

# Waterford and Wexford Education and Training Board



## Service Plan 2017

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## Education and Training Boards

ETBs are statutory authorities which have responsibility for education and training, youth work and a range of other statutory functions. ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult and further education centres delivering education and training programmes. The general functions of an Education and Training Board are set out in the Education and Training Boards Act 2013.

## Geographical Structure

There are a total of sixteen (16) ETB's throughout the country configured as follows:



## **First Level Education**

ETBs are the patron designates of a number of community national schools. Founded in local communities, these schools are child-centred, inclusive, multi-belief, State supported schools which strive to provide a high quality primary education for every child in line with the Primary School Curriculum and guidelines laid down by the Department of Education and Skills.

## **Second Level Education**

ETBs manage one third of all second level schools in the country providing education for over 100,000 students. They operate inclusive enrolment policies and also cater for a significant number of students with special needs.

## **Further Education and Training**

ETBs provide further education and training to over 200,000 adults and young people annually. Services are delivered through a variety of programmes to meet a diverse range of needs including literacy and numeracy, skills training, apprenticeship, Youthreach, back to education etc.

## **Youth Services**

Youth Services delivers and supports a range of programmes for young people.

## **Other Supports**

ETBs also co-operate with other agencies, groups, colleges and community groups to deliver a variety of programmes catering to the diverse needs of client groups in local communities.

## **ETBI (Education & Training Boards Ireland)**

ETBI is the national representative body for member ETBs and negotiates on behalf of the ETB sector at various fora both within the education sector, the wider public service and at EU level.

## Foreword from Chief Executive

This Service Plan sets out the diverse and important range of services provided by Waterford and Wexford Education and Training Board (WWETB) for the communities in Waterford and Wexford and surrounding counties. Our aim is to ensure that we provide a learner-focused environment where everything we do is based around ensuring that the interests and requirements of our learners are at the core of everything we do.

We provide education and training for more than 20,000 students/learners in a multiplicity of venues right across both counties. A staff of 1,500 across a very broad spectrum of professions and expertise support in excess of 1,000 different courses, working with over 300 businesses and liaising with all the local authorities, agencies and community groups requiring education and training support. Most of our financial support is provided by the Department of Education and Skills and SOLAS and with their continued support and our adherence to their national policy objectives, WWETB is proud to be the largest provider of education and training services in the Waterford and Wexford areas.

Our post-primary colleges provide high class, modern educational opportunities to our young people across a broad range of subjects to Leaving Certificate level. Principals and staff continue to upskill through WWETB and national training to ensure that we provide the best possible education opportunities including the best possible use of Information and Communication Technology. In addition most of our colleges and one stand-alone college, Waterford College of Further Education, provide many opportunities for Post Leaving Certificate Courses (PLC), once again demonstrating the ability of WWETB to respond and innovate in a meaningful way to the needs of school leavers and adult learners.

Our Further Education and Training (FET) Service is now further integrated within the organisation. We are leading lights nationally in providing opportunities right across the broad range of FET as set out in this Service Plan. Similarly, we continue to develop our Youth Services with support from the Department of Children and Youth Affairs to ensure that our young people have, at a minimum, the same level of access to all the supports necessary as anywhere else across the country.

A special word of thanks to our Board and all the various Committees of the Board for its continued support, to our staff who continue to ensure that our students and learners receive a high quality of education, training and services from WWETB and parents/guardians and businesses who continue to put their trust in us. We also acknowledge the huge support and assistance we receive from many local, regional and national agencies/partnerships.

We will continue to work to ensure our relevance, responsiveness as a provider of quality education and training to meet the needs of the community.

Kevin Lewis  
Chief Executive

## Geographic areas and locations



### Post Primary Colleges

Bridgetown College  
 Bunclody College  
 Coláiste Abbáin, Adamstown  
 Coláiste an Átha, Kilmuckridge  
 Coláiste Chathail Naofa Dungarvan  
 Creagh College, Gorey  
 Enniscorthy Vocational College  
 Kennedy College, New Ross  
 Meánscoil San Nioclás, An Rinn  
 Selskar College, Wexford Town  
 St Declan's Community College  
 St Paul's Community College  
 Waterford City

### PLC College

Waterford College of Further Education

### Youthreach Centre's

Dungarvan  
 Enniscorthy  
 Gorey  
 Subla Centre  
 Tramore  
 Waterford  
 Wexford Town

### Community Colleges where WWETB are joint patrons

Blackwater Community School  
 Gorey Community School  
 Ramsgrange Community School

### Education & Training Centre's

Bunclody  
 Cappoquin  
 Dungarvan  
 Enniscorthy  
 Gorey  
 Kilmacthomas  
 Lismore  
 New Ross  
 Ozanam Street  
 Railway Square  
 Tramore  
 Waterford City  
 Wexford Town

### Shielbaggan Outdoor Education and Training Centre

## **Background and Statistical Information**

Waterford and Wexford Education and Training Board was established on 1 July 2013 under the Education and Training Boards Act, 2013, as an amalgamation of City of Waterford VEC, County Waterford VEC and County Wexford VEC. On 1 July 2014, the WWETB officially welcomed the addition of Waterford and Wexford Training Centres (formerly the SOLAS Training Centres) to their range of services. It has a corporate structure which is made up of a democratically appointed committee and a management (executive) team.

Waterford and Wexford ETB is a statutory body which has responsibility for education, training and youth service provision in counties Waterford and Wexford supporting a population of over 260,000 people.

The services we provide include Second Level Education, Further Education and Training and Youthreach in addition to other community based education programmes and services. All services are delivered at local level.

Waterford and Wexford ETB target clients are:

- Students and/or their parents/guardians
- Adult learners
- Communities throughout the county
- Young people and volunteers
- Applicants and grant recipients under the various student support schemes administered directly by the ETB
- Voluntary and Sporting Organisations

## **Statement of Services – Schools/Colleges**

Education and Training Boards are democratic and accountable. WWETB as a statutory body is accountable to the Department of Education and Skills and the Oireachtas. Each of our 13 schools/colleges is community based and committed to partnership with relevant stakeholders.

Waterford and Wexford ETB offers a range of services and support to these schools including financial, human resources, governance, buildings and maintenance.

Our Colleges are multi-denominational, co-educational and fully inclusive. Our Colleges are student centred with a positive learning environment based on excellence in academic achievement, pastoral care and cultural and sporting endeavour.

Our Schools/Colleges strive to prepare students for life and responsible and active citizenship. In our schools/colleges the emphasis is on quality of teaching and learning. Teachers will be supported to engage in instructional leadership approaches with the emphasis on student engagement. Active and diverse teaching methodologies are employed and a range of assessment modes used to assess student achievement and progress.

A broad range of subjects including sciences, languages, the humanities, arts and technologies are offered at both Junior and Senior Cycle.

Programmes offered in our colleges include:

- Junior Cycle
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied
- Leaving Certificate Vocational Programme
- Post Leaving Certificate (PLC) Programmes

In order to ensure the highest quality of teaching and learning for our students, WWETB supports its schools in the areas of CPD, Special Education, Technology Enhanced Teaching and Learning, Literacy and Numeracy. All teaching staff, Post of Responsibility holders, Principals and Deputy Principals are encouraged and supported to avail of Leadership Development.

All of our schools have a comprehensive range of supports for students including pastoral care, Student Council, Learning Support, Career Guidance and Counselling.

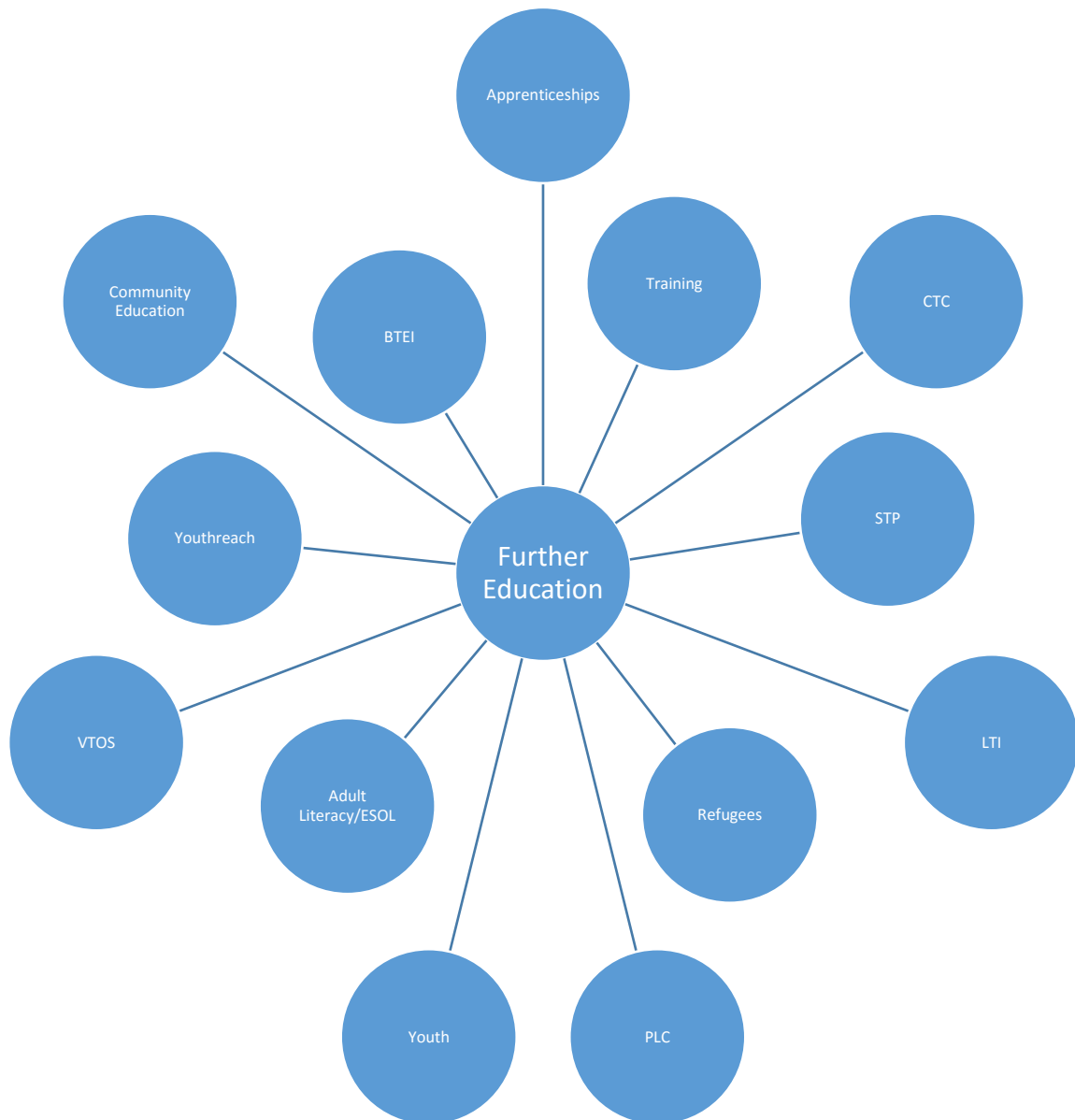
WWETB recognise that parents are the primary educators of their children. Parents are encouraged to participate through representation on School Boards of Management, Parents' Associations and at regular Parent Teacher meetings.



## Statement of Services – Further Education and Training

### Overview

Further Education and Training provision in Waterford and Wexford is delivered through our various programmes:



In determining what provision is offered and to whom, cognisance is taken of the values that drive our beliefs about Further Education and Training.

We are accountable to a wide range of stakeholders; the Board of WWETB, our funders especially SOLAS and the Department of Education and Science. All of our programmes aim to make the best use of the available resources and give value for money.

We are a needs based, learner focussed organisation; existing to meet the needs of our learners, both as individuals and within communities.

We seek to deliver quality services; we do this by delivering programmes that are effective in meeting their target groups and efficient in terms of delivery.

The 2016 Outturn is displayed in Appendix 2.

### **FET Priorities 2017**

In 2017, WWETB will continue to integrate our services across Further Education and Training, matching programmes to the needs of learners.

We will bring together all of our managers to create a WWETB FET Management Team. This team will be tasked with reviewing and planning for the impact, future development and opportunities for the FET provision and operations within the Wexford and Waterford catchment area. The team is dedicated to developing programmes, services and supports that will ensure that all our provision is aligned with the values of FET in WWETB. We will continue the process of developing a structure that facilitates the efficient and effective delivery of our services. Our planning process will be advised by the *SOLAS Annual Overarching Planning and funding parameters and requirements for FET provision 2017*.

We will examine our listed provision during 2017 and this analysis will be followed by an examination and discussion about each project/provision and whether it meets the needs of the learner in that community.

We will seek to upgrade our buildings and facilities to provide the best possible facilities for learning for all our users.

The expected outturn for 2017 is displayed in Appendix 3.

## **Statement of Services – Youth Affairs**

### **Overview**

Waterford and Wexford Education and Training Board as outlined in the ETB Act 2013 supports the coordination, provision, assessment and administration of Youth Work across the Waterford and Wexford region.

Youth Work is defined in the Youth Work Act 2001 as:

A planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is

- a) complementary to their formal, academic or vocational education and training; and
- b) provided primarily by voluntary youth work organisations.

All Youth Work and youth service provision funded through Government sources operates with the parameters of national policies and in particular the policy framework document “Better Outcomes, Brighter Futures (2014)”. This document lays down a commitment to achieving five national outcomes, which intend to ensure that children and young people:

1. are active and healthy, with positive physical and mental wellbeing;
2. are achieving their full potential in all areas of learning and development;
3. are safe and protected from harm;
4. have economic security and opportunity;
5. are connected, respected and contributing to their world.

### **Structures and Resources**

Waterford and Wexford ETB has established a subcommittee, the WWETB Youth Work Committee, to advise on its functions in relation to Youth Work. The Committee are currently developing a Youth Work Plan.

WWETB currently have 2 Officers working in Youth Affairs with one having responsibility for Waterford and Wexford counties and the other has responsibility for Waterford city.

WWETB receives a grant annually from the Department of Children and Youth Affairs (DCYA) for the fulfilling of its functions under the 2013 act.

### **Grants to Community and Voluntary Youth Projects, Clubs and Groups**

WWETB grant aids a range of projects, clubs and groups which are based in the community through a variety of funding schemes operated by the DCYA. These grants are awarded to community led and community based groups across the ETB area.

## **Staffed Projects**

WWETB supports the following staffed projects:

- a) Special Projects for Youth
- b) Young Peoples Facilities and Services Fund
- c) Youth Information Centre

## **Local Volunteer Led Clubs and Groups**

WWETB also supports community based clubs and groups such as youth clubs, guides and scouts. The purpose of the grant is to support local community based groups to provide Youth Work services in their locality. In the counties of Waterford and Wexford this grant is allocated through the Local Youth Club Grants Scheme. In the City of Waterford it is allocated through the annual Youth Service Grant.

## **Other Areas of Work**

Apart from supporting projects and groups financially the ETB also engages with the sector in the following ways:

### *Youth Work Committee*

The Youth Work Committee is made up of representatives of the key Youth Work providers and related stakeholders. Its membership is as follows: ETB (3 representatives), Youth Work Ireland (1), Foroige (1), Uniformed Groups e.g. scouts, guides (1), Comhairle na nOg (2), Children and Young People's Services Committees (2), Garda (1) and independent groups (1). The Committee is established and embedded into the structure of the ETB and is expected to meet four times in 2017.

### *Cooperation with Other Education Sectors*

In 2017 the Youth Affairs section continued with its excellent working relationship with the Community Education section in the provision of training for voluntary Youth Workers. 2016 also saw the beginning of links between formal and non-formal education (schools and Youth Work) and this will continue into 2017.

### *Provision of Youth Worker Training*

The training of Youth Workers will continue into 2017 and two further modules will be delivered to 16 participants. Participants are a mix of full time and part time staff as well as temporary employment scheme participants (i.e. TUS and CE) and volunteers.

### *International*

Work continues on the development of an international dimension to the Youth Work training with proposals to engage with partners through the ERASMUS+ programme.

### *QSF*

WWETB has continued to support the staffed and volunteer groups through the implementation of the Quality Standards Framework. These DCYA initiatives are intended to enhance quality practice for projects and clubs.

## **Statement of Services – Organisation Services**

### **Organisation Support and Development**

A comprehensive organisational redesign process is underway, involving the restructuring of WWETB's support functions – Finance, HR and Corporate Services. The objective of the restructuring is to ensure that the appropriate systems and structures are in place to support education and training as per the remit of WWETB.

From 1 March 2017, WWETB has restructured its administrative functions – Finance, Human Resources and Corporate Services. The Finance Department is now based in Waterford, in the Waterford Training Centre and in the Dungarvan Office. Human Resources is based solely in WWETB Headquarters in Ardcavan, and Corporate Services is based across the three locations.

The functions within each Department are as follows:

- Finance:**
1. Payroll/Pensions
  2. Treasury/General Ledger
  3. Creditors
- HR:**
1. Payroll
  2. Contracts/Leave/Absences
  3. Recruitment
  4. Staff Training & Development
  5. Employee Relations
  6. HR Reporting/Compliance
- Corporate Services:**
1. Governance & Compliance
  2. Risk Management
  3. Directorate Support
  4. Procurement
  5. Buildings & Services
  6. IT Services
  7. Communications

### **Statement of Strategy**

WWETB is in the process of developing its five year Strategic Plan for the organisation. The process will involve consultation with internal and external stakeholder groups, including staff, Boards of Management, parents and external bodies. The Strategic Plan is due to be completed in December 2017 and, once approved by the Board, will be published on the WWETB website.

**Risk Management**

WWETB is in the process of developing risk registers for the FET Sector and for its Schools. These registers will feed into the overall corporate risk register which will be reviewed and managed by the Senior Management Team on an ongoing basis. Once the risk registers are in place, a Risk Management Business Plan will be developed to support the management of organisational risk.

## Waterford and Wexford Education and Training Board

### Projected Receipts & Expenditures

	Year Ended 31/12/2017	Year Ended 31/12/2016
<b>Receipts</b>		
Schools & Head Office Grants	39,833,648	39,898,094
Further Education & Training Grants	46,417,627	48,168,924
Student Support Services Grant	19,000	46,936
Youth Services Grant	1,262,643	1,335,068
Agencies & Self-Financing Projects	2,749,812	2,948,433
*Capital	965,111	5,490,017
	<u>91,247,841</u>	<u>97,887,474</u>
<b>Payments</b>		
Schools & Head Office	41,641,455	40,061,751
Further Education & Training	46,638,020	48,453,977
Student Support Services	5,717	55,248
Youth Services	1,263,210	1,291,593
Agencies & Self-Financing Projects	3,563,493	3,215,189
*Capital	961,750	5,904,866
	<u>94,073,645</u>	<u>98,982,624</u>
Cash Surplus/(Deficit) for Period	(2,825,804)	(1,095,150)

Note: \*Capital is funding from the Department of Education and Skills Planning and Building Unit. It varies from year to year depending on the activity level of approved school building programmes

## Appendix 1

### Enrolment and Projected Enrolment for Post Primary and PLC Colleges:

School Name	Enrolment as at 30/09/2016		Projected Enrolment 2017/2018	
	Second Level	PLC	Second Level	PLC
Bridgetown College	549	23	574	26
Bunclody Vocational College	192	43	201	50
Coláiste Abbáin	158	28	222	10
Coláiste an Átha	282	45	284	45
Coláiste Chathail Naofa	159	237	151	260
Creagh College	632	0	690	0
Enniscorthy Vocational College	514	244	485	240
Kennedy College	148	97	151	100
Meánscoil San Nioclás	146	0	139	0
Selskar College	389	126	409	130
St. Declan's Community College	668	0	667	0
St. Pauls Community College	448	56	417	65
Waterford College of Further Education	0	772	0	820



## Appendix 2

### Further Education 2016 Programmes:

Programmes	Total Courses	Places
Adult Literacy Groups	277	2,821
Apprenticeship	17	910
Blended Training	4	36
Bridging and Foundation Training	11	117
BTEI Groups	108	2,116
Community Education	124	1,979
Community Training Centres	2	247
ESOL	66	1,197
Evening Training	190	1,522
FET Cooperation Hours	3	273
ITABE	17	96
Local Training Initiatives	28	426
PLC	104	3,171
Refugee Resettlement	4	181
Skills for Work	18	263
Specialist Training Providers	7	122
Specific Skills Training	89	779
Traineeship Training	11	418
Voluntary Literacy Tuition	7	125
VTOS Core	34	1000
Youthreach	22	453
<b>TOTAL</b>	<b>1,143</b>	<b>18,252</b>

## Appendix 3

### Forecasted Outturns 2017:

Type	Programme	Projected Numbers
Full Time	Apprenticeship Training	1,053
Full Time	Blended Training	86
Full Time	Bridging and Foundation Training	36
Full Time	Community Training Centres	207
Full Time	Justice Workshop	0
Full Time	Local Training Initiatives	420
Full Time	PLC	3,552
Full Time	Specialist Training Providers	117
Full Time	Specific Skills Training	1,382
Full Time	Traineeship Training	220
Full Time	VTOS Core	950
Full Time	Youthreach	488
	<b>TOTAL</b>	<b>8,511</b>
Part Time	Adult Literacy Groups	2,940
Part Time	BTEI Groups	1,899
Part Time	Community Education	2,019
Part Time	ESOL	1,270
Part Time	Evening Training	1,909
Part Time	FET Cooperation Hours	191
Part Time	ITABE	100
Part Time	Libraries Training	0
Part Time	Refugee Resettlement	159
Part Time	Skills for Work	118
Part Time	Voluntary Literacy Tuition	90
	<b>TOTAL</b>	<b>10,695</b>