

County Galway
Vocational Education Committee



Scéim Teanga Choiste
Gairmoideachais
Chontae na Gaillimhe

ullmhaithe faoi:
Alt 11 d'Acht na dTeangacha
Oifigiúla, 2003

2006-2009

County Galway Vocational
Education Committee
Language Scheme

prepared under:
Section 11 of the Official
Languages Act, 2003

Tuilleadh eolais / Further information:

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Gaillimhe / County Galway VEC**

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Aighneachtaí a fuarthas mar chuid den phróiseas poiblí comhchomhairle faoi Alt 11 den Acht.

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Caibidil 1 Réamhrá agus Cúlra

D'ullmhaigh Coiste Gairmoideachais Chontae na Gaillimhe an scéim seo faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003. Forálann Alt 11 den Acht d'ullmhú scéim reachtúil ag comhlachtaí poiblí, scéim a thugann mionsonraí faoi na seirbhísí a sholáthróidh siad

- trí mheán na Gaeilge amháin,
- trí mheán an Bhéarla amháin, agus
- trí mheán na Gaeilge agus an Bhéarla.
- agus na bearta a bheartóidh an comhlacht a ghlacadh lena chinntiú go ndéanfar aon seirbhísí nach bhfuiltear á soláthar trí mheán na Gaeilge a sholáthar laistigh de fhráma ama a bheidh comhaontaithe.

1.1 Treoirínte a eisíodh d'ullmhú na Scéime

D'eisigh an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta treoirínte do chomhlachtaí poiblí faoi Alt 12 den Acht chun cuidiú le hullmhú dréachtscéimeanna. Dearbhaítear leis seo gur dréachtaíodh Scéim Choiste Gairmoideachais Chontae na Gaillimhe féachaint do na treoirínte sin.

Aithníonn an Coiste go bhfuil ceart ag daoine aonair tuairimí agus riachtanais a léiriú ina rogha teanga féin nuair atá siad ag déileáil le gach aonad den eagraíocht. Ní mian leis an gCoiste go mbainfeadh dua ná moill le seachadadh a chuid seirbhísí trí Ghaeilge. Tuigtear go bhféadfaí míbhuntáiste a chothú do chustaiméirí sa chás go ndiúltaítear dóibh a rogha teanga a úsáid nuair atá siad ag déanamh a ngnó leis an gCoiste. Is mian leis an gCoiste go dtógfadh na bearta atá sonraithe sa Scéim seo ar chaighdeán ard na seirbhíse trí Ghaeilge atá á cur ar fáil cheana féin agus táthar tiomanta do sholáthar seirbhís iomlán dhátheangach, oiread agus is féidir, ar bhealach céimniúil i rith thréimhse ama na scéime seo agus/nó sraith de scéimeanna.

Cuireadh san áireamh sa Dréachtscéim seo na haighneachtaí a fuarthas agus an plé a rinneadh le hionadaithe foirne. Is mór ag an gCoiste ionchur gach duine a raibh baint acu leis an bpróiseas, idir eagrais éagsúla, dhaoine aonair agus bhaill foirne.

1.2 Dáta Tosaigh na Scéime

Tá an scéim seo deimhnithe ag an Aire Gnóthaí Pobail, Tuaithe agus Gaeltachta. Is é dáta tosaigh na scéime ná 1ú Lúnasa, 2006 agus beidh sí i bhfeidhm ar feadh tréimhse trí bliana ón dáta sin nó go mbeidh scéim nua deimhnithe ag an Aire.

Chapter 1 Introduction and Background

This scheme was prepared under Section 11 of the Official Languages Act, 2003 by County Galway Vocational Education Committee. Section 11 provides for the preparation by public bodies of a statutory scheme detailing the services they will provide:

- through the medium of Irish
- through the medium of English, and
- through the medium of Irish and English and,
- the measures to be adopted to ensure that any service not provided by the body through the medium of the Irish language will be so provided within an agreed timeframe

1.1 Guidelines for preparation of schemes

The Minister for Community, Rural and Gaeltacht Affairs issued guidelines to public bodies under Section 12 of the Official Languages Act to assist in the preparation of draft language schemes. County Galway VEC prepared its scheme with these Ministerial guidelines in mind.

The Committee recognises the right of individuals to convey opinions and concerns in the language of their choice when dealing with all units of the organisation. The Committee intends no undue difficulty or delay in its provision of services through Irish. The Committee understands that denial of its services in whichever official language a member of the public chooses could disadvantage such persons. It is the Committee's intention that the measures proposed in the scheme build on the existing high standard of service through Irish. The Committee is committed, as much as is possible, to comprehensive bilingual provision of its services in a phased and planned manner during the lifetime of the current scheme and/or the lifetime of subsequent schemes.

This scheme takes account of submissions received from interested parties and of discussions which took place with staff representatives. The Committee greatly appreciates the input of various organisations, individuals and staff members in the preparation of this scheme.

1.2 Commencement Date of Scheme

This scheme has been approved by the Minister for Community, Rural and Gaeltacht Affairs. The commencement date for the scheme is 1st August, 2006 and the scheme will be effective for a period of three years until a new scheme is approved by the Minister.

Caibidil 2

Forléargas ar Choiste Gairmoideachais Chontae na Gaillimhe

Is le bunú na Roinne Talmhaíochta agus Oideachais Theicniúil sa bhliain 1899 a tháinig na Coistí Teagaisc Theicniúil ar an bhfód ar fud na tíre. Tionóladh céadchruinniú Choiste Teagaisc Theicniúil Chontae na Gaillimhe sa bhliain 1901, faoi chathaoirleacht Easpag na Gaillimhe, An Dochtúir Sár-Oirmhinneach Mac Cormaic. An bhliain dar gcionn, cuireadh tús le ranganna i Seantithe na mBocht i mBéal Átha na Slua, Gort Inse Guaire, Gleann na Madadh, An Creagán agus Port Omna, agus freisin i gcóiríocht ar cíos i mBaile Locha Riach agus i dTuaim. I measc na n-ábhar a múineadh, bhí banachas tí, déanamh scuab, déanamh eangach, leabharcheangal, gúnadóireacht, luathscríbhinn, clóscríobh, líníocht mhionsamhla, snoíodóireacht adhmaid, siúinéireacht agus caibinéadacht, mionsamhailteacht chré agus caoladóireacht.

Nuair a ritheadh an tAcht Gairmoideachais, 1930, foráladh do chreat reachtúil ag leibhéal comhairlí áitiúla coistí a bhunú a raibh de chuspóir leo oideachas teicniúil agus leantach a fhorbairt mar aon le scoileanna agus coláistí a bhunú. Chinntigh an tAcht áirithe sin go mbeadh éiteas na gcoistí gairmoideachais prámhaithe i gcoincheap an oideachais leantaigh agus na foghlama fadsaoil. Tá cumhachtaí agus feidhmeanna an Choiste faoi réir ag an reachtaíocht phríomha réamhráite agus ag an reachtaíocht leasaithe dar teideal Acht Gairmoideachais (Leasú), 2001 mar aon leis an Acht Oideachais, 1998.

Inniu, tá de chúram ar an gCoiste raon leathan clár oideachais dara leibhéal, athdheise, aosaigh, pobail agus lasmuigh a sholáthar do mhuintir chontae na Gaillimhe. Tá breis is 500 foirne fostaithe agus tá buiséad oibriúcháin bhliantúil €30 milliún ag an gCoiste.

Chapter 2

Overview of County Galway Vocational Education Committee

The Department of Agriculture and Technical Education, set up in 1899, led to the establishment of Technical Instruction Committees throughout the country. The first meeting of County Galway TIC, under the chairmanship of the Bishop of Galway, Most Rev. Dr. Mc Cormack, took place in 1901. The following year, classes were established in the old Workhouses in Ballinasloe, Gort, Glenamaddy, Mountbellew and Portumna, as well as in other rented accommodation in Loughrea and Tuam. Among the subjects taught were housewifery, brush making, net making, bookbinding, dressmaking, shorthand, typewriting, model drawing, wood-carving, carpentry and joinery, clay modelling and basketry.

The steady growth in Technical Education throughout the county in the first quarter of the last century was given a new impetus with the passing of the 1930 Vocational Education Act. The 1930 Act provided a structure whereby statutory committees formed in local authority areas were enabled to develop technical and continuing education, including the provision of schools and colleges. Vocational Education centres were set up in Ballinasloe, Portumna, Loughrea, Gort, Tuam and Clifden. The central pillars of this Act, on which our current system was built, established the principles of flexibility, accessibility, democratic control, innovation, accountability and responsiveness to local needs. This philosophy has been central to our efforts for the past seventy-five years. The ethos of the VEC is firmly grounded in the concept of continuing education and life-long learning. The Committee derives its powers and functions from the 1930 Vocational Education Act and other subsequent amending legislation inclusive of the Vocational Education (Amendment) Act, 2001.

Alongside the alignment of the VEC second level system to the traditional secondary school examinations system in the 1960's, VEC's continued to lead in the development of adult and alternative education programmes for specific target groups outside mainstream provision. Partnership and innovative responses to meeting local needs have always been a core feature of the vocational education ethos.

At present, we provide a wide range of formal, second-chance and community education programmes in a variety of locations across the county. We employ over five hundred staff and have an annual budget of €30m.

2.1 Oideachas Dara Leibhéal

Faoi láthair, tá deich scoil agus aonad amháin dara leibhéal ag feidhmiú faoi choimirce an Choiste ar fud Chontae na Gaillimhe, mar a leanas:

2.1.1 Scoileanna agus Coláistí Gaeltachta

- Gairmscoil Fheichín Naofa, Corr na Móna
- Gairmscoil na bPiarsach, Ros Muc
- Coláiste Cholmcille, Indreabhán
- Gairmscoil Éinne, Cill Rónáin, Inis Mór
- Coláiste Ghobnait, Inis Oírr
- Coláiste Naomh Eoin, Inis Meáin (Aonad Dara Leibhéal atá ag feidhmiú faoi Bhainistíocht
- Choláiste Cholmcille, Indreabhán)

2.1.2 Scoileanna agus Coláistí lasmuigh den Ghaeltacht

- Gairmscoil Mhuire, Baile Átha an Rí
- Gairmscoil Bhríde, Baile Locha Riach
- Gairmscoil Chilléin Naofa, Cnoc Breac
- Gairmscoil Iarlaith Naofa, An Creagán
- Coláiste an Ardeaspaig Mhic Éil, Tuaim

Tá 2,085 mac léinn ag freastal ar scoileanna an Choiste sa scoilbhliain 2005/2006.

2.2 Aosoideachas

Is cuid lárnach dár seirbhís oideachais an tAosoideachas, lena n-airítear Scéim do Dheiseanna Oiliúna Gairme (VTOS), Aoslitearthacht, Ógtheagmháil, Ionaid Oiliúna Lucht Siúil Shinsearaigh, Ranganna Oíche, Oideachas Pobail agus An Tionscadal um Oideachas a Athbhlaiseadh (BTEI). Tá creidiúnú Chomhairle na nDámhachtainí Breisoideachais agus Oiliúna (FETAC) ag tromlach na gcúrsaí a thagann faoi scáth an Aosoideachais ag ceann ar bith de Bhunleibhéal, Leibhéal 1, Leibhéal 2, Leibhéal 3, Leibhéal 4 agus Leibhéal 5. Tá na seirbhísí aosoideachais ar fad á mbainistiú ag beirt Eagraithe Aosoideachais, duine in Iarthar agus i nDeisceart an Chontae agus duine san Oirthear.

2.1 Second Level Education

At present, 10 schools and one aonad are being administered by COGALVEC, namely:

2.1.1 Gaeltacht-based Schools and Colleges

- Gairmscoil Fheichín Naofa, Corr na Móna
- Gairmscoil na bPiarsach, Ros Muc
- Coláiste Cholmcille, Indreabhán
- Gairmscoil Éinne, Cill Rónáin, Inis Mór
- Coláiste Ghobnait, Inis Oírr
- Coláiste Naomh Eoin, Inis Meáin (A second level aonad/unit under the management of Coláiste Cholmcille, Indreabhán)

2.1.2 Schools and Colleges outside the Gaeltacht

- Gairmscoil Mhuire, Athenry
- Gairmscoil Bhríde, Loughrea
- Gairmscoil Chilléin Naofa, New Inn
- Gairmscoil Iarlaith Naofa, Mountbellew
- Coláiste an Ardeaspaig Mhic Éil, Tuam

Currently, 2,085 students are enrolled in the Committee's schools and colleges for the 2005/2006 academic year.

2.2 Adult Education

COGALVEC provides a broad range of Adult Education programmes throughout the county, which include the Vocational Training Opportunities Scheme (VTOS), Youthreach, Senior Traveller Training Centres, Night Classes, Community Education and the Back to Education Initiative (BTEI). A majority of the courses delivered under the above schemes are accredited by FETAC at various levels. All Adult Education Schemes are managed locally by 2 Adult Education Organisers.

2.2.1 Suímh ár seirbhísí Aosoideachais.

** Cúireann réiltín in iúl go bhfuil an t-ionad sin lonnaithe sa Ghaeltacht.*

Ógtheagmháil (Youthreach) – Clár Oideachais do Luathfhágáil Scoile

Tír an Fhia, Leitir Móir *

Leitir Fraic

Tuaim

Béal Átha na Slua

Scéim do Dheiseanna Oiliúna Gairme (VTOS)

An Chrannóg, Ros Muc *

Leitir Fraic

Tuaim

Béal Átha na Slua

Ionaid Oiliúna Lucht Siúil Shinsearaigh

Coláiste Breisoideachais Bhéal Átha na Slua

Ionad Naomh Beineán, Tuaim

Ionad Naomh Breandán, Baile Locha Riach

Béal Átha Ghártha

Ionaid Aoslitearthachta / Foghlama Teaghlaigh

An Fuarán, Maigh Cuilinn *

Cladhnach, An Cheathrú Rua *

Tuaim

Gort Inse Guaire

Baile Locha Riach

An Tionscadal um Oideachas a Athbhlaiseadh (BTEI)

Oifig Riaracháin Iarthar na Gaillimhe, Uachtar Ard

Oifig Riaracháin Oirthear na Gaillimhe, Baile Átha an Rí

Breacadh – Forbairt Acmhainní Aosoideachais trí Ghaeilge sa Ghaeltacht

(Faoi stiúir choiste ionadaíochta de chuid na gCoistí Gairmoideachais agus na gComhlachtaí Páirtíochta sna Gaeltachtaí)

Casla, Conamara, Co. na Gaillimhe*

2.2.1 Location of the Committee's Adult Education Services.

** Denotes Gaeltacht-based programmes.*

Youthreach

Tír an Fhia, Leitir Móir *

Letterfrack

Tuam

Ballinasloe

VTOS

An Chrannóg, Ros Muc *

Letterfrack

Tuam

Ballinasloe

Senior Traveller Training Centres

Ballinasloe Further Education College (Formerly St. Michael's Vocational School)

St. Benin's Training Centre, Tuam

St. Breandan's Training Centre, Loughrea

Ballygar

Adult Literacy / Family Learning Centres

An Fuarán, Maigh Cuilinn*

Cladhnach, An Cheathrú Rua *

Tuam

Gort

Loughrea

BTEI

Oughterard

COGALVEC Administrative Offices, Coiléar Bán, Athenry

Breacadh – Provision of Adult Education resources through Irish in Gaeltacht regions

(Under the direction of a Steering Committee representative of Gaeltacht-based VEC's and Partnerships.)

Casla, Conamara, Co. na Gaillimhe*

2.2.2 Outdoor Education

Petersburg Outdoor Education Centre, An Fhairche *

2.2.2 Oideachas Lasmuigh

Ionad Oideachais Sheachtraigh Cheapach na gCapall, An Fháirche *

2.2.3 Cliaint agus Páirtithe Leasmhara an Choiste

Síneann limistéar feidhmiúcháin an Choiste ó Bhéal Átha na Slua in oirthear an chontae go dtí An Clochán agus Leitir Fraic san iarthuaisceart. Bíonn tionchar nach beag ag obair an Choiste ar líon mór daoine. Áirítear i measc chliaint an Choiste pobal na Gaeltachta agus pobal labhartha na Gaeilge i gcoitinne agus is é ár gcuspóir freastal cuimsitheach d'ard chaighdeán trí Ghaeilge a dhéanamh ar na pobail sin. Tá dhá phríomhréimse ina bhfreastalaíonn an Coiste ar na cliaint/custaiméirí luaithe thíos, mar atá, riarachán agus léann.

Cliaint an Choiste

- Pobal Chontae na Gaillimhe
- Scoláirí Dara Leibhéal Ghairmscoileanna an Chontae
- Scoláirí le Riachtanais Speisialta
- Tuismitheoirí / Caomhnóirí
- Foghlaiméoirí Fásta
- Iarratasóirí faoi Scéimeanna Deontas Oideachais Tríú Leibhéal
- An Coiste Gairmoideachais agus Fo-Choistí (Comhaltaí)
- Ionadaithe Tofa
- Foireann uile an Choiste
- Iliomad Ranna Stáit (An Roinn Oideachais & Eolaíochta go príomha)
- Údarás Áitiúla
- Meáin Náisiúnta agus Áitiúla
- Áisíneachtaí Stáit
- Feidhmeannacht na Seirbhíse Sláinte
- Coistí Deonacha Pobail, Spóirt agus Fóillíochta
- Comhpháirtíochtaí Ceantair
- Pobal Labhartha Gaeilge sa Ghaeltacht, scoileanna Gaeilge, eagrais Ghaeilge agus lucht labhartha Gaeilge ar fud an Chontae
- Eagrais Ghaeilge

2.2.3 Committee's Clients and Interested Parties

The Committee's administrative remit extends from Ballinasloe in the east of the county to Clifden and Letterfrack in the north west. A large percentage of the Committee's client group comprises Gaeltacht communities specifically and the wider Irish-speaking community in general. It is the Committee's intention to provide a comprehensive and high level of service to the Irish-speaking population in the county. The following is a list of the Committee's client groups:

- The community of County Galway
- Second Level Student Population
- Special Needs Students
- Parents / Guardians
- Adult Learners
- Applicants under Third Level Education Grants Scheme(s)
- The Committee and its Sub-Committees
- Elected Representatives
- All the Committee's Staff
- Various Government Departments (Primarily the Dept. of Education & Science)
- Local Authorities
- IVEA
- National and Local Media
- State Agencies
- Local Sports', Community and Recreation Groups
- Area Partnerships
- The Gaeltacht community specifically, Irish-speaking schools, Irish-language based organisations and the wider Irish-speaking community in County Galway.

2.2.4 Measúnú ar sheirbhísí reatha trí Ghaeilge amháin (Ionaid Ghaeltachta)

Oifig/Aonad
Scoileanna Dara Leibhéal Gaeltachta (5 Scoil agus Aonad amháin)
Ionad Scéim Deiseanna Oilíúna Gairme (VTOS), An Chrannóg, Ros Muc
Ionad Ógtheagmhála (Youthreach), Tír an Fhia, Leitir Móir
Ionad Aoslitearthachta / Foghlama Teaghlaigh, Cladhnach, An Cheathrú Rua
Breacadh, Casla, Conamara, Co. na Gaillimhe

2.2.5 Measúnú ar sheirbhísí reatha trí Ghaeilge agus trí Bhéarla (* Ionaid Ghaeltachta)

Aonad/Oifig	Seirbhís
Oifig an Phríomhoifigigh Fheidhmiúcháin	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Rúnaí an Phríomhoifigigh Fheidhmiúcháin	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
An tOifigeach Airgeadais	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
An Timire Gaeilge	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Oifigí na nEagraithe Aosoideachais (Iarthar agus Oirthear na Gaillimhe)	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Seirbhísí Rúnaíochta don Choiste	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Oifig an Áisitheora d'Oideachas Pobail	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
An Malartán	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
An Phríomhoifig/Fáiltiú	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
An Rannóg Deontas Oideachais Tríú Leibhéal	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Seirbhísí Tacaíochta Mac Léinn	An tSeirbhís le fáil trí Ghaeilge agus trí Bhéarla
Oifig na bhFoirgneamh	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
An Rannóg Cuntas	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid

2.2.4 Assessment of current provision of services through Irish only (Gaeltacht-based units)

Offices/Centres
Gaeltacht-based Second Level Schools (5 Schools and one Aonad/Unit)
VTOS Centre, An Chrannóg, Ros Muc
Youthreach Centre, Tír an Fhia, Leitir Móir
Adult Literacy /Family Learning Centre, Cladhnach, An Cheathrú Rua
Breacadh (Adult Learning Resource Project), Casla, Co. Galway

2.2.5 Assessment of current provision of services through English and /Irish or, more probably in a lot of cases, on an *ad hoc* basis. * Denotes Gaeltacht-based school/centre/office

Office/Unit	Service
CEO's Office	Irish and English
CEO's Secretary	Irish and English
Finance Officer	Irish and English
An Timire Gaeilge	Irish and English
Adult Education Officers	Irish and English
Secretarial Services to the Committee	Irish and English
Community Education Facilitator	Irish and English
Telephone Exchange	Irish and English
Front Office/Reception	Irish and English
Third Level Education Grants	Irish and English
Student Support Services	Irish and English
Buildings Office	Ad hoc service in Irish when requested
Accounts Section	Ad hoc service in Irish when requested
Administrative Services in non-Gaeltacht based schools and centres	Ad hoc service in Irish when requested
General Purposes Section	Ad hoc service in Irish when requested

Aonad/Oifig	Seirbhís
Seirbhísí Riaracháin sna Scoileanna/Ionaid lasmuigh den Ghaeiltacht	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
Rannóg Uile-Chuspóra	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
An Rannóg Deontas Spóirt & Ógra	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
An Rannóg Tuarastal	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
An Rannóg Pinsean	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
An Rannóg Acmhainní Daonna	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
Ionad Litearthachta/Foghlama Teaghlaigh, An Fuarán, Maigh Cuilinn *	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
Ionad Oideachais Sheachtraigh Cheapach na gCapall, An Fháirche *	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla chuig pointe áirithe nuair a lorgáítear a leithéid
Ionad Breisoideachais Uachtar Ard	An tSeirbhís (ar bhunús ad hoc) le fáil trí Ghaeilge agus trí Bhéarla nuair a lorgáítear a leithéid.

Maidir leis na seirbhísí riaracháin luaite thuas atá ar fáil go dátheangach ar bhunús ad hoc, ní féidir a dheimhniú faoi láthair go mbeidh seirbhís ar fáil trí Ghaeilge agus trí Bhéarla i ngach cás. Déanfar foráil sa phróiseas earcaíochta chun líon na gcomhaltaí foirne atá inniúil sa Ghaeilge a mhéadú agus cuirfear cúrsaí ar fáil i scríobh

Office/Unit	Service
Youth and Sports' Grants	Ad hoc service in Irish when requested
Salaries	Ad hoc service in Irish when requested
Pensions	Ad hoc service in Irish when requested
Human Resources	Ad hoc service in Irish when requested
Adult Literacy /Family Learning Centre, Maigh Cuilinn*	Ad hoc service in Irish when requested
Petersburg Outdoor Education Centre, An Fhairche*	Ad hoc service in Irish when requested
Oughterard Further Education Centre	Ad hoc service in Irish when requested

With regard to the services listed above, most of which are currently provided bilingually on an ad hoc basis, it cannot be verified at present that service through Irish and English will be made available in every instance. Provision will be made in the recruitment process with a view to increasing the number of staff members who are linguistically competent to deliver a bilingual service. Courses in both spoken and written Irish will be made available to staff as need dictates. During the lifetime of this Scheme, the Committee shall encourage and assist staff in their efforts to improve their Irish language competence with the ultimate aim of providing an enhanced level of bilingual service to the public.

During the lifetime of this first scheme, priority will be given to the enhancement of bilingual services from the Committee's Administrative HQ in Athenry. Apart from the services which the Committee provides through its Gaeltacht-based schools and centres, the services emanating from HQ will entail a significant level of bilingual delivery and as such needs to be prioritised in any commitments contained in this scheme. Further details about such commitments are contained in the schedule of measures to follow.

*** Priority will also be attached to the Committee's Gaeltacht-based offices/centres where Irish is not currently the working language, namely Petersburg Outdoor Education Centre in An Fhairche and the Literacy Centre in Maigh Cuilinn. The Committee will do all it can during the lifetime of this scheme (and further schemes) to enable staff in both of these centres to improve on existing capability to deliver a bilingual service with the aim of ensuring that Irish becomes the working language of these centres by January 2020.**

agus labhairt na Gaeilge don fhoireann de réir mar a éilíonn gá. Tabharfaidh an Coiste gach spreagadh agus cúnaimh don fhoireann le linn thréimhse na Scéime a gcumas sa Ghaeilge a fheabhsú ionas go dtiocfaidh fás ar raon na seirbhísí a chuirimid ar fáil go dátheangach.

Tabharfar tosaíocht sa chéad scéim do na seirbhísí a sholáthraíonn an Coiste óna cheanncheathrú riaracháin i mBaile Átha an Ri mar gur ansin is mó a bhíonn déileáil ag an bhfoireann leis an bpobal, taobh amuigh de cheantar Gaeltachta ar ndóigh, ar spéis leo gnó a dhéanamh trí Ghaeilge. Beidh tuilleadh faoi seo sa sceideal beart níos faide ar aghaidh.

*** Tabharfar tosaíocht freisin do na hionaid/oifigí Gaeltachta atá faoi chúram an Choiste agus nach í an Ghaeilge a ngnáththeanga oibre faoi láthair, mar atá Ionad Foghlama Teaghlaigh Mhaigh Cuilinn agus Ionad Oideachais Sheachtraigh Cheapach na gCapall. Déanfaidh an Coiste gach iarracht is féidir an fhoireann sa dá ionad sin a chumasú ionas go mbeifear in ann an soláthar seirbhísí trí Ghaeilge a fheabhsú in imeacht Scéime(anna). Cinnteofar, faoi Eanáir 2020, gurb í an Ghaeilge a bheidh mar ghnáth-theanga oibre in aon oifigí Gaeltachta nach bhfuil ag feidhmiú sa tslí sin faoi láthair.**





Caibidil 3

Beartha faoi Scéim Teanga Trí Bliana Choiste Gairmoideachais Chontae na Gaillimhe

3.1 Cumarsáid Scríofa

	Gníomh	Spriocdháta
3.1.1	Cuireann an Coiste fáilte roimh chomhfhreagras i nGaeilge nó i mBéarla.	Leanúnach
3.1.2	Maidir le comhfhreagras tar éis comhrá teileafóin trí Ghaeilge, beidh an comhfhreagras sin i nGaeilge mura gcuireann duine den phobal a mhalairt in iúl.	Leanúnach
3.1.3	Beidh gach comhfhreagras a thionscnaíonn an Coiste le pobal Gaeltachta i nGaeilge de ghnáth nó d'fhéadfadh sé a bheith dátheangach má iarrtar sin nó má mheasann an Coiste gur gá sin a dhéanamh.	Leanúnach
3.1.4	Beidh ráiteas caighdeánach ar gach páipéar sainchlóite de chuid an Choiste, cosúil le bileoga dea-mhéine, fógraí, suíomh Gréasáin agus araile a thabharfaidh le fios don phobal go bhfáiltítear roimh chomhfhreagras i nGaeilge nó i mBéarla.	Nollaig 2006
3.1.5	Maidir le seirbhísí ó lá go lá, eiseofar ciorcláin agus litreacha caighdeánacha don phobal go dátheangach.	Saolré na Scéime seo
3.1.6	Leanfar ar aghaidh le cleachtais reatha an Choiste folúntais foirne a fhógairt go dátheangach.	Leanúnach

Chapter 3

Proposed schedule of measures in COGALVEC's Language Scheme

3.1 Written Communication

	Action	Implementation
3.1.1	The Committee welcomes correspondence in Irish and English.	Ongoing
3.1.2	Following a telephone conversation conducted in Irish, any written correspondence which ensues will be in Irish only.	Ongoing
3.1.3	All correspondence initiated by the Committee with the Gaeltacht community will ordinarily be in Irish only, except when specifically asked to correspond bilingually or when it is the view of the Committee that bilingual correspondence is deemed necessary.	Ongoing
3.1.4	All official headed paper, notices, Website etc.will include a statement informing the public that the Committee welcomes correspondence in both official languages.	December 2006
3.1.5	Day-to-day circulars and standard letters issued to the public will be bilingual.	Lifetime of this Scheme
3.1.6	The Committee's existing practise of advertising staff vacancies bilingually will be continued.	Ongoing

3.2 Leaflets/Brochures/Publications issued by Administrative Headquarters

	Action	Implementation
3.2.1	All leaflets/publications issued by the Committee's Administrative HQ to be provided bilingually by the end of the current Scheme. *With regard to the Committee's other schools/offices/centres, a process will be initiated during the lifetime of this scheme whereby information leaflets/publications etc. which emanate from such units will be made available bilingually, with the aim of bringing such process to a completion by the end of the second scheme.	By end of Scheme * Completion of process by end of second scheme.

3.2 Bileoga Eolais/Foilseacháin a eisiónn an Coiste

	Gníomh	Spriocdháta
3.2.1	Beidh gach bileog eolais/foilseachán a chuirfidh ceanncheathrú riaracháin an Choiste ar fáil go hiomlán dátheangach faoi dheireadh na Scéime seo. *Maidir le haonaid eile de chuid an Choiste, cuirfear tús le próiseas le linn shaolré na chéad scéime seo féachaint le bileoga eolais/foilseacháin a eisiónn uathu a chur ar fáil go dátheangach agus é mar sprioc go mbeidh iomlánú déanta ar an bpróiseas seo faoi dheireadh na dara scéime.	Faoi dheireadh na Scéime seo. * Iomlánú próisis faoi dheireadh na dara scéime.

3.3 Foirmeacha Iarratais

	Gníomh	Spriocdháta
3.3.1	Cuirfear ar fáil gach foirm iarratais agus aon ábhar mínithe a ghabhann leo i nGaeilge amháin nó go dátheangach in aon doiciméad amháin.	Ó thús na Scéime
3.3.2	Beidh an Ghaeilge a bhíonn in úsáid i bhfoirmeacha a chuireann an Coiste féin ar fáil inléite agus sothuigte le haird i gcónaí ar litriú caighdeánach agus ar ghramadach.	Leanúnach
3.3.3	Cinntear, trí ráiteas soiléir ar fhoirmeacha iarratais, go bhfáilteofar roimh iarratais i nGaeilge.	Leanúnach

3.4 Cumarsáid leis na Meáin – Preasráitis, Agallaimh etc.

	Gníomh	Spriocdháta
3.4.1	Beidh gach preaseisiúint agus preasráiteas dátheangach.	Saolré na Scéime seo
3.4.2	I gcás na Gaeltachta agus na Gaeilge, beidh an t-ábhar a chuirfear ar fáil i nGaeilge amháin nó go dátheangach de réir mar a fheileann.	Leanúnach
3.4.3	Cinntoidh an Coiste go mbeidh leordhóthain urlabhraithe ar fáil chun agallaimh a dhéanamh go héifeachtúil faoi ghnóthaí oifigiúla sa dá theanga oifigiúla.	Leanúnach

3.3 Application Forms

	Action	Implementation
3.3.1	All application forms and any explanatory notes will be made available in Irish only or bilingually within one document.	From beginning of scheme
3.3.2	All application forms in Irish issued by the Committee will be written in such a way as to be easily read and understood with due regard always to standards of spelling and grammar.	Ongoing
3.3.3	All application forms will contain a clear statement indicating that applications in Irish will be welcome.	Ongoing

3.4 Correspondence /communication with the Media – Press Releases, Statements, Interviews

	Action	Implementation
3.4.1	All press releases and press statements will be in Irish only, or bilingual, as the situation dictates.	Lifetime of Scheme
3.4.2	With regard to the Gaeltacht and to matters concerning the Irish language, material provided will be in Irish only, or bilingual, as deemed appropriate to circumstances.	Ongoing
3.4.3	The Committee shall ensure that sufficient spokespersons are available to perform media duties competently in both official languages.	Ongoing

3.5 Committee's Publications

	Action	Implementation
3.5.1	All of the Committee's bilingual publications will be contained within one document.	Lifetime of Scheme
3.5.2	Apart from documents of an explicitly technical nature, all publications will be provided simultaneously in both official languages.	Ongoing
3.5.3	All documentation relating to the Gaeltacht will be in Irish only.	Ongoing
3.5.4	The Committee will utilise its in-house translation service on a regular basis and will, if required, outsource translation expertise as required.	Ongoing
3.5.5	Posters and/or flyers issuing from Administrative Headquarters will be provided in both official languages simultaneously. The Committee will not be responsible for posters issued by other state bodies/organisations.	Ongoing

3.5 Foilseacháin an Choiste

	Gníomh	Spriocdháta
3.5.1	Beidh foilseacháin dhátheangacha de chuid an Choiste seo taobh istigh d'aon chlúdach amháin.	Saolré na Scéime seo
3.5.2	Seachas doiciméid ar ábhar teicniúil, cuirfear foilseacháin ar fáil go comhuaineach sa dá theanga oifigiúla.	Leanúnach
3.5.3	Foilseofar doiciméid a bhaineann le ceantar Gaeltachta i nGaeilge amháin	Leanúnach
3.5.4	Féachfaidh an Coiste le húsáid a bhaint as seirbhís aistriúcháin intí agus/nó as seirbhís sheachtrach aistriúcháin de réir mar a fheileann.	Leanúnach
3.5.5	Beidh póstaer eolais ar bith de chuid an Choiste ar fáil i nGaeilge agus i mBéarla go comhuaineach. Ní bheidh an Coiste freagrach as póstaer a eisítear ó chomhlachtaí poiblí eile.	Leanúnach

3.6 Suíomh Gréasáin an Choiste

	Gníomh	Spriocdháta
3.6.1	Beidh suíomh gréasáin an Choiste go hiomlán dátheangach agus beifear in ann athrú go hiomlán idir na teangacha oifigiúla.	Taobh istigh de Shaolré na Scéime seo
3.6.2	Aon ábhar a chuirfear leis an suíomh gréasáin ó am go chéile, déanfar é a chur ar fáil go comhuaineach sa dá theanga. Foilseofar doiciméid ar ábhar teicniúil i mBéarla amháin.	Taobh istigh de Shaolré na Scéime seo
3.6.3	Beidh aon chórais nua ríomhaireachta/seirbhísí gnó a fhorbróidh an Coiste dátheangach agus tabharfar isteach go comhuaineach iad.	Taobh istigh de Shaolré na Scéime seo
3.6.4	Beidh fáil ar fhoirmeacha iarratais, bhileoga eolais, phreasráitis, óráidí etc. ar an suíomh Gréasáin i nGaeilge nó go dátheangach.	Taobh istigh de Shaolré na Scéime seo
3.6.5	Beidh an séanadh a cuirtear ar gach ríomhphost dátheangach nó i nGaeilge amháin.	Taobh istigh de Shaolré na Scéime seo

3.6 Committee's Website

	Action	Implementation
3.6.1	The Committee's Website shall be bilingual and shall be enabled to transfer between both official languages.	Lifetime of Scheme
3.6.2	Any material added to the Website from time to time will be so done as to make it available simultaneously in both official languages. Documents of a technical nature will be provided in English only.	Lifetime of Scheme
3.6.3	Any new IT/interactive Website services introduced by the Committee will be developed bilingually and introduced simultaneously.	Lifetime of Scheme
3.6.4	Application forms, information leaflets, press releases, speeches etc. shall be made available on the Committee's Website in Irish only or bilingually.	Lifetime of Scheme
3.6.5	Any messages and/or disclaimers on Committee's Website/E-mail will be in Irish only or in Irish and English.	Lifetime of Scheme

3.7 Cumarsáid Teileafóin

	Gníomh	Spriocdháta
3.7.1	Tabharfaidh gach oibrí lasc-chláir/malartáin ainm an Choiste/na rannóige/na scoile/an ionaid/ i nGaeilge nó go dátheangach. Beidh bunbheannachtaí Gaeilge aige/aici agus cuirfear daoine den phobal i dteagmháil le pé roinn/oifig a bheidh freagrach as an tseirbhís atá uathu. Sa chás nach féidir leis an oibrí freastal go hiomchuí ar ghnó an duine sin, tairgfídh sé/sí don té atá ag glaoch é/í a aistriú chuig cainteoir Gaeilge agus déanfar é seo ar bhealach cúirtéiseach.	Cuirfear i bhfeidhm go céimniúil faoi Nollaig 2006.
3.7.2	Sa chás nach mbíonn cainteoir Gaeilge ar fáil le déileáil leis an nglao, déarfáidh an t-oibrí go nglaofaidh duine le Gaeilge ar ais gan aon tráth moille, go cinnte laistigh d'uir an chloig má bhíonn cainteoir Gaeilge san fhoirgneamh nó, ar a laghad ar bith, laistigh de lá oibre amháin. De rogha air sin, tairgfear don duine a ghlaigh go nglaofar ar ais air/uirthi nó go leanfar ag déanamh an ghnó trí Bhéarla.	Cuirfear i bhfeidhm go céimniúil faoi Nollaig 2007.
3.7.3	Cinnteoídh an Coiste go mbeidh fáilteoirí/oibrithe malartáin/teileafóin sna hoifigí Gaeltachta *láninniúil ar ghnó a dhéanamh le cainteoirí líofa Gaeilge.	Ó thús na scéime i bhformhór mór na nOifigí Gaeltachta. *Beidh gá le hoiliúint bhreise foirne a chur ar fáil i gcás oifig nó dhó chun an tseirbhís seo a chinntiú. Cinnteoídh, faoi Eanáir 2020, gurb í an Ghaeilge a bheidh mar ghnáth-theanga oibre in aon oifigí Gaeltachta nach bhfuil ag feidhmiú sa tslí sin faoi láthair.

3.7 Telephone Communication

	Action	Implementation
3.7.1	All employees working at switch/exchange will provide the Committee's / Section's/School's/Centre's name / title in Irish only or bilingually. Where an employee is unable to deal adequately in Irish with a member of the public, he/she will offer to transfer such member of the public to an Irish speaker and will do so in a courteous manner.	To be phased in by December 2006
3.7.2	In a situation where an Irish speaker is not available to deal with the call referred to in 7.1 above, the employee shall say that an Irish speaker will return the call without delay, certainly within 1 hour if the Irish speaker is in the building or, at the very least, within one working day. Alternatively, the caller will be offered to have her/his call returned or to continue doing business through English.	To be phased in by December 2007
3.7.3	The Committee shall ensure that sufficient switch operators/receptionists/secretaries with sufficient Irish to conduct business with a native/fluent Irish speaker be made available in all its Gaeltacht-based offices.	Ongoing in almost all Gaeltacht offices. Further language upskilling may be necessary in the case of one or two such offices to ensure availability of such service as described opposite. The Committee shall ensure that Irish becomes the working language of such Gaeltacht-based offices where they are not at present so doing, by January 2020.

3.8 Seirbhísí Cuntair / Duine le duine.

	Gníomh	Spriocdháta
3.8.1	<p>Beidh seirbhísí cuntair/duine le duine i nGaeilge nó i mBéarla ar fáil sna hionaid/oifigí seo a leanas:</p> <ul style="list-style-type: none"> Gach Scoil/Ionad/Oifig sa Ghaeltacht (faoi réir an choinníll ag 2.2.5 agus 3.7.3 thuas); Ionad Breisoideachais Uachtar Ard; Seirbhísí an Cheanncheathrú Riaracháin i mBaile Átha an Rí mar a leanas: Fáiltiú; Scéim Deontas Tríú Leibhéal; Acmhainní Daonna; Scéim Deontas Spóirt & Ógra; Seirbhísí tacaíochta Mac Léinn; Áisitheoir d'Oideachas Pobail; Oifigeach Aosoideachais Oirthear na Gaillimhe; Maidir le haon seirbhís chuntair eile a fhorbrófar ag leibhéal an cheanncheathrú riaracháin amach anseo, beidh an tseirbhís sin ar fáil go dátheangach chomh luath is a bheidh leordhóthain foirne inniúil ar Ghaeilge ar fáil chun seirbhís dá leithéid a chur ar fáil. Maidir le seirbhís chuntair ag leibhéal Rúnaíochta/Príomhoide sna scoileanna/ionaid taobh amuigh den Ghaeltacht (seachas Ionad Breisoideachais Uachtar Ard), mar thús próisis le linn shaolré na chéad scéime, féachaint le seirbhís chuntair trí Ghaeilge a fheabhsú, tairgfear uas-sciliú i dtaca le hiompar teanga do na baill foirne chuí agus beidh sé mar sprioc ag an gCoiste an próiseas seo a iomlánú faoi dheireadh na dara scéime. 	<p>Ó thús na Scéime</p> <p>Ó thus na Scéime</p> <p>-</p> <p>Tús próisis le linn na chéad scéime agus iomlánú próisis mar sprioc faoi dheireadh na dara scéime.</p>
3.8.2	Beidh sé mar pholasaí leanúnach ag an gCoiste seo go bhfáilteofar i nGaeilge nó i mBéarla roimh dhaoine a thagann chun ár n-oifigí le gnó a dhéanamh.	Cuirfear i bhfeidhm go céimniúil ó Mhárta 2006
3.8.3	Beidh a fhios ag daoine a thagann go dtí oifigí an Choiste go mbeidh an rogha acu a ngnó a dhéanamh i gceachtar de na teangacha oifigiúla. Beidh fógraíocht chun na críche sin le feiceáil in áit shuntasach nuair a chuireann duine cos thar thairseach na hoifige / an ionaid.	Faoi dheireadh shaolré na scéime seo
3.8.4	Ní mian leis an gCoiste go mbainfeadh dua, moill ná náire do chustaiméirí ná do bhaill foirne maidir le soláthar a chuid seirbhísí trí Ghaeilge.	Leanúnach

3.8 One-to-one Counter Services

	Action	Implementation
3.8.1	<p>Counter/one-to-one services will be available in Irish and English from the following centres/offices:</p> <ul style="list-style-type: none"> Every Gaeltacht-based school/centre/office (subject to the condition in 2.2.5 and 3.7.3); Oughterard Further Education Centre; Athenry HQ services as follows: Reception; Third Level Grants; HR; Youth & Sport Grants; Student Support Services; Community Education Facilitator; Adult Education Organiser (East Galway); With regard to any other HQ counter services in the future, such services will be made available bilingually as soon as sufficient staff adequately proficient in Irish become available. With regard to counter services at Secretary/Principal/Manager level in schools/centres outside the Gaeltacht (apart from Oughterard Further Ed. Centre), a process shall be commenced during the lifetime of this scheme with a view to improving counter services through Irish. Such process will involve offering Irish language up-skilling opportunities to relevant staff with the aim of bringing such process to a completion by the end of the second scheme. 	<p>From beginning of Scheme</p> <p>From beginning of Scheme</p> <p>-</p> <p>Initiate process during lifetime of first scheme. Complete process by end of second scheme.</p>
3.8.2	It is the Committee's intention that visitors to our offices be welcomed in either Irish or English.	To be phased in from March 2006
3.8.3	Members of the public who visit the Committee's offices will be made aware that they have the choice to conduct business in either of the two official languages. A notice to that effect will be placed in a prominent position for all members of the public to see.	Lifetime of Scheme
3.8.4	The Committee does not intend any undue delay, difficulty or shame for customers or staff members with regard to provision of its services through Irish.	Ongoing

3.9 Cruinnithe Inmheánacha agus Poiblí

	Gníomh	Spriocdháta
3.9.1	Reachtálfar cruinnithe, seimineáir agus araile a eagraíonn an Choiste don phobal sa Ghaeltacht trí mheán na Gaeilge.	Leanúnach
3.9.2	Cinnteoídh an Choiste go mbeidh leordhóthain foirne a labhraíonn Gaeilge ag cruinnithe poiblí, nó ar a laghad ar bith go mbeidh fáil ar bhall foirne a labhraíonn Gaeilge.	Faoi dheireadh shaolré na scéime seo
3.9.3	Eagrófar cruinnithe trí Ghaeilge nuair a bhíonn a fhios roimh ré gur Gaeilgeoirí iad tromlach rannpháirtithe ag cruinniú nó gur ionadaithe ó eagraíochtaí Gaeilge iad.	Leanúnach
3.9.4	Nuair a thugann oifigeach de chuid an Choiste cuairt ar scoil/ionad Gaeltachta, beidh sé/sí láninniúil ar ghnó a dhéanamh trí Ghaeilge.	Faoi dheireadh shaolré na scéime seo
3.9.5	Beidh dáileáin ar bith a scaipfear ag cruinnithe poiblí de chuid an Choiste i nGaeilge amháin nó i nGaeilge agus i mBéarla.	Leanúnach

4.0 Feiceálacht Íomhá Chorporáideach an Choiste

	Gníomh	Spriocdháta
4.1	Is é ainm oifigiúil an Choiste ná Coiste Gairmoideachais Chontae na Gaillimhe / County Galway Vocational Education Committee.	-
4.2	Tá an Choiste tiomanta d'íomhá chorporáideach dhátheangach.	-
4.3	Is féidir le baill an Choiste gnó a ardú trí Ghaeilge ag cruinnithe rialta an Choiste agus tabharfar freagra orthu i nGaeilge	Leanúnach
4.4	Sa chás go gcumfaí téacs do lógó nua ar bith de chuid an Choiste amach anseo, beidh an téacs sin i nGaeilge amháin.	-
4.5	Beidh comhaltaí an Choiste ar an eolas faoi bhearta na Scéime Teanga seo agus faoina n-oibleagáidí faoi Acht na dTeangacha Oifigiúla (Comhionannas), 2003.	Tús Scéime
4.6	Beidh an chomharthaíocht ar fud scoileanna agus ionaid an Choiste i nGaeilge amháin nó i nGaeilge agus i mBéarla.	Laistigh de Shaolré na Scéime seo

3.9 Meetings – Internal and Public

	Action	Implementation
3.9.1	All public meetings, seminars etc. organised by the Committee in the Gaeltacht shall be conducted through the medium of Irish.	Ongoing
3.9.2	The Committee shall ensure that sufficient staff with adequate competence in Irish be available at all public meetings.	Lifetime of Scheme
3.9.3	Where it is known prior to meetings that most participants are Irish speakers or that they represent Irish organisations, such meetings will be conducted through the medium of Irish.	Ongoing
3.9.4	When an officer of the Committee visits a Gaeltacht school/centre, he/she will be fully capable of conducting business through the medium of Irish.	Lifetime of Scheme
3.9.5	All handouts distributed at public meetings organised by the Committee shall be in Irish only or in Irish and English.	Ongoing

4.0 Visibility of VEC's Corporate Image

	Action	Implementation
4.1	The official title of the Committee shall be Coiste Gairmoideachais Chontae na Gaillimhe / County Galway Vocational Education Committee	-
4.2	The Committee is committed to a bilingual corporate image.	-
4.3	All Committee members are afforded the opportunity to speak in Irish at all meetings and are entitled to a response in Irish.	Ongoing
4.4	If, at some future date, the Committee decides to attach text to its corporate logo, such text shall be in Irish only.	-
4.5	Committee members shall be aware of the measures proposed in this Scheme and of their obligations under the Official Languages Act, 2003.	From beginning of Scheme
4.6	All signage in the Committee's schools and centres shall be in Irish only or in Irish and English.	Lifetime of Scheme

5.0 An Ghaeltacht

	Gníomh	Spricdháta
5.1	Aithníonn an Coiste go bhfuil sainriachtanais ag pobal Gaeltachta mar go bhfuil siad ag feidhmiú trí theanga neamhfhorleathan. Déanfaidh an Coiste gach iarracht chuile sheirbhís a bhaineann leis an nGaeltacht a sholáthar, chomh fada agus is féidir, trí mheán na Gaeilge amháin.	Leanúnach
5.2	Beidh leordhóthain Gaeilge ag gach ball foirne i scoileanna agus ionaid Ghaeltachta an Choiste chun a chinntiú gur trí Ghaeilge amháin a réachtálfar gnó na n-ionad/scoileanna sin.	Leanúnach
5.3	Foilseofar doiciméadacht a bhaineann le ceantar Gaeltachta i nGaeilge amháin nó go dátheangach. [Níl freagracht ar an gCoiste doiciméadacht a sholáthar trí Ghaeilge nuair atá Ranna Stáit eile in ainm í a chur ar fáil trí Ghaeilge faoi fhorálacha Acht na dTeangacha Oifigiúla, 2003.]	Leanúnach
5.4	Beidh oibríthe/rúnaithe/fáilteoirí in oifigí Gaeltachta (scoileanna agus ionaid) in ann déileáil le cainteoirí líofa Gaeilge agus glaonna teileafóin a fhreagairt i nGaeilge amháin.	Leanúnach
5.5	Cinntefar in imeacht shaolré scéimeanna gurb í an Ghaeilge a bheidh mar ghnáth-theanga oibre in aon oifigí Gaeltachta nach bhfuil ag feidhmiú sa tslí sin faoi láthair.	Faoi Eanáir 2020
5.6	Ní dhéanfaidh polasaithe/tionscnaimh/cláir nua ar bith de chuid an Choiste seo aon díobháil do Shainchultúr agus Teanga na Gaeltachta agus déanfar gach is féidir iad a chothú.	-
5.7	Nuair a chuireann an Coiste seirbhís ar fáil i dteach/oifig/áitreabh cliant i gceantar Gaeltachta, glacfar leis gurb í an Ghaeilge gnáth-theanga an teaghlaiigh mura gcuirtear a mhalairt in iúl. [*I gcás fioreisceachtúil nuair nach mbíonn leordhóthain Gaeilge ag oifigeach ar leithligh an tseirbhís a chur ar fáil trí Ghaeilge, tabharfar deis don té sin uas-sciliú a dhéanamh ar a c(h)umas labhartha Gaeilge.]	Leanúnach * [Laistigh de shaolré na Scéime seo.]
5.8	Maidir le logainmneacha Gaeltachta, is é an leagan oifigiúil a úsáidfídh an Coiste i gcónaí, faoi réir Ionstraim Reachtuil Uimhir 872 de 2004 – An tOrdú Logainmneacha (Ceantair Ghaeltachta), 2004.	Leanúnach

5.0 The Gaeltacht

	Action	Implementation
5.1	The Committee recognises that Gaeltacht communities have specific linguistic requirements and will endeavour, in so far as is possible, to provide all of its services in the Gaeltacht through the medium of Irish only.	Ongoing
5.2	All staff members in the Committee's Gaeltacht-based schools and centres shall have sufficient Irish to enable them to conduct business exclusively through Irish.	Ongoing
5.3	All of the Committee's documentation relating to the Gaeltacht shall be in Irish only or in Irish and English. [It shall not be the responsibility of the Committee to provide documentation/publications in Irish when it is the responsibility of other State agencies to provide such material in Irish under the provisions of the Official Languages Act, 2003.]	Ongoing
5.4	All secretaries/receptionists in the Committee's Gaeltacht-based offices (schools and centres) shall be capable of dealing with fluent Irish speakers and be capable of answering telephone queries in Irish.	Ongoing
5.5	All efforts shall be made to ensure that Irish becomes the working language of any such Gaeltacht-based offices that currently are not functioning that way at the moment.	By 2020
5.6	Programmes/policies/initiatives of this Committee shall not be detrimental to the Specific Linguistic and Cultural Characteristics of the Gaeltacht and all efforts shall be made to promote and cherish these same characteristics.	-
5.7	Where the Committee provides a service in a client's dwelling/office in a Gaeltacht region, it will be understood that Irish is the working language of such household/office unless otherwise informed. *[In exceptional cases, where an officer of the Committee does not have sufficient Irish to provide a satisfactory service in Irish, such officers will be afforded every opportunity to avail of Irish language upskilling in order to bring them to such level of competence as is deemed necessary to provide satisfactory service in Irish.]	Ongoing *Within lifetime of this Scheme
5.8	The Committee is committed to using the official version of Gaeltacht placenames as provided for under Statutory Instrument 872 of 2004 .	Ongoing



Caibidil 4

Plean Straitéiseach do chur i bhfeidhm na Scéime

Faoi Alt 13 (2) (c) d'Acht na dTeangacha Oifigiúla, aithníonn an Coiste go gceanglaítear ar gach comhlacht poiblí atá ag ullmhú dréachtscéime a chinntiú go mbeidh líon leordhóthanach foirne inniúil i nGaeilge ionas go mbeidh sé ábalta a chuid seirbhísí a sholáthar trí Ghaeilge chomh maith le Béarla. **Tabharfar tosaíocht ó thaobh forbairtí oiliúna teanga d'fhostaithe a bhíonn ag an gcéad phointe teagmhála leis an bpobal ar mian leo gnó a dhéanamh trí Ghaeilge leis an gCoiste.** Tá Coiste Gairmoideachais Chontae na Gaillimhe tiomanta seirbhísí d'ard chaighdeán a chur ar fáil trí Ghaeilge agus díreofar go sonrach sa phlean straitéiseach ar na gníomhaíochtaí seo a leanas:

- i) Beidh Príomhoifigeach Feidhmiúcháin Choiste Gairmoideachais Chontae na Gaillimhe freagrach as feidhmiú foriomlán, monatóireacht agus athbhreithniú na Scéime seo.
- ii) Beidh cinn ranna, bainisteoirí line, Príomhoidí, eagraithe, bainisteoirí/comhordaitheoirí ionaid freagrach don Phríomhoifigeach Feidhmiúcháin as cur i bhfeidhm cheanglais na scéime faoi réir ag comhairle agus treoir a chuirfidh sé/sí ar fáil dóibh ó am go chéile.
- iii) Faoi réir ag éileamh agus buiséid fhorbartha, spreagfar an fhoireann le freastal ar chúrsaí iomchuí a mbeidh sé mar chuspóir leo díriú ar usáid na Gaeilge leis an bpobal agus déanfar an oiliúint a oiriúnú do riachtanais a bpost. D'fhéadfadh an oiliúint a bheith i bhfoirm ranganna Gaeilge intí, ranganna oíche nó go deimhin dianchúrsaí seachtaine/deireadh seachtaine. Más iomchuí agus indéanta, déanfar gach iarracht creidiúnú a chur ar fáil do pé chúrsaí oiliúna Gaeilge a réachtálfar.
- iv) Chomh fada agus is féidir, féachfaidh an Coiste le héascú a dhéanamh do bhaill foirne freastal ar ranganna/chúrsaí Gaeilge le linn uaireanta oibre.
- v) Beidh aird ag an gCoiste ar dhea-chleachtais maidir le hoiliúint teanga a chur ar fáil d'fhostaithe comhlachta phoiblí agus rachfar i gcomhairle le heagraíocht(aí) aitheanta atá in ann comhairle/treoir agus/nó oiliúint iomchuí a sholáthar, lena n-áirítear Conradh na Gaeilge, Ollscoil na hÉireann, Gaillimh agus An Foras Riaracháin. **Tabhair faoi deara gur dá ndeoin féin a dhéanfaidh baill foirne freastal ar chúrsaí Gaeilge.**
- vi) Chun críche éascaíocht a dhéanamh do chur i bhfeidhm na gceanglas sa scéim seo agus faoi réir ag buiséid fhorbartha ionghairme, leanfar leis an gcúnamh airgeadais a chuireann an Coiste ar fáil do bhaill foirne ar mian leo tabhairt faoin gCúrsa Dioplóma sa Ghaeilge nó faoi Chúrsa Dioplóma i gCeird an Aistriúcháin in Ollscoil na hÉireann, Gaillimh.
- vii) Cuirfidh an Timire Gaeilge tacaíocht sa mbreis ar fáil do bhaill foirne a fhreastalaíonn ar ranganna/chúrsaí Gaeilge trí mhaidineacha Gaeilge agus ciorcail comhrá a eagrú.

Chapter 4

Strategic Plan for Implementation of Scheme

Under Section 13 (2) (c) of the Official Languages Act, 2003, the Committee recognises that all public bodies who are required to prepare a draft language scheme are obliged to ensure that sufficient staff capable of conducting business competently and efficiently through the medium of Irish and English are so provided. **With regard to the proposed Irish language training measures outlined in this Scheme, priority will be given to such members of staff who engage with the public at first point of contact (by telephone communication or one-to-one). Such training will be crucial to the successful implementation of the overall Scheme. County Galway VEC is committed to the provision of services of a high standard in Irish and will focus on specific measures outlined in this plan, as follows:**

- i) The CEO of COGALVEC will be responsible for overall implementation, monitoring and review of this Scheme.
- ii) Section heads, line managers, Principals, organisers, centre managers/co-ordinators will be answerable to CEO regarding implementation of measures contained in this scheme.
- iii) Subject to demand and budgetary considerations, staff will be encouraged to avail of suitable courses which focus on the delivery of services through Irish and will be tailor-made (where possible) to meet the requirements of their jobs. Such training may take the form of Irish classes provided in-house, night classes or intensive week-long or week-end courses, or a combination of all three. Where possible, accreditation for attendance at such courses should be provided.
- iv) As far as practicable, the Committee shall attempt to facilitate staff attendance at Irish language training courses during office hours.
- v) The Committee will be cognisant of best practise in the area of Irish language awareness and training for employees of State organisations/companies and will engage with recognised organisations in this field with a view to receiving advice, guidance and/or training deemed appropriate to its needs and requirements. Such bodies may include Conradh na Gaeilge, NUIG, An Foras Riaracháin (IPA) and others. **Attendance at such courses/classes will be on a voluntary basis.**
- vi) To facilitate the implementation of measures proposed in this Scheme, the Committee shall, subject to budgetary considerations, provide financial assistance to staff members who wish to pursue the Cúrsa Dioplóma sa Ghaeilge at NUIG or the Certificate/Diploma Course in Irish Translation at NUIG also.
- vii) The Timire Gaeilge will endeavour to complement some or all of the structured Irish language training by providing in-house classes, facilitating 'ciorcail comhrá and organising a 'maidin Ghaeilge'.
- viii) Irish language training courses will be monitored with a view to providing extra assistance to participants who request it.

- viii) Déanfar monatóireacht leanúnach ar lucht freastail ranganna/cúrsaí Gaeilge agus cuirfear aon chúnaimh breise a meastar a bheith riachtanach ar fáil dóibh.
- ix) Beidh ceanglais Choiste Gairmoideachais Chontae na Gaillimhe i dtaca le comhlíonadh a chuid dualgas faoin Acht i gceist i bpolasaí earcaíochta an Choiste, go háirithe i réimsí lena n-áirítear rúnaíocht, fáiltiú agus cásanna sonracha eile nuair atá an Ghaeilge ina ceanglas sonrath (mar shampla, post múinteoireachta sa Ghaeltacht).
- x) Beidh de chúram ar an Rannóg Acmhainní Daonna a chinntiú go mbeidh dóthain foirne le cumas Gaeilge ag an gCoiste chun freastal ar an éileamh seirbhísí trí Ghaeilge a chur ar fáil. Ní sháróidh aon bheart nua i dtaca le hearcaíocht nósanna imeachta a bheidh comhaontaithe go náisiúnta idir ionadaithe foirne agus ionadaithe fostóirí.
- xi) Beidh feacht teanga san áireamh in aon phróiseas ionduchtúcháin do bhaill foirne nua.
- xii) Faoi réir ag éileamh ar sheirbhísí an Choiste trí Ghaeilge, féachfaidh an Coiste le foireann tosaigh le cumas Gaeilge a láithriú go straitéiseach ar fud réimsí uile an Choiste, ach tabharfar tosaíocht faoin gceanglas seo do na pointí/ionaid/oifigí ina gcuirtear tús le teagmháil leis an bpobal.
- xiii) Is mian leis an gCoiste go dtuigfeadh gach ball foirne agus earcaigh nua gur deis forbartha ionghairme dóibh a gcumas Gaeilge a fheabhsú oiread agus is féidir.
- xiv) Le toiliú na mball foirne atá inniúil ar sheirbhís ardchaighdeán trí Ghaeilge a chur ar fáil, cuirfear a n-ainmneacha ar an suíomh Gréasáin agus coinneofar an liosta suas chun dáta.
- xv) Nuair a meastar **Gaeilge a bheith bunriachtanach** do phost ar leithligh, is i nGaeilge amháin a fhógrófar an post sin agus is i nGaeilge amháin a thionólfar na hagallaimh roghnúcháin don phost sin ach amháin má iarrann iarrthóir go dtionólfá na hagallaimh go dátheangach. D'fhéadfaí míniú achomair i mBéarla a cheangal leis an bhfógra poist.
- xvi) I gcás nuair a mheastar an Ghaeilge a bheith inmhianaithe do phost ar leith, fógrófar an post sin go dátheangach.
- xvii) Maidir le post i gceantar Gaeltachta, áireofar mar **bhunriachtanas don phost sin** go mbeadh *leordhóthain Gaeilge ag iarrthóir lena c(h)umasú déileáil le cainteoir dúchais/líofa Gaeilge. Maidir le poist amach anseo in oifigí/ionaid **nach cinn Ghaeltachta iad**, beidh a fhios ag iarrthóirí ar na poist sin go bhfuil an Ghaeilge inmhianaithe chun críche ceanglais na scéime seo a chur i bhfeidhm agus beidh ceangal ar an iarrthóir rathúil tiomantas do Scéim Teanga an Choiste Gairmoideachais a léiriú agus tabhairt faoi pé oiliúint forbartha ionghairme a mheasfaí a bheadh riachtanach chun an duine sin a chumasú le bheith in ann déileáil le daoine trí mhéan na Gaeilge.

** Sa chás nach bhféadfaí duine le leordhóthain Gaeilge a aimsiú le folúntas Gaeltachta a líonadh, bheadh ceangal ar an iarrthóir rathúil tiomantas do Scéim Teanga an Choiste Gairmoideachais a léiriú agus tabhairt faoi pé oiliúint forbartha ionghairme a mheasfaí a bheadh riachtanach chun an duine sin a chumasú le bheith in ann déileáil go héifeachtach agus go héifeachtúil le cainteoir dúchais/líofa Gaeilge.*

- ix) The commitments entered into by COGALVEC in this Language Scheme will be reflected in the recruitment practices of the Committee, especially in the area of secretarial, administrative and reception appointments or any such appointment which requires a specific Irish language competency (for example, a teaching appointment in a Gaeltacht-based school/centre/office).
- x) The Human Resources Section of COGALVEC shall ensure that sufficient staff are appointed who are competent to meet the demand for provision of the Committee's services through Irish. Any new measures shall not contravene existing agreements entered into between employees' and employers' representatives.
- xi) Language awareness shall be a feature of any induction process provided by the Committee for new employees.
- xii) Subject to sufficient demand for the Committee's services through Irish, the Committee will seek to strategically locate frontline staff with sufficient competence in Irish throughout all areas of activity, but will prioritise those points where initial contact between members of the public and the organisation begins.
- xiii) The Committee views Irish language upskilling by existing as well as by newly-appointed staff as worthwhile professional development.
- xiv) With the **prior consent** of staff members who are competent to deliver services to the public through the medium of the Irish language, their names and sections will be regularly maintained on the Committee's Website.
- xv) Where Irish is deemed **a prerequisite** for a specific post, such post will be advertised in Irish only. **An explanatory note in English to this effect may be attached to the Irish advertisement.** Furthermore, interview selection will be conducted exclusively in Irish **except** in a situation where an applicant asks for the interview to be conducted in English.
- xvi) Where Irish is deemed desirable for a specific post, such post will be advertised in both official languages.
- xvii) Where a vacancy exists in a Gaeltacht-based school/centre/office, sufficient Irish to enable a candidate to engage in conversation with a fluent/native Irish speaker will be deemed a **prerequisite for appointment to such post**.^{*} With regard to future vacancies in offices/centres that are not Gaeltacht-based, applicants for such posts will be made aware of the desirability of having sufficient Irish for purposes of fulfilling the commitments contained in the Committee's Language Scheme and such applicants will be required to show commitment to the Language Scheme by undergoing such professional inservice training as is deemed necessary to enable that person to deal competently and satisfactorily with the public through Irish.

** Vis-à-vis a situation where it is not possible to recruit a person with sufficient Irish language competence to fulfil the criteria outlined in 17 above, the successful applicant shall be required to commit himself/herself to the measures outlined in the Committee's Language Scheme and to undertake such language upskilling as is deemed appropriate and necessary to bring himself/herself to such level of competence as to be able to deal adequately with a native/fluent Irish speaker.*



Fáilte romhat chuig

"Lá Gaelach"

Jonad Naomh Breandán

Baile Locha Riach

Lá Gaelach

Biachlár an lae:

Stobhach Gaelach

Maróg Araín agus Ime

Ceoltóirí -

Damhsóirí -

fonnadóirí
agus craic

Caibidil 5

Sceideal Acmhainní Riachtanach d’Fheidhmiú na Scéime

- A) Coiste Forfheidhmithe Scéime faoi stiúir an Phríomhoifigigh Fheidhmiúcháin
- B) Ciste Oiliúna
- C) Buiséad Priontála agus Foilseachán

Chapter 5

Schedule of Resources necessary for Scheme Implementation

- A) Scheme Implementation Committee led by Chief Executive Officer
- B) Language Training Fund
- C) Printing and Publication Fund



Caibidil 6 Faireachán agus Athbhreithniú

An Príomhoifigeach Feidhmiúcháin agus an Coiste Forfheidhmithe Scéime a bheidh freagrach as faireachán a dhéanamh ar chur i ngníomh cheanglais na Scéime seo agus as athbhreithniú a dhéanamh orthu.

Chapter 6 Monitoring and Review

The Chief Executive Officer and the Scheme Implementation Committee shall be responsible for monitoring the implementation of the commitments contained within this Scheme and shall keep them under review.



Caibidil 7 Poiblíocht do Scéim Chomhaontaithe

Nuair a bheidh an Scéim Teanga seo comhaontaithe idir an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta agus Coiste Gairmoideachais Chontae na Gaillimhe, déanfar an t-ábhar atá inti a phoibliú agus tiomantais agus soláthar na scéime a chur in iúl don phobal ar na bealaí seo a leanas:

- Fógraíocht – Raidió na Gaeltachta; Nuachtáin Áitiúla;
- Suíomh Gréasáin;
- Glacadh agus Seoladh Oifigiúil na Scéime ag Coiste Gairmoideachais Chontae na Gaillimhe;
- Scaipeadh na Scéime ar eagraíochtaí/chomhlachtaí poiblí cuí.

Chapter 7 Publicising of Agreed Scheme

Following agreement between the Minister and the public body in relation to an agreed scheme, County Galway Vocational Education Committee shall publicise the commitments and provisions of the scheme by means of:

- Press Release
- Formal launch of the scheme
- Advertisement
- Circulation to appropriate bodies
- Website

Aguisín 1

Fuarthas aighneachtaí ó na heagrais ainmnithe thíos faoi Alt 11 d'Acht na dTeangacha Oifigiúla (Comhionannas), 2003:

- Comhdháil Náisiúnta na Gaeilge
- An Chomhairle um Oideachas Gaeltachta & Gaelscolaíochta
- Cumann Aistritheoirí agus Teangairí na hÉireann (ITIA)

Appendix 1

Following a call for submissions from the public as provided for under Section 13 of the Official Languages Act, 2003, the organisations listed hereunder made submissions to the Committee:

- **Comhdháil Náisiúnta na Gaeilge**
- **An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta**
- **Cumann Aistritheoirí agus Teangairí na hÉireann / Association of Irish Translators and Interpreters**

