



**Scéim Teanga Institiúid
Teicneolaíochta, Tamhlacht**

**2015 – 2018
Faoi Alt 11 d'Acht na
dTeangacha Oifigiúla 2003**

**Language Scheme of the
Institute of Technology, Tallaght**

**2015 – 2018
Under Section 11 of the Official
Languages Act 2003**

CONTENTS	Page
1.0 INTRODUCTION	2
1.1 Consultation Process and Preparation of the Scheme	
1.2 Summary of Results of Public Submissions and Internal Questionnaire	
1.3 Content of the Language Scheme	
1.4 Commencement Date of the Scheme	
2.0 OVERVIEW OF ITT	4
2.1 Institute Mission and Purpose	
2.2 Customers and Clients	
3.0 SUMMARY OF SERVICES AVAILABLE TO THE PUBLIC AT COMMENCEMENT OF THE SCHEME	6
3.1 Enhancements of Services available at the end of Scheme	
3.1.1 Switchboard Operations	
3.1.2 Annual Publications	
3.1.3 Official Publications	
3.1.4 Brochures, Course Application Forms and leaflets	
3.1.5 Website	
3.1.6 Virtual Learning Environment (VLE)	
3.1.7 Public relations	
3.1.8 Computerised Systems	
3.1.9 Language Courses available within Catchment Area	
3.1.10 Gaeltacht Placenames	
3.2 Recruitment	
3.3 Training and Staff Development	
4.0 MONITORING AND REVIEW	9
5.0 PUBLICISING THE AGREED SCHEME	9

1.0 Introduction

This scheme was prepared under Section 11 of the Official Languages Act 2003 (hereinafter referred to as the Act) by the Institute of Technology, Tallaght. 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.

Over the lifetime of the Approved Scheme it is expected that many areas that are conducting their business exclusively through the medium of the English language at present will be able to conduct elements of their business through both official languages.

1.1 Consultation Process and Preparation of the Scheme

A project team was created to advise the Academic Council on the implementation of the Official Languages Act within the Institute.

A notice appeared in the Irish Times inviting the public to make submissions in relation to the provision of services in Irish by the Institute. The Irish Languages Subcommittee of Academic Council issued a questionnaire to help identify the baseline level of Irish competence within the Institute and requested comments and contributions with regard to possible mechanisms by which Irish could be promoted within the Institute. The questionnaire and responses helped to provide an assessment of underlying demand and identify the levels of competence already existing within the staff together with the level of interest staff would have in partaking in staff training in the language.

These were the main inputs together with the Guidelines which informed the drafting of the Scheme. The Institute appreciates the time and effort put in by all concerned in this process.

1.2 Summary of Results of Public Submissions and Internal Questionnaire

The analysis of the responses to the internal questionnaires suggested that, while there was very few staff fluent in Irish, there was a good level of enthusiasm among staff members for

Irish. Taking the medium to longer term view and collaboration with sister institutions it is believed that, with ongoing relevant training, there will be sufficient competence within the current staff to move to a position where many elements of business can be conducted through the medium of both official languages.

1.3 Content of the Language Scheme

The services currently provided are through the medium of the English language. A small number of staff have a range of verbal competencies in the Irish language with one or two having written competencies. Therefore the priorities of the scheme will be to:

1. Improve the language competency (oral and written) in selective staff members
2. Publish material bilingually within one cover except where this is not possible because of the size or nature of the document.
3. Have key elements of the website available bilingually
4. Enhance the Institute's capacity to conduct aspects of its business bilingually
5. Comply with signage regulations
6. Have in place personnel in functional areas capable of providing services through Irish.
7. Develop strategic alliances with other Institutes of Technology to provide appropriate bespoke staff training opportunities in key areas of the Institute

1.4 Commencement Date of the Scheme

This scheme has been confirmed by the Minister for Arts, Heritage and the Gaeltacht.

The scheme will commence with effect from **28 September 2015** and shall remain in force for a period of 3 years from this date or until a new scheme has been confirmed by the Minister pursuant to *Section 15* of the Act, whichever is the later.

2.0 Overview of ITT

The Institute of Technology Tallaght is located in South Dublin County which is Ireland's largest urban centre after Dublin and Cork with a population of more than 100,000. The Institute was established in 1992 and in its relatively brief history, has grown in size, stature and in the range and level of programmes it provides. The Institute has a staff of 400 and caters for a student population of approximately 3,000 full-time and 1,500 part-time students offering a wide range of programmes from Higher Certificate, Ordinary Degree and Honours Degree to Masters Degree and Doctoral level. Courses are provided in a variety of delivery modes, including full-time, part-time, distance, in-company and work-based study. The number of post-graduates undertaking Masters degrees by research and PhD degrees has steadily increased in recent years, as has the number of staff involved in research supervision.

2.1 Institute Mission and Purpose

Having regard to its functions as set out in the Institutes of Technology Act 2006 and earlier legislation, the Institute has articulated its mission statement in the current *Strategic Plan* as follows:

The mission of the Institute of Technology, Tallaght is to be the centre of higher education and knowledge creation within South Dublin County and its environs, to broaden participation in higher education in the region, to be recognised as a leader in supporting research and commercial innovation, and to assist in the advancement of the economic, social and cultural life of the region. The Institute will:

- Offer a range of relevant and flexible learning opportunities, which are career focused, within a professional and supportive learning environment.
- Provide increased lifelong learning opportunities commensurate with the career requirements of those living in the region and the developmental needs of business, industry and society.
- Promote equality of access and opportunity to widen participation and facilitate all learners in achieving their potential.
- Serve as a leading centre for the advancement of research, commercial innovation and enterprise development within the region.
- Implement civic engagement initiatives to increase opportunities for, and maximise participation of all citizens in the development of the region.
- Cultivate a range of international partnerships and initiatives to advance the role and core activities of the Institute.

The Institute's mission statement reflects the Institute's responsibilities to the region that it serves and its commitment to become an integral part of the region by responding in an ongoing and flexible manner to regional needs.

2.2 Customers and Clients

The Institute's principal customers are its students to whom it has a particular duty of care. It also interacts with other educational institutions and agencies and the general public. Its key client and customer base comprises the following, but this list is not exclusive:

- Higher Education Authority (HEA)
- Department of Education and Skills
- Quality and Qualifications Ireland (QQI)
- Dublin Regional Higher Educational Alliance (DRHEA)
- Institutes of Technology Ireland
- Irish Research Council
- Education and Training Boards
- County Councils
- Enterprise Ireland
- IDA Ireland
- Fáilte Ireland
- The Arts Council
- Engineers Ireland
- The Teaching Council

This scheme sets out the targets that the Institute has established for the next three years. Responsibility of on-going monitoring and review rests with the Senior Management Team.

3.0 Summary of Services available to the Public at commencement of the Scheme

The primary function of the Act is to ensure better availability and a higher standard of public services through Irish and ITT is working towards full compliance with the requirements of the Act. The main function of ITT is to provide quality education programmes and at present, all programmes are delivered through English. Services to the general public, stakeholders and other agencies are also delivered exclusively through English.

Currently Annual Reports and Financial Statements are available in both official languages on the Institute's website in accordance with Section 10 of the Official Languages Act, 2003.

3.1 Enhancements of Services available at the end of the Scheme

This section sets out the position in relation to service provision enhancement through the Irish medium by the Institute. However, the Institute does not predict a demand for course provision in Irish and understands that other third-level institutions, some of which are located in Gaeltacht areas, are collaborating to form a unified approach to such provision. While recognising that all the services offered by the Institute are exclusively through English, the following enhancements will be available at the end of the current Scheme unless otherwise stated. The Institute is also mindful that more and more of its service is being conducted via online resources.

3.1.1 Switchboard Operations

Despite a low volume of calls to ITT Tallaght requiring service through the medium of Irish the Institute has committed to providing an Irish language service to callers. The Institute will put in place at the commencement of this scheme a service for those callers who wish to conduct their business through Irish. In this case callers, who express the preference, will have their queries dealt with through the medium of Irish. If the volume of callers wishing to conduct their interactions with the Institute through the medium of Irish is deemed to be significant then consideration will be given to expanding this service.

3.1.2 Annual Publications

Currently the Institute publishes a Full time Prospectus and a Life Long Learning Prospectus on an annual basis. However the Institute is moving generally towards e publications. The Institute commits to publishing the general contents of the Prospectus bilingually on the website within the first year of this Scheme. Course details will be in the language of delivery. Other Annual Publications aimed at an international audience will be in English or in English and a foreign language.

3.1.3 Official Publications

Publications covered by section 10 of the Act such as Annual Reports are and will continue to be published bilingually and within one cover. They are and will continue to be available on the Institute's website in both official languages.

3.1.4 Brochures, Course Application Forms and Information leaflets

There are a number of existing paper based information material which continues to be used in the Institution. These existing brochures, course application forms and information leaflets which are scheduled to be updated will be translated and available bilingually within the lifetime the scheme. Generally, bilingual documents will be available within one cover. However, where some publications may be unduly lengthy under one cover, these will be published separately in Irish and English. Publications aimed at international audiences will be in English only. Consultant and technical reports will be published in the language in which the reports were originally presented.

3.1.5 Website

The website of the Institute will be available bilingually for items of general information. General information would include, but not be limited to, background information on the Institute, details of services and activities, resources within the Institute, descriptions of the teaching, learning, sports, clubs, societies, and other services available to students. Such documents as the Institute Regulations, Strategic Plans, Addresses by President and Annual Reports from the Institute will be available on the website bilingually (where published these will be bilingual within one cover).

The following elements will remain exclusively in English on the website:

- Components aimed at international audiences
- Components of a technical or specialist nature
- Web delivered programmes
- Components relating to new programmes of learning or training

3.1.6 Virtual Learning Environment (VLE)

The VLE is the student portal by which students are provided with information or services, advice on facilities and is used as a means of communication with students. By the end of the Scheme, relevant public information in the site will be available in both official languages. Course material, notes and overheads etc. will be available on the VLE in the language of delivery.

3.1.7 Public relations

All press releases pertaining to the Institute's work in the Gaeltacht and/or Irish Language related matters will be issued simultaneously in Irish or bilingually. Where it is feasible, other press releases will be issued through Irish. Speeches or statements will be published in the language in which they were delivered.

The Irish language will be given appropriate prominence in addresses by Governing Body members and the President of the Institute.

3.1.8 Computerised Systems

The general staff PCs are compatible with the Irish language. The Institute is monitoring the availability of spell checkers, grammar checkers and dictionaries through the medium of Irish which can be integrated into the Microsoft suite of office products which exist within the Institute. Decisions to upgrade the Institute's computer platform will take into account any available Irish language products mentioned above.

3.1.9 Language Courses available within Catchment Area

The greater Dublin area is well served with Irish Language courses at undergraduate, postgraduate and professional level by both public and private providers. In addition to these many of the Gaelscoileanna provide Ranganna Gaeilge in the evening. The Institute will monitor the need for Irish language provision in the area and, if appropriate, will consider providing such personal development programmes.

3.1.10 Gaeltacht Placenames

The official placenames of Gaeltacht areas, [as declared by the Minister in the Placenames (Ceantair Ghaeltachta) Order 2004], will be used by the Institute for official purposes.

3.2 Recruitment

ITT will be conscious of its obligations under the Act when recruiting staff. All new recruits will be advised of development opportunities to improve their competence in Irish.

3.3 Training and Staff Development

The Institute has an ongoing commitment to provide appropriate training and supports the development of all staff through the Human Resources Office. The Human Resources Office will;

- a. Seek volunteers across the Institute to provide services and help implement the scheme and provide such staff with necessary resources (e.g. Irish dictionaries, on-line resources);

- b. Discuss training preferences and specific needs with interested staff and establish a development plan to implement the commitments of the Scheme;
- c. Increase awareness of the language by making it visible across each campus, on plasma screens, notice boards, etc.
- d. Include language awareness and awareness of the ITT scheme as part of its annual induction for new staff;

4.0 Monitoring and Review of the Scheme

The Senior Management Team in the Institute will monitor and review milestones of the Scheme. Each functional area will produce a three (3) year plan to deliver the Scheme in their respective domains. The day to day monitoring will be carried out by the Heads of Function who are responsible for implementing the Scheme in their own areas.

The Institute will engage with sister Institutions of Dublin Institute of Technology and the Institute of Technology Blanchardstown to leverage staff development opportunities that may currently exist within these Institutions to further augment the Irish language provision within the staff cohort of the Institute.

5.0 Publicising the Agreed Scheme

The agreed scheme will be published in both official languages on the website of the Institute. As bilingual services become available these will be promoted and announced on the Institute's website. The Institute will announce in the local press the commencement of this scheme.

A copy of this scheme will also be forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla.

The English language version is the original text of this scheme