INAUGURAL REVIEW OF QUALITY ASSURANCE

PROVIDER PROFILE

Tipperary Education & Training Board

Prepared by Tipperary Education and Training Board for the QQI Inaugural Review of Quality Assurance in Education and Training Boards

August 2021

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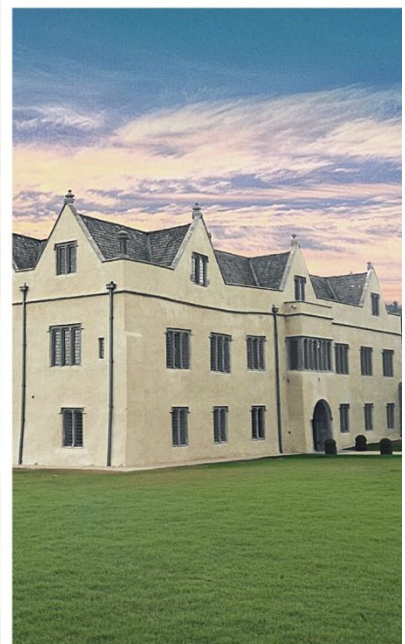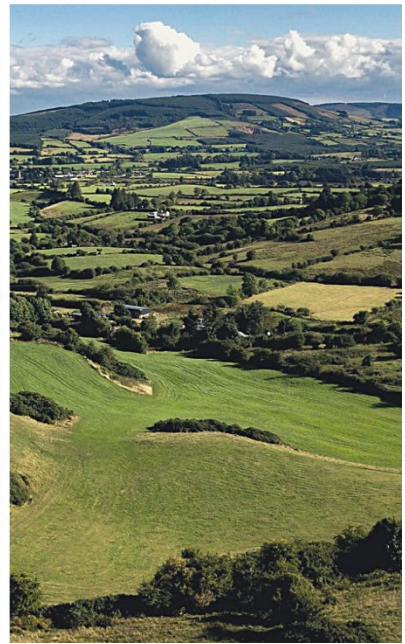
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QQI AWARD

Learning Together – Your Success, Our Goal

BACKGROUND

Tipperary Education and Training Board (ETB) is one of 16 ETBs established under the Education and Training Boards Act 2013. The introduction of this legislation in 2013 saw both North Tipperary Vocational Education Committee (VEC) and South Tipperary VEC amalgamate to become Tipperary ETB.

The Further Education and Training Act 2013 was signed into law in July 2013. The Act provided for the establishment of An tSeirbhís Oideachais Leanúnaigh agus Scileanna (SOLAS) and the dissolution of Foras Áiseanna Saothair (FÁS). SOLAS was established on the 27th October 2013. SOLAS works with the ETBs to support the development of appropriate FET programmes and curricula. Tipperary ETB formally assumed responsibility for Training Services in Tipperary on the 28th March 2016.

The remit of Tipperary ETB, as the statutory provider of Education and Training for County Tipperary, is to provide a comprehensive range of quality education programmes to meet the needs of the community it serves. These include Second Level Education, Post Leaving Certificate (PLC) Programmes, Further Education, Second Chance Learning, Youthreach, Adult and Community Education, and Training Services. In addition, Tipperary ETB plays a significant role in the strategic development of the county through a variety of inter-agency programmes.

Tipperary ETB serves the entire County of Tipperary, with a population of circa 160,000[1] people and is responsible for:

- 10 Post Primary Schools
- 1 stand alone and 5 other PLC Centres
- 1 All Irish Second Level Unit
- Education provision at Coláiste Sliabh na mBan
- Providing a range of Further Education & Training programmes and services
- Administering a range of Support Services including Youth Services
- Acting as a patron on the Board of Management of Cashel Community School

The FET Division is responsible for the management and operation of approximately thirty-four FET locations in Tipperary where it provides full-time and part-time education (see Figure 1 and Appendix I).

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[1] CSO 2016

Locations of TETB Main Centres

Borrisokane
- Borrisokane Community College
- FET Centre

Roscrea
- Coláiste Phobal
- Roscrea FET Centre including Youthreach

Nenagh
- TETB Head Office
- Nenagh College
- Teach an Léinn
- FET Centre
- Lifelong Learning Centre

Templemore
- Templemore College of Further Education including Youthreach

Thurles
- Coláiste Mhuire Co-Ed
- Coláiste Éile
- FE and Training Centre

Cashel
- FET Centre, Cashel

Newport
- Newport College

Cappawhite
- Youthreach Cappawhite

Killenaule
- Scoil Ruáin
- FET Centre

Tipperary
- St. Ailbe's
- FET Centre

Cahir
- Coláiste Dún Iascaigh
- FET Centre

Clonmel
- TETB Sub-Office
- Raheen College
- Gaelcholáiste Chéitinn
- Central Technical Institute Senior College
- FET Centre Kickham Barracks Campus
- Coláiste Shliabh na mBan

Carrick on Suir
- Comeragh College
- FET Centre

Legend:
- ADMINISTRATIVE OFFICES
- SCHOOLS
- FET CENTRES

In addition to the main centres of Further Education and Training shows on this map, FET is delivered in thirty-four locations in the county overall.

Figure 1 – Locations of TIPPERARY ETB Main Centres

MISSION, VALUES, STRATEGIC FOCUS AND KEY PERFORMANCE INDICATORS

The vision of Tipperary ETB is to be a progressive organisation that enriches lives, offering innovative education and training opportunities to all. Its mission is to provide a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential. Tipperary ETB is committed to maintaining the balance between skills for the economy with the wider benefits of learning that are an intrinsic part of Further Education. The organisation has identified core values which underpin the work of Tipperary ETB with learners, staff and the community.

Vision, Mission And Core Values

Vision
To be a progressive organisation that enriches lives, offering innovative education and training opportunities to all

Mission
Tipperary ETB provides a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential

Values
Inclusive Innovative Professional Respectful Transparent

Strategic Priorities & Goals

The Tipperary ETB Strategy Statement was developed in accordance with Section 27, of the ETB Act 2013, following significant and ongoing consultation with key stakeholders for the period 2018-2022. Four goals are identified in the Strategy Statement, as follows:

Goal 1
- Lead the development of quality provision to meet the education and training needs of learners and the wider community engaging with Tipperary ETB

Goal 2
- Continue to build an effective and progressive organisation and adhere to best practice in Corporate Governance and Compliance

Goal 3
- Develop modern, dynamic, learning and working environments and embrace innovation and technologies in support of learners and staff

Goal 4
- Communicate and collaborate in an effective manner to reinforce inclusivity and promote our organisation

GOVERNANCE & MANAGEMENT STRUCTURES

Corporate Governance

FUNCTIONS AND RESPONSIBILITIES OF THE TIPPERARY ETB BOARD

Tipperary ETB has a board which is established in accordance with Section 30 of the Education and Training Boards Act 2013. The Board consists of twenty-one members, twelve members elected by local authorities, two members of staff, two parent representatives and five members with specialist knowledge of education and training.

The functions of the Board are either executive or reserved. Executive functions are carried out by the Chief Executive and reserved functions are carried out by the Board. Reserved functions are set out in Section 12 (2) of the Education and Training Boards Act 2013.

Section 51 of the Education and Training Boards Act 2013 requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education with the consent of the Minister for Finance and Public Expenditure and Reform, all proper and usual accounts of the monies received or expended by it.

In preparing those accounts, the Board is required to:

(a) apply the standard accounting policies for the preparation of ETB Financial Statements

(b) make judgements and estimates that are reasonable and prudent

(c) disclose and explain any material departures from the standard accounting policies

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the Financial Statements comply with section 51 of the Education and Training Boards Act 2013.

The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board. The Annual Financial Statements are subject to audit by the Office of the Comptroller and Auditor General. Tipperary ETB publish the Annual Financial Statements within one month of receipt of notification to do so from the Department of Education.

The Board of Tipperary ETB confirms that the 2019 Code of Practice for Governance of Education and Training Boards has been adopted and that Tipperary ETB complies with the up-to-date requirements of the Code in their governance practices and procedures.

The Board maintains active oversight of risk management and confirms that it has carried out an assessment of the principal risks, associated mitigation measures and reviewed the effectiveness of these measures in 2020. The Board manages risk for the organisation through a structured risk management programme. The Board is assisted in its risk management function by the Audit and Risk Committee.

The Board also relies on the Internal Audit Unit (IAU-ETB) and its reports, the Comptroller and Auditor General Annual Audit and any external Audit such as a European Social Fund Audit and Revenue Audit. In addition, a review of Internal Controls is performed on an annual basis.

Risk Management is a standing item at all Board meetings and consideration includes:

- Risk reports from senior management including the Chief Risk Officer (CRO)

- Reports of the Audit and Risk Committee

- Changes in risk ratings

- Audit Register

The Chairperson of the Board confirms that Tipperary Education and Training Board:

- Adheres to the relevant aspects of the Public Spending Code

- Complies with all tax obligations

- Adheres to the relevant procurement policy and procedures and the development and implementation of the Corporate Procurement Plan

Board members and staff of Tipperary ETB are guided by the principles set out in the Code of Practice meeting their responsibility to ensure that all their activities comply with the Statutory Provisions as set out in the Education and Training Boards Act 2013 and other relevant legislation whether these are identified in the Code or otherwise.

Tipperary ETB members and designated staff provide annual Disclosures of Interest in respect of issues that could materially influence the performance of functions. Tipperary ETB has adopted and implemented a Code of Conduct for both its members and staff in accordance with Circular Letter 0002/2019.

COMMITTEES SECTION 45 ETB ACT 2013

Tipperary ETB, in accordance with Section 45 of the Education and Training Boards Act 2013, established both an Audit Committee and a Finance Committee:

Audit & Risk Committee

FUNCTIONS & RESPONSIBILITIES OF THE AUDIT & RISK COMMITTEE

The Audit and Risk Committee support the Board in its responsibilities for internal control, comprising corporate governance, risk management, internal audit and financial/non-financial controls and by reviewing the comprehensiveness, reliability and integrity of assurances in meeting the Board's assurance needs. The Audit and Risk Committee formally report in writing to the Board not less than four times in each year (Section 45 of the Education and Training Boards Act 2013).

The Audit and Risk Committee, as early as possible in each year, and before the Finance Committee, consider the annual accounts, carries out a review of internal controls for the previous year by undertaking the work outlined in the Audit and Risk Committee's Terms of Reference. This involves reviewing the minute books of the Board, the Audit and Risk Committee and the Finance Committee and other relevant factors, to ensure there are no inconsistencies with any assessment of internal control provided to the Audit and Risk Committee by the Internal Audit Unit or management representations received.

The Code of Practice for the Governance of Education and Training Boards has provided that the Audit and Risk Committee consist of six to eight members, not more than three of whom are members of the Board. The Board should satisfy itself that at least one member of the Audit Committee has recent and relevant financial experience, preferably in a public service organisation. The Board appointed the Chairperson of the Audit and Risk Committee and s/he is not be a member of the Board. A member of the Finance Committee may be a member of the Audit Committee.

Finance Committee

FUNCTIONS & RESPONSIBILITIES OF THE FINANCE COMMITTEE

- The Finance Committee report to the Board, not less than four times in each year, in relation to whether the Chief Executive is implementing the Service Plan, as adopted by the Board, and within the expenditure limits set by the Minister. This is done by considering the monthly accounts and ad hoc reports provided to the Board by the Chief Executive

- To advise the Board on the accounting policies, the Financial Statements, and the Annual Report of the organisation, including the process for review of the Financial Statements prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors

- To review and report to the Board on the draft Service Plan

- To advise the main committee whether to accept the accounts as presented by the Chief Executive and to recommend whether they should be signed by the Chairperson. In doing this, the Finance Committee is establishing that based on the information available to it, it considers that the Financial Statements accurately represent the income and expenditure of the Board and the state of affairs of the Board.

The Code of Practice for the Governance of Education and Training Boards has provided that the Finance Committee shall consist of at least three and not more than seven members. The Chief Executive or another person with an executive function shall not be a member of the Finance Committee. The Finance Committee should include at least one member from outside the ETB who has relevant finance experience. The Chairperson of the Finance Committee will be appointed by the Board. The Finance Committee may take independent professional advice where it considers this is necessary, in such cases the Chairperson of the Committee should request approval from the Board and the Department of Education. Where the Finance Committee members do not have sufficient knowledge or experience in a particular matter, the Finance Committee may invite persons, other than the Chief Executive or another person with an executive function, with relevant experience to attend meetings.

Further Education & Training (FET) Committee

The Further Education and Training Board (FET) Committee of Tipperary ETB was established in April 2016 to support the provision and development of FET. Terms of Reference for the committee were determined by Tipperary ETB, the acts of this committee are subject to confirmation by the Education and Training Board.

Youth Work Committee

Tipperary ETB established a Youth Work Committee to support the work and development of youth work in Tipperary. Terms of Reference for the committee were determined by Tipperary ETB, the acts of this committee are subject to confirmation by Tipperary ETB.

Governance and Management Structures: Organisational Chart -Tipperary ETB
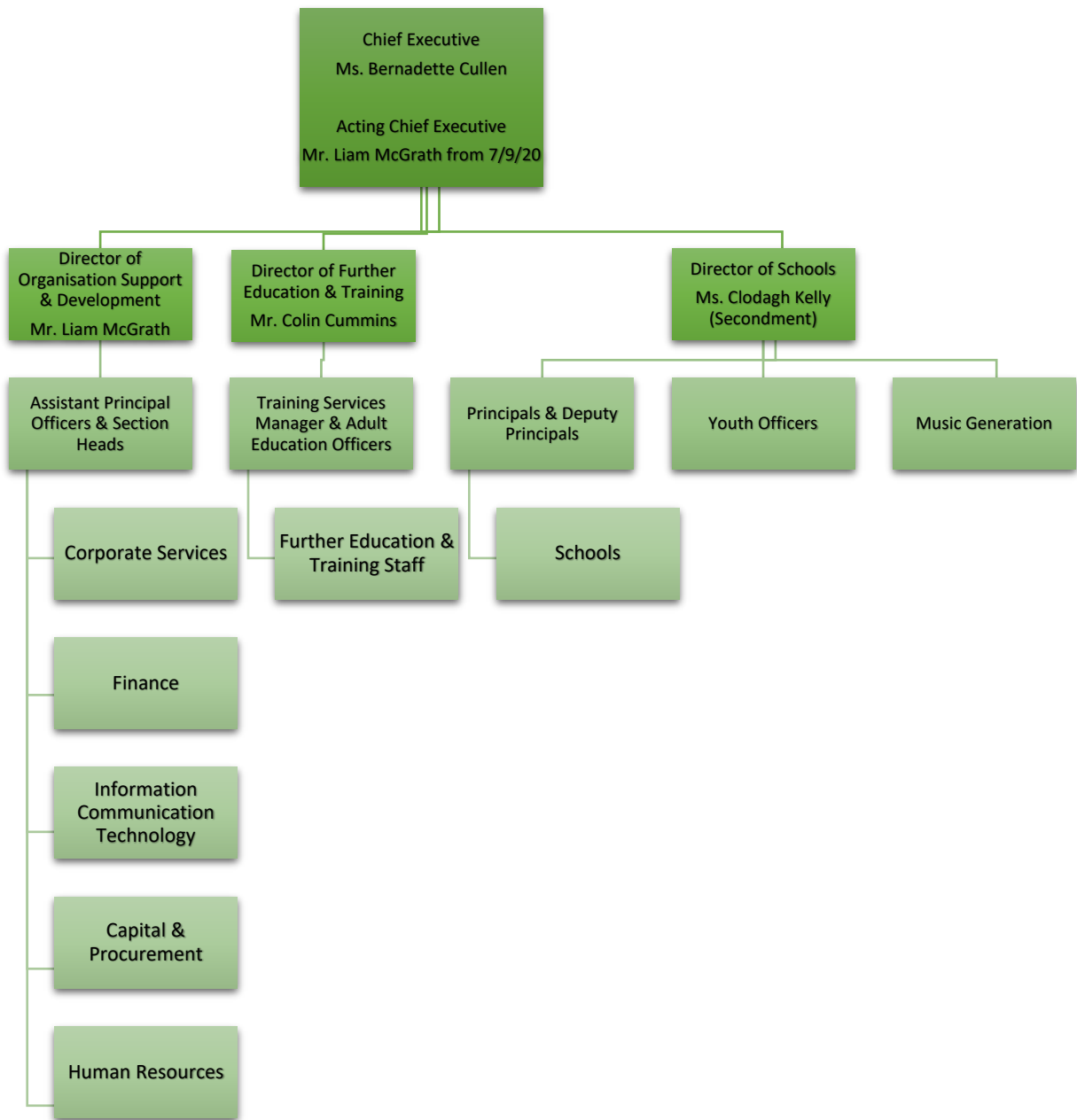

Figure 2: Organisational Structure TIPPERARY ETB

The FET Senior Management Team (SMT) consists of the Director of FET, Adult Education Officers and the Training Services Manager, meet regularly to plan and manage all FET provision in Tipperary ETB. While the FET committee has overall strategic input to FET in Tipperary ETB, as a result of our Executive Self Evaluation consultation, undertaken in 2018, Tipperary ETB recognised the need for a QA specific governance structure with its terms of reference. Tipperary ETB's QA governance structures oversee all aspects of Tipperary ETB's quality assurance provision. This includes QQI and non-QQI awards. The governance structures reflect both the obligations noted in the Statutory Quality Assurance Guidelines

published by QQI, along with Tipperary ETB's aspirations for a quality-led system that is transparent, documented and accessible to all stakeholders. Figure 3 illustrates Tipperary ETB's QA governance structures.

Further detail on the expectations and operation of Tipperary ETB's QA governance system can be found in the Tipperary ETB's QA Governance Terms of Reference

Structure of Tipperary ETB's QA Governance System

- **QA Governance Group** – overall responsibility for strategic oversight, planning and coordination of FET provision.
- **Programme Approval Committee (PAC)** – decision-making and approval responsibility relating to requests for the development or delivery of awards or programmes. The PAC operates as a function of the QA Governance Group.
- **Quality Assurance Steering Group (QASG)** – supports the QA Governance Group in an advisory capacity in the development and implementation of quality assurance in FET.
- **Quality Assurance Task Groups** – progress the development of specific quality projects – e.g. policies, procedures, research, programme-related matters – that have been identified by the QA Governance Group through self-evaluation, quality improvement planning and/or other priority activities.

Function and responsibilities of QA Governance Group (FET Senior Management Team (SMT))

The QA Governance Group (FET Senior Management Team (SMT)) has oversight of QA in Tipperary ETB and will perform the following functions:

1. Maintain oversight of quality assurance and inform the work of Quality Assurance Steering Group (QASG)

2. Ensure oversight and responsibility for all programme development, approval and delivery

3. Ensure gaps and duplication of provision are addressed by reviewing submitted proposals of programmes

4. Ensure oversight of teaching, learning and assessment

5. Maintain overall responsibility for any Recognition of Prior Learning in Tipperary ETB

6. Develop the strategic direction of QA to include quality improvement planning and monitoring

7. Analyse and review findings and reports from centre monitoring of validated programmes and agree appropriate actions

8. Analyse data e.g. from MIS, QQI data and suggest ways this can improve QA

9. Identify and support new opportunities to work collaboratively with ETBI, QQI, other ETBs, employers, industry and other stakeholders and support CPD needs that emerge

Function and responsibilities of Programme Approval Committee (PAC)

The Programme Approval Committee (PAC) has decision-making and approval functions on programme proposals. The PAC has functions relating to:

1. The development of new modules or programmes

2. The development of a new award

3. New programme requests by centres to access an existing Tipperary ETB validated programme for the first time

4. New programme requests by centres to access a programme that is not currently validated by Tipperary ETB

5. The addition of new modules to already validated programmes (and the centres in which it is to be provided, as part of the 20% rule)

6. The addition of existing/validated modules to already validated programmes (and the centres in which it is to be provided, as part of the 20% rule)

7. Amendments to existing validated programme modules - including QQI and non-QQI programmes.

Function and responsibilities of Quality Assurance Steering Group (QASG)

The QASG oversees the development and implementation of Tipperary ETB's QA policies and procedures and will perform the following functions:

1. Create a FET representative forum for the development, review and recommendations of QA policies and procedures

2. Support the QA Governance Group in an advisory capacity in the implementation of quality assurance in the ETB

3. Establish various QA Task Groups to progress the development of QA policies, procedures, programme-related matters and other QA actions that are identified by the QA Governance Group through self-evaluation, the quality improvement process and/or other priority activities. The group is assisted and supported in its role by the Quality Assurance Office.

Function and responsibilities of FET Quality Assurance (QA) Task Groups

The role of the Quality Assurance Task Group(s) is to progress the development of specific QA tasks e.g. policies, procedures, guidelines, research, investigations etc.

Tipperary FET Results Approval Panel (RAP)

The role of the Results Approval Panel is to ensure that appropriate decisions are taken regarding the outcomes of the assessment processes, including verification and authentication processes, approval and sign-off on results, submission to QQI, approval of issue of results to learners.
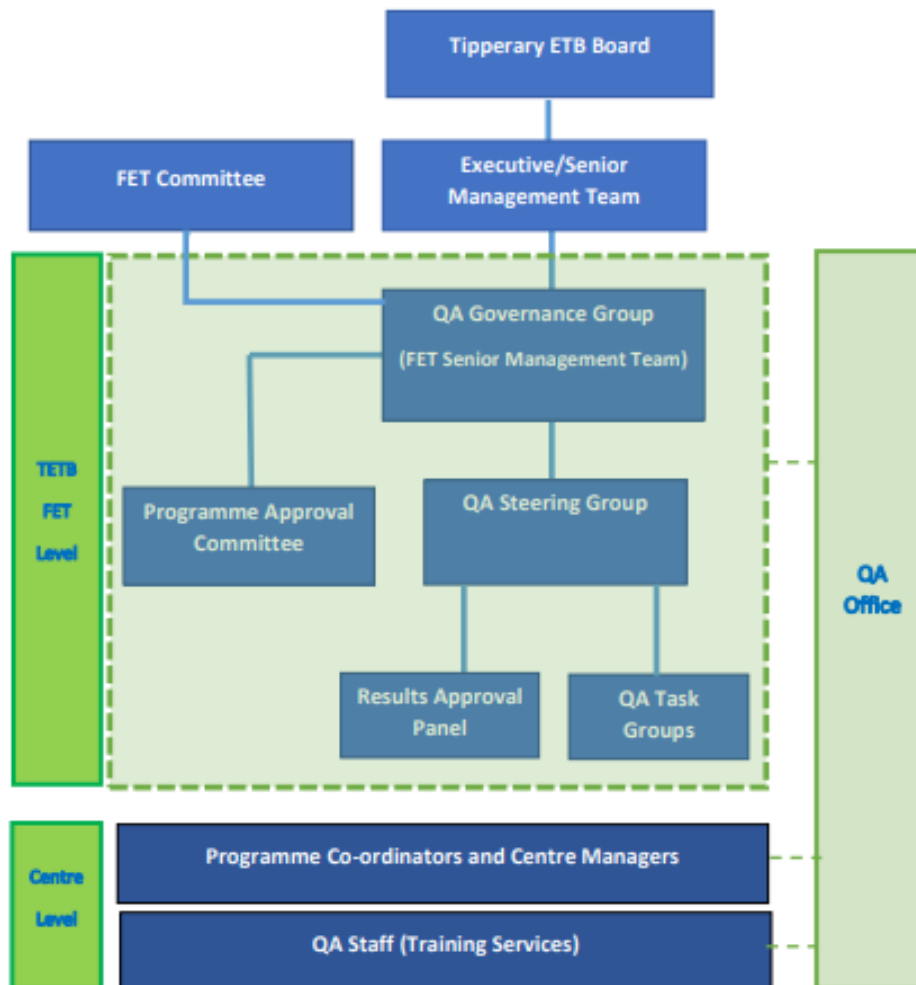
Figure 3: QA Governance Structures of TIPPERARY ETB

APPROACH TO QUALITY

The publication of Tipperary ETB's Quality Assurance Procedures is in keeping with Tipperary ETB's mission of providing "*a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential*" (Statement of Strategy 2018-2022). Our QA procedures are being developed in line with our core values and aim to be inclusive, innovative, professional, respectful and transparent.

Tipperary ETB quality assurance activities are informed by the standards outlined in:

- ➤ [Core Statutory Quality Assurance Guidelines](#)
- ➤ [Sector Specific Quality Assurance Guidelines](#)
- ➤ [Topic Specific Quality Assurance Guidelines for Providers of Statutory Apprenticeship Programmes](#)
- ➤ [Topic Specific Quality Assurance Guidelines or Providers of Blended Learning Programmes](#)

Goal 1 of our Statement of Strategy is to lead the development of quality provision to meet the education and training needs of learners and the wider community engaging with Tipperary ETB. The update of existing QA policies and procedures and development of new ones will form the basis of achieving this goal. Goal 2 is to continue to build an effective and progressive organisation and adhere to best practice in Corporate Governance and Compliance. Following our Self-evaluation review, a QA specific governance structure was implemented adhering to best practice in Corporate Governance.

Tipperary ETB is committed to developing an integrated Quality Assurance (QA) system and is striving to develop a QA system that is fully documented to ensure that there are robust, documented policies and procedures in place for the assurance of the quality across provision, services and other related activities. At present, Tipperary ETB FET centres have an extensive suite of existing documented quality assurance policies and procedures that are guided by the relevant legacy QA agreements as follows:

- • [North Tipperary VEC QA Agreement](#)
- • [South Tipperary VEC QA Agreement](#)
- • [Institiud Thuamhumhan QA Agreement](#)
- • [Transitional Quality Assurance System (TQAS) QA Agreement](#)

Tipperary Regional Profile Information

County Tipperary is located in the province of Munster covering 4,305km² with a population of 160,441 at the 2016 census. The largest towns are Clonmel, Nenagh and Thurles. County Tipperary was created and named after the town of Tipperary in 1328, making it the earliest established of the Irish counties. In 1838, County Tipperary was divided into two ridings, North Tipperary and South Tipperary for administrative purposes. In 2014, the two ridings were reunified to form one county following the local elections on 3rd June 2014 (Tipperary County Council). Tipperary is the sixth largest of the 32 counties by area and the 12th largest by population. It is also the largest landlocked county in Ireland. The distance by road from Lorrha in the North-West of the county to Carrick-On-Suir in the South-East is 126 km and takes nearly two hours to travel by car.

Rank	Town	Population (2016 census)
1	Clonmel	17,140
2	Nenagh	8,968
3	Thurles	7,940
4	Carrick-on-Suir	5,771
5	Roscrea	5,446
6	Tipperary	4,979
7	Cashel	4,422
8	Cahir	3,593
9	Ballina	2,632
10	Templemore	1,939
11	Fethard	1,545

Table 1: Population per Town in Tipperary (CSO Census, 2016)

County Tipperary has a total of 2,755 enterprises comprised as follows:

Size of Enterprises (based on Employee Numbers)	Total
1-4	1455
5-9	678
10-49	540
50+	82
TOTAL No of Enterprises	**2,755**

Table 2: Number of Enterprises in County Tipperary per Size (Kompass (UK), 2021)

According to the Census 2016 Summary Results, there are 79 Unemployment blackspots identified by the Electoral Division in Ireland, i.e., where the unemployment rate in April 2016 was considered high relative to the level of the State overall. Tipperary has two unemployment blackspots with an average unemployment rate of 30.8% compared to a County unemployment rate of 14.6%:

- Tipperary East Urban, South Tipperary: 34.0%

- Carrick-on-Suir Urban, Tipperary: 29.2%

Sector	No. of Tipperary Based Businesses
Agriculture	55
Construction (General and Special Trade)	173
Communications and Utilities	11
Finance	82
Government	73
Leisure	156
Manufacturing	158
Mining	3
Professional (Accounting, Engineering, Legal, Medical, Real Estate)	433
Retail (Building, Car, Clothing, Food, Home, Restaurants, Other)	673
Services (Business, Computer, Educational, Garage, Health, Media, Personal, Religious, Repairs, Membership Organisations)	738
Travel and Transport	86
Wholesale (Durable and Non-Durable)	114
TOTAL No of Enterprises	**2,755**

Table 3: Number of Enterprises in County Tipperary per sector (Kompass (UK), 2021)

Sector	No. Employed In ETB Region
Agriculture, Forestry and Fishing	6,746
Manufacturing Industries	9,606
Building and Construction	3,294
Wholesale, Retail, Transport etc	13,584
IT, Professional Services etc	6,641
Public Admin and Defence	3,472
Education, Social and Health	12,758
Other	6,811
Total	**62,912**

Table 4: Number of Employed in County Tipperary (Commuting and Jobs Profile Tipperary Local Authority September 2018.pdf (tipperaryinfo.ie))

Sector	No. Of Vacancies
Science, Pharmaceutical and Food	47
Production, Manufacturing and Materials	39
Engineering and Utilities	35
IT	26
Medical Professionals and Healthcare	22
Accountancy and Finance	21
Construction, Architecture and Property	18
Retailing, Wholesaling and Purchasing	12
Banking, Financial Services and Insurance	8
Environmental, Health and Safety	7
Security, Trade and General	7
Sales	6
Social and Not For Profit	4
Executive	3
HR and Recruitment	3
Hotel and Catering	3
Legal	3
Marketing	3
Transport, Warehousing and Motor	3
Education	7
	270

Table 5: Source: https://www.irishjobs.ie/Jobs/Tipperary (29th January 2021)

No. of Enterprises	Employee Size
1 to 4	1455
5 to 9	678
10 to 49	540
50+	82

Table 6: Number of Enterprises in County Tipperary per Employee Size (Kompass (UK), 2021)

PROVISION PROFILE

Range of Programmes and Services provided by Tipperary ETB

- Adult Literacy & Numeracy Service, SFW, ESOL
- Community Education
- BTEI
- VTOS
- PLC
- Youthreach
- Youth Services
- Self-financing Night Classes
- Adult Guidance & Information Service
- Community Training Centres
- Apprenticeships
- Local Training Initiatives
- Specialist Training Providers
- Evening Training
- Traineeships
- Contracted Training
- Learner

Tipperary ETB Centres

Provision Type (Programme Category)	F/T Learners (2019)[2]		P/T Learners (2019)		Total Learners	
	No.	%	No.	%	No.	%
Adult Literacy Groups	-	-	1490	15.70%	1490	13.22%
BTEI Groups	-	-	2168	22.84%	2168	19.24%
Community Education Groups	-	-	4180	44.03%	4,180	37.09%
ESOL Groups	-	-	610	6.42%	610	5.41%
Evening Training Groups	-	-	517	5.45%	517	4.59%
ITABE Groups	-	-	86	.90%	56	.50%
PLC Groups	1407	78.95%	-	-	1407	12.49%
Skills for Work Groups	-	-	436	4.59%	436	3.87%
VTOS Core Groups	194	10.89%	-	-	194	1.72%
Youthreach Groups	181	10.16%	-	-	181	1.61%
Total	**1782**	**100%**	**9,487**	**100%**	**11269**	**100%**

Apprenticeships

Provision Type	Centre Type	F/T Learners (2019)		P/T Learners (2019)		Total Learners[3]	
		No	%	No	%	No	%
Apprenticeships-Phase 7	FET Centre, Thurles	98	26.42%	-	-	98	26.42%
Apprenticeships-Phase 2,4,6	FET Centre, Thurles	273	73.58%	-	-	273	73.58%
Total		**371**	**100%**			**371**	**100%**

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[2] *Note: Learner Numbers are Tipperary ETB Course Learner Beneficiaries as opposed to Distinct Learners*

[3] *Apprenticeship numbers sourced from PLSS-FARR. The apprenticeship figures have not been included in the Gender Profile (Table 7 a) and the Age Profile (Table 7 b) as no gender/age profile breakdown for these figures*

Contracted/External Provision with which the ETB is engaged

Programme Category	No. Of Centres/ Locations	F/T Learners (2019)		P/T Learners (2019)		Total Learners	
		No.	%	No.	%	No.	%
Local Training Initiatives	6	140	14.23%	75	62.50%	215	19.47%
Community Training Centres	3	261	26.52%	-	-	261	23.64%
Specialist Training Providers	2	77	7.83%	-	-	77	6.97%
Skills to Advance	3	-	-	45	37.50%	45	4.08%
Specific Skills Training	12	328	33.33%	-	-	328	29.71%
Traineeship	4	178	18.09%	-	-	178	16.12%
Total		**984**	**100%**	**120**	**100%**	**1,104**	**100%**

Source: PLSS Reports and MIS End of Year Reports 2019

Tipperary ETB Services

SERVICE	DESCRIPTION
Adult Guidance and Information Service	The Adult Guidance and Information Service offers impartial and confidential information and guidance on Education and Training options, both within Tipperary ETB and with other education/training providers. The aim is to support service users to make the right decisions about returning to education and training in the context of wider life and commitments. In Tipperary ETB, there are two Adult Guidance Counsellors and two Information Officers within the service.
Youth Services	Tipperary ETB Youth Work Unit under the auspices of the ETB Act, works to support the provision, co-ordination, administration and assessment of youth work in County Tipperary. The unit works in partnership with a range of youth work providers including: Foróige, Youth Work Ireland Tipperary, Waterford and South Tipperary Community Youth Service and North Tipperary Leader Partnership. The unit also works in cooperation with a range of other statutory and voluntary agencies.

The Youth Work Unit aims to encourage partnership in the youth work sector and to promote the common goal and purpose of youth work for the benefit of all young people. |
| Music Generation | Music Generation Tipperary is a performance music education programme for children and young people in County Tipperary. Music Generation Tipperary is part of Music Generation – Ireland's National Music Education Programme, initiated by Music Network and co-funded by U2, The Ireland Funds together with, The Department of Education and Skills and Local Music Education Partnerships. Locally, Music Generation Tipperary is funded by Tipperary Education and Training Board and Tipperary County Council.

Music Generation Tipperary commenced in September 2019 and is now exiting its set up phase, getting ready to roll out pilot |

	programmes and events across County Tipperary in a range of settings, all of which are available to children and young people under 18 years of age.
FET Workforce Development	Along with the appointment of the FET Employer Engagement (Community Education Facilitator); the Workforce Development/ Employer Engagement task group was established to coordinate and facilitate consultation with Regional Skills Fora, Employers, Employees in the Tipperary region, conducting training needs analysis, facilitation of skills clusters etc. Tipperary ETB offers various services/opportunities/supports to local employers: • Upskilling Employees: Skills For Work, Explore, Skills To Advance, Online Courses, Bespoke/Customised Training • Apprenticeships • Traineeships • Work Placement • Guest Speakers
FET Technology Enhanced Learning (TEL) Support	A TEL (Community Education Facilitator) was appointed and a TEL action plan produced in 2020 in regard to: • ICT Infrastructure • On-going Professional Development • Learning Content and Programme Design • Organisation Structure

FET Development and Support Unit

Tipperary ETB established the FET Development and Support Unit (DSU) in Q4 2020 headed by an Adult Education Officer (AEO) who sits on the FET Senior Management Team (SMT). DSU unit includes:

FET QA Office	FET QA Office comprising of a QA Officer, QA (Community Education Facilitator) and Administrative Support to provide QA Support at FET level across all Centres/Programmes, i.e., programme development & validation, programme approval, RAP and certification, documentation update and control, policies, procedures and governance.

FET Active Inclusion	FET Active Inclusion (Community Education Facilitator) to develop and implement a strategy for Active Inclusion in Tipperary ETB.
FET Wellbeing	FET Wellbeing (Community Education Facilitator) to develop and implement a strategy for Wellbeing in Tipperary ETB.
Information and Data Management	FET Management Information System Administrator to support and monitor the implementation of PLSS/FARR system inputs/outputs against agreed targets

ETB Provision by Field of Learning

FIELDS OF LEARNING	BENEFICIARIES 2017	BENEFICIARIES 2018	BENEFICIARIES 2019
Agriculture, Horticulture and Mariculture	81	84	131
Animal Science	46	62	67
Apprenticeships	0	227	371
Arts & Crafts	99	102	100
Built Environment	105	41	80
Business, Administration	453	482	451
Core ICT	468	704	753
Core Personal	2,404	2,712	3,037
Engineering	70	44	51
Food and Beverage	64	274	417
General Learning	2,530	3,484	4,249
Hairdressing, Beauty and Complementary Therapies	307	327	328
Health, Family & other Social Services	1,417	1,534	1,851
Information Technology	75	119	90

Management	23	26	5213
Manufacturing	35	10	13
Media, Graphics,	29	35	38
Research and Education-	0	81	85
Sales & Marketing	144	119	103
Security Guarding & Emergency Services	38	68	65
Skills Sampling	117	107	57
Sport and Leisure	140	113	114
Tourism	18	23	46
Transport, Distribution &	344	210	195
Total	**9,007**	**10,988**	**12,744**

ETB Provision by NFQ Level

NFQ LEVEL	BENEFICIARIES 2017	BENEFICIARIES 2018	BENEFICIARIES 2019
Level 1/2	345	463	453
Level 3	693	660	497
Level 4	722	777	819
Level 4/5	45	60	117
Level 5	1628	1654	1824
Level 6	154	308	379
Total	**3587**	**3922**	**4089**

Data Source: PLSS Reports - Course Finishers

Awarding Bodies

AWARDING BODY	AWARDS 2017		AWARDS 2018		AWARDS 2019	
	No.	%	No.	%	No.	%
Cambridge English Language Association	131	3.34%	60	1.36%	111	2.30%
CIBTAC	30	0.76%	46	1.04%	35	0.72%
CIDESCO	-	-	-	-	12	0.27%
City & Guilds	22	0.56%	13	0.29%	12	0.27%
Comp TIA	-	-	13	0.29%	23	0.47%
Dept of Ed & Skills	13	0.33%	1	0.02%	141	2.92%
Dept of Transport, Tourism & Sport	-	-	11	0.25%	-	-
EHAI	-	-	156	3.55%	254	5.27%
ICS Skills	58	1.26%	139	3.16%	129	2.67%
ITEC	-		-	-	8	0.16%
Microsoft	-		-	-	-	-
PHECC	-		20	0.45%	55	1.14%
QQI-FE	3428	87.47%	3748	85.62%	3838	79.65%
RSA	103	2.62%	80	1.82%	133	2.76%
RTITB	72	1.83%	52	1.18%	-	-
VTCT	62	1.58%	54	1.22%	67	1.39%
Total	**3919**	**100%**	**4393**	**100%**	**4818**	**100%**

Data Source: PLSS Reports- Finishers

LEARNER PROFILE

Gender Profile

LEARNER GENDER	2017	2018	2019
Female	5,658	7,038	8,064
Male	3,349	3,723	4,309
Other/Not Specified	-	-	-
Total	9,007	10,761	12,373

Data Source: ETBI PLSS MIS End of Year Data 2018 & 2019/PLSS Reports for 2017
Please note: This table does not include gender profile of Apprenticeship Learners as this data is not available

Age Profile

LEARNER AGE	2017	2018	2019
0-14	10	3	1
15-24	2,067	2,293	2,465
25-44	3,071	3,527	3,845
45-64	2,774	3,276	3,841
Over 64	1,085	1,662	2,221
Total	9,007	10,761	12,373

Data Source: ETBI PLSS MIS End of Year Data 2019 & 2019. PLSS Report for 2017
Please note: This table does not include age profile of Apprenticeship Learners as this data is not available.

Nationality Profile

9% of the population in Tipperary in 2016 were non-nationals which was somewhat less than the national average of 11.6%. Of those however, 19.20% could speak English not well or not at all compared with 14% nationally (Tipperary ETB Statement of Strategy 2018-2022).

REGION	2018	2019
Ireland	8,111	9,433
Great Britain	288	326
Europe	1,066	1,030
Africa	177	162
Asia	304	333
North America	15	17
Oceania	8	4
South America	42	118
Unknown	750	950
Total	10,761	12,373

Data Source: ETBI Nationality Report - March 2020

STAFFING PROFILE (Tipperary ETB FET)

Staffing Overview (FET)

ROLE	ADDITIONAL INFORMATION	NUMBER
Director of FET		1
Adult Education Officers		3
Manager (Training Centre)		1
Assistant Manager (Training Centre)		1
Adult Literacy Organisers		3
Back to Education Initiative Co-ordinator		1
VTOS Co-ordinators		5
Youthreach Co-ordinators		3
Administrative Staff		41
Adult Education Guidance Counsellor		2
Adult Guidance Information Officer		2
Music Generation Development Officer		1
Further Education Support Services Officer		1
Quality Assurance Officer		1
Resource Workers		4
Apprenticeship Senior Training Advisors		2
FET Recruitment Officer		1
FET Learning Practitioners (Includes full-time and part- time)	Teachers	58
	Tutors (including Music Generation)	96
	Instructors/ Instruction (including Music Generation)	80
Caretakers/ Cleaners		14
Stock Control/Procurement Officer		1
Training Standards Officer		2
Contracted Training Officer		1
Senior Community Development Officer		1

Community Education Facilitators
  – Community Education
  – Active Inclusion
		2
		1

– Wellbeing		1
– Technology Enhanced Learning		1
– Quality Assurance		2
– Employer Engagement		1
PLSS Co-ordinator		1
Community Education Development Worker		1
Adult Literacy Development Worker		2
Advocate for Youthreach		1
Youth Officer		2

Data Source: TIPPERARY ETB BI Report of staff paid on 19.03.2021

Teacher: Learner Ratio

Operational guidelines for a number of FET provisions give general guidance in relation to Teacher/ Tutor/ Instructor Learner Ratio including:

- PLC 1:19 (as per CL 0015/2020)

- Apprenticeship 1:14

- Other Training areas 1:16

- BTEI 1:7 (in order for group to commence) 1:10 ratio for participants who have less than upper second level education. A 1:16 ratio will apply for other participants (as per BTEI Operational Guidelines)

- Community Education 1:8

- Adult Literacy 1:8 and 1:1

Collaborations and Stakeholder Relationships

National Agencies:

Tipperary ETB has strong working relationships with a diverse range of National and Local stakeholders including SOLAS, QQI, Department of Social Protection (DSP), Department of Education and Skills (DES), Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), Department of Children, Equality, Disability, Integration and Youth (DCEDIY) Local Authorities, Local Development Companies, Local Enterprise Boards, HSE, Voluntary Bodies, Community Training Centres, Local Training Initiatives, Specialist Training Providers, Contracted Trainers, and many more.

SOLAS:

The Further Education and Training Act 2013 was signed into law in July 2013. The Act provides for the establishment of SOLAS and the dissolution of FÁS. The legislation also provided for the gradual transfer of FÁS training centres and training staff to the newly formed Education and Training Boards. SOLAS works with the ETBs to support the development of appropriate further education and training programmes and curricula and the sourcing of further education and training interventions from the private, public and not for profit sector. Tipperary Education and Training Board formally assumed responsibility for the training function in Tipperary on 28th March, 2016.

ETBI:

Education and Training Boards Ireland (ETBI) is an association established to collectively represent the sixteen Education and Training Boards (ETBs) and promote their interests, which is recognised by the Minister for the purposes of the Education and Training Boards Act 2013. ETBI is the voice of the Education and Training Boards sector at primary, post-primary and further education and training advocating on behalf of and supporting members. ETBI consults and negotiates at national level on behalf of ETB members with Government Departments, Trade Unions and with a range of other relevant bodies and authorities. ETBI promotes the development and implementation of appropriate education and training policies, procedures and guidance for member ETBs and conducts research, devises, and delivers education and training programmes targeted at the general ETB membership.

Quality and Qualifications Ireland (QQI):

QQI is the independent State agency responsible for promoting quality and accountability in education and training in Ireland. The functions of QQI are set out in law and include the provision of advice and information to the Minister for Further and Higher Education, Research, Innovation and Science on matters concerning policy and practice with respect to quality assurance and improvement in education and training.

With its establishment in 2013, Tipperary ETB inherited four legacy quality assurance agreements:

North Tipperary VEC QA Agreement

South Tipperary VEC QA Agreement

Instituid Thuamhumhan QA Agreement

Transitional Quality Assurance System (TQAS) QA Agreement

Whilst there are commonalities across the four QA systems, their integration and their enhancement is an ongoing project for Tipperary ETB.

Department of Social Protection (DSP)

The Mid-West and South-East divisions of the DSP are strategic partners for Tipperary ETB. At an operational level, Tipperary ETB works closely with DSP offices to provide courses and opportunities to job seekers. In 2016, the Department of Social Protection (DSP) and Tipperary ETB recognising the common elements of their respective work, developed a framework that would support staff involved in delivering activation support, training, guidance, and other services to clients. This interagency group facilitates the exchange of information between organisations including the referral of clients to suitable education and training interventions provided by the ETB. Potential learners are supported directly by DSP case officers to apply online through www.fetchcourses.ie or are directly referred onto a particular course provider within FET across all QQI levels. Tipperary ETB suite of FET programmes are shared regularly with DSP as programmes are made available publicly as well as offering FET responses to the specific needs of this group as identified by DSP case officers. Tipperary ETB programme coordinators and guidance representatives also attend this networking forum and DSP information events as well as developing bespoke responses to this learner cohort.

AONTAS/NALA:

AONTAS is the National Adult Learning Organisation, a voluntary membership organisation. It exists to promote the development of a learning society through the provision of a quality and comprehensive system of adult learning and education which is accessible to and inclusive to all. Listening to the learner voice is a crucial element and driver of learner support.

To ensure learners can contribute to national policy developments that include the learner voice, Tipperary ETB learners have been encouraged and facilitated to engage in the annual AONTAS Adult Learner Forum since its inception. Learners and tutors from across Tipperary ETB FET Part-Time programmes were involved in a range of events held across the county over five days of the AONTAS Adult Learners Festival held in early March 2020. A Tipperary ETB board member has a seat on the National Adult Literacy Agency (NALA), i.e., an independent charity committed to making sure people with literacy and numeracy difficulties can fully take part in society and have access to learning opportunities that meet their needs.[4]

Regional Partners:

Workforce Development/Employer Engagement

Tipperary ETB actively participates in the **Mid-West and South-East Regional Skills Fora**. Regional Skills Fora were created as part of the Government's National Skills Strategy to provide opportunities for employers and the education and training system to work together to meet emerging skills needs in their regions. Membership of the Fora includes Industry/enterprise/employer representatives and regional FET & HE providers.

The Regional Skills Fora meet regularly to engage in structured dialogue between enterprise sectors and education and training providers to focus on identifying skills requirements and building customised solutions responsive to regional business needs. The Fora provide a single contact point in each region to help employers connect with the range of services and supports available across the ETB region.

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[4] https://www.nala.ie/about-us/

Limerick Institute of Technology (LIT) has representation on Tipperary ETB Governing Bodies, i.e., the Further Education and Training (FET) Committee to develop progression links between Tipperary ETB and LIT in the region. Tipperary ETB is in the process of developing formal links with the new Technological University of the Shannon, Midlands and Midwest and is represented on the Stakeholder Engagement Advisory Group of the Technical University of the South East (application for TU status pending at time of writing).

Other Partnerships/Networks

Tipperary LCDC

The Local Government Act 2014 provides for the establishment of a Local Community Development Committee (LCDC) as a committee of the Local Authority. The Tipperary LCDC was established in 2014. The LCDC comprises of representatives who are members of the Local Authority, other state agencies, community and voluntary sector and social partners. The balance of representation between the sectors is intended to be balanced in favour of the non-statutory sector. The LCDC is independent of the Local Authority in the discharge of its functions. The Director Of FET represents Tipperary ETB on the LCDC.

The primary function of the LCDC is in supporting the implementation of the Local Economic and Community Plan (LECP). The six year LECP includes two elements – a community element and an economic element. The LCDC is responsible for the development of the community element of the Local Economic & Community Plan (LECP). Tipperary County Council Economic Development and Enterprise Strategic Policy Committee (SPC) has responsibility for the economic element of the LECP.

Tipperary Town Revitalisation Taskforce (TTRT)

Tipperary ETB's Director of FET actively participates in the Tipperary Town Revitalisation Taskforce (TTRT). The TTRT was established to address the many issues that have impacted on the development of Tipperary Town and to oversee the creation and implementation of an action plan to address these issues. It was established by the Minister of State at the Department of Housing, Planning and Local Government in September 2019 and is governed by a Company Limited by Guarantee (CLG). The main objective of the Task Force is to promote, support, assist and engage in (i) social development (ii) environmental sustainability (iii) economic development (iv) community development and (v) infrastructure development, designed to revitalise Tipperary Town with the aim of making it the best small town in Ireland.

## Programme Development and Approval (Collaborating Provider)

Tipperary ETB is a collaborating provider in the Programme Development and Validation of the Advanced Certificate in Early Learning and Care (ELC) and Level 5 Certificate in Early Learning and Care. A decision to develop a programme in ELC was taken by a national ETB-wide governance oversight body, consisting of the Directors of Further Education and Training of the 16 ETBs. It was agreed that a shareable curriculum in ELC should be developed for the ETBs and their partner organisations, led by Dublin and Dún Laoghaire ETB, and supported by all 15 other ETBs.

QQI Programme and Awards Executive Committee (PAEC) approved the validation of PG24585, Advanced Certificate in Early Learning and Care (Level 6, 120 FET credits) and PG24619, Certificate in Early Learning and Care (Level 5, 120 FET credits) for Tipperary ETB on the 15th July 2021, having confirmed that it is satisfied that the conditions of validation have been met.

Service Level Agreements with Partner Organisations

Tipperary ETB maintains Service Level Agreements (SLA)/Memoranda of Understanding (MoU) with local community and voluntary organisations across County Tipperary, see Appendix II *(note: 2020/2021 list is 60% less than pre COVID figures as Community Groups have not yet returned).* In addition, Tipperary ETB collaborates with second providers: Community Training Centres (CTCs), Local Training Initiatives (LTIs) and Contracted Training Providers in the provision of FET in Tipperary.

Tipperary ETB Board Members and/or Staff have seats on a number of external committees, including; Tipperary Sports Partnership, Youthwork Committee, Public Participation Network (PPN) Disability Forum, North Tipperary Development Company, South Tipperary Development Company, National Association of Principals and Deputy Principals, Children and Young People's Services Committee, National Literacy and Numeracy Committee, HSE Connecting for Life and Governing Body of Limerick Institute of Technology (LIT).
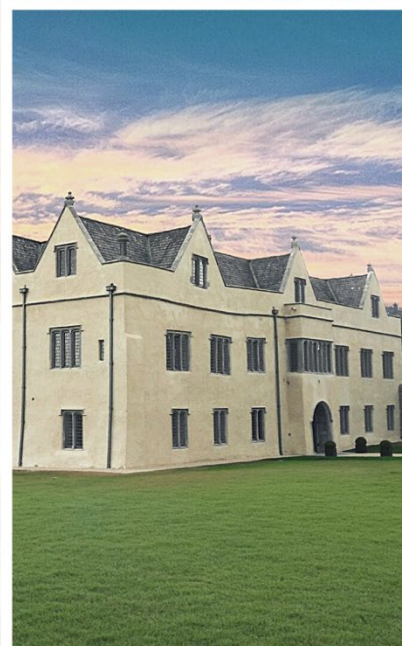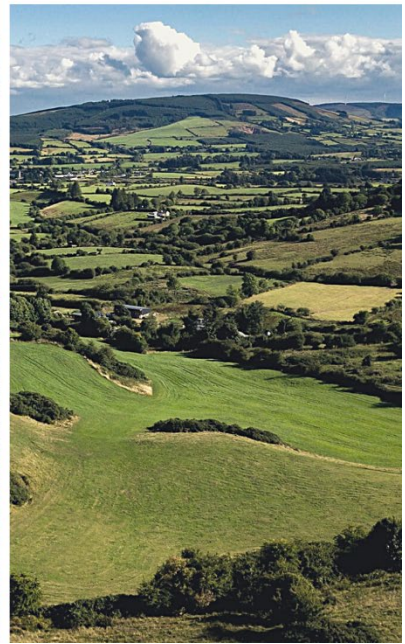
Appendix I - Locations of Tipperary ETB Centres

Borrisokane	Borrisokane Community College (School) FET Centre
Cahir	Coláiste Dún Iascaigh (School) FET Centre (Former Vocational School)
Cappawhite	Youthreach
Carrick-on-Suir	Comeragh College (School) FET Centre (Former Vocational School)
Cashel	FET Centre (Former Vocational School)
Clonmel	Tipperary ETB Sub-Office (Administrative Office) Raheen College (School) Gaelcholáiste Chéitinn (School) Central Technical Institute Senior College (FET Centre) FET Centre Kickham Barracks Campus Coláiste Shliabh na mBan (School)
Killenaule	Scoil Ruáin (School) FET Centre (Former Vocational School)
Nenagh	Tipperary ETB Head Office (Administrative Office) Nenagh College (School) Teach an Léinn (FET Centre) Lifelong Learning Centre (FET Centre)
Newport	Newport College (School)
Roscrea	Coláiste Phobal Ros Cré (School) Roscrea FET Centre including Youthreach
Templemore	Templemore College of Further Education including Youthreach
Thurles	Coláiste Mhuire Co-Ed (School) Coláiste Éile (FET Centre) FET Centre, Archerstown
Tipperary Town	FET Centre (Tipperary Technology Park/Tipperary Community Centre)

Appendix II – TIPPERARY ETB FET SLAs and MoU – 2020/2021

Art Hive	Community Partner
Ballinahinch Community Development	Community Partner
Ballinderry Community Group	Community Partner
Borrisokane Art Group	Community Partner
Borrisokane Crafty Crew	Community Partner
Brothers of Charity, Gateway	Disability Group
Brothers of Charity	Disability Group
Circle of Friends	Community Partner
Excel Writers	Community Partner
Fab Ladies Killenaule	Community Partner
Irish Wheelchair Association	Disability Group
IWA	Disability Group
Knockanrawley Resource Centre	Community Partner
LGBT Clonmel	Community Partner
Living the Life Men	Community Partner
Moorehaven	Disability Group
MS Ireland Mid-West	Disability Group
Nenagh Ormond Resources	Disability Group
Nenagh Retirement Art Group	Community Partner
Nenagh Silver Arch Family Resource	Community Partner
North Tipp Development Company (NTDC)	Community Partner
North Tipp Farm Families	Community Partner
Place 4 U	Community Partner
Rehab Care, The Suir Drop	Disability Group
Rehab Care, Knocklofty	Disability Group
Rehab Care, The Mill	Disability Group
Roscrea Autism Awareness	Disability Group
Roscrea Corville HSCL	Community Partner
Roscrea St Annes	Community Partner
Roscrea St Cronans	Community Partner
Spafield FRC	Community Partner
St Vincents Tipp Town	Community Partner
Stretch Your Life	Community Partner
Templemore Family Support	Community Partner
Three Drives FRC	Community Partner
Thurles Millennium Family Resource	Community Partner
Thurles Moorehaven	Disability Group
Thurles Rehab	Disability Group
Thurles Suir Haven	Community Partner
Youthwork Tipperary	Youth Services