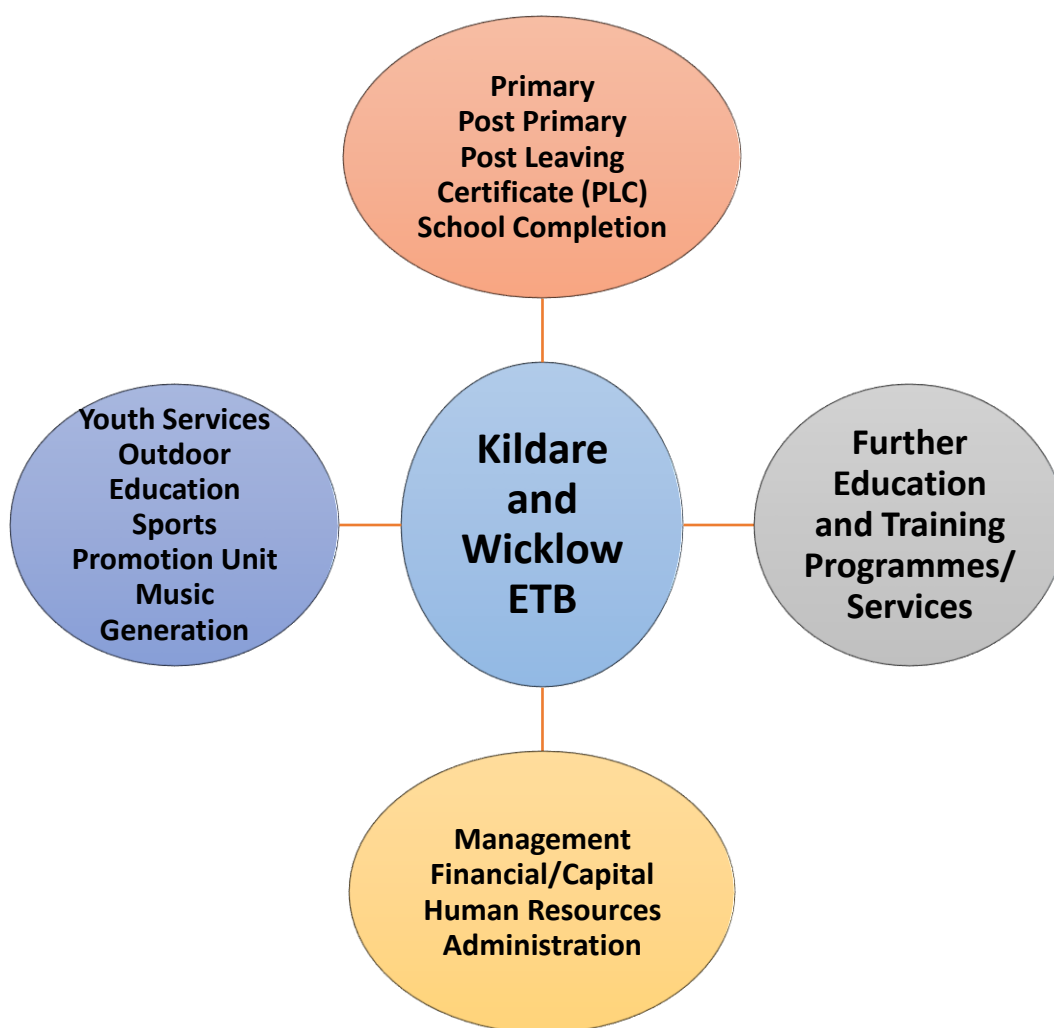
Co. Wicklow

Tel: 0404 60500

email: admin@kwetb.ie

## Statement of Services

### Overview of Key Services



## **Schools: Primary, Post Primary and Post Leaving Certificate**

### **Primary Schools – Community National Schools**

KWETB has 2 community national schools. ([www.cns.ie](http://www.cns.ie)). KWETB Community National Schools are located in Naas and Greystones. Community National Schools are child-centred, multid denominational, publicly-accountable schools which strive to provide high quality education for every child. They give equal opportunities to all children in the communities they serve. They were established in 2008 and are managed by the Education and Training Boards (ETBs)

- Naas Community National School
- Greystones Community National School

KWETB is fully committed to the Community National School model. KWETB continues to seek opportunities to assume patronage of primary schools, either existing schools through the Department of Education and Skills Reconfiguration process or new school opportunities in high population growth areas.

### **Post Primary Schools**

Kildare and Wicklow ETB has 22 post primary schools called Community Colleges. These schools offer a wide range of subjects and programmes in accordance with the state curriculum. Programmes include

- Junior Certificate (JC)
- Junior Certificate Schools Programme (JCSP)
- Transition Year Programme (TY)
- The Leaving Certificate (LC)
- The Leaving Certificate Vocational Programme (LCVP)
- The Leaving Certificate Applied Programme (LCAP)

All the colleges are multi-denominational, Co-Educational and offer a top class learner centred educational environment.

### **Networks:**

KWETB supports a monthly network meeting of Principals and a regular Deputy Principal Network Meetings. These meetings are to support Collegiate network Continuous Professional Development.

KWETB holds an annual induction training for all newly appointed post primary teachers.

In January 2017 a full in service day was held for all SNAs employed in the scheme

### **Joint Patron and Trustees:**

KWETB is joint patron with Educate Together, of Celbridge Community School.

KWETB is also joint trustee of various second-level Community Schools, namely Colaiste Chiarain (Leixlip), St. Wolstan's (Celbridge), Scoil Mhuire (Clane), Kildare Town Community School (Kildare Town) and St. Killians (Bray).

## **Kildare and Wicklow ETB Community Colleges include:**

### **KWETB Community Colleges**

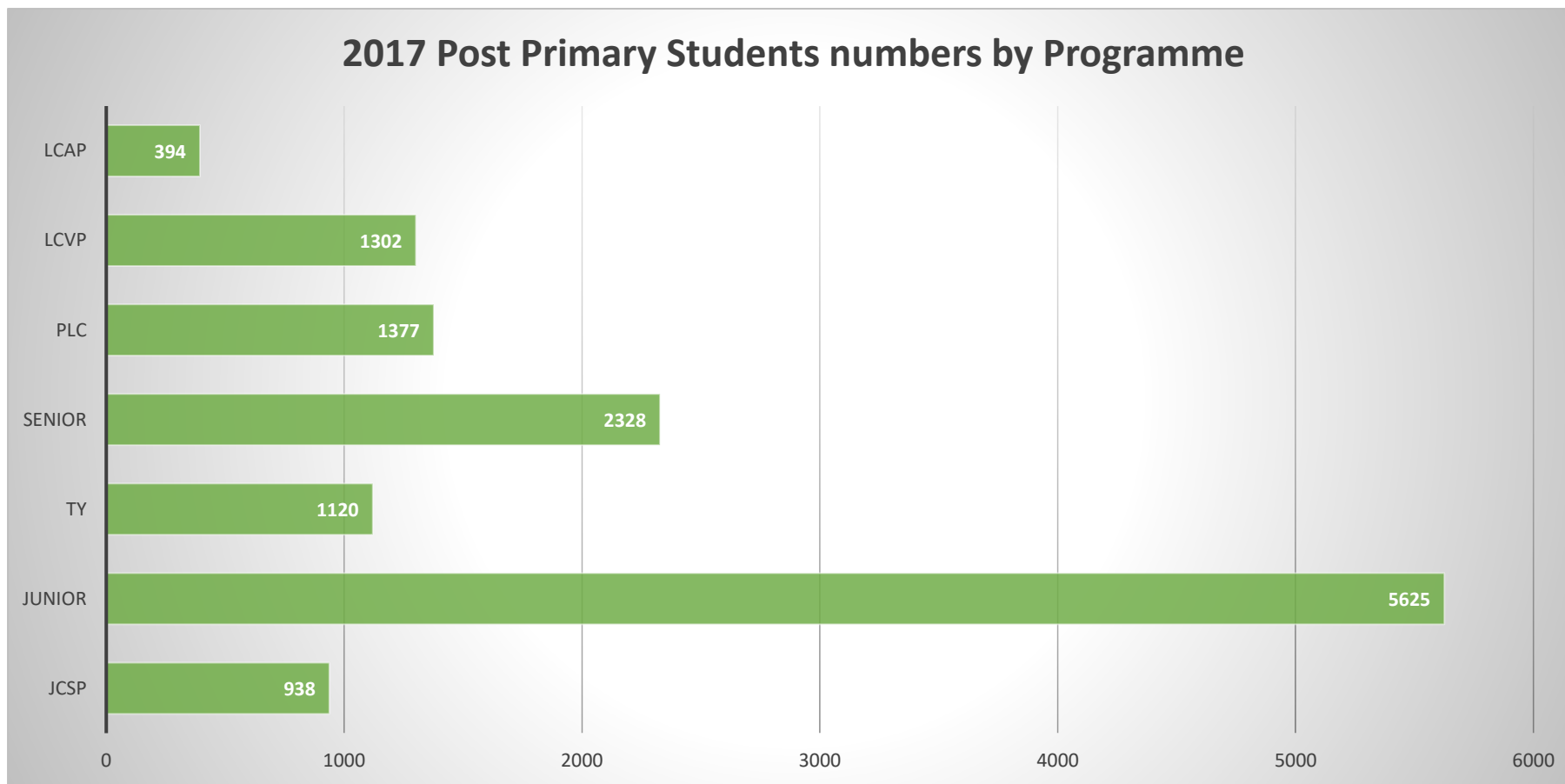
Athy College, Athy	Gaelcholáiste Na Mara, Arklow
Ardcoil Rath Iomgháin, Rathangan	Glenart College, Arklow *
Avondale Community College, Rathdrum	Maynooth Community College, Maynooth
Blessington Community College	Pipershill College, Naas
Coláiste Bhríde, Carnew*	Naas Community College
Coláiste Chraobh Abhann, Kilcoole	Scoil Chonglais, Baltinglass
Coláiste Raithín, Bray	St. Conleths Community College, Newbridge *
Curragh Post Primary School, The Curragh*	St. Kevins Community College, Dunlavin *
Coláiste Chill Mhantain, Wicklow Town	St. Farnans Post Primary, Propserous *
Confey College, Leixlip *	Maynooth Post Primary, Maynooth
Coláiste Lorcaín, Castledermot.	

### **Post Leaving Certificate (PLC) Colleges**

Bray Institute of Further Education, Bray	
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*\*Post Primary Schools also delivering Post Leaving Certificate Courses*

	<b>Student numbers 30 September 2017</b>	JCSP	Junior	TY	Senior (LC)	PLC	LCVP	LCAP	Total
70650I	Athy Community College	46	214		100	0	23	38	421
70660O	Curragh Post-Primary School		80		15	21	57		173
70670R	Colaiste Lorcaín, Castledermot		222	58	148				428
70680U	St. Conleths Community College	62	261	23	19	225	83	32	705
70691c	Confey Community College, Leixlip		414	72	191	5	63	10	755
70700A	Post-Primary School, Maynooth		505	146	391		38	22	1102
70710D	Pipers Hill College, Naas	78	403	149	132		38	197	997
70720G	St. Farnan's Post-Primary School	25	230	46	121	11	17	18	468
70730J	Ard Scoil, Rath Iomghain, Rathangan	380		103	147		91		721
70740M	Arklow Community College	226	13		31		58		328
70750P	Scoil Chonglais Baltinglass		289	40	159		54		542
70760S	Blessington Community College		269	57	51		83		460
70770V	Bray Institute of Further Ed, Bray	0			19	1095			1114
70790E	Colaiste Bhríde, Carnew		453		230	8	133	20	844
70800E	St Kevin's Community College	26	313	72	138	12	49	18	628
70810H	Avondale Community College		293		113		156		562
70821M	Colaiste Raithín, Bre		149	42	83				274
76076M	Colaiste Chraobh Abhann, Kilcoole		363	104	93		101	28	689
76099B	Colaiste Chill Mhantain	95	451	101	75		258	11	991
76106S	Gaelcholaiste na Mara, Arklow		141	37	43				221
76193Q	Maynooth Community College		292	70	29				391
76194S	Naas Community College		270						270
	<b>Total Students Enrolled</b>								<b>13084</b>





### **Kildare and Wicklow ETB School Completion Programme:**

The School Completion Programme (SCP) was set up as part of the Department of Education and Skills (DES) DEIS Strategy – Delivering Equality of Opportunity in Schools. The DEIS Strategy is the Government’s action plan to address education disadvantage. The School Completion Programme is currently under the remit of The Educational Welfare Services (EWS), Túsla, in the Department of Children and Youth Affairs, (DCYA).

The aim of SCP is to increase the numbers of young people staying in primary and second level education and to improve the rates of student retention to Leaving Certificate level or the equivalent.

The SCP operates in 470 primary schools and 224 post-primary schools nationwide. The schools are grouped into clusters or projects based on geographical proximity and /or transfer patterns of students from primary to post-primary level. There are 124 local SCP projects throughout the country. There are 8 SCP projects across Counties Kildare and Wicklow. All of the 8 projects are under the remit of KWETB. There are a total of 10 KWETB Schools involved in SCP, see *Figure 1.1*.

Each SCP project has a Local Coordinator and a Local Management Committee, (LMC). The LMC comprises key stakeholders including, principals, parents, HSCL Coordinators and representatives from relevant statutory and non-statutory bodies. The LMC devises an annual Retention Plan in consultation with the relevant stakeholders. The Plan sets out the criteria for identifying students who are at risk of early school leaving (ESL). Based on the identified needs of the target group of students, a programme of educational supports and interventions are drawn up. These interventions and supports, which aims to improve attendance, participation, progression and retention among the target group of students, are implemented in-school, out-of-school, afterschool, and during the holiday periods. The Plan, containing measurable targets, is submitted to Túsla for funding approval. See *Figure 1.2*. The LMC provides oversight of the SCP project and supports the Local Coordinator to deliver a programme of educational supports that meet the needs of the young people who struggle in education. The work of SCP is child focussed. An interagency approach is used to maximise the provision of services to the target students and to their families.

SCP is included in the DES DEIS inspections. KWETB provides a range of governance functions for the SCP projects including the administration of the budgets and HR services.

***KWETB School Completion Programmes in 2017***

<p><b>SCP Projects under the remit of KWETB and the participating ETB schools.</b></p>	<ol style="list-style-type: none"> <li>1. Arklow Rathdrum and Dunlavin SCP, (Glenart College, Avondale College, St Kevin’s College)</li> <li>2. Athy SCP, (Athy College)</li> <li>3. Ballywaltrim SCP,</li> <li>4. Bray North SCP, ,</li> <li>5. Curragh and Kildare SCP, (Curragh Post Primary School)</li> <li>6. Newbridge SCP, (St Conleth’s Community College)</li> <li>7. The Canals SCP, (St Farnan’s Community College, Piper’s Hill College, Ard Scoil Rath Iomgháin)</li> <li>8. Wicklow Rathnew Ashford and Newtownmountkennedy (WRAN SCP) ( Coláiste Chill Mhantáin)</li> </ol>
<p><b>Programmes/Educational Supports and Interventions.</b></p>	<p><b>In-school-</b> Attendance supports, Transfer programmes, Literacy and numeracy support, Mentoring, Suspension intervention, Social and Personal Development programmes, eg Friends for Life, Roots of Empathy, Ignite, Sports and Cultural activities, Breakfast and lunchtime clubs</p> <p><b>After –school:</b> Homework support, sports and cultural activities</p> <p><b>Out-of school:</b> Educational supports, one to one mentoring, links with the EWO, Youthreach, Advocacy,</p> <p><b>Holiday Provision:</b> Summer camps, drama, art, music, sports, photography, poetry, Cúl camps, partnerships with existing summer provision.</p>

**Financial Allocation to SCP Projects 2017/2018**

<b>SCP Project</b>	<b>Annual Allocation</b>	<b>No. of Staff (including fulltime, part-time and sessional personnel)</b>
Canals Cluster SCP	€119,978.18	10
Athy SCP	€127,529.61	7
Bray North SCP	€127,824.00	2
Ballywaltrim SCP	€146,506.96	2
Curragh & Kildare SCP	€159,971.48	9
Newbridge SCP	€183,935.91	14
Wicklow (WRAN) SCP	€205,492.00	13
Arklow (ARD) SCP	€131,976.51	5

## KWETB Statement of Further Education and Training Services for 2017

### Further Education Full Time Programmes

#### Post Leaving Certificate (PLC) Courses

KWETB offers PLC courses in one standalone College, Bray Institute of Further Education (BIFE) and second level schools. Opportunities for further education in the areas of Art & Design; Media & Film; Social, Community and Health; Science & Technology and Business, Tourism and Sport are offered to students. KWETB had 1397 approved PLC places in 2016.

#### Youthreach

Youthreach is an educational and work experience programme for young people aged 16–20 years who have left school early and have obtained little or no qualifications. The aim is to develop the core skills needed to prepare young people to progress to or higher education or training or to employment. Participants work towards QQI certification at Levels 3 and 4. Youthreach students receive a weekly training allowance, a meal allowance and a travel and childcare allowance if applicable. Support systems in place include counselling, mentoring and advocacy support.

Youthreach Centres help young people to:

- Develop new skills
- Improve employment prospects
- Contribute to their community

#### KWETB Youthreach Centres

Athy Youthreach	Leixlip Youthreach
Arklow Youthreach	Naas Youthreach
West Wicklow Youthreach	Wicklow Town Youthreach
Bray and North Wicklow Youthreach, Bray	

*Contact details for all our centres are listed on our website [www.kwetb.ie](http://www.kwetb.ie)*

#### Prison Education

Educational services are available in all prisons and are provided in partnership with a range of educational agencies including the Educational Training Boards (ETBs), Public Library Services, the Open University and the Arts Council. KWETB provide educational services for two prisons within its remit – Shelton Abbey and the Midland Prison. Junior and Leaving Certificate courses are available and QQI accreditation is widely used with assessment by portfolio compilation.

#### KWETB Prisoner Education:

<b>Shelton Abbey Open Prison, Arklow</b>	<b>Midlands Prison, Portlaoise.</b>
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## Vocational Training Opportunities Scheme (VTOS)

VTOS provides adults who are over 21 years of age and in receipt of a DEASP payment for at least 6 months with an opportunity to participate in full time education. Participation aims to increase employment opportunities and provide learners with up to date skills and qualifications valuable to employers. Learning takes place in an adult friendly and supportive environment. VTOS provides excellent opportunities to progress to employment/ further education/ higher education. Access to Adult Guidance services and childcare supports are provided to all VTOS learners. Participants work towards QQI certification at Levels 4, 5 and 6.

All programmes are free to the learner and participants will retain Social Welfare entitlements while on the course. Kildare and Wicklow ETB VTOS Centres:

Athy VTOS	Leixlip VTOS
Arklow VTOS	Newbridge VTOS
Blessington VTOS	Wicklow VTOS
Bray VTOS	

**Contact details for all our centres are listed on our website [www.kwetb.ie](http://www.kwetb.ie)**

## KWETB Adult Guidance Service

The KWETB Adult Guidance and Information Service offers the following services free of charge:

- One-to-one career/education guidance to help people make informed life choices
- Information on all local and national courses
- CV preparation and interview skills
- Student application procedures for colleges
- Information and advice on education grants, rights and entitlements

KWETB provides a free, professional, impartial career guidance and information service to all adults, prioritising those who are currently not in employment. The Adult Guidance Service assists clients, either KWETB students or members of the public, in exploring their further education, training and higher education options and to develop their personal work/career progression plan. KWETB employ two Adult Guidance Coordinators who coordinate the service throughout both Counties Kildare and Wicklow.

## KWETB Adult Guidance Service Offices:

<b>North Kildare</b> guidancemaynooth@kwetb.ie guidanceleixlip@kwetb.ie	<b>Mid Kildare</b> guidancenewbridge@kwetb.ie	<b>South Kildare</b> guidanceathy@kwetb.ie
<b>North Wicklow</b> guidancebray@kwetb.ie	<b>East Wicklow</b> guidancewicklowtown@kwetb.ie guidancearklow@kwetb.ie	<b>West Wicklow</b> guidancewestwicklow@kwetb.ie

## Training Services Full Time Programmes

### Apprenticeship Programmes

SOLAS has statutory responsibility under the Industrial Training Act 1967 for the Administration and Management of the Apprenticeship Programme.

Apprenticeship is a standard based Education and Training Programme. During your apprenticeship you will be required to follow a specific course of Training and undergo a series of Assessments to confirm that you have reached the required Industry Standard.

The minimum age at which the employment of an apprentice may commence is 16 years of age and the minimum educational requirements are outlined on <http://kildarewicklow.etb.ie/further-education/apprenticeships/>

#### Craft Occupations – Apprenticeship:

- Agricultural Mechanics
- Brick & Stone laying
- Construction Plant Fitting
- Electrical Instrumentation
- Farriery
- Heavy Vehicle Mechanics
- Instrumentation
- Mechanical Automation & Maintenance Fitting
- Painting & Decorating
- Plumbing
- Refrigeration & Air Conditioning
- Toolmaking
- Wood Manufacturing & Finishing
- Aircraft Mechanics
- Carpentry & Joinery
- Electrical
- Electronic Security Systems
- Floor & Wall Tiling
- Industrial Insulation
- Metal Fabrication
- Motor Mechanics
- Plastering
- Print Media
- Sheet Metalworking
- Vehicle Body Repairs

In relation to post 2016 Apprenticeships, KWETB delivered the Accounting Technician Apprenticeship in Bray Institute of Further Education and have future plans to expand the provision of Apprenticeships.

#### Farriery Apprenticeship

The craft of Farriery covers the making and fitting of horseshoes to prepared feet, with an understanding of different styles of shoeing and trimming required for various types of work, and both hot and cold shoeing techniques.

The Farriery Apprenticeship is carried out at The Irish School of Farriery, RACE, Kildare Town, Co. Kildare with a maximum of 8 Apprentices. There are 7 phases that the Apprentice must complete to qualify. The 10 Apprentices passed through the school in 2017.

#### Community Training Centre (CTC) Newbridge

**Youth Training and Development Centre** is based in Chill Dara Industrial Estate, Newbridge, Co. Kildare. This dynamic centre has 48 places with Learners working towards a Level 3 and

**Level 4 QQI Major Award.** Community Training Centres (CTCs) 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.

Learners are supported through the following services:

- Initial Trainee Needs Assessment
- Continuous ILP Monitoring and Review Mechanisms
- Case Conferencing
- Individual Learning Plan
- Key Workers
- Tracking Systems when the Learner leaves

### Specialist Training Providers (STPs)

<b>Festina Lente Bray, Co. Wicklow</b>	<b>National Learning Network Naas, Co. Kildare</b>	<b>National Learning Network Bray, Co. Wicklow</b>
This programme offers Level 4 QQI Major Award to 16 Learners	This Centre offers 4 courses at Level 3, 4 & 5 to 47 Learners	This Centre offers 4 courses at Level 3, 4, and 5 to 54 Learners

KWETB supports STPs in the provision of learner-focused training and related services, to assist individuals to enter or re-enter the labour market. STPs address the identified training needs of people with disabilities who are experiencing exclusion and labour market disadvantage in the form of vocational training programmes. These programmes are offered at QQI Level 3 to Level 5. Each year the Provider has a successful awards ceremony for all Learners achieving a major or component award.

KWETB is committed to the provision of training programmes that are delivered to the highest standards and are relevant to the identified needs of learners.

Specialist Training Providers remove or overcome barriers which, in other training environments learners with disabilities encounter disproportionately. These are addressed and met through:

- **needs relating to access**
- **needs relating to training content and duration**
- **non-occupational training-related needs**

### Local Training Initiative Programmes

In 2017, KWETB supported 10 Local Training Initiative Programmes in various areas including, for example;

Greenkeeping, Naas Golf Club	Retail Skills, Athy Retail
Employment Skills, Jigginstown, Naas	Healthcare Training, Celbridge
Intellectual Disability Support, Newbridge	Pathways, Dyslexia Association, Leixlip

KWETB supports community based groups to undertake Local Training Initiative's (LTIs) to provide a range of learner centred training and related services to assist individuals who are unemployed to enter or re-enter the labour market. An LTI programme is a community based training programme of fixed duration supporting participants in gaining employment.

LTIs are firmly rooted in the community and encourage learners to develop their existing skills and learn new skills in an environment that is tailored to meet their individual needs. This approach allows learners to develop valuable employment-related skills and knowledge while contributing to their community. Courses are offered at Level 3 to Level 5 QQI Major Award

### Specific Skills Training Courses (Contracted Training)

Specific Skills Training courses are designed to meet the needs of industry and business across a range of sectors leading to accreditation at Levels 4-6 on the National Framework of Qualifications or certification from a recognised external accredited body. Courses are full-time and are run all year round to facilitate those seeking employment for the first time and for persons wishing to up-date or acquire new skills to increase their future employment opportunities. There were over 36 full time courses ran through KWETB for 2017

Examples of Specific Skills Training Courses in Kildare and Wicklow are:

- Business Administration
- Computer Applications and Office Skills
- Door Security & Guarding Skills
- Sports & Recreation
- Manual and Computerised Payroll and Book-keeping
- Maintenance Skills Technology
- Retail Skills
- Technical Employability Skills
- Warehouse Operations
- Big Data
- Beauty Therapist
- Java Programmer

The duration of a Specific Skills Training Programme is determined by the requirements of each set of skills to be acquired for the occupation for which the person is being trained. Specific Skills Training programmes range from 14 to 48 weeks.



## Traineeships

The Traineeship programme is an occupational skill development programme which combines formal training with Kildare & Wicklow ETB and workplace coaching with an employer. The training content and occupational standards for traineeships are developed in consultation with employers, trade unions, regulatory bodies and interest groups. The programme is aimed at clients who will enter occupations that entail significant skills requirements which are best acquired through a combination of alternating periods of on and off the job training.

### Some Traineeships run in Kildare & Wicklow include:

Accounts Executive Traineeship	IT Support Specialist
ICT Associate Professional – Systems & Networks	Healthcare Support
Beauty Therapy Traineeship	Medical Administration
Pharmacy Sales Assistant	Software Developer Traineeship

The duration of a traineeship programme is determined by the requirements of each set of skills to be acquired for the occupation for which the person is being trained. With the inclusion of the on-the-job training element, traineeship programmes range from 24 to 104 weeks. Training Services delivered five Traineeship programmes in 2017.

### KWETB Outdoor Education Centre

The Outdoor Education Centre in Baltinglass was established in 1987 in order to provide second level and primary level student's access to the "Outdoor Class Room" through the medium of outdoor pursuit programmes and field studies.

Among the facilities of the centre are; residential accommodation for forty-five people, canteen, recreation rooms, changing rooms, indoor climbing wall, archery range, tennis courts and High Ropes Course/Climbing Tower. Activities on offer at the OEC include Kayaking, Canoeing, High Ropes, Climbing, Abseiling, Hill Walking, Orienteering, Archery and Team Building Programmes.

The Outdoor Education Centre is managed by Kildare and Wicklow Education and Training Board and funded from student usage and by the Department of Education and Skills

### Marine House, The Murrough, Wicklow

Marine House in Wicklow Town opened in 2017 and has established itself as a Centre of Excellence in training for the hospitality industry. Marine House has been extensively renovated since the Wicklow Educate Together National School relocated in 2016. KWETB began its first course in Marine House in June 2017, and from that point the facility has gone from strength to strength, successfully providing courses in;

- Culinary Skills
- Introduction to Hospitality
- Barista & Café Skills

- Bar Service Skills
- Career Traineeship in Hospitality

Learners taking part in these courses have benefited from the facilities in Marine House which include two hotel standard kitchens, a bar, café, hotel reception, a full hotel accommodation suite and a customer service training area. These are education focused within their design, allowing for large open spaces to facilitate class learning. Marine House hosts a team of dedicated training staff and tutors who are on hand to provide education and support to the learners. With tourism number growing in 2017 by an additional 330,000 visitors (making it the best ever year for tourism in Ireland), the hospitality skills on offer, provide a very real skill set which will enable learners to successfully compete within the job marketplace and moreover provide them with the resources to succeed in their new positions. Marine House is the key which opens the doors to careers in hospitality for learners.

### **Advanced Manufacturing Centre, M4 Business Park, Celbridge**

The Advanced Manufacturing Centre opened in 2016 and delivers programmes in Maintenance Skills Technology over 52 weeks. It gives Learners the chance to confidently pursue employment in a process maintenance technician role in a manufacturing setting, prepare learners to become more competitive in the employment market and/or to confidently progress on to further and higher education. The Learners develop operational competence in the broad field of maintenance of industrial mechanical and electrical systems. Pneumatics is also run over 52 weeks and gives Learners the opportunity to develop operational competence in the broad field of maintenance of industrial mechanical and electrical systems.

Candidates who successfully complete this programme should be seen in the context of members of a multidisciplinary team of professionals including mechanical and electrical engineers, electricians, supervisors, safety professionals and manufacturing representatives.

This programme aims to develop the candidates' technical acumen and personal effectiveness, project management and employability skills so as to maximise their potential for employment.

### **Part Time Programmes**

#### **Adult Basic Education Programmes:**

The Adult Basic Education (ABE) Service is a free, confidential, friendly and flexible service which is available to people over 16 years of age and not in full time education. Attendance is part time and can vary from 2 hours to 8 hours per week. Classes take place morning, afternoon and evening. Students are allowed to work at their own pace in small groups to develop skills and confidence. One to one support is available if needed. Priority is given to adults who did not complete Leaving Certificate, are unemployed or on other social welfare payment and/or have been out of education for some time. We also work with those who wish to improve career opportunities.

Students are offered the opportunity to work towards accredited courses such as QQI.

**The service is for those who wish to:**

- Return to education
- Brush up on basic skills such as reading, writing, maths and IT
- Up-skill or re-skill for work
- Gain confidence and work towards a recognised Certificate
- Develop the language skills needed to live, work and study in Ireland (ESOL)

**Services are located in: (full details and contacts available on [www.kwetb.ie](http://www.kwetb.ie))**

Arklow	Athy	Baltinglass
Blessington	Bray	Carnew
Kildare Town	Maynooth	Naas
Newbridge	Wicklow Town	

**Community Education Programmes**

The Department of Education & Skills guidelines for Community Education Services define community education as being ‘outside the formal education sector, with the aims of enhancing learning, fostering empowerment and contributing to civic society. It is located in communities which can be area-based or issue based, or around some other value. (Department of Education & Skills Operational Guidelines for Community Education 2012).

The mission of the KWETB Community Education Service is to enhance learning, foster empowerment and contribute to civic society through working collectively and addressing social exclusion in order to improve the quality of personal, family and community life and contribute to equality and social justice.

KWETB employs two Community Education Facilitators. Who provide services and support community education spread throughout both Counties. Full details and contacts on [www.kwetb.ie](http://www.kwetb.ie)

**Back to Education Initiative (BTEI)**

BTEI provides:

- opportunities for young people and adults, with less than upper second level education, to participate in a range of part-time accredited educational programmes
- education and training opportunities for low skilled people in employment to upgrade their skills and gain qualifications
- a link to full-time further education and training and a progression route from basic education programmes
- a chance to combine education and training with family, work and other responsibilities through a wide range of flexible options. Childcare support is available where necessary.

BTEI is for those with

- with less than upper second level education
- in receipt of social welfare payment
- who have a current full medical card

BTEI Training Programmes are offered in the following locations:

Arklow	Athy	Baltinglass
Blessington	Bray	Carnew
Kildare Town	Maynooth	Naas
Newbridge	Wicklow Town	Crookstown

**Full details and contacts available on [www.kwetb.ie](http://www.kwetb.ie)**

### Skills for Work Programme

Skills for Work is a national programme aimed at providing training opportunities to support employees deal with the basic skills demands of the workplace. The initiative is funded by the Irish Government under the Department of Education and Skills, and delivered by Education & Training Boards (ETB) across the country.

Skills for Work is part of the Government’s National Skills Strategy. This strategy recognises that the nature of the workplace is constantly changing: work is becoming less routine with a requirement for a workforce that is flexible, continuously learning and capable of personal growth. KWETB employs one Skills for Work Coordinator.

### Refugee Resettlement Programme

In August 2015 KWETB were asked to develop and deliver the education provision to programme refugees who were invited to Ireland as part of the EU Refugee Resettlement and Relocation Programmes. A new Emergency Reception and Orientation Centre (EROC) was established by Department of Justice and Equality in the former Hazel Hotel in Monasterevin, Co Kildare. Refugees escaping the conflict in Syria, arriving from Lebanon and Greece, were accommodated in the EROC. Residents of the EROC were relocated to new communities around the country following their reception and orientation period of approximately 4-6 months.

In response, KWETB developed a Transitional Primary School Programme in the EROC for children of primary school age who, in 2017, progressed to a mainstream primary school on completion of the programme. The focus of Transitional Primary School programme was to facilitate the children and their families to get into the mindset of the Irish education system fostering social and personal development, language acquisition and cultural integration in preparation for transition into mainstream school in their new communities.

Post Primary students were supported in acquiring a place in St Paul’s Secondary School in Monasterevin where they engaged in a transitional timetable which focussed on language acquisition, personal and social development and preparation for mainstream school.

Adults engaged in a part-time Language and Orientation programme in Kildare Town FETC. This programme focussed on language acquisition and essential information relating to life in

Ireland, including the geography of Ireland; education and health systems; child protection legislation; housing; policing; banking; and culture. External speakers from agencies including county councils, Garda Síochána, HSE, TUSLA and Department of Justice and Equality complimented the programme delivery.

**Students who attended KWETB Refugee Resettlement programmes:**

Year	Adults	Primary
2017	87	54

**Youth Work**

Under the Education and Training Boards Act 2013, Kildare and Wicklow ETB has been given the legislative responsibility of supporting ***“the provision, coordination, administration and assessment of youth work services in its functional area and provid(ing) such information as may be requested by the Minister for Children and Youth Affairs in relation to such support.”*** (Section 10 (1) (j))

KWETB employ two Youth Officers to support this work. There are approximately 150 Volunteer-led Youth Groups registered (meeting DCYA criteria) and supported with Kildare and Wicklow ETB.

Total number of young people involved: 10,361  
 Total number of adult volunteers involved: 2,484

The main voluntary youth organisations: Scouting Ireland, Irish Girl Guides, Foroige, Youth Work Ireland, Girls Friendly Society, Boys / Girls Brigade, Crosscare, Catholic Guides of Ireland, Macra na Feirme, No Name Club and a variety of smaller specialist groups and independent youth clubs.

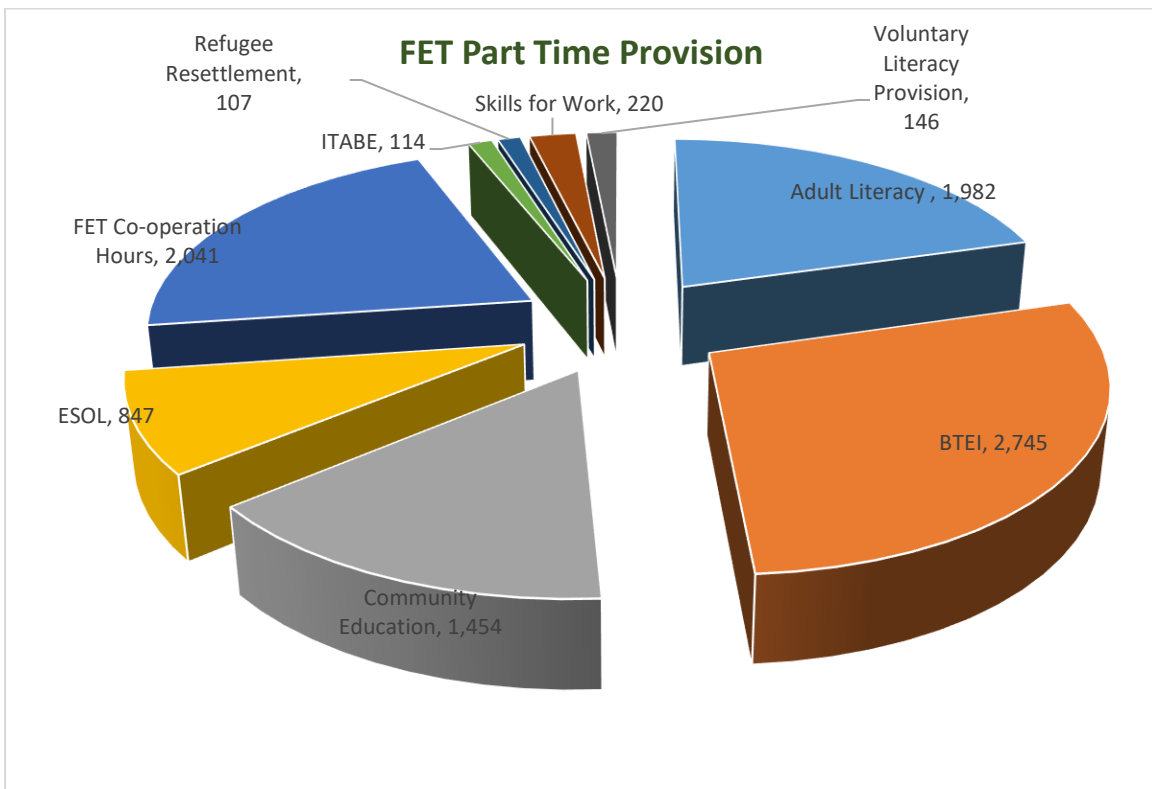
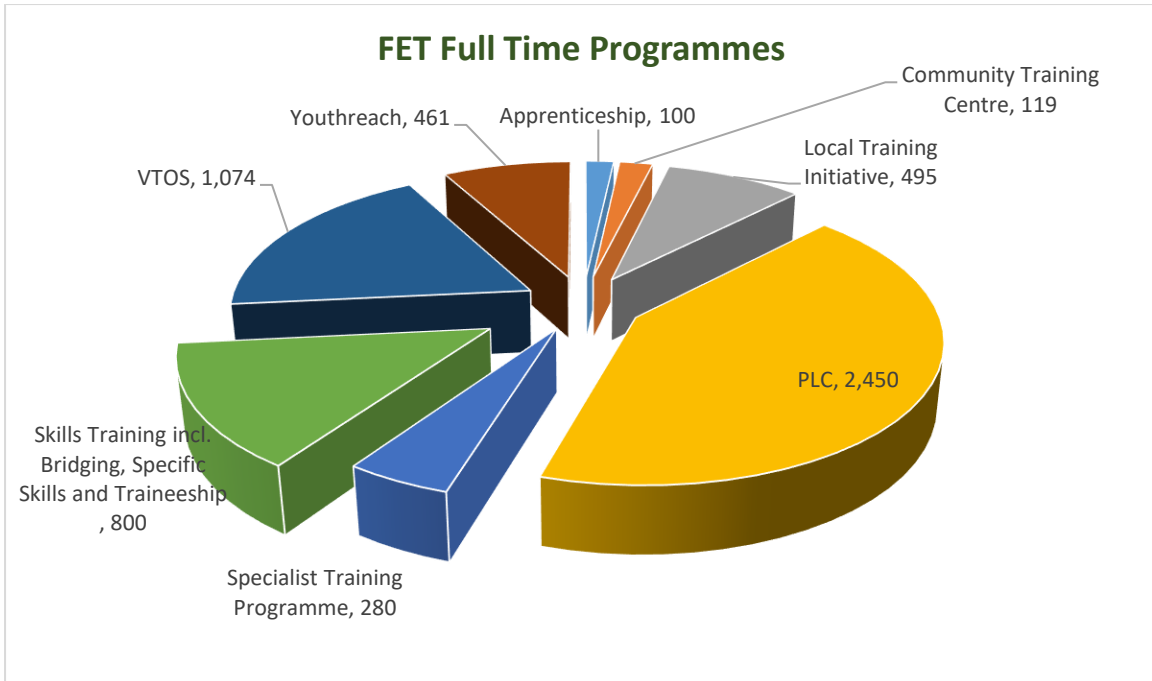
**Music Generation Wicklow**

Music Generation Wicklow provides high quality affordable and accessible performance music education for young people aged 18 years and under across the county. We currently provide music in many forms to 3500 young people through school programmes, after school tuition, supporting music ensembles, orchestras and summer schools. Our new music hubs will offer access to music tuition and recording for young people aged from 12 to 18 and we can provide access to instruments and musical equipment where necessary. We also offer masterclasses, workshops and special projects throughout the year to enhance the musical experience of young people by working with composers and visiting guest musicians.

Music Generation Wicklow is funded by Music Generation, U2, The Ireland Funds, The Department of Education & Skills and local partners KWETB and Wicklow County Council.

### 2017 Beneficiaries of Further Education and Training

Programme	Beneficiaries
Apprenticeship	100
Community Training Centre	119
Local Training Initiative	495
PLC	2,450
Specialist Training Programme	280
Skills Training incl. Bridging, Specific Skills and Traineeship	800
VTOS	1,074
Youthreach	461
<b>Full-time Total</b>	<b>5,778</b>
Adult Literacy	1,982
BTEI	2,745
Community Education	1,454
ESOL	847
FET Co-operation Hours	2,041
ITABE	114
Refugee Resettlement	107
Skills for Work	220
Voluntary Literacy Provision	146
<b>Part-time Total</b>	<b>9,656</b>
<b>Overall Total</b>	<b>15,434</b>



# Financial Report

## Financial Summary

Kildare and Wicklow Education and Training Board draft accounts for the year ending 31 December 2017 have been prepared and submitted to the Department of Education and Skills and the Comptroller and Auditor General in preparation for audit.

Kildare and Wicklow ETB is funded primarily by the Department of Education and Skills for Second Level Programmes and SOLAS for the Further Education and Training Programmes. In 2016 funding for particular projects was also provided by other Government Department and Agencies including:

- Department of Children and Youth Affairs
- POBAL
- Tusla – Child and Family Agency
- Department of Health

Funds are also raised through charges for services such as Tuition Fees and activities at local level (Self – financing). The following table sets out, in summary form, the receipts and payments for the year ended 31 December 2017.



**Operating Statement for the Year Ended 31st December 2017**

	<b>Year ended</b>
	<b>31/12/2017</b>
<b>RECEIPTS</b>	<b>€</b>
Post Primary Schools & Head Office Grants	72,705,995
Primary School Grants	145,052
Further Education and Training Grants	29,185,884
Student Support Services Grants	0
Youth Services Grants	2,300,970
Agencies & Self-Financing Projects	8,694,992
Capital Grants	16,975,880
	<hr/> 130,008,773 <hr/> <hr/>
<b>PAYMENTS</b>	
Post Primary Schools & Head Office	72,350,323
Primary School Grants	61,170
Further Education and Training	29,432,625
Student Support Services	18,737
Youth Services	2,264,410
Agencies & Self-Financing Projects	8,712,046
Capital	18,413,151
	<hr/> 131,252,462 <hr/> <hr/>

### **CHIEF EXECUTIVE SALARY and Expenses 2017**

In accordance with pay scales approved by the Department of Education and Skills the Chief Executive was paid €134,994 (excluding employer's P.R.S.I.) in the year ended 31st December 2017. Employer's PRSI was also paid. The CE 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.

<b>Chief Executive's Travel Expenses</b>	<b>2017</b>
	€
Domestic Travel	9,774
Foreign Travel	296
	<hr/>
	<b><u>10,070</u></b>

### **Receipt of Gifts**

In accordance with Section 29 of The Education and Training Boards Act, 2013 KWETB report no gifts being received in the context of the Act.

Gifts are defined in The Act as gift of Money, Land or other property or where Kildare and Wicklow Education and Training Board as asked to be a trustee of any trust or charity.