

Institiúid Teicneolaíochta, Trá Lí



**INSTITIÚID
TEICNEOLAÍOCHTA, TRÁ LÍ
AN DARA SCÉIM TEANGA
2015-2018**

**Faoi Alt 15 d'Acht na
dTeangacha Oifigiúla 2003**

Institute of Technology Tralee



**INSTITUTE OF
TECHNOLOGY, TRALEE
SECOND LANGUAGE
SCHEME 2015 – 2018**

**Under Section 15 of the
Official Languages Act 2003**

Clár Ábhar

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Caibidil 1

Réamheolas / Cúlra D'ullmhaigh

Institiúid Teicneolaíochta, Trá Lí an scéim seo faoi Alt 15 d'Acht na dTeangacha Oifigiúla 2003 ("dá ngairfear an tAcht as seo ar aghaidh"). Forálann an tAcht go n-ullmhaíonn comhlachtaí poiblí scéim reachtúil ina mionsonraítear na seirbhísí a chuirfidh an Comhlacht ar fáil;

- trí mheán na Gaeilge,
- trí mheán an Bhéarla, agus
- trí mheán na Gaeilge agus an Bhéarla

araon mar aon le bearta a ghlacfar chun a chinntiú go gcuirfear seirbhís ar bith nach bhfuil á cur ar fáil ag an gcomhlacht trí mheán na Gaeilge ar fáil laistigh de thráthchlár comhaontaithe.

1.1 Dáta Tosaigh na Scéime

Tá an scéim seo deimhnithe ag an Aire Ealaíon, Oidhreachta agus Gaeltachta. Tosnóidh an scéim seo le héifeacht ó 09 Feabhra 2015 agus fanfaidh sí i bhfeidhm go ceann tréimhse 3 bliana ón dáta seo nó go dtí go mbeidh scéim nua deimhnithe ag an Aire de bhun Ailt 15 den Acht, cibé acu is déanaí.

1.2 Ullmhú na Scéime

Forálann Alt 12 den Acht go n-ullmhaíonn an tAire Ealaíon, Oidhreachta agus Gaeltachta treoirlinnte agus go n-eiseoidh sé iad chuig comhlachtaí poiblí mar chúnamh i leith ullmhú dréachtscéimeanna. Dréachtaíodh an Scéim seo de réir na dtreoirlinnte seo.

Dréachtaíodh an scéim seo tar éis dul i gcomhairle le mic léinn, an bhfoireann agus luchtanna leasa ionadacha.

De réir na scéime, d'fhoilsigh an Institiúid fógraí poiblí chun aighneachtaí a lorg maidir le hullmhú na dréachtscéime ó pháirtithe leasmhara ar bith.

Tugadh cuireadh do roinnt eagraíochtaí chun aighneachtaí a chur isteach. Ag an am céanna iarradh ar an bhfoireann agus na mic léinn a gcuid tuairimí a léiriú maidir le cur chun cinn na Gaeilge. Bunaíodh grúpaí fócais mhic léinn chun tuairimí a bhailiú. Lena chois sin tugadh cuireadh do na príomhluchtanna leasa/príomhchustaiméirí aighneachtaí a chur isteach. Glactar tuairimí agus smaointe éagsúla na luchtanna leasa thuas san áireamh sa scéim.

Chapter 1

Introduction / Background

This scheme was prepared under Section 15 of the Official Languages Act 2003 ("hereinafter referred to as the Act") by Institute of Technology, Tralee. The Act provides for the preparation by public bodies of a statutory scheme detailing the services the Body will provide:

- through the medium of Irish,
- through the medium of English, and
- through the medium of both Irish and English

along with 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 Commencement Date of Scheme

This scheme has been confirmed by the Minister for Arts, Heritage and the Gaeltacht. The scheme will commence with effect from 09 February 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.

1.2 Preparation of the Scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Arts, Heritage and the Gaeltacht and their issue to public bodies to assist in the preparation of draft schemes. This Scheme has been drawn up in conformity with these guidelines.

This scheme has been drawn up following consultation with students, staff and representative stakeholders.

In accordance with the scheme, the Institute published public notices inviting representations in relation to the preparation of the draft scheme from any interested parties.

A number of organisations were invited to make representations, while staff and students were asked for their views on the promotion of the Irish Language. Student focus groups were established to solicit ideas. The key stakeholders/customers were also invited to make submissions. The scheme takes into account the various views and ideas of the stakeholders as described above.

1.3 Cumas Teanga

Is trí Bhéarla a chuirtear formhór na seirbhísí ar fáil in ITT i gcónaí. Tá líon na mball foirne san Institiúid a bhfuil cumas Gaeilge labhartha agus scríofa acu teoranta. Tá a lán dea-mhéin i gceist áfach, maidir le cur chun cinn na Gaeilge, chomh maith leis an tuairim gur chóir an obair seo a spreagadh le tacaíocht agus tionscnaimh dhearfacha réamhghníomhacha.

1.4 Forbhreathnú ar ITT

1.4.1 An Institiúid

Institiúid Teicneolaíochta is ea ITT atá suite ar dhá champas i nDrom Tóchair agus sa Chlais i dTrá Lí. Osclaíodh an Campas Thuaidh i nDrom Tochair i mí Mheán Fómhair 2001 agus tá an méid seo istigh ann: Foirgneamh Gnó/TF; Foirgneamh Óstán, Lónadóireachta & Turasóireachta; Lárionad Staidéar Altranais & Cúram Sláinte; Leabharlann; Lárionad Gnó Tom Crean agus Páirceanna Imeartha Féir Uile-Aimsire. Tá Eolaíocht & Innealtóireacht suite ar an gCampas Theas mar aon leis na feidhmeanna riaracháin is tábhachtaí. In aice an Champais Thuaidh tá Páirc Teicneolaíochta Chiarraí ina bhfuil tuairim is 16 eagraíocht lonnaithe a fhostaíonn 200 duine nach mór. Tá dlúth-idirghníomhú idir Páirc Teicneolaíochta Chiarraí agus IT, Trá Lí.

Tá réimse leathan cláracha staidéir á dtairiscint ag ITT i Staidéar Gnó, Innealtóireacht, Eolaíocht, Ríomhaireacht, Daonnachtaí, Óstán & Lónadóireacht agus in Altranais & Eolaíochtaí Sláinte. Tá tuairim is 3,032 mac léinn (coibhéis lánaimseartha) ar chláracha staidéir lánaimseartha, ceirde, ACCS (Carnadh Creidiúintí agus Teastasú Ábhar), agus ar chláracha staidéir páirtaimseartha agus tá breis is 400 ball foirne aici. Tacaíonn sí ar bhonn tráchtála, trína hOifig Forbraíochta, le Nuálaíocht, Fiontraíocht, Taighde, Comhairleoireacht agus Forbairt Réigiúnach sa réigiún a bhfuil an Institiúid ag freastal air.

De réir téarmaí Alt 29 agus 30 d'Acht na gCáilíochtaí (Oideachas agus Oiliúint), 1999, tá údarás tarmilgthe ag Institiúid Teicneolaíochta, Trá Lí faoi láthair ón gComhairle Ardoideachais agus Oiliúna (CDAOO) chun dámhachtainí a bhronnadh maidir le cláracha múinte den Leibhéal 6, 7, 8, agus 9 de chreatlach an ÚNCÉ (NQAI) ón bhliain acadúil 2004/05 ar aghaidh.

1.3 Language Competency

Services provided by ITT are still predominantly through the medium of English. The Institute has a limited number of staff with oral and written competencies in Irish. However, there is a significant goodwill factor towards the promotion of the Irish Language and a belief that this should be encouraged further by positive pro-active support and initiatives.

1.4 Overview of ITT

1.4.1 The Institute

ITT is an Institute of Technology located on two campuses at Dromthacker and Clash in Tralee. The North Campus at Dromthacker opened in September 2001 and comprises of the following: Business/IT Building; Hotel, Catering & Tourism Building; Centre for Nursing & Health Care Studies; Library; Tom Crean Business Centre and All Weather and Grass Playing Pitches. Science & Engineering are located on the South Campus along with the major administrative functions. Adjacent to the North Campus is the Kerry Technology Park which is home to approximately 16 organisations and employs almost 200 people. There is close interaction between the Kerry Technology Park and IT Tralee.

ITT offers a wide range of programmes of study in Business, Engineering, Science, Computing, Humanities, Hotel & Catering and Nursing & Health Sciences. It has approximately 3,032 FTE students on fulltime, craft, ACCS and part-time programmes of study and has in excess of 400 staff. Through its Development Office it supports, on a commercial basis, Innovation, Entrepreneurship, Research, Consultancy and Regional Development within the region the Institute serves.

In accordance with the terms of Sections 29 and 30 of the Qualifications (Education and Training) Act, 1999, Institute of Technology Tralee currently has delegated authority from the Higher Education and Training Awards Council (HETAC) to make awards for taught programmes at Levels 6, 7, 8 and 9 of the NQAI framework from academic year 2004/5.

1.4.2 Ráiteas Misin agus Físe

Is é ráiteas misin ITT ná:

‘Sármhaitheas a bhaint amach i dteagasc, taighde agus obair forbraíochta ar mhaithe le mic léinn, tionscal agus leis an bpobal i gcoitinne.’

Dhein Institiúid Teicneolaíochta, Trá Lí comóradh 35 bliana in 2012/13 agus í ag féachaint siar ar bhreis is ceathrú céid de sholáthar teagaisc, taighde agus forbartha i Réigiún an Iar-Dheiscirt agus níos faide anonn.

Glacadh le ráiteas físe anuas ar ráiteas misin na hInstitiúide, mar seo a leanas:

“Is é ról na hInstitiúide, i gcreatlach forbairtí náisiúnta agus idirnáisiúnta san ardoideachas san Aontas Eorpach agus i stáit ECFE i gcoitinne araon, ná an méid seo a leanas a chur ar fáil:

- Ar shlí éifeachtúil agus éifeachtach
- I dtimpeallacht ina bhfuil dóthain acmhainní agus tacaíocht ar fáil
- I gcreatlach ina bhfuil comhionannas deise

cláracha teagaisc, taighde agus gníomhaíochtaí forbraíochta il-leibhéil a bhfuil teacht éasca orthu agus a:

- fhorbraíonn tuiscint dhomhain ar an réimse staidéir roghnaithe;
- inniúlacht a fhorbairt a chuireann ar chumas daoine smaoineamh go criticiúil agus léann acadúil a chothú;
- soláthar a dhéanamh d’oiliúint agus forbairt leanúnach ar scileanna gairmiúla, bainistíochta, praiticiúla agus teicniúla;
- deiseanna a thabhairt do mhic léinn agus foireann na hInstitiúide fás aigne agus pearsanta a bhaint amach;
- dámhachtainí a chur ar fáil a bhfuil aitheantas orthu sa tír seo agus thar lear;
- cur leis an mbunachar eolais agus daonna atá ag teastáil ar mhaithe le forbairt eacnamaíoch, shóisialta agus chultúrtha an Stáit i gcoitinne, agus go háirithe an réigiún a bhfreastalaíonn an Institiúid air, agus comhoibriú agus obair as láimh a chéile le heagraíochtaí eile a bhfuil misin den chineál céanna acu;
- iad a bheith ar ardchaighdeán cáilíochta agus suaitheantas na sármhaitheasa a bheith acu.”

1.4.2 Mission and Vision Statements

The ITT mission statement is:

‘To excel in teaching, research and development work, for the benefit of students, industry and the wider community.’

The Institute of Technology Tralee celebrated its 35th anniversary in 2012/13, marking well over a quarter of a century of providing teaching, research and development to the South West Region and beyond.

In conjunction with the Institute’s mission statement; a vision statement was also adopted, as follows:

“The role of the Institute is, within the framework of national and international developments in higher education both within the European Union and more generally within the OECD States, to provide:

- In an efficient and effective manner
- In an appropriately resourced and supportive environment
- Within a framework of equality of opportunity

accessible, multi-level, programmes of teaching, research and development activity which:

- develop a deep understanding of the chosen field of study;
- develop a capacity for independent critical thinking and foster academic scholarship;
- provide for initial and on-going training and development of professional, managerial, practical and technical skills;
- afford student and staff of the Institute opportunities for intellectual and personal growth;
- lead to awards which are recognised nationally and internationally;
- contribute to the knowledge and human resource base relevant, and needed for, economic, social and cultural development of the State in general and of the region served by the Institute in particular, and to co-operate and collaborate with other bodies with similar missions;
- are of the highest quality standards and bear the hallmark of excellence. “

1.4.3 Custaiméirí agus Cliant

Is iad na mic léinn príomhchustaiméirí na hInstitiúide (tá dualgas cúraim ar leith aici dóibh), an Bord Rialaithe, an fhoireann agus an réigiún ar a bhfreastalaíonn an Institiúid. Lena chois sin bíonn an Institiúid ag idirghníomhú leis an bpobal i gcoitinne agus le hinstitiúidí agus gníomhaireachtaí eile lena n-áirítear:

An Roinn Oideachas & Eolaíochta, An tÚdarás um Ghnóilachtaí agus Fhostóirí na hÉireann; Fiontar Éireann; Solas; An Foras Riaracháin; Foras Bainistíochta na hÉireann; An Chomhairle Oidhreacht; Feidhmeannacht na Seirbhíse Sláinte agus an Roinn Sláinte; Siamsa Tíre agus soláthraithe socrúcháin Oibre.

1.4.4 Measúnú a dhéanamh ar an méid ina bhfuil seirbhísí ar fáil trí Ghaeilge cheana féin

Is é príomhfheidhm na hInstitiúide ná cláracha ardcháilíochta oideachais a chur ar fáil trí Bhéarla (agus líon beag cláracha trí Ghaeilge de réir éilimh) dá cuid mic léinn agus is mar sin a bheidh an scéal amach anseo chomh fada agus is féidir linn a rá.

Tairgtear an Ghaeilge mar ábhar roghnach sna cláracha seo a leanas:

Bainistiú Córais Faisnéise 2 / Teic Ceoil 2 / Ilmheáin Idirghníomhacha 2	Bliain 2 Seimeastar 3
Bainistiú Córais Faisnéise 2 / Teic Ceoil 2 / Ilmheáin Idirghníomhacha 2	Bliain 2 Seimeastar 4

Cuirtear seirbhísí don bpobal i gcoitinne, do luchtanna leasa agus do ghníomhaireachtaí eile ar fáil trí Bhéarla faoi láthair go huile agus go hiomlán, nach mór.

1.4.3 Customers and Clients

The Institute's principal customers are its students, to whom it has a particular duty of care, the Governing Body, staff and the region the Institute serves. The Institute also interacts with the general public and other educational institutions and agencies, including:

Department of Education & Science; HEA; QQI; The Institution of Engineers of Ireland; TEAGASC; Other Institutes of Technology/Universities; Other Higher Education Institutes; Second-Level Schools; Local Authorities; The IDA; Údarás na Gaeltachta; Fáilte Ireland; Tralee Chamber of Commerce and Industry; Trade Unions; IBEC; Enterprise Ireland; Solas; IPA, IMI; Heritage Council, Health Service Executive and the Department of Health, Siamsa Tíre and Work Placement providers.

1.4.4 Assessment of Extent to which services are already available through Irish

The main function of the Institute is to provide quality programmes of education through English (with a small number through Irish as determined by demand) to its students and this will continue to be the case for the foreseeable future.

Irish is offered as an elective subject on the following programmes:

ISM2 / TV/Radio 2 / Music Tech 2 / Interactive Multi Media 2	Year 2 Semester 3
ISM2 / TV/Radio 2 / Music Tech 2 / Interactive Multi Media 2	Year 2 Semester 4

Services to the general public, stakeholders and other agencies are currently almost exclusively through English.

1.4.5 Feidhmeanna agus Ranna

Réimse Feidhme	Roinn
Cláraitheoir	Riarachán Acadúil Seirbhísí do Mhic Léinn Scrúduithe Leabharlann
Oifig Forbraíochta	Cúrsaí tionscail /Caidrimh Taighde Oideachas Aosach & Leanúnach Forbairt agus Cothú Fiontair
An Scoil Ghnó, Ríomhaireachta agus Léinn Daonna	Staidéar Gnó Ríomhaireacht Meáin Chruthaitheacha agus Teicneolaíocht Faisnéise Óstán, Lónadóireacht & Turasóireacht
Scoil na hEolaíochta, Teicneolaíochta, Innealtóireachta & Matamaitice	Innealtóireacht Shibhialta agus Staidéar Foirgníochta Innealtóireacht Talmhaíochta agus Déantúsaíochta Rannóg na bPrintíseach Na hEolaíochtaí Bitheolaíochta agus Cógaisíochta
Scoil an Staidéar Sláinte agus Sóisialta	Staidéar Altranais agus Cúram Sláinte Staidéar Sláinte agus Fóillíochta Léann Daonna agus Eolaíocht Shóisialta
Rúnaí / Rialaitheoir Airgeadais	Airgeadas Acmhainní Daonna Seirbhísí TF Eastáit Oiliúint & Forbairt Foirne Riarachán & Rúnaíocht

1.4.5 Functions and Departments

Function Area	Department
Registrar	Academic Administration Student Services Examinations Library
Development Office	Industrial / Liaison Research Adult & Continuing Education Enterprise Development and Incubation
School of Business, Computing and Humanities	Business Studies Computing Creative Media and Information Technology Hotel, Culinary, & Tourism
School of Science, Technology, Engineering & Mathematics	Civil Engineering and Construction Studies Agricultural and Manufacturing Engineering Apprentice Section Biological and Pharmaceutical Sciences
School of Health and Social Science	Nursing and Health Care Studies Health and Leisure Studies Humanities and Social Science
Secretary/Financial Controller	Finance Human Resources IT Services Estates Training & Staff Development Administration & Secretarial

Caibidil 2

Soláthar Seirbhísí/Gníomhaíochtaí Ginearálta na hInstitiúide

Sa chaibidil seo leagtar amach an réim teangacha oifigiúla atá á hoibriú ag an Institiúid maidir le soláthar ginearálta a cuid seirbhísí.

Faoi dheireadh na scéime seo leanfar de chumarsáid reatha na hInstitiúide leis an bpobal i gcoitinne maidir le gnáthfhaisnéis faoina cuid seirbhísí a chur ar fáil i mBéarla agus i nGaeilge araon trí:

- Bileoga eolais agus bróisiúir
- Foilseacháin
- Suíomh gréasáin - eolas ginearálta stadach
- Preaseisiúintí maidir leis an nGaeilge, nó ábhair a bhaineann léi

Cuirfear na doiciméid seo ar fáil go dátheangach laistigh den gclúdach céanna ach amháin mura féidir sin a dhéanamh de bharr toise, nádúir nó leagan amach an ábhair.

Doiciméadú a eisítear do na mic léinn

Leanfar de gach foirm iarratais nua mar aon le hábhar a ghabhann léi a fhoilsíonn an Institiúid a chur ar fáil i nGaeilge agus i mBéarla laistigh d'aon doiciméad amháin.

Má chuirtear foirmeacha iarratais agus bileoga eolais ar fáil i leaganacha Gaeilge agus Béarla ar leithligh cinnteoidh an Institiúid go dtabharfar an fheiceálacht chéanna don dá leagan agus go mbeidh teacht chomh éasca ar an leagan Gaeilge agus atá ar an leagan Béarla.

Beidh bileoga eolais/bróisiúir atá dírithe ar an **Margadh Idirnáisiúnta** i mBéarla amháin i gcónaí.

Doiciméadú Ginearálta

An Réamheolaire

Tá an tEolas ginearálta i mBéarla agus i nGaeilge.

Lámhleabhar na Mac Léinn

Tá an t-eolas tosaigh i Lámhleabhar na Mac Léinn i mBéarla agus i nGaeilge.

An Leabhrán Bronnadh na gCéimeanna:

Tá an t-eolas ginearálta i Leabhrán Bronnadh na gCéimeanna i mBéarla agus i nGaeilge araon.

I réimsí eile

Preaseisiúintí

Eiseofar gach preaseisiúint maidir leis an nGaeilge nó an nGaeltacht go dátheangach ar feadh tréimhse na scéime ó thosach na scéime. Lena chois sin eiseofar 15% de na preaseisiúintí eile in aghaidh na bliana go dátheangach ar feadh tréimhse na scéime ar fad.

Chapter 2

Provision of General Institutional Services/Activities

This chapter sets out the official languages regime operated by the Institute in relation to the general provision of its services.

By the end of this scheme, the Institute's existing communication with the general public regarding general information relating to its services will continue to be made available in both English and Irish through:

- Information leaflets and brochures
- Publications
- Website – general static information
- Press releases relating to the Irish language, or related topics

These documents will be made available bilingually within the one cover except where this is not feasible because of the size, nature or layout of the material.

Documentation issued to students

All new application forms and associated material published by the Institute will continue to be available in Irish and English within the one document.

Where application forms and information leaflets are provided as separate Irish and English language versions, the Institute will ensure that equal prominence is given to both versions and that the Irish language version will be as accessible as the English language version.

Information leaflets/brochures aimed at the **International market** will remain in English only.

General Documentation

Prospectus

The General information sections are in English and Irish.

Student Handbook

The introduction section in the Student Handbook are in English and Irish.

The Conferring Booklet:

The general information in the Conferring Booklet is in both English and Irish.

In other areas

Press releases

All press releases relating to the Irish language or the Gaeltacht will be issued bilingually throughout the course of the scheme from the commencement of the scheme. In addition, 15% of all other press releases per annum will be issued bilingually throughout the course of the scheme.

Suíomh Gréasáin - Eolas Ginearálta

Beidh eolas stadach ginearálta don bpobal ar fáil go dátheangach ar an suíomh gréasáin. Coinneoidh an Institiúid an 25 leathanach gréasáin is mó a dtugtar cuairt orthu mar leaganacha dátheangacha. Deineadh athdhearadh ar shuíomh gréasáin na hInstitiúide le déanaí agus aistríodh agus / nó athraíodh na struchtúir roghchláir. Tá an t-inneachar Gaeilge á thabhairt cothrom le dáta i láthair na huaire.

Coinneofar na codanna seo a leanas ar an suíomh idirlíon i mBéarla le linn na scéime seo:

- Codanna atá dírithe ar lucht éisteachta idirnáisiúnta
- Codanna sain-nádúir theicniúil
- Cláracha staidéir atá bunaithe ar an ngréasán (ach amháin cláracha Gaeilge. Táid san ar fáil trí Ghaeilge).
- Codanna a bhaineann le cláracha atá ann cheana nó le cláracha nua (ach amháin iad siúd atá ar fáil trí Ghaeilge).
- Gearrthóga nuachtáin sa teanga inar foilsíodh iad.
- Naisc ghréasáin & naisc fráma
- Inneachar dinimiciúil a aisghabháladh as bunachair shonraí

Seirbhísí Idirghníomhacha ar líne

Tá seirbhísí idirghníomhacha ar líne do chúrsaí Páirt-aimseartha agus d'Alumni dátheangach.

Cuirtear leagan dátheangach den leathanach idirghníomhach chun Comhdhála a chur in Áirithe ar fáil más féidir ach é a iarraidh. Tabharfar seirbhísí idirghníomhacha nua eile isteach go dátheangach más féidir sin a dhéanamh ó thaobh teicneolaíochta de.

Suíomh gréasáin na Leabharlainne

Deineadh athdhearadh ar shuíomh gréasáin na Leabharlainne le déanaí agus aistríodh agus / nó athraíodh na struchtúir roghchláir. Tá an t-inneachar Gaeilge á thabhairt cothrom le dáta i láthair na huaire. Áirítear air seo leathanaigh idirghníomhacha chun an chatalóg a chuardach, leabhar a athnuachaint nó a iarraidh agus chun tuairim nó moladh a chur isteach.

Leathanach Gréasáin na Leabharlainne agus an Chatalóg (OPAC)

Úsáidtear Catalóg na Leabharlainne nó OPAC chun ábhair sa leabharlann a chuardach ar líne. Cuirfear roghanna roghchláir chuardaigh na Catalóige ar fáil i nGaeilge ó thosach na scéime ar aghaidh. Ar leathanach Gréasáin na Leabharlainne tá naisc chuig bunachair shonraí liostála mar aon le heolas breise agus acmhainní tacaíochta.

Cuireadh an Leathanach Gréasáin agus Leathanach Cuardaigh na Catalóige cothrom le dáta le déanaí agus táthar á gcur cothrom le dáta chun eolas dátheangach a chur isteach.

Website – General Information

Static information of general interest to the public will be available bilingually on the website. The Institute website will maintain the 25 most accessed web pages available bilingually. The Institute website has recently been redesigned and its menu structures have moved and / or changed. The Irish language content is currently in the process of being updated.

The following components on the website will remain in English during the course of this scheme:

- Components aimed at an international audience
- Components of a technical specialist nature
- Web-based programmes of study (except Irish language programmes which will be available through Irish).
- Components relating to existing or new programmes (other than those available through Irish).
- Newspaper clippings in the language they are published.
- Weblink & framelinks
- Dynamic content retrieved from databases

Online Interactive services

The Institute's interactive online services for Part-Time courses and for Alumni are bilingual.

The interactive Booking of Conferences page is made available bilingually on request when this is possible. Any new interactive services will be introduced bilingually where technically feasible.

Library website

The Library website has recently been redesigned and its menu structures have moved and / or changed. The Irish language content is currently in the process of being updated. This includes interactive pages for searching the catalogue, renewing or requesting a book and making a comment or suggestion.

Library Web Page and Catalogue (OPAC)

The Library Catalogue or OPAC is used to search online for materials in the library. The Catalogue search menu options will be made available in Irish from the beginning of the scheme. The Library Web page offers links to subscription databases and additional information and support resources.

The Web Page and Catalogue Search Page have recently been updated and are being updated to incorporate bilingual information.

Séanadh Ríomhphoist

Tá séanadh maidir le cumarsáid ríomhphoist dátheangach i láthair na huaire.

Óráidí nó ráitis

Ó thosach na scéime cuirfear óráidí nó ráitis ar fáil sa teanga/sna teangacha ina seachadtar iad.

Tabharfaidh ITT feiceálacht chuí don nGaeilge ag príomhócáidí ar nós searmanais bhronnta trí cuid d'aithisc, mar shampla aitheasc an Stiúrthóra agus aitheasc Chathaoirleach an Choiste Rialaithe, a thabhairt i nGaeilge agus i mBéarla.

Seirbhísí Deasc Fáiltithe/Lasc-chláir

Le linn na scéime ar fad beidh an Institiúid ag oibriú lasc-chlár freastalaí uathoibríoch a liostálann roghanna as Gaeilge. Cinnteoidh an Institiúid go bhfógróidh an t-oibreoir ainm na hInstitiúide as Gaeilge, go mbeidh na beannachtaí bunúsacha ar eolas aige/aici agus go gcuirfear glaonna as Gaeilge ar aghaidh chuig ball foirne ainmnithe a bhfuil ar a c(h)umas an fiosrú a phlé trí Ghaeilge.

Foilseacháin eile na hInstitiúide

Gabhann an Institiúid uirthi foirmeacha um dhearbhu leasa do Bhaill an Choiste Rialaithe agus don Bhainisteoir a chur ar fáil i mBéarla agus i nGaeilge araon i gcomhair na scéime. De réir forálacha ailt 10 d'Acht na dTeangacha Oifigiúla 2003, cuirfear an Plean Straitéiseach, Tuarascáil Bhliantúil srl. ar fáil i mBéarla agus i nGaeilge araon, chomh maith.

Beartas maidir le Cruinnithe Poiblí

Ní reáchtálann an Institiúid cruinnithe poiblí sa Ghaeltacht faoi láthair agus reáchtálann sí a cuid cruinnithe poiblí ar fad trí Bhéarla.

Logainmneacha Gaeltachta

Úsáidfídh an Institiúid logainmneacha oifigiúla ceantair Ghaeltachta chun críocha oifigiúla.

Email Disclaimer

The disclaimer on email correspondence is currently bilingual.

Speeches or statements

From the commencement of the scheme speeches or statements will be made available in the language(s) in which they are delivered.

ITT will give appropriate prominence to the Irish language at key events such as the graduation ceremonies by having part of key addresses, such as that of the Director and the Chair of the Governing Body given in Irish and English.

Reception/Switchboard Services

Throughout the scheme the Institute will continue to operate an Auto Attendant switchboard with options listed 'as Gaeilge'. The Institute will ensure that the switchboard operator will announce the name of the Institute 'as Gaeilge', be familiar with basic greetings in Irish and will transfer calls in Irish to a nominated staff member who has competence to deal with the query in Irish.

Other Institute Publications

The Institute commits to making the Governing Body Member and Manager Declaration of Interest forms available in both English and Irish for the scheme. In accordance with the provisions of section 10 of the Official Languages Act 2003, the Strategic Plan, Annual Report etc., will also be made available in both English and Irish.

Public Meeting Policy

The Institute does not at present hold public meetings in the Gaeltacht and conducts all its public meetings in English.

Gaeltacht Placenames

The official Placenames of Gaeltacht areas will be used by the Institute for official purposes.

Caibidil 3

Achoimre ar Sheirbhísí / Gníomhaíochtaí arna Soláthar ag Rannóga

3.1 Réamheolas

Sa Chaibidil seo leagtar amach an cás i ndáil le soláthar seirbhíse/idirghníomhú seachtrach na Ranna laistigh den Institiúid agus leis an bpobal i gcoitinne. Liostáiltear na réimsí tosaíochta ina ndéanfar gníomh faoin scéim seo.

3.1.1 Tosaíocht don Scéim seo

Is iad seo a leanas na tosaíochtaí don scéim seo:

- Leanúint orainn ag cur le cumas na hInstitiúide seirbhíse a chur ar fáil dár gcustaiméirí i nGaeilge agus i mBéarla.
- Déileálfar le Ceisteanna Ginearálta i nGaeilge laistigh de na rannóga Iontrála agus Scrúdaithe in Oifig an Chláraitheora ó thosach na scéime. Cuirfear oiliúint leanúnach ar fáil don bhfoireann de réir mar ais gá.
- Feasacht na foirne ar an scéim a ardú trí réamheolas a thabhairt dóibh agus cumarsáid rialta a dhéanamh ina taobh.
- Leanúint orainn ag cur le cumas Gaeilge agus léirtheiscint na foirne ar an nGaeilge trí oiliúint agus forbairt
- Leanúint orainn seirbhíse do mhic léinn a fhorbairt trí dhoiciméadú dátheangach agus seirbhís theoranta ó bhéal i réimsí ainmnithe
- Leanúint orainn ag méadú líon na gcúrsaí (faoi réir éilimh) a mbeidh ar chumas na gcéimithe a thagann astu a gcuid oibre a chomhlíonadh trí Ghaeilge go cumasach

3.1.2 Sainghníomh & Saintionscnaimh

Le linn saolré na scéime seo déanfar obair ullmhúcháin d'fhonn tabhairt faoin gceist maidir le soláthar seirbhíse ardchaighdeáin duine e duine do chustaiméirí go ginearálta, go háirithe ó Oifig an Chláraitheora, sa scéim seo agus i scéimeanna ina diaidh.

- I dtábla A thíos sonraítear na foirmeacha, bileoga agus doiciméadú eile a chuirfear ar fáil ó Oifig an Chláraitheora, Oifig an Uachtaráin, Oifig an Rúnaí agus an Rialtóir Airgeadais agus ón Leabharlann.
- Tabhairt isteach foirmiúil na Gaeilge ag aitheasc an Stiúrthóra chuig an bhfoireann i mí Mheán Fómhair
- Soláthraithe oiliúna Gaeilge a aimsiú go bhféadfadh daoine Gaeilge a fhoghlaim istóiche agus cúrsa ardghramadaigh a dhéanamh.

Chapter 3

Summary of Services / Activities Provided by Departments

3.1 Introduction

This Chapter sets out the position in relation to service provision/external interaction of the Departments within the Institute and with the general public. It lists the priority areas for action under this scheme.

3.1.1 Priority for this Scheme

The priorities for this scheme are:

- To continue to enhance the Institute's ability to provide services to our customers in Irish and English.
- General Queries will be dealt with in Irish, within the Admissions and Examination sections in the Office of the Registrar from the commencement of the scheme. On-going training will be provided for staff as required.
- To continue to raise staff awareness of the scheme through induction and regular communication
- To continue to enhance staff competency in Irish and appreciation of Irish through training and development
- To continue to develop services to students through bilingual documentation and a limited one-to-one verbal service in designated areas
- To continue to extend the number of courses (subject to demand) whose graduates may carry out their work competently through Irish

3.1.2 Specific Action & Initiatives

Within the lifetime of this scheme preparatory work will be carried out with a view to addressing the issue of the provision of a quality one to one customer service generally, in particular from the Office of the Registrar in this and subsequent schemes.

- Table A below specifies the forms, leaflets and other documentation which will be made available from the Office of the Registrar, Office of the President, Office of the Secretary & Financial Controller and from the Library.
- Formal introduction of Irish Language at Director's address to staff in September
- Sourcing Irish language training providers where people could learn Irish by night or undertake a course in advanced grammar.

- Lucht acadúil/cainteoirí a aimsiú le haghaidh agallamh raidió/teilifíse trí Ghaeilge, m. sh. TG4, Raidió na Gaeltachta, Raidió Chiarraí
- Oiliúint cumarsáide i nGaeilge a chur ar fáil do na cainteoirí seo.
- Deontaisí a chur ar fáil do bhaill foirne a ghlacann páirt i gCúrsaí Gaeleagrais sa Ghaeltacht.
- Foclóir Gaeilge/Béarla a chur ar fáil.
- Tairiscintí: ó thosach na scéime glacfaidh an Institiúid le tairiscintí i nGaeilge agus i mBéarla.
- Ó thosach na scéime cuirfidh an Leabharlann téacsleabhair Gaeilge agus ábhar foghlama bainteach ar fáil.

Tábla A Gealltanais maidir le doiciméadú scríofa i nGaeilge a thabhairt isteach

Réimse	Teideal an doiciméid	Dáta
Cláráitheoir	Réamheolaire (Codanna an Eolais Ghinearálta)	Tosach na scéime
Cláráitheoir	Lámhleabhar na Mac Léinn (Eolas Tosaigh)	Tosach na scéime
Cláráitheoir	Leabhar Bronnadh na gCéimeanna (Cuid an Eolais Ghinearálta)	Tosach na scéime
Uachtarán	Plean Straitéiseach	Tosach na scéime
Rúnaí / Rialaitheoir Airgeadais	Tuarascáil Bhliantúil	Tosach na scéime
Rúnaí / Rialaitheoir Airgeadais	Foirmeacha um Dhearbhu Leasa do Bhaill den gCoiste Rialaithe agus don Bhainisteoir	Tosach na scéime
Leabharlannaí	Treoirleabhar Ginearálta na Leabharlainne	Tosach na scéime
Leabharlannaí	An Chatalóg a Chuardach	Tosach na scéime
Leabharlannaí	Do chuid leabhair a athnuachaint ar líne	Tosach na scéime
Leabharlannaí	Mo Logáil Isteach don Leabharlann a Dhéanamh agus a Athrú (Pasfhocal Leabharlainne)	Tosach na scéime

- Identify academics/speakers for interviews in Irish for radio/television e.g TG4, Raidió na Gaeltachta, Radio Kerry
- Provide communication training for these speakers in Irish.
- Provide grants to staff to take part in Gaeleagras Courses in the Ghaeltacht.
- Provision of Irish/English foclóir.
- Tenders: from the commencement of the scheme the Institute will introduce the acceptance of tenders in Irish or English.
- From the commencement of the scheme the Library will provide Irish Language text books and related learning material.

Table A Commitment to the introduction of written documentation in Irish

Area	Document title	Date
Registrar	Prospectus (General Information sections)	Commencement of the scheme
Registrar	Student Handbook (Introductory section)	Commencement of the scheme
Registrar	The Conferring Booklet (General Information section)	Commencement of the scheme
President	Strategic Plan	Commencement of the scheme
Secretary/ Financial Controller	Annual Report	Commencement of the scheme
Secretary/ Financial Controller	Governing Body Member & Manager Declaration of Interest Forms	Commencement of the scheme
Librarian	The General Library Guide	Commencement of the scheme
Librarian	Searching the Catalogue	Commencement of the scheme
Librarian	Renewing your books online	Commencement of the scheme
Librarian	Creating and Changing My Library Log-in (Library Password)	Commencement of the scheme

3.1.3 Tacaíochtaí Eile

Tá Cumann Gaelach bunaithe againn chun imeachtaí éagsúla a eagrú chun an Ghaeilge a chur chun cinn. Tá torthaí maithe air seo maidir le cur chun cinn na Gaeilge san Institiúid. Faigheann an Cumann maoiniú bliantúil ón Institiúid agus cuireann sé tuarascáil bhliantúil isteach mar chuid dá ghníomhaíochtaí. Eagraíonn an grúpa seo imeachtaí ó cheann ceann na bliana agus le linn Seachtain na Gaeilge. Tá fáilte roimh bhaill foirne agus mic léinn araon sa chlub seo. Reáchtáiltear imeachtaí ar nós maidineacha caife, imeachtaí sóisialta srl:

Cuireann an Cumann Gaelach an Ghaeilge chun cinn trí:

- Saorálaithe a lorg ar fud na hInstitiúide chun seirbhísí a chur ar fáil agus cabhrú chun an scéim a chur i ngníomh agus chun acmhainní a chur ar fáil do bhaill foirne (m.sh. Foclóirí Gaeilge srl.).
- Roghanna oiliúna a phlé le baill foirne a bhfuil suim acu agus cláracha forbraíochta a mholadh a chuireann an Ghaeilge chun cinn in ITT.
- An Ghaeilge labhartha a chur chun cinn san Institiúid.
- I gcomhar leis an Institiúid freastal agus oiliúint don bhfoireann a chur chun cinn nuair a bhíonn an bhéim ar scileanna labhartha agus éisteachta, agus aird a dhíriú ar scríobh na Gaeilge, leis.
- Feasacht teanga a chur san áireamh mar chuid den ionduchtú bliantúil do bhaill foirne nua.
- Creidiúnú a chur ar fáil mar is cuí maidir le cúrsaí a glacadh.
- Feidhmeanna éagsúla a eagrú chun aitheantas a thabhairt dár gcultúr agus ceiliúradh an chultúir a chur chun cinn.
- Éascaíocht a dhéanamh do bhaill foirne/mic léinn chun a n-ainmneacha Gaeilge a úsáid.

Forbairt ghairmiúil leanúnach

Tá an Institiúid le seisiún ceardlainne d'Fhorbairt Ghairmiúil Leanúnach a reáchtáil chun scileanna foirne a fhorbairt maidir le seirbhísí acadúla a sheachadadh trí Ghaeilge agus maidir le hobair na mac léinn a chur ar aghaidh trí Ghaeilge.

3.2 Oifig an Chláraitheora

3.2.1 Seirbhísí Acadúla (Oifig an Chláraitheora)

Tá Oifig an Chláraitheora freagrach as mic léinn a earcú, a ghlacadh isteach, a chlárú agus a mheas. Is í an chéad phointe teagmhála í do chustaiméirí nua agus ionchasacha. Cuireann an Oifig cúrsaí chun cinn, eagraíonn sí cuairteanna scoile agus déanann sí an Réamheolaire agus Lámhleabhar na Mac Léinn.

3.1.3 Other Supports

A Cumann Gaelach has been set up to organise different events to promote the Irish Language and this is proving very positive in the promotion of the Irish Language within the Institute. The Cumann receive annual funding from the Institute and submit an annual report as part of its activities. This group organise events throughout the year and also during Seachtain na Gaeilge. This club is open to both staff and students. Such events include coffee mornings, social events, etc:

The Cumann Gaelach promotes Irish by:

- Seeking volunteers across the Institute to provide services and help implement the scheme and provide such staff with resources (e.g. Irish dictionaries, etc).
- Discussing training preferences with interested staff and recommend development programmes which promote Irish within ITT.
- Promoting conversational Irish within the Institute.
- Jointly promote with the Institute attendance and training for staff where the emphasis will be on speaking and listening skills, with attention also given to written Irish.
- Include language awareness as part of its annual induction for new staff.
- Provide accreditation as appropriate for courses undertaken.
- Organising various functions to acknowledge our culture and promote the celebration of same.
- Facilitating staff/students to use their Irish name.

Continuing professional development

The Institute plans to hold an annual Continuing Professional Development workshop session in development of academic staff skills in the delivery of academic services and progression of student academic work in Irish.

3.2 Office of the Registrar

3.2.1 Academic Services (Office of the Registrar)

The Registrar's Office is responsible for student recruitment, admission, registration and assessment of students and is the first point of contact for new & potential customers. The Office promotes courses, organises school visits and produces the Prospectus and Student Handbook.

3.2.2 An Leabharlann

Treoir na Leabharlainne

Beidh Treoir Ghinearálta na Leabharlainne dátheangach i gcónaí. Cuireann an leabharlann réimse bileoga eolais dátheangacha amach mar aon le Treoir Ghinearálta na Leabharlainne.

3.3 An Oifig Forbraíochta

3.3.1 Roinn na Seirbhísí Seachtracha

Tacaíonn Roinn na Seirbhísí Seachtracha le hoiliúint agus comhairleoireacht, le haistriú teicneolaíochta agus le forbairt pobail. Bíonn an Roinn seo i dteagmháil le gníomhaireachtaí forbartha, eagraíochtaí trádála agus gairme agus le grúpaí ionadaíochta dá leithéid.

Dá mba rud é go raibh gá le hoiliúint nó le seirbhís comhairleoireachta trí Ghaeilge sannfar baill foirne a bhfuil Gaeilge acu don obair.

3.3.2 Taighde

Scaipeann an Oifig Forbraíochta eolas faoi chláracha taighde. Tacaíonn sí le tograí taighde, earcú taighdeoirí agus de bhreis air seo deineann sí monatóireacht agus bainistiú ar thosnú, dhul chun cinn agus chríochnú cláracha. Tacaíonn sí le hinniúlacht taighde a chur chun cinn. Dá mba rud é go raibh an Ghaeilge ina riachtanas inmhianaithe i dtogra taighde luafar í mar riachtanas agus taighdeoirí á n-earcú i gcomhair a leithéid de thograí, laistigh de chreatlach na nósanna imeachta earcaíochta náisiúnta comhaontaithe.

3.3.3 Oideachas Aosach agus Leanúnach

Is é a dheineann an roinn seo ná cúrsaí a fhógairt, oícheanta eolais a eagrú do mhic léinn ionchasacha agus do chuideachtaí agus cuireann sí le chéile Réamheolaire Oideachas Aosaigh Leanúnach.

3.3.4 Oifig na nEastát

Cuireann Roinn na nEastát amach doiciméadú tairisceana do chonarthaí tógála agus cothabhála agus ina theannta sin tá sí freagrach as comharthú.

3.3.5 Seirbhísí Acadúla (An Oifig Forbraíochta)

Leanfar de bheith ag cur ar fáil cuairteanna scoile ar an nGaeltacht agus ar Ghaelscoileanna i gceantair nach Gaeltachtaí iad trí Ghaeilge, agus cuirfear chun cinn go gníomhach iad.

3.2.2 The Library

Library Guide

The General Library Guide will continue to be bilingual. The library produces a range of bilingual information leaflets in addition to the General Library Guide.

3.3 The Development Office

3.3.1 External Services Department

The External Services Department supports training and consultancy, technology transfer and community development. This Department liaises with development agencies, trade and professional organisations and such representative groups.

Should a training or consultancy service in Irish be required, staff with Irish will be assigned to the task.

3.3.2 Research

The Development Office disseminates information regarding research programmes. It supports research proposals, researcher recruitment and it also monitors and manages start-up, progress and termination of programmes. It supports the enhancement of research capacity. Should Irish be a desirable requirement of a research project, then Irish will be stated as a requirement in recruiting researchers for such projects within the framework of the agreed national recruitment procedures.

3.3.3 Adult and Continuing Education

This department advertises courses, organises information evenings for potential students and companies and produces an Adult and Continuing Education Prospectus.

3.3.4 The Estates Office

The Estates Department produces tender documentation for building and maintenance contracts and is also responsible for signage.

3.3.5 Academic Services (Development Office)

School visits to the Gaeltacht and to Gaelscoileanna in non-Gaeltacht areas will continue to be available in Irish and will be actively promoted.

3.4 Na Scoileanna Staidéir

Is iad an trí Scoil Staidéir atá i mbun formhór de ghníomhaíochtaí na hInstitiúide. Laistigh de struchtúr roinne cuirtear cúrsaí ar fáil i réimse leathan disciplíní, go garbh faoi na cheannteidil chineálacha seo a leanas: Gnó, Ríomhaireacht & Daonnachtaí; Eolaíocht, Teicneolaíocht, Innealtóireacht & Matamaitic; agus Eolaíocht Sláinte agus Shóisialta.

I láthair na huaire múintear na cláracha staidéir ar fad trí Bhéarla. Tairgtear an Ghaeilge mar ábhar roghnach faoi réir dóthain éilimh a bheith uirthi. I láthair na huaire níl aon fhianaise againn go bhfuil éileamh ar chúrsaí breise trí Ghaeilge a thabharfadh údar leis an infheistíocht a mbeadh gá léi chun a leithéid de chúrsaí a chur ar fáil. Déanfar monatóireacht bhliantúil ar an scéal áfach, agus tabharfar cúrsaí breise isteach de réir éilimh agus faoi réir maoiniú a bheith ar fáil i gcomhair seachadadh cúrsaí.

3.5 Oifig an Rúnaí/Rialaitheoir Airgeadais

3.5.1 Airgeadas

Tá an Oifig Airgeadais freagrach as gach ceannach agus íocaíocht a dhéanamh. Dá réir sin is í a fhógraíonn conarthaí, a fhaigheann doiciméid tairisceana, a íocann sonraisc agus tuarastail agus a ullmhaíonn na cuntaisí bliantúla. Glacann an Institiúid le tairiscintí i mBéarla agus i nGaeilge araon i láthair na huaire.

3.5.2 Acmhainní Daonna

Tá an roinn seo freagrach as folúntais foirne a fhógairt, foirmeacha iarratais agus sonrúcháin phoist a chur le chéile agus socraíonn sí agallaimh. Lena chois sin tacaíonn Roinn na nAcmhainní Daonna le sprioc na hInstitiúide arb í a chinntiú go mbeidh go leor deiseanna ag an bhfoireann na scileanna, an t-eolas agus an inniúlacht a shealbhú chun a gcuid dualgas a chomhlíonadh go héifeachtach agus chun a lánacmhainneacht a bhaint amach. Leanfaidh Roinn na nAcmhainní Daonna uirthi ag cur ar fáil deiseanna don bhfoireann a chabhróidh leo a gcumas seirbhísí a chur ar fáil trí Ghaeilge a chur chun cinn:

- Trí oiliúint Gaeilge a chur chun cinn go gníomhach
- Trí baill foirne le cumas Gaeilge a chur sna háiteanna cuí ar fud na hInstitiúide nuair a bhíonn éileamh air.
- Trí earcú trí Ghaeilge má bhíonn sainriachtanas ann, is é sin, modúil mhúinte a sheachadadh trí Ghaeilge.

Cuirfear gach ball foirne nua agus gach ball foirne reatha ar an eolas faoi dheiseanna forbartha chun a gcumas Gaeilge a chur chun cinn.

3.4 The Schools of Study

The three Schools of Study undertake the core activity of the Institute. Within a departmental structure, courses are provided in a wide range of disciplines under the broad generic headings of: Business, Computing & Humanities; Science, Technology, Engineering & Mathematics; and Health and Social Science.

At present, all programmes of study are through English. Gaeilge is offered as an elective subject to sufficient demand. Currently, there is no evidence of a demand for additional courses through Irish that would justify the investment required for such courses. However, this situation will be monitored annually and additional courses introduced as demand warrants and subject to funding being available for course delivery.

3.5 The Office of the Secretary/Financial Controller

3.5.1 Finance

The Finance Office is responsible for all procurement and payment and consequently advertises contracts, produces tender documents, pays invoices and salaries and prepares the annual accounts. The Institute currently accepts tender submissions in both English and Irish.

3.5.2 Human Resources

This department is responsible for advertising staff vacancies, producing application forms, job descriptions and arranging interviews. The HR Department also supports the Institute's goal of ensuring that staff have sufficient opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential. The Human Resources Department will continue to provide opportunities to staff to enhance their ability to provide a service through Irish:

- By actively promoting Irish Language training
- By appropriate placement of staff with such proficiency will be implemented throughout the Institute where demand arises.
- By recruiting in Irish where there is a specific need i.e. delivery teaching modules through the medium of Irish.

All new and current staff will be advised of development opportunities to improve their competence in Irish.

3.5.3 TF

Cuireann Roinn na Seirbhísí Ríomhaireachta seirbhísí TF agus cumarsáide ar fáil don Institiúid.

De bharr go soláthraítear mórchuid na bhfeidhmchláracha ó chuideachtaí tríú páirtí tá roinn na seirbhísí ríomhaireachta ag brath ar na cuideachtaí seo maidir le leagan Gaeilge dá mbogearraí/córas a chur ar fáil.

Nuair a bheidh córais nua á gceannach ag an Institiúid áfach, nó nuair a bheidh córais reatha á n-uasghrádú aici cinnteoidh sí go mbeidh siad in ann glacadh le Gaeilge agus dá réir sin aithneoidh sí gur gá soláthar a dhéanamh i sonrú na gcóras gur féidir leo tacú le Gaeilge.

Le linn tréimhse na Scéime reatha tabharfar córais nua ríomhaire isteach san dá theanga go comhuaineach má tá smacht ag IT, Trá Lí orthu. Le linn na tréimhse céanna cuirfear rogha Gaeilge le córais ríomhaire reatha ar bith a dhéanfar a uasghrádú más rud é nach bhfuil sé ar fáil ach i mBéarla amháin.

3.5.3 IT

The Computer Services Department provides IT and communication services for the Institute.

As most applications and systems are supplied by third party companies, the computer services department is dependent on these companies providing an Irish version of their software/system.

However, when the Institute is procuring new systems and or upgrading current systems it will ensure that they are capable of handling the Irish language and accordingly will recognise the need to include provision for support of the Irish language in the Systems specification.

During the period of the current Scheme, any new computer systems, where these are under the control of IT Tralee will be introduced simultaneously in both languages. During the same period, any upgrading done on existing computer systems, currently available in English only, will include an Irish language option also.

Caibidil 4

Monatóireacht & Athbhreithniú

Coinneoidh an Grúpa Bainistíochta Sinsearach san Institiúid súil ar oibriú éifeachtach na scéime. Coinneofar taifead ar dhul chun cinn sa Tuarascáil Bhliantúil. Is é an Cláráitheoir a dhéanfaidh monatóireacht ó lá go chéile ar fheidhmiú na scéime. Is é atá freagrach as cur i ngníomh na scéime in Oifig an Chláráitheora.

Sa scéim leagtar amach na spriocanna atá curtha roimpi ag ITT maidir leis an chéad tréimhse trí bliana agus léiríonn sí na réimsí tosaíochta. Is í foireann Bainistíochta Shinsearach na hInstitiúide a bheidh freagrach as monatóireacht agus athbhreithniú.

Athbhreithithe

Déanfar athbhreithniú ar an scéim go tráthrialta.

Ba chóir a thabhairt faoin deara nach bhfuil aon fhaomhadh i gcomhair baill foirne bhreise faighte ag an Institiúid ón ÚAO ina fhreagra siúd i ndáil le Cláracha & Buiséad.

Chapter 4

Monitoring & Revision

The Senior Management Group within the Institute will keep the effective operation of the scheme under review. Progress will be recorded in the Annual Report. The day-to-day monitoring function will be carried out primarily by the Registrar who is responsible for the implementation of the scheme within the Registrar's Office.

The scheme sets out the targets ITT has set itself for the first three-year period and indicates priority areas. Responsibility for monitoring and review will rest with the Senior Management of the Institute.

Reviews

The scheme will be reviewed at regular intervals.

It should be noted that the Institute under its Programmes & Budget response from the HEA, has received no additional approvals for staff.

Caibidil 5

Foilsíú na Scéime Comhaontaithe

Foilseofar inneachar na scéime seo mar aon le gealltanais agus forálacha na scéime don bpobal i gcoitinne trí:-

- Preaseisiúint;
- Seoladh Oifigiúil na scéime;
- Í a scaipeadh ar na gníomhaireachtaí agus eagraíochtaí poiblí cuí;
- Suíomh gréasáin.

Cuirfear cóip den scéim seo ar aghaidh chuig Oifig Choimisinéir na dTeangacha Oifigiúla.

Is é leagan Béarla na scéime seo téacs bunaidh na scéime seo.

Chapter 5

Publicising of Agreed Scheme

The contents of this scheme along with the commitments and provisions of the scheme will be publicised to the general public by means of:-

- Press Release;
- Official Launch of the scheme;
- Circulation to appropriate agencies and public bodies;
- Website.

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

The English language version of this scheme shall be the original text of this scheme.