Institiúid Teicneolaíochta Cheatharlach

INSTITUTE *of* TECHNOLOGY CARLOW

At the Heart of South Leinster

SCÉIM TEANGA 2017 – 2020
Institiúid Teicneolaíochta Cheatharlach
Faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003

LANGUAGE SCHEME 2017-2020
INSTITUTE OF TECHNOLOGY CARLOW
Under Section 11 of the Official Languages Act 2003

March 2017

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FOREWORD

This is the Institute of Technology Carlow's first Scheme under Section 11 of the *Official Languages Act 2003* (hereinafter referred to as "the Act").

It is primarily designed to embed the Act as part of our ongoing operations at IT Carlow and it will enhance the capability of the Institute to meet the requirements of the Act.

CHAPTER 1
Introduction and Background

1.1   Background

Section 11 of the Act provides for the preparation by public bodies of a statutory Scheme detailing the services they will provide:
1. Through the medium of Irish
2. Through the medium of English
3. Through the medium of Irish and English.

Measures to be adopted to ensure that any service not provided through the medium of the first Irish Language Scheme at IT Carlow will be provided within an agreed timeframe.

Currently, almost all services at the Institute of Technology Carlow are provided through English only.

Please see *Appendix 1* for a list of documentation available at the Institute of Technology Carlow, indicating which are available in English or in Irish or both.

1.2   Preparation

Section 12 of the Act provides for the preparation of guidelines by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs, and their issue to public bodies to assist in the preparation of draft Schemes.

This Scheme has been drawn up, having regard to these guidelines and following a comprehensive process of consultation with students, staff and representative external stakeholders.

A public notice was published under *Section 13* of the Act, inviting representations in relation to the preparation of IT Carlow's Scheme.   Students were emailed to ascertain the current level of demand for and interest in Irish Language services. Institute staff were surveyed to assess the current levels of competence in the Irish language and attitudes to the use of Irish. The Institute appreciates the time and effort put in by all concerned in this process.

This Scheme sets out the targets that IT Carlow has set itself for the three-year period and it has indicated priority areas (see section 3.2 below).   Overall responsibility for monitoring and review will rest with the Senior Executive of the Institute.

1.3.   Working Group

In accordance with the Act, a working group, an Coiste Gaeilge, was established by the Senior Executive to prepare the Scheme for a three-year renewable period (see Chapter 4). Membership consists of:
- Vice President for Academic Affairs & Registrar (Chairperson)
- Academic Administration and Student Affairs Manager
- Human Resources Manager
- Librarian

- Liaison Librarian Faculty of Engineering.

1.4   Commencement Date

This Scheme has been confirmed by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs and will commence with effect from 10 April 2017.

The Scheme will remain in force for a period of three years or until a new Scheme has been confirmed by the Minister pursuant to Section 15 of the Act, whichever is the later.

CHAPTER 2
Institute of Technology Carlow Identity

2.1   Overview

The Institute of Technology Carlow is an autonomous Institute, established under Irish legislation, specifically the *Institute of Technology Acts 1992–2006*. The Institute has been granted Delegated Authority by Quality and Qualifications Ireland (QQI), which is the statutory body with responsibility for the National Framework of Qualifications and the oversight of Quality Assurance of education and training provision in Ireland. That Delegated Authority empowers IT Carlow to make awards up to Level 9 on the NFQ for taught programmes. In addition, IT Carlow has Delegated Authority to Level 10 in the research areas of Biological, Molecular and Environmental Science.

Founded in 1970 IT Carlow is located in the centre of Ireland's South Leinster region (containing the counties of Carlow, Wicklow, Wexford, Kildare, Laois and Kilkenny), and on the periphery of the Mid East and South East Regions of Ireland (Figure 1).   IT Carlow is the fourth largest Institute out of 14 Institutes of Technology (IoTs) in the country (in terms of whole-time learner equivalents).   IT Carlow provides higher educational full-time programmes, along with research and enterprise development opportunities, through its centres in Carlow and Wexford. The Institute also provides lifelong learning programmes in Carlow, Wexford, Wicklow, Kildare (the Curragh), Shannon, Dublin (An Cosán) and most recently in Mayo & Monaghan as the result of requests from the Mayo and Monaghan County Childcare Committees.

The Institute is a key driver of progress and development in Carlow and its environs. In 2014, IT Carlow was named the Sunday Times Institute of Technology of the Year.

2.2   Mission Statement

> *The Mission of Institute of Technology Carlow to Engage, Learn, Challenge and Innovate is articulated through an educational environment and context where learners pursue studies in higher education and research up to doctoral level.*
>
> *Through a culture of enquiry, innovation and excellence we challenge our learners, staff, global collaborative partners and other stakeholders to create, apply and share knowledge and values in a supportive and vibrant university-level Institute.*
>
> *Engagement with business, government, community and voluntary sectors defines the Institute of Technology Carlow's leadership role in the development of our region and nation.*

2.3   Goals and Strategy

Goal 1. Learner Experience and Graduate Attributes
We will optimise the learner experience to support the development of graduate attributes that meet the needs of learners and of modern society.

Goal 2. Knowledge Creation, Application and Exchange

We will expand capacity and develop expertise within specific core domains. We will create, develop, apply and exchange knowledge to ensure highly skilled graduates and ideas to drive enterprise creation and development.

Goal 3. Strategic Collaborations and Partnerships
We will build upon our strategic collaborations and partnerships, both nationally and internationally. These enhance our capacity, extend our reach, increase our relevance and maximise our impact.

Goal 4. Societal, Economic and Environmental Impact
We will strengthen our engagement with the regions, communities and sectors we serve. We shall ensure access and progression opportunities. We will share our knowledge and resources and we will learn from stakeholder feedback so that we will continue to enhance our contribution to the development of a creative, sustainable and fair society.

Goal 5. Reputation, Public Confidence and Sustainability
We will continue to develop an internationally-oriented organisation, with a robust self-evaluation, peer review and quality enhancement culture, as we strive to embody the highest international standards of provision, transparency and stewardship of resources.

2.4   Stakeholders

IT Carlow's principal stakeholders are its learners. It also interacts with the following:

Government Departments	Learners
Higher Education Authority	Second Level Schools
THEA (Technological Higher Education Authority)	Guidance Counsellors at 2nd Level and FETAC providers
Education and Training Boards	Mature Learners
SOLAS	Graduates
Enterprise Ireland	Parents of Learners
Industry and Employers	Collaborative Partners, *e.g.,* Defence Forces, An Cosán.
County Councils	International Educational Institutions
Chamber of Commerce	Educational Organisations
People of Carlow and its Environs	Voluntary Organisations

Communications with stakeholders happens both formally and informally through:
- Correspondence
- Email
- Institute's website
- Local and national media
- Representation at various committees, industry liaison boards, etc.
- Representation and membership on various boards at local, regional, national and international levels.

2.5   Institute Structures

Governance
The Governing Body has as its primary function the management and control of the affairs of the Institute. The President controls and directs the activities of the Institute and is responsible for its efficient and proper management.   The prime purpose of the Senior Executive is to assist the President in the implementation of Institute policy and to oversee the development and implementation of strategic planning in the Institute.

Academic Council
The Academic Council assists the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the Institute as well as protecting, maintaining and developing the academic standards of the programmes and activities of the Institute.

Academic Faculties and Departments
The Institute is organised into five academic centres; each provide educational services at undergraduate and postgraduate level.

Faculty of Business and Humanities	Faculty of Engineering	Faculty of Science	Faculty of Lifelong Learning	Wexford Campus
Department of Business	Department of Aerospace, Mechanical and Electronic Engineering	Department of Computing and Networking	Lifelong Learning Carlow Campus	Wexford Campus Fulltime Programmes
Department of Humanities	Department of the Built Environment and Extended Campus	Department of Science and Health	Lifelong Learning Wexford Campus	
Department of Sports, Media and Marketing			Lifelong Learning Wicklow Campus	

Functional and Administrative Supports

The following support structure reflects the many activities of the Institute:

Office	Functional Area
President	
Vice President for Academic Affairs & Registrar	Academic Council & Committee Administration Academic Administration Library and Learning Resources Teaching and Learning Quality Assurance and Enhancement Student Support Services Sport and Recreation
Vice President for Corporate Affairs	Governing Body & Committee Administration Finance Human Resources Computing Services Estates
Vice President for Development and Research	Postgraduate Studies and Research Enterprise Development and Incubation International (EU and Non-EU) Communications

The Institute's Management Chart is attached under *Appendix 2*.

Staff and Student Body

<u>Learners</u>
There are approximately 7,000 registered learners at the Institute of Technology Carlow in the academic year 2016-17, studying on a fulltime and part-time basis on programmes ranging from Level 6 to Level 10 of the National Framework of Qualifications.
Entry routes to IT Carlow programmes:
1. From second level Irish schools (this is the majority of new entrants)
2. FETAC colleges
3. Exchange students from partner colleges in the EU
4. International students from non-EU countries, *e.g.,* Malaysia, China, Oman.
5. Mature students (this entry route is steadily increasing and currently constitutes 6.25% of our student cohort).

<u>Staff</u>
There are approximately 800 staff at the Institute of Technology Carlow; this includes academic, administrative, technical and support services.

CHAPTER 3
Commitment

3.1   Overview

The Institute fully recognises its duties, as a public body, regarding the provision of services in Irish and the rights of the public to avail of those services.
The Institute acknowledges the fundamental nature of Irish language rights and the need to treat both official languages on the basis of equality and we welcome and encourage those who may wish to interact with the Institute through Irish.
However the Institute recognises that, whilst adopting an attitude of positivity in terms of service through Irish, our current provision is at a very low level.

IT Carlow will set goals which are deemed to be attainable and feasible within the 3-year time period.
- To enhance the Institute's ability to provide services through Irish, with an emphasis on frontline service provision to stakeholders.
- To raise staff awareness of the Language Scheme 2016-19, Scéim Teanga 2016-19.
- To enhance staff competency in Irish through training and development.
- To develop a service for students for accessing bilingual documentation and for limited one-to-one verbal service in designated areas.
- To develop a positive bilingual corporate image and environment.
- To develop a formal system for monitoring demand for services in Irish.

3.2   Provision of Information

The following commitments are made to support the first Irish Language Scheme at the Institute of Technology Carlow:

Ref.	ITEM	Estimated Time Line
1	Providing programmes and modules through the Irish language will be investigated. Towards achieving this, the Institute will work with other Institutes of Technology, *e.g.,* the Southern Regional Cluster Group, with the objective of sharing responsibility according to the strengths of the different Institutes.	By end of Year 3
2	Reception staff will give the name of the Institute in both the Irish language and the English language when they answer the phone. Irish language phrases, to include basic greetings and responses, to be provided to staff in this area. It is anticipated that reception staff will be familiar with basic telephone greetings in the Irish language and will be confident to deal with queries bilingually.	Immediately By end of Year 2
3	The Institute's corporate logo will be available bilingually and will appear so on all letterhead and promotional material.	Immediately
4	Library consultation services will be provided bilingually, both internally and externally.	Immediately
5	A survey of staff competence to converse in the Irish Language to be carried out. Training and support to be provided to those staff who are willing to	By end of Year 1

	deal with the public and provide some services through Irish. A list of those staff identified will be made available to Reception and on the Institute's website. Survey to be conducted on a biannual basis and list updated.	
6	The HR Staff Training and Development Plan will be a key factor in the successful implementation of this. It is IT Carlow's ethos to encourage and support training and development of staff at all grades. A number of staff already have Irish language skills at basic, intermediate and advanced levels and it will be our aim to build on these existing skills and also to encourage other staff to learn the language. Irish language awareness and the *Official Languages Act 2003* will become a topic at our Staff Induction Programme. Staff volunteers who express an interest in developing their Irish language skills and/or provide Irish language services to the Institute will be supported by their Head of Function/Manager.	By end of Year 1
	Recruitment Application Forms will become available bilingually. Job advertisements and job descriptions will also become available bilingually on a phased-in basis over the 3 years. Job descriptions, where appropriate, may include the desirability or necessity to be fluent in the Irish language.	By end of Year 3
7	Provide Irish language classes to interested students.	By end of Year 2
8	Encourage and support interested staff to join external Irish language organisations.	By end of Year 2
9	Talks given by IT Carlow staff, at both internal and external events, will include a portion of their introductory remarks in the Irish language.	By end of Year 2
10	Staff Business Cards will have the Irish language on one side and the English language on the reverse. Student Cards to include the Irish language.	By end of Year 1
11	Prospectus will include bilingual sections*, e.g.*, cover, Mission Statement, Welcome from the President.	By end of Year 1
12	Student Handbook will include bilingual sections, *e.g.,* cover, President's Welcome Message, Calendar and Diary Pages.	By end of Year 1
13	Conferring of Awards Brochure will include bilingual sections, *e.g.*, introductory pages.	By end of Year 1
14	Invitations to public events, e.g., open days, lecturers, conferring, *etc.,* to be bilingual. *I.e.* printed invites should have the Irish language on one side and the English language on the reverse.	By end of Year 1
15	A dedicated Email address will be established for external communication to the Institute in Irish. This will be available on the Institute's website. At present there is no general disclaimer attached to outgoing email messages from the Institute. When provided, this will be bilingual.	By end of Year 1
16	Some of the menu options within the Institute's website will become bilingual. However the underlying documents may remain in the English language.	By end of Year 3
17	Library Catalogue menu page will become bilingual.	By end of Year 1
18	Application Forms, Information Leaflets and Brochures will be available in both the Irish language and in the English language, as per the schedule in Appendix 1.	By end of Year 3
19	Press releases will become available bilingually in both the Irish and	1 per month by

	English languages on a simultaneous basis	end of Year 2
20	Use of Email signatures through Irish.	End of Year 2
21	Job opportunities and further education in Irish language areas to be presented to learners by the Careers Office.	By end of Year 1
22	Establish an Annual Irish Language Prize. The competition would be open to students in all discipline areas who submit their own original work written in the Irish language, *e.g.,* short story, poem, short film, short animation, video game, *etc*.	By end of Year 3

3.3   Promotion of Scheme

The Institute is committed to the promotion of the Irish language at all of its campuses.

The Institute will develop a new Strategic Plan during the lifetime of this Scheme; the Institute's commitment to this Scheme and its continuous improvement of bilingual services will be reflected in the new plan.

The Students' Union play an important role in all student learning and activities at IT Carlow; they will be encouraged to take an integral part in the promotion of the Scheme.

The establishment of an Irish Language Society for students of the Institute, An Cumann Gaelach.

The establishment of a Coiste Gaeilge for those that would be interested in promoting the Irish language at the Institute and membership would be open to both staff and students.

Liaise with local Irish language groups, e.g., Glór Ceatharlach, Gaeilge le Chéile, Pan Celtic, *etc*. Encourage the use of campus facilities for Irish language related events. (http://www.glorcheatharlach.ie/; http://www.peig.ie/en/calendar/event/6043-gaeilge-le-cheile; pancelticcarlow@gmail.com)

The Institute commits to hosting a number of social events throughout the academic calendar year to promote the Irish language and to allow students and staff the opportunity to speak the language, *e.g*., Seachtain na Gaeilge, Ciorcal Comhrá, *etc.*

The Library will actively review, update and promote their Irish language material available to both students and staff.

The Institute commits, through the Irish language, to promote this Scheme to Gaeltacht schools and gaelscoileanna. Students that come from Gaeltacht areas will be supported in their use of the Irish language.

Gaeltacht place names will be used by default on any registers and databases as identified by www.logainm.ie

The Institute's website will explicitly promote the Irish language.

Promotion of the Language Scheme will commence at the Institute from the beginning of Year 1.

CHAPTER 4
Implementation

The Senior Executive of the Institute will have ultimate responsibility to ensure the implementation of the Scheme.

This will be primarily achieved through the Management Group, which deal with operational issues on behalf of the Senior Executive, and also by the Coiste Gaeilge (see section 1.3 above).

On-going implementation and monitoring will carried out by Heads of Faculty/Department/Function who will participate in this Scheme (academic and administrative).

The Coiste Gaeilge group will:
- Create a system that would identify, measure, monitor and review the implementation of the Scheme at IT Carlow
- Monitor ongoing feedback from users of the Scheme
- Assess the awareness by the public of the services provided through Irish
- Identify improvements.

Coiste Gaeilge will review the workings of the Scheme with the Heads of Faculty/Department/Function and will report their findings to the Senior Executive twice a year (December and May).

Progress on the Scheme will also be noted in the Institute's Annual Report.

A formal Institute-wide system for monitoring requests for services through Irish will be developed. This might take the form of a centralised database where the Heads of Faculty/Department/Function can log requests for services in Irish as they occur in their respective areas. This will be supported by the Vice President for Academic Affairs.

CHAPTER 5
Publish Scheme

The contents of this Scheme and the commitments made by the Institute of Technology Carlow, and provisions contained therein, will be communicated as follows:

- Publish to the Institute's website
- The Scheme will be circulated internally to all staff and students of the Institute *via* email, accompanied by a note from the President.
- A copy of the agreed Scheme will be forwarded to An Coimisinéir Teanga, An Spidéal, Co. na Gaillimhe.
- Press Release and advertisements
- Official Launch Event
- Advertising of provisions
- Circulation to appropriate state agencies, public bodies, education training boards, second level schools, Gaeltacht schools, gaelscoileanna, FETAC colleges, *etc.*

The English language version of this Scheme will be the official version.

APPENDIX 1

Provision of Bilingual Documentation

FIRST SCHEME	SECOND SCHEME
Human Resources Department • New Employee Starter Form • Change in Employee Circumstance form • Part time claim form • Travel & Subsistence Claim form • Leave of Absence form • Sick Leave form • Exceptional Leave form • Application form for additional staff ACM/Non ACM • Notice of Termination of Staff form • Selection Board Report form • Application forms Academic/Non Academic • Guidelines for Shortlisting • Maternity Leave form • Garda Vetting form • Medical Report form • Training request form • Training feedback form • Refund Declaration form	**Human Resources Department** • Recruitment & Selection • Probationary policy • Dignity at work • Parental Leave Policy • Maternity Leave/Unpaid Maternity Leave • Paternity Leave • Compassionate Leave • Sick Leave • Workshare • Double Employment form • Shorter working year scheme • Cycle to work scheme policy • Computer Usage Policy • Conflict of Interest • Grievance/Disciplinary • Flexitime • Eye Care Voucher Scheme
Library • Library Application Membership form • Thesis Copyright Declaration form • Introduction Letter to visit other library • Visit request form • New material purchasing request form	
Academic Administration & Student Affairs • Carlow Course Transfer Request Form • Wexford Course Transfer Request Form • Access Student Application Form • Deferral Form Non-First Year Students 2015/2016 • Repeat and Attend Application Form • Student Withdrawal Form • Enrolment Form 2015/2016 • Conferring Invitation • Conferring Brochure (Covers and Introduction) • ID Card (Back) • Advanced Entry Application • Bank Giro	**Academic Administration & Student Affairs** • Carlow Course Transfer Request Policy • Wexford Course Transfer Request Policy • Deferral Form Policy

APPENDIX 2

Institute of Technology Carlow Management Chart

Senior Executive
President
Vice President for Academic Affairs & Registrar
Vice President for Corporate Affairs
Vice President for Development & Research
Heads of Faculty
Head of Wexford Campus

Governing Body

PRESIDENT

Academic Council

Committees of Academic Council

Programme Research Boards

Vice President for Academic Affairs & Registrar	Vice President for Corporate Affairs	Vice President for Development and Research	Head of Faculty of Lifelong Learning	Head of Faculty of Engineering	Head of Faculty of Science	Head of Faculty of Business & Humanities	Head of Wexford Campus
Assistant Registrar	Governing Body & Committee Administration	External Services	Carlow	Aero, Mechanical & Electronic Engineering	Computing & Networking	Business	Deputy Head of Wexford Campus
Academic Council & Committee Administration	Computing Services	Enterprise Development	Wexford	Built Environment & Extended Campus	Science & Health	Humanities	
Quality Assurance & Collaborations	Finance	Postgraduate Studies	Wicklow			Sport, Media & Marketing	
Academic Administration Admissions & Examinations	Estates	International Affairs EU & Non EU	An Cosan				
Library	Human Resources	Communications					
Centre for Teaching & Learning							
Student Services							
Sports & Recreation							

Faculty & Centres Administration	Faculty & Departments Administration	Faculty & Departments Administration	Faculty & Departments Administration	Campus Administration
Programme Boards	Programme Boards	Programme Boards	Programme Boards	Programme Boards