

annual report  
**2018**

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## Foreword by our Chairperson Michael McLoughlin

### As Gaeilge

2018 continued to illustrate the critical need for mobility and intercultural work in Ireland and beyond. We regularly see events on our TVs and devices that clearly tell us the boundaries between the international and domestic world are so blurred they need constant re-examination. Similarly, our work continues to engage with a diverse group of people from young people to mature learners, from teachers to managers, from Irish people north and south to those in the global south. Global events are challenging people's understanding of learning and living. It remains a fundamental value of Léargas and the programmes we administer to help people make sense of these experiences and learn to engage in a changing world.

During the year Léargas once again delivered a high-quality service to our clients. With an enhanced staff complement, we were confident that we could do justice to the aims and objectives of the various funds we distribute, and help clients in accessing vital support for their work. We have now entered the final phase of delivery for Erasmus+ and the future looks bright with a high degree of political and official support for the programme at EU level. Brexit has been a major issue, and everyone hopes that the general consensus that the UK should continue in the programme is realised; in Ireland we are particularly conscious of the need to avoid disruption and difficulty for all the groups and organisations who regularly work with partners, institutions and individuals in the UK.

Our board continued its work on Governance in 2018, solidifying our compliance function following our engagement with the Code of Practice for the Governance of State Bodies. We were unfortunate to lose the services of Stephen Goulding as a member and Chairperson of the Board's Finance, Audit and Risk Committee during the year. Changes will continue into 2019 when Pat Crowe—in our Finance function—will retire and when some of our long-standing board members will need to step down from their duties. We began preparations for these changes in 2018 and we look forward to welcoming both a new Head of Finance and new board members in 2019.

On behalf of the Board I would like to pay tribute to all our staff who continue to deliver to such a high standard on the important work that we do. We can take solace in the fact that our programmes and importantly our approach and our values are highly regarded at home and abroad and are often remarked upon in these contexts. The Board and myself as Chairperson could ask for no more.

**Michael McLoughlin**

Chairperson of the Léargas Board



*"Our programmes and importantly our approach and our values are highly regarded at home and abroad ... The Board and myself as Chairperson could ask for no more."*

*- Michael McLoughlin*



## Réamhrá lenár gCathaoirleach Michael McLoughlin

### [In English](#)

In 2018 ba léir i gcónaí go bhfuil géarghá le soghluaisteacht agus obair idirchultúrtha in Éirinn agus níos faide anonn. Feicimid eachtraí ar ár gcuid teilifísí agus feistí go rialta a léiríonn go bhfuil na teorainneacha idir an domhan idirnáisiúnta agus an domhan sa bhaile chomh mí-shoiléir sin nach mór dúinn iad a athscrúdú an t-am ar fad. Mar an gcéanna, tá ár gcuid oibre ag baint le grúpa ilghnéitheach daoine, idir dhaoine óga agus fhoghlaiméirí lánfhásta, idir mhúinteoirí agus bhainisteoirí, idir dhaoine as tuaisceart Éireann agus deisceart na hÉireann chomh maith le daoine as an deisceart domhanda. Cuireann imeachtaí domhanda dúshlán roimh an tuiscint atá ag daoine ar fhoghlaim agus ar mhaireachtáil. Is luach bunúsach de chuid Léargas agus na gclár atá á riaradh againn i gcónaí cabhrú le daoine brí a bhaint as na heispéir seo agus foghlaim conas aghaidh a thabhairt ar dhomhan atá ag athrú.

I gcaitheamh na bliana chuir Léargas seirbhís den chéad scoth ar fáil dár gcliaint uair eile. Tar éis feabhas a bheith tagtha ar ár líon foirne bhí muinín againn go n-éireodh linn a gceart a thabhairt do na spriocanna agus na cuspóirí atá ag na cistí éagsúla atá á ndáileadh againn, agus cabhrú lenár gcliaint rochtain a dhéanamh ar thacaíocht atá rí-thábhachtach dá gcuid oibre. Táimid sa chuid dheiridh d'Erasmus+ faoin am seo agus táimid an-dóchasach faoin am atá romhainn de bharr ardleibhéal tacaíochta polaitiúla agus oifigiúla a bheith á thabhairt don gclár ag leibhéal AE. Ba mhórcheist é Brexit agus tá súil ag gach duine go ndéanfar an comhaontú ginearálta, is é sin, go leanfaidh an Ríocht Aontaithe ar aghaidh leis an gclár, a fhíorú; go háirithe anseo in Éirinn is maith a thuigimid go gcaithfear cur-isteach agus deacrachtaí a sheachaint sna grúpaí agus sna heagraíochtaí uile a oibríonn go rialta le comhpháirtithe, institiúidí agus daoine aonair sa Ríocht Aontaithe.

Lean ár mbord leis ag obair ar Rialachas in 2018. Threisigh sé ár bhfeidhm maidir le comhlíonadh mar thoradh ar ár mbaint leis an gCód Cleachtais do Rialachas Comhlachtaí Stáit. Is mór an trua gur chailleamar seirbhísí Stephen Goulding mar bhall agus mar Chathaoirleach ar Choiste Airgeadais, Iniúchóireachta agus Riosca an Bhoird le linn na bliana. Leanfaidh na hathruithe ar aghaidh in 2019, tráth a rachaidh Pat Crowe atá i mbun na feidhme airgeadais, ar scor agus nuair a bheidh ar roinnt bhall den bhord éirí as a gcuid dualgas. Chuireamar tús leis na hathruithe seo a ullmhú in 2018 agus táimid ag súil le fáilte a chur roimh Cheann Airgeadais nua agus roimh bhaill bhoird nua in 2019.

Thar ceann an Bhoird ba mhaith liom aitheantas a thabhairt dár bhfoireann ar fad as a bheith ag feidhmiú ar chaighdeán chomh hard sin i dtaobh na oibre tábhachtaí atá á déanamh againn. Tá sé ina shólás dúinn go bhfuil ardmheas ar ár gcuid clár, agus, rud atá tábhachtach, ar ár gcur chuige agus ár gcuid luachanna sa bhaile agus thar lear agus gur minic a luaitear iad sna comhthéacsanna seo. Ní fhéadfaimisne, mé féin mar Chathaoirleach ná an Bord, tuilleadh a iarraidh.

Michael McLoughlin  
Cathaoirleach Bhord Léargas



*"...Tá ardmheas ar ár gcuid clár, agus, rud atá tábhachtach, ar ár gcur chuige agus ár gcuid luachanna sa bhaile agus thar lear agus gur minic a luaitear iad sna comhthéacsanna seo. Ní fhéadfaimisne, mé féin mar Chathaoirleach, ná an Bord, tuilleadh a iarraidh."*

*- Michael McLoughlin*





## Message from our Executive Director Jim Mullin

### *As Gaeilge*

2018 was a year of both consolidation and new beginnings for Léargas. Consolidation as the staff who joined us in 2017 settled well into their teams and, together with colleagues of longer standing, ensured we could build on our strategy to provide a supportive service to people in Ireland who wish to take part in our programmes. At the same time we were able to promote our programmes more widely through online campaigns, networking and a wide variety of events.

By year end we had seen an 18% increase in the funding we provided through our biggest programme, Erasmus+. I am delighted that we also had essentially a full funding allocation rate of 99% for the programme. We hope to continue this upward trend in 2019, and help even more organisations access new opportunities through Erasmus+.

New beginnings in 2018 included the European Solidarity Corps, which had its first deadline late in the year and which we officially launched at our Annual Forum in December. The new programme builds on a great tradition of funded volunteering through the European Voluntary Service and we're delighted to continue our work with so many community, youth and voluntary organisations throughout the country. We're also looking forward to building the traineeship and job strands of the programme in the coming year and beyond.

In March we officially launched CASE (Collaboration and Sharing in Education), a programme that runs in Northern Ireland and the border counties of the Republic of Ireland. Over €29m of EU PEACE IV funding is being managed in partnership by the Education Authority in Northern Ireland and Léargas. The programme will run until 2022. Targets are ambitious: it aims to enable 280 schools and 135,000 pupils to take part in shared education through local partnerships on a cross-sectoral and cross-border basis. In addition, over 2,000 teachers will be trained to facilitate and deliver at least 30 hours of shared education for the pupils involved. Based on how successfully the programme has started, it looks as though we're well on the way to reaching those targets: in the first full year of funding, over 200 schools and more than 11,000 pupils have taken part and their teachers have taken great advantage of professional development opportunities to learn more about how shared education works in the classroom and beyond.

One of our key values is the supportive approach we bring to the work we do. This manifests in the telephone and online support we supply to applicants, especially around grant management, and also in the workshops and seminars we provide to participants in all our programmes. In 2018 we also continued to make great use of Erasmus+ Transnational Cooperation Activities (TCAs) to bring people together in learning environments, investing over €500,000 in TCA training events and seminars. We provided ongoing supports through other media too: online we provided webinars, 'how to' blog posts, dedicated web pages on technical issues, and a wide range of Discovery Days, roadshows and breakfast briefings. In print we provided Policy Guides, one-page Quick Guides on Eligibility and PICs and a series of Project Directories. We were delighted that one of our eTwinning professional development events *Schools Connected Across Europe* qualified for Department of Education EPV days, and happened in August as teachers prepared for their new school year. And at a time when the stresses of daily life bring many challenges to educators as well as their learners, we were very pleased with the success of our *Self-Care for Educators* conference, run by our EPALE team and jointly coordinated with AONTAS.

While we in Léargas recognise the great value of the programmes we manage and the benefits they bring to those who take part, we also know that it's important to gather (and publish) good evidence to support this. In 2017 we appointed an Impact Research officer for the first time, and in 2018 we launched our *Impact Study on Erasmus+ Work Placements for Vocational Learners*



*"By year end we had seen an 18% increase in the funding we provided through our biggest programme, Erasmus+."*

*- Jim Mullin*

from Ireland in the Department of Education and Skills. This report has been presented at several conferences and seminars across Europe and Léargas is now coordinating the Irish work on a longitudinal study of VET learners who have taken part in European programmes over the last ten years. We continue to support the RAY network in its work on European youth work, and in 2018 we started a joint study, with our colleagues in the HEA, on Erasmus+ participation and the acquisition of language skills.

By the end of 2018, Erasmus+ was in its fifth year and planning for its successor programme (which will start in January 2021) had started. Léargas staff have been taking part in various working groups on the future of the new programme: they and their colleagues from other National Agencies are well placed to provide insight into how the programme works 'on the ground'. Recommendations for changes in the new programme include the need to continue efforts to simplify procedures, to accommodate smaller organisations who wish to take part, and to be more inclusive and accessible. The European Commission has great ambitions for the new programme which, at the time of writing, seem to be broadly shared by the European Parliament. However, we are all aware of the many challenges that lie ahead in the coming years, not least of which—for this island in particular—is the uncertainty around the UK withdrawal from the EU. Our expectation is that the UK will have some form of continuing participation in Erasmus+. Our commitment in Léargas is to continue our excellent working relationships with our UK colleagues and support them, and the many Irish organisations who have worked so well with partners in the UK, as best we can.

Back at home, 2018 saw the end of a two-year programme to ensure our compliance with the *Code of Practice for the Governance of State Bodies*; an audit carried out on behalf of the Department of Education and Skills found that we were ahead of the curve in terms of our compliance and I sincerely thank the members of the Board of Léargas for their work on this. As busy and successful a year as 2018 cannot happen without the creativity, dedication and hard work carried out by the whole staff team and I thank each and every one of our staff for their contribution. In all our work we are very well supported by the Board of Léargas and also by our colleagues in the Department of Education and Skills and the Department of Children and Youth Affairs and I thank all of them for their continued interest in and engagement with our work.

Jim Mullin  
Executive Director

## Read more about each of our programmes:

### Erasmus+

Overview of all sectors



### Erasmus+

Vocational Education & Training



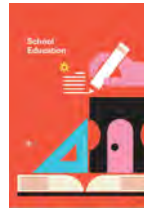
### Erasmus+

Adult Education



### Erasmus+

School Education



### Erasmus+

Youth in Action



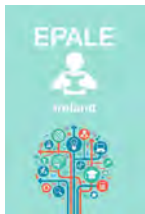
### ECVET

Vocational Education & Training



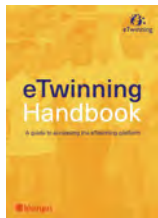
### EPALE

Adult Education



### eTwinning

School Education



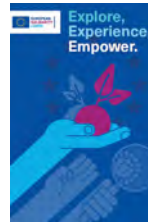
### eurodesk

Youth Information



### EU Solidarity Corps

Youth Volunteering



### IAESTE

Higher Education



### Languages

Language Labels & Awards



## Summary of Accounts 2018

	Income (€)	Expenditure (€)	Retained surplus/ deficit for the year (€)
Client Services	1,284,967	1,284,967	0
Operations and Finance	1,031,885	1,031,885	0
Strategic Initiatives	1,287,295	1,287,295	0
Communications	432,715	432,715	0
NCGE	948,880	948,880	0
	<b>4,985,742</b>	<b>4,985,742</b>	<b>0</b>

[Back to Annual Report](#)

We manage funding on behalf of:



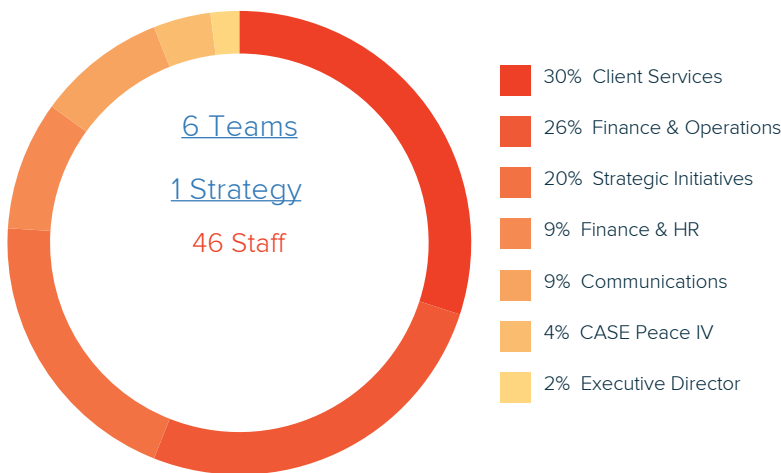


## About Léargas

Léargas manage European, national and international exchange and cooperation programmes in education, training and youth and community work. We are a not-for-profit organisation operating under the Department of Education and Skills, established in 1986. We are one of two National Agencies managing Erasmus+ in Ireland.

We have over 40 staff based in our Dublin office. Our staff come from Ireland, Poland, France, Croatia, Germany, Moldova, Romania, and Spain and have wide-ranging experience in education, training, community, youth and development work; as well as programme management, communications, IT and finance.

## Léargas



*"Our programmes and importantly our approach and our values are highly regarded at home and abroad ... The Board and myself as Chairperson could ask for no more."*

- Michael McLoughlin

### Foreword

### Réamhrá

*"In 2018 we were delighted to introduce the new European Solidarity Corps to Irish organisations and young people"*

- Jim Mullin

### Teachtaireacht

### Message from our Director

## Léargas in 2018

In 2018, we awarded over €16.4m of Erasmus+ funding to the Adult Education, School Education, Vocational Education and Training and Youth sectors in Ireland. We also supported those taking part in all our programmes and initiatives online, in person and through a wide range of events, workshops, and of course our annual Forum. Scroll down the page to find links to more detailed information of **activities in each sector** and check out our **highlights** of the year.

**In 2018 we placed particular emphasis on looking at the impact of our work and also on fostering inclusion and welcoming diversity in the programmes we manage. You can find out more on our Impact and Inclusion pages.**

# Erasmus+ Key Figures from 2018

**€16.4m** in funding

**€7.9m** Allocated to Key Action 1

**€7.8m** Allocated to Key Action 2

**€0.14m** Allocated to Key Action 3

**14,869** Participants

**18%** Increase in funding on 2017

*"By year end we had seen an 18% increase in*

*the funding we provided through our biggest programme, Erasmus+."*

*- Jim Mullin, Executive Director*

Message from our Director

Teachtaireacht

## Read more about each of our programmes:

### Erasmus+

Overview of all sectors



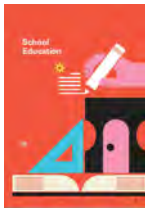
### Erasmus+

Adult Education



### Erasmus+

School Education



### Erasmus+

Vocational Education & Training



### Erasmus+

Youth in Action



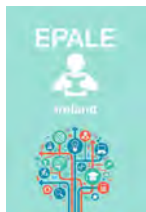
### ECVET

Vocational Education & Training



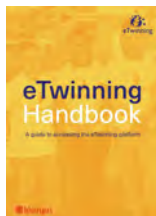
### EPALE

Adult Education



### eTwinning

School Education



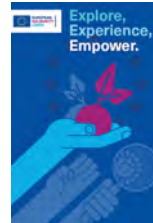
### eurodesk

Youth Information



### EU Solidarity Corps

Youth Volunteering



### IAESTE

Higher Education



### Languages

Language Labels & Awards





# Highlights in 2018



In 2018, we officially launched the European Solidarity Corps in Ireland. The European Solidarity Corps focuses on young people aged 18 to 30 interested in being *change-makers*. It creates possibilities for those young people to volunteer or work in projects—in their own country or abroad—that benefit communities and people around Europe. Organisations in the voluntary and community sector play a vital role in implementing the European Solidarity Corps. Organisations that, for example, operate in the youth, cultural, arts and social justice fields will have the opportunity to develop projects addressing needs at local, national and European level. And for the first time, the European Solidarity Corps will bring together both volunteering *and* professional opportunities. Visit [our website](#) to find out more.

## Shared Education across the Border



**CASE - Collaboration through Sharing in Education Project**

€29million of EU PEACE IV funding was committed to shared education on both sides of the border and the Collaboration and Sharing in Education (CASE) project was officially launched in Armagh in March. The Education Authority (EA) in Northern Ireland and Léargas manage the project in partnership. Match-funding for CASE project has been provided by the Department of Education (DE) in Northern Ireland and the Department of Education and Skills (DES) in the Republic of Ireland. Visit <https://www.sharededucation.org.uk/>

## Getting noticed online

In 2018 we consolidated our work on our target audiences (who can benefit from the funding and other opportunities that our programmes provide) and then used this work to increase our reach online to let people know about events, training, funding deadlines and general programme news. We ended the year with >2500 followers on Facebook and >3200 followers on Twitter. Here are just some of the events and initiatives we offered:



# Short Term Placements Have Long Term Impact



In September we launched our **Impact Study on Erasmus+ International Work Placements for Vocational Learners from Ireland** in The Clock Tower, Department of Education and Skills. Léargas Impact Researcher Charis Hughes presented the key findings from the study, followed by a panel discussion of its recommendations with VET stakeholders. You can download the study here: [Impact Study](#)

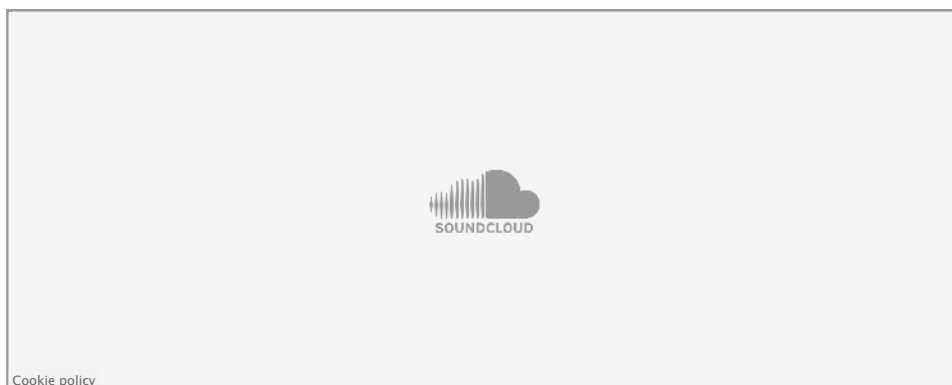
## eTwinning School Labels

In 2018, eTwinning awarded its **first three eTwinning School Labels in Ireland**. The eTwinning School Label, which rewards leadership in the areas of digital collaboration, innovative pedagogical approaches and responsible use of the internet, was awarded to **Gaelscoil de hÍde** (Roscommon), **Davis College** (Cork) and **Our Lady of Fatima Special School** (Wexford). The label recognises the commitment and dedication of teams of eTwinning teachers within a school, and we're delighted to have three flags flying high across Ireland.



## EPALE Conference, Self-Care for Educators

In November, we held a conference that looked at self-care for educators. While the area of mental health – and students' mental health in particular – is gaining much needed attention, the subject of educators' own mental health and wellbeing is often overlooked. This conference features a discussion panel and workshops led by experts who approached the topic from different perspectives, offering a combination of research, first-hand experience and practical tips/advice for both organisations and individual educators. Listen first-hand to this thoughtful talk given at the conference by Eddie Murphy:

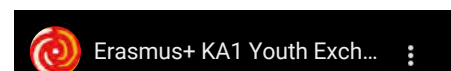


And by year end we were pleased to see: From 01 January 2018 - 31 December 2018 leargas.ie had **39,965 new users**.



## Building Walls, Breaking Walls - Video of a youth exchange

Building Walls Breaking Walls is a residential Erasmus+ youth exchange that focuses on intercultural encounters between young people from the Republic of Ireland, Northern Ireland, Israel and Palestine. The project brought together 16 young people aged 18 to 25 from the participating countries and four from Switzerland (who received funding from the Swiss government) to Cape Clear Island, Ireland in July 2018. Besides repairing and building dry stonewalls and helping the local community, the students had the chance to experience the culture and nature of each place through hikes, excursions and outdoor activities. They also learnt more about each others' cultures through workshop discussions.





# Erasmus+ Schools Week



In 2018, we held our first Erasmus+ Schools Week: a celebration of Erasmus+ activities in schools across Ireland. During the week, the schools themselves highlighted the European and international dimension in their schools and shared the positive outcomes with their wider communities. For more, visit the [Erasmus+ Schools Week 2018 page](#).

## The Léargas Forum: looking forward to the future of Europe

The annual Léargas Forum brought together all those involved and interested in our international programmes, with a keynote address from Ruairí McKiernan, performances from Nigerian Carnival Ireland and Smashing Times Theatre Company as well as a lively panel discussion hosted by Una Mullally about the role of educational exchange and cooperation programmes in the future of Europe.

The Project Showcase provided fine examples of the work being done through Erasmus+ and other Léargas programmes, and provided inspiration for those planning projects.

Four facilitated workshops in the afternoon addressed various approaches to learning, volunteering and sharing outcomes of projects: Turning Spaces to Learning Places; Tools to see and share project impact; European Solidarity Corps; One Good Adult.

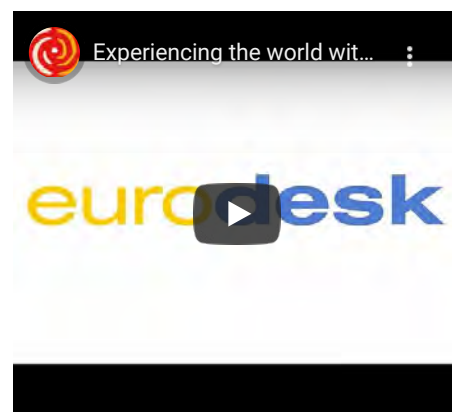


For more, visit: <https://leargas.xtensio.com/leargasforum2018>



## Experiencing the world with Eurodesk

Pauline Strappe from Youth Work Ireland Tipperary, shares about the benefits of being part of the Eurodesk network in Ireland. Hear about the difference youth information and European mobility projects made to the lives of Mairead, Natasha, Akilas and Kristia.



Léargas, King's Inns House, Parnell Street, Dublin 1  
Phone: 01 8871260  
[leargas.ie](http://leargas.ie)



Funding Year: **2018**  
Country: **Ireland**

## Léargas

Léargas is the National Agency that manages Erasmus+ in Ireland in the fields of Adult Education, School Education, Vocational Education and Training and Youth.

### Get in touch

For more information on Erasmus+, get in touch with our Client Services and Operations and Finance Teams

E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie)  
T: 01 8871260

E: [opsfin@leargas.ie](mailto:opsfin@leargas.ie)  
T: 01 8871290

[www.leargas.ie/programmes/erasmusplus/](http://www.leargas.ie/programmes/erasmusplus/)

### Key Action 1: Mobility of Individuals

Key Action 1 projects involve exchanges, study visits, job-shadowing and training in another country.

### Key Action 2: Cooperation for Innovation and Exchange of Good Practice

Key Action 2 projects are projects where organisations from different countries taking part in Erasmus+ collaborate to share experience, exchange or develop new practices in their work.

### Key Action 3: Support for Policy Reform

Key Action 3 projects empower young people to have their voices heard and to take part in policy discussions with decision makers. Key Action 3 only applies to the youth field.



léargas

## Adult Education



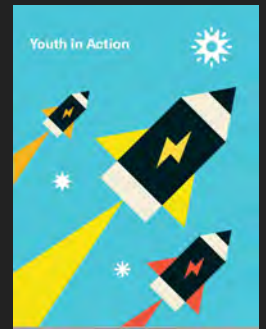
## School Education



## VET



## Youth



## Inclusion



## TcAs



## Impact



## Erasmus+ Stories

[Sharpening the Axe: Erasmus+ Supporting Youth Workers](#)

[Widening Training Opportunities for Irish Carers with Erasmus+](#)

[Galway Teachers Develop Their SEN Skills with Erasmus+](#)

[VET Connected: Léargas Contact Making Seminar for VET Staff](#)

## Key Figures for 2018

**€16.4m** Total Allocated Funding in 2018

**€7.9m** Allocated to Key Action 1 in 2018

**€7.8m** Allocated to Key Action 2 in 2018

**€0.14m** Allocated to Key Action 3 in 2018

**246** Erasmus+ projects in 2018

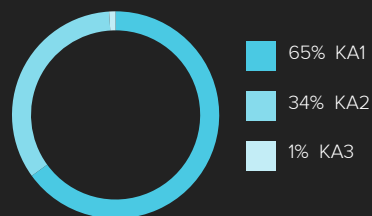
**14,869** participants in 2018

**4,505** Key Action 1 participants in 2018

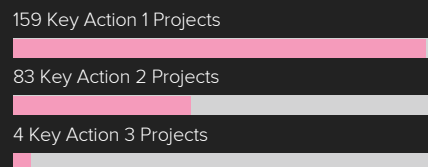
**8,358** Key Action 2 participants in 2018

**1,696** Key Action 3 participants in 2018

## Erasmus+ by Key Action



## Erasmus+ Projects



## Funded by:



Erasmus+



Funding Year: **2018**  
Country: **Ireland**

Léargas  
Irish National Agency

Managed by:



## Opportunities for Adult Education organisations and educators

In 2018 we awarded €1.7 million in funding to adult education projects across Ireland. Erasmus+ enables adult education organisations and educators to exchange with their peers from Europe; to work together on key issues such as improving access, participation and the learning experience of adults; and to build knowledge and expertise while also developing strong international relationships.

Erasmus+ Adult Education has two main project types. **Key Action 1** is for projects where participants travel to another country, for training, job shadowing, and professional development. **Key Action 2** is for partnership projects, where Irish adult education organisations work with other groups to meet common challenges in innovative ways and exchange good practice.

Over 1700 people took part in Erasmus+ Adult Education projects in 2018.

Fergus Timmons from the Alzheimer Society of Ireland shares in his blog: *"I have so enjoyed my Erasmus+ experience. I have met some wonderful colleagues, made friendships, and worked on a challenging but ultimately very rewarding project. I would strongly encourage you to consider applying, in the knowledge that Léargas are there to support and encourage you on your own particular Erasmus+ journey ."*

## Léargas Support

For more information on Erasmus+ Adult Education get in touch with our Client Services and Operations and Finance Teams

E:  
T: 01 8871260  
E:  
T: 01 8871290



## Stories

[Technology Enhanced Learning for Adult Educators](#)

## Erasmus+ Adult Education

### Key Metrics, 2018

**€1.7m** Total Allocated Funding

**€0.2m** Key Action 1

**€1.5m** Key Action 2

**15** projects

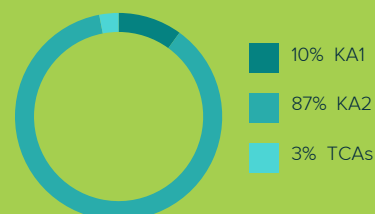
**8** KA1 projects

**7** KA2 projects

**1,770** participants

**€0.05m** Transnational Cooperation Activities

## Funding %



## Project numbers by Key Action



## Funded by:







Funding Year: **2018**

Country: **Ireland**

Léargas  
Irish National Agency

## Opportunities for Irish Schools and School Organisations

In 2018 we awarded €3.5 million in funding to 98 school education projects across Ireland.

Erasmus+ enables school education staff to gain first-hand knowledge of other European education systems, hone their professional skills and ensure their own continuous professional development. Schools can identify target areas of interest, such as particular subjects or skill sets, and establish a school-wide plan for training.

Erasmus+ Schools has two main project types. **Staff Mobility** is for projects where participants teach in a partner school, participate in structured courses or training courses abroad or job shadowing in a partner school. **Cooperation Partnerships** is for exchange of practices, developing innovation, exploring learning, teaching or training tools and learning activities.

Over 4,500 people took part in Erasmus+ Schools projects in 2018. In the words of one teacher *"Along with other staff in the school who have given incredibly positive reviews of their own Erasmus+ courses, I will begin introducing what I have learnt into my own classroom"*.

## Léargas Support

For more information on Erasmus+ School Education get in touch with our Client Services and Operations and Finance Teams.

- E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie)
- T: 01 8871260
- E: [opsfin@leargas.ie](mailto:opsfin@leargas.ie)
- T: 01 8871260
- [www.leargas.ie/programmes/erasmusplus/school-education/about/](http://www.leargas.ie/programmes/erasmusplus/school-education/about/)



## Read more

[Galway Teachers Develop their SPN Skills with Erasmus+](#)

[Where Italy meets Galway: Pupils and Teachers Learn from School Exchanges](#)

## Erasmus+ School Education Key Metrics, 2018

**€3.5m** Total Allocated Funding

**€0.8m** Key Action 1

**€2.6m** Key Action 2

**98** School Education projects

**421** School Staff

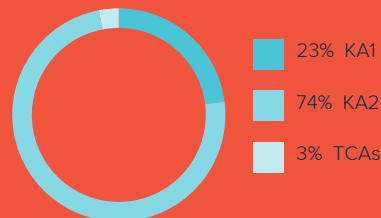
**4,216** Participants

**€0.1m** Transnational Cooperation Activities

## Funded by:



## Funding %



## Project numbers by Key Action



Vocational Education and Training (VET)



Funding Year: **2018**  
Country: **Ireland**

Léargas  
Irish National Agency

## Opportunities for VET Organisations

In 2018 we awarded more than €7 million in funding to 38 VET mobility projects and 11 VET strategic partnership projects across Ireland. Mobility projects enable VET organisations to send learners and staff for vocational training placements in another participating country (under [Article 17](#)). Strategic Partnerships enable Irish VET organisations to cooperate with others to meet common challenges in innovative ways (under [Article 1.2](#)).

Over 4,000 participants took part in these Erasmus+ projects in 2018, but the impact goes far beyond the participants involved. As Ruth Baker of Ballymun Jobs Centre commented about their Strategic Partnership project, *"These Erasmus+ exchanges have highlighted to me that there is a vibrant and exciting way for community organisations across Ireland to engage with their European counterparts and create an atmosphere of innovation and best practice that will lead to the best outcomes for their clients."*

Léargas brought together project co-ordinators from a variety of Irish colleges and organisations to share their experiences of how best to support students during their Erasmus+ VET placements abroad. Elva Duggan, Senior Client Services Officer KA1, Vocational Education and Training wrote two blogs as a result of the meeting:

## Léargas Support

For more information on Erasmus+ VET get in touch with our Client Services and Operations and Finance Teams.

- E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie)
- T: 01 8871260
- E: [opsfin@leargas.ie](mailto:opsfin@leargas.ie)
- T: 01 8871290
- [www.leargas.ie/programmes/erasmusplus/vet/about/](http://www.leargas.ie/programmes/erasmusplus/vet/about/)



## Get Connected

## Impact Study Erasmus+

### Erasmus+ VET

#### Key Metrics, 2018

**€7m** Total Allocated Funding

**€3.8m** Key Action 1

**€3.1m** Key Action 2

**49** VET projects

**38** VET Mobility projects (incl. 7 Charters)

**11** VET Strategic Partnership projects

**4,214** VET participants

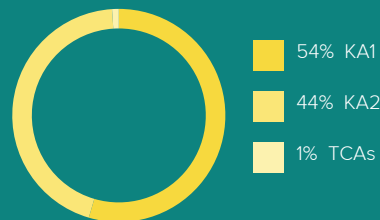
**€0.1m** Transnational Cooperation Activities

#### Funded by:



Erasmus+

## Funding %



## Project numbers by Key Action

7 KA1 Mobility Charter Projects

38 KA1 Mobility Projects

11 KA2 Projects



Funding Year: **2018**

Country: **Ireland**

Léargas  
Irish National Agency

## Opportunities for Irish youth organisations and young people

In 2018 we awarded €4 million in funding to 78 youth projects across Ireland. Erasmus+ enables young people and youth organisations to exchange with their peers from Europe; to work together on key issues like identity, human rights and climate change; and to build knowledge and expertise while also developing strong international relationships.

Erasmus+ Youth in Action has three main project types. **Key Action 1** is for projects where participants travel to another country, for training, job shadowing, volunteering, or a youth exchange. **Key Action 2** is for partnership projects, where Irish youth organisations work with other groups to meet common challenges in innovative ways, exchange good practice, or set up Transnational Youth Initiatives. Organisations can also facilitate meetings between young people and decision makers to help support policy reform, using **Key Action 3**.

Over 4,000 young people took part in Erasmus+ Youth in Action projects in 2018. In the words of one young participant, getting involved in Erasmus+ is a "fantastic learning experience" and a chance to make "new friends from all different cultures and lifelong memories along the way".

## Léargas Support

For more information get in touch with our Client Services and Operations and Finance Teams.

- E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie),
- T: 01 8871260
- E: [opsfin@leargas.ie](mailto:opsfin@leargas.ie)
- T: 01 8871290
- [www.leargas.ie/programmes/erasmusplus/youth/about/](http://www.leargas.ie/programmes/erasmusplus/youth/about/)



## Stories

[6 Steps to our Erasmus+ Youth Exchange](#)

[Developing Creative Partnerships in Europe](#)

[From Cork to Kranj with Erasmus+ Youth Exchanges](#)

## Erasmus+ Youth in Action

### Key Metrics, 2018

**€4m Total Allocated Funding**

**€2.7m** Key Action 1

**€0.6m** Key Action 2

**€0.1m** Key Action 3

**78** projects

**4,133** participants

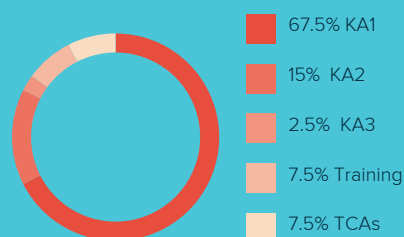
**€0.3m** Training & Evaluation

**€0.3m** Transnational Cooperation Activities

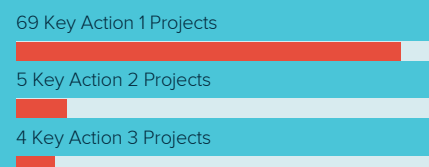
### Funded by:



## Funding %



## Project numbers by Key Action



# Erasmus+ Transnational Cooperation Activities

# 2018

Funding Year: **2018**

Country: **Ireland**

## Léargas

Léargas is the National Agency managing the fields of Adult Education, School Education, Vocational Education and Training and Youth in Ireland

### Get in touch

For more information on Erasmus+ TCAs, get in touch with our Client Services Team

E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie)

T: 01 8871260

E: [opsfin@leargas.ie](mailto:opsfin@leargas.ie)

T: 01 8871290

[www.leargas.ie/programmes/erasmusplus/](http://www.leargas.ie/programmes/erasmusplus/)

## Funded by:



## Key Figures for 2018

**€0.5m** Total Allocated Funding in 2018

**€0.05m** Allocated to Adult Education in 2018

**€0.11m** Allocated to School Education in 2018

**€0.06m** Allocated to VET in 2018

**€0.28m** Allocated to Youth in 2018

## Erasmus+ TCAs

[Widening Training Opportunities for Irish Carers with Erasmus+](#)

[Sharpening the Axe: Erasmus+ Supporting Youth Workers](#)

[Galway Teachers Develop Their SEN Skills with Erasmus+](#)

[VET Connected: Léargas Contact Making Seminar for VET Staff](#)



léargas

### Key Action 1: Mobility of Individuals

Key Action 1 projects involve exchanges, study visits, job-shadowing and training in another country.

### Key Action 2: Cooperation for Innovation and Exchange of Good Practice

Key Action 2 projects are projects where organisations from different countries taking part in Erasmus+ collaborate to share experience, exchange or develop new practices in their work.

### Key Action 3: Support for Policy Reform

Key Action 3 projects empower young people to have their voices heard and to take part in policy discussions with decision makers. Key Action 3 only applies to the youth field.

## Adult Education



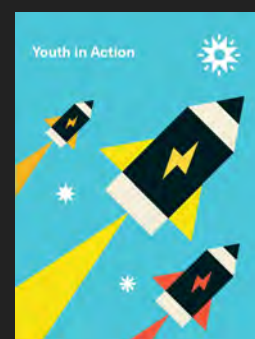
## School Education



## VET



## Youth





# Erasmus+ Inclusion and Diversity

## 2018

Funding Year: **2018**

Country: **Ireland**

### Léargas

Léargas is the National Agency for Erasmus+ in the fields of Adult Education, School Education, Vocational Education and Training and Youth in Ireland.

### Get in touch

For more information on Erasmus+ TCAs, get in touch with our Client Services Team

E: [clientservices@leargas.ie](mailto:clientservices@leargas.ie)

E: [pdukic@leargas.ie](mailto:pdukic@leargas.ie)

T: 01 8871299

### Key Action 1: Mobility of Individuals

Key Action 1 projects involve exchanges, study visits, job-shadowing and training in another country.

### Key Action 2: Cooperation for

#### Innovation and Exchange of Good

#### Practice

Key Action 2 projects fund organisations from different countries to collaborate, share experience, exchange or develop new practices in their work.

### Key Action 3: Support for Policy

#### Reform

Key Action 3 projects empower young people to have their voices heard and to take part in policy discussions with decision makers. Key Action 3 only applies to the youth field.

### International Cooperation

Léargas joined Strategic Partnership on Inclusion (SPI) and become a leader of rural disadvantage areas strand. SPI is a Strategic Partnership established in 2016 with different target topics on inclusion and diversity with 16 participating National Agencies. Main aim is to encourage organisations from disadvantaged areas to use Erasmus+ and European Solidarity Corps and increase the participation of young people in international youth

### Supportive Approach

In managing our programmes, we in Léargas implement a supportive approach; this approach represents a variety of activities such as:

- visits to projects and monitoring visits
- attending inclusion-specific events
- organising international contact-making seminars for inclusion organisations
- developing supportive resources and guides
- and much more!

We also work to ensure that inclusion and diversity lie at the heart of much of the work that we fund. In 2018, our Inclusion and Diversity Officer--together with Project Officer colleagues--supported **24 organisations** across all fields in their approach to inclusion.

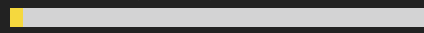
We provide support to organisations before they apply; sometimes this means encouraging them to have the confidence to apply. Where projects have been unsuccessful or identified as a potential risk, we work closely with them to provide support.

### 2018 Erasmus+ Inclusion &

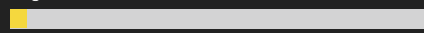
### Diversity in numbers

### Erasmus+ Projects

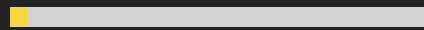
Gender equality/Equality



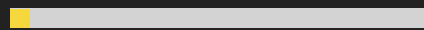
Migrants Issues



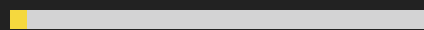
Integration of Refugees



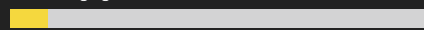
Rural development and urbanisation



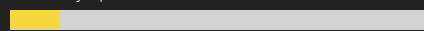
Romas and other minorities



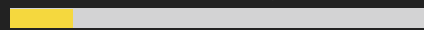
Civic engagement



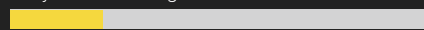
Disability/special needs



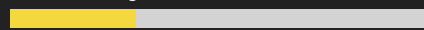
Environment and climate change




Early school leaving



Cultural heritage



 léargas



For more information on Inclusion and Diversity in Erasmus+ and the European Solidarity Corps get in touch with our Inclusion and Diversity Officer:

Petar Dukic

[@Leargas\\_Petar](https://twitter.com/Leargas_Petar)

### Accessible resources and workshops:

The Erasmus+ Mid-Term Evaluation 2017 recommended that--to achieve Erasmus+ Inclusion priorities--National Agencies and the Commission should work together to develop accessible information, tools and instruments to successfully engage diverse groups and communities marginalised in the programmes.

In 2018 Léargas focused on how to implement this recommendation through participation in different working/focus groups. We started work on a number of accessible information resources and workshops, including eight Inclusion and Diversity Inspiration days (4 youth, 2 school education and 2 cross-sectoral). All Inspiration Days create a space to reflect on the importance of nurturing inclusion and diversity within organisations and the projects they run. We reflect on what the programmes offer and how they can further support organisations to embed this holistic approach in their work.

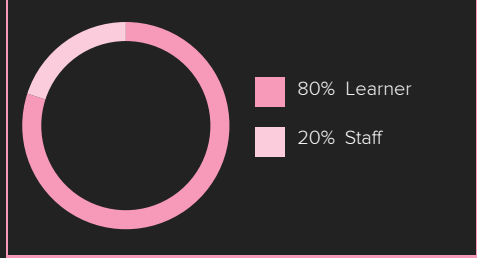
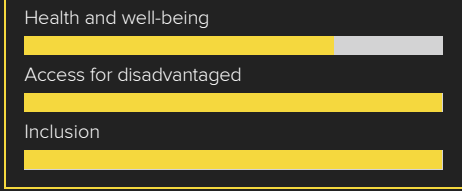
### Inclusion & Diversity

#### Participants in Ireland in 2018

- **363 participants (0.4%) Special needs**
- **1299 participants (18.7%) Fewer opportunities**

work.

We also became members of The 'Steering Group for the Inclusion & Diversity Strategy' (ID Steering Group) – with the European Commission, National Agencies and SALTO Inclusion & Diversity. Main aim of the group is to make sure that the [blank] is implemented and tackles a variety of structural inclusion challenges.



### Inclusion awareness building for Léargas staff

Léargas strategic vision is to build a more inclusive and diverse culture within our programmes and this is reflected in our internal/organisational culture and values. In 2018 we hosted a number of awareness raising events for Léargas staff including linking with a number of NGO's to raise awareness of their work.

### Funded by:



### Find out more:

- School Education Campaign that encourages pupils' stories about how they #ChooseKind by promoting, recognising and celebrating acts of kindness in their classroom
- Where Italy meets Galway: Pupils and Teachers Learn from School Exchanges
- Galway Teachers Develop their SEN Skills
- The European Pillar of Social Rights: What it Means for Education and Erasmus+
- Blue's not just a Colour; Erasmus+ is not just a Programme!
- Building walls Breaking walls

### Inclusion & Diversity

#### Participants across Europe

**1, 448,000 contracts issued**

- **(0.9%) Special needs**
- **(6.8%) Fewer opportunities**

Category	Percentage
Learners	74.5%
KA2	25.5%

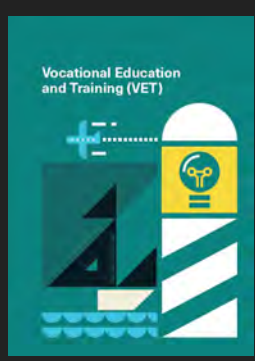
## Adult Education



## School Education



## VET



## Youth





## Starting out with Erasmus+

To find out more about the opportunities available through Erasmus+ [download your free copy of Starting out with Erasmus+ here](#). Whether you are working in the field of Adult Education, School Education, Youth Work or Vocational Education and Training there is something for everyone.

You can also keep up to date on training opportunities, application workshops and deadlines through [leargas.ie](http://leargas.ie).

 Explore,  
Experience,  
Empower.



Funding Year: **2018**  
Country: **Ireland**

Léargas  
Irish National Agency

## Opportunities for Irish organisations and young people

For more than 20 years - through Erasmus+ and earlier programmes such as the European Voluntary Service - Léargas has supported Irish organisations in the community and voluntary sector through international volunteering projects. The European Voluntary Service (EVS) supported young people to travel and volunteer across the European Union, encouraging non-formal learning and acknowledging the learning and development resulting from experiencing cultural diversity.

We've been privileged to work with participating organisations and young people, enabling them to achieve high quality projects and supporting them to develop their volunteer programmes. In 2018, we were delighted to continue this work through the launch and implementation of a fully-fledged new programme: The European Solidarity Corps (ESC), which enables young people and organisations to make a positive change to society through volunteering, traineeships, jobs and solidarity projects run by groups of young people.

In 2018 we funded volunteering and related projects through Erasmus+ in earlier funding rounds and in October held our first deadline for the new European Solidarity Corps. We look forward to holding three funding calls in 2019.

## Léargas Support

For more information get in touch with our Client Services and Operations and Finance Teams.

E:  
T: 01 8871260  
E:  
T: 01 8871290



## Stories

[Project Directory 2018](#)

[The Benefits of European Volunteering](#)

## European Solidarity Corps

### Key Metrics, 2018

**€148k Total Allocated Funding**

**€100k** Volunteering

**€8k** Jobs and Traineeships

**€14k** Solidarity Projects

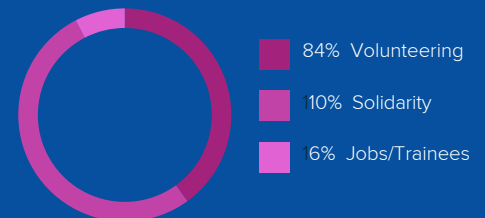
**10** projects

**33** participants

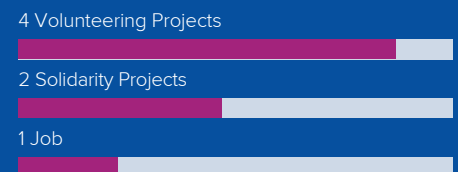
### Funded by:



## Funding %



## Project numbers by Type



## EPALE



Ireland



Year: **2018**

Country: **Ireland**

Léargas  
Irish National Support Service

EPALE is a multilingual open membership community for professionals in the adult learning sector across Europe, including teachers, trainers, guidance practitioners, researchers and policy makers.

EPALE aims to strengthen the adult learning community across Europe, through the sharing of ideas, resources and more. EPALE is co-funded by the European Commission and SOLAS and is free for users.

## Léargas Support

For more information on EPALE get in touch with Laura and Caoilte from our Strategic Initiatives Team.

- E: [epale@leargas.ie](mailto:epale@leargas.ie)
- T: 01 8871250
- <http://www.leargas.ie/programmes/epale/>

## Events in 2018



Assessment in Further Education

10 October 2018



Self Care for Educators

21 November 2018

## EPALE contributions from Ireland

62 Events

31 News Items

19 Blogs

60 Resources

## 2018 Key Metrics for EPAL Ireland

### 914 Registered EPAL users

**193** New Irish members registered on EPAL

**224%** Increase in Twitter followers

**26%** Increase in Facebook followers

**77** Blog contributions from Ireland

**53** Irish resources shared

**49** Networking events attended by EPAL

**47** News Articles

## EPAL Content Examples

['National Print Museum's Cultural and Heritage Training Initiative'](#) by Rachel O'Bryne  
14 January 2018

[The medium is more than the message](#) by Daren OKafo  
26 February 2018

[Innovative models of education and their assessment approach](#) by Dearbhail Lawless  
25 June 2018

[Exchange of Knowledge and Learning in Malta](#) by Claire Sheeran  
16 July 2018

Funded by:





Funding Year: **2018**

Country: **Ireland**

**Léargas**

**Irish National Support Service**

**Managed by:**



## eTwinning in 2018

eTwinning is a free online platform linking a community of more than 500,000 teachers across Europe. It supports primary and post-primary schools to find partners and work on joint projects in any curricular area, using new technologies.

In 2018 we recognised the **first three eTwinning Schools in Ireland** with the **eTwinning School Label**, which rewards leadership in the areas of digital collaboration, innovative pedagogical approaches and responsible use of the internet. The three eTwinning Schools are **de hÍde** (Roscommon), **Davis College** (Cork) and **Our Lady of Fatima Special School** (Wexford). The label recognises the commitment and dedication of teams of eTwinning teachers within a school, and we're delighted to have three flags flying high across Ireland.

2018 was another record year for registrations: we had **504** new teacher registrations, an increase of 68% on 2017, and **192** project registrations, an increase of 25% on 2017.

## Léargas Support

For more information on eTwinning get in touch with our Strategic Initiatives Team:

E: [etwinning@leargas.ie](mailto:etwinning@leargas.ie)

T: 018871206



## eTwinning ambassadors in 2018

The ambassadors network increased to 19 with an improved geographical spread across the country.

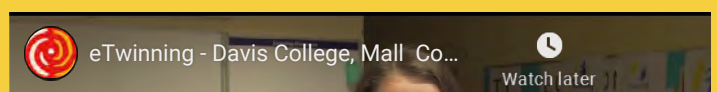


## Professional Development Opportunities for Teachers

- Developing an eSafe Classroom
- Active Learning in my School and Classroom
- First Steps in eTwinning
- Flipped Classroom
- Collaborative Learning in English
- eTwinning Annual Conference
- Schools Connected across Europe
- eTwinning Schools Thematic Conference
- ICT Collaboration and eSafety in the Primary School Classroom
- Building the Future of Europe through Cultural Heritage
- How to plan your first eTwinning project
- TIE - Tackle Inclusion with eTwinning
- Collaborative Teaching and Learning with ICT Tools

## Evidence of good practice

We also commissioned four videos to promote successful Irish projects. These videos were filmed in schools where there was significant activity or where teachers had won National Quality Labels, European Quality Labels or eTwinning School Labels.





## National Quality Labels

In 2018, we produced an eBook that shows all the National Quality Label winning projects. This eBook can be found on our website [here](#).

## Work with Languages Programme

In 2018, together with our Languages colleagues, we launched the European Day of Languages Competition 2018. This was a joint initiative that gave the opportunity to teachers to register a language-related project on [eTwinning.net](#) and enter into a competition for three chromebooks per winning entry.

## Digital Strategy for Schools

In 2018, we published an article on how eTwinning can help schools with their approach to the Digital Strategy for schools. You can find this article [here](#).

## Funded by:





# Languages

# 2018



Funding Year: **2018**  
Country: **Ireland**

Léargas  
Irish National Agency

## Funded by:



## Language Stories

### European Language Label Awards (ELLADay)

Nine innovative and creative language projects or initiatives received the European Language Label at our ceremony in Croke Park, Dublin on 25 September. Minister for Education and Skills Richard Bruton T.D. presented the awards to:

- Union of Students in Ireland (USI) for An Foclóir Aiteach
- CDETB Adult Education Service Finglas for Cúpla Focal
- Maynooth Post Primary School for Home-in-Language
- Interculturallanguageservice.com
- DCU Linguaculture Space
- Mother Tongues for Language Explorers
- Cork Educate Together Secondary School for Music Moves Us
- Dr.Mary-Pat O'Malley-Keighran for Talk Nua
- St Mark's Community School Tallaght for Multilingual Classroom Project.

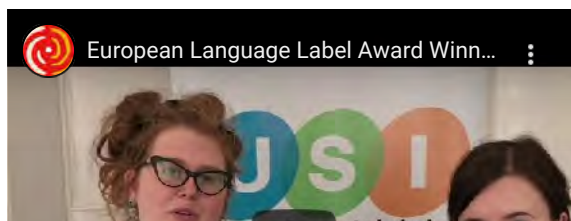
### European Day of Languages

In 2018, we invited primary and post-primary teachers to create a language project with eTwinning! #EDLComp18 aimed to engage with language teaching and learning from a new perspective, encourage collaboration and exchange between schools in different EU countries, and promote creativity and innovation in language learning.

These winners received Chromebooks for their classes:

- Kilglass NS, Ahascragh, Galway for **Our Health is our Wealth**
- St. Vincent's Secondary School and Middleton College, Cork for **Multimedia Quiz on German Language and Culture**
- Salesian College Limerick for **The Power of Reading/El poder de la lectura**
- Manor House School, Dublin for **Il y a 100 ans... L'après la Grande Guerre; 100 years ago: Life in Ireland and France in the aftermath of WW1**

### European Language Label Award Winners 2018



### Léargas Support

For more information on Languages get in touch with our Strategic Initiatives Team:

- E: [languages@leargas.ie](mailto:languages@leargas.ie)
- T: 01 887 1223
- [www.leargas.ie/programmes/languages/](http://www.leargas.ie/programmes/languages/)

Students at Kilglass NS in Galway who won the European Day of Languages Competition with their eTwinning project "Our Health is Our Wealth"



### European Centre for Modern Languages (ECML)

Eight Irish participants travelled to the ECML in Graz, Austria in 2018 to take part in these six workshops:

- Learning Environments where Foreign Languages Flourish
- Action research communities for language teachers
- Inspiring language learning and teaching in the early years
- Towards a Common European Framework of Reference for Language Teachers
- Language for Work – Tools for Professional Development.
- A Roadmap for Schools to Support the Language(s) of Schooling.





Watch the people and projects who received European Language Label Awards in 2018 react to their achievement!



European Language Label Winners at the award ceremony in Croke Park, Dublin, 2018



# International Association for the Exchange of Students for Technical Experience Ireland **2018**



Funding Year: **2018**

Country: **Ireland**

Léargas  
Irish National Agency

## IAESTE

IAESTE is an international exchange programme that runs in over 85 countries worldwide. Members of the network send and receive students for relevant work experience in technical fields like Science, Engineering, IT and Architecture. IAESTE was founded in 1948, just after the end of the Second World War, to help build bridges between nations. The programme celebrated its 70th anniversary in 2017 and is still going strong!

## IAESTE Ireland 2018 Highlights

In 2018 IAESTE Ireland presented the programme to the IDA and its members at their forum. We interacted with several companies who showed interest in the programme to fill skill gaps in the fields of science, engineering and technology. Two new companies, N3 Results and Guidewire, came on board as a result.

In December 2018 we organised an Alumni evening for all IAESTE Alumni and prospective programme participants at the Trinity Science Gallery in Dublin.

IAESTE Ireland and volunteers from the IAESTE Dublin Local Committee organised four activity weekends for our international trainees in Dublin, Cork, Galway and Bundoran, Co. Donegal. This was an excellent opportunity for international trainees to be immersed in Irish culture!

## Léargas Support

For more information on IAESTE get in touch with our Strategic Initiatives Team:

- E: [iaeste@leargas.ie](mailto:iaeste@leargas.ie)
- T: 01 8871250
- [www.leargas.ie/programmes/iaeste](http://www.leargas.ie/programmes/iaeste)

IAESTE Local Committee members at the IAESTE Connect conference in Belgium



IAESTE Ireland National Secretary Neha Choudhary with an IAESTE India colleague at the Seminar on IAESTE Development in Spain



## Outgoing Irish trainees

### worked in:

Austria  
China  
Czech Republic  
India  
Sweden  
Switzerland  
Tunisia  
Turkey

## IAESTE Ireland Stories

[Boosting the positive vibes with IAESTE Boost](#)

[Celebrating 70 years of IAESTE on IAESTE Day](#)

[Inspiration means motivation for the IAESTE Dublin Local Committee](#)

[An eye-opening IAESTE experience in Prague](#)

### Funded by:



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

## Incoming International

### trainees worked in:

Boliden Tara Mines  
Ericsson  
Trinity College Dublin  
VMWare

# European Credit system for Vocational Education & Training

2018



Funding Year: **2018**

Country: **Ireland**

Léargas  
Irish National Agency

The European Credit system for Vocational Education and Training (ECVET) aims to:

- make it more easier and more attractive for people to move between different countries and learning environments in Europe
- make it easier for people to get validation and recognition of work-related skills and knowledge gained in different systems and countries
- increase the compatibility between different VET systems across Europe
- increase the employability of VET graduates
- increase the confidence of employers that each VET qualification reflects specific skills and knowledge

## ECVET in Ireland, 2018

During 2018 we largely concentrated on raising ECVET's profile as a tool for VET mobility projects and developing ECVET's Irish community of practice. In addition to the original Work Plan, ECVET collaborated with the Further Education Network and EPALE to run the 'Assessment in Further Education' conference on 23/03/18. Following the conference, a [response paper](#) was published to QQI's paper [Assessment of Learners and Learning](#). This enabled us to promote ECVET while broadcasting VET professional's opinions on policy matters.

We hosted the 2018 National ECVET Meeting where ECVET updates and project overviews were given. It was a lively event filled with research questions, debate and discussions. As well as updating the ECVET network it allowed preparations to take place for the international events, in particular the national forum. It also helped to direct our promotional campaign for 2018.

Léargas supported both User Group members and ECVET experts to attend various events during 2018, including the ECVET Forum in Bulgaria, which focused on Using ECVET for long-duration mobility. The 21<sup>st</sup> meeting of the ECVET Users' Group, held in Finland, examined ECVET's role in inspiring national VET reforms, using the Finnish practice as a case study. The 3<sup>rd</sup> Meeting of the ECVET Network also took place in Thessaloniki. Moreover, there were Peer Learning Activities in Scotland and Denmark for which we selected and supported VET practitioners to take part.

## Funded by:



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

## Léargas Support

For more information on ECVET, get in touch with our Strategic Initiatives Team:

- E: [strategicinitiatives@leargas.ie](mailto:strategicinitiatives@leargas.ie)
- T: 01 8871250
- [www.leargas.ie/programmes/ecvet/](http://www.leargas.ie/programmes/ecvet/)



Using ECVET for Geographical Mobility (2012)

PART II OF THE ECVET USERS' GUIDE





## Seeing and Sharing Impact

Léargas are committed to analysing and sharing the impact the programmes we manage have on the people and organisations who take part in them, as well as on the wider community and systems in Ireland and Europe.

We provide training and support for organisations to better demonstrate the impact of their projects, and research the effects of our programmes on the education, training and youth sectors in Ireland.

## Get in Touch

For more information on impact, contact Communications and Impact Research officer Charis Hughes.

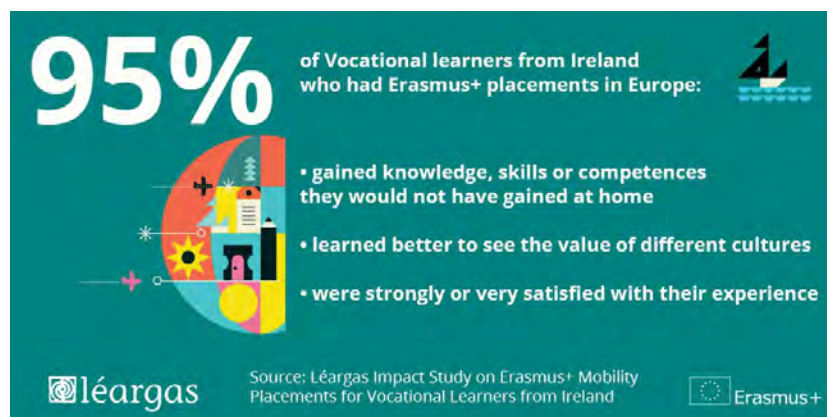
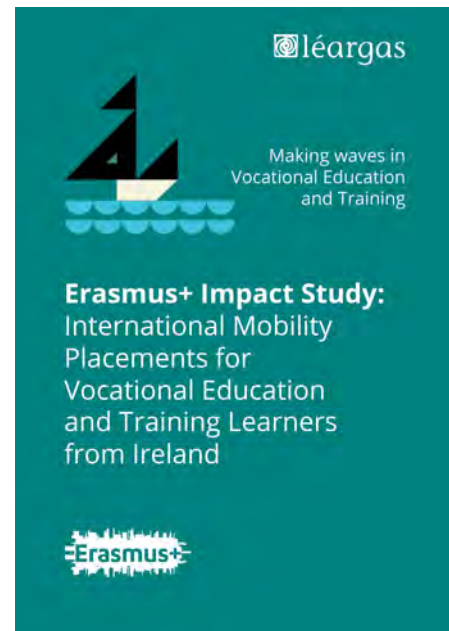
- E: [chughes@leargas.ie](mailto:chughes@leargas.ie)
- T: 01 887 1224
- Twitter: @Leargas\_Charis



# Impact Research 2018

## Erasmus+ Impact Study on International Mobility Placements for VET Learners from Ireland

- Our study of Erasmus+ VET mobility projects 2014-2016 showed a high degree of satisfaction among participants, who gained knowledge and skills they would not have gained at home.
- Erasmus+ VET work placements increased participants' confidence, intercultural skills and professional opportunities by taking them out of their local areas and into an international workplace.
- Organisations that took part in Erasmus+ projects increased their connection with local employers, developed their international networks, and in some cases changed their curricula in response to their learners' experience of the workplace .
- The study identified key elements of a good quality project, including: clear communication and mutual exchange between partners; listening to authentic feedback from participants; providing customised work placements; involving participants' community or family in the experience; and integrating the work placements with the QQI Work Experience module.
- Recommendations included: funding vocational language preparation in successor programmes; supporting cultural preparation, with a particular emphasis on European values; establishing a network for participating vocational organisations in Ireland; and carrying out follow-up studies to trace paths of progression and longer-term impact.



## Sharing Results

The Impact Study was launched in the Department of Education and Skills Clocktower building on 19 September 2018. Results were presented to:

- "Erasmus+ Programme Impact on Individuals in VET and HE" thematic conference, Vilnius, Latvia, 30-31 May 2018
- "Evidence-based policy in Erasmus+: Seminar on research and methodology", Warsaw, Poland, 28-30 November 2018
- The Irish Reference Group for EU Initiatives in Education and Skills meeting, Dublin, Ireland, 9 October 2018

## Future Research

Research began in 2018 for three studies that will be published in 2019:

- The Learning Experience and Impact of **Foreign Languages on Participants in Erasmus+** (joint project with the Higher Education Authority)
- **Erasmus+ Vocational Work Placements Abroad Long Term Tracer** study
- **Competence Development and Capacity Building in Erasmus+: Youth in Action** (National Report for Ireland delivered through the **RAY Network**)



## Training and Support 2018

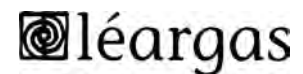
### Impact and Dissemination

- Schools Connected across Europe eTwinning and Erasmus+ Professional Development course module
- Impact and Policy for European Voluntary Service Learning Network workshop
- National Seminar on Erasmus+ Strategic Partnerships for SMEs and Entrepreneurship Education workshop
- Sessions at eight Erasmus+ or European Solidarity Corps Project Management Days
- Sessions at two Erasmus+ Application workshops
- Erasmus+ Evaluator Training
- National Agency Study Visits from Netherlands, Sweden and UK exchange of practice
- 2018 Léargas Forum workshop
- Impact+ Exercise for Adult Education and VET Organisations, Residential Transnational Cooperation Activity in Birmingham, UK

### Impact Resources

- **8 and a Half Questions to ask about Impact and Dissemination** (Léargas presentation)
- **Impact+ Exercise** (UK&Slovene NA tool for identifying desired project impact)
- **Impacttool** (Netherlands NA tool for incorporating impact into project design)
- **Are We Getting There?** (Advocacy Initiative tool for identifying evaluation indicators for advocacy projects)

Managed by:



Léargas, King's Inns House, Parnell Street, Dublin 1  
Phone: 01 8871260  
leargas.ie



**Leargas – The Exchange Bureau**  
**(a company limited by guarantee and not having a share capital)**

**Directors' Report and Financial Statements**  
**for the financial year ended**  
**31 December 2018**

**Registration Number: 208725**



**LEARGAS – THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
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**FOR THE YEAR ENDED 31 DECEMBER 2018**

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**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Directors**

Michael McLoughlin (Chairman)  
Des O'Loughlin  
Fidelma Collins  
Stephen Goulding  
James Doorley (Resigned 6 July 2018)  
Hugh MacConville (Vice-Chair)  
Máire Quinn  
Maria Lorigan  
Jean-Marie Cullen (Appointed 6 July 2018)  
John Gilmore (Resigned 6 July 2018)

**Secretary**

Jim Mullin

**Company number**

208725

**Registered office**

King's Inns House  
Parnell Street  
Dublin 1

**Business address**

Avoca House and King's Inns House  
Parnell Street  
Dublin 1

**Auditors**

JPA Brenson Lawlor  
Brenson Lawlor House  
Argyle Square  
Morehampton Road  
Donnybrook  
Dublin 4

**Bankers**

Allied Irish Bank  
Baggot Street  
Dublin 2

**Solicitors**

Harry Mooney & Co. Solicitors  
7 Orchardstown Park  
Rathfarnham  
Dublin 14

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Internal Financial Controls**

On behalf of the Board of Léargas I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated. The Board of Léargas has responsibility for the organisation's system of financial controls.

The Board acknowledges that the system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material irregularities are either prevented or would be detected in a timely period.

**Key Control Procedures**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities, in a defined organisational structure with clear segregation of duties;
- Adopting the principles of corporate governance as outlined in the revised Code of Practice for the Governance of State Bodies 2016 bearing in mind the size and nature of Léargas; and
- Establishing formal procedures to monitor the activities, and safeguard the assets of the organisation while ensuring compliance with European funding regulations.

The key procedures established by the Board to provide effective internal financial control are set out in an operations manual clearly defining management responsibilities and steps to be taken in the event of control failures.

The effectiveness of the control environment set out in the operations manual has been reviewed through a number of audits carried out in the past 12 months by our external auditors; additionally internal audits have been undertaken by our own internal auditors, Crowleys DFK. Audits have also been carried out on behalf of the Department of Education and Skills and the Department of Children and Youth Affairs by Deloitte and BDO.

The Board has implemented a full system of risk management including:

- The identification of significant strategic, financial, operational and reputational risks;
- The assessment of the appropriateness and strength of management controls surrounding risk areas; and
- The highlighting of key risk areas for specific management attention and Finance, Audit and Risk Committee focus.

An annual budget is compiled and approved by the Board. Monthly accounts are produced showing variances between actual and budget. These are reviewed by management and the Board on a regular basis. A full system of internal financial control is in place covering all aspects of delegation, authorisation, segregation of duties and prevention and detection of fraud.

Léargas outsources its internal audit function to Crowleys DFK, who report directly to the Finance, Audit and Risk Committee. The Finance, Audit and Risk Committee meet on a regular basis to review accounts, internal audit reports and staffing matters. Management receives and reviews accounts on a monthly basis.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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The Board reviews the effectiveness of the system of internal controls on an annual basis through the work of the Finance, Audit and Risk Committee and the reports provided by Crowleys DFK (Internal Auditors) and Deloitte (auditors for DES and DCYA).

No material losses have been incurred arising from weaknesses in internal financial control and therefore there has been no requirement for disclosure in the financial statements or the auditor's report on the financial statements. No fraud has been detected.

In 2017 the Board was advised by our Internal Auditors that the existing procurement policy was not in compliance with the 2016 Code of Practice and that we were required to develop a procurement plan. A derogation on this requirement until the end of February 2018 was sought from the Department of Education and Skills and was granted. The organisation is now in compliance with the Code.

All recommendations by Crowleys DFK, Deloitte and BDO have been or are in the process of being acted on.

There have been no significant commercially sensitive developments in the preceding twelve months and as a non-commercial state body, Léargas is not likely to experience any such developments in the short to medium term

I can confirm that there are no off- balance sheet transactions to report.

I can confirm that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposal are being carried out.

I can confirm that the Board has established a Code of Business Conduct for Directors and Employees and that the policy is being adhered to.

I can confirm that Government policy on the pay of Chief Executives and all State body employees is being complied with.

I can confirm that no fees are paid to the Directors of Léargas.

I can confirm that there have been no significant post balance sheet events.

I can confirm that Léargas is in compliance with the requirements of the Public Spending code.

I can confirm that Léargas is currently revising and updating its Protected Disclosures Policy to comply with the 2014 Act and that no protected disclosures were received by Léargas in the reporting period up to 31 December 2018.

The required Protected Disclosures Annual Report will be published on our website following the Annual General Meeting.

**LEARGAS - THE EXCHANGE BUREAU  
 (A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
 CHAIRMAN'S REPORT (CONTINUED)  
 FOR THE YEAR ENDED 31 DECEMBER 2018**

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I can confirm that Government travel policy requirements are being complied with in all respects.

I can confirm that Léargas has no Capital Expenditure Proposals.

I can confirm that Léargas has been in compliance with its obligations under tax law.

I can confirm that Léargas is not involved in any legal disputes involving other state bodies.

I can confirm that Léargas has adopted the 2016 Code of Practice and has initiated a plan to bring the organisation into full compliance.

I can confirm that Léargas has no subsidiaries and it continues to remain in full compliance with the terms and conditions of the consent under which it was established. Léargas is not involved in joint ventures or share acquisitions but does however host the National Centre for Guidance in Education (NCGE).

For your information, a statement of expenses paid to members of the Board in 2018 including our Executive Director and also a statement of remuneration paid to key staff is set out below. We also include schedules of travel and hospitality expenses. Members of the Léargas Board do not receive fees. Also set out below is a statement of expenses paid to the members of the NCGE Management of Guidance Committee and the remuneration of the Director of the NCGE.

**Léargas Board Expenses**

Fidelma Collins	€4,609.84
Stephen Goulding	€ 995.16
Hugh MacConville	€6,189.08
Jean-Marie Cullen	Nil
Máire Quinn	Nil
Des O'Loughlin	€ 36.28
Michael McLoughlin	Nil
James Doorley	Nil
Maria Lorigan	Nil
John Gilmore	Nil

<b>Executive Director:</b>	Jim Mullin
Salary	€114,366.00
Expenses	€ 1,984.79

<b>Director:</b>	Jennifer McKenzie
Salary	€94,587.10
Expenses	€ 2,505.82

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Staff pay bands**

	<b>2018 Number</b>
€60,001 to €70,000	1
€70,001 to €80,000	4
€80,001 to €90,000	1
€90,001 to €100,000	1
€100,001 to €110,000	-
€110,001 to €120,000	1
	<u>8</u>

**Consultancy costs**

Legal	€ 13,749.12
H.R.	€ 19,886.00

**Travel and subsistence and hospitality expenses**

(including Board, ED and NCGE director travel as set out in the attached schedules)

Foreign travel and subsistence	€76,358.05
Home travel and subsistence	€86,004.36
Hospitality expenses	€ 1,896.50

**NCGE Management of Guidance Committee Expenses**

Paul King	€ 684.16
Breeda Naughton	Nil
Gerry Flynn	Nil
Shira Mehlman	Nil
Kathy Finnegan	Nil
Jim Mullin	Nil
Shane Rooney	Nil
Stephen Fitzgerald	Nil
Orla Christie	Nil
Linda Neary	Nil
Joe Cunningham	Nil

**Signed:**

**Michael McLoughlin**  
Chairperson

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

---

The directors present their annual report and the audited financial statements of the company for the financial year ended 31 December 2018.

**Directors**

The names of the persons who at any time during the financial year were directors of the company are as follows:

Michael McLoughlin (Chairman)

Des O'Loughlin

Fidelma Collins

Stephen Goulding

James Doorley (Resigned 6 July 2018)

Hugh MacConville (Vice-Chair)

Máire Quinn

Maria Lorigan

Jean-Marie Cullen (Appointed 6 July 2018)

John Gilmore (Resigned 6 July 2018)

**Structure, Governance and Management of Léargas**

Léargas is constituted as a company limited by guarantee without a share capital as set out under parts 1-15 of the Companies Act 2014. Its purpose and objects are set out in the Memorandum of Association and how it conducts its business is set out in the Articles of Association. These documents are available from the Companies Registration Office website ([www.cro.ie](http://www.cro.ie)) and also the Charities Regulator website, ([www.charitiesregulator.ie](http://www.charitiesregulator.ie)).

The Board of Léargas has substantially implemented the 2016 Code of Practice for the Governance of State Bodies however a limited number of derogations were given by the Department of Education and Skills, to be resolved by the end of March 2018. As of the Annual General Meeting and the approval of this report, the organisation is now in compliance with the 2016 Code of Practice

Léargas is governed by a board of directors with a maximum membership of nine people, one of whom is nominated by the National Youth Council of Ireland. All members of the board are appointed by the Minister for Education and Skills. Appointments are for a period of three years.

One third of the membership of the board is rotated off the board at the AGM, normally held in April. However such members may be re-elected to the board by the membership or be replaced by new appointees by the Minister, at the Minister's discretion.

In 2018 two members of the board were re-elected by the membership and a third member was re-appointed by the Minister.

The board meets a minimum of eight times annually.

**Board Sub-groups**

Léargas has six standing sub-groups, the Finance, Audit and Risk Committee, the National Centre for Guidance in Education (NCGE) Management Advisory Committee, the Erasmus Plus Youth in Action Selection Committee, the Erasmus Plus Adult Education Selection Committee, the Erasmus Plus Vocational Education and Training Selection Committee and the Erasmus Plus Schools Selection Committee.

The Finance, Audit and Risk Committee meets a minimum of seven times annually. The NCGE Management Advisory Committee meets five to six times annually, the Erasmus + Youth in Action Committee meets three times annually, Adult Education meets twice and the VET and Schools Committees meet annually.



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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The number of meetings for each selection committee may increase depending on the number of grant calls in each year.

Records of attendance at each of the committees above can be found on the Léargas website. The board of Léargas is represented on each committee.

**Policies and Procedures for the Induction of New Board Members**

All new board members receive a Board Induction pack when they become a board member. The induction pack contains all the information and documentation that board members require to carry out their role including the Memorandum and Articles of Association, the board Member Code of Conduct, the Code of Practice for the Governance of State Bodies and a list of matters reserved to the Board. The Executive Director meets with each new board member within the first two months to brief them on the organisation's operations and to respond to any queries.

Board members are also provided with copies of the organisation's current strategic plan.

**Matters Reserved for the Board of Léargas**

The following are the matters reserved for the Board of Léargas:

- Significant acquisitions, disposals and retirement of assets of the State body or its subsidiaries;
- Major investment and capital projects;
- Delegated authority levels, treasury policy and risk management policies;
- Approval of terms of major contracts;
- Annual review of risk and internal control;
- Litigation;
- Compliance with statutory and administrative requirements in relation to the approval of the number, grading and condition of appointment of all staff;
- Approval of annual budgets and corporate plans;
- Productions of annual reports and accounts;
- Appointment/removal of Auditors;
- Appointment, remunerations and assessment of the performance of, and succession planning for the Executive Director;
- Appointment of Programme/Unit Managers; and
- Significant amendments to the pension benefits of the Executive Director and staff (which may require Ministerial approval).

**Staff**

Léargas has a staff team based in Dublin and headed by an Executive Director who reports directly to the Board through the Chairperson. A management team of four people report to the Executive Director and all other members of the staff report to members of the management team.

The Board of Directors delegates certain responsibilities and duties to the Executive Director and through him to the staff team. These include implementation of the Léargas Strategic Plan, leading, managing and developing the Léargas staff team, the implementation of the programmes managed by Léargas, finance and overall administration so that Léargas achieves its overall mission, vision and strategy in a manner consistent with its values.



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Internal Controls**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities, in a defined organisational structure with clear segregation of duties;
- Adopting the principles of corporate governance as outlined in the revised Code of Practice for the Governance of State Bodies 2016 bearing in mind the size and nature of Léargas; and
- Establishing formal procedures to monitor the activities, safeguard the assets of the organisation while
- ensuring compliance with European funding regulations.

The key procedures established by the Board to provide effective internal financial control are set out in an operations manual clearly defining management responsibilities and steps to be taken in the event of control failures.

The Board has implemented full system of risk management including:

- The identification of significant strategic, financial, operational and reputational risks;
- The assessment of the appropriateness and strength of management controls surrounding risk areas; and
- The highlighting of key risk areas for specific management attention and Finance, Audit and Risk Committee focus.

An annual budget is compiled and approved by the Board. Monthly accounts are produced showing variances between actual and budget. These are reviewed by management and the Board on a regular basis.

A full system of internal financial control is in place covering all aspects of delegation, authorisation, segregation of duties and prevention and detection of fraud.

Léargas outsources its internal audit function to Crowleys DFK, who report directly to the Finance, Audit and Risk Committee. The Finance, Audit and Risk Committee meet on a regular basis to review accounts, internal audit reports and staffing matters.

Crowleys DFK (Internal Auditors) and Deloitte (auditors for DES and DCYA) review the effectiveness of the system of internal financial control on an annual basis.

No material losses have been incurred arising from weaknesses in internal financial control and therefore there has been no requirement for disclosure in the financial statements or the auditor's report on the financial statements. No fraud has been detected.

All recommendations by Crowleys DFK or Deloitte have been acted on.

Léargas conducts an annual risk review process that is assessed in detail by the Board in April of each year, which involves identification of the major risks to which Léargas is exposed, an assessment of the likelihood of these happening, their potential impact and possible mitigating strategies. Risk is an item on the agenda of all meetings of the Management Team, meetings of staff teams and of the Board. The charter of the Finance, Audit and Risk Committee of Léargas includes risk analysis as per the Code of Practice for the Governance of State Bodies.

**Health and Safety of Employees**

It is the policy of the company to ensure the health and welfare of employees by maintaining a safe place and system of work.

This policy is based on the requirements of employee legislation, including the Safety, Health and Welfare at Work Act, 1989.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Principal activities and business review**

Léargas provides management and development services to a range of European and bilateral co-operation and exchange programmes in the youth, education, training, and guidance sectors.

The principal activity of the company during the year was the administration and distribution of grants on behalf of the European Commission and the National Authorities i.e. the Department of Education and Skills and the Department of Children and Youth Affairs. The grants managed are funded by the Erasmus + programme together with a range of legacy programmes such as the Leonardo, Socrates, Youth and as well as bilateral programmes such as Causeway.

This means that Léargas acts as a conduit between these agencies and the final grant recipients and holds grant monies in trust for the funders and distributes it to the final recipients according to the rules and regulations of the funder concerned.

Léargas also has responsibility for the National Centre for Guidance in Education, (NCGE).

The NCGE is an agency of the Department of Education and Skills, operating under the aegis of Léargas, with responsibility to support and develop guidance practice in all areas of education and to inform the policy of the Department in the field of guidance. The role and remit of the Centre includes to advise on policy and strategies for the promotion of a continuum of guidance in the context of lifelong learning; provide advice, support, materials and resources for guidance counselling in education and to contribute to the exchange of information on guidance counselling provision and practice with other guidance and employment services, through the National Resource Centre, i.e. Euroguidance Centre.

**Principal risks and uncertainties**

The directors have identified that the key risk and uncertainty Léargas faces is the risk of grant funding being reduced and the consequent impact that this would have on the ability of the company to act as a conduit between European Commission, the Department of Education and Skills, and the Department of Children and Youth Affairs, and the final grant recipients.

Léargas mitigates these risks as follows:

- The company continually monitors the level of activity, prepares and monitors its budgets, targets and projections; and
- The company closely monitors emerging changes to the rules and regulations of the funders concerned on an ongoing basis.

Internal control risks are minimised by the implementation of financial policies and procedures which controls the authorisation of all transactions and projects.

Léargas has no currency risk and no credit risk. It has no interest rate risk due to the fact that it has no borrowings. However, negative interest charges have now been implemented by financial institutions on both current and deposit accounts.

The directors are aware of the key risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that there are appropriate systems in place to mitigate these risks appropriately.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Likely future developments**

The directors are not expecting to make any significant changes in the nature of the business in the near future. The organisation is preparing for a new funding cycle and expecting increases in funding.

**Dividends**

During the financial year the directors have not paid any dividends or recommended payment of any dividend.

**Post balance sheet events**

There have been no events subsequent to the year-end which require any adjustment to, or additional disclosure in the financial statements.

**Accounting records**

The measures taken by the directors to secure compliance with the requirements of sections 281 to 285 of the Companies Act 2014 with regard to the keeping of accounting records are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The accounting records of the company are located at the company's registered office.

**Auditor**

In line with best practice, Léargas have chosen to rotate auditors for the financial year ended 31 December 2018. A robust tender process was undertaken to select the new auditors. Under section 383(2) of the Companies Act 2014, JPA Brenson Lawlor have been appointed as the new auditors. JPA Brenson Lawlor have indicated their willingness to continue in office in accordance with sections 380 to 385 of the Companies Act 2014.

**Relevant audit information**

In the case of each of the persons who are directors at the time this report is approved in accordance with section 332 of Companies Act 2014:

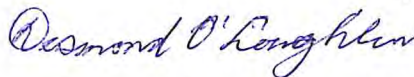
- so far as each director is aware, there is no relevant audit information of which the company's statutory auditors are unaware, and
- each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's statutory auditors are aware of that information.

On behalf of the board:



**Michael McLoughlin**  
Chairperson

Date: ..... 28 May 2019



**Des O'Loughlin**  
Director

Date: ..... 28 May 2019



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' RESPONSIBILITIES STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under that law, the directors have elected to prepare the financial statements in accordance with Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council, and promulgated by Chartered Accountants Ireland. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board:



**Michael McLoughlin**  
Chairperson

Date: 28 May 2019



**Des O'Loughlin**  
Director

Date: 28 May 2019

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
PROGRAMME REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Current Programmes**

**Erasmus +**

Erasmus + is the current EU programme for education, training, youth and sport and covers the period 2014-2020. The Erasmus+ programme aims to boost skills and employability, as well as modernising education, training, and youth work.

Léargas has been appointed as a National Agency for the management of actions under the Erasmus + programme targeted at the vocational training, schools, adult education and youth work sectors in Ireland.

To manage the programme we have re-organised into four operational units as follows:

Client Services Unit  
Operations and Programme Finance Unit  
Communications Unit  
Strategic Initiatives Unit

Léargas manages the following actions and activities:

**KEY ACTION 1 - MOBILITY OF INDIVIDUALS**

This Key Action supports:

Mobility of learners and staff: opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education institutions and civil society organisations to undertake a learning and/or professional experience in another country.

**KEY ACTION 2 - COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES**

This Key Action supports:

Transnational Strategic Partnerships aimed to develop initiatives addressing one or more fields of education training and youth and promote innovation, exchange of experience and know-how between different types of organisations involved in education, training and youth or in other relevant fields. Certain mobility activities are supported in so far as they contribute to the objectives of the project;

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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IT support platforms, such as eTwinning, the European Platform for Adult Learning (EPALE) and the European Youth Portal, offer virtual collaboration spaces, databases of opportunities, communities of practice and other online services for teachers, trainers and practitioners in the field of school and adult education as well as for young people, volunteers and youth workers across Europe and beyond.

**KEY ACTION 3 - SUPPORT FOR POLICY REFORM**

This key action promotes the active participation of young people in democratic life in Europe. It stimulates and provides a framework for debate about issues affecting young people. Structured Dialogue is the name used for discussions between young people and decision makers that should ultimately inform policy-making.

A Structured Dialogue project has three phases: planning and preparation; implementation; and evaluation (including reflection on a possible follow-up). The project can last for three months to two years. Young people must be involved at all stages of the project and it is they who lead the activities.

**European Solidarity Corps Programme**

The European Solidarity Corps enables young people to respond to important societal needs by taking part in solidarity activities across the European Union. It creates opportunities for young people to volunteer or work (in their own country or abroad) in projects that benefit communities and people. Through Volunteering, Traineeships, Jobs, or Solidarity Projects in their own communities, young people contribute to strengthening communities while gaining experience, skills and competences for their own personal, educational, social, civic and professional development.

**Léargas manages the following activities**

**Volunteering Activities**

**Individual volunteering** lets young people participate in the daily work of organisations and lasts between 2 and 12 months, and in some cases, 2 weeks and up. Participants can volunteer abroad or in their country of residence for projects covering social inclusion, environment, culture, and more.

**Volunteering teams** are groups of 10-40 young people from at least two different countries who volunteer together for a period of between 2 weeks and 2 months. The costs of accommodation and food are covered. Participants also receive a small allowance for personal expenses.

**Traineeships and Jobs**

**Traineeships** count as full-time work practice and last between 2 and 6 months – renewable once. They are paid for by the organisation responsible for the traineeship. Trainees develop their personal, educational, social, civic and professional skills.

**Jobs** are full-time and last between 3 and 12 months. They are paid for by the organisation employing the participant.

Traineeships and jobs can take place in the participant's country of residence or abroad. If abroad, participants receive a small allowance to help them relocate and settle in a foreign country.



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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Participants of **volunteering activities, traineeships** and **jobs** get online linguistic support, training and mentoring. Their travel costs to and from the project venue are covered.

**Solidarity Projects**

**Solidarity projects** are initiated, developed and implemented over a period of 2 to 12 months by at least five young people who want to make a positive change in their local community. Young people who want to run a solidarity project in their country of residence must register in the European Solidarity Corps portal.

This Key Action supports:

Knowledge in the fields of education, training and youth for evidence-based policy making and monitoring in the framework of Europe 2020, in particular:

- country-specific and thematic analysis, including through cooperation with academic networks;
- peer learning and peer reviews through the Open Methods of Coordination in education, training and youth;

Initiatives for policy innovation to stimulate innovative policy development among stakeholders and to enable public authorities to test the effectiveness of innovative policies through field trials based on sound evaluation methodologies;

Support to European policy tools to facilitate transparency and recognition of skills and qualifications, as well as the transfer of credits, to foster quality assurance, support validation of non-formal and informal learning, skills management and guidance. This Action also includes the support to networks that facilitate cross-European exchanges, the learning and working mobility of citizens as well as the development of flexible learning pathways between different fields of education, training and youth;

Cooperation with international organisations with highly recognised expertise and analytical capacity (such as the OECD and the Council of Europe), to strengthen the impact and added value of policies in the fields of education, training and youth;

Stakeholder dialogue, policy and Programme promotion with public authorities, providers and stakeholders in the fields of education, training and youth are necessary for raising awareness about Europe 2020, Education and Training 2020, the European Youth Strategy and other European sector-specific policy agendas, as well as the external dimension of EU education, training and youth policies. They are essential to develop the capacity of stakeholders to concretely support the implementation of policies by stimulating the effective exploitation of the Programme results and generating tangible impact.

**Other Programmes**

Léargas also manages additional programme activities including:

**Causeway**

A British Irish Youth Exchange Programme which aims to improve relations and understanding between young people in Republic of Ireland, Northern Ireland and Great Britain.

**Peace IV**

The Education Authority in Northern Ireland and Léargas work in partnership to implement the Peace IV Collaboration through Sharing in Education (CASE) programme.

CASE is for primary and post-primary schools in Northern Ireland and the border counties of Ireland. Its focus is on schools with no or limited previous experience of providing shared education opportunities to their children

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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and young people. CASE aims to build a culture of good relations among school children and to equip them with the skills and attitudes needed to contribute to a society where the cycle of sectarianism and intolerance is broken and a culture of collaboration and cooperation is the norm.

The key aim of CASE is to provide direct, sustained, curriculum-based contact between children and teachers from all backgrounds, through collaboration between schools from different sectors and diverse backgrounds in order to promote good relations and enhance children's skills and attitudes to contribute to a cohesive society.

CASE is open to all schools in the six border counties of Ireland and schools in Northern Ireland which are not currently involved in the DSC Signature Project for Shared Education.

**Languages**

Promoting languages and language learning through the European Day of Languages, European Centre for Modern Languages and The European Award for Languages - the Language Label

**IAESTE**

The Strategic Initiatives Unit also manages the IAESTE (International Association for the Exchange of Students for Technical Experience) programme which is a reciprocal international exchange programme which operates in over 80 countries and provides short-term relevant work experience abroad for technical students in their own field of study.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Opinion**

We have audited the financial statements of Léargas - The Exchange Bureau (the 'company') for the year ended 31 December 2018 which comprise the income and expenditure account, the statement of income and retained earnings, the balance sheet, the statement of cash flows and the related notes. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2018 and of its surplus for the year then ended;
- have been properly prepared in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland; and
- have been prepared in accordance with the requirements of the Companies Act 2014.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (Ireland) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Other information**

**(continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2014**

Based solely on the work undertaken in the course of the audit, we report that in our opinion:

- the information given in the directors' report is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited, and the financial statements are in agreement with the accounting records.

**Matters on which we are required to report by exception**

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the directors' report.

We have nothing to report in respect of our obligation under the Companies Act 2014 to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by sections 305 to 312 of the Act are not made.

**Responsibilities of directors for the financial statements**

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITORS' REPORT (CONTINUED)  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: [http://www.iaasa.ie/Publications/Auditing-standards/International-Standards-on-Auditing-for-use-in-Ire/International-Standards-on-Auditing-\(Ireland\)/ISA-700-\(Ireland\)](http://www.iaasa.ie/Publications/Auditing-standards/International-Standards-on-Auditing-for-use-in-Ire/International-Standards-on-Auditing-(Ireland)/ISA-700-(Ireland)). This description forms part of our auditor's report.

**The purpose of our audit work and to whom we owe our responsibilities**

This report is made solely to the company's members, as a body, in accordance with Section 391 of the Companies Act. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Thomas McDonald  
for and on behalf of JPA Brenson Lawlor  
Chartered Accountants  
Statutory Audit Firm**



.....  
Argyle Square  
Morehampton Road  
Donnybrook  
Dublin 4



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	2018 €	2017 €
<b>Income</b>	6	4,985,742	4,296,430
Administrative expenses		(4,985,742)	(4,296,430)
<b>Surplus before taxation</b>		-	-
Tax on surplus		-	-
<b>Surplus for the financial year</b>		-	-

The Income and Expenditure Account has been prepared on the basis that all operations are continuing operations.

The company has no other recognised items of income and expenses other than the results for the financial year as set out above.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
STATEMENT OF INCOME AND RETAINED EARNINGS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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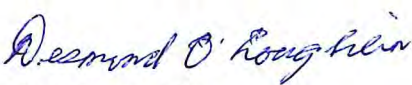
	2018 €	2017 €
Surplus for the financial year	-	-
<b>Income and expenditure account at the start of the financial year</b>	68,451	68,451
	<hr/>	<hr/>
<b>Income and expenditure account at the end of the financial year</b>	68,451	68,451
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2018**

	Notes	2018 €	2017 €
<b>Fixed assets</b>			
Tangible assets	8	29,492	29,369
<b>Net bursaries</b>			
Bursary grant bank accounts	9	11,429,354	9,389,747
Bursary funding	9	<u>(11,429,354)</u>	<u>(9,389,747)</u>
		-	-
<b>Current assets</b>			
Debtors	10	485,251	165,616
Cash at bank and in hand		<u>1,027,108</u>	<u>1,302,313</u>
		1,512,359	1,467,929
<b>Creditors, amounts falling due within one year</b>			
Creditors	11	(269,501)	(357,018)
Operational grants in advance		<u>(564,645)</u>	<u>(380,713)</u>
<b>Creditors and grants in advance</b>		(834,146)	(737,731)
<b>Net current assets</b>		<u>678,213</u>	<u>730,198</u>
<b>Total assets less current liabilities</b>		707,705	759,567
<b>Creditors: amounts falling due after more than one year</b>	12	<u>(639,254)</u>	<u>(691,116)</u>
<b>Net assets</b>		68,451	68,451
<b>Reserves</b>			
Income and expenditure account	14	<u>68,451</u>	<u>68,451</u>

These financial statements were approved by the board of directors on 30<sup>th</sup> April 2019 and signed on behalf of the board by:

  
**Michael McLoughlin**  
 Chairperson  
 Date: 28 May 2019

  
**Des O'Loughlin**  
 Director  
 28 May 2019

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018	2017
	€	€
<b>Cash flows from operating activities</b>		
Surplus for the financial year	-	-
<b>Adjustments for :</b>		
Depreciation of tangible assets	22,840	18,552
Accrued (income) / expenses	183,932	38,494
<b>Movements in working capital:</b>		
Decrease / (increase) in trade and other debtors	(319,635)	(83,328)
(Decrease) / increase in trade and other creditors	(139,379)	22,338
	<hr/>	<hr/>
Cash flows (absorbed by) operations	(252,242)	(3,944)
<b>Net cash used in investing activities</b>		
Purchase of tangible assets	(22,963)	(24,903)
<b>Net cash used in financing activities</b>	-	-
	<hr/>	<hr/>
<b>Net (decrease) in cash and cash equivalents</b>	(275,205)	(28,847)
<b>Cash and cash equivalents at beginning of financial year</b>	1,302,313	1,331,160
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of financial year</b>	1,027,108	1,302,313
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**1. Company information**

Léargas – The Exchange Bureau is a company limited by guarantee and not having a share capital, domiciled and incorporated in the Republic of Ireland. The registered office is King's Inn House, Parnell Street, Dublin 1, and it's company registration number is 208725.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2014.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value. The principal accounting policies adopted are set out below.

The financial statements are prepared in euros, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest €.

**Going concern**

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income and expenditure**

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

**Tangible fixed assets**

Tangible fixed assets are initially recorded at cost and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**3. Accounting policies**

**(Continued)**

any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment	33% straight line
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If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

**Impairment**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

**Cash at bank and in hand**

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

**Financial instruments**

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded, or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**3. Accounting policies**

**(Continued)**

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

**Taxation**

The company has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a company not carrying on a business for the purposes of making a profit. DIRT is payable on any interest income received in excess of €32.

**Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**4. Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**4. Judgements and key sources of estimation uncertainty**

**(Continued)**

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognized in the financial statements:

***Useful lives of tangible assets***

Long-lived tangible fixed assets comprising primarily of fixtures, fittings and office equipment are stated at cost less depreciation in note 8 to the financial statements. The annual depreciation charge depends primarily on the estimated life of each type of asset. The directors regularly review these useful lives and change them, if necessary, to reflect current conditions. In determining these useful lives, the directors consider technological change, patterns of consumption, physical condition and expected economic utilisation of the assets. Changes in the useful lives can have a significant impact on the depreciation charge for the financial year. The net book value of tangible fixed assets subject to depreciation at the financial year end date was €29,492.

**5. Limited by guarantee**

The company is a company limited by guarantee not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding €1.27.

**6. Income**

Income arises from:

	<b>2018</b>	<b>2017</b>
	€	€
Grants	4,985,743	4,296,430
	<hr/>	<hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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Grant income received from the Department of Education and Skills during the year was as follows:

	<b>2018</b>	<b>2017</b>
	<b>€</b>	<b>€</b>
Grant income received	1,275,000	1,132,800
Grant income deferred	<u>159,589</u>	<u>-</u>
	<b><u>1,115,411</u></b>	<b><u>1,132,800</u></b>

The total income of the company for the year has been derived from its principal activity wholly undertaken in the Republic of Ireland.

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**7. Staff costs**

The average number of persons employed by the company during the financial year, including the managers, was as follows:

	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
Management	6	6
Finance	15	14
Operations	33	32
Administration	<u>2</u>	<u>2</u>
	<u>56</u>	<u>54</u>

The aggregate payroll costs incurred during the financial year were:

	<b>2018</b>	<b>2017</b>
	<b>€</b>	<b>€</b>
Wages and salaries	2,388,696	2,222,093
Social insurance costs	237,857	220,657
Other retirement benefit costs	<u>123,904</u>	<u>120,797</u>
	<u>2,750,457</u>	<u>2,563,547</u>

**Staff pay bands**

	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
€60,001 to €70,000	1	2
€70,001 to €80,000	4	4
€80,001 to €90,000	1	1
€90,001 to €100,000	1	1
€100,001 to €110,000	-	-
€110,001 to €120,000	<u>1</u>	<u>1</u>
	<u>8</u>	<u>9</u>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**8. Tangible assets**

	<b>Fixtures, fittings and equipment</b>
	€
<b>Cost</b>	
At 1 January 2018	212,092
Additions	22,963
<b>At 31 December 2018</b>	<u>235,055</u>
<b>Depreciation</b>	
At 1 January 2018	182,723
Depreciation charged in the year	22,840
<b>At 31 December 2018</b>	<u>205,563</u>
<b>Carrying amount</b>	
At 31 December 2018	<u>29,492</u>
At 31 December 2017	<u>29,369</u>



**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**9. Bursary accounts**

Léargas receives grants from the European Commission and various Departments for distribution to Colleges, Schools, Voluntary Groups, Companies and Individuals. On an ongoing basis, it has a balance of grants on hand for either distribution to the final beneficiaries or for repayment to the source funder. This amount is reflected in the bursary bank balances held at the end of the year and as these amounts are not the property of Léargas but are held in trust, the same amounts are shown as grants in advance in the creditors section of the balance sheet. These grants are funded by the European Commission in advance with the grants being paid when 50% of the initial payment is expended by Léargas on beneficiary funding. While Léargas receives these funds in advance, it will have at any time retained a portion of these due to contractual arrangements with beneficiaries. For example, funds may be retained if all contractual arrangements are not in place or if final or interim reports have not been received.

	Balance at 1 Jan 2018 €	Grant income to Dec 2018 €	Other in the year €	Grants paid in the year €	Balance at 31 Dec 2018 €
Youth Work Services	108,648	40,000	-	(34,737)	113,911
Lifelong Learning Programme	40,539	-	-	(558)	39,981
Erasmus+	9,240,560	15,371,929	-	(13,337,027)	11,275,462
	<u>9,389,747</u>	<u>15,411,929</u>	<u>-</u>	<u>(13,372,322)</u>	<u>11,429,354</u>

**10. Debtors**

	2018 €	2017 €
Trade debtors	485,251	165,616
	<u>485,251</u>	<u>165,616</u>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**11. Creditors: amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	€	€
Trade creditors and accruals	219,501	293,522
Dissemination costs	-	13,496
Staff termination provision	50,000	50,000
	<u>269,501</u>	<u>357,018</u>

**12. Creditors: amounts falling due after more than one year**

	<b>2018</b>	<b>2017</b>
	€	€
Total staff termination provision	689,254	741,116
Included within creditors falling due within one year	(50,000)	(50,000)
	<u>639,254</u>	<u>691,116</u>

**13. Financial instruments**

The carrying amount for each category of financial instruments is as follows :

	<b>2018</b>	<b>2017</b>
	€	€
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Trade debtors	485,251	165,616
Cash at bank and in hand	1,027,108	1,302,313
	<u>1,512,359</u>	<u>1,467,929</u>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**13. Financial instruments**

(Continued)

	2018	2017
	€	€
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors and accruals	834,146	687,731
Staff termination provision	689,254	741,116
	<u>1,523,400</u>	<u>1,428,877</u>

**14. Reserves**

The income and expenditure account includes all current and prior period retained surpluses and deficits.

**15. Post balance sheet events**

There have been no events subsequent to the year-end which require any adjustment to, or additional disclosure in the financial statements.

**16. Controlling party**

The company's ultimate controlling party is the Minister for Education and Skills.

**17. Approval of financial statements**

The board of directors approved these financial statements for issue on 28 May 2019

**LEARGAS - THE EXCHANGE BUREAU**  
**(a company limited by guarantee and not having a share capital)**

**The following pages do not form part of the statutory financial statements.**

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED INCOME REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 1**

	2018 €	2017 €
<b><u>Income</u></b>		
Department of Education and Skills	1,115,441	1,132,800
European Commission (EC)	1,387,209	1,254,751
Department of Children and Youth Affairs	505,948	455,030
Eurodesk (DCYA)	54,218	55,136
Eurodesk (EC)	42,888	40,755
Causeway (DCYA)	40,000	63,070
Causeway (Other)	13,708	-
Epale	109,286	88,953
E-Twinning (DES)	44,607	44,607
E-Twinning (EC)	137,745	105,159
IAESTE	8,940	7,687
ECVET	15,101	13,160
Other Education Programme	561,801	98,946
<b><u>NCGE Income</u></b>		
Department of Education	600,000	600,000
National Resource Centre (EC)	55,328	42,706
Projects	15,552	16,098
Solas – FET	278,000	277,572
<b>Total income</b>	<b>4,985,742</b>	<b>4,296,430</b>



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – CLIENT SERVICES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 2**

	2018 €	2017 €
<b><u>Expenditure</u></b>		
Salaries	812,698	724,212
Staff training	18,748	9,775
Grants	40,000	63,070
Office supplies	18,785	16,209
IT maintenance and supplies	33,261	32,922
Meetings / workshops	35,829	23,381
Travelling and subsistence	55,150	46,048
Service providers	173,371	178,443
Other costs	13,292	21,332
Building costs	74,950	72,522
Communications	8,883	8,139
	_____	_____
<b>Total expenditure</b>	<b>1,284,967</b>	<b>1,196,053</b>
	=====	=====

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – COMMUNICATIONS UNIT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 3**

	<b>2018</b>	<b>2017</b>
	€	€
<b><u>Expenditure</u></b>		
Salaries	282,351	251,460
Staff training	4,664	9,647
Office supplies	7,504	9,033
IT maintenance and supplies	19,406	16,703
Meetings / workshops	6,383	3,810
Travelling and subsistence	7,574	9,781
Service providers	12,848	24,356
Other costs	6,065	10,879
Publications	41,452	30,547
Building costs	39,095	37,982
Communications	5,373	6,978
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>432,715</b>	<b>411,176</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – STRATEGIC INITIATIVES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 4**

	<b>2018</b>	<b>2017</b>
	<b>€</b>	<b>€</b>
<b><u>Expenditure</u></b>		
Salaries	456,819	369,965
Staff training	13,862	6,715
Office supplies	15,737	12,893
IT maintenance and supplies	16,923	21,868
Meetings / workshops	49,823	50,103
Grants	494,718	57,827
Travelling and subsistence	86,230	56,064
Service providers	58,855	81,163
Other costs	10,653	7,258
Publications	37,828	45,328
Building costs	40,320	61,024
Communications	5,527	6,878
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>1,287,295</b>	<b>777,086</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – OPERATIONS AND FINANCE  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 5**

	2018 €	2017 €
<b><u>Expenditure</u></b>		
Salaries	807,875	736,936
Staff training	24,303	2,464
Office supplies	14,624	13,395
IT maintenance and supplies	33,261	32,769
Meetings / workshops	1,894	-
Travelling and subsistence	16,031	11,599
Service providers	51,530	81,115
Other costs	21,540	17,554
Publications	172	-
Building costs	51,895	73,011
Communications	8,760	6,896
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>1,031,885</b>	<b>975,739</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – NATIONAL CENTRE FOR GUIDANCE IN  
EDUCATION  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Appendix 6**

	<b>2018</b>	<b>2017</b>
	€	€
<b><u>Expenditure</u></b>		
Salaries	499,136	461,619
Staff training	7,454	11,644
Grants	238,215	250,740
Office supplies	3,942	5,106
IT maintenance and supplies	16,862	12,510
Meetings / workshops	5,557	4,819
Travelling and subsistence	8,263	8,099
Service providers	54,906	75,071
Other costs	10,820	8,695
Publications	43,510	37,352
Building costs	52,678	54,247
Communications	7,537	6,474
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>948,880</b>	<b>936,376</b>
	<hr/> <hr/>	<hr/> <hr/>



**Leargas – The Exchange Bureau**  
**(a company limited by guarantee and not having a share capital)**

**Financial Statements**  
**for the financial year ended**  
**31 December 2018**  
**Chairman's Report**

**Registration Number: 208725**

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Internal Financial Controls**

On behalf of the Board of Léargas I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated. The Board of Léargas has responsibility for the organisation's system of financial controls.

The Board acknowledges that the system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material irregularities are either prevented or would be detected in a timely period.

**Key Control Procedures**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities, in a defined organisational structure with clear segregation of duties;
- Adopting the principles of corporate governance as outlined in the revised Code of Practice for the Governance of State Bodies 2016 bearing in mind the size and nature of Léargas; and
- Establishing formal procedures to monitor the activities, and safeguard the assets of the organisation while ensuring compliance with European funding regulations.

The key procedures established by the Board to provide effective internal financial control are set out in an operations manual clearly defining management responsibilities and steps to be taken in the event of control failures.

The effectiveness of the control environment set out in the operations manual has been reviewed through a number of audits carried out in the past 12 months by our external auditors; additionally internal audits have been undertaken by our own internal auditors, Crowleys DFK. Audits have also been carried out on behalf of the Department of Education and Skills and the Department of Children and Youth Affairs by Deloitte and BDO.

The Board has implemented a full system of risk management including:

- The identification of significant strategic, financial, operational and reputational risks;
- The assessment of the appropriateness and strength of management controls surrounding risk areas; and
- The highlighting of key risk areas for specific management attention and Finance, Audit and Risk Committee focus.

An annual budget is compiled and approved by the Board. Monthly accounts are produced showing variances between actual and budget. These are reviewed by management and the Board on a regular basis.

A full system of internal financial control is in place covering all aspects of delegation, authorisation, segregation of duties and prevention and detection of fraud.

Léargas outsources its internal audit function to Crowleys DFK, who report directly to the Finance, Audit and Risk Committee. The Finance, Audit and Risk Committee meet on a regular basis to review accounts, internal audit reports and staffing matters. Management receives and reviews accounts on a monthly basis.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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The Board reviews the effectiveness of the system of internal controls on an annual basis through the work of the Finance, Audit and Risk Committee and the reports provided by Crowleys DFK (Internal Auditors) and Deloitte (auditors for DES and DCYA).

No material losses have been incurred arising from weaknesses in internal financial control and therefore there has been no requirement for disclosure in the financial statements or the auditor's report on the financial statements. No fraud has been detected.

In 2017 the Board was advised by our Internal Auditors that the existing procurement policy was not in compliance with the 2016 Code of Practice and that we were required to develop a procurement plan. A derogation on this requirement until the end of February 2018 was sought from the Department of Education and Skills and was granted. The organisation is now in compliance with the Code.

All recommendations by Crowleys DFK, Deloitte and BDO have been or are in the process of being acted on.

There have been no significant commercially sensitive developments in the preceding twelve months and as a non-commercial state body, Léargas is not likely to experience any such developments in the short to medium term

I can confirm that there are no off- balance sheet transactions to report.

I can confirm that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposal are being carried out.

I can confirm that the Board has established a Code of Business Conduct for Directors and Employees and that the policy is being adhered to.

I can confirm that Government policy on the pay of Chief Executives and all State body employees is being complied with.

I can confirm that no fees are paid to the Directors of Léargas.

I can confirm that there have been no significant post balance sheet events.

I can confirm that Léargas is in compliance with the requirements of the Public Spending code.

I can confirm that Léargas is currently revising and updating its Protected Disclosures Policy to comply with the 2014 Act and that no protected disclosures were received by Léargas in the reporting period up to 31 December 2018.

The required Protected Disclosures Annual Report will be published on our website following the Annual General Meeting.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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I can confirm that Government travel policy requirements are being complied with in all respects.

I can confirm that Léargas has no Capital Expenditure Proposals.

I can confirm that Léargas has been in compliance with its obligations under tax law.

I can confirm that Léargas is not involved in any legal disputes involving other state bodies.

I can confirm that Léargas has adopted the 2016 Code of Practice and has initiated a plan to bring the organisation into full compliance.

I can confirm that Léargas has no subsidiaries and it continues to remain in full compliance with the terms and conditions of the consent under which it was established. Léargas is not involved in joint ventures or share acquisitions but does however host the National Centre for Guidance in Education (NCGE).

For your information, a statement of expenses paid to members of the Board in 2018 including our Executive Director and also a statement of remuneration paid to key staff is set out below. We also include schedules of travel and hospitality expenses. Members of the Léargas Board do not receive fees. Also set out below is a statement of expenses paid to the members of the NCGE Management of Guidance Committee and the remuneration of the Director of the NCGE.

**Léargas Board Expenses**

Fidelma Collins	€4,609.84
Stephen Goulding	€ 995.16
Hugh MacConville	€6,189.08
Jean-Marie Cullen	Nil
Máire Quinn	Nil
Des O'Loughlin	€ 36.28
Michael McLoughlin	Nil
James Doorley	Nil
Maria Lorigan	Nil
John Gilmore	Nil

<b>Executive Director:</b>	Jim Mullin
Salary	€114,366.00
Expenses	€ 1,984.79

<b>Director:</b>	Jennifer McKenzie
Salary	€94,587.10
Expenses	€ 2,505.82

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**CHAIRMAN'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Staff pay bands**

	<b>2018 Number</b>
€60,001 to €70,000	1
€70,001 to €80,000	4
€80,001 to €90,000	1
€90,001 to €100,000	1
€100,001 to €110,000	-
€110,001 to €120,000	1
	<u>8</u>

**Consultancy costs**

Legal	€ 13,749.12
H.R.	€ 19,886.00

**Travel and subsistence and hospitality expenses**

(including Board, ED and NCGE director travel as set out in the attached schedules)

Foreign travel and subsistence	€76,358.05
Home travel and subsistence	€86,004.36
Hospitality expenses	€ 1,896.50

**NCGE Management of Guidance Committee Expenses**

Paul King	€ 684.16
Breeda Naughton	Nil
Gerry Flynn	Nil
Shira Mehlman	Nil
Kathy Finnegan	Nil
Jim Mullin	Nil
Shane Rooney	Nil
Stephen Fitzgerald	Nil
Orla Christie	Nil
Linda Neary	Nil
Joe Cunningham	Nil

**Signed:**

**Michael McLoughlin**  
Chairperson





## Léargas Committees: Membership and Attendance, 2018

### Léargas Board

Board Member	Dates of Meetings and Attendance							Total
	13 Feb	27 Mar	30 Apr	12 June	18 Sep	19 Oct	04 Dec	
Des O'Loughlin	✓	✓	✓	✓	✓		✓	6
Fidelma Collins			✓	✓	✓	✓	✓	5
Hugh McConville	✓		✓	✓	✓	✓	✓	6
Jean Marie Cullen	✓	✓	✓		✓	✓	✓	6
Maria Lorigan		✓		✓	✓	✓	✓	5
Maura Quinn		✓	✓	✓	✓	✓	✓	6
Michael McLoughlin	✓		✓	✓	✓	✓	✓	6
Stephen Goulding		✓	✓					2

### Léargas Finance and Audit Committee

Committee Member	Dates of Meetings and Attendance							Totals
	13 Feb	27 Mar	30 Apr	12 Jun	18 Sep	19 Oct	04 Dec	
Des O'Loughlin	✓	✓	✓	✓	✓		✓	6
Fidelma Collins			✓	✓	✓	✓	✓	5
Hugh McConville	✓		✓	✓				3
Michael McLoughlin	✓		✓	✓	✓	✓	✓	6
Stephen Goulding		✓	✓					2



### Erasmus+ Youth in Action Selection Committee

Committee Member	Dates of Meetings and Attendance			Totals
	5 April	29 June	30 November	
Brian Desmond, Léargas			✓	1
Gerry McCarthy, Ballyfermot Youth Service	✓			1
Charis Hughes, Léargas	✓	✓		2
Maurice Devlin/Hillary Tierney, NUI Maynooth	✓	✓	✓	3
Susan Menton, St Ultan's		✓	✓	2
<i>Observers (DCYA): David Logan/Declan Crowe/Tina Murphy/ Geraldine McCarthy/John Gilbane</i>	✓	✓	✓	3

### Erasmus+ Adult Education Selection Committee

Committee Member	Attended meeting on		Totals
	10 April	20 June	
Hugh McConville, Board of Léargas	✓	✓	2
Fidelma Collins, Board of Léargas		✓	1
Maura Quinn, Board of Léargas	✓		1
Jennifer McKenzie, NCGE	✓		1
Emma Grainger, Léargas	✓		1
Brian Desmond, Léargas	✓		1
<i>Observer (DES): Roseann Gilligan</i>			

### Erasmus+ VET Selection Committees

Committee Member	Attended meeting on				Total
	01 Feb	18 June	08 Aug	04 Oct	
Dianne Dignam, External VET Expert		✓			1
Mark Skinner, IBEC		✓			1
Noreen Fitzpatrick		✓			1
Michael McLoughlin, Chairman of the Léargas Board		✓			1
Brian Desmond, Léargas	✓				1
Emma Grainger, Léargas	✓				1
Fionnuala Broughan, Léargas			✓	✓	2
John Taite, Léargas				✓	1
Laura Austen Gray, Léargas	✓				1
Mary Stokes, NCGE	✓		✓		2
Hugh McConville, Léargas Board Member	✓			✓	2
<i>Observers: Roseann Gilligan (DES)</i>					

### Erasmus+ School Education Selection Committee

Committee Member	Attended meeting on			Total
	10 April	20 June	29 November	
Fidelma Collins		✓		1
Hugh McConville	✓	✓	✓	3
Maria Quinn	✓			1
Jennifer McKenzie (NCGE)	✓		✓	2
Hazel Stanley		✓		1
Emma Grainger, Léargas	✓		✓	2
Brian Desmond, Léargas	✓			1
<i>Observers: Áine Beamish, Léargas</i>		✓		1

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Phone: 01 8871260  
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Lárionad Náisiúnta um Threoir san Oideachas  
National Centre for Guidance in Education



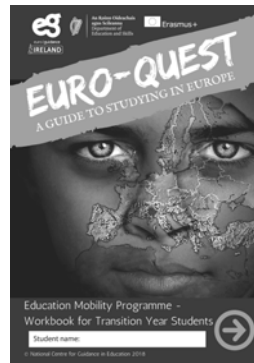
An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

# Output Statement of the National Centre for Guidance in Education 2018



Rialtas na hÉireann  
Government of Ireland





**NCGE: A Whole School Guidance Framework**  
National Centre for Guidance in Education  
June, 2017

ncge  
Lárionad Náisiúnta um Threoir san Oideachas  
National Centre for Guidance in Education

**JOIN NOW THE PSI REGISTER OF PSYCHOMETRIC TEST USE: GUIDANCE COUNSELLORS**

The Register is supported by signatories of the Agreement with PSI. This agreement includes the Director of Studies in Guidance Counselling, the Institute of Guidance Counsellors and the Adult Educational Guidance Association of Ireland.

**Who is eligible?**

- Guidance Counsellors who have completed a Department of Education and Skills (DES) recognised initial education programme in guidance counselling since 1999.
- Guidance counsellors who qualified prior to 1999 and who have undertaken Continuous Professional Development (CPD) in accordance with the requirements of the DES.
- Guidance Counsellors who have guidance qualifications from outside of the State can join the register also on condition that the DES has approved their application for working in the education sector.

**WHY JOIN:**

- Supports the implementation of good practice in the use of psychometric testing in the education sector.
- Enhances the professional competence of Guidance Counsellors in the identification of psychometric tests in Ireland.
- Serves the public interest as an Irish Register. Registers, such as the EPS Register, that have members of limited numbers may no longer operate without the protection of the DES, but only, with Bursar in 2019.

A Certificate of Psychometric Test Use will be issued to those registered. This Certificate is valid for 4 years.

Get a copy of the application form online @ [www.ncge.ie/psi](http://www.ncge.ie/psi) or e-mail: [learning@psychologicalsociety.ie](mailto:learning@psychologicalsociety.ie)

PSI will offer annual CPD in psychometric testing free of charge for Guidance Counsellors on the Register.

**IAEVG 2018**

**A NEED FOR CHANGE**

City of Gothenburg

**eg IRELAND**

Erasmus+

**Would you like to study abroad?**

**Do you want to know more about learning and training opportunities in Europe?**



**GUIDANCE MATTERS**

Number 50 in Issue 50 (Summer 2018)

INCLUDES IN THIS ISSUE:

- Guidance in Ireland
- Setting up Whole School Guidance in Junior Cycle
- Research
- National Forum on Guidance
- Internationalisation

**'Bulletin'**



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## FOREWORD FROM CHAIR

As the Chairman of the Management of Guidance Committee of NCGE, it is my privilege to present the Annual Output Statement Report for 2018 of the National Centre for Guidance in Education.

This annual output statement offers a welcome opportunity to document the practical activities of NCGE during the period 2018 and demonstrates NCGE's sustainable commitment to projects which are at the core of the agency's work and responsive to the needs and requirements of an ever changing landscape in the field of guidance policy and practice.

The Management of Guidance Committee comprises members from a broad range of professional expertise across a range of guidance practice areas. I wish to acknowledge the ongoing and generous contribution of my colleagues on the current Committee as we endeavor to support the ongoing work and role of NCGE. We broadly welcome the publication of the Independent Review of Career Guidance Tools and Information in April 2019 and acknowledge **Minister for Education and Skills, Joe McHugh TD**, for his commitment to "prioritise high-quality, relevant career guidance support" and look forward to the deliberations of the internal task force established by the Minister to examine each of the recommendations and develop a prioritised implementation plan.

I would also like to acknowledge the Executive Director of Léargas, Mr. Jim Mullin for being relentless in his continued support of the remit of NCGE, for which we are grateful. On behalf of the Committee I wish to especially acknowledge the energy and commitment of Ms. Jennifer McKenzie, Director, and all of the staff of NCGE, ensuring the outputs referenced in this statement are produced to the highest standards.

This report has been made available to the public on the Centre's website under [www.ncge.ie/ncge/reporting](http://www.ncge.ie/ncge/reporting)

A handwritten signature in black ink that reads 'Paul King'.

Paul King, Chair, NCGE Management of Guidance Committee



## DIRECTOR'S NOTE

The 2018 NCGE Annual Output Statement, published as an element of the Léargas Annual Report, outlines the continued objectives and activities of NCGE, in supporting the delivery of good practice in guidance and informing the development of guidance policy in the education and training sector at national level.

The Management of Guidance Committee (MGC) has provided invaluable support to the Centre at a crucial time in guidance in Ireland, with the DES review of Careers Information and Tools expected to inform and influence guidance planning for the future.

NCGE is always keen to develop resources and support the implementation of good practice in guidance. The completion of the Pilot phase of the NCGE: Whole School Guidance Framework and subsequent Dissemination Conference is testament to the commitment of guidance counsellors and school principals nationally to engage with the model of whole school guidance.

In keeping with our international brief, we have hosted study visits and attended and participated in EU and International conferences and developed resources for guidance in schools to promote the opportunities for learning abroad through mobility options.

NCGE was delighted to relaunch our twice yearly online magazine as “Guidance Matters” in December 2018, reflecting the need for a dedicated focus on policy and research in guidance in Ireland across all sectors.

It remains my continued pleasure to work with the dedicated and professional staff of the Centre, and to acknowledge the constant and trusted support of Léargas for NCGE to carry out its duties with autonomy. In working closely with the DES over many years, we are heartened by the continued recognition of the DES of NCGE as the “centre of excellence” for guidance.

We look forward to great opportunities in guidance policy and practice into 2019 and beyond.

Is mise le meas,

A handwritten signature in blue ink that reads "Jennifer McKenzie". The signature is fluid and cursive, written over a light blue rectangular background.

Jennifer McKenzie, Director, NCGE



## THE NATIONAL CENTRE FOR GUIDANCE IN EDUCATION

The National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Skills, operating under the aegis of Léargas, with responsibility to support and develop guidance practice in all areas of education and to inform the policy of the Department in the field of guidance.

The DES Management of Guidance Committee agreed that the Mission and Vision of NCGE are as follows:

**Mission:** To develop and support quality guidance provision in the education sector as part of lifelong learning in accordance with national and international best practice.

**Vision:** Leading and shaping guidance practice to enable the learner to make informed and appropriate life choices.

In defining guidance in the education sector NCGE is informed by both the [National Guidance Forum Report 2007](#) and [DES Guidelines 2005](#) which state that:

**‘Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society’**

(National Guidance Forum 2007)

**‘Guidance in schools refers to a range of learning experiences provided in a developmental sequence that assist students to develop self-management skills which will lead to effective choices and decisions about their lives. It encompasses the three separate but interlinked areas of personal and social development, educational guidance and career guidance’**

(Guidelines for Second Level Schools on the Implications of Section 9 (c) of the Education Act 1998, relating to students' access to appropriate guidance.)

The strategic aims informing the work of the Centre are detailed on the following page.



**As outlined in the NCGE Strategic plan,  
the key NCGE Strategic Objectives include to:**



1. inform, influence, facilitate and support the development of guidance policy in post primary schools and FET
2. inform, influence, facilitate and support the development of guidance provision and delivery in post primary schools and FET
3. co-ordinate the provision of Continuing Professional development (CPD) for guidance counsellors and practitioners in post primary schools and FET
4. establish, support and promote quality assurance and best practice guidelines for guidance in Post primary schools and FET
5. provide quality information, resources and materials to support guidance provision and practice
6. exchange information on guidance and support development of policy at national and EU level via Euroguidance Centre and National Forum on Guidance, and ELGPN (or its successor as appropriate)

**In fulfilling these aims and objectives, NCGE will:**

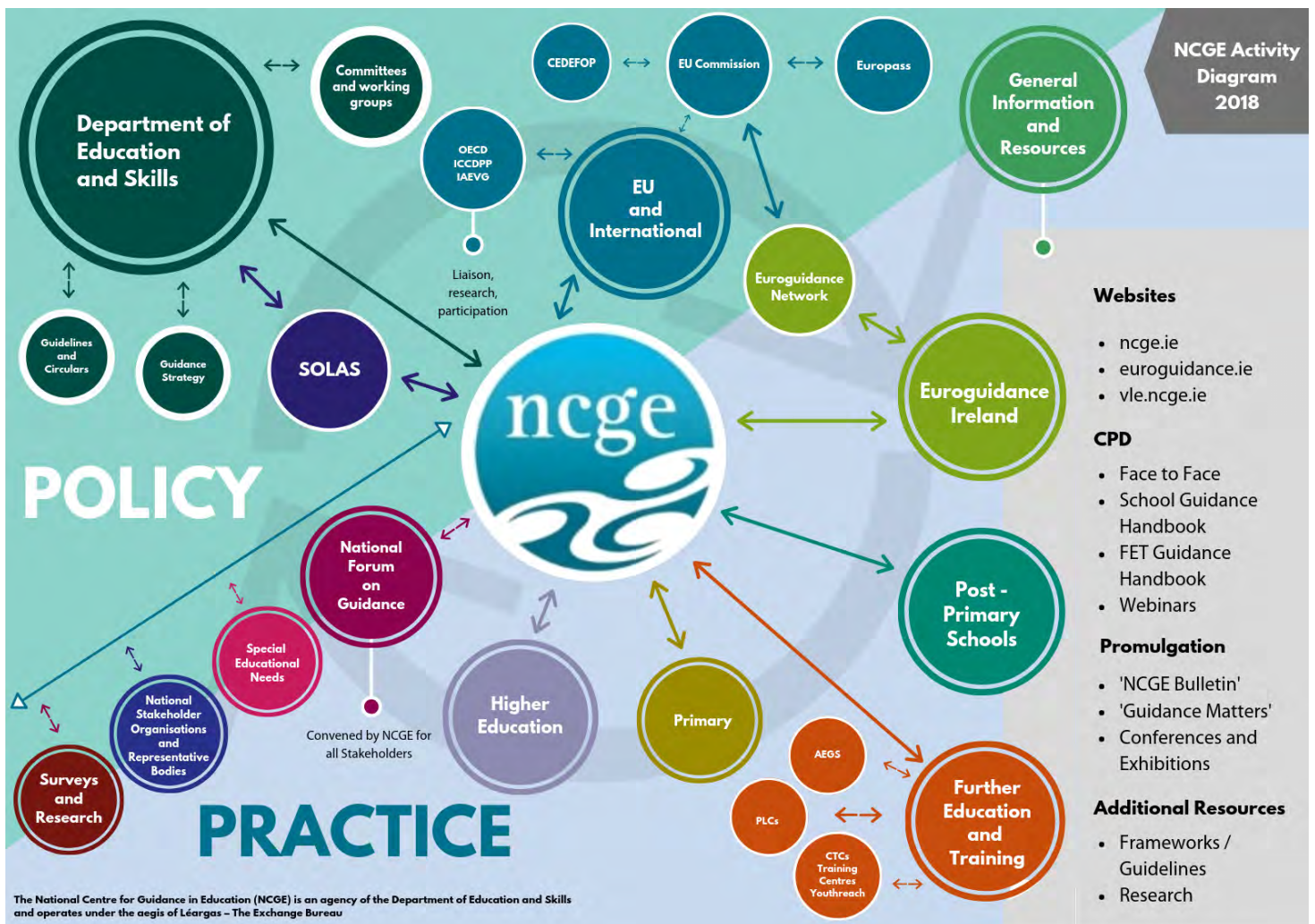


1. ensure and promote the use of ICT where possible and appropriate
2. engage with all relevant stakeholders
3. establish a process to review and reflect on development of activities and programmes
4. ensure compliance with governance requirements

The full strategic document is contained in the appendix on p.35 of this Output Statement.

NCGE provides support and development for guidance practitioners in the education sector and promotes European mobility and the European dimension of guidance in education and training. NCGE is the DES representative at EU Commission meetings on guidance and a member of the [Europass Advisory Group](#).

As a member of the [Euroguidance Network](#), part funded by DES and [DG Employment, Social Affairs & Inclusion](#) (European Commission), the Centre also assists people seeking information on education and training opportunities in Europe. NCGE provides advice and assistance to a wide range of organisations and individuals involved in education, training and employment on guidance matters.



# 1. NCGE GOVERNANCE

## The NCGE Management of Guidance Committee (MGC) 2017-2019

The Minister for Education and Skills nominated the Chair and membership of the Management of Guidance Committee 2017-2019. These nominations were ratified and appointed to the Committee by the Board of Léargas. Following the resignations of some members of the Committee in 2018 (due to work retirements) DES sought new nominations from the appropriate organisations.

Terms of Reference for the role of the Management of Guidance Committee are available to download at [www.ncge.ie/ncge/who-manages-ncge](http://www.ncge.ie/ncge/who-manages-ncge)

## DES Indecon Review of Careers Information and Tools

In 2018 the Management of Guidance Committee made a submission to the [DES Indecon Review public consultation process](#). The NCGE Director and Chair met with Indecon and provided initial reference documentation to inform the Review and attended the Indecon Public Consultation event in July 2018.

## Oversight and Performance Delivery Agreement (OPDA)

In June 2018, NCGE and Léargas signed the new Oversight and Performance Delivery Agreement (ODPA) with the Curriculum Assessment and Policy Unit of the DES on the role of NCGE in “acting as a centre of excellence for guidance in particular in relation to Post-Primary and Further Education” and “informing the policy of the Department in the field of guidance”. This agreement was cosigned by Léargas, NCGE, CAP and the International Section of DES as part of the governance section of the DES for Léargas.

The OPDA further clarified that SOLAS is responsible for the funding of guidance within the FET sector whereby SOLAS oversees the development and evaluation of guidance provision. SOLAS funds NCGE to support the implementation of the strategic priorities of the FET Strategy as pertains to guidance. DES remains responsible for the overarching policy for the FET sector, including guidance.



## Finance Sub Committee

The Management of Guidance Finance Sub-Committee meets quarterly. Management accounts are prepared by Léargas for the subcommittee, and a report is presented to the Management of Guidance Committee. The Finance subcommittee comprises the Director of NCGE, the Chair of the Management of Guidance Committee, the Léargas Executive Director and representative of the Léargas Finance and Audit Committee and representatives of the Department of Education and Skills and SOLAS.

## Organisational Activities

The Management of Guidance Committee (2017-2019) met 5 times in 2018. The Committee reviewed the Strategic Plan for 2015 -2017 and agreed that a formal decision on the Strategic Plan 2018-2020 would be best informed by the outcome of the DES Career Guidance Review. As a result the Committee agreed that the objectives and appropriate activities of the Strategic Plan 2015-2017 would be extended into 2018 pending the outcome of this review. Records of each meeting are available at [www.ncge.ie/ncge/who-manages-ncge](http://www.ncge.ie/ncge/who-manages-ncge)

## Staffing

NCGE operated in 2018 with 7 full time staff: Director, Guidance Programme Coordinator (Post Primary), FET Guidance Programme Coordinator, Guidance Officer (Euroguidance), Office Administrator, Programme Administration Officer and Communications Officer. NCGE proposed to DES for the replacement recruitment of the Guidance Officer position in the FET programme however this decision was postponed pending the publication of the Indecon Review.

The Staff Performance Management Review system was continued into 2018, with further HR support provided by the Léargas appointed HR Generalist and by the Léargas Solicitor.

NCGE continued to contract external staff and agencies to provide specific services in areas such as CPD module development, website development, translations and additional administration where appropriate.

## 2. PRIMARY EDUCATION

The NCGE strategic plan outlined the priorities of the NCGE Work Programme, which refers specifically to Post Primary, FET and European sectors. In Ireland there is no formal provision for Guidance in primary schools within the lifelong context, however NCGE still aim to highlight examples of best practice in guidance, play therapy, coaching and skills programmes for primary education. For more see [www.ncge.ie/ncge/guidance-primary](http://www.ncge.ie/ncge/guidance-primary).

Traditionally the Centre also continues to research the level of formal guidance in the primary school system in other EU countries. In 2018 NCGE published an NCGE News article from further afield, showcasing a [unique initiative in Korea](#).

## 3. POST PRIMARY ACTIVITIES

### Whole School Guidance Framework

[www.ncge.ie/school-guidance-handbook/ncge-whole-school-guidance-framework](http://www.ncge.ie/school-guidance-handbook/ncge-whole-school-guidance-framework)

In 2018, NCGE established the [WSG Pilot group](#) with 16 Schools nationally including DEIS, voluntary secondary, Community & Comprehensive, ETB, and private schools. This pilot project was titled 'Looking at Whole School Guidance in Junior Cycle'. In promotion of a whole school approach the schools were requested to confirm that both the Guidance Counsellor and the School Principal would attend and complete the pilot together.

These pilot schools focused on the review and provision (initially) of guidance to Junior Cycle. Each of the 16 schools worked closely with NCGE on the development and testing of common resources which could then be disseminated to schools nationally. These resources were then made available to schools online via the NCGE website.

See [www.ncge.ie/wsg/resources](http://www.ncge.ie/wsg/resources)

NCGE hosted a Dissemination Conference on 13<sup>th</sup> November 2018 in the Clock Tower in DES to present the outcomes of this pilot project. The conference provided the 16 schools participating with the opportunity to share their journey with education partners; policy makers, school management organisations, the teaching unions, guidance counselling training providers and principals and guidance counsellors from schools.

See [www.ncge.ie/wsgconf2018](http://www.ncge.ie/wsgconf2018)

## Development of Evidence Based Practice

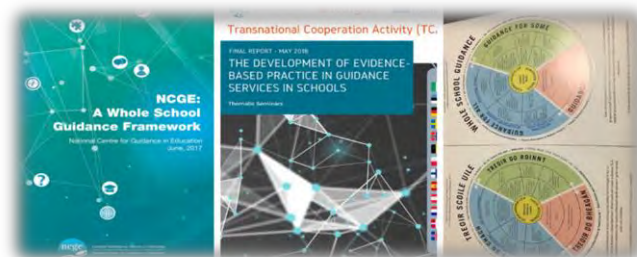
NCGE hosted the first of two Erasmus+ funded Transnational Cooperation Activity (TCA) thematic seminars on behalf of Léargas, the National Agency, promoting the development of evidence based practice in guidance services in schools in 2017. The second of these thematic seminars was held in February 2018 in Dun Laoghaire, Co Dublin. The aim of these seminars was to develop a transnational resource which will facilitate member states in developing evidence based guidance practice and promote the use of ICT in contributing to the development of school guidance quality assured practices. Participants who had registered and attended the first meeting were invited to attend the second event and included policy makers (and support agencies), trainers, researchers, along with managers and practitioners who have a role in leading, managing, supporting and/or delivering guidance services in schools.

The two sessions, comprising of discussions and organized activities were facilitated and prepared by Dr. Deirdre Hughes and Mr. Trevor Carson. The TCA “Final Report, 2018, the Development of Evidence Based practice in guidance services in schools” was published by NCGE in May 2018 and is available to download at [www.ncge.ie/ncge/DublinTCA](http://www.ncge.ie/ncge/DublinTCA)

## DES - School Guidance Compliance Return

[www.ncge.ie/school-guidance-compliance-return](http://www.ncge.ie/school-guidance-compliance-return)

Following the completion of the DES School Guidance Compliance return in 2018, NCGE supported DES in analyzing the data and drafting the final DES internal report. The purpose of this compliance return was to establish that schools are using their allocation for guidance in accordance with the terms of Department Circulars.



**For detailed information in relation to the online provision of resources and materials for post-primary, go to p.24**



## 4. FURTHER EDUCATION AND TRAINING (FET) SECTOR ACTIVITIES

During 2018, the development of the FET Guidance Strategy remained 'on hold' pending the outcome of the DES Review of Career Guidance, nonetheless, demand for ongoing support from guidance providers and FET providers across FET continued to grow.

### AEGI Supports

[www.ncge.ie/ncge/adult-educational-guidance-services](http://www.ncge.ie/ncge/adult-educational-guidance-services)

NCGE continued to support the provision of quality guidance within the Adult Education Guidance Services (AEGS) of the ETBs, working on behalf of DES and SOLAS, in collaboration with ETBI, on the development of the AEGS nationally.

NCGE coordinates and manages the confidential Adult Guidance Management System (AGMS) database on behalf of SOLAS, with completions by ETB AEGS (required by SOLAS) from which NCGE generates annual reports.

NCGE also coordinates and delivers the Continuous Professional Development (CPD) programme for ETB AEGS staff.

In May 2018 the Irish and European Data Protection landscape changed significantly following the introduction of the General Data Protection Regulation (GDPR). The significance and urgency of the development obliged immediate consultations with DES and SOLAS in coordinating agreement on a number of core issues.

NCGE engaged in consultation with GDPR experts, SOLAS and ETBI and sought Léargas/NCGE legal advice in consideration of national policy in meeting the challenges involved in ensuring GDPR compliance by the AGMS.

*National Consultation:* In October and November 2018, NCGE hosted two National Consultation days (Cork and Dublin). Approximately 90 ETB staff; including Directors of FET, Adult Education Officers and staff of the Adult Education Guidance Services attended. Presentations and discussions focused on considerations for the development of the AGMS in support of FET guidance services in addition to planning for ETB FET guidance services into the future.

Following these national consultations NCGE established the 'AGMS / FET Guidance Management System Working Group' to discuss data gathering and the reporting of FET Guidance. It was proposed and agreed that the AGMS/ FET GMS WG will meet four times annually, beginning January 2019.

## Other Activities

**In order to manage the other ongoing challenges associated with the provision of quality guidance across the broad FET arena, the NCGE FET Guidance Programme Coordinator pursued several potential avenues of engagement across the sector, participating in national advisory groups, working with DES, SOLAS, ETBI, ETBs and others to consider developments of potential impact to policy in the sector.**

The NCGE FET Guidance Programme Coordinator participated in groups including:

- ETBI DEIS Support Transitions through Ed - *ETBI Supporting DEIS Schools*
- Universal Designs for Learning Guidelines - *SOLAS Advisory Committee*
- Youthreach (SOLAS) *Advisory Group* , YR CTC Evaluations *Steering Group* and Youthreach *Evaluation Workshops*
- ETBI FET - *National Coordinators Collaborative Group*
- QQI National RPL Practitioners Network - *Steering Group*
- European Agenda for Adult Learning - *Project Advisory Group (PAG) to - EAAL & EPALE*

Over the course of 2018, the NCGE FET Guidance Programme Coordinator further proactively instigated and developed cooperative and collaborative relationships, facilitating and participating in information sharing opportunities relating to FET Guidance provision including:

- considering guidance for blended learning - with the [National Adult Literacy Agency](#) and [An Cosán Virtual Community College](#)
- considering developments to guidance provision within Public Employment Services - with case officers of the Dept. of Employment Affairs and Social Protection
- considering the challenges of providing suitable and adequate guidance services to young persons in Youthreach/CTC programmes and with adults seeking to improve their literacy through online learning platforms
- considering how to support those involved in guidance delivery within Prison Services with the [Irish Association for Social Inclusion Opportunities](#)
- considering how to support others seeking to improve their opportunities by engaging with [Skills for Work](#) programmes.

In circumstances where there were good and useful networks already in place, the NCGE FET Guidance Programme Coordinator engaged and supported work which could inform the development of an FET Guidance Strategy.

## TIME TO MOVE Events

[www.ncge.ie/TimeToMove-2018](http://www.ncge.ie/TimeToMove-2018)

'Time to move' is a Eurodesk Europe-wide campaign which informs young people and those who work with them about opportunities to work, study, train and volunteer in Europe. NCGE FET in partnership with Euroguidance Ireland collaborated with Eurodesk to organise these events nationally in 2018. In promoting the European dimension of guidance and mobility in the FET sector and in partnership with Euroguidance Ireland, NCGE FET attended and encouraged participation by adult and secondary school guidance counsellors, Youthreach and CTCs, ETB Youth Officers, INTREO offices, LESN, JobClubs, PLC & FET Guidance, Training Centres, Regional Skills Managers and relevant information networks with a number of 'Time to Move' events around Ireland.

**For detailed information in relation to the online provision of resources and materials for FET go to p.25**

## 5. HIGHER EDUCATION ACTIVITIES

### Directors of Studies in Guidance Counselling (DSGC)

[www.ncge.ie/ncge/directors-studies-guidance-counselling](http://www.ncge.ie/ncge/directors-studies-guidance-counselling)

This Committee represents the five universities in Ireland which provide initial education and training programmes for guidance counselling. These include the Directors of the programmes in Dublin City University, Maynooth University, University College Cork, and University of Limerick. The DES Inspectorate also attends this Committee meeting. While the DES established the review process in accordance with the [Programme Recognition Framework](#), NCGE continued to liaise directly with the Directors.

Trinity College Dublin had previously been a member of this Committee, however they advised of their withdrawal following the closure of the TCD Masters in Education (Educational Guidance and Counselling) programme.

### DSGC / PSI Agreement on Psychometric Testing

[www.ncge.ie/psi](http://www.ncge.ie/psi)

NCGE continued to support this Agreement through promotion of the 'Register'. This PSI register is referred to in [DES Circular 0035/2017](#). (p.20 - Advisory Committee on Psychometric Testing)

## Other Activities

- Representatives of the Association of Higher Education Careers Services (AHECS) attended the National Forum on Guidance meetings
- [NCGE News](#) included articles on guidance issues in higher education and highlighted examples of innovative practice and resources.

## 6. THE EUROPEAN GUIDANCE SECTOR

### Euroguidance Ireland

[www.euroguidance.ie](http://www.euroguidance.ie)

The Euroguidance network consists of Euroguidance Centres in 34 European countries. Its mission is to promote the European dimension in lifelong guidance in member countries and to foster international learning mobility by means of guidance services. Its key target group is guidance practitioners in education and employment, who provide information and guidance on international mobility to end-users seeking studying and training opportunities abroad. The Euroguidance Ireland Centre, hosted by NCGE, promotes this European dimension of guidance and provides quality information on lifelong guidance and learning mobility for guidance professionals and individuals seeking to study or train abroad.

### The Euroguidance Network

[www.euroguidance.eu](http://www.euroguidance.eu)

In 2018 Euroguidance Ireland continued as an active member of the Euroguidance Network, attending network meetings and participating in the work of the Strategy and Quality and Communications and Promotion Working Groups. Meeting attended in 2018 included;

- Euroguidance Network Meeting, Bradford, UK, April, 2018
- Euroguidance Network Meeting, Reykjavik, Iceland, October 2018

Following the Euroguidance Network agreement for the review of activities and structures of the Network, it was agreed that a smaller group of Euroguidance Centres would meet to consider and make proposals to the Network for the development of such structures.

The NCGE Director attended this small working group (*entitled 'New Ways of Working'*) in Tallinn (Estonia) in October 2018. Proposals were then submitted to the wider Euroguidance Network for consideration, including the establishment of a 'Steering Group' for the Network.

## Study Visits & Peer Learning

[www.euroguidance.ie/study-visits](http://www.euroguidance.ie/study-visits)

NCGE /Euroguidance Ireland hosts and attends study visits and other peer learning and networking events (as outlined in the grant request for the Euroguidance programme of activities 2018-2020). These activities aim to support the sharing of international best practice in guidance among guidance practitioners and other relevant professionals.

### Study Visits hosted by NCGE / Euroguidance Ireland in 2018:

In June 2018 NCGE/Euroguidance Ireland provided a workshop for a visiting group from Croatia. The topic was Career Counselling in Higher Education: Developing Students' Career Management Skills. The Partners in Ireland were: the National Centre for Guidance in Education / Euroguidance Ireland, University College Dublin Career Development Centre, Maynooth University Career Development Centre and GradIreland. The participants on the study visit were staff employed in career development centres from different Croatian higher education institutions.

*Due to the large number of events organised by and participated in by NCGE in Ireland and other countries during October and November 2018, the 3 day Euroguidance November FET study visit was postponed until early 2019.*

### Peer learning events participated in by NCGE / Euroguidance Ireland in 2018:

- In May NCGE attended the '*Imagining New Perspectives on Work: The Role of Career Development in Shaping Futures*' in The [International Centre for Guidance Studies](#) (iCeGS) in the University of Derby. Participants from guidance centres around Europe attended to collaborate and share examples of good practice.
- In October, NCGE attended the [International Association for Educational and Vocational Guidance](#) (IAEVG) conference in Gothenburg. The theme was '*A Need for Change*' and the topics covered themes such as *Career guidance and counselling and the ever-changing labour market and access to work* and *new theories, models and strategies in career guidance and counselling for migrants and refugees*.

- In November, NCGE attended the [Learning by Leaving](#) Conference in Cologne, Germany, the conference of the four major European networks that provide information and guidance on mobility (Euroguidance, Eurodesk, EURES and Europass) and presented on the developing [Euro-Quest](#) programme on studying / training in Europe for Irish students.

## Internship

Following the success of the Internship in 2016 and 2017, NCGE hosted a further Internship programme in 2018, in partnership with Mannheim University. A career guidance student from Germany worked in NCGE for 5 weeks as part of her programme. This was an excellent opportunity for NCGE to provide support of a genuine mobility option for an EU Student of guidance. The intern worked closely with the Euroguidance Officer to review and develop existing Euroguidance resources. She had the opportunity to attend site visits to guidance services in a youth information center, an adult guidance center and Intreo / DEASP. She also visited the QQI (Europass/NARIC) and Eurodesk offices.

## EUROPASS Advisory Group

NCGE / Euroguidance Ireland liaises and collaborates with QQI as the national data source for core information and EQF-NCP Ireland to ensure that appropriate guidance, EQF and Europass information is included within the information provided to the Learning Opportunities Portal. The EU Commission established the [Europass Advisory Group](#) in 2018 to support the development of Europass, including the 'Learning Opportunities' portal. The NCGE Director, along with QQI Europass and EQF representatives, represent Ireland on this advisory Group.

## Irish Reference Group for EU Initiatives in Education and Skills

NCGE/ Euroguidance Ireland is an active member of the Irish Reference Group for EU Initiatives in Education and Skills. The primary objective of the Irish Reference Group for EU Initiatives is to disseminate information on EU Initiatives. Members include Quality Qualifications Ireland, Europass, EQF, EQUAVET, ENIC NARIC, and Léargas. The Euroguidance Officer participated in a meeting of the [Irish Reference Group for EU Initiatives in Education in Dublin in October 2018](#), presenting on the European dimension of guidance and ongoing developments at national level.



## Guidance Provision to European Schools

[www.ncge.ie/ncge/guidance-european-schools](http://www.ncge.ie/ncge/guidance-european-schools)

NCGE/ Euroguidance Ireland co-ordinates the provision of educational guidance to the children of Irish parents attending European Schools on an annual basis, on behalf of DES. 116 students availed of guidance provision across 13 European Schools (in Belgium, Luxembourg, Italy, Spain, and Germany) between November and December 2018.

Guidance was delivered both on-site and online; including individual and group guidance sessions to years S4 to S7 inclusive.

## Other Activities

### Euro-Quest Resource

[www.euroguidance.ie/euro-quest](http://www.euroguidance.ie/euro-quest)

Euro-Quest is a programme which is designed to give Transition Year students an opportunity to explore the idea of studying or training abroad for a semester, an academic year, or for an entire degree or apprenticeship. This programme has been informed and adapted from feedback received directly from Guidance Counsellors.

NCGE commenced a pilot of this programme with 15 post-primary schools in 2018. Utilising a whole-school approach, this pilot programme seeks input from students themselves, their school principals, guidance counsellors and TY Coordinators. The final report of the pilot will be published in 2019.

## Euroguidance Network Website and Publications

Euroguidance Ireland contributed financially and through the provision and revision of content to the development of the new Euroguidance Network website. Euroguidance Ireland also contributed to the Euroguidance Network's 'Highlights' and 'Insight' publications during the year 2018.

See [www.euroguidance.eu/resources/publications](http://www.euroguidance.eu/resources/publications)



## 7. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

In accordance with NCGE's terms of reference, the Centre advises on high quality and relevant initial guidance counselling education and training and provides Continuing Professional Development (CPD) for guidance practitioners. All CPD programmes are informed by NCGE's Quality Assurance Procedures.

### Post Primary

[www.ncge.ie/wsg/resources](http://www.ncge.ie/wsg/resources)

To inform the coordination and delivery of future post-primary CPD, in 2018 NCGE carried out a [Training Needs Analysis](#) with post primary guidance counsellors. In response to this and inclusive of initial feedback from the [NCGE Whole School Guidance Pilot Project](#), NCGE developed a suite of support resources for use by schools in implementing the Whole School Guidance Framework. These online resources, available to all schools, were launched at a [dissemination conference in November 2018](#). These resources were further designed to support ongoing CPD into 2019.



### FET

#### Careers Portal / NCGE MyFutures+

In late 2017 and early 2018 17 FET Guidance Staff received training and support as part of phase 2 of NCGE – Careers Portal Pilot of My Futures +. More information and a full report are available on the FET Guidance Handbook.

[www.ncge.ie/fet-guidance-handbook/ncge-fet-careers-portal-myfutures-pilot](http://www.ncge.ie/fet-guidance-handbook/ncge-fet-careers-portal-myfutures-pilot)

#### New AEGS Staff

In February 2018 NCGE facilitated AGMS training for a range of new AEGS Staff, including Guidance Information Officers, Guidance Counsellors and Coordinators and Adult Education Officers.

## Supporting quality practice

In support of quality guidance practice, in 2018 NCGE FET Guidance coordinated and delivered CPD presentations to:

- Over 30 CDETB Guidance & Psychological Services staff and 20 participants from the Further Education Network on 'developments towards an integrated FET Guidance strategy' (March)
- 35 YR CTC Advocates Network members on 'Data Gathering in Guidance' (November)
- 12 NALA Distance (Literacy) Learning Support workers Guidance Awareness Training (November)

## Euroguidance

### CPD for Guidance Counsellors in Mobility Guidance Counselling

[www.euroguidance.ie/cpd-mobility-guidance-counselling](http://www.euroguidance.ie/cpd-mobility-guidance-counselling)

With a growing number of students considering options for studying or training abroad the online Mobility Guidance Counselling Module provides guidance counsellors with the skills they need to support learners. A number of additional guidance counsellors enrolled in 2018 and others successfully completed their course during this period.

*"The downloadable resources provide a useful guide in supporting students"* - 2018 participant

*"As a new guidance counsellor I enjoyed the module as the step by step process was clear as were the important aspects that need to be considered throughout the process."* - 2018 participant

## Professional Development Webinars

In 2018 NCGE invited experts to present 3 professional development webinars to guidance counsellors working in educational settings in Ireland. These webinars were recorded and made available online to guidance practitioners.

February      [Data Protection for the Guidance Counsellor: GDPR \(Post Primary\)](#)

October        [GDPR considerations AEGI AGMS \(FET\)](#)

November      [Striving for Social Justice: towards emancipatory guidance practices](#)

## 8. COMMITTEES AND WORKING GROUPS

NCGE convenes and participates in committees and working groups for and on behalf of DES. The activities for 2018 were as follows.

### Post Primary Guidance Working Group

Following the publication of the NCGE *Whole School Guidance Framework* and the NCGE *Transnational Co-operation Activity Report* on Data gathering for Post primary guidance provision, the Post Primary Guidance Working group had completed their required tasks and the Term of Office was ended. The Committee was advised that in the event of the need for further developments in these areas, NCGE would contact the relevant organisations for extended consultation.

### DES Post Primary Guidance Counselling Supervision Steering Group

NCGE was appointed to the Supervision Steering Group by DES CAP. This group oversees the provision of guidance counselling supervision for post primary school based guidance counsellors. This is hosted by DES Teacher Education Section 3 times per year. The service is managed by the Monaghan Education Centre and coordinated via the IGC branch network. NCGE attends these meetings in an advisory capacity and liaises with the DES Inspectorate to ensure representation from DES at each meeting.

### Advisory Committee on Psychometric Testing

The Advisory Committee on Psychometric Testing is convened by NCGE on behalf of DES and to review and update the list of psychometric tests and assessments approved by DES for use in post-primary schools. A meeting was held in May 2018. The following organisations are represented on the Committee: IGC, ILSA (Irish Learning Support Association), PSI (Psychological Society of Ireland), NEPS (National Educational Psychological Service), DES, NCGE, DSGC and the School of Inclusive & Special Education (DCU St. Patrick's Campus). In 2018 the Committee agreed that a review of the tests currently included would be required.

See [www.ncge.ie/ncge/advisory-committee-psychometric-testing](http://www.ncge.ie/ncge/advisory-committee-psychometric-testing)

### Careers Net

NCGE Director attended the meeting of the CareersNet network of Cedefop in June and was appointed to the Steering Group of the Cedefop CareersNet network.

See [www.cedefop.europa.eu/en/events-and-projects/networks/careersnet](http://www.cedefop.europa.eu/en/events-and-projects/networks/careersnet)

## **NCGE / ETBI Directors of FET Group**

In the absence of the FET Integrated Guidance Strategy, NCGE, ETBI and the Directors of FET agreed that an operational working group would support interim operational developments in the continued provision of quality guidance services across the ETBs. This group met in 2018 to discuss various issues including guidance provision, staff CPD and GDPR implications for the Adult Guidance Management System.

## **9. PROMULGATION**

**NCGE provides information to clients and stakeholders on the role and activities of NCGE through various means including its online properties, social media, printed publications, showcasing at conferences/exhibitions and direct presentations to stakeholders. NCGE provides access to quality information on lifelong guidance and mobility for learning purposes as a core element of the Centre's work. Through the Communications Officer, NCGE contracts the services of appropriate external suppliers to ensure quality development and delivery.**

### **NCGE & Euroguidance Ireland main Websites**

**NCGE's main method of disseminating information is through its online web properties.**

[www.ncge.ie](http://www.ncge.ie)

Including dedicated 'Handbook' sections

- the School Guidance Handbook
- the FET Guidance Handbook

[www.euroguidance.ie](http://www.euroguidance.ie)

The NCGE Euroguidance Ireland Centre website is maintained as a companion site of the main NCGE website and provides information relating to the work of Euroguidance Ireland, the Euroguidance Network and the provision of guidance to Irish students in European schools.

## Statistics on usage

### **ncge.ie**

There were a total of 25,911 unique visitors to this website in 2018 and increase of 13% v 2017, recording 39, 839 sessions (+30 % v 2017) and 103,045 total page views (+26 % v 2017). Of these, 84% were first time visitors to the site and 16% were returning visitors.

There were a total of 8,242 documents downloaded from the site in 2018.

### **euroguidance.ie**

There were a total of 3,818 unique visitors to this website in 2018, recording 5,464 sessions and 14,527 total page views. Of these, 85.2% were first time visitors to the site and 14.8% returning visitors.

There were a total of 1,616 documents downloaded from the site in 2018.

## Provision of online resources and materials for Post Primary

### [www.ncge.ie/school-guidance-handbook](http://www.ncge.ie/school-guidance-handbook)

The **School Guidance Handbook** (SGH) (ISSN 2009-6801) is an online handbook for guidance counsellors, which is available to all guidance counsellors and schools. The School Guidance Handbook provides digital content to inform and support the development and delivery of the school guidance programme. Such digital content includes webinar recordings, videos and research publications.

### **Additional content made available in 2018**

3 x additional webinar recordings were uploaded and 10 x additional research articles were published to the Handbook.

## Statistics on usage

In 2018 there were a total of 12,614 page views on the Handbook and 1693 documents were downloaded.

### [www.ncge.ie/wsg/resources](http://www.ncge.ie/wsg/resources)

In support of schools using the NCGE: A Whole School Guidance Framework; in November 2018 NCGE made accompanying planning resources available for all schools to use. Each resource, offered in an interactive format, provides links to policy and practice guidelines



alongside tools/checklists that can be used to explore whole school guidance and questionnaires that can be used directly with students.

### Statistics on usage

Between November and December 2018 there were a total of 6,704 page views of the 'WSG Resources' section of the NCGE website.

### Provision of online resources and materials for FET

#### [www.ncge.ie/fet-guidance-handbook](http://www.ncge.ie/fet-guidance-handbook)

In September 2018 the **FET Guidance Handbook** was relaunched online. This provides digital content to inform and support the development and delivery of the FET guidance programme. Such digital content includes webinar recordings and information pertinent to practitioners in FET guidance delivery.

#### Additional content made available in 2018

1 x webinar recording was uploaded and 13 articles were published to the Handbook.

### Statistics on usage

In 2018 there were a total of 1,101 page views of the Handbook.

### NCGE 'Virtual Learning Environment' (VLE)

#### [vle.ncge.ie](http://vle.ncge.ie)

In 2018 NCGE further developed the 'look and feel' of its VLE. Navigation was made easier and supporting CPD resources (including webinars) were made more accessible.

In addition to the use of the platform in the direct delivery of online CPD to practitioners, the platform was also utilised in the coordination and dissemination of information to participants of NCGE hosted workshops and other peer learning activities.



## Social Media

**Twitter** - [twitter.com/ncgeguidance](https://twitter.com/ncgeguidance)

NCGE continued to engage with members of the Guidance Community through its Twitter account. By the end of 2018 there were over 960 followers to the account (compared to 593 at the end of 2017); gaining on average 7 additional followers each week.

**Facebook** - [facebook.com/EuroguidanceIreland](https://facebook.com/EuroguidanceIreland)

The NCGE Euroguidance Facebook Page was set up to promote the activities of the Euroguidance Ireland Centre. By the end of 2018 the total amount of page likes was 1604.

## Vimeo (Video resources)

[vimeo.com/ncge](https://vimeo.com/ncge)

NCGE continued to use the NCGE Vimeo channel to host video based resources. These were linked to from [ncge.ie](http://ncge.ie) and [euroguidance.ie](http://euroguidance.ie).

## 'NCGE News' / 'Guidance Matters'

[www.ncge.ie/ncge/newsletter](http://www.ncge.ie/ncge/newsletter)

Twice in 2018 NCGE published its regular online interactive newsletter / magazine; providing articles and reviews on guidance provision across the education sector. All staff in NCGE source and / or write articles for this publication on an on-going basis. The NCGE Communications Officer coordinated the process, including the editing of articles submitted, the production of draft copies and liaising with the design and publication team.

In addition to being published online for viewing or download, each issue was also sent directly, in e-zine format, to over 3500 NCGE subscribers.

The winter 2018 issue was the 50th 'NCGE News' publication and in recognition of this the publication was relaunched under a new title of '**Guidance Matters**' with a limited edition printed copy being distributed to Guidance Counsellors across educational settings in Ireland.

## 'NCGE Bulletin'

[www.ncge.ie/ncge/ncge-bulletin](http://www.ncge.ie/ncge/ncge-bulletin)

September 2018 saw the launch of a new tactical communication tool for NCGE, the 'NCGE Bulletin'. This monthly mailshot keeps guidance practitioners up to date on the ongoing work of NCGE on a current and regular basis. It is distributed to the NCGE main database of over 3500 subscribers. Feedback on the four 2018 issues has been highly positive.

## Conferences & Exhibitions

NCGE host stands each year at a number of national conferences and exhibitions. These provide direct access to NCGE for guidance counsellors and other clients of the Centre.

### Attended in 2018:

September	Higher Options Expo - Dublin
October	IGC Conference - Dublin
October	'Time to Move' Events – <i>Multiple locations</i> (see p.14 for more)
November	Zeminar Expo - Dublin

In addition to the hosting of stands and exhibition spaces, NCGE and NCGE staff members are invited to present and participate in many national and international events every year. In 2018 NCGE staff members contributed to and participated at over 20 such events, both at home and abroad.

## Translation to Irish

[www.ncge.ie/ncge/acmhainni-gaeilge](http://www.ncge.ie/ncge/acmhainni-gaeilge)

Throughout 2018 NCGE engaged the services of a translation company in order to translate key information and resources into the Irish language. These consisted of:

- 8 School Guidance Handbook Articles
- one issue of NCGE News and one issue Guidance Matters  
[www.ncge.ie/ncge/newsletter](http://www.ncge.ie/ncge/newsletter)
- the 2017 NCGE Output Statement  
[www.ncge.ie/ncge/reporting](http://www.ncge.ie/ncge/reporting)
- various additional letters of correspondence

In August 2018 NCGE commenced work with the Office of Government Procurement (OGP) to re-tender the provision of Irish translation services to NCGE (by way of a mini competition). This process was to be brought to completion in early 2019.

NCGE continued with a 12 month partnership agreement with [Careers Portal](#) for the continued development of [www.saoloibre.ie](http://www.saoloibre.ie) and associated resources. This partnership promotes the development of resources in Irish for guidance counsellors and their students, additional work was done in profiling careers with Irish with a significant focus on opportunities in Europe.

## ICT Developments in NCGE

### Additional main NCGE website functionality

In line with the strategic objective to ensure and promote the use of ICT where possible and appropriate, in 2018 NCGE expanded the functionality of the NCGE website site, this included:

- establishing a secure '**meeting space**'. This online area supports the work of committees convened by NCGE; including the Management of Guidance Committee, the Directors of Studies of Guidance Counselling and others.
- reflective of GDPR requirements; utilising new form and survey pages to gather information from stakeholders in a comprehensive and secure manner.

### Additional tools used

In 2018 NCGE signed up to [EPALE](#) - The Electronic Platform for Adult Learning in Europe; using this portal to promote domestic FET initiatives to a wider European audience.

### Online meetings and CPD delivery

In order to facilitate online synchronous meetings and CPD NCGE holds a license for **Adobe Connect**. The Adobe Connect platform facilitated provision of the 2018 NCGE webinar series and a number of organisational meetings in 2018 were also hosted by NCGE through the platform. Revised resources were developed to support NCGE staff and external users in its use.

## Reporting

Throughout 2018, NCGE continued to provide briefing documents and information on guidance counselling and guidance related issues to DES. NCGE also provided information to SOLAS and other Departments and agencies. As part of Euroguidance Erasmus+ funding requirements; NCGE submitted the report of activity for 2017 to the DG Employment, Social Affairs & Inclusion of The European Union. NCGE continued to ensure compliance with completion of various reports to DES and other Government departments on issues such as finance, environment, energy efficiency, procurement and parliamentary questions, etc.

## Data Protection

May 2018 saw the introduction of the Europe wide **General Data Protection Regulation** (GDPR).

In late 2017 and through to early 2018 NCGE implemented a project to ensure internal compliance at the time of the Regulation taking effect. The outcomes of this project included:

- the contracting of a data protection consultancy for independent expert advice and access to a bespoke GDPR training, risk analysis and compliance management platform
- an updated privacy notice - [www.ncge.ie/your-data](http://www.ncge.ie/your-data)
- communications directly to NCGE stakeholders re the impact of GDPR
- the updating of our subscriber form to be GDPR compliant
- the completion 3rd party processing (and sharing) agreements where required.
- the set up a dedicated mailbox for data queries
- the production of a 'Subject Access Request' document



## 10. NATIONAL FORUM ON GUIDANCE

The National Forum on Guidance provides an informal communication and co-operation facility for those involved in the provision of guidance and the development and support of guidance practitioners and services. Participants include organisations and individuals providing guidance in both the education and the public employment sector.

NCGE coordinated and hosted two meetings of The National Forum on Guidance in 2018 on the 21<sup>st</sup> of May and 21<sup>st</sup> of November, in The Clock Tower, DES.

Agendas, presentations and reports from each meeting are available on the NCGE website.

See [www.ncge.ie/national-forum-guidance](http://www.ncge.ie/national-forum-guidance)

## 11. FREEDOM OF INFORMATION & PROTECTED DISCLOSURES

NCGE became subject to the Freedom of Information Act with effect from 31<sup>st</sup> May 2006.

See [www.ncge.ie/ncge/foi-aie-protected-disclosures](http://www.ncge.ie/ncge/foi-aie-protected-disclosures)

Section 22 of the Protected Disclosures Act 2014 requires the publication of a report each year relating to the number of protected disclosures made in the preceding year and any actions taken in response to such disclosures.

*No protected disclosures were received by NCGE in the reporting period up to 31<sup>st</sup> December 2018.*

[Access 2018 report](#)





## 12. FINANCIAL REPORT

### NCGE funding

NCGE core funding is provided by DES Curriculum and Assessment Policy Unit (CAP). This includes funding for the provision of the European Schools Guidance Programme on behalf of the DES.

SOLAS provides the grant to NCGE to fund the support and developments for FET based guidance including AEGI CPD and other FET based guidance within ETBs and the overall FET sector.

NCGE hosts and manages the Euroguidance Centre for Ireland which is co-funded from the DES CAP grant and the EU Commission. In 2018, in accordance with EU Commission changes to the allocation of Euroguidance funding, and the Europass Decision, NCGE applied for multi-annual, 3 year funding for 2018-2020 (in consultation with QQI; host of Europass and EQF).

### NCGE Summary Accounts 2018

Expenditure as detailed below includes NCGE support to DES and SOLAS for developments pertaining to policy and the coordination and delivery of guidance programmes across post-primary and FET.

Detailed financial reports are provided quarterly and annually via income and expenditure returns to DES, the Board of Léargas and appropriate financial returns to the EU Commission for EU funded programmes.

**NCGE Summary Accounts as detailed in the Léargas audited accounts:**

	<b>Income Euro</b>	<b>Expenditure Euro</b>
<b>DES CAP Unit</b>	<b>600,000</b>	<b>589,270</b>
<b>SOLAS</b>	<b>278,000</b>	<b>278,000</b>
<b>Other Total (Including Euroguidance)</b>	<b>70,880</b>	<b>81,610</b>
<b>Total</b>	<b>948,880</b>	<b>948,880</b>

## NCGE STAFF IN 2018

*Note: One fulltime staff member absent on long term sick leave in 2018*

<b>Jennifer McKenzie</b>	<b>Director</b>
<b>Linda Darbey</b>	<b>Guidance Programme Coordinator (Post Primary)</b>
<b>Mary Stokes</b>	<b>Guidance Programme Coordinator (FET)</b>
<b>Hazel Stanley</b>	<b>Guidance Officer – Euroguidance</b>
<b>David Cullen</b>	<b>Communications Officer</b>
<b>Jean Rafferty</b>	<b>Office Administrator</b>
<b>Luke Dunne</b>	<b>Guidance Programme Administrator</b>

## NCGE MANAGEMENT OF GUIDANCE COMMITTEE MEMBERS

### Management of Guidance Committee 2018

Paul King (CHAIR)	DCU
Jennifer McKenzie (ex-officio)	NCGE
Karen Murtagh	DES
Linda Neary (to June 2018)	DES
Jim Mullin	Léargas
Máire Quinn	Léargas
Josephine McGread	AEGAI
Justin McGree	IGC
Kathy Finnegan	NAPD
Roisin Doherty	SOLAS
Orla Christle	HEA
Mary B. Ryan	DSGC
Stephen Fitzgerald	DEASP
Joe Cunningham	ETBI

## GLOSSARY

AEGAI	Adult Educational Guidance Association Ireland
AEGI	Adult Educational Guidance Initiative
AEGS	Adult Education Guidance Services
AGMS	Adult Guidance Management System
CAP	Curriculum and Assessment Policy Unit (DES)
CDETБ	City of Dublin Education and Training Board
CPD	Continuing Professional Development
CTC	Community Training Centre
DEASP	Dept. Employment Affairs and Social Protection
DEIS	Delivering Equality of Opportunity in Schools
DES	Dept. Education and Skills
DSGC	Directors of Studies in Guidance Counselling
EAAL	European Agenda for Adult Learning
ELGPN	European Lifelong Guidance Policy Network
ENIC	European Network of National Information Centres
EPALE	Electronic Platform for Adult Learning in Europe
EQUAVET	European Quality strategies in Vocational Education and Training
EQF	European Qualifications Framework
EURES	European Employment Services
ETB	Education and Training Board
ETBI	Education and Training Boards Ireland
FET	Further Education and Training
HEA	Higher Education Authority
IAEVG	International Association for Educational and Vocational Guidance
IGC	Institute of Guidance Counsellors

ILSA	Irish Learning Support Association
LESN	Local Employment Support Network
MGC	NCGE Management of Guidance Committee
NALA	National Adult Literacy Agency
NARIC	National Academic Recognition Information Centre
NEPS	National Educational Psychological Services
PSI	Psychological Society Ireland
QQI	Quality and Qualifications Ireland
SOLAS	An tSeirbhís Oideachais Leanúnaigh agus Scileanna.
TCA	Transnational Cooperation Activity
VLE	Virtual Learning Environment

## APPENDIX - NCGE Strategic Plan 2015-2018

### Foreword

The NCGE Management of Guidance Committee (MGC) was established by the Department of Education and Skills (DES) in 2010, as a sub-committee of the Board of Léargas. The MGC agreed the NCGE Strategic Plan for 2012-2014.

In 2014, the MGC began the process to agree the Strategic Plan for 2015-2017.

NCGE commissioned Prospectus Management Consultants to carry out a consultation with all stakeholders to inform the planning process. To complete their report, Prospectus Management Consultants met with the Management of Guidance Committee, staff of NCGE and the members of the National Forum on Guidance and invited all stakeholders to provide their comments and responses directly to Prospectus via an online Survey Monkey questionnaire in late 2014.

A report was provided to the MGC to inform the Strategic Planning process and to identify the Key Goals and Objectives for 2015-2017.

The Strategic Plan 2015-2017 outlined below takes account of the issues arising in the consultation, current national priorities and was agreed by the MGC in May 2015.

The Committee reviewed the Strategic Plan for 2015 -2017 and agreed that a formal decision on the Strategic Plan 2018-2020 would be best informed by the outcome of the DES Career Guidance Review. As a result the Committee agreed that the objectives and appropriate activities of the Strategic Plan 2015-2017 would be extended into 2018 pending the outcome of this review.

*Paul King*  
*Chair, Management of Guidance Committee*  
*2017-2019*

## National and European Union Guidance Context and the Role of the NCGE

### National Guidance Provision

#### Post Primary and Further Education and Training

Lifelong Guidance is provided within education and training, for and with the labour market, and requires delivery approaches that are tailored to the target client group (e.g. students/adult learners, etc.).

The Education Act 1998<sup>1</sup> requires that a recognised school provides access to appropriate guidance for its students. Hence, DES is responsible for the guidance provision within post primary schools and Further Education and Training centres.

#### Higher Education

Careers services in Higher Education institutions currently operate within the student support services in collaboration with student counselling services, etc. The Higher Education Authority (HEA) provides the Springboard Guidance phone line each year to support applications for specific Springboard courses.

#### Department of Social Protection (DSP)

Under current government priorities, DSP is responsible for the provision of the Intreo Service – providing career and employment guidance for unemployed adults and the signposting of adults to the FET/HE sector as appropriate.

#### Role of NCGE

NCGE is an agency of DES and hence the provision of post primary schools and FET centres falls within its remit.

Working in collaboration and co-operation with the HEA to support good practice, NCGE has advised on and supported the development of this Springboard Guidance Phone Line.

While NCGE does not have a direct role in the development of guidance policy and provision in DSP, where the roles of the DSP and the FET guidance services are interconnected through the AEGI<sup>2</sup> services and the FET strategy, NCGE has a key role to play in the development of such guidance policy and practice.

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<sup>1</sup> <http://www.irishstatutebook.ie/1998/en/act/pub/0051/>

<sup>2</sup> AEGI: Adult Educational Guidance Initiative: DES / SOLAS funded guidance services for adults managed by ETBs and WIT nationally.



## European Union Guidance Context

The EU Council Resolutions in 2004<sup>3</sup> and 2008<sup>4</sup> outline the vital role of guidance in lifelong learning and the requirement of Member States to support and develop guidance policy at national level. Member States are encouraged to develop Career Management Skills, Quality Assurance in guidance, and to support the access to and co-operation and co-ordination of guidance services

### Role of NCGE

NCGE hosts the Euroguidance Centre for Ireland, which is part of the European network of National Resource and Information centres for guidance funded by the EU Commission. The role of Euroguidance is to support mobility throughout Europe through the provision and exchange of information about learning, study and training opportunities available to those working and living within the member states. The main target group of Euroguidance is guidance practitioners and policy makers from both the educational and employment sectors in all European countries.

NCGE is the DES designated representative for Ireland at the European Lifelong Guidance Policy Network (ELGPN).

### Guidance Definitions

Two key national definitions inform the developments of guidance policy and provision in Ireland:

*'Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society' (National Guidance Forum Report 2007)<sup>5</sup>*

*'Guidance in schools refers to a range of learning experiences provided in a developmental sequence that assist students to develop self-management skills which will lead to effective choices and decisions about their lives. It encompasses the three separate but interlinked areas of personal and social development, educational guidance and career guidance' (pg. 4 Department guidelines, 2005)<sup>6</sup>*

The Education Act 1998, Section 9 (c) states that a recognised school shall...*'use its available resources to (c) ensure that students have access to appropriate guidance to assist them in their educational and career choices'*.

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<sup>3</sup> EU Council resolution 2004 Strengthening Policies, Systems and Practices in the field of Guidance <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%209286%202004%20INIT>

<sup>4</sup> EU Council resolution 2008 ...on... better integrating lifelong guidance into lifelong learning strategies [http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/en/educ/104236.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/educ/104236.pdf)

<sup>5</sup> [http://www.nationalguidanceforum.ie/documents/NGF\\_Guidance\\_for\\_Life%20final.pdf](http://www.nationalguidanceforum.ie/documents/NGF_Guidance_for_Life%20final.pdf)

<sup>6</sup> Guidelines for Second Level Schools on the Implications of Section 9 (c) of the Education Act, 1998 [http://www.education.ie/servlet/blobervlet/pp\\_guideliines\\_second\\_level\\_schools\\_9c.pdf?language=EN](http://www.education.ie/servlet/blobervlet/pp_guideliines_second_level_schools_9c.pdf?language=EN)

## VISION

*Leading and shaping guidance practice to enable the learner to make informed and appropriate life choices.*

## MISSION

*Develop, support and influence quality guidance provision in the education and training sector as part of lifelong learning in accordance with national and international best practice.*

## AIMS

The National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Skills, established in 1995, operating under the aegis of Léargas.

The Aims of the NCGE, as outlined by the Department of Education and Skills, include to:

- 1. promote the implementation of best practice in guidance counselling in schools, centres for education, and Further Education and Training settings*
- 2. promote the implementation of best practice in guidance counselling in non-formal settings in accordance with national priorities*
- 3. advise on policy and strategies for the promotion of a continuum of guidance in the context of lifelong learning*
- 4. provide advice, support, materials and resources for guidance counselling in education and FET*
- 5. advise on high quality and relevant initial guidance counselling education and training and to provide continuing professional development (CPD) for guidance practitioners*
- 6. organise the provision of guidance to Irish nationals in the European Schools*
- 7. contribute to the exchange of information on guidance counselling provision and practice with other guidance and employment services, through the National Resource Centre, (Euroguidance Centre) both in Ireland and in other Member States of the EU.*

In fulfilling its aims NCGE, as a constituent part of Léargas, is committed to working in collaboration and partnership with relevant stakeholders including the Department of DES, SOLAS, DSGC, IGC, AEGAI, HEA, NAPD, DSP and other Government Departments and National and Employer agencies where appropriate.

## NCGE Strategic Plan 2015-2018

### Strategic Objectives

In giving expression to the Aims of the Centre, notwithstanding that guidance is provided throughout the employment, education and training sectors *and* that the focus of lifelong guidance remains lifelong and life-wide, the key focus of NCGE Strategic Objectives for 2015-2017 will include to:

- (i) inform and support the development of DES lifelong guidance policy in the education and training sector
- (ii) develop and support quality guidance practice in post primary schools and the FET sector
- (iii) promote and support a national and EU focus to guidance policy provision and practice

In its commitment to the above, the NCGE will remain adaptable and responsive to the requirements and priorities of the Minister and the Department of Education and Skills.

### Strategic Activities

The detailed actions and key performance indicators for the activities listed will be outlined in the NCGE Annual Plan. These activities include to:

1. inform, influence, facilitate and support the development of guidance policy in post primary schools and FET
2. inform, influence, facilitate and support the development of guidance provision and delivery in post primary schools and FET
3. co-ordinate the provision of Continuing Professional development (CPD) for guidance counsellors and practitioners in post primary schools and FET
4. establish, support and promote quality assurance and best practice guidelines for guidance in Post primary schools and FET
5. provide quality information, resources and materials to support guidance provision and practice
6. exchange information on guidance and support development of policy at national and EU level via Euroguidance Centre and National Forum on Guidance, and ELGPN (or its successor as appropriate)

The NCGE Management of Guidance Committee will review the activities and achieved objectives annually. In fulfilling these aims and objectives, NCGE will:

- (i) ensure and promote use of ICT where possible and appropriate
- (ii) engage with all relevant stakeholders
- (iii) establish a process to review and reflect on development of activities and programmes
- (iv) ensure compliance with governance requirements



The National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Skills and operates under the aegis of Léargas – The Exchange Bureau

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