

**Kildare and  
Wicklow  
Education and  
Training Board**

**Annual Report**

**2018**



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## Chairperson's Foreword

I welcome the 2018 Annual Report on behalf the Education and Training Board for Kildare and Wicklow (KWETB). This report charts the organisation's broad range of services, as the community as a provider of quality, locally-based, accessible education and training opportunities for all age groups. The needs of our communities and our



students are central to the services provided by KWETB. As Chair I note that 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 2018.

In 2018 the Ministerial Investigation under Section 40, ETB Act, into KWETB 2015 accounts was published on 12<sup>th</sup> September 2018. In response the Board and Executive worked together to prepare a Corporate Governance Programme to strengthen governance controls. The Corporate Governance Programme was approved by the KWETB Board on the 13<sup>th</sup> December 2018.

In addition to the Ministerial Investigation the Comptroller and Auditor General concluded their Audit into the 2015 Audit of KWETB accounts in May 2018 and issued draft Supplementary Audit Reports in the September and December 2018. (The final Supplementary Audit report was issued on the 15<sup>th</sup> January 2019).

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 2018 and into the future.

**Noel Merrick**

**Chairperson KWETB 2018**

## Chief Executive's Introduction

This Annual Report sets out the diverse and important range of education and training services provided during 2018 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.



Year on year the student numbers in post primary continue to grow. To support this KWETB has a comprehensive capital programme, with most of our education buildings under expansion plans and a large recruitment plan to support the increasing teaching allocation. As our further education and training student numbers expand so too does the subject and course offerings in KWETB. All KWETB services and courses are listed on the FETCH website and our own KWETB site. We have also begun to considerably enhance our engagement with industry and employers to ensure that our training meets the real needs of today's marketplace.

Following the publication of the Ministerial Investigation under Section 40 of the ETB Act, 2013, into matters that arose during an audit of the 2015 accounts. KWETB has continued with a strong focus on our corporate governance controls and frameworks, to date I am satisfied with the progress in this regard. We will continue to have a strong focus on our quality of services and our governance into the 2019 year.

I wish to acknowledge the work of KWETB Board, Staff, Students and the Community at large. Finally, to all those long-serving members of staff who retired this year I wish to thank them and wish them health and happiness for the future. KWETB is indebted to them for their professional and dedicated service to the organisation

**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 2018: Dr Deirdre Keyes (Commenced on the 28.5.18)

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
- 3 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 2018

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 2018 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**                **Noel Merrick**

**Vice Chairperson**        **John McDonagh**

#### 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 2018

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 2018

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

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

### ETB Board Meetings 2018

Two meetings were held 'in committee' on the 30<sup>th</sup> January 2018 and on the 21<sup>st</sup> September 2018

One meeting did not proceed due to quorum not being reached on the 16<sup>th</sup> January 2018

**KWETB Board Attendance Register for 2018.** In accordance with the requirements of the Department of Education and Skills - **Circular Letter 0018/2015**, the following tables outlines ETB Members' expenses and attendance at meetings. **Total Board Meetings Members were eligible to attend over this time period: 12**

<b>ATTENDANCE REGISTER 2018</b>	<b>09.01.18</b>	<b>16.01.2018</b>	<b>22.01.2018</b>	<b>30.01.2018</b>	<b>05.02.2018</b>	<b>27.03.2018</b>	<b>08.05.2018</b>	<b>19.06.2018</b>	<b>11.09.18</b>	<b>21.09.18</b>	<b>13.11.18</b>	<b>27.11.18</b>
Cllr. Brendan Weld	√	√	-	√	√	-	-	√	-	√	-	-
Cllr. Ràada Cronin	√	√	√	√	√	√	√	√	√	√	√	√
Cllr. Fiona McLoughlin-Healy	√	√	√	√	√	√	√	√	√	√	√	√
Cllr. Aoife Breslin	√	-	-	√	√	√	√	√	√	√	√	√
Cllr. Daragh Fitzpatrick	√	√	√	√	√	-	√	√	√	√	√	√
Cllr. Naoise Ó Cearúil	-	-	√	√	√	-	√	√	√	√	-	-
Cllr. Jennifer Whitmore	√	-	√	√	√	√	-	√	√	√	√	√
Cllr. Nicola Lawless	-	-	√	√	√	√	√	√	√	√	√	√
Cllr. Tommy Annesley	√	√	√	-	√	√	√	√	-	√	√	√
Cllr. Teresa Murray	-	-	√	√	√	√	√	√	√	√	√	√
Cllr. Edward Timmins	-	-	-	-	-	-	√	-	√	-	√	-
Cllr. Jim Ruttle	-	-	-	-	-	√	-	√	-	-	-	-
Mr John McDonagh	√	√	√	√	√	√	√	√	√	√	√	√
Ms Elizabeth O’Gorman	√	-	-	-	-	-	√	√	√	√	√	√
Ms Finula Harnan	-	-	√	√	√	√	√	√	√	√	√	√
Mr Noel Merrick	√	√	√	√	√	√	√	√	√	√	√	√
Ms Deirdre Coghlan Murray	√	√	√	√	√	√	√	-	-	√	-	√
Ms Lorraine Hennessey	√	-	√	√	-	-	-	-	√	-	√	-
Mr John Hurley	√	√	√	√	√	√	√	√	√	√	√	√
Mr Joe Behan	-	-	-	-	-	-	√	<b>Resigned</b>				



**KWETB BOARD MEMBERS' EXPENSES 2018****Table 2**

<b>Board member</b>	<b>Statutory Meetings</b>	<b>Interview Boards</b>	<b>Attendance at Conferences / Seminars</b>	<b>BOM</b>	<b>Other</b>	<b>Total</b>
Ms. Finula Harnan	€908	€4,376	€194			€5,478
Cllr. Daragh Fitzpatrick	€226	€3,507				€3,733
Cllr. Tommy Annesley	€801	€2,879		€18		€3,698
Mr. Noel Merrick	€302	€2,190		€36	€65	€2,593
Mr John Hurley	€1,341	€226		€10	€665	€2,242
Cllr. Nicola Lawless	€574	€1,003		€91		€1,668
Cllr. Teresa Murray	€1,150	€280			€122	€1,552
Cllr. Jim Ruttle	€251			€90	€787	€1,128
Cllr. Aoife Breslin	€698				€66	€764
Cllr. Fiona McLoughlin-Healy	€380	€44		€29	€254	€707
Cllr. Brendan Weld	€308			€90	€52	€450
Ms Deirdre Coghlan Murray	€381					€381
Cllr. Edward Timmins	€161			€82		€243
Cllr. Naoise Ó Cearúil	€105					€105
Mr Joe Behan	€91					€91
Ms Elizabeth O’Gorman	€49				€17	€66
Mr John McDonagh	€61					€61
Cllr. Rèada Cronin						€0
Cllr. Jennifer Whitmore						€0
Ms Lorraine Hennessey						€0
<b>Total</b>	<b>€7,787</b>	<b>€14,505</b>	<b>€194</b>	<b>€446</b>	<b>€2,028</b>	<b>€24,959</b>

## The Executive

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

Deirdre Keyes	Chief Executive (commenced on 28.5.18)
Joe Kelly	Director of Organisation Support and Development (OSD)
Dr 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)

**Note:**

Dr Rory O' Toole was Acting Chief Executive from January to May 2018

Aine O' Sullivan was Acting Director of Schools from March to May 2018

### Administrative Offices of Kildare and Wicklow ETB

**Kildare Office**

KWETB

Áras Chill Dara

Naas

Co. Kildare

Tel: 045 988000

email: [admin@kwetb.ie](mailto:admin@kwetb.ie)

**Wicklow Office**

KWETB

Church Street

Wicklow Town

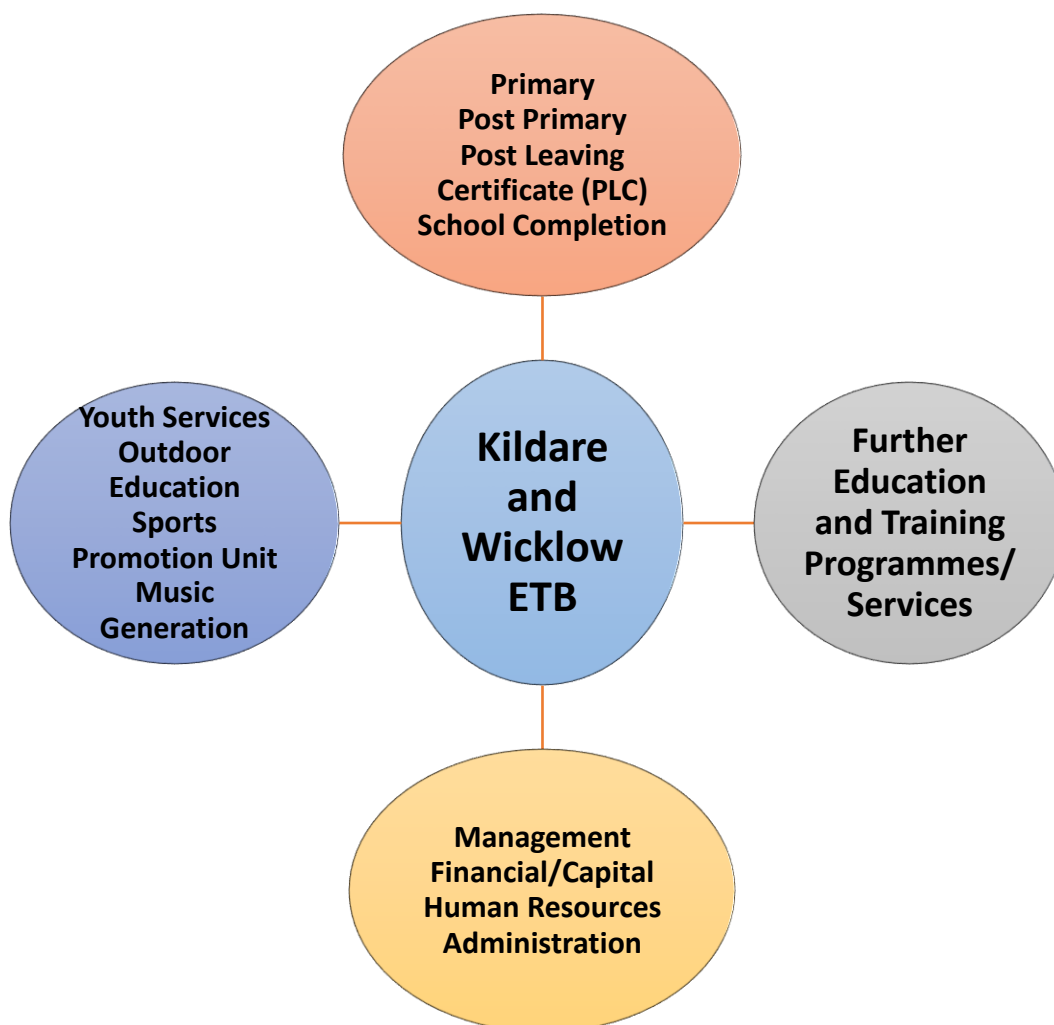
Co. Wicklow

Tel: 0404 60500

email: [admin@kwetb.ie](mailto: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 three community national schools. KWETB Community National Schools are located in Naas, Co Kildare, Greystones, Co. Wicklow and Brannoxtown, Co. Kildare. Brannoxtown CNS opened in September 2018. 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
- Brannoxtown 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. Information on the CNS model can be accessed at: [www.cns.ie](http://www.cns.ie).

### **Post Primary Schools**

Kildare and Wicklow ETB has 22 post primary schools modelled as either Community Colleges or Designated 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 KWETB colleges are multi-denominational, co-educational, inclusive, caring, and place academic excellence to the forefront.

### **Networks:**

KWETB supports a monthly network meeting of Principals and a regular Deputy Principal Network Meetings. These meetings are to support Continuous Professional Development for school leaders and to provide a forum to promote effective school governance

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

## **Revised Leadership and Management Structures 2018**

Circular Letters issued by the Department of Education and Skills set out new leadership and management frameworks for Primary and Post-Primary schools. The Circular Letters outlined revised levels and processes with regard to:

- Calculations for allocation of Assistant Principal posts.
- The enhancement of a distributed leadership model in post primary schools.
- The re-designation of the current post of Assistant Principal as Assistant Principal I and the current post of Special Duties Teacher as Assistant Principal II.
- Revised criteria for appointment to Assistant Principal I and II posts using a competency based model.
- Greater flexibility in relation to the assignment and re-assignment of roles and responsibilities to Assistant Principal I and Assistant Principal II posts holders appropriate to the level of the post.
- An appeals procedure confined to an alleged breach of procedures in the appointment process as set out in this Circular.
- Provision for reporting and regular review.

The development of a Leadership Framework is a priority objective for the revised model, which draws from The Quality Framework for Leadership and Management in Irish Schools. The implementation of the new model commenced in 2018 and will continue into 2019 and onwards.

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

KWETB is joint patron, together with Educate Together, of Celbridge Community School. KWETB is also joint trustee of a number of post-primary 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.	

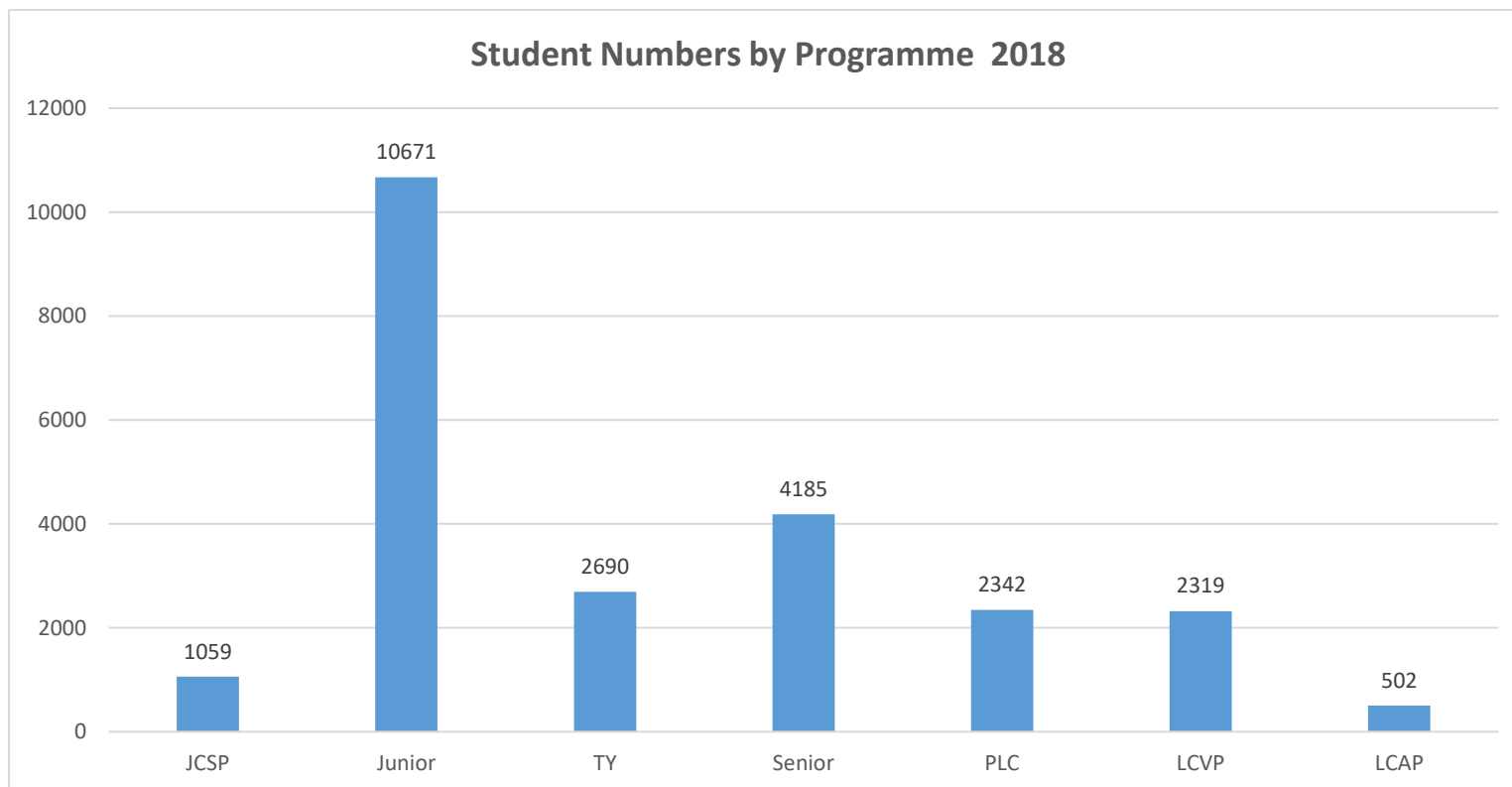
### Post Leaving Certificate (PLC) Colleges

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

### Student Numbers for 2018 – Post Primary and Post Leaving Certificate (PLC)

	<b>Student numbers week ended 28st September 2018</b>	JCSP	Junior	TY	Senior	PLC	LCVP	LCAP	Total
70650I	Athy Community College	50	211	23	114			27	425
70660O	Curragh Post-Primary School		58	0	16	36	60		170
70670R	Colaiste Lorcaín, Castledermot		218	46	151				415
70680U	St. Conleths Community College	63	241	23	76	213	60	30	706
70691c	Confey Community College, Leixlip		429	74	170	3	85	23	784
70700A	Post-Primary School, Maynooth		503	149	335		31	14	1032
70710D	Pipers Hill College, Naas	79	369	143	150		170	60	971
70720G	St. Farnan's Post-Primary School	20	206	24	141	7	33	23	454
70730J	Ard Scoil, Rath Iomghain, Rathangan		369	101	175		57		702
70740M	Glenart College, Arklow	251	0	56	9	16	22	22	376
70750P	Scoil Chonglais Baltinglass		281	47	164		40		532
70760S	Blessington Community College		271	72	39		97		479
70770V	Bray Institute of Further Education				19	1017			1036
70790E	Colaiste Bhríde, Carnew		489	95	129	5	120	17	855
70800E	St Kevin's Community College	30	303	81	151	0	24	21	610
70810H	Avondale Community College		273	51	48		167		539
70821M	Colaiste Raithín, Bre		162	43	79				284
76076M	Colaiste Chraobh Abhann, Kilcoole		389	104	145		52	25	715
76099B	Colaiste Chill Mhantain	93	392	101	78		239	19	922
76106S	Gaelcholaiste na Mara, Arklow		144	27	65				236
76193Q	Maynooth Community College		296	100	102		5	10	513
76194S	Naas Community College		310	68					378
									<b>13134</b>



#### References

JCSP	Junior Certificate Schools Programme
Junior	Junior Certificate
TY	Transition Year
Senior	Leaving Certificate
PLC	Post Leaving Certificate
LCVP	Leaving Certificate Vocational Programme
LCAP	Leaving Certificate Applied Programme



### **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.

### **SCP Management Structure**

Each SCP project has a Coordinator and a Local Management Committee (LMC). Members of the LMC are drawn from the key stakeholders and comprise school principals, parents, HSCL Coordinators and representatives from the relevant statutory and non-statutory agencies. The LMC devises an annual Retention Plan. The Plan is submitted to Túsla for approval of funding. It is the role of the LMC to provide oversight for the implementation of the plan and to monitor the budget.

### **SCP Retention Plan**

The Retention Plan is devised on a collaborative basis among all of the stakeholders. The SCP Coordinator facilitates the collaborative process and drafts the plan. The Plan contains contextual information on the demographic and community profiles served by the schools. A Logic Model is used as the framework to present the programmes of interventions to be implemented by SCP. Each proposed intervention is detailed under the following headings: Inputs, Outputs, Measurables, Long-term or short-term outcomes. A clear rationale and detailed costings are provided for the interventions. The Coordinator, assisted by a project staff, is responsible for the implementation of the Retention Plan.

## SCP Governance and Compliance

The LMC Chairperson of each SCP Project signs a declaration of compliance in relation to: Child Safeguarding, Garda Vetting of Staff, Data Protection and Financial Management. The Chairperson of the LMC and the Coordinator also sign a Statement of Good Governance, which sets out 5 key principles pertaining to the following areas:

- Leading the organisation
- Exercising control of the organisation
- Being transparent and accountable
- Working effectively
- Behaving with integrity

The LMC also gives a commitment to ensuring that each participant school develops an Attendance Strategy. An annual review of the Retention Plan is undertaken by the LMC.

## Schools, Budgets and Staffing

SCP provision is available in 10 KWETB schools as shown in *Table 1.1*. Budgets are allocated to SCP projects by Túsla on an annual basis. The allocations for the school year 2018/2019 are shown in *Figure 1.2*. The budget covers the costs of staffing and the implementation of the educational supports and interventions of which examples are given in *Figure 1.2*. Staffing numbers for each KWETB SCP project are outlined in *Table 1.2*.

**Table 1.1 KWETB School Completion Programmes in 2017/2018**

<b>SCP Projects under the remit of KWETB and the participating ETB schools.</b>	<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>
<b>Overall budget</b>	€1,203,215.00
<b>Objectives of SCP</b>	As part of the DEIS strategy SCP aims to improve the attendance, participation and retention of students who are identified as being at risk of early school leaving. A group

	of target students are identified on the basis of agreed criteria.
<b>Programmes/Interventions</b>	<p><b>4 pillars:</b> – In –school, After school, Out of school and Holiday time provision.</p> <p><b>In-school-</b> Attendance supports, Transfer programmes, Literacy and numeracy support, Mentoring ,Suspension intervention, Social and Personal Development programmes, 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 EWO, Youthreach, Advocacy,</p> <p><b>Holiday Provision:</b> Summer camps, drama, art, music, sports, photography, poetry, Cúl camps, partnership with existing summer provision.</p>

**Table 1.2 KWETB School Completion Programmes Budgetary Allocation and Staffing for 2018/2019**

		<b>Annual Allocation</b>	<b>No. of Staff</b>
1	Canals Cluster SCP	€119,978.18	10
2.	Athy SCP	€127,530.00	7
3.	Bray North SCP	€127,824.00	2
4.	Ballywaltrim SCP	€146,507.00	3
5.	Curragh & Kildare SCP	€173,971.00	9
6	Newbridge SCP	€183,936.00	14
7.	Wicklow, Rathnew, Ashford and Newtownmountkennedy SCP	€205,492.00	13
8	Arklow, Rathdrum and Dunlavin	€131,977.00	5
<b>Total</b>		<b>€1,217,215.18</b>	

## KWETB Report on Further Education and Training Services for 2018

KWETB signed a Strategic Performance Agreement with SOLAS in 2018 outlining the following Strategic Priorities;

1. Provide *lifelong learning and upskilling* opportunities for all learners
2. Enhance the *quality of the learning experience* for learners
3. Provide *relevant, integrated and innovative programmes* and initiatives
4. Promote and *deliver equality and active inclusion* through responsive and integrated programmes
5. Facilitate progression and provide *clear and transparent pathways for learners*
6. Develop the KWETB *employer engagement* strategy
7. Collaborate locally with communities and enterprise and build *strategic networks*
8. *Manage data and knowledge* to support evidence based decision making and improvement
9. Develop and *build the KWETB Brand* as the FET provider of choice in Kildare and Wicklow

### KWETB Targets 2018-2021

Target National	Sectoral Target	KWETB Contribution
<b>1. More learners securing employment from provision which primarily serves the labour market</b>	10% over 3 years	67% over 3 years, which equates to 1,356 learners securing employment in 2020
<b>2. More learners progressing to other further or higher education courses from provision which is primarily focused on this purpose</b>	10% over 3 years	16% over 3 years, which equates to 1,681 learners progressing to other courses in 2020
<b>3. Increase in the rate of certification on courses primarily focused on transversal (social mobility) skills development</b>	10% over 3 years	120% over 3 years, equating to 1,050 completers certified in 2020
<b>4. Increase in adults seeking FET level provision engaging in lifelong learning interventions</b>	10% over 3 years	12% over 3 years, which equates to 8,708 starting LLL relevant programmes in 2020
<b>5. Increase in learners securing relevant qualifications in sectors where employment growth/skills needs have been identified</b>	10,000 learners per annum	Average annual increase of 513 or a 46% increase in learners in 2020 compared with 2017
<b>6) New trainee registrations in the period 2018 to 2020</b>	13,900 over 3 years	589 over 3 years, more than doubling the current base

## Further Education and Training

Further Education and Training in 2018 was underpinned by the agreement of the Strategic Performance Agreement with SOLAS. The FET team responded to the 2018 targets set in the Strategic Performance Agreement through the provision of courses and services to the identified priority learner groups. The following gives an overview of key FET provision in 2018 and highlights significant achievements.

- ***Adults returning to education***
  - The majority of courses provided in 2018 by the Training Services met this target and provided tuition to adults returning to education. An example of this was Medical Administration.
  - The VTOS and BTEI programmes continued to respond to the needs of adults returning to education with a focus on supporting participants to achieve major awards on both a full-time and part-time basis. Both programmes offered learners the opportunity to achieve certification in core skills and built on that to offer major vocational awards particularly in the areas of social care, business and IT.
- ***Low skilled people***
  - A number of introductory courses were run over the year which trained low skilled learners. We ran two instances of EXPLORE programme in both Wicklow and Kildare where we targeted lower skilled workers and introduced them to the digital world of learning and got great outcomes in their workplace both in the pharmaceutical area and manufacturing.
  - Another example is Introduction to Hospitality. It is worth noting that learners have the option of moving on to the Career Traineeship in Hospitality and develop skills further which occurred in 2018.
  - The Skills for Work programme targeted employees with low levels of qualifications who are at higher risk of becoming unemployed as a result of their lower skills levels. The key focus of the Skills for Work programme in 2018 was in manufacturing and food production.
- ***Long-term unemployed people***
  - KWETB work closely with DEASP and started a number of courses for a significant amount of Long-term Unemployed People. An example of this is the Textile Floor Covering Installer Course in Athy (special purpose Award level 6) and all participants got work locally and surrounding areas. Also we put on career planning courses for the LTU which were primed for some clean room positions in Intel during 2018 and 52 out of 72 were successful.
  - The VTOS programme is specifically targeted at people who are long term unemployed but a wide range of programmes were accessed in 2018 by unemployed people, including full-time and part-time options. As part of the close working relationship with DEASP, it was identified that while there was an overall and welcome trend in the substantial reduction of those on the Live register, there was still a cohort of particularly disadvantaged people who remained unemployed. In addition, groups who are not on the Live Register but who were job seeking were identified. The Adult Guidance Service worked

closely with the colleagues in DESP to identify appropriate progression pathways for these groups.

- ***People under 25***
  - One example of this is the Defence Forces Employment Support Scheme which is targeted at unemployed 18-24 year olds who face significant barriers to gaining employment. The Scheme seeks to provide these participants with new skills, competencies and self-development that will enhance their capacity to pursue employment, work experience or further educational opportunities.
  - KWETB also continued to deliver provision to those Under 25 years through the Youth Guarantee and ESF funded programmes including the Community Training Centre in Newbridge and the seven Youthreach centres serving major population centres including Bray, Wicklow, Arklow, West Wicklow, Leixlip, Naas and Athy. The Youthreach programme was also audited by the Internal Audit Unit in 2018 and a comprehensive response was submitted to the audit report.
- ***People with disabilities, travellers, refugees, ex-offenders and disadvantaged members of our communities***
  - KWETB provides targeted education and training responses to identified priority groups of learners including those with disabilities, members of the Traveller community, refugees and asylum seekers, ex-offenders, prisoners and other learners experiencing particular disadvantage.
  - Provision for people with disabilities, including physical, intellectual mental health disabilities continued to be delivered and further developed. Specific courses were delivered with the National Learning Network (NLN), Festina Lente, Dyslexia Association of Ireland and KARE. Learners are also referred to KWETB courses by a range of disability service providers including RehabCare, St, John of God Services, the Irish Wheelchair Association, and Enable Ireland. KWETB is also a named partner of the County Kildare Leader Partnership (CKLP) in the Ability programme which is funded by the ESF through Pobal.
  - There was significant provision for refugees and asylum seekers in 2018. Education provision for adults and children continued to be delivered in the EROC centre in Monasterevan, which was an initial reception centre for UN Programme refugees from Syria, prior to their resettlement in towns across Ireland. Provision for asylum seekers including those in direct provision centres also continued including responding to the opening of a new direct provision centre in Wicklow town. KWETB also developed responses to the implementation of the new arrangements for International protection applicants to apply for permission to access the labour market and associated further education and training provision.
  - KWETB also continued to deliver education and training for prisoners through the prisoner education service in Shelton Abbey Open Prison Education Service and in partnership with Laois Offaly Education and Training Board through Portlaoise Prison Education Service. A pilot partnership was also developed between Training Services and Shelton Abbey through the provision of Barista Training.

- ***Early school leavers and recent school leavers and those not in education, employment or training - (NEET)***
  - KWETB continued to provide courses through the Youthreach and Community Training Centre to young early school leavers who had reached the statutory school leaving age of sixteen or completed three years of post-primary education. The focus was on providing programmes offering certification at Level 3 and 4 of the National Framework of Qualifications and supporting learners to identify progression pathways to further education and training and employment as appropriate.
  - The Adult Basic Education Service provided a comprehensive response to adults who left school early and who are seeking to improve their core skills in communications, maths and Information Technology. A comprehensive range of programmes was offered including intensive tuition and workplace learning through Skills for Work.
  - Training Services provided the Racehorse Care and Riding programme which was available to learners in Transition Year
  - A partnership programme ‘Skills for Life’ was developed with the Irish Defence Forces through the Employment Support Scheme with a focus on providing learning opportunities to members with low levels of civilian qualifications.
- ***Those in employment wishing to upskill/reskill and gain a qualification***
  - The provision of opportunities to adult learners to upskill and reskill was central to FET provision in 2018 with a very comprehensive range courses offering industry-recognised and responsive qualifications in response to identified areas of skills needs in the Mid-East Region as identified by the SOLAS Labour Market Research Unit (SLMRU) and the Regional Skills Forum. The development and introduction of Skills to Advance in 2019 will support the development of this area of work.
- ***Those wishing to become an apprentice or trainee on a work-based learning programme***
  - KWETB provided multiple apprenticeships and traineeships in 2018 including the delivery of the nationally validated Commis Chef Apprenticeship and also new Traineeships. The National Commis Chef Apprenticeship Programme successfully commenced in Marine House Training Centre, Wicklow with a second programme in Bray Institute of Further Education (BIFE). The nationally validated ICT Software Developer Apprenticeship commenced in Celbridge in December 2018.
  - Complementing the delivery of the Apprenticeship programmes was the development and delivery of new Traineeships in Accounts Executive and Green-keeping; these newly introduced programmes built on the on-going delivery of established Traineeships in Healthcare Support, Medical Administration, Pharmacy Sales Assistant, Big Data, Hospitality, Maintenance Skills Technology and Cyber Security.
  - The development of the Marine House Centre of Excellence for Hospitality also led to the introduction of a Local Training Initiative in Culinary Entrepreneurship which seeks to give students the practical experience of



working in a busy training café called The Riverwalk Café which is open to the public in Wicklow Town.

#### *KWETB Actual Outturn 2018*

<b>Programme</b>	<b>2018 Beneficiaries</b>
<b>2016+ Apprenticeship</b>	52
<b>Apprenticeship (Phases 2, 4 &amp; 6)</b>	8
<b>Apprenticeship Phase 7</b>	86
<b>Bridging and Foundation</b>	180
<b>Community Training Centre</b>	96
<b>Local Training Initiatives</b>	237
<b>PLC</b>	2717
<b>Specialist Training Providers</b>	262
<b>Specific Skills Training</b>	515
<b>Traineeship - Training</b>	270
<b>VTOS Core</b>	948
<b>Youthreach</b>	467
<b>Full-time Total</b>	<b>5838</b>
<b>Adult Literacy</b>	1615
<b>BTEI</b>	2693
<b>ESOL</b>	987
<b>Evening Training</b>	35
<b>FET Co-op Hours</b>	2327
<b>ITABE</b>	201
<b>Skills for Work</b>	96
<b>Voluntary Literacy Tuition</b>	99
<b>Part-time Total</b>	<b>8053</b>
<b>Community Education</b>	1059
<b>Community Education Total</b>	<b>1059</b>
<b><u>Overall Total</u></b>	<b><u>14950</u></b>

## Summary of Services in Further Education and Training

### 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**

KWETB was informed on 13th July 2018 by the Department of Justice and Equality that the Refugee Integration Agency had informed them that following a tender process for Emergency Reception and Orientation Centres (EROCs), the Hazel Hotel would cease to operate as an EROC on 9th August 2018. KWETB had been coordinating and delivering the education programmes to primary school aged children and adult learners and working with the EWO in coordinating the enrolment of second level aged children into St Paul's Secondary School since August 2015.

The programmes of education in the KWETB Transitional Primary School and the Kildare Town Further Education and Training Centre ceased on foot of this decision. Since KWETB was tasked with meeting the educational needs of the children, teenagers and adults who were being placed in the Hazel Hotel following resettlement in Ireland as programme refugees in 2015 which resulted in the establishment of the first Transitional Primary School programme and the delivery of the Adult Orientation and Language programme the following numbers of learners have benefited:

**301 adults, 52 post-primary aged children and 171 primary school children.**

Since 2017 children attending the Transitional Primary School programme for 4 months were enrolled in the Kildare Town Educate Together School

The Hazel Hotel has been converted into a Direct Provision Centre and the FET teams provide support to the adult residents of the centre to meet their educational needs in addition working as part of an interagency team working with the residents and staff of the centre.

KWETB activities in 2018 prior to the closing of the EROC included:

- Liaising with the FAI and the local Monasterevin FC to support support children and adults to join the club or attend their community activities
- The US Embassy in conjunction with FAI hosted a Youth Soccer event at the Ambassador's Residence in the Phoenix Park on 1st June 2018 and children from the Hazel Hotel EROC were among the participants.

Adult learners engaged in field trips with a view to contextualising their learning

## 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 130 Volunteer-led Youth Groups registered (meeting DCYA/Department of Children and Youth Affairs 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, Foróige, 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.

KWETB supports and administers funding to DCYA funded youth services across Kildare and Wicklow, the main services include those programmes and services delivered by Bray Youth Service, Connect Bray Neighbourhood Youth Project, East Wicklow Youth Service and Kildare Youth Service. All Services are at various stages of engaging with the National Quality Standards Framework with the ETB. During 2018 we supported a number of capital, youth employment and LGBTI+ grants and supports across the region. The Youth Work Services Section also manages and supports the KWETB Sports Promotion Units in Bray and Arklow.

Alongside this KWETB administers funding to four Bray Local Drugs and Alcohol Task Force projects and one East Coast Regional Drugs and Alcohol Task Force project.

KWETB Youth Work Committee comprises of ETB Board members, statutory and voluntary services members and is attended by Youth Officers and SMT, it met twice in 2018.

## 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.



## Organisation Support and Development (OSD)

### Summary of Services

OSD continue to provide the following services to the wider Organisation:

Human Resources Services	Corporate Services	Finance Services
Pensions	Buildings Devolved Projects	Accounts Allocations
Leave Management	Procurement Services	Annual Accounts Returns and Analysis
Payroll Calculation	Sceim Teanga	Audit Management
Recruitment	Data Protection (GDPR)	Payroll
Garda Vetting /Child Protection	Corporate Governance Compliance	Creditors Services
Training / CPD	Freedom of Information	Specialist Projects Accounts Management
Employee Relations/Communications	Facilities Management	Management Support and Guidance
Industrial Relations	Board Support	Lead on Shared Services Initiative
Management Support	ICT	
Organisation Structure	Health and Safety	

### GDPR Data Protection

Data Protection overview, policies, supporting documentation and information video all uploaded on the KWETB Website (English and Irish). 2 GDPR Training Days were held with FET Coordinators and Principals during 2018. ETBI compliance tool issued to all schools and key GDPR support staff trained.

### Capital Spend:

Receipts	2018	2017
Department Education & Skills	16,434,436	16,769,148
Department of Transport, Tourism & Sport		206,732
	<b>16,434,436</b>	<b>16,975,880</b>

### Capital Payments

<b>New Build Payments</b>	<b>2018</b>	<b>2017</b>
Maynooth Education Campus	7,399,575	8,634,767
Naas Community College	22,706	250,016
St. Conleth's CC	1,432,703	
Glenart College Arklow	90,989	52,094
Avondale CC Outdoor Projects area		3,330
<b>Refurbishment Payments</b>	<b>2018</b>	<b>2017</b>
Bray - Block E Civic Centre		2,936,570
Bray - Block E Civic Centre <b>Rent</b>	179,280	175,890
North Wicklow Educ.Together Secondary School <b>Rent</b>	195,387	
St. David's National School		58,390
St. Conleth's Newbridge		3,518,890
North Wicklow Educ.Together Secondary School Refurb	56,215	4,059
<b>Temporary Accommodation Payments</b>	<b>2018</b>	<b>2017</b>
Maynooth - Temp Accom 2014	10,234	10,234
Maynooth - Temp Accom 2016 incl Rent	97,920	66,799
Maynooth - Temp Accom (org from ONP)	23,559	
Prosperous - Temp Accom 2014	29,101	29,101
Prosperous - Temp 1 Prefab 2017	11,797	
Rathangan - Temp Accom 2 prefabs	9,371	293,359
Athy - Temp Accom 3 prefabs	13,854	
Avondale Community College 2016	34,115	166,640
Coláiste Chraobh Abhann 2016	41,327	179,953
Coláiste Chraobh Abhann 2018	500	0
St. Kevin's CC Dunlavin CC 2016	27,975	177,389
Blessington Community College 2016	164,572	466,095
Coláiste Bhríde 2007	34,938	104,814
Gaelcholaiste na Mara site rental	32,500	32,500
Gaelcholaiste na Mara 2017	17,941	7,018
Greystones Community National School various temp	229,593	69,910
<b>Furniture &amp; Equipment</b>	<b>2018</b>	<b>2017</b>
Bray Block E - Furniture & Equip	28,496	177,645
Castledermot - Furn & Equip		9,896
Celbridge - Furniture & Equip	1,557	63,018
Newbridge - Furniture & Equip	260,308	
ETBI - IVEA Research Building F & E		1,339
Maynooth - Furniture & Equip	64,036	106,749
Rathangan - Temp Acc F & E		7,500
Naas Community College	71,575	
Misc. Wicklow projects	19,367	
<b>Other</b>	<b>2018</b>	<b>2017</b>
<i>Other/Emergency Works</i>		
Athy - EW 2016	838	7,209
Coláiste Bhríde Carnew - EW 2016		2,858
Naas Community NS - EW 2014		1,884
Prosperous - EW 2014		3,118
Gaelscoil Mhic Aodha - Foul Drainage	68,733	
Various Wicklow projects	185,008	59,106

## Protected Disclosures Report 2018

On November 23, 2018 what was deemed a protected disclosure by a Board Member was submitted on behalf of an anonymous third party. After full examination the report was not deemed to be a Protected Disclosure as comprehended under the Protected Disclosures Act, 2014 a limited investigation was carried out and found there to be no basis to support the complaints as set out.

**Therefore, KWETB report 0 protected disclosures receipted for 2018.**

## Financial Report

### Financial Summary

Kildare and Wicklow Education and Training Board draft accounts for the year ending 31 December 2018 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 2018.

## Operating Statement for the Year Ended 31st December 2018

	Year ended 31/12/2018	Year ended 31/12/2017
	€	€
<b>RECEIPTS</b>		
Post Primary Schools & Head Office Grants	79,128,793	72,705,995
Primary School Grants	166,986	145,052
Further Education and Training Grants	28,968,493	29,185,884
Student Support Services Grants	0	0
Youth Services Grants	2,105,355	2,300,970
Agencies & Self-Financing Projects	8,512,239	8,694,992
Capital Grants	16,519,204	16,975,880
	<hr/> <hr/> 135,401,069	<hr/> <hr/> 130,008,773
<b>PAYMENTS</b>		
Post Primary Schools & Head Office	77,501,688	72,350,323
Primary School Grants	165,075	61,170
Further Education and Training	29,164,231	29,432,625
Student Support Services	2,587	18,737
Youth Services	2,132,074	2,264,410
Agencies & Self-Financing Projects	8,348,451	8,712,046
Capital	11,030,188	18,413,151
	<hr/> <hr/> 128,344,294	<hr/> <hr/> 131,252,462

## CHIEF EXECUTIVE SALARY and Expenses 2018

In accordance with pay scales approved by the Department of Education and Skills the Chief Executive was paid €110,372 (excluding employer's P.R.S.I.) in the year ended 31st December 2018. 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>2018</b>
	<b>€</b>
Domestic Travel	5,643
Foreign Travel	0
	<hr/>
	<b><u>5,643</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.