



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*

**CORK ETB  
ANNUAL REPORT  
JANUARY 2017 – DECEMBER 2017**

## Contents

Message from the Cathaoirleach of Cork ETB .....	3
Foreword by the Chief Executive of Cork ETB .....	3
Cork Education & Training Board.....	4
Schools.....	5
Community National Schools (Primary) .....	5
Post Primary.....	6
Further Education and Training .....	6
Scope of Provision .....	6
Colleges of Further Education (PLC) .....	7
CETB Training Services .....	7
Youthreach .....	8
Community Education .....	9
Back to Education Initiative.....	9
Literacy .....	10
CETB Adult Guidance.....	11
Youth Services .....	11
Organisation of Services .....	13
Capital & Procurement .....	13
Legal & Compliance .....	15
Corporate Services .....	15
Human Resources .....	15
Information Communication Technology.....	17
Finance.....	17
Financial Summary .....	18
Abbreviations.....	19
Appendix 1.....	20
ETB Schools, Education Centres & Sub Committees .....	20
Community National Schools .....	20
Post Primary Schools .....	20
Education & Training Centres .....	21
Youthreach Centres.....	21
Community Schools where Cork ETB is Co-Trustee.....	21
Comprehensive Schools where Cork ETB is Co-Patron .....	21
ETB Committees.....	21

## **Message from the Cathaoirleach of Cork ETB**

As Chairperson of Cork ETB, I am proud to be associated with the quality of service delivery that Cork ETB gives to its learners. The quality of service throughout the organisation is a reflection of the calibre and commitment of staff to the learners and to the organisation. The publication of Cork ETB's Strategy Statement marks a milestone for the organisation and I look forward to reporting on its implementation in 2018. I would like to thank my fellow Board Members, the Executive of Cork ETB and our staff for their hard work during 2017.

Cllr. Patrick Gerard Murphy,  
Chairman, Cork Education and Training Board.

## **Foreword by the Chief Executive of Cork ETB**

The past year was one of continued consolidation, reflection and growth. It was the first full year of the new executive layer of Directors, which resulted in a more cohesive approach to consolidating services and defining appropriate structures for Cork ETB. The range of services outlined in this document and the delivery outcomes described demonstrate the degree to which Cork ETB continues to provide services for learners in a wide range of education and training settings.

Cork ETB published its "Strategy Statement 2017 to 2021" which outlined the strategic themes for the organisation, its priorities and actions. The strategy statement was published following a consultation process with a broad range of stakeholders, which included our learners, our staff, the business community and the public. The themes were chosen to represent what is important to us and our stakeholders.

The quality of our provision and the outcomes delivered, are a testament to the hard work, dedication and commitment of our staff and Board Members.

Mr. Timothy Owens,  
Chief Executive.

## Cork Education & Training Board

Cork Education and Training Board is established under the Education and Training Boards Act, 2013 and is responsible and accountable for the proper direction and control of the ETB as set out in the aforementioned Act, other relevant legislation and relevant Code of Practice for the Governance of ETBs. The Board of Cork ETB met on 6 occasions during the year and in accordance with section 3.4 of the Code of Governance, the record of attendance for each Board Member is set out in the following table.

Title	Name	Surname	Record of Attendance 2017
Cllr.	Des	O'Grady	6/6
Cllr.	Kay	Dawson	6/6
Cllr.	Mary	Hegarty	5/6
Cllr.	Patrick Gerard	Murphy	5/6
Cllr.	Christopher	O'Sullivan	5/6
Cllr.	Kevin	Conway	5/6 (Appointed in March 2017)
Cllr.	Padraig	O'Sullivan	5/6
Cllr.	Gillian	Coughlan	1/6
Cllr.	Tim	Brosnan	4/6 (Resigned Sept 2017)
Cllr.	Mary	Shields	5/6
Cllr.	Chris	O'Leary	5/6
Cllr.	PJ	Hourican	4/6 (Replaced in November 2017)
Mr.	Paudie	Palmer	4/6
Ms.	Louise	Sheehan	5/6
Ms.	Gillian	Keating	1/6 (Resigned May 2017)
Ms.	Mary	O'Grady	3/6
Ms.	Pearl	Nolan	2/6 (Resigned May 2017)
Mr.	Declan	O'Leary	5/6
Mr.	Rob	Bateman	4/6 (Appointed May 2017)
Mr.	Ger	Looney	6/6
Ms.	Maura	Fitzgibbon	6/6

## Schools

Cork ETB is the patron and management body for 2 Community National Schools and 28 recognised Post Primary schools. 11 of our Post Primary schools are Designated Community Colleges where there are Model Agreements in place between CETB and the Diocese of Cork and Ross, or CETB and the Diocese of Cloyne. Included in the 28 Post Primary schools are 4 Colleges of Further Education.

Cork ETB is also a co-trustee/co-patron of 13 Community and Comprehensive Schools. See appendix 1 for full listing of all Cork ETB Colleges and Centres.

### Enrolment

	2016 -17	2017-18
Community National Schools	113	178
Post Primary Schools	10,985	11,181
Further Education Colleges***	4,832	4,543

\*\*\* Includes PLC students attending courses attached to Post Primary schools

### Community National Schools (Primary)

Cork ETB is patron of 2 Community National Schools (CNS). Cork ETB involvement in primary education in Ireland marks a relatively new and exciting departure.

- Scoil Aonghusa Community National School, Mallow
- Scoil Chlíodhna Community National School, Carrigtwohill

Boards of Management have been put in place and the two schools continue to expand and develop. Scoil Clíodhna continues to expand and the provision of additional accommodation is planned for the 2018-19 school year. Progress continues to be made on the provision of a new school building. Based on the high number of applicants seeking enrolment to our two existing Community National Schools, it is clear that where the model is available, it is proving popular with parents.

Cork ETB continues to seek opportunities to assume patronage of existing schools through the Department of Education and Skills' re-configuration process.

## Post Primary

The success of our post primary schools and colleges is built on the twin foundations of care for our students and quality teaching and learning leading to high academic achievement. This is supported by an innovative and dynamic approach to both curricular and extra-curricular development.

Students in our schools and colleges achieved outstanding success in all the state examinations in 2017. The percentage of students moving on to third level education and training from our schools continues to rise. Our schools are becoming increasingly aware of the high dropout rates from some third level courses and, in response, significant efforts continue to be made to appropriately place students in third level education and training.

WSE/MLL, Subject and Programme inspection reports for the 2017 year have provided our schools with strong independent confirmation of the quality of the teaching and learning taking place in our schools. Our schools continue to lead the way in the introduction of the new Junior Certificate and this is demonstrated by the number of our teachers who have been co-opted by the JCT to provide training to schools.

This year, Coláiste Treasa won the “Best School” category in the BT Young Scientist of the Year competition. This victory serves to highlight the increasing number of projects from students in our schools whose projects are accepted to exhibit at the event. It also reflects the increasing number of awards garnered by students from across our schools.

The burgeoning reputation of our schools has led to increasing demand for places in our schools and colleges. This has meant an increasing emphasis on providing additional accommodation and facilities in a number of schools. It has also meant that a number of our schools had to restrict enrolment into first year as the demand for places outstripped supply.

## Further Education and Training

Cork ETB provides a broad range of training programmes through Cork Training Centre and its associated services, designed to meet the training requirements of individuals, both employed and unemployed, and the business and economic needs of employers in the region.

### Scope of Provision

Cork ETB FET provision offers full and part-time courses in a wide range of fields to a large and diverse population of adult and post second-level learners, which are delivered as day and night courses. Programmes include:

- Post Leaving Certificate;
- Apprenticeships;
- Traineeships;
- Vocational Training Opportunities Scheme (VTOS);
- Back to Education Initiative (BTEI);
- Adult Literacy;
- Intensive Adult Basic Education (ITABE);
- Community Education;
- Specific Skills Training;

- Youthreach;
- Community Training Centres;
- Local Training Initiatives;
- Prison Education Service;
- Post Release Prison Service;
- Skills for Work;
- Co-operation with other institutions.

The formation of the ETBs, and the creation of an integrated Further Education and Training sector, with a clear focus on the development and delivery of courses and programmes designed to prepare people for employment and/or further studies has been both a challenge and opportunity for CETB. The development of coordinated programmes for programme delivery aimed at minimising duplication, increasing access for individuals, improving relevancy for employers and maintaining and increasing the quality of programmes on offer were all features of CETB's FET service throughout this period.

## Colleges of Further Education (PLC)

CETB's Colleges of Further Education have continued to deliver a profile of Post Leaving Certificate courses similar to those delivered in the previous year. Colleges did, wherever possible, adapt and modify courses to meet identified local labour market and learner needs. However, the capacity within the ETB to provide for the development and introduction of completely new courses continued to be significantly restricted, due to an overall lack of flexibility created by falling enrolments and reductions in the total teacher allocation occasioned by the previous year's fall in enrolments.

Enrolments in 2017 fell to 4,543 as recognised from October Returns to the Department of Education and Skills and SOLAS.

CETB's PLC colleges did benefit from the decision of Government, announced in Budget 2018, to appoint additional Deputy Principals to large colleges, with Cork College of Commerce, St John's Central College and Coláiste Stiofáin Naofa each gaining an additional Deputy Principal post. The coordinator post at Kinsale College of Further Education became a Deputy Principal Post, as the second Deputy Principal Post allocated to St. Brogan's College in Bandon (which Kinsale College is under the management auspices of) was assigned to Kinsale.

## CETB Training Services

CETB Training Services provided training for 5,517 individuals across a range of programme types in 2017. Training was delivered both in the main Training Centre in Bishopstown and the Biopharma Training Centre in Carrigaline, as well as in a number of out centres through contracted and community providers.

Of this total, 1,539 were apprentices undertaking off-the-job training at Phases 2, 4 and 6, an increase of 33% on 2016. There were 563 apprentices registered in 2017 up from 425 the previous year, reflecting the increase in economic activity. Seven new apprenticeships developed under the Apprentice Council's new processes, commenced nationally in the areas of Engineering, Financial Services and Hospitality (Commis Chef) during 2017. CETB commenced planning for the delivery of the Commis Chef apprenticeship in 2018.

A revised curriculum (Version 4) was introduced for Phase 4 apprentices in the trades of Carpentry and Joinery, Heavy Vehicle Mechanic, Metal Fabrication and Plumbing and Electrical.

Application rates for training courses for the unemployed were reduced in general. They were down on the previous year and evidence showed a similar decline to that experienced in the last three years. Changes to economic circumstances, and reductions in financial supports were indicated as being the most significant contributory factor in the decline in applications and referrals. The fall in participation/recruitment led to an under-utilisation of the financial allocation for training, largely due to the amount committed to allowances that was unspent.

The alignment of provision to meet local employer and business needs was managed on a local basis, referencing and identifying with local business organisations the requirements in that area with oversight by the FET planning group. Particular emphasis was placed on providing opportunities for the high priority cohort of the low skilled and the long term unemployed.

Training for early school leavers is provided through two Community Training Centres in Blackpool and Mayfield. Both were at capacity of 50 and 65 respectively for the year. These centres are delivering programmes at Level Four, with both CTCs opting to commence some delivery of Specific Skills Training in City & Guilds certified courses.

Training for people with disabilities seeking employment is provided through five Specialist Training Providers, with the National Learning Network centres in Bantry and the Model Farm Road, providing 200 places, along with Abode, St. Joseph's Foundation and Headway providing a further 20 places. These centres are delivering courses specifically designed for persons with disabilities, in specially equipped training centres.

## Youthreach

During 2017, a further review was carried out of the Youthreach curriculum and the work placement procedures, to ensure that they were relevant to the learners and focused equally on academic, vocational and soft skills development. The development of a learner with real life skills and knowledge to prepare them for the world of work, education and training is now a key objective of the Youthreach Programme. The primary aim is to implement a set of interventions and develop actions that will enhance the progression opportunities of learners into employment/further education.

The revised Youthreach curriculum increasingly utilises a blended approach that combines classroom activity with personal development, planning and structured practical work experience providing a more meaningful and engaging learning opportunity for Youthreach learners. Structured work experience represents a core element necessary to achieve progression. To more effectively integrate this work experience element into the Youthreach programme, all centres must work collaboratively with learners and employers to develop a curriculum that is relevant to both the needs of learners and the external labour market.

In planning for this objective, key staff were upskilled and trained in Occupational Psychometric Assessment. This will enable staff to carry out scientific assessments and to identify learner's strengths and developmental priorities using scientifically validated assessment instruments and inventories focusing on the key components for work placement such as natural abilities, personal motivation, personality traits, interpersonal competencies and career/job interests.

## Community Training Centres

Cork ETB operates two Community Training Centres, one in Blackpool/The Glen and the other in Mayfield. These centres are similar in nature to the Youthreach centres but are more vocationally oriented in terms of provision. As mentioned previously, these centres are under the auspices of Cork Training Services.



## Community Education

In 2017, 1,089 community education courses were run throughout Cork City and County to the benefit of 6,904 learners.

Community Education is primarily designed to promote and assist local not-for-profit community education groups to address the needs of their community.

New developments and programmes for 2017 included:

- An increase in the number of Certified programmes offered through Community Education i.e., ESOL, Craft and Textiles and IT. In addition, new initiatives, such as “Cooking on a Budget” were introduced.
- Culture Night was celebrated in CETB county centres for the first time. Events such as The Magic Culture Bus visited various villages on the Beara Peninsula, folklore was part of Whiddy Island celebrations while bell-ringing was significant in Dunmanway, choral events in Bandon and storytelling in Macroom.
- In the light of Bliain na Gaeilge 2018, preliminary discussions took place with Community organisations in The Muskerry Gaeltacht and Cape Clear Island. The intention is to re-seed the Irish language through practical subjects such as woodwork and fused glass, with the focus on speaking Irish and promoting it within the respective communities. The foundation for three projects, Cathaoireacha Comhrá, was established.
- Links were established with Comhaltas to begin classes in the Irish language (Caint agus Comhrá) and dance with the first of these taking place in December 2017 in Youghal.
- Participants from the pilot project in Community Development Level 5 in Youghal completed the first module with distinction and this module was introduced to Castletownbere in October.
- Funding was given to Carrigtwohill Family Resource Centre to help develop their Integration Project through the medium of drama.

## Back to Education Initiative

CETB BTEI focuses on offering an integrated Adult Education and Training Service, with accreditation focusing mainly on Levels 3 and 4 on the National Framework of Qualifications.

BTEI courses are delivered in Cork ETB Centres and in outreach centres throughout the county. The aim of these programmes is to offer high quality, more accessible and flexible education programmes and supports suited to the identified needs of the individual.

Participation on part-time programmes can provide opportunities to:

- continue learning;
- obtain national certification;
- develop new skills;
- pursue new employment opportunities.

Developments during 2017 included:

- Reactionary programme provision in response to local employment opportunities – e.g. retail skills programme in Bantry to provide prospective employees for new Supermarket in the area;

- Preliminary work on a new Entrepreneurship Programme to be rolled out in 2018;
- Further development of partnerships with DEASP, Community Services etc. to identify needs in the local areas;
- Learners completed QQI Level 3 to Level 5 in a wide range of subject areas;
- Learners participated in the very successful Awards Day held at the Radisson Blu Hotel, Little Island in November 2017.

Literacy and Adult Guidance continues to be integrated into BTEI Programmes.

In 2017, 3,202 learners benefitted from 308 courses run under the CETB BTEI programme.

## Literacy

Adult Literacy is more than reading and writing and it goes far beyond the technical skills of communication. It involves the integration of personal development, numeracy and IT in accordance with our ethos in Cork ETB. In 2017, we continued to provide a supportive, friendly and flexible learning environment where learners could explore their needs and interests and set their own learning goals.

Our priority for 2017 was the integration of the Literacy Service into Further Education and Training, the Community and with our Employers.

### ***Integration within FET***

The Literacy Service plans its programmes with clear target groups and identified progression routes. All planning is approached in an integrated way with other CETB provision, in particular with Community Education and BTEI to encourage progression from Community Education and progression to BTEI.

CETB, in line with The National Skills Strategy 2015 -2025, recognises literacy, numeracy and ICT as fundamental skills and continues to promote and develop the integration of these skills into the design and delivery of all FET programmes.

### ***Integration within the Community***

The service continued to prioritise Family Learning as a way of integrating literacy in the community. While most family learning is non-accredited, it provides an important entry route for many who would otherwise not engage with the service. Family Learning programmes improve the literacy and numeracy practices of parents and other family members. They have a significant consequential effect on the school performance of children and play a significant role in breaking down barriers between the school learning environment and the home which ultimately helps parents to become part of the school community. The service will continue developing relationships with local schools, home/school liaison services, and relevant community networks.

In response to the significant and ever-increasing demand across all sectors of the community for ESOL provision, CETB has committed to the upskilling of tutors in ESOL and IELTS and this will be scheduled to commence in 2018.

### ***Integration with Employers***

In direct response to industry need, CETB, in partnership with the National Skills for Work programme, has expanded the range of programmes available to employers. The programme will shortly offer work specific ESOL/IELTS language skills training to employees in the hospitality industry in Cork. The literacy service engages with a broad range of employers through this programme and this fosters an ethos of lifelong learning and potential for progression both within the workplace and to Further Education and Training.

In 2017, learners engaged with Adult Literacy services to the following extent:

- Group Literacy - 4,574 learners on 879 courses;
- ITABE – 209 learners on 44 courses;
- ESOL- 1,088 learners on 153 courses;
- Skills for Work- 188 learners on 46 courses;
- Voluntary Literacy- 151 learners.

## CETB Adult Guidance

The Cork ETB guidance service offers free, impartial and confidential information, advice and guidance on educational options in the area. The aim of the guidance service is to facilitate learners to make informed decisions about accessing education and training, transferring within and progressing from Cork ETB.

Cork ETB Adult Guidance Service provides support to current ETB adult learners who do not have existing access to guidance and to unemployed adults who want to upskill or retrain but whose qualifications are less than QQI Level 6. Outreach guidance counselling services for adults in Adult Education Centres across Cork City and County have been developed.

During 2017, the CETB Guidance Service:

- Organised and hosted Regional Meeting of Adult Education Guidance Association;
- Received CPD on the online Career Profiling assessment tool;
- Participated in, and exhibited at Cork Learning Neighbourhood Expos, events for UNESCO Cork Learning City Events and Adult Education Exhibition in Cork City Hall.

In 2017, CETB's guidance service recorded that 1,345 individuals were met on a 1:1 basis and 1,311 individuals were catered for through group engagement sessions.

## Youth Services

Under the 2013 Education and Training Board Act, Cork ETB is assigned the following function in respect of Youth – “to Support the provision, coordination, administration and assessment of youth work services in its functional area”.

Cork ETB's primary source of funding to support youth work is received from the Department of Children and Youth Affairs, in respect of targeted out-of-school projects for disadvantaged young people. These schemes are Special Projects for Youth (SPY), Young People's Facilities and Services Fund (YPFSF) and Youth Information (YIC).

In 2017, additional resources were secured by Cork ETB to enhance its capacity to undertake its legislative functions, this included the employment of a second Youth Officer.

Cork ETB provided the following services through the Youth Work Unit in 2017:

### Provision/Coordination

- Having considered youth work needs in Cork, Cork ETB submitted four applications to the DCYA for consideration under the pilot Revised Youth Funding scheme – LGBT project, Mitchelstown, Carrigaline and Midleton. Three were successful and are now part of the new pilot DCYA Revised Youth Scheme.
- Engaged with the DCYA to develop a profiling tool which will provide a socio-economic and demographic overview of a county, outline the needs of young people, and the

issues affecting their well-being, in broad terms, and identify the areas of highest deprivation.

- A Geo-profile of DCYA provision in Cork, conducted by the ETB, went live on Pobal maps.
- Achieving National Outcomes for Young People – Better Outcomes Brighter Futures.

National Outcomes	Cork ETB will deliver on the National Outcomes through the following initiatives in 2017	Local 2017 Outcomes
Active and Healthy	Cork City Youth Marathon Challenge  Local and Regional Drugs Task Force	Up to 100 young people engaged in a fun 5km event In excess of 20 youth teams participated in the marathon challenge.  Cork ETB positively and actively engaged with the Regional and Local Drugs Task force particularly on the education and prevention strand.
Achieving full potential in all areas of learning and development	ETB Youth Work Cooperation Hours	Cork ETB provided cooperation hours to youth projects under the Special Project for Youth Scheme to support and complement youth work provision in the city.
Safe & Protected from Harm	Children Protection and Implementation of Children First	Cork ETB will ensure implementation of Children First in all ETB Youth work funded centres.
Economic Security and Opportunity	Contributing to Local Economic & Community Plans	Cork ETB contributed to the LECP plans with respect to the development of children's services.
Connected, Respected and Contributing to their World	Comhairle na nÓg	Cork ETB contributed to the implementation of both the city and county Comhairle na nÓg programmes in 2017.

## Administration

- Administration of Special Project for Youth and YPFSF funding to youth services on behalf of the Department of Children and Youth Affairs in projects in Cork City and County
- Administration of Youth Club Grant Scheme to small voluntary-led youth work groups
- Administration and coordination of the DCYA Local Youth Club Equipment Grant Scheme (to over 250 groups in Cork City and County)
- Administration of funding to six Cork Local Drugs and Alcohol Task Force (CLDATF) Projects
- Administration of tutor Co-Operation hours for City SPY projects.

## Assessment

- Implementation of National Quality Standards Framework for Youth Work;
- Participated and informed DCYA review of the NQSF;
- Cork ETB conducted monitoring meetings with all DCYA funded services;
- Designed and developed Financial and Non-Financial Monitoring Reporting templates that incorporate ETB/DCYA SLA requirements;

## Organisation of Services

In 2017, the first Strategy Statement of Cork ETB was developed. The Strategy Statement was developed following a consultation process with all stakeholders, which commenced in March 2017.

Consultation consisted of meetings involving managers, staff, Boards of Management and learners. External stakeholders were also consulted and feedback was requested on the draft proposals. An online survey was also made available to all parties and was a key element of the process to ensure that a broad view was obtained in respect of identifying and refining the priorities and the actions for achieving our strategic priorities. The result is that Cork ETB has a Strategy Statement that will ensure the organisation delivers services that are relevant and valuable to our stakeholders.

There were some promotional and new appointments made in 2017 in Head Office. These appointments were in response to some critical vacancies identified to the Department of Education and Skills (DES) for which permission was granted. These posts are on a temporary fixed term basis pending the outcome of a national review of ETB structures by the DES.

Cork ETB continues to be committed to the continuous improvement of its services in the context of the Government's "Transforming Public Service Programme" and in the interest of good corporate governance.

## Capital and Procurement

Details of Building Projects in CETB schools/colleges and centres are as follows:

### **Major Building Projects**

#### ***Construction Stage:***

Coláiste an Chraoibhín, Fermoy	Major Extension
St. Colman's Community College	Major Extension

#### ***Enabling Works***

Carrigaline Education Campus  
Davis College, Mallow

#### ***Pre-tender/tender stage***

Carrigaline Education Campus	New 3 school campus
Clonakilty Community College	Major Extension
Davis College, Mallow	Extension

#### ***Site Acquisition***

Carrigtwohill – The DES commenced the conveyancing stage of the acquisition of a site for a permanent build for Carrigtwohill Community College, a permanent build for Scoil Chliodhna National School and a new build for Scoil Mhuire Naofa National School.

## **Minor Building Projects**

### ***Additional Accommodation – at construction stage***

Scoil Mhuire, Béal Atha'n Ghaorthaidh	Science Laboratory
St Brogan's College, Bandon	ASD (Autism Spectrum Disorder) Unit
Bishop McEgan College, Macroom	ASD (Autism Spectrum Disorder) Unit
Coláiste Treasa, Kanturk	Science Labs and Home Economics Room

### ***Additional Accommodation – pre-tender stage***

Scoil Mhuire, Béal Atha'n Ghaorthaidh	Home Economics and Construction Studies
St John's Central College, Church Building	Fire Safety/Disability Access/Toilets

### ***Refurbishments of schools/colleges and centres - at construction stage***

Coláiste Fionnchua	Replacement of Sports Hall Roof
Terence MacSwiney Community College	Toilet Refurbishment
Carrignafoy Community College	New Heating System
St Aidan's Community College	Asbestos removal and ceiling replacement
Mallow College of Further Education	Roof Repairs
Nagle Community College	Toilet Refurbishment
Schull Community College	Roof Repairs
St. Aidan's Community College	Toilet Refurbishment
Scoil Mhuire, Béal Atha'n Ghaorthaidh	Roof Repairs
St. Aidan's Community College, Dublin Hill	Replacement of Windows
Coláiste Stiofáin Naofa	Electrical Upgrade
Coláiste Choilm	Boiler Replacement
St. Brogan's College	Electrical Upgrade
St. Brogan's College	Replacement of Windows and Doors
St. Brogan's College	Roof Repairs
Kinsale Outdoor Education Centre	Health and Safety Works

## **Procurement**

A dedicated Capital Building Projects and Procurement Department was established on the 1<sup>st</sup> January 2017. During 2017, staff in this unit have attended formal Procurement training, are members of ETBI Procurement working groups and attend Procurement briefings and meetings in ETBI where relevant.

CETB has signed up to OGP Frameworks where they are suitable for our requirements. Sectoral and CETB specific frameworks were developed during 2017 and continue to be developed and put in place where aggregate expenditure is identified as being over threshold.

A Corporate Procurement Action plan was put in place in 2017, as a roadmap to plan the drawdown of OGP and ETBI Sectoral frameworks and progress CETB frameworks in areas of identified expenditure.

CETB will continue to review all areas of expenditure on an ongoing basis to identify opportunities to provide best value for money and meet compliance requirements, through

tendering processes and the drawdown of existing OGP Frameworks and the establishment of CETB frameworks.

## Legal & Compliance

Work commenced in 2017 on preparing the organisation for implementation of new General Data Protection Regulation (GDPR), effective from 25<sup>th</sup> May 2018. This is a significant piece of work across the whole organisation, given the number of staff (circa 3,800) and the number of learners who use our services (circa 37,137). This task is proving to be particularly challenging as it must be met from current resources.

A programme of monitoring has been implemented to ensure compliance by third-party service providers with Service Level Agreements, in accordance with DPER Circular 13/2014.

Work was also completed in respect of our Corporate Risk Register and a new Risk Management Policy was approved by the Board in 2017.

In respect of Freedom of Information and as reported to the Board, Cork ETB received two anonymous letters in 2017, which referenced the 2014 Act. Both letters related to concerns about appointments procedures. After due consideration, because they were anonymous and in the form of complaints/grievances, it was decided not to treat them as protected disclosures. This is in accordance with the terms of CETB's Policy on the making of Protected Disclosures.

Insurance and Legal Issues: support and advice continues to be provided to staff throughout the organisation in respect of legal issues arising, potential claims, personal injuries claims, etc. In 2017, there were 26 live claims against the ETB at the start of the year. 14 new claims arose in the course of the year and 7 were settled. Over 60% of these claims related to workplace accidents.

Property Management: A property register continues to be maintained in respect of all properties occupied by CETB. In 2017, 110 properties were in use throughout the city and county for the delivery of education and training services.

## Corporate Services

Cork ETB continues to be serviced from this Department in respect of its Board, Committees and various groups that have been set up, particularly in respect of Further Education and Training. During 2017, the servicing and management of leases proved challenging particularly in respect of the sourcing of alternative accommodation where premises were lost to the rental sector, combined with the upturn in the economy.

This department has also managed the publication of Cork ETB's Strategy Statement 2017 - 2021 as well as the Service Plan and Annual Report for 2017. The management of media events and the promotion of activities through social media, as well as the publication of brochures for FET, is co-ordinated centrally by Corporate Services. A large number of student activities were promoted through social media to raise and enhance the profile of Cork ETB and its Colleges / Centres of education.

## Human Resources

The Human Resources Department provides a full range of services for staff of Cork ETB and also to support Managers in Colleges / Centres. Services also include, but are not limited to the following:

- Recruitment (Management, Teaching, Instruction, Special Needs Assistant, Administrative, Maintenance and other posts) for the vast majority of posts within the organisation. In 2017, Cork ETB advertised 373 positions, of which 298 were teaching posts and 75 were non-teaching posts. All recruitment was managed through an online recruitment system operated through Core Portal.
- Management of contracts for all categories of staff, terms and conditions of appointment, roll-out and implementation of national agreements etc. This includes management of all short term contracts on the Part-Time Teachers system, including substitution for Teachers and Special Needs Assistants.
- Setup of new employees and maintenance of existing employees on payroll, including determining salary and allowances, time and attendance, incremental credit etc. Processing of employee resignations, contract non-renewals etc. In 2017, there were 561 new starters and 203 leavers.
- Retirement and superannuation calculations for all employees, provision of estimates, processing of ill-health retirement applications, administration of pension scheme requirements. In addition to this, the pensions team undertook a number of pieces of work during 2017 to review and update staff records, improve the quality of information held and rectify any outstanding historical issues in respect of employee entitlements. 47 retirements were processed in 2017.
- Employee relations matters including maintaining productive working relationships with the main trade unions in the sector (TUI, ASTI, SIPTU, FÓRSA), advising and supporting managers and employees in dealing with workplace relations issues.

2017 saw a number of projects commenced and/or completed in the HR Department including the following:

1. Retrospective Garda Vetting of all staff, with the exclusion of teachers (who are vetted by the Teaching Council), in addition to normal vetting processes for new starters. This work involved a complete review of staff in each school and centre in Cork ETB. The retrospective vetting project was conducted alongside normal vetting procedures for new staff. Cork ETB successfully vetted 1,389 members of staff last year, with a significant further number of invitations issued.
2. Launch of Employee Assistance Programme for all staff – Cork ETB launched a new Employee Assistance Programme for all members of staff in June 2017. This service provides confidential support for employees and their family members where they are experiencing difficulties whether in their work or personal lives.
3. BTEI Conversion – following national agreement reached between the Department of Education and Skills and the TUI, work commenced on the conversion of tutors engaged on BTEI programmes to the posts of Teacher of Adult Education. A significant amount of work was completed on this project before it was paused at national level.
4. Preparation for GDPR – work commenced in the last quarter of 2017 to prepare for the new GDPR regulations. This work involves a full review of personal data held by the HR Department, as well as significant changes to some of our software (in conjunction with the software providers) to ensure compliance with the new regulations. This work will continue into 2018.
5. HR Systems – During 2017, the HR Department continued working on a number of projects to improve the efficiency of HR systems including Core HR and Part-Time Teachers. Projects include automating the vacancy request system for schools and centres as part of the recruitment process, improving the Employee Self-Service capabilities to enable employees to view sick leave balances and pension estimates, introducing a contract request system for PRPT teaching posts which will allow for contracts to be issued online and preparing for the establishment of a tutor panel on the Part-Time Teachers system, in addition to the existing substitution panel. It is expected that work on most of these projects will be completed during 2018.
6. Payroll Shared Services – In the latter months of 2017, Cork ETB commenced preparations for the introduction of Payroll Shared Services, including meeting with



members of the Payroll Shared Services team, attending briefings and appointing a Transition Lead for this project. Work will continue on this project in 2018, but it will be dictated by the timeline of the Shared Services team.

## Information Communication Technology

ICT continues to be developed within the organisation with solutions being developed and implemented with respect to managing transactional pieces of work such as contract requests, timesheets, invoices and travel claims. While many of the solutions are being developed nationally through the Project Management Office in the DES, Cork ETB continues to participate in the various working and project groups established to oversee same.

Substantial work has been undertaken to update and consolidate the ICT Infrastructure with particular focus on risk management with revised backup and recovery solutions being implemented. A Disaster Recovery facility has also been setup at the Training Centre, Rossa Avenue to provide an offsite facility for Cork ETB staff to carry out critical business functions in the event of an issue arising in the Administrative Offices in Lavitt's Quay, in accordance with requirements under our risk register.

Work continues in respect of ICT security which is vital to the organisation given the high reliance on same across all areas of our services. With the heightened risks associated with cyber security and malware attacks during 2017, a full review of administrative systems was carried out and appropriate steps continue to be taken to minimise such risks with the introduction of additional security measures.

Work has also begun on migrating ICT Systems from on-premise to the cloud where it has been deemed that doing so provides business benefits. For example, work has commenced on migrating the Cork ETB email system to Office 365 with the view to providing a more scalable, secure and integrated facility to all Cork ETB staff.

Work commenced on the development of a Cork ETB Intranet to provide a more effective means of communicating and engaging with staff across all our services. This is a substantial piece of work with a multi-disciplinary project team from each section of the organisation assisting in the development and implementation of the system.

ICT continues to co-ordinate the purchasing of IT equipment whilst providing an advisory service to centres on best practice. The *Digital Strategy for Schools 2015- 2020* has seen substantial grants being provided to support eLearning in our Schools. The management of this grant and the development of associated eLearning plans in our centres commenced in 2017 and will continue throughout the lifetime of the strategy

## Finance

The board continues to operate in accordance with regulatory and legislative requirements as well as best practice.

The procurement of a sectoral Learner Payment System has been progressed during 2017 in conjunction with the Department of Education and Skills Project Management Office, with a view to implementation during 2018.

An IT booking and payment solution for Outdoor Education Centres has been progressed nationally during 2017, with a view to implementation during 2018.

A review of the practices and IT systems for the management of PLC and Adult Education fees, together with required user training commenced during 2017.

The online Travel and Subsistence system was upgraded during 2017 and has been implemented fully for both claims and processing functions.

The Finance Department continues to monitor and review stock controls across all schools and centres within the ETB.

The Management Accounting function has been enhanced during 2017, including the development of a template for the purposes of reporting to the Finance Committee. Enhanced budgeting and reporting structures for senior management, schools and colleges was also implemented during 2017.


## Financial Summary

Cork ETB is funded primarily by the Department of Education and Skills (DES) for the delivery of its second level and SOLAS and DES for Further Education and Training programmes. In 2016/2017, funding for particular projects was also provided by other Government Departments and Agencies including:

- Department of Community, Equality and Gaeltacht Affairs;
- Department of Employment Affairs and Social Protection;
- Department of Children and Youth Affairs;
- Department of Enterprise, Trade and Innovation;
- European Union.

Funds are also raised through charges for services such as tuition fees, rental of rooms and activities at local level. The Board's receipts for 2017 were €186,873,607. Cork ETB is audited annually by the Comptroller and Auditor General (C&AG) who present a report on the Board's financial stewardship to the Oireachtas. Of the total receipts in 2017, €11,572,364 was in respect of the Capital programme.

I also confirm, as Chairman, that Cork Education and Training Board are responsible for the keeping of accounts and confirm that Cork ETB is fully compliant with its obligations under revenue legislation.

Signed: 

Date: 10<sup>th</sup> July 2018

Cllr. Patrick Gerard Murphy,  
Chairman, Cork Education and Training Board.

## Abbreviations

<b>BTEI</b>	Back to Education Initiative
<b>C&amp;AG</b>	Comptroller and Auditor General
<b>C&amp;G</b>	City and Guilds
<b>CLDATF</b>	Cork Local Drugs & Alcohol Task Force
<b>CNS</b>	Community National Schools
<b>CPD</b>	Continuing Professional Development
<b>CTC</b>	Community Training Centre
<b>DEASP</b>	Department of Employment Affairs and Social Protection
<b>DES</b>	Department of Education and Skills
<b>DCYA</b>	Department of Children and Youth Affairs
<b>ESOL</b>	English to Speakers of Other Languages
<b>ETB</b>	Education and Training Board
<b>ETBI</b>	Education and Training Board Ireland
<b>FET</b>	Further Education and Training
<b>GDPR</b>	General Data Protection Regulations
<b>HR</b>	Human Resources
<b>ICT</b>	Information Communications Technology
<b>IELTS</b>	International English Language Testing System
<b>IT</b>	Information Technology
<b>ITABE</b>	Intensive Tuition in Adult Basic Education
<b>LCA</b>	Leaving Certificate Applied
<b>LGBT</b>	Lesbian, Gay, Bisexual and Transgender
<b>NCCA</b>	National Council for Curriculum and Assessment
<b>OGP</b>	Office of Government Procurement
<b>PDST</b>	Professional Development Service for Teachers
<b>PLC</b>	Post Leaving Certificate
<b>QQI</b>	Quality and Qualifications Ireland
<b>SOLAS</b>	Seirbhísí Oideachais Leanúnaigh agus Scileanna
<b>SLA</b>	Service Level Agreement
<b>SPY</b>	Special Projects for Youth
<b>UNESCO</b>	United Nations Educational, Scientific and Cultural Organisation
<b>VTOS</b>	Vocational Training Opportunities Scheme
<b>WSE/MLL</b>	Whole School Evaluation of Management, Leadership and Learning
<b>YI</b>	Youth Initiative
<b>YPSF</b>	Young Peoples Facilities and Services Fund

## Appendix 1

### ETB Schools, Education Centres & Sub Committees

#### Community National Schools

Name	Enrolment	Name	Enrolment
<b>Community National Schools</b>			
Scoil Chlíodhna, Carrigtwohill	98	Scoil Aonghusa, Mallow	80

#### Post Primary Schools

Name	Enrolment	Name	Enrolment
<b>Post Primary Schools and Colleges</b>			
Carrigtwohill Community College	107	**Glanmire Community College	1053
**Clonakilty Community College	568	**Maria Immaculata Community College, Dunmanway	495
**Coachford College	652	McEgan College, Macroom	223
Carrignafoy Community College, Cobh	266	**Nagle Community College, Mahon	193
Coláiste an Chraoibhín, Fermoy	759	**Schull Community College	401
**Coláiste Choilm, Ballincollig	1352	Scoil Mhuire, Ballingearry	116
Coláiste Daibhéid, Corcaigh	217	**St. Aidan's Community College, Dublin Hill	418
**Coláiste Ghobnatan, Baile Mhúirne	206	St. Brogan's College, Bandon	853
**Coláiste Pobail Bheantraí	667	St. Colman's Community College, Midleton	908
**Coláiste Pobail Naomh Mhuire (Buttevant)	362	Coláiste Fionnchua, Mitchelstown	298
Coláiste Treasa, Kanturk	527	Terence MacSwiney Community College, Knocknaheeny	274
Davis College, Mallow	819	**Gaelcholáiste Carrigaline	74

<b>Post Leaving Certificate Colleges</b>			
St. John's Central College, City Centre	882	Coláiste Stiofáin Naofa, Tramore Road	738
Cork College of Commerce	1891	Mallow College of Further Education	405

\*\*These colleges are Designated Community Colleges; a Model Agreement is in existence between Cork ETB and either the Diocese of Cork and Ross or the Diocese of Cloyne.

## Education & Training Centres

Cork City Learning Support Services  
Cork Training Centre, Rossa Avenue  
Training Centre, Carrigaline

## Youthreach Centres

Ballincollig	Bandon	Bantry
Dean Street	Fermoy	Glen
Knocknaheeny	Macroom	Mahon
Mallow	Youghal	

## Community Schools where Cork ETB is Co-Trustee

Carrigaline Community School	Millstreet Community School
Pobailscoil na Trionóide, Youghal	Kinsale Community School
Douglas Community School	Mayfield Community School
Bishopstown Community School	Ballincollig Community School
Béara Community School	St. Peter's Community School, Passage West
Skibbereen Community School	

## Comprehensive Schools where Cork ETB is Co-Patron

Ashton Comprehensive School  
Boherbue Comprehensive School

## ETB Committees

Finance Committee  
Audit Committee  
Youth Committee