

Kerry Education and Training Board



**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

Official Languages Act 2003

Language Scheme 2020 - 2023

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Chapter 1: Introduction and Background

1.1 Introduction

The **Official Languages Act 2003** provides for the preparation by public bodies of a language scheme detailing the services which 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 currently provided by the body through the medium of the Irish language will be so provided within an agreed timeframe.

In accordance with section 14(3) of the Act, language schemes remain in force for a period of 3 years or until such time as a new scheme is confirmed by the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media, whichever is the later.

1.2 Preparation and Content of the Scheme

In the preparation of this scheme, due regard has been given to the Guidelines issued by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. In addition, there has been a comprehensive process of consultation with relevant stakeholders.

The **Kerry Education and Training Board (Kerry ETB)** is guided by the principle that the provision of Irish language services should be based on:

- the underlying level of demand for specific services in the Irish language,
- the importance of a proactive approach to the provision of such services, and
- the resources, including human and financial resources, and the capacity of the body concerned to develop or access the necessary language capability.

This scheme complements the principles of Quality Customer Service and our Customer Charter. It has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by the **Kerry Education and Training Board (Kerry ETB)** will be fully addressed on an incremental basis, through this and future schemes.

The time and effort put in by all concerned in this process is acknowledged and appreciated.

1.3 Commencement date of the Scheme

This Scheme has been confirmed by the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. It commences with effect from 27 December 2020 and shall remain in force for a period of 3 years or until a new scheme has been confirmed, whichever is the later.

1.4 A Note on the Updated Scheme 2020-2023

In the period of time where the previous Language Scheme was in place, certain changes have been made in Kerry ETB's provision of services in Irish:

- i. An Irish Language Officer has been employed on a part-time basis since 2015;
- ii. An Irish Language Steering Committee has been established to direct the Irish Language Officer's work. The committee meets 4 times annually to monitor progress.
- iii. Kerry ETB has developed an Irish language Policy and a Vision for the Irish Language which is published on the website;
- iv. A Further Education and Training Centre opened in Dingle in 2017. This is a centre which is operating in a Gaeltacht area and which affords Kerry ETB more opportunities to provide services to the Gaeltacht community in West Kerry;
- v. Kerry ETB is co-funding Irish language courses in Corca Dhuibhne and in Uíbh Ráthach in conjunction with Oidhreacht Chorca Dhuibhne and Kerry County Council;
- vi. Kerry ETB is co-funding an Irish Education Officer role in Uíbh Ráthach in partnership with Údarás na Gaeltachta;
- vii. Kerry ETB is supporting efforts to source funding for two Youth Officer roles, one in Uíbh Ráthach and one in Corca Dhuibhne;
- viii. Kerry ETB is a member of the Uíbh Ráthach Taskforce, which aims to tackle the population decline in that area through providing a higher level of services to the communities there;
- ix. Kerry ETB provides a range of creative projects in Corca Dhuibhne for children and teenagers through Irish (see Services in the Gaeltacht below);
- x. Kerry ETB has been named as the Lead Organisation for writing the Tralee Language Plan. Tralee has been named a Gaeltacht Service Town and work on the Plan has recently begun.

Chapter 2: Overview of Kerry ETB

Kerry Education and Training Board (formerly Kerry Education Service – the VEC in Kerry) was established on July 1st 2013. Kerry ETB is a statutory agency with responsibility for the delivery of education and training services in Co. Kerry.

Kerry ETB Schools and Centres

- 3 Community National Schools (Two Mile Community National School, Tahilla Community National School, Scoil an Ghleanna – Scoil Náisiúnta Phobail).
- 8 Post Primary Schools (Castleisland Community College, Causeway Comprehensive School, Coláiste na Sceilge in Cahersiveen, Gaelcholáiste Chiarraí in Tralee, Killarney Community College, Killorglin Community College, Coláiste na Ríochta, Coláiste Ghleann Lí in Tralee).
- Kerry College of Further Education and Training with 4 campuses providing courses for employment, courses for progression and apprenticeships – 3 in Tralee (Monavalley, Clash and Denny Street) and 1 in Listowel.
- Kerry College Admissions Office.
- 5 Further Education and Training Centres (Dingle Further Education and Training Centre, O’Connell Further Education and Training Centre in Cahersiveen, An Tóchar Further Education and Training Centre in Causeway, Kenmare Further Education and Training Centre, Tech Amergin Further Education and Training Centre in Waterville).
- 4 VTOS Programmes (Tralee, Killarney, Listowel, South Kerry).
- 5 Youthreach Programmes (South Kerry, Tralee (2), Killarney and Listowel).
- 8 Adult Literacy & Basic Education Programmes (Cahersiveen, Castleisland, Dingle, Kenmare, Killarney, Killorglin, Listowel, Tralee).
- Countywide Back to Education Initiative (BTEI) Programme.
- Countywide Community Education Programme.
- Night Class Programmes offered in Kerry College and some Further Education and Training Centres.
- Countywide Adult Guidance and Information Service.
- Cappanalea The National Centre for Outdoor Education and Training & Killarney National Park Education Centre.
- Tralee Regional Sports & Leisure Company Limited by Guarantee jointly owned by Kerry ETB and Kerry County Council.
- Music Generation
- Kerry Local Creative Youth Partnership

Kerry ETB is a large organisation with over 1,100 staff, over 4,000 students in full time education, circa 1,200 Further Education and Training courses catering for approximately 11,700 learners and an annual budget of circa €67 million.

2.1 Mission and Objectives

It is the mission of Kerry Education and Training Board, in conjunction with other education and training agencies and community development bodies, to create and promote the development of a lifelong learning society in Kerry, so that all who live in Kerry have access to the education and training required to fulfil their potential and needs.

2.2 Main Functions

The general functions of an Education and Training Board, stated under the Education and Training Boards as per Section 10 of the Education and Training Boards Act 2013 are:

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister:
 - i. establish and maintain recognised schools in its functional area,
 - ii. establish and maintain centres for education in its functional area,
 - iii. maintain centres for education or recognised schools in its functional area, and
 - iv. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, coordinate and review the provision of education and training, including education and training for the purpose of employment, and services ancillary thereto in its functional area in:
 - i. recognised schools or centres for education maintained by it,
 - ii. education or training facilities maintained or resourced by it,
 - iii. children detention facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers,
- e) establish scholarships,
- f) adopt a strategy statement,
- g) adopt an annual service plan,
- h) cooperate with anybody nominated to carry out internal audit functions,
- i) provide education and training at the request of, and on behalf of, any body which funds training out of money provided to that body by the Oireachtas,
- j) support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the manner in which it performs its functions is economical, efficient and effective.

Kerry ETB is active in the local communities through the direct provision of training and education programmes delivered in training centres, colleges and other training and educational centres.

2.3 Kerry ETB Key Services

- Community National Schools
- Post Primary Education
- Further Education and Training
- Corporate Support Services
- Music Generation
- Kerry Local Creative Youth Partnership

2.4 Customers and Clients

Schools:

Two Mile Community National School
Tahilla Community National School
Scoil an Ghleanna, Scoil Náisiúnta Phobail
Causeway Comprehensive School
Castleisland Community College
Coláiste Ghleann Lí Post Primary School
Coláiste na Sceilge
Gaelcholáiste Chiarraí
Killarney Community College
Killorglin Community College
Coláiste na Ríochta

Further Education and Training Centres:

Dingle Further Education and Training Centre
Kenmare Further Education and Training Centre
O'Connell Further Education and Training Centre
An Tóchar Further Education and Training Centre
Tech Amergin Further Education and Training Centre

Kerry College (4 campuses)

Listowel Campus
Denny Street Campus
Clash Campus
Monavalley Campus

Kerry College Admissions Office in Denny Street

Sports and Outdoor Education:

Cappanalea The National Centre for Outdoor Education and Training
Killarney National Park Education Centre
Tralee Regional Sports & Leisure Company Limited Guarantee (in partnership with Kerry County Council)

Chapter 3: Details of services currently being provided in English only or bilingually

Details of services currently being provided in English only or bilingually in Irish and English; including services in Gaeltacht areas.

Current Provision of Services		
Services (General)	In English only	Bilingually, in English and Irish
Head Office		Kerry ETB Head Office, Tralee Irish Language Officer and relevant staff are available to support Head Office with services through Irish
Schools	Two Mile Community National School Tahilla Community National School Causeway Comprehensive School Castleisland Community College Coláiste Ghleann Lí Post Primary School Killarney Community College Killorglin Community College Coláiste na Ríochta	Coláiste na Sceilge Gaelcholáiste Chiarraí Scoil an Ghleanna
Further Education and Training Centres	Kerry College (4 campuses) Kerry College Admissions Office Kenmare Further Education and Training Centre O'Connell Further Education and Training Centre An Tóchar Further Education and Training Centre Tech Amergin Further Education and Training Centre	Dingle Further Education and Training Centre
Youthreach Programmes	Tralee Youthreach LCA Youthreach, Tralee Killarney Youthreach Listowel Youthreach Youthreach, South Kerry	

Vocational Training Opportunities Scheme (VTOS)	Killarney VTOS Listowel VTOS South Kerry VTOS Tralee VTOS	
Kerry Adult Guidance and Information Service (KAGIS)	KAGIS in Head Office, Tralee	
Sports and Outdoor Education Centre	Cappanalea The National Centre for Outdoor Education and Training	
	Tralee Regional Sports & Leisure Company Limited Guarantee (in partnership with Kerry County Council)	
Services in Gaeltacht Areas	In English only	Bilingually, in English and Irish
Kerry ETB has established a Further Education and Training Centre in Dingle which is in the Gaeltacht. This centre opened in October 2017.	The Dingle FET Centre provides a wide range of certified and uncertified courses throughout the year.	The Dingle FET Centre also provides some courses in Irish e.g. Málaí scéalaíochta for parents, singing workshops with Muireann Nic Amhlaoibh, a heritage course, a language and play course. In 2020-2021 a Parents Plus Early Years Programme will be offered through Irish as well as a seasonal crafts course for parents and a farmers' evening course through Irish. Literacy courses are provided in English and in Irish (where the demand exists).

Chapter 4: Enhancing the provision of Irish Language Services

The provisions shaded in grey in the table below are mandatory requirements under the Official Languages Act 2003.

Means of communication with the public		Commitment	
Recorded Oral Announcements	<p>The following recorded oral announcements will be in Irish or bilingual:</p> <ul style="list-style-type: none"> Recorded oral announcements provided on the telephone when the offices of the public body are closed; Recorded oral announcements transmitted by a public address system; Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system. <p>This provision relates to 'recorded' announcements rather than 'live announcements'.</p> <p>Where a Place Names Order is in force, a public body is required to use the Irish language version of the place name specified in that Order in recorded oral announcements made by it or on its behalf.</p>		Mandatory
Means of communication with the public		Commitment	
Written Communication	Letters and Electronic Mail	All written communication will be responded to in the official language in which it was received.	Mandatory
	Stationery	Headings of stationery, including notepaper, compliment slips; fax cover sheets, file covers and other folders, labels and envelopes are provided in Irish or bilingually.	Mandatory

Means of communication with the public		Commitment	
Signage	Signage	All signage placed by Kerry ETB or on its behalf must be in Irish or bilingually, in accordance with the regulations (S.I. No.391/2008).	Mandatory
Publications	Publications	Documents setting out public policy proposals, audited accounts or financial statements, annual reports and strategy statements will be published simultaneously in Irish and English.	Mandatory
	Circulars/ Mailshots	Where a public body communicates in writing or by electronic mail with the general public or a class of the general public for the purpose of furnishing information to the public or the class, the body shall ensure that the communication is in the Irish language or in the English and Irish languages.	Mandatory
An Ghaeltacht	Gaeltacht Place names	The official place names of Gaeltacht areas will be used by the public body in accordance with the legislation.	Mandatory

Kerry ETB will also undertake the following lists of actions under each service.

Means of communication with the public		Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Oral Communication	Reception	<p>Customers will be greeted firstly in Irish and then in English.</p> <p>A service through the medium of Irish will be available from Head Office; Coláiste na Sceilge, Gaelcholáiste Chiarraí, Scoil an Ghleanna and the Dingle Further Education and Training Centre.</p>	Continuously
	Face to Face/Counter Service	An up-to-date list of staff members who can provide a service through Irish will be made available.	Continuously
Oral / Written Communication	Switchboard	Switchboard staff will give the name of the public body in Irish and English and all Kerry ETB Schools and Centres.	Continuously
	Telephone communication with the public	Bilingual staff will make customers aware that they are willing to conduct business in Irish, if required.	Continuously
	Recorded Oral Announcements	Staff will have their pre-recorded personal telephone greetings in bilingual format.	Continuously
	Live announcements	20% of live announcements will be bilingual.	Continuously
	Information Leaflets/ Brochures	All information leaflets and brochures advertised in the Gaeltacht are bilingual.	Continuously

Means of communication with the public	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
	<p>Application Forms</p> <p>A bilingual or Irish version of the following forms will be available:</p> <ul style="list-style-type: none"> • Job Application forms for designated Irish language posts; • Enrolment forms for Gaelcholáiste Chiarraí, Scoil an Ghleanna, the Aonad in Coláiste na Sceilge and the Dingle Further Education and Training Centre. 	Continuously
Media	<p>Press Releases</p> <p>60% of press releases will be issued bilingually. The objective will be to issue this material simultaneously.</p> <p>Press releases related to the Gaeltacht / Irish language issues will be issued simultaneously in Irish or bilingually.</p>	Continuously
	<p>Media Spokespersons</p> <p>An Irish speaking spokesperson/s will be available for interviews with the Irish language media.</p>	Continuously
	<p>Speeches</p> <p>We will include 15% of Irish content in English speeches. Such content shall include opening and closing greetings in Irish, and references here and there in Irish to the subject matter of any such speeches and/or to the occasion in hand, as a minimum.</p> <p>All official Kerry ETB speeches delivered in the Gaeltacht shall be in the Irish language only.</p>	Continuously
	<p>Other</p> <p>All official social media posts will be bilingual.</p>	Continuously

Information Technology	Email	Standard email messages such as disclaimers will be bilingual. A dedicated email address will be set up for queries in Irish: oifigeachgaeilge@boochiarrai.ie	Continuously
	Websites	The static material on the website and any other secondary website of the public body will be available bilingually.	Continuously
	Computer Systems	Any new computer system being installed will be fully capable of handling the Irish language.	From date of system installation
	Interactive Services	Every new Kerry ETB online and interactive service will be made available on a bilingual basis.	Continuously
	Other	The Board's website shall include on its homepage a bilingual welcome statement by the CEO of said Board, affirming the Board's commitment to implementing the commitments promised in its agreed language scheme.	Continuously
Gaeltacht	Meetings	Where required, meetings held in the Gaeltacht will be conducted in Irish, with simultaneous translation to English provided, as appropriate. Meetings organised by Kerry ETB that deal with Irish language issues will be held in Irish or bilingually, as appropriate. Contributions in Irish or English will be welcome at public meetings organised by or on behalf of the public body.	Continuously

Chapter 5: Enhancing the Provision of Irish Language Services in Gaeltacht Areas

Enhancing the provision of Irish language services in Gaeltacht areas and ensuring that Irish becomes the working language in offices located in Gaeltacht areas by a certain date.

Commitments in Gaeltacht Areas

Description of services in Gaeltacht areas	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
<p>Kerry ETB has a permanent centre in Dingle, in the Corca Dhuibhne Gaeltacht.</p>	<p>Kerry ETB will offer a minimum of 4 courses through Irish in the Dingle FET Centre every year, depending on demand.</p> <p>Kerry ETB will compile a tutor pool of tutors who can deliver through Irish.</p> <p>Kerry ETB will ensure that the system supports the delivery of courses through Irish in the Gaeltacht by compiling clear Guidelines for delivery in the Gaeltacht (i.e. lowering the minimum number of participants).</p> <p>Kerry ETB will provide a Parents Plus course through Irish in the Dingle Further Education and Training Centre in Autumn 2020 subject to demand.</p> <p>Kerry ETB will continue to co-operate with Comhchoiste Uíbh Ráthaigh and Comharchumann Chorca Dhuibhne to develop youth services for Uíbh Ráthach and Corca Dhuibhne.</p> <p>Kerry ETB will continue to support efforts to source funding to create two Youth Officer roles, one in Corca Dhuibhne and one in Uíbh Ráthach.</p> <p>Kerry ETB will continue to co-fund a role as an Irish Education Officer in Uíbh Ráthach, in partnership with Údarás na Gaeltachta.</p>	<p>By the end of the Scheme</p>

Description of services in Gaeltacht areas	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
<p>Kerry ETB provides language based creative projects for children and teenagers in Corca Dhuibhne, for example:</p> <ol style="list-style-type: none"> 1. Summer camp in media skills for 6th class pupils in Baile an Fheirtéaraigh (5 days) 2. Music Project for teenagers where they compose and record their own music through Irish 3. A letter writing project, Cairde ar an bPeann, where 1st Year students in Pobalscoil Chorca Dhuibhne write letters to students in Gaelcholáiste Chiarraí, Tralee and the Irish Unit in Coláiste na Sceilge in Cahersiveen. 4. Tionól Scoile for ‘Cairde ar an bPeann’ students in May where they meet to spend a fun day together. 5. Working with the Dingle Hub on projects such as a series of animation workshops for teenagers through Irish. 6. Working with TechSpace trí Ghaeilge to do creative, technical projects with young people. 	<p>These projects are organised by the Irish language Officer in conjunction with other bodies and have become embedded in the Kerry ETB calendar and will continue to evolve from year to year.</p>	<p>Continuously</p>

Description of services in Gaeltacht areas	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Kerry ETB provides an Adult Basic Education service in Dingle	Literacy courses are provided in English and in Irish on a one to one basis and are subject to demand.	Continuously

Irish as the working language in Gaeltacht offices	
Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Irish is the working language of the Dingle Further Education and Training Centre in the Gaeltacht.	Continuously
Correspondence with the Gaeltacht community will be in Irish only or bilingually.	From the commencement of scheme
Courses are being provided in the Gaeltacht at present through the medium of English and Irish. Kerry ETB recognises that there is an opportunity to meet the demand for further education courses through Irish and is committed to researching areas of interest for people who live in the Gaeltacht and identifying suitable tutors in those areas.	Continuously

Chapter 6: Improving Language Capability

6.1 Recruitment

The recruitment of staff with the appropriate level of competence in the Irish language in each area of work of Kerry ETB will be the primary means of optimising the availability of services through Irish. Our recruitment policy, which is subject to the framework of agreed national recruitment procedures, will have regard to the need to improve Irish language capability on an incremental basis.

All new staff will be provided with an induction pack containing a copy of our agreed scheme in order to ensure that they are made aware of our commitments under the legislation.

6.2 Training and Development

Kerry ETB is committed to making available opportunities for staff to attend appropriately accredited Irish language training courses, as resources permit. All staff will be advised of facilities/opportunities to improve their competency in Irish.

Improving Irish Language Capability	Commitment	Timeline By end Yr1/Yr2/Yr3
Recruitment	New staff will be provided with an induction pack containing a copy of our agreed scheme.	Continuously
Training	<p>Opportunities to develop the Irish language competence of staff will be provided.</p> <p>Appropriate arrangements will be made for the provision of Irish language training and proficiency testing certification for staff to:</p> <ul style="list-style-type: none"> • support staff in maintaining and developing their proficiency in the Irish language, • enhance the capacity of staff to meet their Irish language obligations in the conduct of their duties • provide an accredited proficiency testing regime for staff, and • Irish language training for staff in Head Office took place during office hours in Autumn 2019 and this training will continue to be provided from year to year. 	Continuously

Improving Irish Language Capability	Commitment	Timeline By end Yr1/Yr2/Yr3
	<p>Staff will be made aware of language resources such as: www.tearma.ie; www.teanglann.ie www.focloir.ie and www.abair.ie as well as WinGléacht, the electronic version of the Ó Dónaill Irish- English dictionary.</p>	
<p>Participation in language promotion activities / Provision of resources</p>	<p>Staff will be aware of the concept of the proactive agreement – proactively offering services in Irish to the public.</p> <p>Access to information on language resources will be facilitated such as the online tools mentioned above to assist them in their written and spoken communication.</p> <p>Appropriate Continuing Professional Development will be offered to Kerry ETB staff, with the aim of enhancing their proficiency level in the Irish language.</p>	Continuously
<p>Other</p>	<p>A language rights poster (available from the office of An Coimisinéir Teanga) will be displayed prominently in all Kerry ETB administrative offices, all schools and all recognised centres of education.</p> <p>A survey of staff shall be undertaken to gauge their proficiency levels in the Irish language, whereby they will indicate their proficiency in the language as Fluent or Very good or Good or Fair or Weak.</p> <p>All Kerry ETB job applications will capture information on candidate's competency/capability in the Irish language. Candidates will indicate their proficiency as being either Fluent, Very good, Good, Fair or Weak</p> <p>Where a job description specifies Irish as a criteria for the post, a question in Irish will be asked at interview.</p>	Continuously

6.3 Designated Irish Language Posts

In addition to teachers of Irish, the posts listed below have been designated as having an Irish language competency requirement. It is the intention that holders of these posts will have achieved specified accredited standards in the Irish language, commensurate with the responsibilities of the post. When designating these posts, particular consideration has been given to posts located in Gaeltacht areas and to posts located outside Gaeltacht areas but whose customer base consists largely of Gaeltacht and/or Irish language speaking communities.

Title of Post	Location	Gaeltacht/Irish speaking community served	Indication of standard of Irish required (choose from basic, intermediate or advanced)
<i>Gaelcholáiste Chiarraí</i> Principal Deputy Principal Teachers	Tralee	Secondary school students (not in the Gaeltacht)	Advanced desirable.
<i>Scoil an Ghleanna, Pobalscoil Náisiúnta</i> Principal Deputy Principal Teachers	Baile an Sceilg, Uíbh Ráthach	Primary school students in the Gaeltacht	Advanced desirable.
Teachers in Coláiste na Sceilge's Irish medium Aonad	Cahersiveen	Secondary school students (in the Gaeltacht and outside the Gaeltacht)	Advanced desirable.
<i>Dingle FET Centre</i> Centre Manager Administrator Any future role in the centre	Daingean Uí Chúis	Corca Dhuibhne	Advanced desirable.

Chapter 7: Monitoring and Review

The responsibility for monitoring and reviewing regularly the implementation of the scheme has been delegated to the **Directorate**. The contact person for the scheme will be the Irish Language Officer of Kerry ETB.

A formal system for monitoring requests for services through Irish will be available and recorded in our Annual Report.

Chapter 8: Publicising of Agreed Scheme

This scheme will be publicised both internally and externally, through a press release initially. A bilingual version of the scheme will be made available on our website and circulated to all staff and appropriate agencies. Other means to publicise the scheme may also be used.

In addition, we will take every opportunity in our day to day interaction with customers to promote and publicise the services we provide in Irish through the following means:

- directly informing customers on a proactive basis of the option of conducting business with us through Irish, for example, by the display of notices at reception areas indicating the Irish language services that are available;
- prominently listing these services on our website;
- signifying on selected guidelines, leaflets and application forms that these documents are also available in Irish, unless presented bilingually;
- giving equal prominence to Irish and English language materials.

A copy of the agreed scheme will be forwarded to the Office of An Coimisinéir Teanga.