



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

TIPPERARY EDUCATION AND TRAINING BOARD

OFFICIAL LANGUAGES ACT 2003

LANGUAGE SCHEME

2021-2024

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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.

Tipperary Education and Training Board (TETB) 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 our capacity to develop or access the necessary language capability.

This scheme complements the principles of Quality Customer Service. It has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act, 2003 by Tipperary 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 01/09/2021 and shall remain in force for a period of 3 years or until a new scheme has been confirmed, whichever is the later.

Chapter 2: Overview of Tipperary Education and Training Board

2.1 Mission and Objectives

Mission Statement:

Tipperary ETB provides a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential.

Vision:

To be a progressive organisation that enriches lives, offering innovative education and training opportunities to all.

Values:

Inclusive, Innovative, Respectful and Transparent.

Goals

1. Lead the development of quality provision to meet the education and training needs of learners and the wider community engaging with Tipperary ETB.
2. Continue to build an effective and progressive organisation and adhere to best practice in Corporate Governance and Compliance.
3. Develop modern, dynamic learning and working environments and embrace innovation and technology in support of learners and staff.
4. Communicate and collaborate in an effective manner to reinforce inclusivity and promote our organisation.

2.2 Main Functions

Tipperary ETB is a statutory body with responsibility for the delivery of education and training in 11 Post Primary Schools, 1 Special School, 1 All Irish Second Level Unit, 1 stand-alone PLC College, 6 PLC Colleges attached to our Post Primary Schools and dedicated further education and training centres throughout Tipperary. In March 2016, Tipperary ETB assumed responsibility for the delivery of training and in 2018 opened a state of the art training facility in Archerstown , Thurles.

2.3 Key Services

As per the Education and Training Board Act 2013, which is a statutory act to provide for the better co-ordination and delivery of education and training, TETB provides added value support to our frontline services through our Education Support Services, Corporate Services, Capital and Procurement, Financial Services and Human Resources.

2.4 Customers and Stakeholders

The customers of Tipperary ETB include our post-primary students and their parents/guardians; our further education and training centres learners; young people using the youth work services. Funding for which is provided by the Department of Children and Youth Affairs through Tipperary ETB in Tipperary and music generation students and groups.

The stakeholders of Tipperary ETB include other statutory bodies, semi-state agencies, voluntary agencies, community groups and individuals along with the employees of Tipperary ETB.

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.

Current Provision of Services		
Services (General)	In English only	Bilingually, in English and Irish
Post Primary Schools	All 10 post primary schools along with the special school at Ferryhouse, Clonmel are administered in English only.	The All Irish Second Level School Gaelcholáiste Cheitinn, Clonmel is administered through the medium of Irish.
PLC Centres	All 6 PLC centres throughout the County are administered in English only.	
Further Education and Training Centres	All 15 Further Education and Training Centres throughout the County are administered in English only.	
Further Education and Training Services	All our Further Education and Training services are administered in English only. These include the Adult Literacy Service, Community Education, Back to Education Initiative, Adult Guidance and Information Service, ESOL, Vocational Training Opportunities Scheme, Youthreach, Training services, Music Generation and Youth Services	
Administrative Offices	Both our Head Administrative Office in Nenagh and our Sub Administrative Office in Clonmel provide their services through the medium of English only	

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> <p>(a) Recorded oral announcements provided on the telephone when the offices of the public body are closed;</p> <p>(b) Recorded oral announcements transmitted by a public address system;</p> <p>(c) Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system.</p> <p>This provision relates to 'recorded' announcements rather than 'live announcements'.</p> <p>Where a Placenames Order is in force, a public body is required to use the Irish language version of the placename specified in that Order in recorded oral announcements made by it or on its behalf.</p>	Mandatory
Written Communication	Letters & 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

Signage	Signage	All signage placed by Tipperary 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 Placenames	The official placenames of Gaeltacht areas will be used by the public body in accordance with the legislation.	Mandatory

The provisions outlined below are actions which Tipperary ETB proposes to implement during the lifetime of this scheme.

Means of communication with the public		Commitment	Timeline By End Yr 1/ Yr 2 / Yr 3
Oral Communication	Reception	Customers will be greeted firstly in Irish and then in English on the telephone answering service.	Ongoing
	Switchboard	Switchboard staff will give the name of the public body in Irish and English. Customers who wish to conduct their business through the medium of Irish, will be provided with the opportunity to make an appointment to do so.	
	Recorded Oral Announcements	Staff will have their pre-recorded personal telephone greetings in bilingual format.	By end of 2021

Written Communication	Information Leaflets/ Brochures	Tipperary ETB will make available, a bilingual or Irish version of the information leaflets and brochures.	By 2021
	Application Forms	We will make an Irish version of the most commonly used application forms available. Some of these would include: <ul style="list-style-type: none"> • Teaching Post Application Form • Substitute Teacher Panel Application Form • Garda Vetting Form Others available on request.	Incremental By End of 2023
	Media Spokesperson	Tipperary ETB will make an Irish speaking spokesperson available when requested by prior arrangement.	By end of 2021
	Press Releases	All press releases will be issued bilingually.	By End of 2021
Media	Speeches	We will include the opening and closing greetings of our speeches in Irish as a minimum. We will have some further references in Irish to the subject matter of any such speeches and/or to the occasion in hand where appropriate.	Ongoing
Information Technology	Websites	Our website shall include a bilingual welcome statement by the Chief Executive on its homepage. We will make the static content of the website available in Irish.	By end of scheme.
	Computer Systems	Any new computer system being installed will be fully capable of handling the Irish Language.	From date of Installation
	Email	Standard email messages such as signatures and disclaimers will be bilingual.	Ongoing

Chapter 5: Improving Language Capability

5.1 Recruitment

The recruitment of staff with the appropriate level of competence in the Irish language in each area of work of Tipperary Education and Training Board 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.

5.2 Training and Development

Tipperary 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.

		Commitment	Timeline By End Yr 1/ Yr 2 / Yr 3
Improving Irish Language Capability	Recruitment	All newly appointed staff will be provided with a copy of our agreed Irish Language Scheme in their induction pack to ensure that they are aware of our commitments under the legislation. Induction Pack available on Staff Intranet.	Ongoing
	Training	<ul style="list-style-type: none"> • Opportunities to develop the Irish language competence of staff will be provided. • A list of available Irish language courses will be made available, on request, to staff wishing to improve their Irish language proficiency and staff will be supported by the Tipperary ETB Staff Professional Development and Training Policy. The aim being to: <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, and • Administration Staff will be made aware of language resources such as: www.tearma.ie, www.teanglann.ie www.focloir.ie, and www.abair.ie as 	Continuously

		well as WinGléacht, the electronic version of the Ó Dónaill Irish-English dictionary.	
	Participation in language promotion activities / Provision of resources	<ul style="list-style-type: none"> • Staff will be encouraged to participate in cultural language activities. • Access to information on language resources will be facilitated. 	Ongoing
	Other	<ul style="list-style-type: none"> • A staff survey will be conducted to determine their level of Irish language competency, in which they will be allowed to classify themselves as Fluent> Very Good>Good> Reasonable> Poor> As Standard. • Employment application forms will include a question regarding the applicant's competency in Irish. 	<p>2021</p> <p>Ongoing</p>

5.3 Designated Irish Language Posts

In addition to teachers of Irish or teachers who are required to teach through Irish in the All Irish Gaelcholáiste, Gaelcolaiste Cheitinn 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.

Title of Post	Location	Indication of standard of Irish required (choose from basic, intermediate or advanced)
Principals, Deputy Principals, Directors, Managers, Co-ordinators and all teaching staff	TETB's schools, further education and training centres and other services.	Intermediate desirable, Advanced an advantage
FET Administration Staff	TETB Further Education and Training Centres	Basic desirable, Intermediate an advantage
Office Administrative Staff	TETB Head Office & Sub Office Administrative Staff	Basic desirable, Intermediate an advantage
School Administration Staff	All TETB's Schools	Basic desirable, Intermediate an advantage

Chapter 6: Monitoring and Review

The implementation of the scheme will be monitored and reviewed on a regular basis by the Chief Executive and her Senior Management Team.

The contact persons for the scheme will be the Head of Corporate Affairs, Tipperary ETB, Church Road, Nenagh, Co. Tipperary.

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

Chapter 7: Publicising of Agreed Scheme

This scheme will be publicised both internally and on our website. 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:

- signifying on selected documents 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.