



lcetb

Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
*Limerick and Clare
Education and Training Board*

Limerick and Clare Education and Training Board

Annual Report July 2013 – December 2014

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Foreword from Chief Executive

This annual report covers the first reporting period for the newly established Limerick and Clare Education and Training Board. This reporting period was defined by the Minister of Education and Skills as eighteen months and covers the period from the 1st of July 2013 until the 31st of December 2014.

The establishment of the Limerick and Clare Education and Training Board on the 1st July 2013 incorporated the work of City of Limerick VEC, County Limerick VEC and County Clare VEC and was legislated for in Education and Training Boards Act 2013. This act of the Oireachtas consolidated the Vocational Education Acts 1930 – 2001 and allowed for the later incorporation of the training centres into the Limerick and Clare Education and Training Board. In July 2014 the two former FÁS Training Centres (Raheen in Limerick and Shannon in Clare) transferred to the Limerick and Clare Education and Training Board from SOLAS. At the same time SOLAS, the new Further Education and Training authority, became responsible for the strategic co-ordination and funding of the FET sector nationally. These were the final steps in the configuration of the Limerick and Clare Education and Training Board.

While the Limerick and Clare Education and Training Board are awaiting the publication of a 'Code of Governance for ETB's', the principles of Circular F11/05 - Code of Practice for the Governance of Vocational Education Committees adopted by City of Limerick, County Limerick and County Clare VEC's continues to be the premise on which we operate in accordance with Department of Education and Skills Circular Letters.

The valuable legacy left by all three VECs combined with the work of the Raheen and Shannon training centres is the greatest asset bequeathed to the new body. Under the banner of the Limerick and Clare Education and Training Board the organisation will continue to provide this same level and quality of service that has always been the hallmark of our varied provision.

On behalf of the students, learners, staff and board of the LCETB, I would like to express my sincere appreciation to Sean Burke who retired as Chief Executive of Limerick and Clare Education and Training Board in June 2014. Sean led the Limerick and Clare Education and Training Board through the first twelve months of the merger process with energy, professionalism, diligence and commitment. The LCETB is indebted to Sean Burke for his professional and dedicated service and we wish him all the very best in his retirement.

The experience and knowledge that are the foundations of our provision can only enhance the service that will be provided by the Limerick and Clare Education and Training Board. The enthusiasm, creativity and energy which has been shown by all staff during this first period of transition is hugely appreciated and bodes well for the future work of the Limerick and Clare Education and Training Board.

George O'Callaghan

Chief Executive



Limerick and Clare Education and Training Board

Composition of Committee/ETB

As per the Education and Training Board Act 2013, every VEC member holding office immediately prior to the establishment day shall, on the establishment day, become a member of the relevant education and training board for a term ending on the date of the next post-election meeting of that board. Limerick and Clare Education and Training Board had a membership of fifty five, their term of office running to August 2014.

Composition of Education and Training Boards as per the Education & Training Board Act 2013

Following direction by the Minister for Education and Skills and the Local Authority Elections in May 2014, the first elected board of the Limerick and Clare Education and Training Board was constituted. The new Board of LCETB consists of 21 members comprising twelve members elected by the local authority; two members who are members of staff of the Education and Training Board; two members each of whom are the parent of a child who has not reached eighteen years of age and is registered as a student in a centre for education or recognised school, or is the parent of a learner in a children detention school, prison, education or training facility or other facility maintained by any other public service body where the board provides education or training; and five members with interest or knowledge in education and training from persons nominated by (i) business/industry/employers, (ii) learners and (iii) management/leaders of recognised schools.

Function of the LCETB Board

The General function of the Limerick and Clare Education and Training Board as stated in the Education and Training Board 2013 shall be to—

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister under *section 20*—
 - I. establish and maintain recognised schools in its functional area,
 - II. establish and maintain centres for education in its functional area,
 - III. maintain centres for education or recognised schools in its functional area, and
 - IV. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, co-ordinate and review the provision of education and training, including education and training for the purpose of employment, and services ancillary thereto in its functional area in—
 - I. recognised schools or centres for education maintained by it,
 - II. education or training facilities maintained or resourced by it,
 - III. children detention schools,
 - IV. prisons, and
 - V. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers, in accordance with *section 22*,
- e) establish scholarships in accordance with *section 24*,
- f) adopt a strategy statement in accordance with *section 27*,
- g) adopt an annual service plan in accordance with *section 47*,
- h) cooperate with any body nominated to carry out the internal audit functions under *section 52*,
- i) provide education and training at the request of, and on behalf of, any body which funds training out of money provided to that body by the Oireachtas,



- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the manner in which it performs its functions is economical, efficient and effective.

A full list of the Limerick and Clare Education and Training Board schools, programmes and services is outlined in Appendix 1.

Ethics in Public Office Act and the Standards in Public Office Act

Each member of the Board of an ETB must comply with the relevant provisions of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. The Ethics in Public Office Act 1995 provides for the disclosure of registerable interests by holders of designated directorships and occupiers of designated positions of employment in public bodies prescribed for the purposes of the Ethics legislation. Board members and designated staff are required to provide annual Disclosures of Interests in respect of issues that could materially influence the performance of functions.

Committees of Education and Training Boards

Part 5 44.-(1) Subject to section 45, an education and training board may establish committees to-

- a) perform such one or more of its functions as, in its opinion could be better or more conveniently performed by a committee, or
- b) advise it in relation to the performance by it of any of its functions and may determine the terms of reference and regulate the procedure of any such committee.

A committee established under subsection (1) shall consist of not more than 12 members and may, subject to subsection (9) and (12)(c), consist partly of members who are not members of the education and training board concerned.

Board Meetings

1. Schedule 3 :Paragraph 2 (1) of the Education and Training Board Act 2013 - subject to the provisions of this paragraph and section 31 - every education and training board shall hold such and so many meetings, at such times, and in such places as it thinks proper.
2. Schedule 3 : Paragraph 2 (2) Every education and training board shall hold at least one meeting in every 2 months other than the months of July, August and September.
3. Schedule 3 : Paragraph 2 (3) Every education and training board shall hold at least one meeting during the period commencing on the 1st day of July and ending on the 30th day of September in every year.

Minutes are maintained and adopted in support of LCETB Board meetings. Members record of attendance at LCETB Board meetings and details of their expenses are recorded in this report.

Positive Duty

Section 42 of the Irish Human Rights and Equality Commission Act 2014 sets out the Positive Duty required of Public Bodies, including the Limerick and Clare Education and Training Board. The Limerick and Clare Education and Training Board, in performing our function, has regard to:

1. The elimination of discrimination
2. The promotion of equality of opportunity and treatment of our staff and the people to whom we provide services
3. The protection of the human rights of our members, staff and the people to whom we provide services



Corporate Governance

Corporate governance comprises the systems and procedures by which entities are directed and controlled. State bodies, including Education and Training Boards (ETBs), must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities.

The Board (i.e. the entity comprising elected and appointed members of the ETB) is responsible and accountable for the proper direction and control of the ETB.

In order to deliver good governance in the ETB, the Board must act in the interest of the ETB at all times, consistent with the requirements of legislation and government policies, avoiding self-interest and the interests of third parties, including bodies which have elected or nominated them.

The primary legislation governing education and training boards is the Education and Training Boards Act 2013, which must be observed at all times.

While the Limerick and Clare Education and Training Board are awaiting the publication of a 'Code of Governance for ETB's', the principles of Circular F11/05 - Code of Practice for the Governance of Vocational Education Committees adopted by City of Limerick, County Limerick and County Clare VEC's continues to be the premise on which we operate in accordance with Department of Education and Skills Circular Letters.



Limerick and Clare Education and Training Board: Membership Details: During the period July 2013 to June 2014, the former Vocational Education Committees continued to meet bi-monthly and were referred to as the Local Area Boards. The co-joined former Vocational Education Committees now the Limerick and Clare ETB met every other month until the new Board was formed following the 2014 Local Elections.

Cllr Mary Jackman**	Chairperson of Co. Limerick VEC July 2013 - June 2014
Cllr Tommy Brennan**	Chairperson of Co. Clare VEC July 2013 - June 2014
Cllr Denis McCarthy**	Chairperson of City of Limerick VEC July 2013 - June 2014
Cllr Denis McCarthy*	Chairperson of Limerick & Clare ETB July 2013 - June 2014
Cllr Cathal Crowe ***	Chairperson of Limerick & Clare ETB September 2014 to December 2014

Board Members from July 2013- Limerick and Clare Education and Training Board: Cllr. Denis McCarthy (Chairperson), Cllr. Tommy Brennan (Vice Chairperson), Ms. Joan Aherne, Cllr. Michael Begley, Mr. Tony Brazil, Cllr. Rose Brennan, Cllr. Pat Burke, Cllr. Maria Byrne, Mr. Billy Carmody, Cllr. Peter Considine, Mr. Michael Corley, Cllr. Cathal Crowe, Ms. Mary Flanagan, Cllr. Liam Galvin, Mr. Flan Garvey, Cllr. John Gilligan, Mr. Bernard Hanrahan, Ms. Marian Harnett, Cllr. Michael Hillery, Mr. Jim Houlihan, Cllr. Mike Houlihan, Cllr. Michael Hourigan, Mr. Paddy Hourigan, Cllr. Mary Howard, Cllr. Cormac Hurley, Cllr. Mary Jackman, Mr. Eddie Keane, Cllr. Gabriel Keating, Mr. Sean Kennedy, Cllr. Joe Leddin, Ms. Linda Ledger, Cllr. Jim Long, Cllr. Ian Lynch, Cllr. Orla McLoughlin, Cllr. Sean McLoughlin, Cllr. Pat McMahan, Cllr. David Moloney, Ms. Maolíosa Ní Chléirigh, Ms. Sinead Nolan, Cllr. Kieran O'Hanlon, Mr. John O'Donnell, Ms. Catherine O'Farrell, Mr. Kieran O'Neill, Mr. Declan Philips, Ms. Catherine Prendiville, Ms. Marinella Raftery, Cllr. Damien Riedy, Ms. Phil Roche, Cllr. Eddie Ryan, Cllr. P. J. Ryan, Cllr. Michael Sheahan, Ms. Catherine Tuohy, Cllr. Eddie Wade, Cllr. Liam Williams, Ms. Marie Wright McCabe

- **LCETB Meeting Dates:** 16th July 2013, 16th October 2013, 6th November 2013, 11th December 2013, 27th February 2014, 9th April 2014, 28th June 2014.

Board Members from July 2014- Limerick and Clare Education and Training Board: Cllr. Cathal Crowe (Chairperson), Ms. Joan Aherne (vice Chairperson), Cllr. Maria Byrne, Cllr. Michael Donegan, Cllr. Michael Hillery, Cllr. Mary Howard, Cllr. Gabriel Keating, Mr. Sean Kennedy, Cllr. Ann Norton, Cllr. Richard O'Donoghue, Cllr. Kieran O'Hanlon, Cllr. Elena Secas, Cllr. Lisa Marie Sheehy, Mr. Tony Brazil, Ms. Mary Flanagan, Mr. Liam Galvin, Ms. Catherine Harren de Parra, Mr. Sean McMahan, Mr. Donal O'hAinifein, Ms. Mary M Vallenge, Mr. Michael Cregan

- **LCETB Meeting Dates:** 28th July 2014, 5th August 2014, 25th September 2014, 13th November 2014

LCETB Sub Committees:

LCETB Finance Committee has responsibility for reviewing the income/expenditure of the ETB's major contracts and the financial aspects of the education and service plans.

LCETB Finance Committee Members: Cllr. Michael Houlihan (Chairperson), Mr. Tony Brazil, Cllr. Rose Brennan, Cllr. Pat Burke, Cllr. Michael Hillery

1. **LCETB Finance Committee Meeting Dates:** 6th December 2013, 7th March 2014, 9th April 2014, 11th June 2014

LCETB Audit Committee is responsible for monitoring the Executive in the carrying out of its functions and provides assurances to the Committee as to the adequacy and effectiveness of the internal control processes.

LCETB Audit Committee Members: Mr. Jim Houlihan (Chairperson), Cllr. Maria Byrne, Cllr. Mary Howard, Cllr. Gabriel Keating, Cllr. Kieran O'Hanlon, Cllr. Michael Sheahan

2. **LCETB Audit Committee Meeting Dates:** 9th December 2013, 11th March 2014, 25th April 2014, 10th June 2014



Board Members Expenses and Meetings Attended:

Expenses are paid to Board members for travel to Board-related meetings. The aggregate expenses paid to each member in the eighteen months to the 31st December 2014 are outlined below:

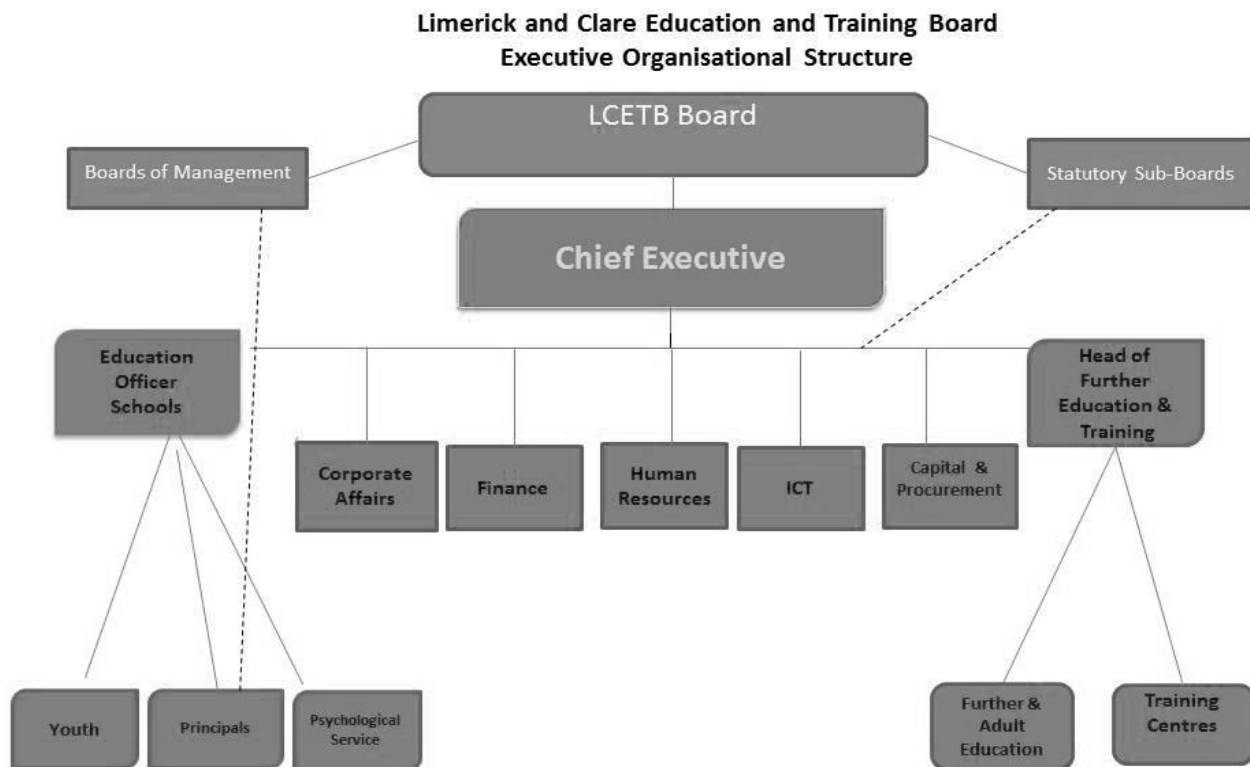
Board Member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	Finance/Audit Committee	Total	Number of Board Meetings Attended
Flan Garvey	€ 3,635.00	€ 3,090.00	€ 904.00	€ -	€ 7,629.00	7
Clr Rose Brennan	€ 2,673.00	€ 3,681.00	€ -	€ 52.00	€ 6,406.00	8
Clr Gabriel Keating	€ 3,185.00	€ -	€ 420.00	€ -	€ 3,605.00	11
Clr Kieran O'Hanlon	€ 1,779.00	€ 1,354.00	€ 409.00	€ 41.00	€ 3,583.00	10
Clr Liam Galvin	€ 2,846.00	€ -	€ -	€ -	€ 2,846.00	11
Clr Maria Byrne	€ 1,030.00	€ 1,351.00	€ 421.00	€ 41.00	€ 2,843.00	10
Clr Michael Begley	€ 2,542.00	€ -	€ -	€ -	€ 2,542.00	7
Clr Michael Sheahan	€ 803.00	€ 1,540.00	€ -	€ -	€ 2,343.00	9
Clr Mary Howard	€ 1,765.00	€ -	€ 420.00	€ -	€ 2,185.00	12
Clr Michael Hourigan	€ 621.00	€ -	€ 1,304.00	€ 122.00	€ 2,047.00	4
Michael Corley	€ 728.00	€ 899.00	€ 420.00	€ -	€ 2,047.00	7
Clr Michael Houlihan	€ 1,955.00	€ -	€ -	€ 82.00	€ 2,037.00	7
Marian Harnett	€ 2,011.00	€ -	€ -	€ -	€ 2,011.00	9
Bernard Hanrahan	€ 1,564.00	€ -	€ 420.00	€ -	€ 1,984.00	7
Joan Aherne	€ 1,326.00	€ -	€ 455.00	€ 122.00	€ 1,903.00	9
Clr Mary Jackman**	€ 1,825.00	€ -	€ -	€ 45.00	€ 1,870.00	8
Clr Tommy Brennan**	€ 1,681.00	€ -	€ -	€ -	€ 1,681.00	8
Clr Michael Hillery	€ 1,592.00	€ -	€ -	€ -	€ 1,592.00	8
Clr Joe Leddin	€ 1,094.00	€ -	€ 421.00	€ -	€ 1,515.00	3
Clr Damien Reidy	€ 1,369.00	€ -	€ -	€ -	€ 1,369.00	9
Phil Roche	€ 1,284.00	€ -	€ -	€ -	€ 1,284.00	9
Clr Pat Burke	€ 1,266.00	€ -	€ -	€ -	€ 1,266.00	8
John O'Donnell	€ 1,098.00	€ -	€ -	€ -	€ 1,098.00	7
Linda Ledger	€ 527.00	€ 447.00	€ -	€ 81.00	€ 1,055.00	4
James Houlihan	€ 1,051.00	€ -	€ -	€ -	€ 1,051.00	7
Catherine Tuohy	€ 993.00	€ -	€ -	€ -	€ 993.00	8
Clr Cathal Crowe***	€ 937.00	€ -	€ -	€ -	€ 937.00	10
Paddy Hourigan	€ 867.00	€ -	€ -	€ 57.00	€ 924.00	8
Clr Eddie Ryan	€ 918.00	€ -	€ -	€ -	€ 918.00	7
Clr Eddie Wade	€ 882.00	€ -	€ -	€ -	€ 882.00	9
Billy Carmody	€ 709.00	€ -	€ -	€ 122.00	€ 831.00	5
Clr Peter Considine	€ 817.00	€ -	€ -	€ -	€ 817.00	6
Clr Pat McMahon	€ 639.00	€ 158.00	€ -	€ -	€ 797.00	7
Clr Denis McCarthy*,**	€ 775.00	€ -	€ -	€ -	€ 775.00	7
Tony Brazil	€ 631.00	€ -	€ -	€ 122.00	€ 753.00	3
Clr Liam Williams	€ 690.00	€ -	€ -	€ -	€ 690.00	3
Clr P J Ryan	€ 576.00	€ -	€ -	€ -	€ 576.00	7
Clr Sean McLoughlin	€ 522.00	€ -	€ -	€ -	€ 522.00	3



Cllr Cormac Hurley	€ 484.00	€ -	€ -	€ -	€ 484.00	6
Declan Philips	€ 466.00	€ -	€ -	€ -	€ 466.00	5
Cllr Jim Long	€ 324.00	€ -	€ -	€ 122.00	€ 446.00	2
Catherine O'Farrell	€ 405.00	€ -	€ -	€ 41.00	€ 446.00	4
Eddie Keane	€ 31.00	€ -	€ -	€ -	€ 431.00	8
Maolíosa Ní Chléirigh	€ 407.00	€ -	€ -	€ -	€ 407.00	2
Cllr John Gilligan	€ 405.00	€ -	€ -	€ -	€ 405.00	2
Mary Flanagan	€ 400.00	€ -	€ -	€ -	€ 400.00	8
Cllr Ian Lynch	€ 395.00	€ -	€ -	€ -	€ 395.00	3
Cllr Ann Norton	€ 345.00	€ -	€ -	€ -	€ 345.00	4
Sinead Nolan	€ 243.00	€ -	€ -	€ 41.00	€ 284.00	1
Cllr Richard O'Donoghue	€ 282.00	€ -	€ -	€ -	€ 282.00	4
Catherine Prendiville	€ 217.00	€ -	€ -	€ -	€ 217.00	9
Sean Kennedy	€ 197.00	€ -	€ -	€ -	€ 197.00	13
Cllr Michael Donegan	€ 155.00	€ -	€ -	€ -	€ 155.00	4
Cllr Elena Secas	€ 92.00	€ -	€ -	€ -	€ 92.00	3
Cllr Lisa Marie Sheehy	€ 89.00	€ -	€ -	€ -	€ 89.00	3
Cllr Orla McLoughlin	€ 41.00	€ -	€ -	€ -	€ 41.00	-
Kieran O'Neill	€ 41.00	€ -	€ -	€ -	€ 41.00	1
Michael Cregan	€ -	€ -	€ -	€ -	€ -	-
Catherine Haren De Parra	€ -	€ -	€ -	€ -	€ -	3
Sean McMahon	€ -	€ -	€ -	€ -	€ -	1
Cllr David Moloney	€ -	€ -	€ -	€ -	€ -	7
Donal O'hAinifein	€ -	€ -	€ -	€ -	€ -	2
Marinella Raftery	€ -	€ -	€ -	€ -	€ -	3
Mary Vallence	€ -	€ -	€ -	€ -	€ -	1
Marie Wright McCabe	€ -	€ -	€ -	€ -	€ -	8
Total	€112,987	€25,040	€11,188	€2,182	€151,397	



Organisational Services



Organisational Services within the LCETB provide a range of administrative services and supports to both the Schools and Further Education and Training Divisions. As outlined above, these services are organised into the following five administrative divisions:

Corporate Affairs Division:

The Corporate Affairs Division within the Limerick and Clare Education and Training Board is responsible for ensuring that the organisation demonstrates best practice in compliance with the legislative, regulatory and governance guidelines and structures for Education and Training Boards. Areas of responsibility within corporate affairs include:

- LCETB Board Liaison (elections/ membership / sub committees)
- Internal support service for the achievement of the LCETB strategies, ensuring compliance with a number of governance obligations and improving corporate policies and procedures
- Coordination role in standardising governance and accountability oversight across LCETB
- Provides an administrative and coordinating service in relation to FOI and Records Management issues. Provides a point of contact for the Data Protection Commissioner
- Risk Register , Health and Safety and Insurances
- Planning and Reporting and Policy and Procedures

Finance Division:

The Finance Division within the Limerick and Clare Education and Training Board is responsible for financial planning, reporting and controls, , cash management, internal risk management, corporate finance, auditing and accounting for an average annual budget of €130million. Two LCETB Sub Committees work with the finance division in providing



good governance for the LCETB. The LCETB Finance Committee has responsibility for reviewing the income/expenditure of the ETB's major contracts and the financial aspects of the education and service plan while the LCETB Audit Committee is responsible for monitoring the Executive in the carrying out of its functions and provides assurances to the Board as to the adequacy and effectiveness of the internal control processes. Areas of responsibility within finance include:

- Creditors
- Payroll
- Treasury
- Auditing
- Budgeting, planning and reporting

Human Resource Division:

The Human Resources Division within the Limerick and Clare Education and Training Board Education provides support to over 2,500 staff providing education and support services to 34,000 learners and beneficiaries across Limerick and Clare. Areas of work include:

- Recruitment and Selection
- Continuous Professional Development
- Compensation and Benefits
- Workforce Planning
- Staff Relations

ICT Division:

The Information and Communications Technology Division within the Limerick and Clare Education and Training Board is responsible for establishing, monitoring and maintaining information technology systems and services across the LCETB schools, centres and services in Limerick and Clare. Areas of work include:

- The installation and maintenance of the LCETB computer network
- Roll out and maintenance of the LCETB SharePoint and email structure.
- Development and implementation of the LCETB ICT strategy
- Development and monitoring of ICT procurement framework agreements
- Support for Technology Enhanced Learning in LCETB schools and centres.
- Planning the development, roll out and delivery of ICT Services that support all areas of the organisation and the effective delivery of ICT Services into teaching and learning in all Schools/Colleges/Centres and to enhance management and administration across LCETB facilitated through a centralised ICT Department;
- Ensuring that ICT is embedded in Teaching and Learning activities to augment and enhance the learner experience in Schools/Colleges/Further Education and Training Centres within LCETB by fostering a culture of digital citizenship in our classrooms and workplaces

Capital and Procurement Division:

A key element of the Public Service Reform agenda is to reduce costs and achieve better value for money through reform of public procurement. The Capital and Procurement Division within the Limerick and Clare Education and Training Board is responsible for both capital and general procurement across the LCETB schools, centres and services in Limerick and Clare. Areas of work include:

- Capital management – including summer works, emergency works and new builds.



- Procurement management – including tendering and contract management.
- Development and implementation of the LCETB procurement strategy
- Management of tender process and framework agreements
- Contract Management and reporting.
- Energy Management/ Asset Register

A summary of the work of the LCETB Capital and Procurement Section during the 18 months to the 31st of December 2014 is outlined in Appendix 2.

Organisational Services Summary 2013/ 2014

LCETB aims through the control of risks and an on-going policy of risk reduction to ensure that accident/incident or near miss occurrences are avoided, thereby safeguarding the safety, health and welfare of Staff, Students, Contractors or Visitors who have reason to enter any LCETB building. LCETB had no reportable accidents in 2014.

The LCETB Data Breach Management Policy and Procedures was approved and adopted on 13th of November 2014.

The modernisation and upgrading of systems within the Limerick and Clare Education and Training Board Organisational Services commenced in 2013 – 2014. Good progress was made with a programme of improvements in spite of the Public Sector moratorium on recruitment. The modernisation programme includes identifying e-business solutions and reviewing existing processes.

The Limerick and Clare Education and Training Board remains committed to the continuous improvement of its services in the context of the Government's Transformation of Public Services Programme and in the interest of good corporate governance.



Financial Summary

Under the Education and Training Boards Act 2013 VECs were dissolved with effect from 30th June 2013. All the functions, operations, assets and liabilities of VECs were transferred to Education and Training Boards (ETBs) on a going concern basis. County Limerick VEC, City of Limerick VEC and County Clare VEC were dissolved and the Limerick and Clare Education and Training Board (LCETB) was created under this Act. Under the Further Education and Training Act 2013 the functions, operations, assets and liabilities of the SOLAS training centres transferred to ETBs. The SOLAS training centres in Raheen, (Limerick) and Shannon (Clare) became part of LCETB on 1 July 2014. The Minister for Education determined that the first accounting period of ETBs would be the eighteen months ended 31 December 2014.

Finance Strategy

The objective of the Finance function is to support the Board in the achievement, within budget, of objectives set out in the service plan. Finance support includes decision making support, corporate control of public money, transaction processing and statutory accountability

Statutory Accountability

Strict accountability requirements apply to the Limerick and Clare Education and Training Board. These requirements include the preparation of annual accounts in a format prescribed by the Department of Education & Science and the audit of these accounts by the Comptroller and Auditor General. Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives.

Sources of Funding:

Limerick and Clare Education and Training Board 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 2013 – 2014, funding for particular projects was also provided by other Government Departments and Agencies including:

- Department of Community, Equality and Gaeltacht Affairs
- Department of Social and Family Affairs
- Office of the Minister for Children and Youth Affairs
- Department of Enterprise, Trade and Innovation
- European Union.
- Funds are also raised through charges for services such as tuition fees, rent of rooms and activities at local level.

The Limerick and Clare Education and Training Board is audited annually by the Comptroller and Auditor General (C&AG) who presents a report on the Board's financial stewardship to the Oireachtas. The LCETB's receipts for the eighteen months ended 31st of December 2014 were €158,985,686, €4,236,042 of which was in respect of the capital projects.

**LCETB Financial Summary July 2013 to 31st December 2014****Limerick and Clare Education and Training Board****Operating Statement for the period from 1st July 2013 to 31st December 2014**

	2014
RECEIPTS	€
Schools & Head Office	93,737,598
Further Education and Training	44,158,822
Student Support Services	2,582,011
Youth Services	3,293,885
Agencies & Self-Financing Projects	10,977,210
Capital	4,236,042
	<hr/>
	158,985,568
	<hr/>
PAYMENTS	€
Schools & Head Office	94,702,762
Further Education and Training	45,143,353
Student Support Services	2,648,078
Youth Services	2,801,357
Agencies & Self-Financing Projects	10,609,444
Capital	1,835,067
	<hr/>
	157,740,061
	<hr/>
Cash Surplus / (Deficit) For Period	1,245,507
Movement in Other Net Current Assets	<hr/> (560,654)
Accrual Revenue Surplus/(Deficit) For Period	684,853
Revenue Surplus / (Deficit) at 01/ 07 /2013	(835,032)
Revenue Surplus / (Deficit) at 31/12/2014	<hr/> <hr/> (150,179)

Chief Executive's Salary: In accordance with pay scales approved by the Department of Education and Skills, the Chief Executive was paid €218,124 (incl ERs PRSI) in the eighteen months ended 31st December 2014. The Chief Executive did not undertake any foreign travel for ETB business purposes during the period. The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and the pension. Entitlements do not extend beyond the standard entitlements available under the scheme. In accordance with approval by the Department of Education and Skills, the Former Acting Chief Executive of City of Limerick VEC continued in the sanctioned role from 01/07/2013 - 31/08/2013 and was paid €21,501 (incl ERs PRSI).



Schools

Limerick and Clare Education and Training Board is responsible for the management and operation of eighteen post primary schools in Limerick and Clare. During 2014, the LCETB provided a range of administrative services and supports to these schools including financial, human resources, procurement, ICT, buildings and maintenance in addition to core curriculum and educational supports.

LCETB Post primary schools are woven into the fabric of the communities in which they are located. The LCETB schools provide a welcoming and inclusive environment, have a commitment to excellence in teaching and learning, provide strong school leadership, an inviting school culture and are dedicated to ensuring each student reaches their potential. Individual schools are supported by the LCETB to enhance their role in communities by increased collaboration and communication with all stakeholders including students, parents, local sporting, community and voluntary organisations. Programmes on offer in our LCETB Post Primary Schools include:

- Junior Certificate
- Transition Year Programmes
- Leaving Certificate
- Applied Leaving Certificate Programmes

Subjects on offer through the curriculum include science, technology, engineering, maths, languages, humanities and arts at both junior and senior levels. A focus on the holistic development of our students involves encouraging engagement in extra-curricular activities including sport, drama, music, science, entrepreneurship, debating and multimedia projects.

Enrolment Numbers 30th September 2013

Limerick and Clare Education and Training Board Enrolments on 30 th September 2013									
School	JCSP	Junior	Senior	VPTP	LCVP	LCAP	Total	Approved VPTP Enrolment	
70830N	Ennis Community College, Ennis, Co. Clare	115	112	81	131	46	29	514	102
70840Q	Ennistymon Vocational School, Ennistymon, Co. Clare	0	59	20	26	56	0	161	24
70860W	St. Michael's Community College, Kilmihil, Co. Clare	0	117	40	0	77	0	234	0
70880F	St. Joseph's Community College, Kilkee, Co Clare	0	89	34	0	46	0	169	0
70900I	Scarriff Community College, Scarriff, Co. Clare	0	189	60	0	95	8	352	0
70901K	St. Anne's Community College, Killaloe, Co. Clare	0	314	84	0	145	0	543	0
71700F	Colaiste Mhuire, Askeaton, Co. Limerick	0	231	100	0	122	0	453	0
71790J	Desmond College, Newcastle West, Co. Limerick	64	202	80	11	145	27	529	11
71840V	Colaiste Chiarain, Croom, Co. Limerick	46	353	187	110	158	17	871	110
71850B	Hazelwood College, Drumcollogher, Co. Limerick	0	290	97	40	117	31	575	41
71920T	St. Nessan's Community College, Moylish, Limerick	214	0	101	0	0	30	345	0
71930W	Limerick College of Further Education, Limerick	0	0	0	1209	0	0	1209	950
76061W	Colaiste na Trocaire, Rathkeale, Co. Limerick	97	176	51	0	121	6	451	0
76070A	Colaiste Iosef, Kilmallock, Co. Limerick	50	211	62	85	138	22	568	85
76073G	Castletroy College, Castletroy, Co. Limerick	0	630	259	0	284	0	1173	0
76075K	St. John Bosco Community College, Kildysart, Co. Clare	0	100	0	11	70	0	181	12
76093M	Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick	47	325	146	0	129	29	676	0
76101I	Gaelcholaiste Luimnigh Meal Sior Anraí, Luimneach	0	289	220	0	0	0	509	0
	TOTAL on 30th September 2013	633	3687	1622	1623	1749	199	9513	1335



Enrolment Numbers 30th September 2014

Limerick and Clare Education and Training Board Enrolments on 30 th September 2014								
School	JCSP	Junior	Senior	VPTP	LCVP	LCAP	Total	
70830N Ennis Community College, Ennis, Co. Clare	168	63	96	126	35	26	514	
70840Q Ennistymon Vocational School, Ennistymon, Co. Clare	14	65	24	13	47	0	163	
70860W St. Michael's Community College, Kilmihil, Co. Clare	0	92	51	0	41	0	184	
70880F St. Joseph's Community College, Kilkee, Co Clare	0	103	25	0	41	0	169	
70900I Scarriff Community College, Scarriff, Co. Clare	0	204	62	0	99	10	375	
70901K St. Anne's Community College, Killaloe, Co. Clare	0	328	105	0	120	0	553	
71700F Colaiste Mhuire, Askeaton, Co. Limerick	0	219	68	0	153	0	440	
71790J Desmond College, Newcastle West, Co. Limerick	61	169	83	0	138	37	488	
71840V Colaiste Chiarain, Croom, Co. Limerick	29	413	173	80	158	6	859	
71850B Hazelwood College, Drumcollogher, Co. Limerick	0	270	123	31	125	27	576	
71920T St. Nessan's Community College, Moylish, Limerick	213	0	107	0	0	32	352	
71930W Limerick College of Further Education, Limerick	0	0	0	1152	0	0	1152	
76061W Colaiste na Trocaire, Rathkeale, Co. Limerick	101	177	56	0	104	7	445	
76070A Colaiste Iosef, Kilmallock, Co. Limerick	45	206	67	85	144	15	562	
76073G Castletroy College, Castletroy, Co. Limerick	0	642	235	0	321	0	1198	
76075K St. John Bosco Community College, Kildysart, Co. Clare	0	120	19	13	40	0	192	
76093M Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick	76	274	150	0	121	20	641	
76101I Gaelcholaiste Luimnigh Meal Sior Anrai, Luimneach	0	303	241	0	0	0	544	
		0						
TOTAL on 30th September 2014	707	3648	1685	1500	1687	180	9407	

Highlights:

Some of the highlights during the 18 month period to the 31st of December 2014 include:

- St Nessan's and Salesians Amalgamation Process . This process involved a series of conjoint staff days involving staff from both schools and the LCETB Chief Executive, Mr George O' Callaghan and the Provincial of the Salesians, Sr. Mary Doran. An open night held on the 1st of October 2014 was attended by over 400 people and gave parents and prospective parents, staff, students and other stakeholders an opportunity to familiarise themselves with plans for the new school. Thomond Community College, the name of the new school following amalgamation, will officially open its doors on the existing and recently developed, state-of-the-art St. Nessans Campus for the 2016/2017 school year. For 2015/16 the new school will be available as St. Nessan's Community College on the Common Applications System. From 2016/2017 the new name Thomond Community College will come into existence. The patron for the new school will be Limerick and Clare Education and Training Board in partnership with the Salesian (Order) Sisters.
- Principals' Forum Meetings: A Principals' Forum has been established and meets regularly providing principals with an opportunity to network and engage in a process of integrated educational planning. Areas addressed include educational planning, health and safety, development of an ICT plan and the development of responsive human resource supports.
- Organisation Wide Anti- Bullying Continuous Professional Development for LCETB Schools and Youthreach centre: This included training in undertaking investigations under the new anti-bullying guidelines facilitated by Mr Pat Courtney formally of the SPHE national team. Resource packs to support this training have been distributed to all LCETB schools and centres.



- Organisation Wide Whole School Numeracy – Planning session for numeracy link. A session for numeracy link teachers was facilitated by the Education Officer, the Limerick Education Centre and Mr. Jerry McCarthy (formally JCSP) on Tuesday 30th September 2014 and 26 representatives from LCETB Schools and Youthreach Centres were in attendance.

- Individual Schools Continuous Professional Development: A number of staff sessions have been facilitated in schools by in house personnel and by PDST staff in areas such as child protection, restorative practices, student support teams, Whole School Approach to Numeracy and Whole School Strategy to Manage Behaviour. These individual sessions are linked to the overall teaching and learning plan for the Limerick and Clare Education and Training Board.



Further Education and Training

Overview of eighteen months to 31st December 2014:

The establishment of the Limerick and Clare Education and Training Board on the 1st July 2013 incorporated the work of City of Limerick VEC, County Limerick VEC and County Clare VEC and was legislated for in Education and Training Boards Act 2013. This act of the Oireachtas consolidated the Vocational Education Acts 1930 – 2001 and allowed for the later incorporation of the training centres into the LCETB. In July 2014 the two former FÁS Training Centres (Raheen in Limerick and Shannon in Clare) transferred to the LCETB from SOLAS. At the same time SOLAS, the new Further Education and Training authority, became responsible for the strategic co-ordination and funding of the FET sector nationally. These were the final steps in the configuration of the new Further Education and Training (FET) service within the LCETB.

Some of the common challenges faced by programmes in 2013/ 2014 included addressing barriers to participation for adult and young learners. These can span from isolation in rural areas, childcare issues, to the changing profile of FET learners. Indeed in 2014, an increasing number of learners presented with literacy and numeracy difficulties, mental health and self-esteem issues, often linked to long term unemployment, etc. These factors affect the recruitment, planning, delivery and expectations of realistic outcomes for our programmes, particularly in light of the national focus on the activation agenda.

Despite these challenges, our professional and committed staff work tirelessly to maintain the balance between pursuing economic outcomes and supporting learners to remain engaged in education, by promoting the value of personal, social and civic outcomes of learning. Indeed, celebrating learners' achievements was a priority for many programmes, as a way to highlight the road travelled for many people returning to education. Similarly, particular efforts were put in developing new links with local employers through innovative initiatives, work placements, and new partnerships at regional levels.

A key priority in 2014 was to initiate a strategic planning process which would highlight our common values and objectives, and to chart the path for all FET programmes and Support Services in the next 5 years. The LCETB Further Education and Training Service Strategic Framework is due to be finalised in 2015. Research and consultations across the service have finalised the following over-arching vision the FET Service: Quality further education and training will inspire people to realise their personal and professional potential and contribute to the social, cultural and economic development of the region. Our proposed core purpose has been defined as follows: We provide relevant and innovative further education and training opportunities that address the needs and aspirations of our learners, local communities and employers.

The process to date has identified the following 4 key Strategic Priority areas:

1. Access & Progression
2. Quality Teaching & Learning
3. Stakeholder Engagement
4. Effectiveness & accountability in Governance and Leadership.

These areas reflect the key strategies that will be put in place to address emerging challenges and maximise opportunities.

Scope of the 2013/ 2014 Further Education and Training Provision in LCETB

LCETB FET provision offered full and part-time courses in a wide range of fields to a large and diverse population of post second level learners. Programmes included Apprenticeship, Blended Learning, Bridging/Foundation Courses, Community Training Centre provision, Prison Education, Local Training Initiatives, PLC, Specialist Training, Specific Skills Training, Traineeship Training, VTOS, Youthreach, Adult Literacy, BTEI, Community Education, ESOL, Evening Training, FET Cooperation Hours, ITABE and Skills for Work.

**Summary of the 2013/ 2014 Further Education and Training Provision in LCETB**

In 2013, the LCETB Further Education and Training (FET) Service recorded 15,686 learners (2,283 of which were full-time learners) in 309 locations across the region through a range of full-time and part-time programmes. Following the incorporation of the training centres in Raheen and Shannon in July 2014, the LCETB FET Service had delivered programmes/ services to 28,465 beneficiaries in over 300 locations in 2014. The LCETB FET Service includes 39 centres registered with QQI, which awarded 7,614 QQI awards in 2014, including 1,724 QQI major awards.

Post Leaving Certificate (PLC) Provision: PLC provides a self-contained one/two year whole-time learning programmes for adults who have completed upper second level education and want to return to full-time education, to enhance their opportunities to employment or progression to other studies. In 2014, LCETB FET Service PLC provision served 3085 beneficiaries in the following 9 locations in Limerick and Clare:

1. Limerick College of Further Education (LCFE)
2. Colaiste Chiarain
3. Hazelwood College
4. Colaiste Iosaef
5. Killmallock College of FE
6. Ennis Community College
7. Ennistymon Vocational School
8. Kildysart Community College
9. East Limerick College of FE

During 2014, 899 PLC learners achieved full awards, while 402 learners achieved part awards.

Vocational Training and Opportunities Scheme (VTOS): VTOS provides a full-time learning programme targeted to adults over 21 years old, and in receipt of a social welfare payment. This one or two year programme aims to provide learners with education and training opportunities to gain qualifications, progress to further education or training or to employment. In 2014, LCETB FET Service offered VTOS programmes in 7 centres in Limerick and Clare:

1. Limerick City
2. An tIonad Glas, the Organic College - Dromcollogher
3. Ennis
4. Killmallock
5. Kilrush
6. Scarriff
7. Shanagolden

In 2014, 1002 beneficiaries participated in a VTOS programme, with 276 learners completing full awards and 229 completing part awards that year. In terms of recorded progression, 206 learners progressed on to further education and training, 45 progressed to higher education and 38 were recorded to progress to employment in 2014.

Youthreach: Youthreach is a full-time programme for unemployed young early school leavers aged 15-20. It provides a programme of education, training and work experience (certified QQI Levels 3 - 5, Junior and Leaving Certificate, and uncertified courses) in a broad range of subjects to develop the skills needed for further learning and to prepare young people to progress to further education/training or to employment. In 2014, LCETB FET Service offered Youthreach programmes in the following 11 centres in Limerick and Clare:

1. Limerick City (O'Connell Avenue,)
2. Limerick City (Glentworth Street,)
3. Limerick City (Northside)
4. Limerick City (Coisceim)
5. East Clare
6. Ennis
7. Hospital



8. Kilrush
9. Milton Malbay
10. Shanagolden
11. South Clare

In 2014, 620 beneficiaries participated in a Youthreach programme, with 139 learners completing full awards and 113 completing part awards that year. In terms of recorded progression, 121 learners progressed on to further education and training, 18 progressed to higher education and 29 were recorded to progress to employment in 2014.

Adult Literacy and Numeracy

Literacy programmes offer a confidential, free service to all adults, who have reading and writing difficulties. Programmes are tailor-made to suit learner needs and are delivered in group and one-to-one settings, by both paid tutors and volunteers. Courses are offered across four programme strands – ESOL, Family Learning, Workplace and Mainstream Literacy.

In 2014, 5622 beneficiaries participated in literacy courses offered by LCETB FET Service in Limerick City, County Limerick and in County Clare. While 165 learners achieved a full award on that particular year, 851 learners achieved part awards in 2014.

BTEI: BTEI is a programme for adults who have left full-time education, and particularly targeted at those with less than upper second level education. All courses offer access to certification at QQI Levels 1-6 through the National Framework of Qualifications, and are offered in partnership with a number of agencies throughout the region on a flexible part-time basis. The aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities.

In 2014, LCETB FET Service offered BTEI programmes in Limerick City, County and in Co. Clare. Overall, 3063 beneficiaries participated in a BTEI programme. While 96 learners achieved a full award on that particular year, 1027 learners achieved part awards in 2014. In terms of recorded progression, 275 learners progressed on to further education and training, 5 progressed to higher education and 104 were recorded to progress to employment.

Community Education: Community Education is a programme for adults who wish to return to education, providing personal supports and tuition, both accredited and non-accredited and leading to positive personal, social and economic outcomes. It is a flexible, community-based service, run in partnership with Community Groups outside the formal education sector, which aims to enhance learning, foster empowerment and contribute to civic society. The wide range of courses and programmes vary in duration, level and delivery mode, and is specially designed to meet the needs of learners who are distant from education and the labour market.

In 2014, LCETB FET Service offered Community Education programmes in Limerick City, County and in Co. Clare. Overall, 7321 beneficiaries participated in a community Education programme in 2014.

Adult Educational Information Guidance Service: The AEIGS is a free, local and confidential service offering adult education information, one-to-one and group guidance meetings and workshops to support adults to make informed educational, career and life choices. It supports those who are not in full-time education and who are considering second-chance learning opportunities and those participating in community-based education programmes to inform their progression. In 2014, there were three AEIGs located in Limerick City, County Limerick and County Clare.



Training Centres: LCETB FET Training services provide training across four broad categories: In-Centre training, Contracted training, Community-Centred training, and Apprenticeship training. The training centres are located in Shannon (Clare) and Raheen (Limerick)

In 2014, 3569 beneficiaries participated in a programme in LCETB Training centres. 449 of them achieved a full award, while 2599 learners achieved part awards in that year. In terms of recorded progression, 542 learners progressed to employment, while 46 of them progressed to other further education and training programmes. Some specific highlights from the individual training centres are summarised below:

LIMERICK TRAINING CENTRE:

Apprenticeships:

2014 saw a further restoration in demand for various Phase 2 apprenticeship programmes delivered by the Limerick Training Centre with 122 apprentices trained in-centre across the various trades Electrical, C&J, Wood Manufacturing and Finishing, MAMF (Fitting), and Motor Mechanic. This represents an 88% increase on 2013 numbers and with a further 41% increase projected for 2015.

- Direct expenditure in this area is €1,085,543 which is made up primarily of apprentice training allowances (70%).
- Training activity for this programme is 13,937 training days (87,106 hours).
- Electrical Apprenticeship Phase 2 capacity has been increased by 75% by utilising additional workshop space and by increasing workshop capacities in order to respond to the high level of apprenticeship registrations. The new Wood Manufacturing & Finishing Phase 2 apprenticeship was introduced during 2014. Demand for MAMF (Fitting) Phase 2 held firm. Carpentry & Joinery demand increased slightly but remains well below peak levels. Demand also remains very weak for other construction trades but a significant uplift is projected from 2016 onwards and all ETBs need to be positioned to respond.

Specific Skills Training:

2014 saw a need for significant staff training to facilitate the introduction of a range of new courses in response to changing demand and to introduce new common award courses to maintain provision in established areas.

- A range of classroom and workshop based training courses were delivered during 2014 with the introduction of a range of new courses: IT Maintenance (Industry Certification), ICT Skills (QQI Major L4), Business Management (QQI Major L6), Technical Employability Skills (QQI L3), Social Media for Business (Industry Certification), ECDL, etc. and the update of some common award courses: Hairdressing (QQI Major L4), Milling and Turning (QQI L4), Machine Tool Operations (QQI L5), etc.
- Direct expenditure in this area is €2,449,611 which is made up primarily of learner training allowances (71%).
- Training activity for this programme is 46,632 training days (291,449 hours).
- Learner throughput at 492 is down 12% on 2013 and results from a recalibration of overall training delivery mix toward apprenticeship programmes. A similar level of provision is planned for 2015.
- During 2014, a range of training courses delivered in a satellite centre, LEDP, were consolidated back into the Limerick Training Centre.

Part-time (Evening) Training:

2014 saw a return to delivery over 4 evenings per week and the renewal and extension of courses on offer.

- A range of new courses were introduced during 2014 to complement and renew training provision in response to changing client demand: Legal Practice & Procedures, Good Manufacturing Practice, Supervisory



Management, Team Leadership, Training Needs Identification & Design, Training Delivery & Evaluation, Customer Service, Milling, etc.

- Direct expenditure in this area is €387,909 which is made up primarily of instructor training fees.
- Training activity for this programme is 13,018 training days (39,054 hours).
- Learner throughput at 869 is up 70% on 2013 and results from a return to training delivery across 4 evenings per week. A similar level of provision is planned for 2015.

Staffing:

44 fulltime staff members (24 instructors) support a range of in-centre training delivery and also provide a range of Recruitment, Administration, Procurement, Quality Assurance, Facility, and IT supports, including to external training and apprenticeship services.

- The permanent staff cohort is complemented as required with a contracted evening course staffing cohort of approximately 30 members across the 4 evenings per week.

SHANNON TRAINING CENTRE

Apprenticeships:

2014 saw a further restoration in demand for various Phase 2 apprenticeship programmes delivered by the Shannon Training Centre with 172 apprentices trained in-centre across the various trades Aircraft Maintenance Technician, Refrigeration, Electrical (reinstated), Plumbing (increased demand), etc. This represents a 33% increase on 2013 numbers and with a further 29% increase projected for 2015.

- Direct expenditure in this area is €1,480,660 which is made up primarily of apprentice training allowances (~70%).
- Training activity for this programme is 20,882 training days (130,512 hours).
- Aircraft demand has increased 15% with a further 64% increase projected for 2015. Refrigeration is up 55%. Plumbing has increased by 55% in 2013 and will see a further increase of 24% in 2015.
- Demand also remains very weak for other construction trades but a significant uplift is projected from 2016 onwards and all ETBs need to be positioned to respond.

Specific Skills Training:

2014 saw a need for additional staff training to facilitate the introduction of some new courses in response to changing demand and to introduce new common award courses to maintain provision in established areas.

- A range of classroom and workshop based training courses were delivered during 2014 with the introduction of a new course "Textile Floor Covering Installer", and introduction of common awards certification on the "Domestic Appliance Servicing" course. A replacement to the MS Office Specialist is also being pursued.
- Direct expenditure in this area is €585,417 which is made up primarily of learner training allowances (~70%).
- Training activity for this programme is 11,792 training days (73,700 hours).
- Learner throughput at 155 is down 8% on 2013 and results from a recalibration of overall training delivery mix toward apprenticeship programmes. A further 8% reduction in the level of provision is planned for 2015

Part-time (Evening) Training:

2014 retained delivery over 4 evenings per week and the renewal and extension of courses on offer.

- A range of new courses were introduced during 2014 to complement and renew training provision in response to changing client demand: these included the OFTEC (oil burners) course and a specific Engineering skills course for E.I. employees



- Direct expenditure in this area is €328,164 which is made up primarily of instructor training fees.
- Training activity for this programme is 9,126 training days (27,378 hours).
- Learner throughput at 788 is up 31% on 2013 and results from growth in training delivery across 4 evenings per week. A similar level of provision is planned for 2015.

Staffing:

25 fulltime staff members (13 instructors) support a range of in-centre training delivery and also provide a range of Recruitment, Administration, Procurement, Quality Assurance, Facility, and IT supports, including to external training and apprenticeship services.

**Cooperation with other institutions:**

Cooperation with other institutions refers to teaching services provided by LCETB to a range of education, training and social service organisations. Following an application process, a range of organisations and projects are allocated teaching hours by the Department of Education and Skills. One of these programmes is delivered in the Education Centre, Limerick City Prison. It includes the provision of a range of courses, both accredited and non-accredited, which run during specified hours in both day-time and evening. Prisoners attend classes on a voluntary basis.

In 2013-2014, Limerick and Clare Education and Training Board co-operated with a large number of other organisations or institutions through the provision of teaching hours or financial assistance, organisations include:

- Community Training Centres and Workshops
- Limerick Prison
- Cooperation hours through the FET Office
 - Limerick School of Music
 - Catherine McAuley
 - Social Services
 - Ceim Ar Cheim
 - Coisceim
 - Prison Education Unit
 - Limerick Centre Unemployed
 - Youth Projects
 - St. Canice's (Mt. St. Vincent)
 - Learning Hub
 - Cura Social Services Centre
 - Limerick Youth Service
 - Maoin Cheoil
 - Clare Immigrant Service
 - St. Anne's S.E.N.

In 2014, 4133 beneficiaries participated in programmes funded under the cooperation with institutions strand. Of those, 359 learners completed part awards, while 47 completed full awards that year. In terms of recorded progression, 35 progressed to further education and training, 6 progressed to higher education and 16 progressed to employment.

Limerick Prison Education Centre: In 2014, the average enrolment within the Limerick Prison Education Centre was 130 with a throughput of between 250 – 350 learners. The centre provides a broad curriculum, including a wide range of academic and non-academic subjects. Accreditation is provided in the centre by QQI, DES and the Open University. The Food Safety Authority also provides accreditation for that aspect of Home Economics and The Irish Red Cross provides accreditation for the Community Health and First Aid in Action programme. Some subject areas are not geared towards accreditation and some students, themselves, are not interested in accreditation. While accreditation is strongly encouraged, the personal development of our students remains at the core of our provision.

**Partnership:**

In addition to formal cooperation through provision of teaching services, one of Limerick and Clare Education and Training Board's strategic priorities is to work in partnership with the major stakeholders in Limerick and Clare. To this end, the LCETB collaborates with a range of public bodies, voluntary and community organisations. The Limerick and Clare Education and Training Board liaise regularly with the Department of Social protection and are a member of the **Local Community Development Committees (LCDCs)** of the Local Authorities in Limerick and Clare. The LCETB also works closely with the local Partnership Companies (Clare Local Development Company, West Limerick Resources, Ballyhoura Development and the Paul Partnership) as well as having representation on the Governing Bodies of the Limerick Institute of Technology, The Tralee institute of Technology and the Galway Mayo Institute of Technology.

The LCETB works closely with the Local Authorities in Limerick and Clare and has entered into partnership arrangements on a number of initiatives such as our **Music Generation projects**.

- Music Generation Limerick City was established in 2013 and is managed by Limerick City Music Education Partnership, led by Limerick Education and Training Board in partnership with Limerick City Council, University of Limerick, Mary Immaculate College, Limerick Institute of Technology, Irish Chamber Orchestra, Limerick College of Further Education, Limerick School of Music, Learning Hub Limerick, Oscailt Network of DEIS Primary Schools, DEIS Post-Primary Schools, RTÉ lyric fm, Youth Services, Peter Dee Academy of Music and Redemptorist Music Centre. The project uses the power of music as a means of inclusion where young people from all parts of the city have come together to share experiences and collaborate creatively.
- Music Generation Clare was launched on the 8th of November 2014 and aims to provide inclusive performance and learning opportunities for the young people of Clare. Music Generation Clare is managed by Clare Music Education Partnership, led by Limerick and Clare Education and Training Board in partnership with Clare County Council, University of Limerick, Clare Education Centre and St. Vincent de Paul.

Learning Limerick: Both the LCETB and the Limerick Local Authority are also members of the Learning Limerick Steering Group which is a partnership forum committed to creating a culture of learning in Limerick. It is made up of statutory, local development, business, and community and voluntary sector partners that have a role in Learning in Limerick. One of the outcomes from the work of the Learning Limerick Steering Group is the Limerick Lifelong Learning Festival. This festival was established to support the range of sectoral networks and groups in their efforts to engage people in positive learning experiences and the Limerick Lifelong Learning Festival is an annual week-long celebration of Lifelong Learning throughout Limerick city and county.

Hospitality Education & Training Centre: The new Hospitality Education & Training Centre (HETC) was officially opened by Jan O'Sullivan, T.D., Minister for Education & Skills on Monday 15th December 2014. The aim of the HETC (which is based in the former Fáilte Ireland Training Centre, Roxboro), is to address the shortfall in suitably qualified staff in the Irish Hospitality Industry. Currently 32 Trainees are attending the centre undertaking training in culinary, restaurant and bar-work. Led by the Limerick and Clare Education and Training Board (LCETB), supported with funding received from Limerick City and County Council, the newly opened Centre is a partnership project involving SOLAS, the Department of Social Protection, Paul Partnership, Limerick Enterprise Development Partnership, LIT, Fáilte Ireland, Limerick College of Further Education and representatives from the Hospitality and Tourism sectors.



Youth Work Functions

The ETB Act 2013, accords the Limerick and Clare Education and Training Board a statutory function to *'support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support'*. The ETB Act 2013, which incorporates the Youth Work Act 2001 provides a legal definition of youth work and outlines the key role of the statutory sector in supporting the development of youth work programmes and services and its co-ordination with other services for young people.

In fulfilling its statutory functions regarding youth work, the LCETB youth officer team works in partnership with a range of key agencies, both voluntary and statutory, that have a role in the provision of services for young people in the region. Through this process the LCETB promotes and develops youth work, defined in the legislation as a planned programme of education that supports the social and personal development of young people. As a valuable strand of non-formal education the LCETB recognises the strong positive impact that quality youth work programmes and services have on both individuals and communities.

The youth work sector engages with young people in non-formal settings which complement their formal education experience. Both the Youth Work Act 2001 and the National Youth Work Development Plan 2003-2007, which emerged from an extensive consultation process between the voluntary and the statutory sector, have provided youth work with clearer definition and direction. Section 3 of the Youth Work Act 2001 defines youth work as: *'a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is complementary to their formal, academic or vocational education and training; and provided primarily by voluntary youth work services'*. This definition highlights four important dimensions of youth work:

- planned;
- educational;
- based on voluntary participation;
- provided primarily by voluntary youth work services.

The continued development and sustainability of youth work as an educational opportunity for all young people, requires that these dimensions be identified, demonstrated and developed. The LCETB Youth Services submit a detailed annual progress report to the Department of Children and Youth Affairs on behalf of the Limerick and Clare Education and Training Board and some highlights from 2014 include:

Support for the National Quality Standards Framework (NQSF) for Youth Work:

The National Quality Standards Framework (NQSF) aims to ensure that youth work organisations provide quality services to young people. It also provides an opportunity to articulate their practice through the development of a common language within a structured framework. During 2014 and the latter half of 2013, the LCETB has been involved in supporting the NQSF across a wide range of youth focussed projects ensuring that core principles and standards were reviewed and areas of progress were documented by the organisation as part of their Continuous Improvement Plan (CIP).

LCETB Youth Officers took an active role in agenda setting and meeting preparation, documenting meetings and supporting the projects/organisations. Groups supported in relation to the NQSF during this period included the



Limerick Youth Service, Foroige, the Clare Youth Service, The Limerick Youth Theatre, the Blue Box Creative Learning Centre, Southill Area Centre, Limerick City CDP – Drugs Education and Prevention Strategy.

Introduction of Quality Standards for Volunteer-led Youth Groups:

Work in this area included briefing Limerick Youth Service Staff through NQSF IT forum and phone conversations with club development workers. Discussions took place with the Clare Youth Service development worker regarding the introduction of the Quality Standards for Volunteer-led Youth Groups. Individual meetings were held with the Scouting Ireland Commissioner and the Regional Girl Guide Commissioner. The Youth Officers attended a Foroige District Council meeting to brief development worker & volunteer leaders. In addition, briefing sessions were provided to all non-affiliated group leaders and email updates and information shots were sent to local clubs

Other areas of work during the period July 2013 – December 2014 included:

- **Youth Work Sub Committee:** During 2014 the ETBI issued terms of reference for ETB Youth Work committees and the LCETB Education Officer and the three LCETB Youth officers will progress the establishment of the LCETB Youth Work Committee in 2015. The new committee will reflect the regional aspect of the current structures within the LCETB.
- **County Limerick Youth Work Development Plan:** Roll out actions from the Youth Work Development Plan
- **Seeing Youth “Strategic Framework for Strengths based Youth work”:** This Framework offers a comprehensive structure to support Youth Work Projects, clubs and groups to develop their planning processes and ensure they achieve the best possible outcomes for young people. During this period the framework was integrated into the philosophy and work practices of a number of Youth Work Projects in the City.
- **Limerick Citywide Children and Youth Forum conference 2014– “Building Resilience for a brighter future”:** The Youth Officer was the chairperson of the inaugural conference which highlighted, celebrated and shared Limericks long history of innovation and passion for youth and family work in the city. The conference was attended by 130 people, resulting in stronger links and improved working relationships with community and voluntary partners.
- **Capital Projects:** Three projects were funded through LCETB Special Projects for Youth (SPY) and Young Peoples Facilities and Services fund (YPFSF) awarded a total of €29,500- St John's Partnership, Loobagh Area Youth Project & Clare Youth Service.
- **QQI Level 5 Youth Work Modules:** The City of Limerick Youth Officer engaged with the LCETB BTEI Programme to deliver sessions to learners on FETAC/QQI Level 5 Youth Work modules.
- **Limerick Citywide Youth Forum:** In 2014 the Youth Officer took on the role of Chair of the Forum. The forum provides a networking and learning space for youth practitioners across the city and is linked to local area based forums which support integrated planning for young people. During the year, new terms of reference were drafted for the forum and there was an increased membership from citywide groups including the ISPC and EXTERN.
- **Co-ordination of Summer Camp/programme provision across Limerick City:** 12 meetings in total were attended by over 60 participants and an evaluation of summer programmes was conducted by the Youth Officer and local summer coordinators.
- **Partnership in Youth Work:** Key strategic partnerships engaged in during 2014 which will continue to have a very important influence on Youth Work in the coming years including:
 - Youth Officers Munster Cluster Group



- Creative Communities as part of City of Culture,
- Supported initial planning for the Public Partnership's Networks (PPN) from the Local Authority with the Social Inclusion Office
- Moyross Board of Management – Board member
- Member of the Evaluation team for Social, Health, Education Programme (SHEP) Limerick
- Member of the evaluation team for Fitness through Football
- Strengthening Families Steering Committee County Limerick
- Co. Limerick Hospital Voluntary and Community network
- Project Steering Committees and Interagency networks
- Membership on Comhairle na nÓg steering group
- **Community Addiction Studies Course:** Co-ordinated and supported the roll out of CASC to youth and community workers in County Limerick. Participants develop increased awareness, skills and capacity to respond.

**APPENDIX 1****LIMERICK AND CLARE EDUCATION AND TRAINING BOARD PROGRAMMES AND SERVICES:****LCETB: CORPORATE SERVICES**

- Limerick and Clare Education and Training Board: Head Office Limerick
(Corporate Services, ICT, Human Resources, Finance)

- Limerick and Clare Education and Training Board: Clare Office
(Capital and Procurement)

LCETB: POST PRIMARY SCHOOLS:

1. Ennis Community College, Ennis, Co. Clare
2. Ennistymon Vocational School, Ennistymon, Co. Clare
3. St. Michael's Community College, Kilmihil, Co. Clare
4. St. Joseph's Community College, Kilkee, Co. Clare
5. Scarriff Community College, Scarriff, Co. Clare
6. St. Anne's Community College, Killaloe, Co. Clare
7. Colaiste Mhuire, Askeaton, Co. Limerick
8. Desmond College, Newcastle West, Co. Limerick
9. Colaiste Chiarain, Croom, Co. Limerick
10. Hazelwood College, Dromcollogher, Co. Limerick
11. St. Nessian's Community College, Moylish, Limerick
12. Limerick College of Further Education, Limerick
13. Colaiste na Trocaire, Rathkeale, Co. Limerick
14. Colaiste Iosef, Kilmallock, Co. Limerick
15. Castletroy College, Castletroy, Co. Limerick
16. St. John Bosco Community College, Kildysart, Co. Clare
17. Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick
18. Gaelcholaiste Luimnigh Meal Sior Anrai, Luimneach

Community Schools where the Limerick and Clare Education and Training Board is represented on the Board of Management as a **Joint Patron and Trustee**:

1. John the Baptist Community School, Hospital, Co. Limerick
2. Kilrush Community School, Kilrush, Co. Clare
3. St. Caimin's Community School, Shannon, Co. Clare
4. St. Enda's Community School, Limerick (from 1st of September 2016 as Patron, Trustee and Owner).

Schools where the Limerick and Clare Education and Training Board is represented on the **Board of Management**:

1. Shannon Comprehensive School, Shannon, Co. Clare. The LCETB are a Co-Trustee and have one nominee on the Board of Management. The Chief Executive of the LCETB is also a Board member and ex officio Secretary to the Board of Management.
2. Scoil na Trionoide Naofa, Doon, Co. Limerick. LCETB have a nominee on the Board of Management by invitation of the Patron.

LCETB: OUTDOOR EDUCATION CENTRES:

1. Burren Outdoor Education Centre, Co. Clare
2. Kilfinane Outdoor Education Centre, Co. Limerick

**LCETB: YOUTH WORK:**

1. Youth Officer, Limerick City
2. Youth Officer, Co. Clare
3. Youth Officer, Co Limerick

LCETB: MUSIC GENERATION:

1. Music Generation, Limerick
2. Music Generation, Clare

LCETB: COOPERATION WITH OTHER INSTITUTIONS

1. Limerick Prison Education Unit
2. Ceim ar Cheim
3. Co-op Hours through FET Office including Limerick School of Music, Catherine McAuley, Limerick Social Services, Coisceim, Limerick Centre Unemployed, Youth Projects, St. Canice's (Mt. St. Vincent), Learning Hub, Cura Social Services Centre, Limerick Youth Service, Maoin Cheoil and Clare Immigrant Service

LCETB: TRAINING CENTRE PROVISION: (Merging with LCETB in early 2014).

1. Limerick Training Centre, Raheen Business Park, Limerick.
2. Shannon Training Centre, Shannon industrial Estate, Shannon, Co Clare

LCETB FET: FULL TIME PROVISION

PLC Provision

1. Limerick College of Further Education (LCFE)
(Outreach location in Cappamore College)
2. Ennis Community College
3. Ennistymon Vocational School
4. Organic College, Dromcollogher
5. Colaiste Iosaef, Kilmallock
6. Colaiste Chiarain, Croom
7. St. Joseph's Community College, Kilkee

VTOS

1. VTOS - Limerick City
2. VTOS- Scariff
3. VTOS - Kilrush
4. VTOS – Ennis
5. VTOS - An T-ionad Glás
6. VTOS – Kilmallock
7. VTOS – Shanagolden

Youthreach

1. YR - Limerick City Centre
2. YR - Limerick City Northside
3. YR - Limerick City Southside
4. YR - Miltown Malbay
5. YR – Shannon
6. YR - Tuamgraney
7. YR - Kilrush
8. YR - Ennis
9. YR – Hospital

10. YR – Shanagolden

LCETB: PART TIME PROVISION:

ADULT LITERACY (including ESOL, ITABE, SFW, DEIS)

1. Literacy - Limerick City
2. Literacy - Co Clare
3. Literacy - Co Limerick West – Newcastle West
4. Literacy - Co Limerick East – Kilmallock

BTEI

1. BTEI - Limerick City
2. BTEI - Co Clare
3. BTEI - Co Limerick West – Newcastle West
4. BTEI - Co Limerick East – Kilmallock

Community Education

1. Community Education - Limerick City
2. Community Education - Co Clare
3. Community Education - Co Limerick West
Newcastle West
4. Community Education Co Limerick East –
Kilmallock

Adult Education Information & Guidance Service

1. AEIGS Limerick City
2. AEIGS County Limerick
3. AEIGS County Clare

Appendix 2

Limerick and Clare Education and Training Board Capital and Procurement Report July 2013 – December 2014

The Department of Education and Skills approved various Summer Works and Devolved Grants (including Emergency Works Scheme) during the 18 months to December 2014.

Capital and Procurement : July 2013 – December 2013	
Colaiste Mhuire, Askeaton	Devolved Project: Approval received from the Department of Education and Skills in August 2013 for New Entrance. Healy & Partner Consultants & Boherglass Building Contractors were appointed following Tender Process.
Colaiste Chiarain, Croom	Devolved Project: Planning Application submitted. Disability & Fire Certs issued by Limerick Co. Council Nov 2013
Hazelwood College, Dromcollogher	Devolved Project: Department of Education and Skills approval for extension received.
Ennis Community College	Devolved Project: Summer Works: The Department of Education and Skills Pre Stage 1 Meeting for Devolved Project held in August 2013. The Design Team prepared an additional report for the Department of Education and Skills prior to finalising Stage 1 setting out a proposal for the inclusion of a full-size P.E. hall and traffic management proposals within the site. A Summer Works application to upgrade the Heating System from oil to gas was made to Department of Education and Skills in Dec. 2013.
Gael Cholaiste Luimnigh	Lease Agreements: Lease entered into for additional accommodation to facilitate increased Enrolments.
St Anne's Community College, Killaloe	Devolved Project: Emergency Works: Approval received from the Department of Education and Skills for Stage 1 August 2013. Application made to the Department of Education and Skills in December 2013 for Fire Alarm replacement.
Colaiste Iosaef, Kilmallock	Devolved Project focussed on Completion and Submission of Stage 2A to the Department of Education and Skills.
St Michael's Community College, Kilmihil	Summer Works Application for electrical works made to the Department of Education and Skills in December 2013.
Desmond College, Newcastlewest	Devolved Project: Application made to the Department of Education and Skills in November 2013 for an ASD Unit.
St Patrick's Comprehensive, Shannon	Devolved Project: The Stage 1 Report was completed by the Design Team.
Capital and Procurement : 2014	
Abbeyfeale Community Education Centre	General Procurement: Following a tender process November '14 J&B O'Sullivan awarded contract for Remedial works undertaken following storm damage.
Coláiste Mhuire, Askeaton	Devolved Project: Major New Entrance Completed incorporating the demolition of 2 neighbouring houses to provide for Bus & Student set-down, Visitor Parking and Controlled Staff Access. Summer Works: Revived approval from the Department of Education and Skills for roof repairs. Healy Partner Consultants and RSC Roofing Contractors were appointed following Tender Process.
Colaiste Chiarain, Croom	Devolved Project: Planning Permission granted on 25th April 2014. Design Team proceeded to prepare Report in relation to Conditions. Selection process for Contractors commenced as per the Department of Education and Skills approval. Planning Permission appealed to An Bord Pleanála by two Developers. An Bord Pleanála overturned Local Authority decision to grant Planning Permission for New School. LCETB assessed implications of decision and new strategy implemented in cooperation with LCC Minor Works: Various Minor Works were undertaken throughout the year including Repairs to Existing Prefabs, Repairs to Boiler, Water leaks and New Carpets. Temporary Accommodation: Received approval from the Department of Education and Skills for 2 Prefabs to accommodate students until New School Build is complete. Aspire International Ltd installed pre-fabs under the Supervision of Healy Partner Consultants.



Hazelwood College, Dromcollogher	Devolved Project: Following consideration by the Department of Education and Skills of detailed submission by LCETB, the project budget was increased to provide for the additional accommodation added to the original brief.
Ennis Community College	Devolved Projects: The Department of Education and Skills approved the inclusion of PE Hall. Emergency Works: EW application for electrical upgrade was approved by the Department of Education and Skills. Fahey O Riordan Consultant was appointed in Dec 2014 following Tender Process. Summer Works: Application was approved & Heating System was upgraded and Completed from oil to gas by KD Mechanical Engineers under the supervision of Don O'Malley Consultants.
Gaelcolaiste, Luimnigh	Devolved: Process of acquiring site in Clare Street for New GCL Campus commenced. Lease Agreements: The Department of Education and Skills approved an additional lease to accommodate increased enrolment of students.
St Anne's Community College, Killaloe	Devolved Project: Works on-going on this project. Emergency Works: Application for Fire Alarm Replacement approved by the Department of Education and Skills. Works completed by O'Keefe Electrical Contractors under the Supervision of Matt O'Mahony & Associates. Summer Works: Received approval from the Department of Education and Skills for Roof Works. PJ Newell (Consultant) and Priority Roofing (Contractor) were appointed following tender process.
Colaiste Iosaef, Kilmallock	Devolved Project: Planning Application for New School lodged. Stage 2a with a revised Budget approved by the Department of Education and Skills Emergency Works: Application for Emergency Works to PE Hall approved by the Department of Education and Skills. Punch Consulting Engineers & Michael Nash Contractors were appointed following Tender Process.
St Michael's Community College, Kilmihil	Emergency Works: Application for Heating Upgrade made to the Department of Education and Skills in November 2014. Summer Works: Electrical works approved by the Department of Education and Skills. Heavey Kenny and H&F Electrical were appointed following Tender Process.
MTI, O'Connell Avenue, Limerick	Emergency Works. The Department of Education and Skills approved installation of Dust Extraction System. Don O'Malley & Partners appointed following Tender Process. Fire and Intruder Alarm upgrade. Fahey O'Riordan appointed Consultants and contract awarded to Pure Electrical.
Limerick College Of Further Education	Emergency Works. Application made to the Department of Education and Skills for Sewerage works. Approved by DES Aug 2014. EML consultants and Labcon appointed following tender process.
Desmond College, Newcastlewest	Devolved Project: The Department of Education and Skills approved building of ASD Unit in July 2014. Emergency Works. Approval received from the Department of Education and Skills for PE Hall Floor. Project Complete 2014 by the contractor Joe Walsh Flooring under the supervision of Tom Sheahan & Partners consultants.
Colaiste Na Trocaire, Rathkeale	Emergency Works. Approval received from the Department of Education and Skills for Gym Roof Works. Leyden Hassett & Associates appointed as consultants and Priority Roofing as contactor following tender process.
Scariff Community College	Emergency Works. Remedial Works to three buildings to prevent surface water and rain water ingress completed by Michael Long Contractor under the supervision of PHM Consultants
Shanagolden Youthreach/Vtos Centre	Emergency Works. Approval received from the Department of Education and Skills for New Sewage Treatment Facility. L&M Keating completed the works under the supervision of Healy & Partners.
St Patrick's Comprehensive, Shannon	Devolved Project. Stage 2A Report completed. Planning Application submitted to Clare County Council.
Energy Management	SEAI Monitoring & Reporting 2014 returns for LCETB compiled and inputted on Public Service Monitoring and Reporting portal. Application for Technical Assistance Fund with the European Energy Efficiency Fund (EEEF) submitted in March 2014. Grant awarded and contract with the EEEF signed in June 2014. Procurement process for Project Management & Energy Consultancy commenced in July 2014. Aramark awarded contract in October 2014. Service Level Agreement signed in December 2014.

ETB Procurement Network:

The ETB Procurement Network facilitates upskilling information sessions for ETB procurement staff and provides opportunity for information and resource sharing within the ETB sector. In addition it has facilitated the development of ETB Sector led procurement initiatives and to date these initiatives include the following:

Completion of the School Payment System for ETB Schools	ETB Sector
Learner Payment Systems	ETB Sector
ICT Devices	ETB Sector

Office for Government Procurement:

The OGP, together with four key sectors (Health, Local Government, Education and Defence), is taking responsibility for sourcing goods and services on behalf of the public service and in this context it is LCETB policy to drawdown and manage relevant OGP contracts on behalf of all LCETB schools, further education centres and administrative offices. The following is a list of all OGP contracts activated by LCETB in 2014.

Category	Supplier
Advertising	Media Vest
Natural Gas	Airtricity
Bulk Liquid Fuels	Topaz
Fuel Cards	Topaz
LPG	Flogas
Electricity	Airtricity
Stationary	Office Depot
Personal Computers	Multi-Supplier Framework (Datapac, Fujitsu, HP, PC Peripherals and PFH Technology Group)
Copier Paper	Antalis
Cleaning Supplies	JBS Janitorial Supplies
ICT Consumables	Datapac
Mobile Voice and Data	(3 – OGCI0 Framework)

LCETB General Procurement Projects 2014

The LCETB Capital and Procurement Section procure goods and services on behalf of all LCETB sites where currently there are no OGP contracts in place to meet LCETB requirements. The value of individual contracts for goods and services during 2014 ranged in value from €3,000 to contracts valued at €160,000. The following is a summary of all LCETB general procurement activity for 2013 and 2014.

Category	Location
Provision of Print Services	Limerick College of Further Education, Limerick
Provision of Contracted Cleaning Services	Kilfinane Outdoor Education Centre, Co. Limerick
Provision of LCETB Business Management System & Collaborative Environment Utilising Microsoft Sharepoint 2013	LCETB
Supply of Floor Covering	Limerick College of Further Education, Limerick
Provision of Concessionary Catering Services	Desmond College, Newcastlewest, Limerick
Provision of Project Management, Energy Audit and Consultancy Services	LCETB
Supply of Apple iMacs and Software Installation	Limerick College of Further Education, Limerick
Stationary Supplies (Letterhead)	LCETB
Supply and Fit of Floor Covering	LCETB Capital & Procurement Section, Ennis, Clare.
Supply and Fit of Floor Covering	Coláiste Chiaráin, Croom, Co. Limerick
Supply and Installation of a CNC Vertical Milling Machine	FET Campus, Raheen, Limerick
Provision of Print Services	Limerick College of Further Education, Limerick

In addition to the management of tender projects the LCETB Capital and Procurement Section maintain an extensive database of suppliers comprised of small and medium sized enterprises from throughout the Mid-West region, disseminate procurement information on a regular basis throughout the organisation, produce annual and audit reports and maintain a contracts register for all LCETB contracts.