GMIT
GALWAY–MAYO INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE–MAIGH EO

SCÉIM INSTITIÚID
TEICNEOLAÍOCHTA NA
GAILLIMHE-MAIGH EO
2005-2008

Faoi Alt 11
d'Acht na dTeangacha
Oifigiúla 2003

GALWAY-MAYO
INSTITUTE OF
TECHNOLOGY SCHEME
2005 – 2008

Under Section 11
of the Official
Languages Act 2003

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D'ullmhaigh GMIT an scéim seo faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003 ("a ndéantar tagairt dó ina dhiaidh seo mar an Acht"). Forálann Alt 11 do scéim reachtúil a ullmhú ag comhlachtaí poiblí a mhionson-raíonn na seirbhísí a chuirfidh siad ar fáil:

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

agus na bearta atá le glacadh lena chinntiú go gcuirfear seirbhís ar bith nach bhfuil á cur ar fáil ag an gcomhlacht trí mheán na Gaeilge ar fáil mar sin laistigh d'amfhráma comhaontaithe.

1.1   Treoirlínte d'Ullmhú Scéime

Forálann Alt 12 den Acht d'ullmhú treoirlínte ag an Aire Gnóthaí Pobail, Tuaithe agus Gaeltachta agus dá n-eisiúint do chomhlachtaí poiblí chun cuidiú leo dréachtscéimeanna a ullmhú. Tá an scéim seo dréachtaithe tar éis dul i gcomhairle le neacha léinn, baill fhoirne agus ionadaithe páirtithe leasmhara. D'fhoilsigh an Institiúid fógra poiblí freisin faoi Alt 13 ar 21 Nollaig 2004, a thug cuireadh aighneachtaí a chur isteach maidir le hullmhú na dréachtscéime faoi Alt 11 ó pháirtithe leasmhara ar bith.

Tá an scéim faoi chomaoin ag na haighneachtaí sin agus ag na tuairimí agus moltaí a chuir baill fhoirne agus neacha léinn isteach. Tugadh cuireadh chun cruinnithe ar 24 Feabhra 2005 do gach ball foirne agus lena linn cuireadh faisnéis ar fáil dóibh maidir leis na himpleachtaí a bhaineann le hAcht na dTeangacha Oifigiúla 2003 agus iarradh orthu moltaí agus smaointe a chur in iúl. Rinneadh suirbhé foirne chun inniúlachtaí reatha agus spéis i gcoitinne a mheas. Iarradh ar na príomhpháirtithe leasmhara/custaiméirí aighneachtaí a chur isteach freisin. Tá an Institiúid buíoch as an am agus an iarracht a thug gach duine a bhí i gceist sa phróiseas seo.

Leagann an scéim amach na spriocanna atá curtha roimpi aici féin don chéad tréimhse trí bliana agus cuireann na réimsí tosaíochta in iúl. Beidh an fhreagracht as monatóireacht agus athbhreithniú ar Bhainistíocht Shinsir na hInstitiúide.

Introduction/Background

This scheme was prepared under Section 11 of the Official Languages Act 2003 ("hereinafter referred to as the Act") by GMIT. 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.

1.1   Guidelines for Preparation of a Scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Community, Rural and Gaeltacht Affairs and their issue to public bodies to assist in the preparation of draft schemes. This scheme has been drawn up following consultation with students, staff and representative stakeholders. The Institute also published a public notice under Section 13 on the 21st December 2004, inviting representations in relation to the preparation of the draft scheme under Section 11 from any interested parties.

The scheme has been informed by these submissions and views and suggestions put forward by staff and students. All staff were invited to a meeting on the 24th February 2005 during which they were briefed on the implications of the Official Languages Act 2003 and were invited to put forward suggestions and ideas. A staff poll was carried out to assess current competencies and general interest. Student 'focus groups' were established to solicit student ideas. The key stakeholders/customers were also invited to make submissions. The Institute appreciates the time and effort put in by all concerned in this process.

The scheme sets out the targets it 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.

1.2 Ábhar na Scéime Teanga

Is trí Bhéarla den chuid is mó atá na seirbhísí a chuirtear ar fáil faoi láthair. Tá líon teoranta de bhaill fhoirne ag an Institiúid a bhfuil cumas labhartha Gaeilge acu agus is lú fós an líon le cumas scríofa.

Dá bhrí sin is é atá socraithe gurb iad na tosaíochtaí don scéim seo ná:

1. Feabhas a chur ar chumas Gaeilge na foirne
2. Feasacht a chruthú i measc na foirne uile ar ábhar agus ar chuspóir na scéime
3. Tacsheirbhísí dátheangacha scríofa a chur ar fáil do neacha léinn, laistigh den scéim, mórthimpeall na gclár oideachais
4. Seirbhís theoranta duine-le-duine a chur ar fáil i réimsí sonracha, ar féidir a thógáil uirthi i scéimeanna ina dhiaidh seo.
5. Pleanáil chun cumas Gaeilge chéimithe a mhéadú i réimsí roghnaithe.

1.3 Dáta Tosaithe na Scéime

Tá an scéim seo daingnithe ag an Aire Gnóthaí Pobail, Tuaithe agus Gaeltachta. Cuirfear tús leis an scéim ar 28 Meán Fómhair 2005 agus beidh sí i bhfeidhm go ceann tréimhse 3 bliana ón dáta sin nó go dtí go mbeidh scéim nua daingnithe ag an Aire de bhun Alt 15 den Acht, cibé ceann díobh is luaithe.

1.4 Forbhreathnú ar GMIT

1.4.1 An Institiúid

Is Institiúid Teicneolaíochta í GMIT atá suite ar cheithre champas ag Bóthar Bhaile Átha Cliath, Cluain Mhuire Gaillimh, Caisleán an Bharraigh agus Leitir Fraic. Tá údarás aici atá tarmligthe ó Chomhairle na nDamhachtainí Ardoideachais agus Oiliúna (HETAC) chun a cuid dámhachtainí féin a dhéanamh ag Leibhéil 6-9 (i.e. ón Ardteastas go Máistir). Cuireann sí raon leathan de chláir léinn ar fáil i nGnó, Innealtóireacht, Eolaíocht, na Daonnachtaí, Óstán & Lónadóireacht agus Eolaíochtaí Banaltrachta & Sláinte. Tá 8292 neach léinn aici ar chláir léinn lánaimseartha, cheardaíochta, ACCS agus pháirtaimseartha agus breis agus 900 ball foirne. Trína hAonad Forbartha tacaíonn sí, ar bhonn tráchtála, le Nuálaíocht, Fiontraíocht, Taighde, Sainchomhairliúchán agus Forbairt Réigiúnach.

1.2 The Content of the Language Scheme

The services provided are currently largely through English. The Institute has a limited number of staff with verbal competencies in Irish and an even smaller number with written competency.

It is therefore established that the priorities for this scheme are to:

1. Enhance staff competency in Irish
2. Create an awareness among all staff of the content and purpose of the scheme
3. Provide, within the scheme, bilingual written support services to students around the programmes of education
4. Provide a limited one-to-one service, beginning in specific areas, which can be built upon in subsequent schemes.
5. Plan to extend graduate competency in Irish in selected areas.

1.3 Commencement Date of Scheme

This scheme has been confirmed by the Minister for Community, Rural & Gaeltacht Affairs. The scheme will commence with effect from the 28th September 2005 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 earlier.

1.4 Overview of GMIT

1.4.1 The Institute

GMIT is an Institute of Technology located on four campuses at Dublin Road Galway, Cluain Mhuire Galway, Castlebar and Letterfrack. It has delegated authority from the Higher Education & Training Awards Council (HETAC) to make its own awards at Levels 6 – 9 (i.e. from Higher Certificate to Masters). It offers a wide range of programmes of study in Business, Engineering, Science, Humanities, Hotel & Catering and Nursing & Health Sciences. It has 8292 students on fulltime, craft, ACCS and part-time programmes of study and has in excess of 900 staff. Through its Development Unit it supports, on a commercial basis, Innovation, Entrepreneurship, Research, Consultancy and Regional Development.

1.4.2   Ráiteas Misin

Misean GMIT

Ag GMIT forbraímid deiseanna foghlama fadsaoil trínár dteagasc agus ár dtaighde agus trí thacú le forbairt réigiúnach.

Fís GMIT

Tá agus beidh an léann mar chroíghníomhaíocht na hInstitiúide, a thugann neacha léinn, baill fhoirne agus an réigiún le chéile chun eolas a roinnt, a chur i bhfeidhm, a thástáil agus a chruthú;

Leanfaidh GMIT de bheith ag forbairt mar eagraíocht réigiúnach a bhfuil fócas idirnáisiúnta aici atá tiomnaithe do shaibhriú pearsanta agus gairmiúil a cuid neach léinn, do riachtanais a cuid réigiún, do thosaíochtaí náisiúnta agus do dheiseanna domhanda;

Déanfaidh GMIT peirspíochtaí agus ionchais a cuid páirtithe leasmhara a mhúnlú agus a fhreagairt araon agus oibreoidh sí i gcomhar leo chun freastal ar a gcuid riachtanas;

Mar eagraíocht a mhaoinítear go poiblí, beidh GMIT cuntasach as cur i ngníomh an pholasaí náisiúnta agus déanfar í a mhaoiniú de réir a cumas agus a hacmhainneacht chun spriocanna náisiúnta a bhaint amach. Cuirfidh sí lena maoiniú poiblí trína cuid gníomhaíochtaí fiontraíocha agus bainfear úsáid as an ioncam a ghinfear chun seirbhísí dár neacha léinn a fheabhsú.

Céannacht GMIT

Tá GMIT bródúil as a céannacht agus a ról mar Institiúid Teicneolaíochta. Tá sí bródúil as a cuid daoine agus a cuid éachtaí agus tá muinín aici as a cumas chun aghaidh a thabhairt ar dhúshlán na todhchaí. Tá an Institiúid tiomanta do:

- Pobal léinn a fhorbairt atá ag obair de réir caighdeáin gnímh agus cuntasachta atá dúshlánach agus soiléir;

- Treoshuíomh gairmiúil ár gclár léinn go léir a chur chun cinn ionas go dtugann siad pas don ionad oibre dár neacha léinn;

- Rochtain agus dul chun cinn trínár struchtúir dámhachtaine atá ilchampais, ildisciplíneach agus il-leibhéil a éascú;

1.4.2   Mission Statement

The GMIT Mission

At GMIT we develop life-long learning opportunities through our teaching and research and by supporting regional development.

The GMIT Vision

Learning is and will be the core activity of the Institute, bringing students, staff and the region together to share, apply, test and create knowledge;

GMIT will continue to develop as a regional organisation with an international focus committed to the personal and professional enrichment of its students, the needs of its regions, national priorities and global opportunities;

GMIT will both shape and respond to the perspectives and expectations of its stakeholders and will work in collaboration with them to meet their needs;

As a publicly funded organisation, GMIT will be accountable for its implementation of national policy and funded on its ability and capacity to meet national targets. It will augment its public funding through its entrepreneurial activities and all income generated will be used to enhance services to our students.

The GMIT Identity

GMIT is proud of its identity and role as an Institute of Technology. It is proud of its people and achievements and has confidence in its ability to meet the challenge of the future. The Institute is committed to:

- Developing a learning community working to challenging and clear standards of achievement and accountability;

- Promoting the professional orientation of all our programmes of study so that they give our students a passport to the workplace;

- Facilitating access and progression through our multi-campus, multidisciplinary and multilevel award structures;

- Tacú le forbairt eagraíochta a chuireann fáilte roimh athrú, dhúshlán, nuálaíocht agus fhiontraíocht agus a chuireann chun cinn iad;

- Oscailteacht, solúbthacht agus comhoibriú a chothú trí oibriú atá foireannbhunaithe agus comhpháirtíoch a chur chun cinn;

- Cur le haeráid de chomh-mheas atá comhalartach san eagraíocht.

De réir théarmaí Altanna 29 agus 30 d'Acht na gCáilíochtai (Oideachas agus Oiliúint), 1999, tá údarás tarmligthe ag Institiúid Teicneolaíochta na Gaillimhe-Maigh Eo ón gComhairle Dámhachtainí Ardoideachais agus Oiliúna (HETAC) chun dámhachtainí a dhéanamh do chláir mhúinte ag leibhéil 6, 7, 8 agus 9 den chreat NQAI don bhliain acadúil 2004/5 agus ina dhiaidh sin.

1.4.3 Custaiméirí agus Cliaint

Is iad príomhchustaiméirí na hInstitiúide ná a cuid neach léinn a bhfuil dualgas sonrach cúraim uirthi ina leith. Déanann sí idirghníomhú freisin le hinstitiúidí oideachais eile agus le háisínteachtaí agus leis an bpobal i gcoitinne. Cuimsíonn a heochairbhonn cliant agus custaiméara:

An Roinn Oideachais
HETAC/CDAOO
Institiúid Innealtóirí na hÉireann
TEAGASC
Institiúidí Teicneolaíochta eile
Institiúidí Ardoideachais eile
Scoileanna Dara Leibhéil
Coistí Gairmoideachais
Údaráis Áitiúla
IDA
Údarás na Gaeltachta
Bord Fáilte Éireann
Cumann Tráchtála agus
Tionscail na Gaillimhe
Ceardchumainn
IBEC
Fiontraíocht Éireann
FÁS
An Chomhairle Oidhreachta
Ionad Scánnán na Gaillimhe
Bord Fáilte an Iarthair
Coláiste Talmhaíochta an Chreagáin
Forum for Letterfrack
Connemara West

- Supporting the development of an organisation embracing and promoting change, challenge, innovation and entrepreneurship;

- Sustaining openness, flexibility and collaboration through the promotion of team based working and partnership;

- Enhancing the climate of mutual and reciprocal respect in the organisation.

In accordance with the terns of Sections 29 and 30 of the Qualifications (Education and Training) Act, 1999, Galway Mayo Institute of Technology 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 for the academic year 2004/5 and beyond.

1.4.3 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:

Department of Education
HETAC
The Institution of Engineers of Ireland
TEAGASC
Other Institutes of Technology
Other Higher Education Institutes
Second-Level Schools
Vocational Education Committees
Local Authorities
IDA
Údarás na Gaeltachta
Fáilte Ireland
Galway Chamber of Commerce and Industry
Trade Unions
IBEC
Enterprise Ireland
FÁS
Heritage Council
Galway Film Centre
Ireland West Tourism
Mountbellew Agricultural College
Forum for Letterfrack
Connemara West

Bainfidh na tiomantais do chaighdeán seirbhíse custaiméara atá glactha ag Institiúid Teicneolaíochta na Gaillimhe-Maigh Eo maidir le seachadadh seirbhísí dár gcustaiméirí leis na seirbhísí sin, bíodh siad á seachadadh i nGaeilge nó i mBéarla.

1.4.4 Measúnú ar an Méid a bhfuil Seirbhísí ar Fáil cheana féin trí Ghaeilge

Is é príomhfheidhm na hInstitiúide ná cláir d'ardchaighdeán oideachais a chur ar fáil trí Bhéarla (agus líon beag trí Ghaeilge de réir éilimh) dá cuid neach léinn agus is mar sin a bheidh an cás sa todhchaí atá infheicthe. Tá formhór mór na gclár seo ar fáil trí Bhéarla, agus níl ach dhá chlár ar fáil trí Ghaeilge amháin, mar atá:

Baitsiléir Ealaíon (Onóracha) i nGnó agus Cumarsáid

Ard-Dioplóma Iarchéime i nGaeilge Fheidhmeach agus Aistriúchán (Tá an cúrsa seo á reáchtáil i gcomhpháirtíocht le Europus Teo agus le tacaíocht ó Údarás na Gaeltachta).

Dá bhrí sin cuirtear na seirbhísí a bhaineann le formhór cláir na hInstitiúide ar fáil den chuid is mó trí Bhéarla amháin faoi láthair. Tá na seirbhísí don phobal i gcoitinne, do na páirtithe leasmhara agus d'áisínteachtaí eile beagnach go léir trí Bhéarla amháin (féach Aguisín 1 le haghaidh sampla de na seirbhísí a sholáthraíonn cuid de Scoileanna/Fheidhmeanna na hInstitiúide).

The customer service standards commitments adopted by the Galway – Mayo Institute of Technology in relation to delivery of services to our customers shall apply to those services, whether delivered in the Irish language or in the English language.

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. The vast majority of these programmes are offered through English, with just two programmes being offered exclusively through Irish, namely:

Baitsiléir Ealaíon (Onóracha) i nGnó agus Cumarsáid

Ard-Dioplóma Iarchéime i nGaeilge Fheidhmeach agus Aistriúchán (This course is run in partnership with Europus Teo and supported by Údarás na Gaeltachta).

Thus the services around most of the Institute's programmes are at the present time mainly provided through the English language only. Services to the general public, stakeholders and other agencies are currently almost exclusively through English (see Appendix 1 for a sample of services provided by some of the Institute's Schools/Functions).

Feidhmeanna agus Ranna

Réimse Feidhme	Roinn
Clárú	Riarachán Acadúil
	Leabharlann
Caisleán an Bharraigh	Innealtóireacht
	Gnó
	Eolaíocht
	Ríomhaireacht
	Daonnachtaí
	Oideachas Aosach
	Banaltracht
Leitir Fraic	Dearadh & Déanamh Troscáin
Daonnachtaí	Daonnachtaí
	Ealaín & Dearadh
	Scannán & Teilifís
Óstán & Lónadoireacht	Turasóireacht & Áineas
	Óstán & Lónadóireacht
	Fáiltíocht
Forbairt	Eastáit
	Tadhall Tionsclaíoch
	Taighde
	Oideachas Aosach & Leantach
	Cuideachta Lónadóireachta GMIT
	Forbairt Fiontraíochta agus Gor
Gnó	Cuntasaíocht
	Gnó
	Margaíocht
	Feidhmiúcháin Ríomhaireachta Gnó
Innealtóireacht	Innealt. Shibh. & Staidéar Tógála
	Innealt. Mheicniúil & Thionsclaíoch
	Leictreonaic
	Ceardanna
Eolaíocht	Eolaíocht Aiceanta
	Eolaíochtaí Beatha
	Eolaíocht Ríomhaireachta
Airgeadas	Airgeadas
	Acmhainní Daonna
	Seirbhísí TE
Foghlaim agus Teagasc	Seirbhísí do na Neacha Léinn Forbairt Foirne

Functions and Departments

Function Area	Department
Registration	Academic Administration
	Library
Castlebar	Engineering
	Business
	Science
	Computing
	Humanities
	Adult Education
	Nursing
Letterfrack	Furniture Design & Manufacture
Humanities	Humanities
	Art & Design
	Film & Television
Hotel & Catering	Tourism & Leisure
	Hotel & Catering
	Hospitality
Development	Estates
	Industrial Liaison
	Research
	Adult & Continuing Education
	GMIT Catering Company
	Enterprise Development and Incubation
Business	Accounting
	Business
	Marketing
	Computer Business Applications
Engineering	Civil Eng. & Construction Studies
	Mechanical & Industrial Eng.
	Electronics
	Trades
Science	Physical Science
	Life Sciences
	Computer Science
Finance	Finance
	Human Resources
	IT Services
Learning and Teaching	Student Services
	Staff Development

Caibidil / *Chapter*

2

Soláthar de Sheirbhísí/Ghníomhaíochtaí Ginearálta Institiúideacha

Provision of General Institutional Services/Activities

Leagann an chaibidil seo amach córas na dteangacha oifigiúla a oibríonn an Institiúid maidir le soláthar ginearálta a cuid seirbhísí. Leagann Caibidil 3 amach an staid i dtaca le soláthar seirbhísí/gníomhaíochtaí ag Ranna ar leith laistigh den Institiúid.

This chapter sets out the official languages regime operated by the Institute in relation to the general provision of its services. Chapter 3 sets out the position in relation to service provision/activities by individual Divisions within the Institute.

2.1 Bealaí Cumarsáide leis an bPobal/Faisnéis don phobal faoi chríochnú na scéime

Faoi chríochnú na scéime cuirfear cumarsáid na hInstitiúide leis an bpobal i gcoitinne i dtaca le faisnéis ghinearálta a bhaineann lena cuid seirbhísí ar fáil i mBéarla agus i nGaeilge araon trí mheán:

Bróisiúir, foirmeacha iarratais & bileoga faisnéise (mar atá rianaithe in altanna ina dhiaidh seo)

Foilseacháin (Féach freisin 2.2.6)

Preaseisiúintí corparáideacha

Láithreán gréasáin - Faisnéis Ghinearálta.

Cuirfear óráidí nó ráitis ar fáil s(n)a teanga(cha) ina dtabharfar iad.

2.1 Means of Communication with the Public/Information to the public by the end of the scheme

By the end of the scheme the Institute's communications with the general public regarding general information relating to its services will be made available in both English and Irish by means of:

Brochures, application forms & information leaflets (as outlined in subsequent paragraphs)

Publications (See also 2.2.6)

Corporate press releases

Website - General Information

Speeches or statements will be made available in the language(s) in which they are delivered.

2.2 Seirbhísí Lán-dátheangacha

Is é polasaí na hInstitiúide go mbeidh dul chun cinn suntasach déanta maidir le seirbhísí lán-dátheangacha trí mheán na Gaeilge agus an Bhéarla faoi chríochnú na scéime sna réimsí seo a leanas:

2.2.1 Láithreán Gréasáin

Beidh gach faisnéis ghinearálta ar fáil go dátheangach ar an láithreán gréasáin. Seasfaidh na comhpháirteanna seo a leanas ar an láithreán gréasáin i mBéarla amháin;

- Comhpháirteanna atá dírithe ar lucht féachana idirnáisiúnta
- Comhpháirteanna ar de shainchineál teicniúil iad
- Cláir léinn atá bunaithe ar an láithreán gréasáin (seachas cláir Ghaeilge a bheidh ar fáil trí Ghaeilge)
- Comhpháirteanna a bhaineann le cláir atá ann cheana nó cláir nua (seachas iad siúd atá ar fáil trí Ghaeilge).

2.2 Fully Bilingual Services

It is the Institute's policy that significant progress will be made in providing fully bilingual services through the medium of Irish and English by the end of the Scheme in the following areas:

2.2.1 Website

All general information will be available bilingually on the website. The following components on the website will remain in English only:

- 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).

2.2.2 Tairseach an Neacha Léinn

Is Inlíon é tairseach an neacha léinn a choinníonn neacha léinn ar an eolas maidir le hacmhainní, áiseanna agus seirbhísí. Beidh sé i gcruth dhátheangach scáthánaithe Gaeilge agus Béarla ar an gcaoi chéanna leis an tairseach teanga atá ar fáil cheana féin go hilteangach. Cuirfear iad siúd atá ag breathnú ar an tairseach trí leathanach fáiltithe dátheangach le rogha idir cnaipe 'Gaeilge' nó cnaipe 'Béarla' chun tuilleadh faisnéise a rochtain.

2.2.3 Tairseach Teanga

Is acmhainn acadúil ar líne í an tairseach seo le haghaidh neacha léinn atá ag déanamh staidéir ar gach teanga san Institiúid. Is féidir breathnú air i nGaeilge agus i mBéarla.

2.2.4 Naisc le hAcmhainní

Neartóidh agus cothóidh an dá thairseach atá luaite roinn eile de naisc le hacmhainní áisiúla Gaeilge. (Samplaí: innill cuardaigh a bhfuil mód Gaeilge acu, láithreáin gréasáin d'ardchaighdeán, tagairtí ar líne, ranganna teagaisc, ábhair áisiúla foghlama, agus rl)

2.2.5 Bróisiúir, Foirmeacha Iarratais agus Bileoga Faisnéise

Foilseofar iad uile go dátheangach. Beidh a bhformhór faoin gclúdach céanna cé go bhféadfaí foilseacháin níos mó a fhoilsiú ag an am céanna i nGaeilge agus i mBéarla. Maidir le hEolaire na hInstitiúide, beidh na ranna faisnéise ginearálta i mBéarla agus i nGaeilge araon. Beidh sonraí cúrsa i dteanga a seachadta. Beidh bróisiúir atá dírithe ar mhargadh idirnáisiúnta i mBéarla amháin. Foilseofar tuarascálacha shainchomhairleoirí agus tuarascálacha teicniúla tiomnaithe sa teanga inar chéadchuireadh i láthair iad.

2.2.6 Foilseacháin Eile Institiúide

Ní dóigh leis an Institiúid go mbeidh na hacmhainní ann le linn saolré na scéime seo chun foilseacháin amhail doiciméid inmheánacha teagaisc agus faisnéise, foilseacháin inmheánacha agus lámhleabhair a bhaineann le cláir ar leith léinn a aistriú go Gaeilge.

2.2.2 Student portal

The Student portal is an Intranet which keeps students informed on resources, facilities and services. It will take the form of two mirrored versions, Gaeilge and English, in the same manner as the language portal that is already available multilingually. Those viewing the portal will be introduced via a bilingual welcome page with a choice of a 'Gaeilge' or an 'English' button to access further information.

2.2.3 Language Portal

This portal is an online academic resource for students studying all languages in the Institute. It can be viewed in Gaeilge and English.

2.2.4 Links to Resources

Both portals mentioned above will build up and maintain a section of links to useful Irish language resources. (Examples: Search engines with an Irish mode, good quality websites, online references, tutorials, useful learning materials, etc)

2.2.5 Brochures, Application Forms and Information Leaflets

All will be published bilingually. Most will be under the same cover though larger publications may be published simultaneously in Irish and English. In the case of the Institute Prospectus the general information sections will be in both English and Irish. Course details will be in the language of delivery. Brochures aimed at an International market will be in English only. Consultants reports and dedicated technical reports will be published in the language in which they were originally presented.

2.2.6 Other Institute Publications

The Institute does not expect to have the resources during the lifetime of this scheme to translate into Irish such publications as internal instruction and information documents, internal publications and manuals relevant to particular programmes of study.

2.3 Fógraí ó Bhéal

Is é polasaí na hInstitiúide oibriú i dtreo a chinntiú go mbeidh gach fógra ó bhéal réamhthaifeadta dár gcustaiméirí i nGaeilge agus i mBéarla. Bainfear an aidhm sin amach faoi chríochnú na scéime reatha. An córas láimseála guthaithinte teileafóin faoi láthair:

Feidhmíonn sé trí Bhéarla amháin ach tá ar a chumas feidhmiú in ilteangacha. Is é atá mar aidhm againn go n-oibreoidh sé i nGaeilge agus i mBéarla araon faoi chríochnú na scéime.

Oibríocht /Lasc-chlár Fáiltithe

Cinnteoidh an Institiúid go bhfógróidh an oibríocht/lasc-chlár fáiltithe ainm na hInstitiúide i mBéarla agus i nGaeilge araon agus déanfar oiliúint chun gur féidir glaonna i nGaeilge a aistriú go dtí baill fhoirne atá in ann déileáil le ceist i nGaeilge.

Toisc go bhfeidhmíonn an Institiúid i gceantar abhanntraí ina bhfuil Gaeltacht láidir, Gaelscoileanna beomhara agus grúpaí Gaeilge pobalbhunaithe, tabharfar an suntas iomchuí don Ghaeilge ag príomhimeachtaí mar shearmanais bhronnta céime trí chuid de na príomhaithisc, ar nós ceann an Stiúrthóra, Chathaoirleach an Bhoird Bhainistíochta agus daoine eile amhail ionadaithe HETAC, tugtha i nGaeilge nó go dátheangach. Tá sé seo faoi réir ag an gcoinníoll go mbeidh daoine mar sin nach bhfuil fostaithe ag GMIT in ann é sin a dhéanamh.

2.3 Oral Announcements

It is the policy of the Institute to work towards ensuring that all pre-recorded oral announcements to our customers shall be in the English and Irish languages. This objective will be achieved by the end of the current scheme.
The voice recognition telephone handling system currently:

Operates in English only but it has the capability to operate in multiple languages. Our objective is that it will operate in both Irish and English by the end of the scheme.

Reception/Switchboard Operation

The Institute will ensure that the receptionist/switchboard operation will announce the name of the Institute in both English and Irish and be trained to transfer calls in Irish to staff who are competent to deal with the query in Irish.

As the Institute operates in a catchment area with a strong Gaeltacht, vibrant Gaelscoileanna and community based Gaeilge groups, it 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, Chairperson of the Governing Body and such others as HETAC representatives, given in Irish or bilingually. This is subject to the proviso that such persons outside the employment of GMIT will be competent to do so.

Achoimre ar na Seirbhísí /
Ghníomhaíochtaí atá Curtha ar Fáil ag Ranna

Summary of Services /
Activities Provided by Divisions

3.1 Réamhrá

Insíonn an Chaibidil seo an staid maidir le soláthar seirbhísí/idirghníomhaíocht sheachtrach na Ranna laistigh den Institiúid agus leis an bpobal i gcoitinne. Liostaíonn sí na bearta atá á nglacadh aici chun cloí leis an Acht agus luann na réimsí tosaíochta le haghaidh gníomhaithe faoin scéim seo.

3.1.1 Tosaíocht don Scéim seo

Is iad tosaíochtaí na scéime ná;

1. Cur le cumas na hInstitiúide le seirbhísí a sholáthar i nGaeilge agus i mBéarla
2. Feasacht na foirne ar an scéim a mhéadú trí ionduchtúchán agus trí chumarsáid rialta
3. Cur le hinniúlacht na foirne i nGaeilge trí oiliúint agus trí fhorbairt
4. Seirbhísí do neacha léinn a fhorbairt trí dhoiciméadú dátheangach agus trí sheirbhís theoranta ó bhéal duine-le-duine i réimsí ainmnithe
5. Méadú a dhéanamh ar líon na gcúrsaí inar féidir lena gcéimithe a gcuid oibre a dhéanamh go maith trí Ghaeilge

3.2 Oifig an Chláraitheora

3.2.1 Seirbhísí Acadúla

Tá Oifig an Chláraitheora freagrach as earcú, clárú agus measúnú neach léinn. Chuige sin fógraíonn sí cúrsaí, eagraíonn cuairteanna ar scoileanna agus cuireann Eolaire ar fáil. Faoi chríochnú na scéime, beidh an clárú agus an doiciméadú tacaíochta le haghaidh scrúduithe, atá faoi smacht ag GMIT, dátheangach go hiomlán. Déanfar cuairteanna ar scoileanna Gaeltachta agus Gaelscoileanna i gceantair neamhGhaeltachta trí Ghaeilge.

3.2.2 An Leabharlann

Is ceann de na réimsí tosaíochta í seo chun seirbhísí dátheangacha do na neacha léinn agus don fhoireann a fhorbairt. I dtosach beidh bileoga faisnéise le fáil go dátheangach agus faoi chríochnú na scéime beidh ball den fhoireann ar fáil chun seirbhís duine-le-duine i nGaeilge a sholáthar ag amanna ainmnithe (scaipthe thar an tseachtain uile), a chuirfear in iúl d'úsáideoirí.

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 measures it is taking to comply with the Act and gives the priority areas for action under this scheme.

3.1.1 Priority for this Scheme

The priorities for this scheme are:

1. To enhance the Institute's ability to provide services in Irish and English
2. To raise staff awareness of the scheme through induction and regular communication
3. To enhance staff competency in Irish through training and development
4. To develop services to students through bilingual documentation and a limited one-to-one verbal service in designated areas
5. To extend the number of courses whose graduates may carry out their work competently through Irish

3.2 The Registrar's Office

3.2.1 Academic Services

The Registrar's Office is responsible for the recruitment, registration and assessment of students. To this end it advertises courses, organises school visits and produces the Prospectus. By the end of the scheme, registration and examination support documentation, within the control of GMIT, will be fully bilingual. School visits to the Gaeltacht and to Gaelscoileanna in non-Gaeltacht areas will be provided through Irish.

3.2.2 The Library

This is one of the priority areas for developing bilingual services for students and staff. Initially information leaflets will be available bilingually and by the end of the scheme a staff member will be available to provide a one-to-one service in Irish at designated times (spread throughout the week), which will be made known to users.

3.3 An Oifig Forbartha

3.3.1 An tAonad Tadhaill Tionsclaíoch

Tacaíonn an tAonad Tionsclaíoch le hoiliúint Thionsclaíoch/Ghnó agus le sainchomhairliúcháin, le haistriú teicneolaíochta agus le forbairt pobail. Comhthadhlaíonn sé le háisínteachtaí forbartha, trádála agus le heagraíochtaí gairmiúla agus le grúpaí ionadaíocha dá leithéid.

Má bhíonn seirbhís oiliúna nó sainchomhairliúcháin ag teastáil i nGaeilge, sannfar baill fhoirne le Gaeilge don tasc, má bhíonn siad le fáil.

3.3.2 Taighde

Scaipeann an tAonad Taighde faisnéis maidir le cláir taighde. Tacaíonn sé le tograí taighde, earcú taighdeoirí agus déanann monatóireacht agus bainistiú ar thionscnamh, dhul chun cinn agus scor chlár.

Tacaíonn sé le feabhsú na hacmhainne taighde. Má bhíonn Gaeilge ina riachtanas inmhianaithe do thionscadal taighde, luafar Gaeilge mar riachtanas in earcú taighdeoirí do thionscadail mar sin laistigh de chreat na nósanna imeachta náisiúnta comhaontaithe le haghaidh earcaíochta.

3.3.3 Fiontar agus Gor

Spreagann agus cuireann an tAonad Fiontair agus Goir fiontraíocht chun cinn ar fud na hInstitiúide. Eagraíonn sé cláir Fhorbartha Fiontair agus bainistíonn an próiseas goir.

3.3.4 Oideachas Aosach agus Leantach

Fógraíonn an t-aonad sin cúrsaí, eagraíonn tráthnónta faisnéise do neacha léinn ionchasacha agus cuireann Eolaire d'Oideachas Aosach agus Leantach ar fáil, atá dátheangach.

3.3.5 An tAonad Foirgneamh agus Eastát

Cuireann an tAonad Foirgneamh agus Eastát doiciméadú le haghaidh tairiscintí ar fáil do chonarthaí tógála agus cothabhála aguis tá sé freagrach freisin as comharthaíocht. Tá an phríomhchomharthaíocht dátheangach. Ach is i mBéarla amháin atá roinnt comharthaí.

3.3 The Development Office

3.3.1 The Industrial Liaison Unit

The Industrial Unit supports Industrial/Business training and consultancy, technology transfer and community development. It 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, if available.

3.3.2 Research

The Research Unit 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 Enterprise and Incubation

The Enterprise and Incubation Unit encourages and promotes entrepreneurship throughout the Institute. It organises Enterprise Development programmes and manages the process of incubation.

3.3.4 Adult and Continuing Education

This unit advertises courses, organises information evenings for potential students and companies and produces an Adult and Continuing Education Prospectus, which is bilingual.

3.3.5 The Building and Estates Unit

The Buildings and Estates Unit produces tender documentation for building and maintenance contracts and is also responsible for signage. The main signage is bilingual. However, some signs are in English only.

3.3.6 Cuideachta Lónadóireachta GMIT Teo.

Tá an Chuideachta Lónadóireachta freagrach as reáchtáil an Chaifitéire a bhíonn ar oscailt do bhaill fhoirne agus do na neacha léinn araon. Cuireann sé seirbhís chuimsitheach ar fáil ó 8.30am go dtí 9.00pm (Aoine 6.00pm). Déanann sé freastal freisin ar imeachtaí agus chruinnithe speisialta ar nós iad siúd a thionóltar i Seomra an Bhoird agus san Fhorhalla freisin. Beidh na gnáthchláir bhia dátheangach.

3.4 Na Scoileanna

Is iad na scoileanna agus na hionaid champais eile a thugann faoi chroíghníomhaíocht na hInstitiúide. Faoi struchtúr 'rannach agus ionaid' cuirtear cúrsaí ar fáil i raon leathan de dhisciplíní faoi na ceannteidil leathana chineálacha Eolaíocht, Ríomhaireacht, Innealtóireacht, Gnó, Daonnachtaí, Ealaín & Dearadh, Óstán & Lónadóireacht agus Banaltracht & Eolaíochtaí Sláinte.

Tá gach ceann de na cláir léinn trí Bhéarla seachas dhá cheann. Faoi láthair bíonn gá ag na cúrsaí a chuirtear ar fáil trí Ghaeilge le cuid mhaith cur chun cinn chun inmharthanacht a choinneáil. I láthair na huaire, níl aon fhianaise ann ar éileamh ar chúrsaí trí Ghaeilge a sheasfadh leis an infheistíocht bhreise ba ghá le haghaidh cúrsaí dá leithéid. Ach déanfar monatóireacht ar an scéal go bliantúil agus tabharfar cúrsaí breise isteach de réir mar a bheidh dóthain éilimh anna agus faoi réir ag maoiniú a bheith ar fáil d'fhorbairt chúrsa (féach freisin 4.1). Lena chois sin, táthar ag dréim le méadú ar an éileamh ar chúrsaí trí Ghaeilge mar thoradh ar an Acht.

Cuirfear tús leis an bpróiseas chun seirbhísí tacaíochta labhartha dátheangacha duine-le-duine trína hoifigí scoile le linn saolré na chéad scéime ach nach dtiocfaidh chun críche go dtí go mbeidh scéimeanna ina dhiaidh seo ag feidhmiú. Cuirfear an próiseas sin chun cinn trí pholasaí iomchuí athleagain amach agus earcaíochta.

3.3.6 GMIT Catering Company Ltd.

The Catering Company is responsible for running the Cafeteria, which is open to both staff and students. It provides a comprehensive service from 8.30am until 9.00pm (Friday 6.00pm). It also services special events and meetings such as those held in the Board Room and also in the Foyer. Standard menus will be bilingual.

3.4 The Schools

The schools and other campus centres undertake the core activity of the Institute. Under a 'departmental and centre' structure, courses are provided in a wide range of disciplines under the broad generic headings of Science, Computing, Engineering, Business, Humanities, Art & Design, Hotel & Catering and Nursing & Health Sciences.

All but two of the programmes of study are through English. At present, the courses offered through Irish require substantial additional promotion to maintain viability. 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 development (see also 4.1). Furthermore, it is now expected that demand for courses through Irish will indeed increase as a result of the Act.

The process of ensuring one-to-one bilingual verbal support services through the school offices will begin during the lifetime of the first scheme but will not be completed until subsequent schemes are in place. This process will be progressed through an appropriate redeployment and recruitment policy.

3.5 An Oifig Airgeadais

3.5.1 Airgeadas
Tá an Oifig Airgeadais freagrach as gach soláthar agus íocaíocht agus, dá bhrí sin, fógraíonn sí conarthaí, cuireann doiciméid tairisceana ar fáil, íocann sonraisc, tuarastail agus ullmhaíonn na cuntais bhliantúla. Cloífidh sí leis na nósanna imeachta fógraíochta atá comhaontaithe agus cinnteoidh sí go mbeidh aon cheann de na foirmeacha caighdeánacha dátheangach.

3.5.2 Acmhainní Daonna
Tá an roinn seo freagrach as folúntais do bhaill fhoirne a fhógairt, foirmeacha iarratais a chur ar fáil, mionsonraí poist agus agallaimh a shocrú. Tá sí freagrach freisin as leas na foirne agus as araíonacht. Cloífidh sí leis na slata tomhais fógraíochta atá comhaontaithe, cuirfidh foirmeacha iarratais dátheangacha ar fáil ach ní bheadh na hacmhainní aici le linn na scéime seo chun sonraí poist a chur ar fáil i nGaeilge ach amháin i gcásanna ar leith (ar nós léachtóirí i nGaeilge) nuair is croíriachtanas í an Ghaeilge. Beidh sonraí poist eile le fáil i nGaeilge i scéim sa todhchaí. Cuirfear agallaimh ar fáil i nGaeilge ar iarratas faoi réir ag fógra roimh ré ón agallaí maidir lena rogha teanga.

Comhlíonfaidh nósanna imeachta Acmhainní Daonna cuspóirí na scéime, faoi réir ag creat de nósanna imeachta náisiúnta earcaíochta, trí pholasaithe iomchuí earcaíochta, láithriú inmheánach agus athleagain amach a chur i bhfeidhm le linn tréimhse na scéime seo agus scéimeanna ina dhiaidh sin. Déanfaidh sé tadhall leis an aonad forbartha foirne chun na cuspóirí a bhaint amach.

3.5.3 TE
De réir mar a insealbhófar córais nua ríomhaire beidh siad 'comhoiriúnach don dátheangachas' go hiomlán. Faoi chríochnú na scéime, beidh seirbhísí agus córais tacaíochta idirghníomhacha ríomhaire ar fáil go dátheangach ar bhonn céimnithe.
- de réir mar a chuirtear seirbhísí nua leis
- de réir mar a dhéantar uasghrádú ar sheanseirbhísí

3.5 The Finance Office

3.5.1 Finance
The Finance Office is responsible for all procurement and payment and consequently advertises contracts, produces tender documents, pays invoices, salaries and prepares the annual accounts. It will comply with the agreed advertising procedures and will ensure that any of its standard forms are bilingual.

3.5.2 Human Resources
This department is responsible for advertising staff vacancies, producing application forms, job descriptions and arranging interviews. It is also responsible for staff welfare and discipline. It will comply with the agreed advertising criteria, provide bilingual application forms but would not have the resources during this scheme to provide job descriptions in Irish except in specific cases (such as léachtóirí i nGaeilge) where Irish is a core requirement. Other job descriptions will be available in Irish in a future scheme. Interviews will be offered in Irish on request subject to advance notice by the interviewee of their language choice.

Human Resource procedures will, subject to the framework of the agreed National recruitment procedures, meet the objectives of the scheme by putting appropriate recruitment, internal placement and redeployment policies in place over the period of this and subsequent schemes. It will liaise with the staff development unit in meeting the objectives.

3.5.3 IT
As new computer systems are installed they will be fully 'bilingual compatible'. By the end of the scheme, computer interactive support services and systems will be available bilingually on a phased basis:
- as new services are added
- as old services are upgraded

3.6 Múineadh agus Foghlaim

3.6.1 Seirbhísí do na Neacha Léinn

Cuirtear raon leathan de sheirbhísí do na neacha léinn ar fáil ar bhonn lánaimseartha a chuimsíonn na réimsí Cóiríocht, Sláinte, Comhairleoireacht, Gairmeacha Beatha, Rochtain, Míchumas, Neacha Léinn Aibí, Tacaíocht Foghlama agus Séiplíneacht. Tá bileoga faisnéise le fáil go dátheangach agus faoi chríochnú na scéime beidh ball foirne ar fáil chun seirbhís duine-le-duine i nGaeilge a thabhairt ag amanna ainmnithe (scaipthe thar an tseachtain), a gcuirfear úsáideoirí ar an eolas fúthu.

3.6.2 Forbairt Foirne

Tacaíonn an Oifig Forbartha Foirne le sprioc na hInstitiúide le cinntiú go mbeidh gach deis ag an bhfoireann na scileanna, eolas agus saineolas a aimsiú le gur féidir leo a gcuid dualgas a chomhlíonadh go héifeachtach agus a bpoitéinseal iomlán a bhaint amach.

Ag teacht le ceanglas an Achta, cuirfidh an Oifig Forbartha Foirne gach deis ar fáil don fhoireann le cur ar a gcumas seirbhís a chur ar fáil trí Ghaeilge (féach Roinn 4.3).

3.7 Achoimre ar an bPlean le haghaidh Cur i nGníomh

Mar achoimre, faoi chríochnú na scéime foilseoidh gach réimse feidhmeach an doiciméadú tacaíochta seo a leanas go dátheangach:
- Bróisiúir
- Bileoga Faisnéise
- Eolaire ar bith (e.g. Oideachas Aosach agus Leantach)
- Preaseisiúintí
- Eolas Ginearálta Láithreáin Gréasáin

Ní thionólann an Institiúid cruinnithe poiblí i gceantair Ghaeltachta. Ach reáchtálfar cruinnithe dírithe ar bith trí Ghaeilge a thionólfar i Scoileanna sa Ghaeltacht nó i nGaelscoileanna lasmuigh den Ghaeltacht.

3.6 Teaching and Learning

3.6.1 Student Services

A wide range of student services covering the areas of Accommodation, Health, Counselling, Careers, Access, Disability, Mature Students, Learning Support and Chaplaincy are provided on a full-time basis. Information leaflets will be available bilingually and by the end of the scheme a staff member will be available to provide a one-to-one service in Irish at designated times (spread throughout the week), which will be made known to users.

3.6.2 Staff Development

The Staff Development Office supports the Institute's goal of ensuring that staff have every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential.

In line with the requirements of the Act, the Staff Development Office will provide opportunities to staff to enhance their ability to provide a service through Irish (see Section 4.3).

3.7 Summary of Plan for Implementation

In summary, by the end of the scheme all functional areas will publish the following support documentation bilingually:
- Brochures
- Information Leaflets
- Any prospectus (e.g. Adult and Continuing Education)
- Press Releases
- Web Site General Information

The Institute does not hold public meetings in Gaeltacht areas. However, any targeted meetings held in Schools in the Gaeltacht or in Gaelscoileanna outside the Gaeltacht will be held in Irish.

Caibidil / *Chapter*

4

4.1 Feabhsú Seirbhísí atá le Soláthar go Dátheangach

Glacann GMIT leis go mba cheart go dtabharfaí soláthar seirbhíse i nGaeilge isteach de réir a chéile sna cúrsaí atá á dtairiscint aici chun freastal ar an éileamh a bhfuil dréim leis ag eascairt as an Acht. Creideann GMIT gurb é an cur chuige ciallmhar ná comhoibriú le hinstitiúidí tríú leibhéil eile chun an soláthar seo a optamú. Chun é sin a bhaint amach, tá tús curtha le comhráite le Comhairle Stiúrthóirí na nInstitiúidí Teicneolaíochta a bhfuil mar aidhm leo an fhreagracht sa réimse sin a scaradh de réir láidreachtaí na nInstitiúidí difriúla. Don chéad scéim roghnófar trí réimse ghairmiúla (e.g. Banaltracht, Ríomhaireacht agus Airgeadas) agus forbrófar modúl tacaíochta amháin nó sraith de mhodúil a dhéanfar a thairiscint a thabharfaidh an deis do neacha léinn oiriúnacha a chuirfidh isteach ar na modúil tacaíochta sin a bheith inniúil ar a ngnó sna réimsí sin a dhéanamh trí Ghaeilge.

Chun é sin a bhaint amach is é atá molta ná go dtabharfaidh Comhairle Stiúrthóirí na nInstitiúidí Teicneolaíochta aghaidh air sin mar thionscadal ar leith. Beidh gá cumais na nInstitiúidí éagsúla a tharraingt le chéile agus é mar chuspóir cúrsaí a thairiscint sna trí réimse ainmnithe, ar nós iad siúd a bhfuil tagairt dóibh thuas, a mbeidh cumas oibre trí Ghaeilge ag a gcuid céimithe. D'fhéadfaí cur leis an tionscadal píolótach sin le linn scéimeanna ina dhiaidh seo le cúrsaí ainmnithe breise a chuimsiú. Is gá dóthain maoinithe a bheith ag an tionscadal agus beidh sé sin mar ábhar aighneachta ar leith.

4.2 Feabhsú na Seirbhísí Tacaíochta

Is dearbhthosaíocht é sin le linn na chéad scéime. Cé go bhfuil líon áirithe foirne a bhfuil cumas réasúnta i nGaeilge acu, tá sé beagnach cinnte go mbeidh an líon a bheidh sásta a bheith bainteach go deonach sna figiúirí singil (ísle). Ar feadh achar na scéime seo, mar shampla, beidh gá aistriúchán gach doiciméid ábhartha a chur amach ar chonradh (Tuarascáil Bhliantúil, bróisiúir, agus rl)

4.1 Enhancement of Services to be Provided Bilingually

GMIT accepts that service provision in Irish should be introduced incrementally in its course offerings to meet the anticipated growing demand arising from the Act. GMIT believes that the rational approach is to collaborate with other third level Institutions in optimising this provision. Towards achieving this it has initiated discussions with the Council of Directors of the Institutes of Technology with the objective of 'sharing out' responsibility in this area according to the strengths of the different Institutes. For the first scheme three professional areas will be selected (e.g. Nursing, Computing and Finance) and one support module or set of modules will be developed and offered which will give suitable students who apply to undertake these support modules the opportunity to become competent in transacting their business in these areas through Irish.

To achieve this it is proposed that the Council of Directors of the Institutes of Technology address this as a special project. It will need to draw together the competencies of the various Institutes with the objective of offering courses in three designated areas, such as those referred to above, whose graduates will have a working competence through Irish. This pilot project could be extended during subsequent schemes to cover more course designations. This project needs to be adequately resourced and will form the subject of a separate submission.

4.2 Enhancement of Support Services

This is an absolute priority during the first scheme. While the Institute does have a number of staff with reasonable competencies in Irish, the number who will volunteer to become involved will almost certainly be in the (low) single figures. For the duration of this scheme, for example, it will be necessary to contract out all translation of substantive documents (Annual Report, brochures, etc.)

4.3 Earcaíocht

Beidh ceanglais na hInstitiúide maidir le comhlíonadh a cuid dualgas faoin Acht i gceist in earcaíocht na hInstitiúide, go háirithe i bpríomhréimsí mar rúnaíocht, fáiltiú agus cásanna sonracha áirithe (e.g. léachtóireacht i nGaeilge), áit a mbeidh an Ghaeilge ina ceanglas sonrach. Cuirfidh an tAonad Acmhainne Daonna na bearta seo a leanas i bhfeidhm ionas go ndéanfar líon dóthain foirne le cumas Gaeilge a earcú agus a choinneáil laistigh den Institiúid chun freastal ar an éileamh:

Mar chuid dá polasaí earcaíochta fógróidh an Institiúid, faoi réir ag éileamh agus laistigh de chreat na nósanna imeachta earcaíochta náisiúnta comhaontaithe, comórtais le haghaidh ball foirne le hoibriú trí Ghaeilge, nuair nach mbeidh daoine oiriúnacha le fáil trí chomórtais leibhéil-iontrála ghinearálta.

Cuirfear láithriú iomchuí foirne a bhfuil an cumas sin acu i bhfeidhm ar fud na hInstitiúide de réir mar a bhíonn éileamh air. Déanfaidh an polasaí sin optamú ar infhaighteacht seirbhísí trí Ghaeilge. Mar chomhlánú air sin, déanfar baill fhoirne a bhfuil eolas oibre ar an nGaeilge acu a láithriú thar na ranna éagsúla chun tacú leis na tiomantais atá leagtha amach sa scéim seo.

Cuirfear deiseanna forbartha ar a súile do gach earcach chun a gcumas Gaeilge a fheabhsú.

4.4 Oiliúint agus Forbairt Foirne

Tá an Institiúid tiomanta go leanúnach d'oiliúint oiriúnach a sholáthar agus tacaíonn sí le forbairt na foirne uile. Tá coiste Gaeilge bunaithe aici le feidhmiú ar chur i ngníomh an Achta agus chun an scéim a ullmhú.

Oibreoidh an coiste i gcomhar leis an Oifig Forbartha Foirne agus leis an Roinn Acmhainní Daonna chun:

- Deonaigh a lorg ar fud na hInstitiúide le seirbhísí a sholáthar agus le cabhrú chun an scéim a chur i ngníomh agus chun acmhainní a chur ar fáil do na baill fhoirne sin (e.g. foclóirí Gaeilge, agus rl).

4.3 Recruitment

The requirements of the Institute in meeting its obligations under the Act, will inform the Institute's recruitment, particularly in key areas such as secretarial, reception and certain specific cases (e.g. léachtóireacht i nGaeilge) where Irish will be a specific requirement. The following measures will be put in place by the Human Resources Unit so that an adequate number of staff with proficiency in the Irish language are recruited and retained within the Institute in order to meet demand:

As part of its recruitment policy the Institute will, subject to demand and within the framework of the agreed National recruitment procedures, publicly advertise competitions for staff to work through Irish, when suitable people are not available through general entry-level competitions.

Appropriate placement of staff with such proficiency will be implemented throughout the Institute where demand arises. This policy will optimise the availability of services through Irish. Complementing this, staff with a working knowledge of Irish will be appropriately placed across the various divisions to support the commitments set out in this scheme.

All new recruits will be advised of development opportunities to improve their competence in Irish.

4.4 Training and Staff Development

The Institute has an ongoing commitment to provide appropriate training and supports the development of all its staff. It has established a coiste Gaeilge to work on implementing the Act and on preparing the scheme.

The coiste will work with the Staff Development Office and the Human Resources Department to:

- Seek volunteers across the Institute to provide services & help implement the scheme and provide such staff with resources (e.g. Irish dictionaries, etc).

■ Roghanna oiliúna a phlé le baill fhoirne a bhfuil spéis acu ann agus cláir fhorbartha a chur i bhfeidhm laistigh de Phlean Straitéiseach GMIT.

■ Measúnú a dhéanamh ar ranganna Gaeilge labhartha atá ar siúl cheana féin laistigh den Institiúid (e.g. ranganna tráthnóna a reáchtálann Roinn an Oideachais Aosaigh agus Leantaigh, agus ranganna neamhfhoirmiúla comhrá).

■ Faoi réir ag éileamh agus ag buiséid fhorbartha, cúrsaí breise intí a fhorbairt agus a dhearadh ag leibhéil éagsúla i nGaeilge. Beidh an bhéim ar scileanna labhartha agus éisteachta, ach tabharfar aird freisin ar Ghaeilge scríofa. Beidh na cúrsaí déanta d'aonturas le bheith oiriúnach don láthair oibre agus an bhéim, mar shampla, ar théarmaí riaracháin. Déanfar scrúdú ar an bhféidearthacht go bhféadfaí roinnt cúrsaí a reáchtáil le linn an lae agus ag am lóin.

■ Smaoineamh ar chúrsaí intí a chur ar bun (e.g. le haghaidh fáiltithe agus feidhmeanna tiomnaithe eile) le háisínteachtaí eile ar nós HSE agus CGO, agus rl.

■ Feasacht ar theanga a chur san áireamh mar chuid dá hionduchtúchán bliantúil do bhaill fhoirne nua.

■ Creidiúnú a sholáthar de réir mar is iomchuí do chúrsaí ar tugadh fúthu.

4.5 Polasaí maidir le Cruinnithe Poiblí

Ní thionólann an Institiúid cruinnithe poiblí sa Ghaeltacht agus tionólann sí gach ceann dá cruinnithe poiblí i mBéarla. Ach féach 3.2.2 agus 3.7.

4.6 Logainmneacha Gaeltachta

Bainfidh an Institiúid úsáid as Logainmneacha oifigiúla cheantar Gaeltachta, [mar a d'fhógair an tAire in Ordú (Ceantair Ghaeltachta) Logainmneacha 2004] do chríocha oifigiúla.

■ Discuss training preferences with interested staff and put in place development programmes within the context of the GMIT Strategic Plan.

■ Evaluate conversational Irish classes already taking place within the Institute (e.g. evening classes run by the Department of Adult and Continuing Education, and informal conversational classes).

■ Subject to demand and developmental budgets, develop & design additional in-house courses at different levels in the Irish language. The emphasis will be on speaking and listening skills, with attention also given to written Irish. The courses will be tailor-made to suit the workplace with emphasis, for example, on administrative terms. The possibility of running some courses during the day and at lunchtime will be explored.

■ Consider establishing in-house courses (e.g. for reception and other dedicated functions) with other agencies such as the HSE, VEC, etc.

■ Include language awareness as part of its annual induction for new staff.

■ Provide accreditation as appropriate for courses undertaken.

4.5 Public Meeting Policy

The Institute does not hold public meetings in the Gaeltacht and conducts all its public meetings in English. However, see 3.2.2 and 3.7.

4.6 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.

Caibidil / *Chapter*

5

Monatóireacht & Athbhreithniú

Monitoring & Revision

Déanfaidh an Grúpa Bainistíochta Sinsir laistigh den Institiúid athbhreithniú leanúnach ar fheidhmíocht éifeachtach na scéime. Déanfar an dul chun cinn a thaifeadadh sa Tuarascáil Bhliantúil. Déanfaidh na Cinn Roinne atá freagrach go príomha as cur i ngníomh na scéime agus as tuairisciú ar bhonn rialta dá gCeann Scoile/Feidhme an fheidhm monatóireachta ó lá go lá laistigh dá réimsí féin.

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 Heads of Department who are responsible for the implementation of the scheme within their own areas and reporting on a regular basis to their Head of School/Function.

Caibidil / *Chapter*

6

An Scéim Chomhaontaithe a Phoibliú

Publicising of Agreed Scheme

Déanfar ábhair na scéime seo chomh maith le tiomantais agus forálacha na scéime a phoibliú don phobal i gcoitinne trí mheán:-

- Preaseisiúint;
- Seoladh Oifigiúil na Scéime;
- Forálacha a fhógairt;
- Scaipeadh ar na háisínteachtaí agus ar na chomhlachtaí poiblí iomchuí;
- Láithreán gréasáin.

Tá cóip den scéim seo curtha chuig Oifig Choimisinéara na dTeangacha Oifigiúla.

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;
- Advertising of provisions;
- Circulation to appropriate agencies and public bodies;
- Website.

A copy of this scheme has also been forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla.