

**CARLOW VOCATIONAL SCHOOL /  
CARLOW INSTITUTE OF FURTHER  
EDUCATION  
SCHOOL ROLL NO 70420R**

**ANNUAL REPORTS AND REVIEWS 2012 / 2013**

**JUNE 2013**

This year Carlow Vocational School / Carlow Institute of Further Education celebrated 90 years in existence serving the community of Carlow and forty years on our present site. During our celebrations, we received some very welcome and exciting news from the Minister for Education and Skills, Ruairí Quinn T.D he announced on 3<sup>rd</sup> May 2013: A VEC College in Carlow town currently providing Post-Leaving Certificate courses and mainstream second-level education will be replaced with two new institutions. The joint campus will comprise a post-primary school and a further education college, each catering for 1,000 students. The projects, due to be completed by the end of 2016, will see students benefit from state of the art classrooms and facilities. Local communities will also benefit, as many schools make their grounds and buildings available for a range of community activities. As you can imagine this is welcome news. We will keep you informed of the progress.

I thank our Board of Management and our Parents Association for the work and commitment to Carlow Vocational School and Carlow Institute of Further Education.

I congratulate all our students who received local and national awards in sport, academia, photography, woodwork, school to business partnership, green school initiative and many more areas too numerous to mention. It is wonderful to see students reach their full potential and gain confidence in their own achievements. We recognise the extra effort that is made by staff at Carlow Vocational School and Carlow Institute of Further Education in supporting extra-curricular activities with our students.

We have much to affirm this year and much to be proud of as a community of learning. It was an extraordinary year

- The Department of Education & Skills announced two new school on a new green field site going to build 2015
- We won an All-Ireland title in Volleyball
- We reached the All Ireland finals in Gaelic Football with our CIFE team
- We completed a School Self Evaluation plan for Carlow Vocational School incorporating targets for numeracy and literacy
- We have developed and had approved by the DES new programmes in CIFE providing an opportunity to continue providing programmes of quality and excellence.

In 2012 /13 Carlow Institute of Further Education continued to provide a broad range of courses to serve the need of local and regional learners. The Institute provides 40 courses in the areas of Art, Craft & Media, Agriculture Science and Computing, Business and Administration, Construction and Built Environment, Education Health and Welfare, Services and Tourism, Hospitality and Sports. The majority of these courses were provided at FETAC Level 5 and some at FETAC Level 6. Courses were also provided leading to qualifications in ITEC, CIBTAC, GAA, CIDESCO and NCEF.CIFE Programmes are evaluated and monitored on a cyclical basis, a rotation of every five years. This is conducted in multiples of programmes. As part of the Quality Assurance process. Programme development and review informs the planning for CIFE.

**Senior Management Team**

<b>Deputy Principal</b>	<b>Principal</b>	<b>Deputy Principal</b>
David Forde	Markita Mulvey	Nigel Quirke-Bolt

**Assistant Principals – School/Institute Management Team**

<b>Assistant Principal for Student Support CVS</b>	<b>Assistant Principal for Academic Affairs CVS</b>	<b>Assistant Principal for Enrolment, Subject Planning &amp; Events CVS</b>	<b>Assistant Principal for Learner Support CIFE/ Examinations CVS</b>	<b>Assistant Principal for Operations &amp; Examinations CIFE</b>	<b>Assistant Principal for Academic Affairs CIFE</b>	<b>Assistant Principal for Quality Assurance CIFE</b>	<b>Assistant Principal for ICT</b>	<b>Assistant Principal for Work Placement/ Employer Engagement</b>	<b>Director of Lifelong Learning &amp; Adult Education</b>	<b>Assistant Director of Lifelong Learning &amp; Adult Education</b>
Josephine Calvey	Pat Lawlor	Denise Lennon-Hennessy	Maria O'Flaherty	Niamh Doyle	Mary Lyons	Shelagh Hand	Tom Roche	Elizabeth Roche	Brid Griffin	Mary Mooney

### Special Duties Teachers

Assistant Co-ordinator for Book Scheme CVS / CIFE Events	Co-ordinator for International Students/ CIFE Examinations Assistant	Co-ordinator CVS PR	Co-ordinator for Student Shop CVS	Assistant Academic Officer CVS	Co-ordinator for Patents' Council CVS	Co-ordinator for RLC	Assistant Examinations Officer CIFE	Assistant Examinations Officer CIFE	Co-ordinator for Grants and CIFE PR	Marketing Officer CIFE	Co-ordinator for Stock
Nuala Dalzell	Annette Dempsey	Audrey Howard-Bowles	Patrick Kinsella	Lorraine Lawlor	Margo O'Brien	Ann Marie Malone	Dot Byrne	Deirdre Dunphy	Mary Collins	Helen Shaughnessy	Padraig Sweeney

Co-ordinator of multimedia equipment CIFE	Year Head for First Year CVS	Year Head for Second Year CVS	Year Head for Third Year CVS	Year Head for Fourth & Fifth Year CVS	Year Head for Sixth Year CVS
Imelda Fitzmaurice	Paula Kennedy	Maria Quinn	Nicola Phelan	David Morey	Clare Halpin

*Teaching Staff:* 80  
*School Completion* 4  
*Special Needs Assistants:* 1  
*Administrative Staff:* 2  
*Caretaking/Cleaning Staff:* 10

## **Carlow Vocational School**

Junior Certificate, (JCSP)  
Transition Year  
Leaving Certificate (LCVP)  
Leaving Certificate  
Repeat Leaving Certificate

## **Carlow Institute of Further Education**

### **Further Education Courses / Programmes 2012/2013**

#### **Arts, Crafts & Media**

##### **Level 5**

Portfolio Preparation – Art, Craft, Design  
Furniture Design & Making  
Graphic Design / Visual Communication  
Interior Design  
Media Production & Photography  
Multimedia Production & Digital Movie  
Music  
Music Technology & Sound Engineering

## **Agriculture, Science & Computing**

### **Level 5**

Animal Care

Games & Apps Development

Gardening and Landscape

Information Technology & Network Technician

### **Level 6**

Animal Science

## **Business & Humanities**

### **Level 5**

Applied Social Studies

Business Administration with Legal Studies

eBusiness

Legal Studies

Marketing

Office Administration

Retail Practice

### **Level 6**

Business Practice

## **Construction & Built Environment/ Engineering & Manufacturing**

### **Level 5**

Architectural Design

Automotive Engineering

Engineering Technology

**Board of Management**

**VEC Representative -4**

Ms B. Griffin - Chairperson  
Ms N. Whelan  
Mr N. Barcoe  
Mr F. Hunter

**Teacher Representative – 2**

Ms M. Quinn - Vice Chairperson  
Mr D. Morey

**Parent Representative - 2**

Ms B. Sheehan  
Mr Ahmed Ibrahim

**Student Representative- 1**

Mr K Timusk

**Business Representative -1**

Ms D. Pender

**Secretary – School Principal**

M. Mulvey

**CVS Parents' Council**

**Members:** Chairperson; Ms B Farrell, **Secretary;** Ms I O Brien, **Treasurer;** Ms B Sheehan & Ms AM Condron; and Mr P Murphy

## CVS Student Council

### Membership:

First year	Cynthia Hyland & Jake Kelly
Second Year	Ruth Sheehan & Jack McNally
Third Year	Selina Fitzpatrick & Thomas Connors
Fourth Year	Chloe Johnson & Evan Brooks
Fifth Year	Sinead O Reilly & Gavin McLoughlin
Sixth Year	Barbara Reynolds & Luke Hyland

## Meetings

<b>Board of Management:</b>	Meetings: 7	<b>Assistant Principals:</b>	Meetings: 8
<b>School Completion:</b>	Meetings: 6	<b>Staff Meetings:</b>	Meetings: 5
<b>Parent Teacher Meetings:</b>	Meetings: 6	<b>Parents' Association:</b>	Meetings: 5
<b>Mini Pastoral Care</b>	Weekly	<b>Pastoral Care:</b>	Monthly
<b>Student Council Meetings:</b>	Monthly	<b>Year Heads meeting:</b>	Weekly
<b>CIFE Programme Development Review Committee Meetings:</b>	6		
<b>Further Education Co-ordinators Meetings:</b>	5		



**CARLOW VOCATIONAL SCHOOL / CARLOW INSTITUTE OF FURTHER EDUCATION ENROLMENT**  
**SCHOOL ROLL NO 70420R**

CVS Enrolment - October 2012 – 232 students

CIFE Enrolment October 2012 – 797 students

Total 1029 students

**CIFE PROGRAMME DEVELOPMENT REVIEW COMMITTEE**

<b>Members:</b>	Principal:	Markita Mulvey
	Deputy Principal (2):	Nigel Quirke-Bolt / David Forde
	Further Education Organiser:	Niamh Doyle
	Further Education Co-ordinator:	Mary Lyons
	Director of Adult education & Lifelong Learning	Brid Griffin
	Quality Assurance Officer	Shelagh Hand

**CIFE FURTHER EDUCATION CO-ORDINATORS COMMITTEE**

Principal:	Markita Mulvey
Deputy Principal (2):	Nigel Quirke-Bolt / David Forde
Further Education Organiser:	Niamh Doyle
Further Education Co-ordinator:	Mary Lyons
Work Placement Officer	Elizabeth Roche
Student council Liaison	Maria O Flaherty
Further Education Co-ordinators:	

Sara Ashmore, Dot Byrne, Josephine Calvey, Laura Conheady, Nuala Dalzell, Roisin Deegan, Annette Dempsey, Joan Dunne, Deirdre Dunphy, Imelda Fitzmaurice, Bríd Griffin, Shelagh Hand, Audrey Howard Bowles, Patrick Lawlor, Denise Lennon-Hennessy, Fiona Maher, Ann Marie Malone, James Malone,

Miriam Monahan, Mary Mooney, Andrea Norton, Siobhan O'Connell, Kevin O 'Doherty, Maria O'Flaherty ,Karen O'Neill, Martin Quigley, Martina Redmond, Keith Shirley ,Maria Tyrell, Walsh Mary

## CARLOW INSTITUTE OF FURTHER EDUCATION STUDENT COUNCIL

### Student Council Membership:

- 34 Class Representatives s and 17 Department Representatives
- 5 meetings annually

## CVS Scholarships and Awards

### Austin Waldron Scholarship 2012:

- David Collins CVS

### CVS Student of the year awards:

The runner up of the junior student of the year award 2013

- **Natasha Sheehan**

The winner of the junior student of the year 2013

- **Bradleigh Nolan**

The runner up of the senior student of the year award 2013

- **Michael Mullhall**

The winner of the Senior Student of the year award is **a joint award going to**

- **Sam Woong and Sahan Mudiya**

The runner up of the international student of the year award 2013 is

- **Emma Martinelli**

The winner of the international student of the year award 2013 is

- **Solomiya Shust**

#### **2013 attendance award**

- **Ross Kelly (1a)**
- **Shirley Woong (1a)**
- **Kealan Ramsbottom (2B)**
- **Michelle Woong (5a)**

#### **Excellent projects in the area of science**

- **Courtney Heary 2B**
- **Kealan Ramsbottom 2A**

#### **Sport:**

##### **Volleyball**

The highlight this year came when our senior girls' volleyball team claimed its 2nd all Ireland Volleyball title under the captaincy of Elainea **Sotele** and Coaches Ms Walsh and Ms Redmond

##### **Snooker**

- **Jason Curran.**

##### **Athletics**

Many students competed in various athletics meets this year and we would like to congratulate **Dane Lyons 3<sup>rd</sup> year** on winning his first ever Gold medal in the south Leinster track and field competition, 200 meter sprint.

##### **Gaelic football**

The under 14 Gaelic team won the Carlow /Kilkenny Vocational Schools blitz this year. Congratulations to **all** the team

##### **Shot putt**

- **Jason Curran**

### **Gaelic Football**

On a very cold dark December evening this year our 28 strong force Gaelic team played the G.A.A inter school development cup final. Held on the grounds of Carlow IT many students attended and provided great support to the team. Under the management team of Ms Conheady , Ms Dawn Byrne and Mr Luke Hyland (6<sup>th</sup> year student)they were victorious and took home the cup.

Congratulations to the team **Jamie, Evan, David, Tommy, Connor Nicolas, Shane, Dylan, Darren Thomas, David, Dane, Matthew, Jamie, Cameron, Connor, Dwayne, Luke, Bradleigh, Aaron, Matthew**

### **Junior Sports Person of the year**

- **Conor May**

### **Senior Sports person of the year**

- **Shane Walshe**

### **County Awards**

We take great pride in our students when they represent themselves and the school at county level. This year **Mary Ann Connors 2B** entered the All Ireland Schools Talent Competition. A talented singer she impressed the judges with her powerful and moving voice. She competed in many heats and reached the Leinster final in Dublin in February. We know you will have a promising music career ahead of her.

Two students this year entered the Carlow/ Kilkenny Young Peoples Photographic Competition and won congratulations to

- **David Mullhall**
- **James Murphy**

### **GAA All Stars County**

This year we are very proud of our 6<sup>th</sup> year student **Tommy Nash**. He was awarded the GAA All Stars County Senior Schools position. He was selected from over 15 schools in the country. Congratulations Tommy

### **Schools to Business Programme**

Carlow Vocational School actively participated in Schools to Business Programme this year. As a school, we are very lucky to be linked with Mr Eamon Brophy and his team in the Carlow local Authority. Under the guidance of Ms Clodagh Gorman regional Co-Coordinator schools business partnership and their link modules teachers Ms Monahan and Ms Tyrell, all 5<sup>th</sup> year students successfully completed the programme.

Our successful partnership has inspired a number of local authorities around Ireland to join the programme.

### **Make a Book Initiative**

This year students from 2<sup>nd</sup> year took part in the JCSP National “**Make a Book**” Initiative. Our students reproduced scenes from three story books “Of mice and Men” “The lion the witch and the wardrobe” and “The boy in the stripped pyjamas” They created their book by using individual pages from actual books. Their work is on display at the school. The judges were so impressed with the book it will be on display in Cork over the summer months.

Congratulations to **Ruth Sheehan, Jasmine Fennelly, Jessica Corcoran, Donna McEvoy, Adam McGarry, Aaron Moore, Dean Moore, Jack McNally and John Meany**

### **Woodturning**

This year **Aron Purser** entered a National Woodturning Competition and won first prize. Congratulations to Aaron on a fantastic achievement.

### **President’s Award**

The President’s Award is Ireland’s very own National Challenge Award, the country’s most prestigious and respected individual award programme and a challenge from the President of Ireland, to you... the nation’s future. This year two of our 6<sup>th</sup> year students achieved the bronze medal, which is a great achievement. Congratulations to **Sahan Mudiya** and **Sam Woong**.

## **CIFE Students of the Year: 2011 / 2012**

- William Dwyer – Art Craft & Media
- Enda Nolan – Construction & Engineering/ Agriculture, Science & Computing
- Rachel Hutton – Business & Administration
- Lynn Garant-Foley – Education Health & Welfare
- William House – Services, Tourism, Hospitality & Sports
- Annemarie Murphy – Level 6 Programmes / Courses

# **CVS / CIFE General Report 2012 /2013**

## **CVS /CIFE Teaching & Learning**

**Carlow Vocational School has developed a School Self Evaluation- Three-Year Plan**

**Period of Plan: September 2013 – June 2016**

**Ratified by Board of Management: 28<sup>th</sup> of May 2013**

## Contents

### **Section 1** Teaching and Learning

- Improving Literacy
- Improving Numeracy
- Improving Examination Attainment
- Improving Educational Progression

### **Section 2** Supports for Students in the School

- Improving Retention
- Improving Attendance
- Improving Partnership with Parents
- Improving Partnership with Others

### **Section 3** Management and Leadership in the School

- Resource Allocation and Budgeting
- Buildings and Estates
- IT Infrastructure
- CVS Policies
- Roles and Responsibilities
- Training and Development
- Communication and Marketing
- Quality Assurance

- CVS Subject planning uploaded onto MOODLE as a new format for record keeping and that CVS subject groups were amalgamated according to faculties
- CVS Whole School Evaluation is now available on Department of Education & Skills website [www.des.ie](http://www.des.ie)

### **Department of Education and Skills Junior Certificate and Leaving Certificate**

- Eighty-nine students sat Leaving Certificate in 2012. A large number of students had attained A1 in many Higher Level subjects with languages and science subjects doing particularly well. Junior Certificate results were also of a very high standard.
- Practical exams are completed organised by the practical teachers and Ms O' Flaherty (Assistant Principal)

#### Practical examinations

- 9 subjects over 18 days

#### Number of students taking examinations in 6 Main centres and 13 Special centres

- |   |    |
|---|----|
| ➤ Junior Certificate                          | 30 |
| ➤ Leaving Certificate mainstream              | 34 |
| ➤ Repeat Leaving Cert                         | 69 |
| ➤ PLC students repeating one subject          | 10 |
| ➤ Junior Trade Hairdressing                   | 42 |
| ➤ Senior Trade Hairdressing                   | 12 |
| ➤ VTOS and Youthreach                         | 21 |
| ➤ Externs                                     | 2  |
| ➤ Reasonable Accommodations for Junior trades | 3  |
| ➤ Special centres for Junior and Leaving Cert | 13 |

#### Oral examinations

- 7 Languages

#### Viewing of scripts for appeals



- 8 students

Number of superintendents

- 6 for Practical, 13 for special centres

Disability

- 35 First Time applications – 29 granted funding
- 2 Renewal applications
- 37 recommended for FETAC Reasonable accommodations
- 7 Tutors

***Managed and organised by Ms M O Flaherty (Assistant Principal) CVS Examinations Officer***

- Senior option evening was a great success thanks to Ms G Lawlor for presenting the fifth year options to parents, students, and Ms Glynn for presenting the transition year options.

### **CVS Subject Planning**

- CVS Subject Convenors Meetings = 5 hours
- CVS Subject Planning Meetings = 5 hours.

***Managed and organised by Ms Lennon Hennessy (Assistant Principal) and her team of subject convenors***

### **CVS Book Scheme**

- 100% of CVS students received books
- 100% of the allocated budget was to assist this scheme

***Scheme organised and managed by Ms S Hand (Assistant Principal) and Ms N Dalzel (SDP)***

## **CVS JCSP Initiatives**

- Applied for three initiatives and we were successful in our application for all three.
  - Christmas Celebration
  - Gaeltacht
  - Materials Technology
- Home Economics initiative will be completed in 2013/14
- Materials Technology Wood:  
Glen Lucas a wood turner visited the school for a day to give demonstrations on woodturning. This initiative was a huge success among the students.
- Maths week took place from the 13<sup>th</sup> – 21<sup>st</sup> October 2012.
- Literacy/Numeracy week took place during the week of the 11<sup>th</sup> – 15<sup>th</sup> March 2013. Niall de Burca (a storyteller) visited the school on the last day of literacy/numeracy week. Niall's show was enjoyed by both students and teachers.
- Six JCSP Core team meetings took place during the year.
- JCSP Student Profiling was carried out on three occasions during the year in April 2013, JCSP Student Profile Information is returned for all 3<sup>rd</sup> year students.

***Managed and led by Mr Pat Lawlor (Assistant Principal) CVS Academics Office***

## **CVS Pastoral Care Committee**

Committee Members: Senior Management Team: Ms Mulvey / Mr D Forde / Dr Quirke-Bolt, Assistant Principal with responsibility for Pastoral Care: Ms Calvey, Career Guidance: Ms Lawlor / Ms Malone, HSLO: Ms Scully, SCLO: Ms O Keeffe, Special Duties teachers with responsibility as Year Heads: First Year: Ms Kennedy, Second Year: Ms Phelan, Third Year: Ms Quinn, Fourth & Fifth Year: Mr Morey, and Sixth Years: Ms Halpin

- Weekly meetings are held for student issues of an urgent nature. The Pastoral Care Co-ordinator facilitates monthly meetings of the school pastoral team. The areas addressed during the year include: Student Welfare; Student Profiles; Extra Tuition for students; Special Programmes for students with difficulties; Awards Day; Absenteeism; Extra Curricular Activities; Internal Communication for teachers; Internal Communication for students with particular reference to affirmation; Sports Day; International Students and 6<sup>th</sup> Year – Year Book; Teacher/Student mentoring; student/student mentoring; Induction Programme for first year student and Senior Leadership Students.
- All students have access to guidance. The Guidance Counsellor is available for individual consultations by self-referral or referral by teachers/administrators. The school has a programme of Senior Leadership where 5<sup>th</sup> year students are trained to be leaders and mentors for incoming

1<sup>st</sup> years. These students organise events for 1<sup>st</sup> years including soccer, basketball, chess, personal care, etc. They also help to organise programmes in anti-bullying, anti-racism and study skills along with their teachers.

### **CVS Parent –Teacher meetings**

1<sup>st</sup> 2<sup>nd</sup> TY and 5<sup>th</sup> Years had a good turnout in January and a good turnout in November for 3<sup>rd</sup>, 6<sup>th</sup> and Repeat Leaving Certificate Overall average attendance of 65% of all parents. Parents association had a stand at reception on the evenings that are helpful and lets parents know what they do

### ***Managed and organised by Ms Lennon Hennessy (Assistant Principal)***

- CVS Coffee morning on Saturday 2<sup>nd</sup> of February to meet parents of incoming first years over a cup of coffee thanks to Ms Scully and Ms Bolger for assisting
- Our gardens in top order Mr Malone leading the horticulture group and TY in maintaining them
- Ms Tyrell brought Transition Years to the enterprise competition in the IT on 6/3/13 the school received an Award for enterprise thanks to all involved.
- CVS 3rd years visited the IT with Ms Conheady and Ms McAssey for a CSPE project.
- Transition Years involved in a BEAT FM radio recording organised by Ms Daly getting the views of teenagers on current issues.
- Transition Year students had a speaker from Trocaire organised by Ms Glynn.
- CVS Transition year students went to the Curragh with Ms Conheady and Ms Dawn Byrne and Mr Lawlor as Special Olympic volunteers. The organisers were so impressed the students are invited back.
- Transition year students and fifth year students went to Kildalton for Ag Science trip with Mr Quigley and Ms Dawn Byrne
- Transition years visited the GB Shaw theatre for a workshop on road safety with Ms Glynn and Ms McAssey
- Ms Glynn organized a surfing trip for the TY students and Mr O Doherty, Mr Morey and Ms D. Byrne attended.
- Ms Conheady and Ms Dawn Byrne brought the U14 CVS footballers to Athy for a tournament.
- Dane Lyons third year CVS student reached the Leinster Finals in Athletics and thanks to Ms Cooper for organizing the athletics.

- First steps in introducing new junior cycle framework to staff completed during the year
- Senior CVS girls volleyball team are All-Ireland B champions
- CVS U 18 Gaelic football cup finalists bet De la Salle Bagenalstown in December
- CVS students had stalls around the school selling their wares for mini company projects
- Ms Quinn & Ms K O Neill brought CVS music students to London many fund raising events have taken place to support the trip
- DATS for third year students organised by Ms G Lawlor, Ms Bolger
- In house Christmas exams and mock exams went very well thanks to Dr N Quirke-Bolt for timetabling and coordinating the mocks examinations
- Music academy introduced drum and guitar workshops as an after schools programme
- School Completion introduced a homework club for first and second years
- Students participated in GAA and Soccer during the year. The school competed against schools in the region in leagues and cup matches. Junior students also took part in a football blitz. The annual in school lunch-time soccer tournament took place and the final was played on the Astro Turf at Carlow IT. Soccer matches were organised by TY once a term where students played the staff team. Athletics team had an extremely successful year. The senior girls won an All –Ireland title in volleyball. Students also participated in Tag Rugby tournament.

### **CIFE Internal Verification**

- CIFE Internal Verification took place in May, 161 modules were Internally Verified during May's IV procedures and 50 staff worked as internal verifiers during May's IV procedures

***Managed and organised by Ms Hand (Assistant Principal) Quality Assurance Officer***

### **CIFE Extra Curricular Activities**

- Male and female senior football teams
- Hairdressing department – National Competition
- Mature Learners Annual coffee morning

- IBPA Make-up competition – National Skills Competition in Beauty Therapy
- Welfare Day
- Charity Day
- Training Day – September 2012, at Cavan Institute of Further Education, Hairdressing tutors and co-ordinators attended a workshop on Junior/Senior Trade examinations.
- Professional Hairdressing Training – Up-styling course November 2012, second year students worked with models to create various up-styles including backcombing, plaiting and ghd curls in various directions.
- L'oreal – Product Launch – L'oreal Professional November 26<sup>th</sup> 2012, technician explained shampoo, conditioners, treatments and retail product ranges.
- Professional Hairdressing Training – Up-styling course February 2013, first year students observed practical up-styles used in a commercial salon environment, which included ghd curls, barrel curls, French rolls, backcombing and various plaiting effects.
- Trip: IHF Irish Hairdressing Federation competitions, RDS Dublin 10<sup>th</sup> March 2013, both 1<sup>st</sup> and 2<sup>nd</sup> hairdressing students attended.

## **Communication with CIFE Students**

Preparation of documentation and co-ordination of student admissions to Institute.

Applications /Interview letters	1488
Interviews	1032
No shows	456
Offer letters	913
Waiting list	55
Cancellation / Regret	64
Registered	803

Schedule and content of Induction Programme for registered learners- 803 (With FE Organiser)

***Managed by Ms M Lyons (Assistant Principal) Further Education Coordinator***

The External Authenticators visited CIFE in May

*Managed and organised by Ms Lyons (Assistant Principal) Further Education Coordinator*

### **CIFE practical and written exams**

- September, followed up on 13 queries logged in query booklets in main office.
- Entered students for FETAC modules using Facility . Facility had not been updated by Serco to accommodate new 6 digit award codes so I had to contact other FE colleges and adopted a database which extracted learner details from Facility. 734 learners were entered for FETAC awards, 8 minor awards allocated in the main.
- Managed queries from FETAC re students with incorrect PPS no, problems with students registered in a different centre, students with name changes.
- Distributed 'Exam Requirements' forms to all FE staff in preparation for devising exam timetable
- Completed Practical Exams timetable commencing April 9th. Arranged invigilators timetable for these exams and sent out copies to invigilators. Liaised with Deirdre Dunphy here to avoid dates clashing.
- Compiled Written exam timetable using information from staff. Distributed sample to staff and made requested changes.
- Compiled Invigilators Timetable and distributed to invigilators . Arranged special centres for 34 students entitled to reasonable accommodation. 98 special centres scheduled over a 12 day period.
- Collected exam papers from teachers and stored them in advance of exams
- Liaised with caretakers in setting up exam centre in new sports hall
- In attendance for all the practical computer exams, Beauty Therapy exams and written exams which extended over a 5 week period.
- 80 invalid records. Each learner contacted to verify details and corresponded by email with FETAC regarding each learner until all invalid entries were resolved.
- Made special arrangements for students to resit exams who were absent due to illness or unforeseen circumstances.
- Checked 11 invigilators claim forms, made copies, and sent to VEC for payment.
- Compiled Query booklets for all queries re results to be logged in main office during the Summer .
- Prepared Appeals documentation for June certification.

***Managed by Ms N Doyle Assistant Principal Further Education Examinations Officer and her team of assistant examiners Ms D Byrne, Ms A Dempsey and Ms D Dunphy (SDPs)***

### **CVS / CIFE Work Placement**

700 Further Education students were entered for FETAC Work Placement Module.

38 Further Education classes were visited and 700 information leaflets were handed out.

Averages of 20-30 students were dealt with daily in Work Placement Office.

300-400 Employers were contacted by phone, e-mail or visits.

500 Further Education students work was submitted for internal and external verification.

15 CVS Transition Year students attended Work Placement one day a week during the year.

26 CVS Fifth Year students attended Work Placement from Monday 4<sup>th</sup> April to Friday 8<sup>th</sup> April.

### ***Managed by Ms Elizabeth Roche (AP) Work Placement Co-Ordinator***

- Ms Redmond brought CIFE animal care to Glendalough for an educational trip brought them to Wexford to visit dog kennels and the kennels in Jerusalem Co Kildare. They also visited the zoo with Mr Quigley.
- Ms Dempsey and Ms Cooper went to Italy and we will have nine Italian students joining us for the coming academic year.
- Our annual CIFE coffee morning took place in December
- CIFE prospectus available and online applications open thanks to Ms N Doyle AP for an up to date publication and to Mr Gillis for the photography

## CVS /CIFE Professional Learning

**Professional Learning Community:** was established by Dr. Quirke - Bolt within the school for teachers to share knowledge and expertise. Training provided for staff by staff, and supported by Moodle with videos and powerpoint .Dr Nigel Quirke Bolt (Deputy Principal) reviewing and receiving feedback on the Professional Learning Community and developing next year's schedule. We are receiving funding from Kilkenny Education Centre for this project

- Professional development needs of staff are being met
- Provided at no cost to the school
- Available to teachers in other schools provided that resources are available
- Meeting held each week. Planning to secure funding to establish links for e-portfolios for staff.

Induction Programme for newly appointed teachers this is led by Dr Nigel Quirke-Bolt

### **CIFE Induction**

Induction programme for new Further Education Teachers and meeting with all further education teachers regarding standards of delivery, assessment procedures and requirements for internal verification /external authentication and results approval meeting

***Managed and led by Ms M Lyons (Assistant Principal) Further Education Coordinator***

- Ms Dunphy attended an ITEC conference in Athlone.
- Ms Griffin attended a Maths conference in the University of Limerick.
- Ms Malone attended a workshop on suicide prevention in Kilkenny.
- Ms Quinn attended conference for state music examiners.
- Ms Glynn attended conference for state Home economics examiners.
- Ms Bolger attended training for Literacy Link in Waterford Education Centre.



- Members of staff attended FESS training in Kilkenny on writing and evaluating new awards, Ms Griffin, Ms Geoghegan, and Ms Ashmore.
- Ms Hand attended a conference on Equality in Athlone.
- Ms Phelan, Ms Connaughton attended training for project maths.
- Dr Quirke Bolt attended NIPT training in Kilkenny.
- Mr Quigley attended conference for state Ag science examiners.
- Mr Lawlor attended the JCSP Co-ordinator meeting in Dublin in October, the Engineering Teachers Conference in Galway in November and the JCSPCOTA Conference in Dublin on the 1<sup>st</sup> December 2012.
- Sage training attended by Ms Lyons
- Mr Forde attended the Further Education committee of NAPD in December to discuss the impact of the Further Education cuts
- Mr Forde & the Principal attended NAPD emergency meeting re change in PTR
- Teachers attending in services for project maths / literacy & numeracy
- Dr Quirke-bolt & the Principal attended DES in-service in Kilkenny education centre on the introduction of the new junior cycle
- Ms O Flaherty, Ms A Ni Fhaolain and Ms L Lawler attended Irish in-service
- Inspector from DES Mr G Power briefed the staff on SSE

## CVS / CIFE Partnership & Linkages

- Since September the role of HSLO is now shared with Educate Together primary school and we are running a joint project on Literacy and Numeracy
- CVS feeder primary schools are: Educate Together Primary School, Askea Girls, Askea Boys and St Fiacc's in Graiguecullen ( all part of the School Completion Programme) - also Green Rd national School, An Gaelscoil, Scoil Mhuire Gan Smal, Tinryland National

School, Bishop Foley National School, Bennekerry National School, Ballinabranna National School, Killeshin National School, Newtown Crettyard National School, Ardough National School, Mayo National School, Old Leighlin National School and Arles National School.

- CIFE teachers are writing up new FETAC programmes as part of the joint VEC initiative
- Our 40 /90 years celebration on the 14/03/13 went very well the photo exhibition capturing the life and times of the school. The booklet has now documented the life of CVS / CIFE. Thanks to all involved in particular Ms Dalzel (SDT) for coordinating the event and to Mr Mulchrone and Mr Rattigan for their tireless work on gathering photos and documentation. The students were brought to VISUAL and Mr Mulchrone was on hand to give them a tour and talk.

#### **CIFE Information Day:**

- Invitation letter to Career guidance officers in schools /education centres (250
- Schedule of talks on 40 course /programmes by FE co-ordinators
- Attendance of 350 post primary students
- Attendance of 200 adult learners

#### ***Managed and organised by Ms Lyons (Assistant Principal) Further Education Coordinator***

- Annual School Completion Programme review is complete. Thanks to Ms O' Keffe Project coordinator and Ms L Farrel (project worker) for another successful year.
- Maths Inspection on 26/04/13 - Very good feedback from the Inspector.
- Visits to feeder primary schools are completed for our incoming first year enrolments.
- Parents association had their meeting on 29/02/13 thanks to Ms M O'Brien parents liaison officer for organising the meeting and all our parents for their commitment and involvement.
- The Principal and Mr Forde met with an Oireachtas committee with other members of Co Carlow VEC - the topic was a southeast employment action plan.
- CIFE Information Day took place on 15/03/13 with the usual large attendance.
- Mr Forde and the Principal attended an education spring conference in Wexford at the invitation of Co Kilkenny VEC on 15/03/13.
- CIFE members of staff attended the annual NAPD – CIFE conference in Clontarf Castle on 10/04/13.
- Ms Griffin, Ms Lyons and the Principal on the 24/04/13 attended a workshop presentation on the new interim protocol agreement between Co Carlow VEC and Department of Social Protection.

- Thanks to Ms Duffy AEO and Ms Dunne for briefing staff at CVS on the approach to take to parents with numeracy and literacy challenges.
- Ms Shaughnessy visited St Catherine's Centre to give students a talk on CIFE courses on offer.
- CIFE played Drogheda in FE colleges cup final in Gaelic Football
- Ms Dempsey brought her childcare classes on a visit to Holy Angels in Carlow
- CIFE animal care classes went with their coordinator Mr Quigley to a Goose farm and a dairy farm
- Ms Monahan & Ms Tyrell visited Carlow Museum with 5<sup>th</sup> year students as part of School to business programme
- U16 played Gaelic football matches in Eire Óg thanks to Ms Conheady and Mr Kelly for organising the teams
- U18 boys football playing Gaelic football matches in Eire Óg coaches are Mr Quigley and Mr Whelan.
- Ms Griffin and Mr O'Brien members of Co Carlow VEC attended the historical meeting of Co Carlow VEC and Kilkenny VEC in December
- At Christmas CVS first and second years went to the cinema and 5<sup>th</sup> and 6<sup>th</sup> year students went bowling
- At Christmas the School choir went singing to Haddens & Tesco's with Ms Quinn and Ms O'Neill
- On the 20th of December we had our Christmas service thank you to all who joined in our annual celebrations
- Congratulations to Mr Forde and his committee on the success of music generation application for Co Carlow
- Congratulations to Dr Quirke-Bolt who was appointed by BERA as reviewer of educational papers and research in the UK
- Thanks to Ms Cooper and Ms Dempsey for bringing our students to a Shakespeare production in UCD
- Ms Daly and Mr Malone brought our students for a visit to the recycling centre – we have a green flag for our school. Thanks to Ms Daly for leading this project with the students.
- 46 students went to a production of Les Miserables with Ms O'Neill and Ms Quinn
- Dr Quirke-Bolt went to an in-services in Athlone for Deputy Principals on literacy
- Ms Connaughton brought our students to a science lecture in IT Carlow
- Students went to a handball tournament in Wexford thanks to Ms Conheady and Ms Walsh
- Students went bag packing thanks to Supervalu with Ms Quinn and Ms K O'Neill for their trip to London for their music programme
- Ms D Dunphy visited Mt Wolseley with her second year beauty therapy group
- Ms B McAssey and Ms Bolger attended an in service in Wexford Education centre on Literacy

- Ms B Griffin attended a Maths conference in UL & cloud computing conference in Mt Wolseley, Carlow
- Ms Glynn brought TY for a visit to the Irish wheelchair association
- Ag Science classes visited a farm in Wexford thanks to Mr Quigley
- TY students attended camogie workshop in IT Carlow with Ms Walsh
- Ms Bolger, Ms Collins, Ms Kennedy attended project maths in-service
- Students studying German went to a German film in VISUAL with Ms Dempsey
- Animal science went to Secret Valley Wildlife Park with Ms Redmond
- Ms Bolger attended an in-service on whole school numeracy
- School to Business Programme a great success again this year and a big thank you to Mr E Brophy and his team from Carlow Co Council and Ms C Brennan from School to Business Partnership. Our teachers Ms Monahan and Ms Tyrell are to be commended for their work with the students
- Mr Forde and the Principal are attending NAPD Further Ed subcommittee meetings to discuss new structures and proposal at national level for FET
- Dr Quirke-Bolt is attending executive PDA meetings at national level as representative for all Deputies
- CIFE held their charity day and a big thank you to Ms Ashmore, Ms Deegan, Ms Geoghan, Ms Dunphy and Ms Wright and all the students involved in raising money for charitable causes
- The majority of our CIFE and CVS students go on work experience annually and thanks to Ms Roche (AP) for organising these placements work during difficult economic circumstances. Also a thank you to the employers who afford our students the opportunity
- Ms Scully HSLO attended training provided by the HSE on domestic violence

## **CVS / CIFE Growth & Development**

- CIFE New Programmes / courses for 2012 are Music Technology, e-business, Games & Apps Development and Automotive Engineering
- Planning and briefings for the New Junior cycle initiated

## CVS / CIFE Quality Assurance

CVS School Planning is a continuous process. A five-year school plan was published in September 2010. CVS have adapted and developed their DEIS and Whole School Development Plan into a School Self Evaluation adopted by the Board of Management at their meeting in May 2013. This plan will be rolled out in the new academic year. There is on-going consultation within the school on the updating of the school plan and school policies. Within a five-year cycle all school policies are reviewed.

Updating CIFE Code of Conduct following consultation with Mr Sean McCann. Ms Doyle (AP) is working on updating CIFE code of conduct and an updated policy on attendance

A policy on school office use & accessibility will be developed during the year

CIFE Assessment calendar uploaded onto MOODLE – CIFE students can now access briefs and deadline dates on-line

Critical Incidence & Procedures refresher was given at first staff meeting of the year this was suggested by NEPS to remind staff annually of policy & procedures to follow in the event of a critical incident

Ms McAssey appointed female contact as required by staff Bullying Policy

Whole School Development Plan will have new SMART targets set in accordance with feedback received from last term – this will be available on MOODLE. CVS School Self Evaluation Plan will be emailed and presented to the Board for ratification at their next meeting. This plan incorporates the DEIS and the WSDP.

As part of CVS, subject-planning convenors are sharing good practice in numeracy & literacy across the curriculum

CIFE Self-evaluation plan is completed thanks to Ms Hand (AP)

Ms S Hand (AP) is working and leading a review of our CIFE policies

Dr Quirke-Bolt with Ms Connaughton organised an audit of dangerous chemicals and substances in the science labs to check age and stability



## CIFE Programme Evaluation Report

<b>Provider Name:</b>	Carlow Institute of Further Education		
<b>Provider No.</b>	70420R		
<b>Address</b>	Kilkenny Road, Carlow		
<b>Phone / Fax / email / website</b>	059 9131187	059 9143521	mmulvey@carlowife.ie <a href="http://www.carlowife.ie">www.carlowife.ie</a>
<b>Manager / Principal / Director Name</b>	Ms Markita Mulvey		
<b>Report Date</b>	June 2013		
<b>Programme Title</b>	<p><b>Day Courses / Programmes Quality Assured</b></p> <ul style="list-style-type: none"> <li>• Travel and Tourism</li> <li>• Sport and Recreation</li> <li>• Leisure Management</li> </ul> <p><b>Lifelong Learning Courses / Programmes Quality Assured</b></p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Animal welfare</li> <li>• Maths</li> <li>• ESOL</li> <li>• Pre-nursing</li> <li>• Youth Work</li> </ul>		
<b>Report Author</b>		Ms. S Hand	
<b>External Evaluator</b>	Name Ms. N. Hickey	Job Details Further Education Co-ordinator of Adult Education	
<b>Timeframe covered by Evaluation</b>	From September 2012	To June 2013	

Markita Mulvey \_\_\_\_\_

Manager / Principal / Director

\_\_\_\_\_

Date

Niamh Hickey \_\_\_\_\_

External Evaluator

\_\_\_\_\_

Date

### **Programme Summary**

Enter here a brief outline of the programme, to include its aims, objectives, learner profile and target award(s)

#### **Day Courses / Programmes Quality Assured**

- Travel and Tourism
- Sport and Recreation
- Leisure Management

#### **Lifelong Learning Day Courses / Programmes Quality Assured**

- Word processing
- Animal welfare
- Maths
- ESOL
- Pre-nursing
- Youth Work

(See [www.carlowife.ie](http://www.carlowife.ie) for aims, objectives and target awards)

Learner Profile: See entrance requirements at [www.carlowife.ie](http://www.carlowife.ie)

#### **Quality Assured Course / Programme Statistics**

No. Learners who started in period:	276
No. Learners who achieved an award in period:	210

### **Evaluation Methodology**

#### *Qualitative and Quantitative methods*

- Survey / Questionnaire of learners
- Survey / Questionnaire of staff
- Learner interviews
- Focus Group meetings: Student Council
- Consultations with staff:
  - Internal Assessors
  - Course/programme co-ordinators
- Minutes of course/programme Board Meetings
- Management meetings
- On-going evaluation of Policies and Procedures
- Checking of evidence



## Executive Summary

### Grading Scale:

- 3 = Strength                      There is plentiful evidence to indicate that achievement in this area is above average. This is an area where practice should be disseminated elsewhere.
- 2 = Acceptable                    There is evidence that achievement in this area meets expectations. With further development, this could become an area of strength
- 1 = For Improvement            There is little or no evidence that achievement in this area meets what is expected. Improvement is needed.

Policy Area	Average Grade
Communications	3
Diversity	3
Staff Recruitment and Development	2.9
Access, Transfer and Progression	3
Programme Development, Delivery and Review	2.5
Fair and Consistent Assessment of Learners	3
Protection for Learners	n/a
Sub Contracting / Procuring Programme Delivery	n/a

### Main Strengths            Learners point of view

- Course Co-ordinators are fantastic and diversity of the group i.e. age, stages of life.
- Excellent computer work
- Students learning new skills
- Stepping stone to further study
- Allows the learner to have more on the CV so that they can pursue a variety of jobs.
- Helps with understanding the concepts
- Good way of getting into third level
- In the health related components learning lifelong skills

### Main Strengths Co-ordinators / Assessors point of view

- Provides possibility of lifelong learning
- Local access and third level education
- Mixture of ages
- It gives students a chance to gain a path into college or other courses.
- Most students may not have completed their JC or LC, so it gives them the opportunity to go to college as a mature Student.
- It gives potential students a chance to experience the world of education and give them a goal for their future instead of the dole.
- Engagement with learners
- Feedback from learners
- Diversity of courses offered
- Commitment of staff to students
- Diversity of Courses
- Teaching Staff
- The range of learners
- Opportunities that it gives adults to progress/ flexibility/ experienced tutors.
- Teachers

- Good admin staff
- Access to education for students who might not have achieved at an earlier stage in their lives.
- Links to follow on courses at Institutes of Technology etc
- Education in a comfortable learning environment, i.e. where students get to know their teachers very well.
- Good two way communication
- Continuous updating as changes happen
- Answer to queries quickly
- Fair process-guidelines and policies very clear

**Main Strengths      Programme Design & Content:**

- 76% of all learners enrolled on course/programme sitting final exams
- 92% of students received their first choice of course/programme
- Learners enrolling in courses/programmes through referrals from friends / CIFE publications / PR
- Variety of courses/programmes on offer
- Second chance education
- Accessibility
- 86% of learners rated pre-entry information from good to excellent
- 86% of learners rated work experience good to excellent
- 68% of learners agreed that the course/programme is well organised
- 91% of learners agreed that they know what is expected from them on this course/programme
- 70% of learners agree that the course content is consistent with their prior expectations

**Main Strengths      Programme Delivery:**

- Programme delivery rated highly by learners
- 92% of learners received their first choice of course / programme
- 91% of learners agreed that they know what is expected from them on this course/programme
- 70% of learners agree that the course content is consistent with their prior expectations
- 70% feel their learning needs are being met
- 93% of learners rated the procedures for their course/programme good to excellent
- 89% of learners found the ratio of teacher to learner good to excellent
- 85% of learners rated the learning environment good to excellent
- 94% of learners found their course/programme was allowing them to develop their own skills
- 73% of learners were given extra help when required
- 96% of learners have expectations of good to excellent grades
- 90% of learners rated the intellectual challenge presented by their course/programme as good to excellent
- 81% of learners agree that the course/programme covers modules in a reasonable depth
- 84% of learners agree that the relationship between course modules is apparent to them
- 85% of learners agree that they feel free to ask for clarification when subject matter is unclear
- 69% of learners agree that there is sufficient time on course/programme for questions and discussion
- 85% of learners agree that course/programme assignments are valuable components

**Main Strengths      Assessment of Learning:**

- 87% of learners found feedback on their work ranged from good to excellent
- 92% of learners aware of assessment / project deadline dates for their course/programme
- 81% of learners aware of the rules and regulations of their examinations body
- 84% of learners rated opportunity of practicing what was learned good to excellent
- 96% of learners rated their work and involvement on assignments for their course/programme as good to excellent
- 74% of learners agree that assignment briefs are clear and helpful
- 65% of co-ordinators agreed that learners are meeting deadline dates
- 59% of internal assessors agree that learners are meeting assessment deadline dates

**Main Strengths      Associated Services and Resourcing:**

- Communications to learners
- 89% of learners rated the prospectus good to excellent
- Student diary / planner
- Computers / IT
- Notice Boards for students / staff
- Student Induction programme meeting learner needs
- Staff In-service and training
- 92% rate student diary good to excellent
- 71% of learners rated room allocation good to excellent
- 47% of learners rated to canteen good to excellent
- 74% of learners rated computer/IT good to excellent
- 79% of learners rated information received from notice boards good to excellent
- 70% of co-ordinators find the Further Education notice board in the staff room of value
- 62% of co-ordinators liaise with course/programme student reps
- 82% of internal assessors find the Further Education notice board in the staff room of value

**Main Strengths      Diversity:**

- Diversity of learners in attendance from different countries, age ranges, educational backgrounds and learners with additional needs
- Second chance education
- HEA support
- Students from 33 different countries attending CIFE
- When learners were asked 'In your opinion is equality and diversity developed in your course?'

Strongly agree (5)

Agree (2)

Disagree

Strongly disagree

# Areas for Improvement

## **Associated Services and Resourcing:**

- 54% of learners rated information received from class reps/student council poor to very poor
- 53% of learners rated the canteen poor to very poor
- 80% of learners rated parking poor to very poor

## **Recommendations**

1. Class reps on Student Council – poor communication. More information to be given to learners on the operation of the student council
2. Review parking facilities
3. Review canteen facilities
4. Review of attendance regulations, commenced prior to this report, to be continued.
5. Dedicated space to be made available for the recording of skills demonstration and upgrading of gym facilities will be available in new school 2016.
6. Assessors need more information on QQI and clarity on new FETAC modules
7. Programme co-ordinators and assessors state that they need more in-service
8. There needs to be a review of the document setting out programme structure, delivery and assessment methodologies

*Programme Improvement Plan 2013/2014*

<b>Provider Name:</b>	Carlow Institute of Further Education
<b>Provider No.</b>	70420R
<b>Principal</b>	Ms Markita Mulvey
<b>Programme Title</b>	<p><b>Day Courses</b></p> <ul style="list-style-type: none"> <li>• Travel and Tourism</li> <li>• Sport and Recreation</li> <li>• Leisure Management</li> </ul> <p><b>Lifelong Learning</b></p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Animal welfare</li> <li>• Maths</li> <li>• ESOL</li> <li>• Pre-nursing</li> <li>• Youth Work</li> </ul>

<b>Recommendation From Self Evaluation Report</b>	<b>Action Agreed</b>	<b>By Whom</b>	<b>By When</b>	<b>Date of completion</b>
<b>Programme Design &amp; Content</b>	<p>More information on new FETAC awards needed for assessors.</p> <p>An outline of what QQI is and it's importance is required for assessors</p>	<p>Principal / FEC</p> <p>Principal/FEC</p>	<p>May 2014</p> <p>Autumn 13</p>	

Recommendation From Self Evaluation Report	Action Agreed	By Whom	By When	Date of completion
<b>Programme Delivery</b>	<p>The possibility of having work experience theory classes timetabled in a computer room to be considered</p> <p>Remote controls for multimedia projectors to be made available for all assessors</p> <p>Further training on Moodle required</p> <p>The possibility of having a dedicated space made available for recording skills demonstrations needs to be examined</p> <p>The possibility of the gym to be connected to WI-FI and an area in the gym to be set out with desks and chairs so that the teacher can relay the information before the practical session to be examined.</p>	<p>DP</p> <p>ITC co-ordinator</p> <p>Principal</p> <p>Principal/ FEO</p> <p>Principal / CEO</p>	<p>Autumn 13</p> <p>Autumn 2013</p> <p>2013/2014</p> <p>2016</p> <p>2016</p>	
<b>Assessment of Learning</b>	<p>The attendance board interview system to be examined</p> <p>Review of deadline dates-Circulation and publication</p>	<p>FEO/Principal</p> <p>FEO/Principal</p>	<p>Autumn 2013</p> <p>2013 / 2014</p>	

Recommendation From Self Evaluation Report	Action Agreed	By Whom	By When	Date of completion
<b>Associated Services and Resourcing</b>	Parking	DP – N Quirke-Bolt	Autumn 2013	
	Canteen	Private Company	Autumn 2016	
	Role of the Student Council to be explained to learners	CIFE Student support officer	Autumn 2013	
	In-service for Student Council representatives	CIFE Student support officer	Autumn 2013	

## *Appendix 2 Self Evaluation Checklist - 2013*

### **Grading Scale:**

- 3 = Strength      There is plentiful evidence to indicate that achievement in this area is above average. This is an example of good practice which should be disseminated.
- 2 = Acceptable      There is evidence that achievement in this area meets expectations. With further development, this could become an area of strength
- 1 = For Improvement      There is little or no evidence that achievement in this area meets expectations. Improvement is needed.

Provider:	Carlow Institute of Further Education	Programme	<p><b>Day Courses</b></p> <ul style="list-style-type: none"> <li>• Travel and Tourism</li> <li>• Sport and Recreation</li> <li>• Leisure Management</li> </ul> <p><b>Lifelong Learning</b></p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Animal welfare</li> </ul>
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			<ul style="list-style-type: none"> <li>• Maths</li> <li>• ESOL</li> <li>• Pre-nursing</li> <li>• Youth Work</li> </ul>
Evaluators	Shelagh Hand – Internal Niamh Hickey – External		
Date:	23/5/2013		

Question	Comment / Evidence Type(s)	Grade
<b>Communications</b>		
Are learners able to give feedback on their individual and collective experiences? Are there any barriers to communication?	Learners give feedback through student council Quality Assurance survey and interviews To co-ordinators/BOM	3
Is information relevant to programmes and services consistently available to the staff involved in their delivery?	Yes – feedback of staff showed they were getting feedback from relevant departments PDR meetings Co-ordinators meetings Assistant Principals meetings CIFE staff meetings	3
Are staff able to contribute feedback and suggestions for the improvement of the programme(s) and associated services	Yes – Annual review of courses/programmes and their content	3
Are communications media for supplying information to and receiving feedback from the local community, employers and other external	Yes – placement officer and staff members of committees. Inter	3



Question	Comment / Evidence Type(s)	Grade
agencies effective?	agency links BOM with student rep and business rep HEA DES Co Carlow VEC	
<b>Communications: – Average Grade</b>		<b>3</b>

Question	Comment / Evidence Type(s)	Grade
<b>Diversity</b>		
Is there an Equality Plan in place? Are staff trained to implement it?	Yes and staff training completed	3
Is it known if any person has experienced discrimination in access to the programme or services? Is there a mechanism in place for this to be known by the provider	Yes Diversity flag on applications to meet additional needs	3
<b>Equality:- Average Grade</b>		<b>3</b>
<b>Staff Recruitment and Development</b>		
Are the staff involved in programme delivery well matched to their role and clear about their job specifications?	Yes – annual induction for new members of staff. Staff liaison person	3
Have new staff had access to an effective induction process?	Yes – annual induction for internal assessors and co-ordinators	3
What percentage of staff have availed of staff development over the past two years?	Staff training in-house 79% have attended professional development /training 85% have attended in-house cpd 100% have attended NEPS / HSE training	2.5

Question	Comment / Evidence Type(s)	Grade
Are staff development issues regularly reviewed by management?	Yes – at management meetings & co-ordinators meetings. General staff meetings AP meetings BOM meetings Provision of Professional Learning Community	3
<b>Staff Recruitment and Development – Average Grade</b>		<b>2.9</b>
<b>Access, Transfer and Progression</b>		
Do learners feel that they have adequate information about the programmes and its associated services to enable them to successfully participate in it?	Yes – learner feedback positive	3
Are the following available to prospective learners on entry to the programme(s)? <ul style="list-style-type: none"> <li>• Clear administration arrangements</li> <li>• Statements of entry requirements and selection criteria</li> <li>• Appeals mechanism?</li> </ul>	MIS now in place Yes – Q A procedures for interviews and staff training for interviewing Yes – outlined in prospectus / website Yes – monitored and co-ordinated by Examinations Officer	3
Have learners gained exemption from all or parts of a programme / assessment for an award on the basis of recognition of prior learning?	RPL for access to courses/programmes –Available on request	3

Question	Comment / Evidence Type(s)	Grade
Have current learner supports / programme adaptations been successful in addressing the needs of learners? Have additional supports been requested?	Yes – personal assistants appointed Student Support Officer Special Centres Tutor Support Applications for HEA funding	3
<b>Access, Transfer and Progression: – Average Grade</b>		<b>3</b>
<b>Programme Development, Delivery and Review</b>		
Does the need which led to the development of this programme still exist?	Yes – market needs still exist Programme Development Review committee meet once a term	3
Is there a document that sets out the programme structure, delivery and assessment methodologies? Is this available to learners and other interested parties	Q A documents of policies and procedures in place Prospectus / Website / MOODLE	2
Have such programme documents been checked and approved by management as being in accordance with Mission, demand, assessment policy and resource availability?	Yes – Annual Q A Evaluation Yes – Programme Development Review Committee	1.5
Are delivery styles used on the programme(s) appropriate to the needs of learners?	Yes – feedback from learners is positive Tutor Supports Available & Positive feedback	3
Does the programme team meet to review programme delivery and other issues? Is the information acquired used effectively?	Yes – Programme Development Review Committee with set criteria	3

<b>Question</b>	<b>Comment / Evidence Type(s)</b>	<b>Grade</b>
Are timetables adhered to?	Yes	3
Are up to date records of learner participation and progress readily available to staff and learners?	Yes – Registers of attendance Records of certification attained	3
Are the resources necessary for successful achievement by learners of the programme objectives allocated to and maintained on the programme(s)?	Positive feedback from learners and staff Gym facilities require upgrade	1.5
What is the programme completion rate for this programme i.e. what percentage of those who began the programme have attained the target award?	75% completion rate	2
Are the requirements of Health & Safety legislation being complied with?	Yes – Health and Safety statement adhered to	3
Has this programme been reviewed on a regular basis and the findings considered by management?	Yes PDR	3
<b>Programme Development, Delivery and Review – Average Grade</b>		<b>2.5</b>

<b>Fair and Consistent Assessment of Learners</b>		
Are learners satisfied with the level of information and feedback they have received on their assessments?	Yes – feedback from learners positive	3
Are learners and staff satisfied with the security and integrity of assessment processes and materials?	Yes – feedback positive from staff and learners	3
How successful has the reasonable accommodations procedure been in facilitating participation in assessment by those who otherwise, due to personal circumstances, may have been unable to do so? Is there data available on this?	Provision of special centres to support them throughout the year Compassionate Consideration procedures now in place for learners HEA Funding applications	3
Are assessors consistent in their marking of learner assessments?	Yes – feedback from Internal Verification process and External Authentication	3

Question	Comment / Evidence Type(s)	Grade
Has the assessment carried out by external parties been fair, consistent and contributing to learner achievement?	Yes EA reporting Results Approval Panel	3
Are the standards being achieved by learners consistent with the national standards for the award(s) available on this programme?	Yes External Authentication reports Results Approval Panel	3
Has the process of returning data to FETAC for certification purposes been found to be accurate and reliable?	Yes FEC CIFE Examinations Officer	3
Has the procedure for Corrective Action been used? Has it been effective in addressing non conformances in assessment practice?	In place but wasn't used	3
Has the learner appeal system been effective in addressing concerns of individual learners regarding their assessments?	Yes	3
<b>Fair and Consistent Assessment of Learners – Average Grade</b>		<b>3</b>
<b>Protection for Learners</b>		
Are learners aware of their position in the event of a programme ending prematurely?	N/A	
<b>Protection for Learners – Average Grade</b>		

Question	Comment / Evidence Type(s)	Grade
<b>Sub-contracting / Procuring Programme Delivery</b>		
When programme delivery has been procured through the use of another provider, have consistent criteria been applied and formal agreements arrived at?	N/A	
Have the reports submitted by contracted providers and our monitoring arrangements been sufficient to maintain confidence in the quality of procured programmes?	N/A	
<b>Sub-contracting / Procuring Programme Delivery – Average Grade</b>		

## CVS /CIFE Supporting Structures

- The VEC Education centre on the Hacketstown Road accommodated SCP & CIFE programmes on a temporary basis from September as the school was full Temporary Build has now gone to e-tender to accommodate SCP and CIFE programmes on this campus.
- The Principal extended best wishes to Ms Hanley, who moved to VEC HQ and welcomed Ms Kane as school administrator
- New car parking arrangements in place on school campus since August to accommodate emergency services access to the school
- In September 2012, bus is DOE tested and taxed for the year.
- Mr Lawlor (AP) distributes CVS / CIFE Student lockers maintains during the year.
- Mr Lawlor (AP) manages the collection of Brennan Insurance details for 222 vocational school pupils, 88 staff members and 804 Further Education Students.

### CIFE Student Facilities and Services

- IT stations and an extra study space provided
- Student notices and assessment information via MOODLE
- Wireless broadband now available throughout the schools and study areas
- Small canteen

### ICT Support & Maintenance 2012 ~ 2013

ICT support and maintenance is carried out on on-going basis throughout the school year for the numbers listed below. We cover the maintenance of our main server and mail server, cable network, wireless network and IP phone system.

- Further Education Students: 802
- Junior School Students: 170
- Staff: 95
- Number of Computers: To include Desktops, Laptops and Tablets.
- Junior School: 35
- Further Education School: 130
- Staff Computers: 80
- Printers: 42
- Data Projectors 35

- We have set up a web based help system to handle all day-to-day ICT queries from both staff and students. Over the past school year we have dealt with 500 ~ 600 tickets through our help@carlowife.ie.
- One of the major upgrades for this year carried out by Mr Shirley was the setup and maintenance of the new centre with 5 classrooms, 2 practice rooms, a study room, a staffroom and 3 offices. This included the setup of a full computer room with server and wireless networking.
- The ICT/Computers Department has installed technology to enable the learning and teaching subjects within the classrooms.
- Mr Roche (AP) installed Data Projectors in most of the classrooms. A bank of laptop computers is available for use by teachers in all subjects. Students can also use these laptops for class group work under the supervision of their subject teacher.
- ICT/Computer Curriculum Action Plan 7 –focused on reminding Students that technology is changing and the internet is a resource, which can be used to source information on their subjects, to improve Literacy, Numeracy and independent learning. A variety of web sites such as www.skool.ie, www.scoilnet.ie and www.examinations.ie are discussed with students by their subject teachers, which contain free web resource material on all subjects for Junior Certificate and Leaving Certificate.
- Technology enables Students to have cross-curricular linkages with all subject areas. As confidence grows in our students in using ICT in the classroom as a learning resource. Our Teachers will give them more open-ended tasks, such as making presentations and podcasts, or gathering research on topics as part of project/homework.

- In consultation with teachers of various subjects, the ICT/Computer Department has established resources needed for effective delivery the subject curriculums. New hardware, laptops in locked cabinets at top of rooms, which are connected to digital projectors, digital pens and visualizers. All computers linked via Wi-Fi and high speed broad connection, allowing teachers to access on-line resources, relating every subject.
- Many Continual Professional Development Courses in ICT held during the year to up skill teachers to use Moodle to put up course material for students to access, scan in files via the photocopier, electronic file management, e-portal reports Facility software. How to use Ms PowerPoint to create slides for class presentation.
- As listed on Curriculum Action Development Plan 7 – The ICT/Computers Department has outlined in the ICT/Computers Teaching Procedures Manual, effective Teaching Methodologies (filed in the Subject Planning Folder in the Staffroom) to aid Consolidation and Assessment of work in class:
- The following procedures and guidelines are used to enable effective Teaching:
  - Teacher keep records of Student progress of tasks in class, marks off as tasks are completed. Students are praised for work achieved in class.
  - Students sit at assigned numbered Computers; they are not allowed to move around in class unless granted permission by teacher, or they are doing group work.
  - Teacher uses Data Projector in class for demonstration of tasks to be completed.
  - Computer classes are very practical, hands on experience for Students.
  - Teacher can use Peer-to-Peer teaching, group work, collaborated work in class.
  - Teacher assists individual Student who needs one-to-one instruction.
  - Teacher encourages students to see linkages between subjects, example:  
Mathematics/science - Excel Spread sheets drawing Graphs. Database for collecting information for surveys. Art/Graphics - Publisher/PowerPoint, create cards/posters.
  - MS Word – writing reports, researching a topic, letter writing, correctly laying out various types of document. This curricular linkage between other subject areas improves the literacy and numeracy while giving students an understanding of the real benefit of technology.
- ICT/Computer Teacher works with other subject teachers throughout the year on various projects, which enable strong cross-curricular links.
- Students are encouraged to do on-line assessment relation to other subject area example: [www.skool.ie](http://www.skool.ie) – Business Junior Certificate, which give immediate results on progress back to students. Also other web sites [www.scoilnet.ie](http://www.scoilnet.ie) has interactive up to date resources to enable students to study independently on various subject areas.



- To promote and develop on-going IT strategy in the school the following is carried out by IT coordinator and ICT/Computer teachers.
  - Monthly meetings with ICT/Computer subject planning group.
  - Continuous planning and review of resources for the future needs.
  - Teaching schemes for each group of Students, Procedures Teaching Manual giving guidelines on how to deliver subject area effectively, including cross-curricular with other subject areas.
  - High level ICT Support to subject teachers in the following areas ~ Best practice of ICT in teaching and learning etc, using Moodle, High speed Wi-Fi/Broadband around the school, the e-Portal Facility on-line system for Student Record entry.
  - ICT Support for Administration Staff to allow secure online registration of Students and effective payment system.
  
- Development of a whole-school email address book, web text and networked computers allowing a large collaborated working groups, sharing resources and ideas of best practice.

***Managed and lead by Mr Thomas Roche Assistant Principal - ICT Coordinator***

#### **CVS Student Services and Facilities**

- Breakfast Club
- Lunch Club
- Evening Study
- Lunch Time Activities, Indoor games and Sport clubs.
- Study Skills Programmes
- School Completion Programmes
- Homework Club
- After Schools Music Academy

## Equality/Diversity

TYPE OF MEETING	PERCENTAGE ATTENDANCE
Staff attended the equality training meeting on the 14/11/12	69%
Co-ordinators attended the equality training meeting on 14/11/12	77%
Student Council mainstream attended a meeting with the equality expert on 14/11/12	84%
Student Council FE attended a meeting with the equality expert on 14/11/12	35%
Equality working group had two meetings with the equality expert on the 12/11/12 and 13/12/12	100%
Assistant Principals attended training session on 12/11/12	77%
Equality training day for the equality working group on 21/11/12.	100%

The following meetings took place through the Equality Authority project

<b>Meetings summary</b>	<b>When</b>	<b>Aim</b>	<b>Outcome</b>
Working group		Inaugural meeting	Equality Working Group established
Working group x 3 meetings	12 November 21 November 13 December	Training Day	Group trained as a team and skilled in equality and diversity
Working Group	13 December	Final meeting	Action plan agreed
Diversity Officer x 3 meetings	06 November 12 November 11 November	Planning and research for sample audit  Coaching	Understanding of how to develop an audit in relation to course provision
Special Needs coordinator	14 November	To learn about special needs process for students	That the IFE has completed its part of the work but that funds are very slow in being paid by the Department which is hampering students with special needs
Senior Management	X 2 meetings 06 November 13 December	Agree plan  Present and discuss findings	Agreed action plan

There were 6 meetings of the Equality Working group during 2012/2013

***Managed and organised by Ms Hand (Assistant Principal) Quality Assurance Officer***

## Lifelong Learning –Adult Education Evening classes

Director of Adult Education:

Responsibility, under the direction of the Principal, for the day-to-day operation, organisation and delivery of the adult education programme in the school including;

- ◆ identifying and designing of course programmes in consultation with Principals, Boards of Management, and VEC Education Officers/Adult Education Organisers or CEOs as appropriate. and liaising with the local Adult Education Board
- ◆ recruitment of students and collection of enrolment fees, maintaining participants' records in relation to enrolment, attendance, fees paid, progress and certification, where appropriate
- ◆ entering students for assessment and certification as appropriate, and supervision of administrative duties related to this task
- ◆ preparation of time-tables
- ◆ recruitment and payment of tutors, supervision of Assistant Directors and staff, enhancing the quality of the programme through annual review and on-going team development
- ◆ preparation of accounts for audit
- ◆ managing the resources of the programme
- ◆ responsibility for securing the provision of appropriate caretaking and secretarial services
- ◆ making statistical and other returns to Department of Education and Science, and reporting to Principals, Boards of Management/VEC/ Adult Education Boards, as required.

Adult Education: Part-Time Courses: 2012/2013				
		Male	Female	Total
No. Registered		224	550	774
No. Registered On-Line				108
No. Registered Off-Line				666
No. Payment Transactions				1394
No. Attend		267	446	713
	Literacy Courses	17	26	43
	Numeracy Courses	19	11	30
	Skill and Craft Courses	73	149	222
	Other Language Courses	15	13	28
	Family, Community and Social Education Courses	66	258	324
	Other Courses	37	29	66
No. Courses				51
No. Hobby & Leisure Courses				22
No. Accred Courses				29
No. FETAC Entries				94
No. FETAC Entries - Full Cert				21
No. FETAC Entries - Component Cert				73
No. FETAC awards - Full Cert				18
No. FETAC awards - Component Certs				69
	No. Distinction			38
	No. Merit			24
	No. Pass			7
No. Other Certification awarded				74
No. Tuition Hrs				21109.20
No. Telephone communications				Not tracked
No. Text communications				920
No. Drop-in Enquiries (Office)				174
No. Tutors				32
No. Tutor meetings				38
No. Tutor Claim Forms processed				65
No. Meetings -other agencies				12
No. Invoices - registration				20
No. Student Contracts issued				93
No. Info sessions to students				5

Other duties include, but not limited to:

Responsibility, under the direction of the Principal, for the day-to-day operation, organisation and delivery of the adult education programme in the school including;

- ◆ identifying and designing of course programmes in consultation with Principals, Boards of Management, and VEC Education Officers/Adult Education Organisers or CEOs as appropriate. and liaising with the local Adult Education Board
- ◆ recruitment of students and collection of enrolment fees, maintaining participants' records in relation to enrolment, attendance, fees paid, progress and certification, where appropriate
- ◆ entering students for assessment and certification as appropriate, and supervision of administrative duties related to this task
- ◆ preparation of time-tables
- ◆ recruitment and payment of tutors, supervision of Assistant Directors and staff, enhancing the quality of the programme through annual review and on-going team development
- ◆ preparation of accounts for audit
- ◆ managing the resources of the programme
- ◆ responsibility for securing the provision of appropriate caretaking and secretarial services
- ◆ making statistical and other returns to Department of Education and Science, and reporting to Principals, Boards of Management/VEC/ Adult Education Boards, as required.

