

Waterford and Wexford Education and Training Board



Service Plan 2018

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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 – 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

I am delighted to recommend the 'Service Plan 2018' which sets out the funding proposals for programmes, courses, projects, training, etc to be provided, by Waterford and Wexford Education and Training Board (WWETB). This is a particularly important year in this regard, as the Board of WWETB approved the Strategy Statement for 2018-2022 at its May 2018 meeting. In this context, it is vital that our intention to link the 'long term' (5 year) to the 'annual' is realised to ensure that the Mission, Vision, Core Values and Goals of the Strategy Statement are carried out during the five-year period. A more detailed analysis of the Strategy Statement is contained within page 7 of this Annual Service Plan.

This document clearly sets out the range and diversity of education and training that we provide across Waterford and Wexford. We provide education and training for more than 20,000 students/learners in a multiplicity of venues right across both counties, many of them community centres. A staff of 1,600 across a very broad spectrum of professions and expertise, support in excess of 1,000 different courses, working with over 350 businesses and liaising with all the local authorities, agencies, community groups, business and industry requiring education and training support. Our main providers of financial support are the Department of Education and Skills for post primary education and SOLAS for further education and training.

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 nationally provided training to ensure that we provide the best possible education opportunities including the best possible use of Information and Communication Technology. During 2018 WWETB co-ordinated Pobal Ceoil In-Harmony Concert at the National Opera House Wexford which provided a truly invigorating and uplifting evening of music by students and staff across all our schools and centres.

Further Education and Training (FET) continues to develop and modernise during 2018 and is now further integrated within the organisation. A particularly important development has been the integration of the community education and training services across the two counties. Furthermore we anticipate the approval during 2018 by 'Quality and Qualifications Ireland' (QQI) for the integration of seven separate quality assurance procedures into one procedure for WWETB. This year will see significant development within Youth Services with support from the Department of Children and Youth Affairs by the enhancing of our Youth Services Unit and the agreement that we will manage additional youth projects across both counties.

A special word of thanks to our Board and all the various Committees of the Board for the continued support. Thanks also to our highly motivated staff across schools, centres programmes and offices who continue to ensure that our students and learners receive a high quality of education, training and services from WWETB. We acknowledge the trust that parents/guardians put in us to educate their children. We aspire to working ever more closely with business and industry and acknowledge the huge support and assistance we receive from many local, regional and national agencies/partnerships.

I trust that the 'Service Plan 2018' gives a good summary of our plans for the year. We aim to ensure that we provide a learner-focused environment where everything we do is based on the needs of our learners and we will continue to publish content on our social media platforms to communicate with the public.

Kevin Lewis

Chief Executive

Strategy Statement

WWETB has developed a five year Strategy Statement for the organisation as per Section 27 of the ETB Act (2013). The process involved consultations with internal and external stakeholder groups, including staff, Boards of Management, parents and external bodies. The Strategy Statement has been approved by the board and will be published on the ETB website by end of Q2 2018. The Strategy Statement sets out 5 key strategic goals and a range of subsequent priorities and actions that will guide the organisation's work in realising its vision and mission statements.

Our Vision

WWETB's aims to lead learning through the delivery of high quality, inclusive, responsive and innovative education and training services in our community.

Our Mission

WWETB's mission is to provide a wide range of education and training programmes, services and supports for children, young people and adults across the Waterford-Wexford region.

Our Values

- Respect
- Accountability
- Learner Focused
- Quality

Strategic Goals

Strategic Goal 1: To provide high quality education and training programmes for our students and learners. This will be achieved by ensuring accessibility and the provision of opportunities for our community to avail of excellence in teaching and learning.

Strategic Goal 2: Development of Organisation Services. This will be achieved by ensuring we provide the highest quality leadership, executive and administrative supports to a motivated and highly skilled workforce enabling a high quality teaching and learning experience for learners and students.

Strategic Goal 3: Our people working together: Create a positive working environment where well-qualified staff contribute to their maximum potential for the benefit of students and learners with due regard to the values of WWETB. This is centred on a culture of equality, respect and dignity in the workplace, continuous professional development, a 'can-do' attitude and an openness towards and respect for parents/guardians and co-operating external partners.

Strategic Goal 4: To foster and develop lasting partnerships and collaborations by being represented, and working well at national, regional and local level with relevant statutory bodies, agencies, business interests, trade unions, community groups and the voluntary sector.

Strategic Goal 5: To develop effective internal and external communication. This will be achieved by providing a clear strategy, supported by a dedicated Communications Team, appropriate resources and development and awareness of the WWETB brand.

Geographic areas and locations



Non-Designated Community Colleges

Bridgetown College
 Bunclody College
 Coláiste Abbáin
 Coláiste an Átha
 Coláiste Chathail Naofa
 Creagh College
 Enniscorthy Vocational College
 Kennedy College
 Selskar College
 St Declan's Community College

Community Schools where WWETB are joint patrons

Blackwater Community School
 Gorey Community School
 Ramsgrange Community School

Designated Community Colleges

Meánscoil San Nioclás
 St Paul's Community College

Youthreach Centres

Dungarvan
 Enniscorthy
 Gorey
 New Ross
 Subla Centre
 Tramore
 Waterford
 Wexford

Post Leaving Cert College
 Waterford CFE

Further Education & Training Centres

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

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 offer 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, and Post Leaving Certificate (PLC) Programmes

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 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.

In 2018, WWETB will continue to build **Professional Learning Communities** in the following areas:

Facilitators of Teaching and Learning

A series of intensive teaching and coaching workshops designed to enhance and build professional capacity from within our colleges. (Delivered by Mike Hughes, Educationalist) Further develop the skills of those teachers who have attended Barrie Bennett's Instructional Leadership workshops.

E- Learning

WWETB submitted two applications to the Schools Excellence Fund (SEF)– Digital in February 2018. Pobal Ceoil – our music teachers professional learning community was successful in their SEF application. Cluster members are assigned a mentor for the duration of the project. Training days in Microsoft and bespoke music software training will be arranged.

WWETB O365/OneNote Cluster to be continued as a WWETB project. Training day in Microsoft and bespoke training in Office 365 tools.

Clusters will help develop digital champions who will be available to deploy skills and knowledge throughout school/s.

Pobal Ceoil

Following on the success of the *In Harmony Show* - a cross- college collaboration in the National Opera House, our Music Teachers group will continue to promote music in our colleges and liaise with Music Generation Coordinators to enhance Music in their communities.

Modern Foreign Languages

2018 will see the formation of a Community of Practice of language teachers. We aim to develop a scholarship programme for our students.

Science Teachers

Best practise and research will be shared, we will investigate the possibility of running a cross-college Science competition/exhibition.

Art

We aim to find a suitable cross-college innovation/ project/exhibition involving our students and teachers of Art, Craft and Design.

Special Educational Needs Teachers

We have set up our Community of Practice, with collaboration on projects scheduled for September 2018. This will facilitate the sharing of best practice, research and resources.

WWETB will offer support to schools and colleges as they roll out the NCSE New Model of Resource Delivery Allocation

We will continue to provide training and up-skilling to Special Needs Assistants during the month of June.

We will continue to liaise with AHEAD and with FET staff within our ETB to ensure that the needs of our learners on PLC courses in our colleges are being met.

Codes of Behaviour

We will support schools who are in the process of reviewing their Codes of Positive Behaviour.

WWETB will provide a structured, phased roll-out framework and will aid in the evaluation process.

We will continue to roll out the use of Restorative Practice as a whole-school approach to positive behaviour thus enhancing the wellbeing of the school community

Collaboration and Cooperation with Outside Agencies

Schools/Colleges are represented on the Co. Wexford Education Committee, led by Wexford Local Development

WWETB is represented on the Steering Committee of Wexford Restorative Practices Partnership

WWETB is represented on the Education Working Group of CYPSC.

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. Our current provision is detailed in Appendix 2

FET Priorities for 2018

In 2018, 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 Coordinators and Managers to develop a FET Forum into a support that will meet training needs of all our managers and will facilitate the sharing of good practice across the division.

We will continue the process of developing a structure that facilitates the efficient and effective delivery of our services.

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

Our planning process will be advised by the *SOLAS annual Overarching Planning and funding parameters and requirements for FET provision 2018* and their *Strategic Dialogue* process.

We will deliver a FET Service Plan that reflects the total provision being given by the division to learners.

We will seek to have the quality assurance (QA) procedures in place at WWETB approved by QQI, as required under Section 30 of the Qualifications and Quality Assurance (Education and Training) Act 2012.

We will continue to upgrade our buildings to provide the best possible facilities for learning for all our users.in 2018 we will have a focus on improving the IT infrastructure in our buildings.

Statement of Services – Youth Affairs

Waterford and Wexford ETB's Youth and Sport Development Service aims to provide a wide range of supports that enable the delivery and co-ordination of high quality educational, sporting, recreational and developmental programmes, projects and services to disadvantaged young people. This is done through partnerships with local communities, voluntary groups and voluntary youth organisations and a number of directly managed targeted programmes.

In 2018 we will further continue the development process with the appointment of an additional Youth officer to the Team.

Actions underpinning Youth Services:

- Provision of Youth Worker training that will add value to the work of the Youth Work organisations locally, regionally and nationally.
- Explicit opportunities to develop Youth Work provision and support the provision of other services in the areas of highest need where limited services currently exist.
- Seek enhanced funding for existing services that are currently in need of augmented funding to ensure the maintenance of quality services.
- Operate a single local grant scheme for volunteer led groups in the area.
- Manage and administer DCYA funds for projects in a timely and efficient manner.
- Provide information sessions for schools and education institutions about the benefits of Youth Work and support collaborative initiatives between same.
- Support the implementation of evidence based outcome focused practice in a Youth Work context.

Statement of Services – Organisation Services

A comprehensive organisational redesign process is ongoing, 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 Ardavan, 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

Risk Management

WWETB has developed Schools and FET risk registers. These will feed into the overall corporate risk register which will be reviewed and managed by the Senior Management Team on an ongoing basis. 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

	Note	Year Ended 31/12/2018
Receipts		
Schools & Head Office Grants		46,457,150
Further Education and Training Grants		50,040,000
Youth Services Grant		1,251,916
Agencies & Self-Financing Projects		3,286,780
Capital		1,071,058
		<u>102,106,904</u>
Payments		
Schools & Head Office	1	46,377,158
Further Education and Training	2	50,040,000
Youth Services		1,251,916
Agencies & Self-Financing Projects		3,286,780
Capital		1,071,058
		<u>102,026,912</u>
Cash Surplus/(Deficit) for Period		<u><u>79,992</u></u>

Note 1 – Schools & Head Office Payments

	Year Ended 31/12/2018
Pay	
Instruction	37,600,586
Administration	3,872,805
Maintenance	904,198
	<u>42,377,589</u>
Non-Pay	
Instruction	551,652
Administration	1,429,700
Maintenance	875,877
	<u><u>2,857,229</u></u>

**Note 1 – Schools & Head Office Payments -
continued**

Year Ended
31/12/2018

Associated Programmes

School Services Support Fund	550,941
Social Inclusion Payments	166,300
Book Grant	151,518
ICT Policy Unit Funding	145,598
Transition Year	43,985
Leaving Certificate Applied	27,331
Junior Certificate Schools Programme	24,480
Traveller Capitation	16,281
Gaeltacht Education	12,981
Physics & Chemistry	2,925
	1,142,340

**Note 2 – Further Education and Training
Payments**

Further Education

Year Ended
31/12/2018

VTOS	7,920,000
Youthreach	4,974,500
Back to Education Initiative	1,596,000
Adult Literacy	1,535,000
Refugee Programmes	904,000
Further Education Support Costs	751,000
Community Education	635,000
PLC Non-Pay	535,150
Adult Guidance	340,000
Further Education Repairs & Maintenance	292,500
Skills for Work	205,000
Quality Assurance & Authentication Costs	175,000
ESOL	160,000
Continuous Professional Development	130,000
Innovation Projects	117,000
ITABE	30,000
Family Literacy	46,000
ETBI Contributions	20,000
TEL	10,000
	20,376,150

**Note 2 – Further Education and Training Payments -
continued**

Training	Year Ended 31/12/2018
Apprenticeship	8,383,216
Operational Costs	6,062,887
Skills Training	4,088,953
Traineeship	3,134,214
Local Training Initiatives	2,374,683
Community Training Centres	2,066,000
Specialist Training Providers	1,815,000
Evening Courses	740,000
Innovation Projects	700,224
Bridging and Foundation	298,673
	<hr/> 29,663,850 <hr/>

Appendix 1

Enrolment and projected enrolment for Post Primary and PLC Colleges

School Name	Enrolment as at 30/09/2017		Projected enrolment 2018/2019	
	Second Level	PLC	Second Level	PLC
Bridgetown College	558	13	585	13
Bunclody Vocational College	205	31	208	42
Coláiste Abbáin	232	7	255	-
Coláiste an Átha	281	48	328	45
Coláiste Chathail Naofa	156	263	178	280
Creagh College	668	-	720	-
Enniscorthy Vocational College	475	218	450	218
Kennedy College	148	72	160	72
Meánscoil San Nioclás	143	-	154	-
Selskar College	388	122	404	122
St. Declan's Community College	663	-	740	-
St. Pauls Community College	475	39	448	36
Waterford College of Further Education	-	722	-	822

Appendix 2

Further Education 2017 Programmes

Programmes	Total Courses	Places
Adult Literacy Groups	519	3314
Apprenticeship Training	79	824
Blended Training	5	37
Bridging and Foundation Training	3	35
BTEI Groups	167	2089
Community Education	184	1767
Community Training Centres	45	239
ESOL	115	946
Evening Training	193	1621
FET Cooperation Hours	3	120
ITABE	32	158
Local Training Initiatives	73	545
Other Funding	0	0
PLC	206	2977
Refugee Resettlement	28	331
Skills for Work	40	211
Specialist Training Providers	42	152
Specific Skills Training	96	982
Traineeship Training	14	190
VTOS Core	94	882
Youthreach	43	477
TOTAL	1,981	17,697