

**gretb**

Bord Oideachais agus Oiliúna  
na Gaillimhe agus Ros Comáin  
*Galway and Roscommon  
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;



## **Services**

### **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. GRETB hopes to become a patron of CNS schools in the near future.

### **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. GRETB has twenty second level schools which includes three island schools.

### **Further Education and Training (FET)**

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. GRETB has 40 FET Centres and a Training Centre in Mervue, Galway.

### **Youth Services**

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

### **Other Supports**

ETBs also co-operates 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.

## Foreword from CE

In line with legislative requirements, the Service Plan 2018 sets out the type and volume of education and training which will be provided by Galway and Roscommon Education and Training Board (GRETB) within the funding allocated by Government over the course of the year.

The Service Plan comprehends GRETB's Strategy Statement 2017-2021 which will guide our work until 2021. Our core values of leadership, accountability, innovation, collaboration and inclusivity, inspire the work of all staff to deliver on our vision to actively lead the provision of high quality education and training programmes and services that respond to the changing needs of learners and society.

Our mission is to support individuals through learning, to achieve their full potential and contribute to social, cultural and economic development. To this end GRETB provide a wide range of education services across a very large region in the West of Ireland. We cater for a diverse population with different educational, social and cultural needs. We provide high quality, sustainable education and training opportunities to post-primary, Post-Leaving Certificate, 2<sup>nd</sup> Chance Education and Training, Apprenticeships, Traineeships, Community, Literacy and Outdoor Education, and many other programmes and services in the region. GRETB also hopes to join other ETBs in becoming the patron of a community national school in our area.

Whilst continuing our efforts to improve services and educational outcomes, we must also focus on the cost and sustainability of services and ensure that we are achieving the best value for money for both the public and our learners. GRETB fully acknowledges the requirement to operate within the limits of the funding provided and we will ensure this receives the very significant management focus required in 2018. Given the scale of the geographical and demographical challenges involved, GRETB will strive to do the maximum we can with the resources provided.

I want to acknowledge the continuing commitment of all staff who ensure through their endeavours on a daily basis that GRETB continues to grow and to be an educator of choice for the people of the region

David Leahy

Chief Executive

## Background and Statistical Information

Galway and Roscommon Education and Training Board (GRETB), was established on 1st July 2013 under the Education and Training Boards Act, 2013, as an amalgamation of three Vocational Education Committees (Galway City, County Galway and County Roscommon). The former FAS Training Centre, Mervue, Galway, came under the auspices of GRETB in July 2014. GRETB has a corporate structure which is made up of a democratically appointed committee and a management (executive) team. Our Head Office is located in Athenry and sub-office in Roscommon town.

GRETB provide a wide range of education services across a very large region in the West of Ireland. We cater for a diverse population with different educational, social and cultural needs. We provide educational services to a population of over 324,000 (CSO 2016). These services include second-level education, further education and training, and community based education programmes and training. GRETB runs and manages Petersburg Outdoor Education Centre, a Centre in Castlerea Prison and an Education Centre for refugees in Ballaghaderreen. GRETB was appointed as the lead partner for three Music Generation projects (County Galway, Galway City and Roscommon). These will be rolled out over the coming year. In accordance with the Education and Training Boards Act 2013, we are also responsible for supporting the provision, coordination, administration and assessment of youth work services in counties Galway and Roscommon.

GRETB's target clients are:

- Students and/or their parents/guardians
- Adult learners
- Communities
- Young people and volunteers
- Applicants and grant recipients under the various student support schemes administered directly by the ETB
- Employers seeking to address skills gaps
- Employed people wishing to upskill

Service	No. of locations	No of Participants 2017/18
Second Level & Post Leaving Certificate	20	6,950*
Evening Classes in Schools		1,920
		<b>Total No of Beneficiaries 2017</b>
Further Education and Training Centres	40	16238**

\*Post Leaving Certificate and Evening Classes in schools are recorded under Schools in this Service Plan, and not under FET

\*\* Beneficiaries refer to the total number of participants on our programmes from the 1<sup>st</sup> January 2017 to the 31<sup>st</sup> of December 2017



GRETB is the second largest ETB in the country, in terms of geographical area, and includes three islands. It extends from Boyle in Co Roscommon, to Connemara in the West, Galway City and to Portumna in the east of Galway. County Galway has the single largest and most populous Gaeltacht area in the country. Promoting Gaeilge is an essential element of GRETB's core service. We have eight Coláistí Lán-Ghaeilge and a number of our Further Education and Training centres in Connemara, operate through Irish.

<b>Population 2016</b>	<b>Galway</b>	<b>Roscommon</b>
Population 2016	258,552	64,544
Population Change (2011-2016)	3.00%	0.70%
Population Density (2016) Source: CSO Census of Population 2011	42.04 persons per sq km	25.33 persons per sq km
<b>Enterprise (2014)</b>		
Number of Active Enterprises	13,049	2,908
Percentage of Micro-Enterprises (10 or fewer employees)	92.80%	94.70%

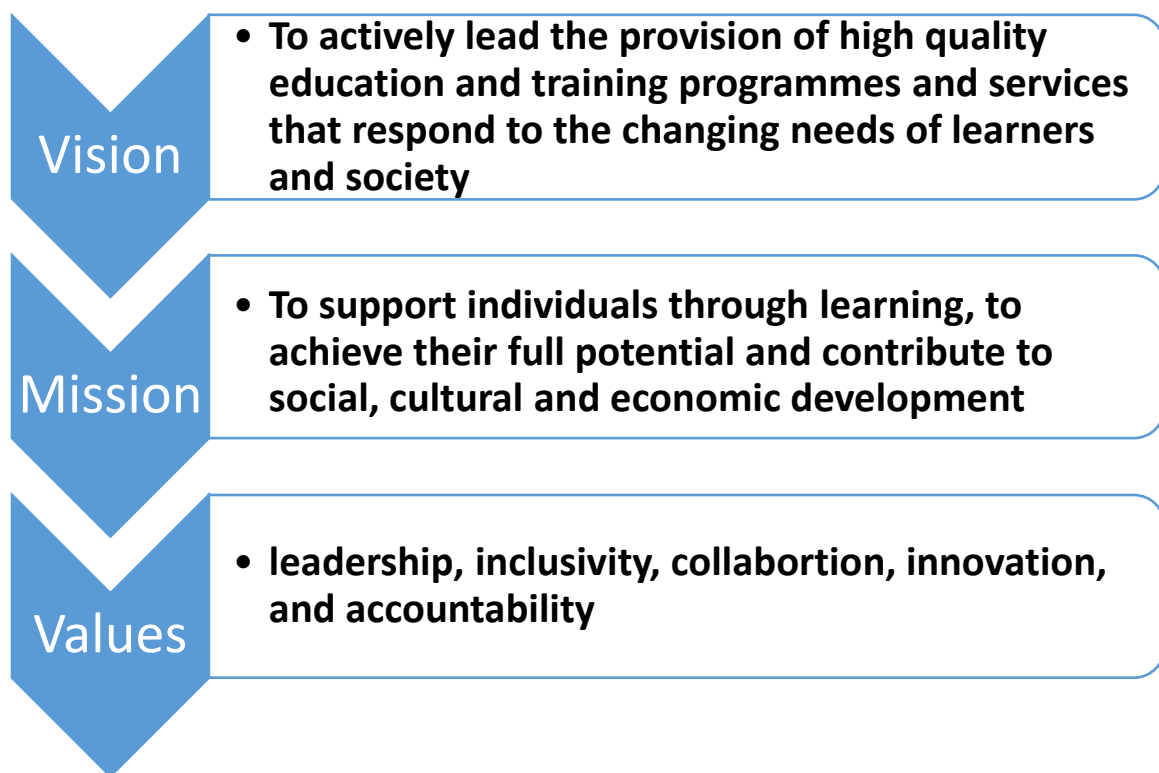




## Strategy Statement 2017-2021

GRETB Strategy Statement 2017-2021 was approved by our Board in June 2017. In preparing this Strategy Statement, key national strategies, such as the DES's Action Plan for Education 2016–2019, the FET Strategy 2014-2019, and the other national strategies were considered. Common themes across these were identified and these formed the basis for the development of GRETB's strategy. A collaborative cross-sectoral consultation process took place with key stakeholders. Arising from this, strategic goals and priorities were identified, and an action plan has been developed and time lined. These goals, priorities and actions will form the basis of implementation plans for each strand of the organisation. Progress on the actions will be monitored on an annual basis by the Senior Management Team.

### Vision, Mission and Core Values



## Strategic Goals

The GRETB Strategy Statement sets high level objectives for the organisation under four strategic goals, which are in line with national strategies on education:

1. Improve the learning experience and success of learners
2. Improve the progress of learners at risk of disadvantage, those with special needs or with lanugage, cultural or social differences
3. Provide high quality education and training programmes
4. Ensure our organisational infastructure (people, process and structure) is efficient and effective

Each goal has its own set of strategic priorities which will be met through a series of supporting actions. These goals and priorities have been designed to assist GRETB to avail of the opportunities which will arise and to meet the challenges it faces over the next five years.

## Statement of Service – Schools

Galway and Roscommon Education and Training Board is patron to 20 post primary schools and will offer a range of services and support to these schools including programme development, human resource, financial, building and maintenance as well as improving teaching and learning for the 2018-2019 academic year.

Galway and Roscommon Education & Training Board's Community Colleges are an integral part of their local communities. They are inclusive and enable young people to meet their full potential in society. The board's Community Colleges empower students, teachers and parents to achieve educational progress in a positive and encouraging atmosphere.

Programmes being offered in our community colleges include:

- Junior Certificate
- Junior Certificate Schools
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied Programme
- Leaving Certificate Vocational Programme
- Post Leaving Certificate courses
- Fishing Skills Programme
- One academic year offshore island scholarship
- Adult Education & evening classes programme

A full range of subjects including languages, the humanities, arts, technology and science is offered at both junior and senior cycle. Students are encouraged to take part in all aspects of school life including extra – curricular activities like drama, music, debating, sport, cultural and Irish Language activities.

In order to ensure the highest quality of teaching and learning and the best possible educational experience for our students, supports will be offered by GRETB to all schools in Special Education and Learning Support, CPD for teachers and support staff, Numeracy and Literacy, Technology Enhanced Teaching and Learning, oideachas trí mheán na Gaeilge chomh maith le hoideachas Gaeltachta, and development programmes for GRETB's Principals, Deputy Principals and Middle Management post holders, and other key staff cohorts, including SNAs and administration and caretaking staff.

In addition to the above, support will also be offered in the areas of policy making and governance through ongoing work and training with Boards of Management and school management.

Tá 20 scoil ag GRETB agus 8 gcinn díobh seo ag múineadh trí mheán na Gaeilge, seacht (7) gcoláiste Gaeltachta ina measc. Is é GRETB an t-aon ETB sa tír le trí iarbhunscoil ar oileáin scoite amach ón gcósta. Tá fás leanúnach ar earnáil na scoileanna i GRETB ó 2013 i leith, agus leanfaidh an fás sin ar feadh roinnt bhlianta eile.

GRETB's island schools present a unique set of challenges regarding securing adequate and appropriate resources to support and sustain them. Notwithstanding the absence of any national education policy for island communities, GRETB has developed support strategies to resource our island schools, and will continue to engage with and encourage DES and other Government Departments and agencies in our attempts to secure DES and Roinn Ealaíon, Oidhreacht, Gnóthaí Réigiúnacha, Tuaithe agus Gaeltachta assistance in sustaining vulnerable island post primary schools through the creation of national policy in this area.

GRETB is fortunate to have recently established two new schools, Coláiste Bhaile Chláir (2013) and Coláiste Mhuirlinne/Merlin College (2013). These schools will enter their 6<sup>th</sup> year of operation during 2018/19 academic year, and consequently they are approaching maturity by 2020, with long term projected enrolments of 1000 pupils and 650 pupils respectively. As GRETB's pupil cohort has increased by approximately 25% since 2013, the Board will continue to engage with DES to have this growth fully comprehended within the financial resourcing model in use since 2012, to allow 20 schools to be supported from GRETB's budget, where previously only 18 schools existed within our system.

**Second-Level Schools:**

School Name	Enrolment 2017/2018
Coláiste Cholmcille, Indreabhán	170
Naomh Eoin, Inis Meáin (Aonad to Indreabhán)	40
Clárin College, Athenry	578
St Bridgets College, Loughrea	603
Coláiste an Chreagáin, Mountbellew	127
Coláiste Naomh Einne, Cill Rónáin, Oileáin Árann	56
Coláiste Chilleáin Naofa, New Inn	167
Coláiste Naomh Feichin, Corr na Móna	93
Coláiste na Coiribe, Galway City	570
Galway Technical Institute, Galway City	1107
Coláiste Ghobnait, Inis Oírr, Oileáin Árann	27
Coláiste na bPíarsach, Ros Muc	76
Archbishop McHale College, Tuam	208
Galway Community College, Galway City	598
Elphin Community College, Roscommon	137
Roscommon Community College	424
Abbey Community College, Boyle	337
Coláiste Mhuirlinne / Merlin College, Galway City	457
Coláiste an Eachréidh, Athenry	205
Coláiste Bhaile Chláir, Claregalway	970
<b>Total</b>	<b>6950</b>

Evening Classes in schools

1920

## Statement of Service – Further Education and Training

The SOLAS FET Strategy 2014-2019 reflects the principles articulated in the Action Plan for Jobs, National Skills Strategy 2025, Pathways to Work and broader education policy. The Strategy addresses the unique challenges faced in the sector and promotes targeted skills programmes to support job seekers to re-skill and up-skill in areas where suitable employment opportunities are emerging. In doing so, further education is developing and expanding to deliver higher quality, flexible, and progressive programmes of education and training.

Galway and Roscommon ETB specifically supports the principles of the FET Strategy in all planning and provision by continuing to align skills development and training with the enterprise needs of the region and by continuing to contribute to the primary objective of the Action Plan for Jobs in increasing employment in the region by 10-15% in the period up to 2020 (Action Plan for Jobs West 2015-2017)

GRETB will continue to maintain its leadership in FET provision in the region, across all sectors from basic education to specific skills and work-based training. As the provider of choice, GRETB will be at the heart of relevant and innovative partnerships with industry driving the development and delivery of quality programmes of education and training. This will be achieved whilst maintaining a community focus where the vulnerable and those on the margins of society are included. This will be the marker of the success of FET in the region.

The Action Plan for Education sets out the development of apprenticeships and traineeships as a key objective. GRETB has significant facilities infrastructure, skill, and competence for the delivery of Apprenticeship programmes and it will continue to deliver Craft Apprenticeships in line with increased demand. Apprenticeships in Electrical, Carpentry & Joinery, Metal Fabrication and Motor Mechanics will continue and in some cases expand in 2018. GRETB collaborated in the development of a new Commis Chef apprenticeship with ETB colleagues in Kerry and the roll-out of this programme began in 2017 and continues in 2018. Having been successful with its proposal to develop a new Arborist Apprenticeship, GRETB will work on the development of this in 2018 with a view to roll-out of the new programme in 2019.

Traineeships offer flexible, responsive, occupational skills development training programmes which are tailored to the identified needs of a specific industry sector or sub-sector. They lead to nationally recognised qualifications. GRETB led out on a Digital Sales & Marketing for SMEs traineeship in 2017 and the Castle Ceilings career traineeship, developed to meet specific requests of a local employer, is now in its third year. GRETB is also leading out on the development of a skills-based traineeship this year to meet the demand of the Audio-Visual industry in the West of Ireland in collaboration with Screen Training Ireland.

The GRETB Community Education Service (CES) Plan for 2018 will be focusing on engaging the most hard to reach learners in community settings to identify their learning needs, engage them in a short term and part-time programme and aid their progression into other accredited FET options.

The CES provides grants and tuition hours to local community and voluntary groups. The main target groups across Galway and Roscommon for Community Education include; people who are long term unemployed; early school leavers; people with a disability; disadvantaged Men and Women; Traveller community; homeless groups; older people; Migrants/Refugees/Asylum Seekers

Throughout 2018 GRETB will

- continue its work as an active member of the Regional Skills Forum
- maintain quarterly meetings with DSP throughout the region facilitating the identification of the training needs of the unemployed
- continue to work with Chamber of Commerce strengthening links with employers
- develop the programme for the Arborist Apprenticeship due for roll-out in 2019
- continue its work developing new apprenticeships in partnership with industry
- work with MSLETB on roll-out of a new Butchery Apprenticeship
- work with LCETB on development of a new Hairdressing Apprenticeship
- develop the new Agriculture awards at Level 5 and 6 in conjunction with MSLETB and WWETB

### **Youth Services**

GRETB Youth Services will continue to administer the Department of Children and Youth Affairs funded Local Youth Club Grant Scheme to voluntary youth groups, and will roll out the new VfM Youth projects as sanctioned in 2017. GRETB Youth Officers are also responsible for implementing the National Quality Standards Framework (NQSF) with staff led Youth Services.

### **Other Supports**

GRETB also co-operates with agencies engaged with vulnerable groups such as those physically or intellectually disabled; prison services, providing 53,400 teaching hours through co-operation to support their work.

## Further Education and Training

GRETB	Actual Figures 2017		
Programme	2017 Reported Actuals		
FET provision	Enrolled (Already Started)	Starters	Total Reported Beneficiaries* 2017
Apprenticeship Training	65	363	428
Blended Training	21	30	51
Bridging and Foundation Training	32	83	115
Community Training Centres	0	73	73
Justice Workshop	0	88	88
Local Training Initiatives	67	176	243
PLC (these are recorded under Schools in the Service Plan)			
Specialist Training Providers	0	253	253
Specific Skills Training	219	608	827
Traineeship Training	36	73	109
VTOS Core	387	235	622
Youthreach	190	210	400
<b>Totals Full time</b>			<b>3209</b>
Adult Literacy Groups	374	2149	2523
BTEI Groups	493	2218	2711
ESOL	86	962	1048
Evening Training (excluding evening classes delivered in schools)	0	1120	1120
FET Cooperation Hours	1,195	668	1,863
ITABE	0	142	142
Libraries Training	0	0	0
Refugee Resettlement	44	9	53
Skills for Work	0	243	243
Voluntary Literacy Tuition	0	43	43
<b>Total Part-time</b>			<b>9746</b>
Community Education	0	3283	<b>3283</b>
<b>Total for GRETB</b>			<b>16238*</b>

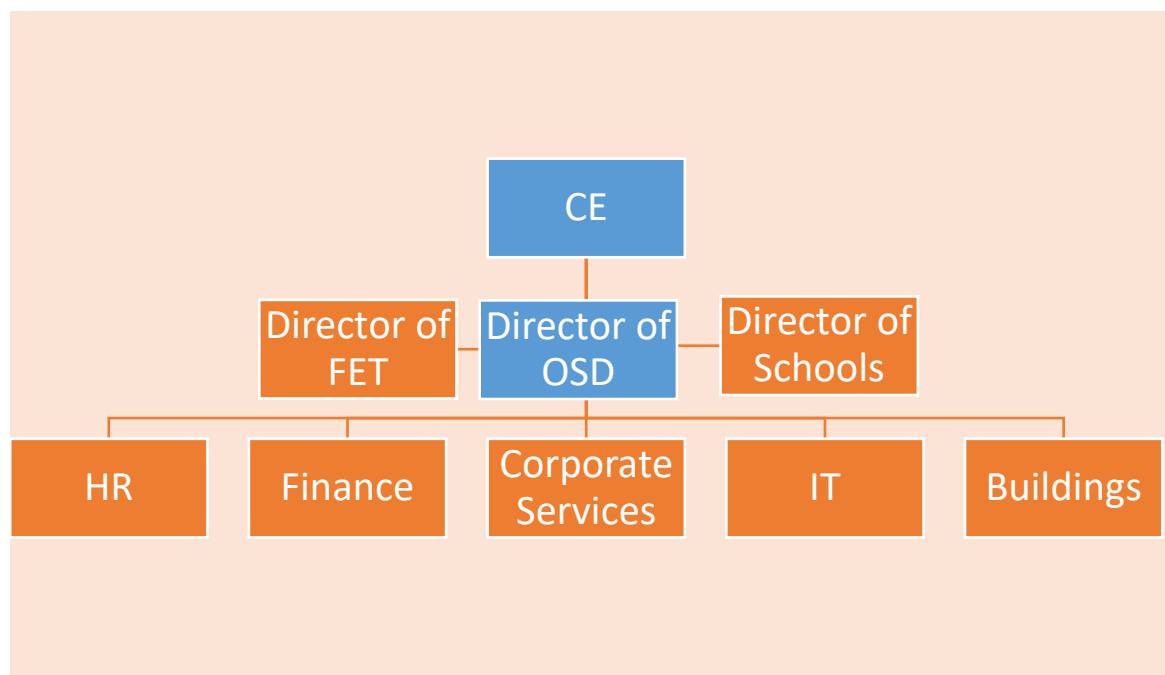
\* Beneficiaries refer to the total number of participants on our programmes from the 1<sup>st</sup> January 2017 to the 31<sup>st</sup> of December 2017 (PLCs students and Evening Class in Schools are recorded under schools in the Service Plan)





## Statement of Service – Organisational Support and Development

The Organisational Support and Development (OSD) team are located in our Head Office in Athenry and our sub-office in Roscommon Town. GRETB has an annual budget of approximately €90m, almost 1800 staff and over 25,000 learners and beneficiaries. The back office supports required to service this vast organisation are provided by the OSD team. The Director of OSD is responsible for the following administrative areas: HR, Finance, Corporate Services, IT and Buildings.



The OSD team's goals are to enhance the processes and procedures that underpin good corporate governance in GRETB and to ensure that human, financial and infrastructural resources, appropriate to the delivery of front line services are deployed efficiently and effectively across GRETB.

With the expansion of the scheme in GRETB, at a time of scarce resources in our head and sub office, we are constantly engaged in workforce planning and re-engineering processes to ensure our clients receive a quality service.

The OSD team are committed to implementing the action plan for 2018 which is based on our Strategy Statement 2017-2021. Projects and initiatives planned for the coming year include:

- embedding good corporate governance and pro-active risk management
- continuing to work with the PMO on their shared services projects, to ensure the smooth transition of shared services payroll, and ensure our operational and governance requirements are met as part of this project and the financial shared services project.

- liaising with ETBI and the DES on Phase II of the Organisational Design Project to ensure GRETB has the admin structure to meet our statutory obligations, to support our schools and centres, to implement national strategies and GRETB's Strategy Statement
- preparing for GDPR
- supporting the roll-out of Music Generation in County Galway, Galway City and Roscommon
- assisting with the implementation of the Digital Strategy for schools
- managing a significant capital programme (major projects include - Phased I of a new school for Archbishop McHale College in Tuam, a major extension in Roscommon CC, an ASD unit in Abbey CC, Roscommon, Phase III of Coláiste Bhaile Chair, to name but a few)
- supporting three major devolved capital projects in non-ETB primary schools
- rolling out the online part-time claim system in our FET centres
- collating information on behalf of the DES on interest in the possible reconfiguration of some primary schools in the region
- supporting the introduction of the new Value of Money VfM projects in Youth Services
- continuing to work with ETBI and associated forums on national issues
- implementation of all new circulars, relevant legislative changes and any new national policies and initiatives as applicable to the sector in 2018

## GRETB Expenditure

	<b>Year ended 31/12/2017*</b>	<b>Estimated Year ended 31/12/18</b>
Post Primary Schools & Head Office	49,759,325	53,903,117
Further Education and Training	33,370,946	34,516,271
Student Support Services	14,717	10,000
Youth Services	2,097,362	2,144,000
Agencies & Self-Financing Projects	5,371,588	4,720,000
Capital	2,854,471	3,500,000
	<b>93,468,408</b>	<b>98,793,388</b>

\* *Draft expenditure subject to audit*

## Schools & Head Office

	Year ended 31/12/2017*	Estimated Year ended 31/12/18
<b>PAY</b>	€	€
Instruction	41,181,181	44,740,102
Administration	3,197,311	3,440,000
Maintenance	1,190,149	1,259,872
	45,568,641	49,439,974
 <b>NON PAY</b>	 3,022,214	 3,192,187
 <b>ASSOCIATED PROGRAMMES**</b>		
Book Grant Needy Pupils	155,669	145,629
Bus Escort	24,862	25,000
Deis Grant & Home School Liaison	56,291	57,600
Digital Strategies for Schools 2015-2020	39,933	161,912
School Services Support Fund	669,336	734,147
Special Class Grant (equipment)	27,038	30,000
Transition Year	95,718	70,965
Traveller Capitation	38,328	22,311
Other	61,294	23,392
	1,168,469	1,270,956
	49,759,325	53,903,117

\* Draft expenditure subject to audit

\*\* May include expenditure from previous years funding

## Further Education & Training

FURTHER EDUCATION AND TRAINING PAYMENTS	Year ended 31/12/2017*	Estimated Year ended 31/12/18
<b>Further Education</b>	€	€
VTOS	5,588,888	5,046,414
Youthreach	4,827,485	4,934,391
Adult Education Guidance Service	413,890	407,642
Advocate	190,566	192,293
Adult Literacy	2,142,777	2,018,429
ITABE	131,110	127,925
BTEI	2,392,380	2,181,623
Continuing Professional Development	36,657	50,000
Gaeltacht Literacy Project - Breacadh	194,749	202,000
Quality Assurance	138,852	45,000
FE General Expenses (incl Rent GTI)	153,139	152,000
Innovation Projects	182,993	137,000
Legacy Issues FET	94,116	100,000
Repairs & Maintenance FET	398,955	345,000
Locally Devised Assessments	184,493	184,493
PLC Enhanced Capitation	131,095	132,295
Adult Refugee Programme	436,945	710,000
Community Education	504,489	525,000
	<u>18,143,580</u>	<u>17,491,505</u>
<b>Training</b>		
Specialist Training Providers (STP)	2,409,926	2,369,287
Local Training Initiatives	1,630,262	1,600,000
Skills Training	3,425,556	2,945,798
Community Training Centres & Justice Workshops	953,183	947,342
Training Centre Staff & Operations	3,591,564	3,624,574
Traineeship	851,717	2,382,985
Apprenticeship	1,939,420	2,773,063
Evening Courses	372,307	328,285
On-Line/Blended Learning	53,432	53,432
	<u>15,227,367</u>	<u>17,024,766</u>
<b>Total</b>	<u>33,370,946</u>	<u>34,516,271</u>

\* Draft expenditure subject to audit