



Official Languages Scheme 2022 – 2025

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1. Introduction and Background

1.1. Introduction

The Official Languages Act 2003 provides for the preparation by public bodies of a language scheme detailing the services which they will provide through-

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

And the measures to be adopted to ensure that any services not currently adopted by the body through the medium of the Irish language will be so provided within an agreed timeframe.

In accordance with section 14(3) of the Act, language schemes remain in force for a period of 3 years or until such time as a new scheme is confirmed by the Minister for Culture, Heritage and the Gaeltacht, whichever is the later.

1.2. Preparation and content of the scheme

In the preparation of this scheme due regard has been given to the Guidelines issued by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. In addition, there has been a comprehensive process of consultation with relevant stakeholders.

Kildare and Wicklow Education and Training Board is guided by the principle that the provision of Irish language services should be based on:

- The underlying level of demand for specific services in the Irish language
- The importance of a proactive approach to the provision of such services, and
- The resources, including human and financial resources, and the capacity of the body concerned to develop or access the necessary language capability.

This scheme has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by the organisation will be fully implemented on an incremental basis, through this and future schemes.

1.3. Commencement date of this Scheme

This scheme has been confirmed by the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. It commences with effect from 02.02.22 and shall remain in force for a period of 3 years or until a new scheme has been confirmed, whichever is the later.

2. Overview of Kildare and Wicklow Education and Training Board

2.1. Mission and Objectives

The mission of Kildare and Wicklow Education and Training Board is to provide high quality and innovative education, training, youth and supports, which are accessible, responsive to the

developing needs of learners, of the community and of society and which promote excellence, equality and social inclusion. Our strategic priorities and actions are stated in the 2020-2024 Statement of Strategy which can be [downloaded from our website](#).

2.2. Main Functions

Kildare and Wicklow Education and Training Board was established on 1st July 2013 under the Education and Training Boards Act, 2013. It has a corporate structure which is made up of a democratically appointed committee 'The Board' and a management 'The Executive' team. The services we provide include primary level education, second level education, further education and training and youth work in addition to other community-based education programmes and services. All services are delivered at local level.

2.3. Key Services

Kildare and Wicklow Education and Training Board establishes and maintains schools and centres of education and training and plans, provides, co-ordinates and reviews the provision of education and training within its administrative area. The ETB is also required (under the direction of the Minister for Education) to provide services to other education and training providers. Such supports may include capital projects, human resources, financial services, legal services, ICT and corporate governance.

2.4. Customers and clients

We provide education and training services to the communities based in counties Kildare and Wicklow.

Our main target clients are

- Students and/or their parents/guardians
- Adult learners
- Communities throughout the County
- Young people and volunteers
- Applicants and grant recipients under the various schemes administered directly by the ETB
- Voluntary and Sporting Organisations

3. Details of services currently being provided in English only, Irish only or bilingually

Education Service	English Only	Irish only or Bilingual
Community National Schools (Primary level))	<ul style="list-style-type: none"> • Brannockstown CNS, Naas • Greystones CNS • Naas CNS 	
Community Colleges (Second Level)	<ul style="list-style-type: none"> • Athy College • Avondale Community College, Rathdrum • Blessington Community College • Coláiste Chraobh Abhann, Kilcoole • Pipers Hill College, Naas • Naas Community College • Coláiste Bhríde, Carnew • Coláiste Chill Mhantáin, Wicklow • Coláiste Lorcáin, Castledermot • Confey College, Leixlip • Curragh Post-Primary School • Glenart College, Arklow • Maynooth Community College • Maynooth Post Primary School • Scoil Chonglais Post-Primary School, Baltinglass • St. Conleth's Community College, Newbridge • St. Farnan's Post-Primary School, Prosperous • St. Kevin's Community College, Dunlavin 	<ul style="list-style-type: none"> • Ardscoil Rath Iomgháin, Rathangan • Coláiste Raithín, Bray • Gaelcholáiste na Mara, Arklow • Gaelcholáiste Mhaigh Nuaid, Maynooth

<p>Further Education Centres, Training Centres, Youthreach, VTOS, Adult Education Adult Literacy</p>	<ul style="list-style-type: none"> • Bray Institute of Further Education • Coláiste Chraobh Abhann, Kilcoole • Avondale Community College, Rathdrum • Coláiste Chill Mhantáin, Wicklow • Marine House, Wicklow • Arklow Further Education and Training Centre • Glenart College, Arklow • Athy Further Education and Training Centre • Athy College • Baltinglass • Baltinglass Outdoor Education Centre • Further Education and Training Centre, Blessington • Further Education and Training Centre, Bray • Bray Music Centre • Bray Further Education and Training Centre • Bray and North Wicklow Youthreach, Bray • Carnew Further Education and Training Centre • Celbridge Further Education and Training Centre • Crookstown Further Education and Training Centre • Curragh • Further Education and Training Centre, Kildare Town • Leixlip Youthreach • Maynooth Further Education and Training Centre 	
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	<ul style="list-style-type: none"> • Naas Youthreach • Pipers Hill College, Naas • Newbridge Youthreach • Further Education and Training Centre, Newbridge • St. Conleth's Community College, Newbridge • Further Education and Training Centre, Wicklow Town 	
Administrative Services	Administrative Head office, Naas Administrative Offices, Wicklow	

4. Enhancing the provision of Irish language services

The provisions in the table below are mandatory under the Official Languages Act 2003

Means of Communication	Mandatory Provision
Recorded oral announcements	<p>The following recorded oral announcements will be in Irish only or bilingual:</p> <p>(a) Recorded oral announcements provided on the telephone when the offices of the public body are closed;</p> <p>(b) Recorded oral announcements transmitted by a public address system;</p> <p>(c) Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system.</p> <p>This provision relates to 'recorded' announcements rather than 'live announcements'.</p> <p>Where a Place names Order is in force, a public body is required to use the Irish language version of the place name specified in that Order in recorded oral announcements made</p>

	by it or on its behalf.
Written Communications – Letters and Email	All written communication will be responded to in the official language in which it was received.
Written Communications – Corporate Stationary	Headings of stationary, including notepaper, compliment slips, fax cover sheets, file covers and other folders, labels and envelopes are provided in Irish or bilingually.
Signage	All signage placed by Kildare and Wicklow ETB or on its behalf must be in Irish or bilingual, in accordance with the regulations (S.I. No.391/2008).
Publications – corporate publications	Documents setting out public policy proposals, audited accounts or financial statements, annual reports and strategy statements will be published simultaneously in Irish and English.
Publications – Circulars/ Mailshots	Where a public body communicates in writing or by electronic mail with the general public or a class of the general public for the purpose of furnishing information to the public or the class, the body shall ensure that the communication is in the Irish language or in the English and Irish languages.
Gaeltacht Place names	The official place names of Gaeltacht areas will be used by the public body where required in accordance with the legislation.

In addition to the above mandatory requirements, Kildare and Wicklow Education and Training Board will undertake to implement the following additional commitments:

Means of Communication	Commitment	Timeframe for implementation
Oral communication – Reception in administrative offices/ switchboard	Customers contacting our Head Office in Naas and our administrative office in Wicklow by telephone will be greeted firstly in Irish and then in English.	Immediate
Oral communication – Face to face/ counter services	An up to date list of staff members who can provide a service through Irish will be made available.	Continuous
Oral communication - Telephone communications	Customers will be informed that a service can be provided through Irish, if requested	The timeframe for this commitment is dependent on a suitable resource, competent in the Irish language and capable of conversing in the Irish language, being available. We will continue to seek

		sanction for a dedicated post of Irish Officer and in the meantime, we will endeavour to provide Irish language training to staff with a customer facing role.
Oral communications – recorded announcements	All administrative office staff will have a bilingual pre-recorded personal voicemail message	Year 1
Written communications – Information leaflets/ brochures	There will be a bilingual or Irish version of commonly used FET brochures.	Continuous
Written communications – application forms	There will be a bilingual or Irish version of the following Recruitment advertisements and application forms for the posts of Principal and Deputy for Gaelcholáistí	Continuous
Media – press releases	We will issue all press releases bilingually unless in exceptional circumstances outside our control	Continuous
Media – public speeches	We will include 10% Irish language in any English language public speeches Public speeches relating to Gaelcholáistí will be in Irish or bilingual	Continuous
ICT – Email	The dedicated email address for queries in Irish gaeilge@kwetb.ie is available on our corporate website. Disclaimers on email messages will remain bilingual. Staff with competency in Irish will include a standard line in their emails that they can communicate in Irish	Continuous Year 1
ICT – Corporate Website	The static material on www.kwetb.ie will continue to be available bilingually. There will continue to be a navigational link from a page in the English version of the website to the relevant page in the Irish version.	Continuous

	<p>The Irish language page on the staff intranet which provides basic guidance regarding the provision of Irish language services and the availability of Irish language resources will be kept up to date and in line with the new scheme. Its availability as a resource will be better promoted.</p> <p>The Irish language page on the staff intranet shall include a bilingual statement from the Chief Executive Officer affirming the Board’s determination to implement the commitments entered into in the Board’s language scheme</p>	
<p>Gaelcholáistí – meetings</p>	<p>Where required, meetings held in All-Irish Colleges/ Stand-alone Units will be conducted in Irish, with simultaneous translation to English provided, as appropriate.</p> <p>Contributions in Irish or English will be welcome at public meetings organised by or on behalf of KWETB.</p> <p>Meetings organised by KWETB that deal with Irish language issues will be held in Irish or bilingually, as appropriate.</p> <p>KWETB shall draw up an Irish language policy and a policy regarding education in its All-Irish Colleges/Units. The board shall affirm its commitment to these policies at its official meeting and this commitment shall be reaffirmed by the Chief Executive in his welcome address on the KWETB website.</p>	<p>Continuous</p>

	<p>The Board shall ensure that the Irish language shall become the working language in any of its All-Irish Colleges/Units where such is not the case presently.</p> <p>The Board shall endeavour to appoint secretaries and all other employees in its All-Irish Colleges/Units who will be capable of dealing with members of the public who wish to conduct their business with the Board through Irish.</p> <p>All documentation pertaining to All-Irish Colleges/Units shall be provided in Irish only or bilingually.</p> <p>With regard to KWETB’s All-Irish Colleges/Units the Board shall endeavour, in every way it can, to appoint teaching staff who are capable of providing the full curriculum subject choices effectively through the medium of Irish.</p>	
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5. Improving Irish language capability

5.1. Recruitment

The recruitment of staff with the appropriate level of competence in the Irish language in each area of work of Kildare and Wicklow Education and Training Board will be the primary means of optimising the availability of services through Irish. Our recruitment policy, which is subject to the framework of agreed national recruitment procedures, will have regard to the need to improve Irish language capability on an incremental basis.

All new staff will be provided with an induction pack which will contain a copy of our agreed languages scheme in order to ensure that they are made aware of our commitments under the legislation.

5.2. Training and Development

We are committed to making opportunities available for staff to attend Irish language courses and training, subject to resourcing and budgetary constraints.

Target area	Commitment	Timeline
Recruitment - Induction	New staff will be provided with an induction pack containing a copy of our agreed languages scheme.	Continuous
Recruitment – Irish Officer post	We will seek sanction from the Department of Education for a dedicated Irish Language Officer	Year 1-3
Recruitment – posts which require Irish language competency	Senior posts, teaching staff and admin staff in Gaelcholáistí	Continuous.
Training	<p>Appropriate arrangements will be made for the provision of Irish language training for key front-line staff and other staff such as teaching staff should there be demand in order to: support staff in maintaining and developing their proficiency in the Irish language and enhance the capacity of staff to meet their Irish language obligations in the conduct of their duties.</p> <p>Staff will be made aware of additional language resources such as www.tearma.ie, www.focloir.ie, www.teanglann.ie and www.abair.ie, as well as WinGléacht, the electronic version of the Ó Dónaill Irish-English dictionary.</p> <p>Staff will be advised of the additional resources available to assist them in implementing the commitments outlined in this scheme. For example, community groups such as Crom Abbott, Kildare with Irish, Sult na Solláin, Irish and Wicklow Speakers and national bodies such as Conradh na</p>	<p>Year 1-3</p> <p>Continuous</p> <p>Continuous</p>

	Gaeilge and Foras na Gaeilge. An annual refresher training course on the provisions of this Official Languages Scheme and how to implement same will be provide to all staff	Annual
Seachtain na Gaeilge	We will run Seachtain na Gaeilge each year and will link in with community and national Irish language groups to assist us in providing themed events/ supports for staff	Year 2 and 3

5.3 Designated Irish language Posts

The posts listed below have been designated as having an Irish competent requirement. It is the intention that holders of these posts will have achieved specified accredited standards in the Irish language, commensurate with the responsibilities of the post. When designating these posts, particular consideration has been given to posts in All-Irish Colleges/ Aonaid.

Title of Post	Location	Community Served	Indication of standard of Irish required
Principals, Deputy Principals and all teaching posts	All Irish Schools/ Aonaid	The communities of all Gaelcholáistí/ Aonaid operating under the Board's remit	Advanced Desirable
Secretaries, caretakers and other administrative posts	All Irish Schools/ Aonaid	The communities of all Gaelcholáistí/ Aonaid operating under the Board's remit	Advanced Desirable

6. Monitoring and Review

The implementation of the scheme will be monitored and reviewed on a regular basis by the Chief Executive and his/her Senior Management Team. The contact person for the scheme will be Emer Roy, Head of Corporate Services. Queries and issues in relation to this Scheme should be directed to our dedicated Irish queries email address gaeilge@kwetb.ie .

A twice-yearly survey of the implementation of the provisions of this scheme will be carried out and a report on same will be provided to the senior management team. The outcomes will be recorded in our Annual Report.