Scéim Coiste Gairmoideachais Chathair Chorcaí 2007-2010
Faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003

City of Cork Vocational Education Committee Scheme 2007-2010
under Section 11 of the Official Languages Act 2003

Tuilleadh eolais le fáil ó: -
Coiste Gairmoideachais Chathair Chorcaí
21 Cé Lavitt,
Chorcaigh
Teileafón: 021-4273377
Facs: 021-4275680
Láithreán Gréasáin:www.corkvec.ie

Further information is available from: -
City of Cork Vocational Education Committee
21 Lavitt's Quay,
Cork
Telephone: 021-4273377
Fax: : 021-4275680
Website: www.corkvec.ie

Caibidil / *Chapter* 1

Réamhrá agus Cúlra

Introduction and Background

Caibidil 1

Réamhrá agus Cúlra

D'ullmhaigh Coiste Gairmoideachais Chathair Chorcaí, a thagrófar dóibh as seo amach mar "CGCC", an dréachscéim seo faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003 ("An tAcht"). Soláthraíonn Alt 11 na hAchta do scéim reachtúil a ullmhú a shonraíonn na seirbhísí atá beartaithe ag comhlacht poiblí a sholáthar:

- Go heisiach trí mheán na Gaeilge
- go heisiach trí mheán an Bhéarla, agus
- go heisiach trí mheán na dteangacha Gaeilge agus Béarla araon

agus na bearta atá beartaithe ag an gcomhlacht a ghlacadh chun a chinntiú go soláthrófar aon seirbhísí nach bhfuil soláthraithe ag an gcomhlacht trí mheán na Gaeilge laistigh de scála ama atá comhaontaithe.

1.1. Ullmhú na Dréachtscéime

Tá an dréachtscéim seo tarraingthe suas ag Grúpa Comhairleach CGCC na dTeangacha Oifigiúla. D'fhoilsigh CGCC fógra faoi Alt 13 ar an Aoine, 21ú Iúil 2006 ag tabhairt cuireadh d'ionadaithe ó pháirtithe gur suim leo maidir le hullmhú na dréachtscéime faoi Alt 11. Tá na

Chapter 1

Introduction & Background

This draft scheme was prepared under Section 11 of the Official Languages Act 2003 ("The Act") by the City of Cork Vocational Education Committee hereinafter referred to as "CCVEC". Section 11 of the Act provides for the preparation of a statutory scheme specifying the services which the public body proposes to provide:

- exclusively through the medium of the Irish Language
- exclusively through the medium of the English Language, and
- exclusively through the medium of both the Irish and English languages

and the measures the body proposes to adopt to ensure that any services that are not provided by the body through the medium of the Irish language will be so provided within an agreed timescale.

1.1. Preparation of the Draft Scheme

This draft scheme has been drawn up by the CCVEC's Official Languages Advisory Group. The CCVEC published a notice under Section 13 on Friday, 21st July 2006 inviting representations from interested parties in relation to the preparation of the draft scheme

haighneachtaí ar fad a aimsíodh ar fáil ar láithreáin gréasáin CGCC www.corkvec.ie. Cuimsíonn na haighneachtaí seo chomh maith tuairimí agus moltaí na foirne CGCC. Tá CGCC buíoch as an ionchur ama agus iarrachta sa phróiseas seo ó gach duine a bhain leis.

1.2. Ábhar na Scéime Teanga

Aithníonn an scéim an dea-thoil atá ann maidir le teanga na Gaeilge i CGCC. Tá an dréachtscéim seo deartha le tógáil ar an dea-thoil seo. Aithnítear réimsí do sholáthar seirbhísí trí Ghaeilge ó CGCC i gcroílár na scéime. Tá tiomantas cuimsithe sa scéim go ndéanfar measúnú ar bhonn leanúnach ar an leibhéal éilimh do sheirbhísí trí Ghaeilge, agus an riachtanas atá ann a chinntiú go leanann CGCC leis an éileamh seo a shásamh ar bhealach pleanáilte, soiléir agus inrochtana.

Titfidh an fhreagracht maidir le monatóireacht agus athbhreithniú na scéime ar an mbainistíocht shinsearach laistigh de CGCC.

1.3. Dáta tosaithe na Scéime

Tá an scéim seo faofa ag an Aire Gnóthaí Pobail, Tuaithe agus Gaeltachta agus tosóidh sé le héifeacht ón 30 Aibreáin, 2007. Fanfaidh sí i bhfeidhm ar feadh tréimhse trí bliana ón dáta sin nó go dtí go ndearbhaíonn an tAire scéim nua ag teacht le hAlt 15 na hAchta, cibé is luaithe a thiteann amach.

under Section 11. All submissions received are available on the CCVEC's website www.corkvec.ie. These submissions also include the views and suggestions of CCVEC staff. The CCVEC appreciates the input of time and effort to this process by all concerned.

1.2. The Content of the Language Scheme

The scheme recognises the goodwill which exists towards the Irish language in the CCVEC. This draft scheme is designed to build on this goodwill. Areas for the provision of services through Irish by the CCVEC are identified in the body of the scheme. The scheme also includes a commitment to assess on an ongoing basis the level of demand for services through Irish, and the need to ensure that the CCVEC continues to meet this demand in a planned, coherent and accessible manner.

Responsibility for monitoring and reviewing the scheme will rest with senior management within the CCVEC.

1.3. Commencement date of the Scheme

The scheme has been approved by the Minister for Community, Rural and Gaeltacht Affairs and will commence with effect from 30 April 2007**.** It shall remain in force for a period of three years from that 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. Forléargas ar Choiste Gairmoideachais Chathair Chorcaí (CGCC)

1.4.1 Údarás agus Misean

Bunaithe faoin Acht Gairmoideachais 1930, 'sé CGCC an ceathrú ceann is mó den 33 Coiste Gairmoideachais sa tír. Cé gurb é Cathair Chorcaí an limistéar sainithe, soláthraíonn CGCC seirbhís acadúil ar scála réigiúnda chomh maith.

Is coiste reachtúil é CGCC a oibríonn faoi rialú chathaoirligh agus sé ghnáth-bhall déag. Cuimsíonn baill an CG ionadaithe ón réimse poiblí/tráchtála/tionsclaíochta, lucht foirne, ionadaithe na dtuismitheoirí agus comhaltaí oideachais. Tá líon fo-choistí mar thacaíocht ag CGCC.

Tá CGCC freagrach as 6 cinn de scoileanna agus coláistí. Is scoileanna dara leibhéal trí cinn acu seo, ceann díobh ina Ghaelcholáiste, agus is coláistí Breisoideachais an trí cinn atá fágtha. Déanann siad 4 cinn d'Ionaid Ógtheagmhála a reachtáil chomh maith, Ionad Oiliúna do Thaistealaithe Sinsearacha agus soláthraíonn siad seirbhís oideachais do Phríosún Chorcaí. Cuidíonn Coiste Gairmoideachais Chathair Chorcaí le haosaigh agus le daoine óga chun cláracha óige a fhorbairt trí chlubanna óige agus Tionscadail Óige pobal-bhunaithe, i gcomhar le heagraíochtaí aitheanta Óige Dheonacha agus grúpaí pobail áitiúla.

1.4. Overview of the City of Cork Vocational Education Committee (COCVEC)

1.4.1 Mandate and Mission

Established under the 1930 Vocational Education Act, CCVEC is the fourth largest of the 33 Vocational Education Committees in the country. Although its designated area is Cork City, CCVEC provides an educational service on a regional scale.

CCVEC is a statutory committee which operates under the governance of a chairman and sixteen ordinary members. Members of the VEC include public/commercial/industrial representatives, staff, parent representatives and educational interests. CCVEC is supported by a number of sub-committees.

CCVEC is responsible for 6 schools and colleges. Three of these are second level schools, one being a Gaelcholaiste, while the remaining three are colleges of Further Education. It also runs 4 Youthreach Centres, a Senior Traveller Training Centre and provides an education service in Cork Prison. The City of Cork VEC also assists adults and young people in the development of youth programmes through youth clubs and community based Youth Projects, in conjunction with recognised Voluntary Youth organisations and local community groups.

Adult and continuing education are also an important part of the CCVEC service.

Tá oideachas aosach agus leantach mar chuid thábhachtach de sheirbhís CGCC chomh maith.

Tá Clár Oideachais Pobail ag feidhmiú mórthimpeall na Cathrach, i gcomhpháirtíocht le grúpaí áitiúla agus áisínteachtaí, chun bunoideachas agus cúrsaí fóillíochta a sholáthar a chomhlánann an rannóg oideachais foirmeálta.

Soláthraíonn CGCC réimse leathan deiseanna don ré níos óige d'fhoghlaimeoirí agus cuireann a gcuid cláracha oideachais ar feadh an tsaoil deis ar fáil d'aosaigh i ngach aoisghrúpa a ngairmréim a fheabhsú chomh maith le deiseanna fóillíochta agus féin-fhorbartha a sholáthar.

I bhfianaise an údaráis atá tugtha do CGCC, tá an méid a leanas glactha mar ráiteas misean:

> **"Soláthróidh Coiste Gairmoideachais Chathair Chorcaí, mar cheannaire agus i gcomhpháirtíocht le daoine eile, seirbhísí foghlama agus gaolmhara a chuidíonn le daoine a gcumas mar dhaoine a chomhlíonadh agus a bheith rannpháirteach sa sochaí. Déanfaidh an Coiste a ndícheall cuimsiú sóisialta a chur chun cinn agus daoine a ullmhú le bheith rannpháirteach i ngníomhaíocht eacnamaíochta."**

A Community Education Programme operates throughout the City, in partnership with local groups and agencies, to provide basic education and leisure courses that complement the formal education sector.

CCVEC provides a wide range of opportunities for the younger generation of learners and its life-long education programmes offer adults in all age groups career improvement as well as leisure and self-development opportunities.

In the light of the mandate that has been given to CCVEC, the following mission statement has been adopted:

> **"The City of Cork Vocational Education Committee will, as a leader and in partnership with others, provide learning and associated services which help people to achieve their potential as persons and to participate in society. The Committee will strive to promote social inclusion and to prepare people to participate in economic activity."**

1.4.2 Customers

The services offered by CCVEC have a positive impact on people and communities. These services range from mainstream education including Junior and Leaving

1.4.2 Custaiméirí

Tá éifeacht dhearfach ag na seirbhísí atá á thairiscint ag CGCC ar dhaoine agus ar phobail. Réimsíonn na seirbhísí seo ón oideachas príomhshrutha a chuimsíonn an Teastas Sóisearach agus an Ardteistiméireacht go speictream leathan de chúrsaí ina chuimsítear cúrsaí iar-Ardteistiméireachta, Ógtheagmháil & Ionaid Oiliúna do Thaistealaithe Sinsearacha, Oideachas Pobail, cláracha Litearthachta d'Aosaigh agus soláthar na seirbhíse óige, i gcomhthéacs an chuimsithe shóisialta agus foghlaim ar feadh an tsaoil. 'Siad príomhchustaiméirí CGCC ná:

- Mic léinn agus/nó a dtuismitheoirí/gcaomhnóirí
- Foghlaimeoirí aosacha
- Pobail mórthimpeall na cathrach
- Daoine óga agus oibrithe deonacha
- Iarratasóirí agus iad siúd a bhfuil deontas aimsithe acu faoi na scéimeanna tacaíochta do mhic léinn atá riartha go díreach ag an CG
- Baill an Choiste agus an Fho-Choiste
- Fostaithe CGCC
- Eagraíochtaí ionadaíocha na bhfostaithe
- Ranna Rialtais agus Áisínteachtaí Stáit
- Údaráis Áitiúla agus Comhlachtaí na hEarnála Poiblí eile

Certificates to a broad spectrum of courses including Post-Leaving Certificate (PLC) courses, Youthreach & Senior Traveller Training Centres, Community Education, Adult Literacy programmes and youth service provision, in the context of social inclusion and lifelong learning. The CCVEC's key customers are:

- Students and/or their parents/guardians
- Adult learners
- Communities throughout the city
- Young people and volunteers
- Applicants and grant recipients under the various student support schemes administered directly by the VEC
- Committee and Sub-Committee members
- Employees of CCVEC
- Employee representative organisations
- Government Departments and State Agencies
- Local Authorities and other Public Sector Bodies
- Social partners, including the community, voluntary sector and employee representatives
- Voluntary and Sporting Organisations
- Institutions – National and International

- Na páirtithe sóisialta, a chuimsíonn na rannóga pobail, deonacha agus ionadaithe na bhfostaithe
- Eagraíochtaí Deonacha agus Spóirt
- Institiúidí – Náisiúnta agus Idirnáisiúnta

1.4.3 Limistéir Feidhmíochta Choiste Gairmoideachais Chathair Chorcaí

Cuimsíonn limistéir feidhmíochta CGCC na Scoileanna agus Coláistí a leanas, Ionaid eile agus Aonaid Tacaíochta Inmheánacha:

1.4.4 Limistéir Feidhmíochta Choiste Gairmoideachais Chathair Chorcaí

Cuimsíonn limistéir feidhmíochta CGCC na Scoileanna agus Coláistí a leanas, Ionaid eile agus Aonaid Tacaíochta Inmheánacha:

(i) Scoileanna agus Coláistí

- An Coláiste Tráchtála, Oileán na nGé, Corcaigh
- St. John's Central College, Sráid an Mhuilinn Shábhadóireachta, Corcaigh
- Coláiste Stiofáin Naofa, Bóthar na Trá Móire, Corcaigh
- Coláiste Pobail Traolach Mac Shuibhne, Cnoc na hAoine, Corcaigh
- Coláiste Pobaile de Nógla, Machain, An Charraig Dhubh, Corcaigh
- Coláiste Daibhéid, An tArdán Theas, Chorcaigh

1.4.3 Functional Areas of the City of Cork VEC

The functional areas of CCVEC comprise the following Schools and Colleges, other Centres and Internal Support Units:

(i) Schools and Colleges

- College of Commerce, Morrison's Island, Cork
- St. John's Central College, Sawmill St., Cork
- Coláiste Stiofáin Naofa, Tramore Road, Cork
- Terence MacSwiney Community College, Knocknaheeny, Cork
- Nagle Community College, Mahon, Blackrock, Cork
- Coláiste Daibhéid, An t-Ardán Theas, Chorcaigh

(ii) Other Centres

- Youthreach Centre, Dean St, Cork
- Youthreach Centre, The Glen, Cork
- Youthreach Centre, Knocknaheeny, Cork
- Cork City Learning Support Services, Fr. Matthew St., Cork
- St. Finbarr's Senior travellers Training Centre, Blackpool, Cork
- Prison Education Service, Cork Prison, Rathmore Road, Cork.

(ii) Ionaid Eile

- Ionad Ógtheagmhála, Sráid an Déin, Corcaigh
- Ionad Ógtheagmhála, An Gleann, Corcaigh
- Ionad Ógtheagmhála, Cnac na hAoine, Corcaigh
- Seirbhísí Tacaíochta Foghlama Chathair Chorcaí, Sráid an Athair Maitiú, Corcaigh
- Ionad Oiliúna Naomh Fionnbarra do Thaistealaithe Sinsearacha, An Linn Dhubh, Corcaigh
- Seirbhís Oideachais um Phríosúin, Príosún Chorcaí, Bóthar na Ráithe Móire, Corcaigh.

(ii) Aonaid Tacaíochta Inmheánacha, Oifigí an Choiste, 21 Cé Lavitt, Corcaigh

- Príomhoifigeach Feidhmiúcháin
- Oifigeach Oideachais
- Príomhoifigeach (Ceann Riaracháin)
- Teicneolaíocht Faisnéise & Bainistíocht Chumarsáide
- Tacaíocht Oideachais (ag ionchorpró Scoláireachtaí & Deontais)
- Airgeadas (ag ionchorprú Íocaíochtaí/Buiséid/Tionscadail/Soláthar)
- Acmhainní Daonna

(ii) Internal Support Units, Committee Offices, 21 Lavitt's Quay, Cork

- Chief Executive Officer
- Education Officer
- Principal Officer (Head of Administration)
- Information Technology & Communications Management
- Education Support (incorporating Scholarships & Grants)
- Finance (incorporating Payments, Budgets/Projects/Procurement)
- Human Resources
- Adult Education Officers & Community education Facilitator
- CCVEC Adult Guidance Service

1.4.4 Assessment of the extent to which services are already available through Irish

The primary objective of the Act is to ensure better availability and a higher standard of public services through Irish. To date, other than when dealing with matters concerning its Gaelcholáiste, Committee services have not been provided through Irish, except where someone specifically sought to deal with the Committee through

- Oifigigh Oideachais Aosach & Áisitheoir Oideachais Pobail
- Seirbhís Treoireachta Aosach CGCC

1.4.5 Measúnú ar an bhfairsingeacht ina bhfuil seirbhísí trí Ghaeilge cheana féin ar fáil

'Sí príomhchuspóir na hAchta ná fail níos fearr agus caighdeán arda de sheirbhísí poiblí trí Ghaeilge a chinntiú. Go dáta, seachas nuair atá déileáil á dhéanamh maidir le ceisteanna a bhaineann leis an nGaelcholáiste, níl seirbhísí an Choiste tar éis a bheith soláthraithe trí Ghaeilge, ach amháin nuair a lorg duine go sonrach déileáil leis an gCoiste trí Ghaeilge. I gcás Gaelcholáiste Daibhéid, sí an Ghaeilge an phríomhtheanga do stiúradh na gcruinnithe den mBord bainistíochta, agus soláthraítear na foirmeacha iarratais do phoist laistigh den choláiste i nGaeilge, chomh maith le doiciméadacht thacaithe.

I mbunú an Ghaelcholáiste, d'fhreagair an Coiste do riachtanas a bhí ann seirbhís a sholáthar trí Ghaeilge. Cibé ar bith, ag tógáil an suímh san áireamh agus nádúr a gcuid seirbhísí agus comhdhéanamh na mbun-chliant ní raibh aon ócáidí eile ina dearnadh iarratais ar an gCoiste chun seirbhísí a sholáthar trí Ghaeilge.

Irish. In the case of Gaelcholáiste Daibhéid, Irish is the main language for conducting Board of management meetings, while the application forms for posts within the college are provided in Irish, as well as any supporting documentation.

In establishing the Gael Choláiste, the Committee responded positively to a requirement for a service to be provided in Irish. However, given the location and nature of its services and the composition of its client base there have been no other occasions where requests have been made to the Committee to provide services through Irish.

Caibidil / *Chapter* 2

Soláthar Seirbhísí/Gníomhaíochtaí an Choiste Ginearálta

Provision of General Committee Services/Activities

Caibidil 2

Soláthar Seirbhísí/Gníomhaíochtaí an Choiste Ginearálta

Leagann Caibidil 2 amach an réimeas oifigiúil teanga atá á fheidhmiú ag CGCC maidir le soláthar ginearálta a gcuid seirbhísí. Leagann Caibidil 3 amach soláthar/gníomhaíochtaí seirbhíse na Scoileanna, na gColáistí, na nIonad eile agus na nAonad Tacaíochta Inmheánach bunaithe laistigh de CGCC.

2.1 Modhanna Cumarsáide leis an bPobal/Faisnéis don Phobal

Tá sé mar pholasaí ag CGCC go soláthrófar líon breise foilseacháin agus seirbhísí mar a leanas go dhátheangach trí mheán na Gaeilge agus an Bhéarla.

- **Láithreán Gréasáin**
  Tá láithreán gréasáin CGCC á athfhorbairt agus déanfar seirbhís dhátheangach mar a leanas a sholáthar:
  - Beidh míreanna statacha, cosúil le Ráitis Beartais, Tuarascálacha Bhliantúla, srl. ar fáil i nGaeilge ó Mheán Fómhair 2007.
  - Beidh faisnéis faoi Scoláireachtaí/Dheontais ar fáil ar bhonn dhátheangach ó eisiúint na Scéime 2007/2008 ag an Roinn Oideachais & Eolaíochta

Chapter 2

Provision of General Committee Services/Activities

Chapter 2 sets out the official language regime operated by CCVEC in relation to the general provision of its services. Chapter 3 sets out the service provision/activities of Schools, Colleges, other Centres and Internal Support Units established within CCVEC.

2.1 Means of Communication with the Public/Information to the Public

CCVEC's policy is that an increasing number of publications and services such as the following are provided bilingually through the medium of Irish and English.

- **Website**
  CCVEC's website is being re-developed and will provide a bi-lingual service as follows:
  - Static items, such as Policy Statements, Annual Reports, etc. will be available in Irish by September 2007.
  - Scholarship/Grants information will be available on a bi-lingual basis from the issue of the 2007/08 Scheme by the Department of Education & Science
  - Information on vacancies will be available on a bi-lingual basis from September 2007

- Beidh faisnéis faoi fholúntais ar fáil ar bhonn dhátheangach ó Mheán Fómhair 2007
- Beidh faisnéis gur suim leis an bpobal go ginearálta ar fáil ar bhonn dhátheangach ó Mheán Fómhair 2009
- Tabharfaidh an Coiste faoin gceist maidir le faisnéis shonraithe eile agus láithreáin gréasáin na gColáistí/na nIonad a chur ar fáil ar bhonn dhátheangach sa dara scéim agus scéimeanna ina dhiaidh sin.
- Foilseoidh CGCC seoladh r-phoist tiomanta do cheisteanna 'as Gaeilge' ar a Láithreán Gréasáin

- **Córais Idirghníomhacha:**
  Níl aon chórais idirghníomacha i bhfearas ag an gCoiste i láthair na huaire. Déanfar aon seirbhís idirghníomhach don phobal ginearálta sa todhchaí a thabhairt isteach sa dá theanga i gcomhthráth lena chéile.

- **Foirmeacha Iarratais**
  Tá Foirmeacha Iarratais do Phoist sa Choiste ar fáil i nGaeilge do phoist i gColáiste Daibhéid agus, d'fholúntas ar bith eile ó Meán Fómhair 2007. Tá doiciméadacht thacaithe do phoist i gColáiste Daibhéid ar fáil i nGaeilge i láthair na huaire agus déanfar iad a chur ar fáil, do gach post faoi Mheán Fómhair 2007
  Tá Foirmeacha Scoláireachta/Dheontas na mac léinn ar fáil i nGaeilge, mar atá sonraí Scéime na Scoláireachta/nDeontas.

- information of interest to the general public will be available on a bi-lingual basis from September 2009
- The Committee will address the issue of making other detailed information and College/Centre websites available on a bi-lingual basis in the second and subsequent schemes.
- CCVEC will publish a dedicated e-mail address for queries 'as Gaeilge' on its Website

- **Interactive Systems:**
  The Committee does not have any interactive systems currently in place. Any interactive service for the general public which will be put in place in the future will be introduced simultaneously in both languages.

- **Application Forms**
  Application Forms for Posts in the Committee are available in Irish for posts in Coláiste Daibhéid and, for any other vacancy by September 2007. Supporting documentation for posts in Coláiste Daibhéid is currently available in Irish and will be made available, for all posts by September 2007
  Student Grant/Scholarship Forms are available in Irish, as is the Scholarship/Grant Scheme details.
  School Transport Application Forms are supplied in Irish & English on the one form by the Department of Education & Science.

Tá na Foirmeacha Iarratais d'Iompar Scoile soláthraithe i nGaeilge agus i mBéarla ar an bhfoirm amháin ag an Roinn Oideachais & Eolaíochta.
Le Coláiste Daibhéid mar eisceacht, níl foirmeacha iarratais na mac léinn ach ar fáil i mBéarla amháin. Déanfar iad seo a chur ar fáil i nGaeilge faoi Mheán Fómhair 2009. Soláthrófar an dá leagan in aon chlúdach amháin. Beidh na leaganacha Béarla agus Gaeilge de fhoirmeacha iarratais ar fail taobh istigh de aon chlúdach amháin ach amháin munabhfuil se sin indéanta de bharr méid, leagan amach nó nádúr an doiciméid

- **Preaseisiúintí Chorporáideacha**
  Soláthrófar preaseisiúintí chorporáideacha go dhátheangach ó thus na scéime.

- **Fógraí Béil**
  Cinnteoidh CGCC an méid seo faoi Mheán Fómhair 2008:
  - tabharfaidh an fhoireann atá ag freagairt teileafóin ainm an ionaid CGCC i nGaeilge agus i mBéarla – tá said eolasach ar na beannachtaí bhunúsacha i nGaeilge
  - tá socruithe in áit chun baill a chur i dteagmháil go gasta le cibé oifig nó oifigeach atá freagrach as an tseirbhís riachtanach a sholáthar trí Ghaeilge.

With the exception of Coláiste Daibhéid, student application forms to Colleges are only available in English. The English and Irish language versions of application forms will be available within the one cover except where this is not feasible because of the size, layout or nature of the document

- **Corporate Press Releases**
  corporate press releases will be provided bilingually from the commencement of the scheme.

- **Oral Announcements**
  CCVEV will ensure that by September 2008:
  - staff answering telephones will give the name of CCVEC centre in Irish and English and that they are familiar with the basic greetings in Irish
  - arrangements are in place to put members of the public in touch speedily with whatever office of officer is responsible for offering the service required through Irish.

- **E-mail:**
  All standard messages or disclaimers on e-mail correspondence from Head Office will be bi-lingual by 1 July 2007 and from 1 January 2008 for all other Colleges/Centres.

R-phost:
Beidh gach teachtaireacht caighdeánach nó séanadh ar chomhfhreagras r-phoist ón gCeannoifig dhátheangach faoin 1 Iúil 2007 agus ón 1 Eanáir 2008 do gach Coláiste/Ionad.

Córais Ríomhaireachta:
Tá córais ríomhaireachta an Choiste atá ann cheana féin comhoiriúnach Gaeilge. Beidh aon chórais rí omhaireachta nua atá á shuiteáil go hiomlán ábalta Gaeilge a láimhseáil.

- **Computer Systems:**
  The Committee's existing computer systems are compatible with the Irish language. Any new computer systems being installed will be fully capable of handling the Irish language.

Caibidil / *Chapter* 3

Achoimre ar Sheirbhísí/Ghníomhaíochtaí soláthraithe ag Scoileanna, Coláistí, Ionaid Eile agus Aonaid Tacaíochta Inmheánacha

Summary of Services/Activities provided by Schools, Colleges, Other Centres and Internal Support Units

Caibidil 3

Achoimre ar Sheirbhísí/Ghníomhaíochtaí soláthraithe ag Scoileanna agus Coláistí, Ionaid eile agus Aonaid Tacaíochta Inmheánacha.

3.1 Réamhrá

Leagann an chaibidil seo amach an seasamh maidir le soláthar seirbhísí agus gníomhaíochtaí i rannóga éagsúla de CGCC. Tagraíonn rannóg tosaigh na Caibidle do na scoileanna agus coláistí, ionaid eile, aonaid tacaíochta inmheánacha agus don réimeas atá ag feidhmiú iontu maidir le teanga oifigiúil. Cuireann an dara rannóg síos ar a gcuid feidhmeanna agus gníomhaíochtaí.

3.2 Scoileanna, Coláistí, Ionaid eile agus Aonaid Tacaíochta Inmheánacha ag obair trí Ghaeilge

Soláthraíonn Coláiste Daibhéid teagasc trí mheán na Gaeilge ag leibhéal an Teastais Shóisearaigh & na hArdteistiméireachta araon. Tá an Fáiltiú agus an Lasc-Chlár s'acu dhátheangach agus stiúraíonn an Coláiste a gcuid gnóthaí (Bord Bainistíochta, Cruinnithe, Miontuairiscí, Comhfhreagras Oifigiúil) trí mheán na Gaeilge, leis an

Chapter 3

Summary of the Services/Activities provided by Schools and Colleges, other Centres and Internal Support Units.

3.1 Introduction

This Chapter sets out the position in relation to the provision of services and activities in the various sectors of CCVEC. The first section of the Chapter refers to the schools and colleges, other centres, internal support units and to the official language regime operated in them. The second section describes their functions and activities.

3.2 Schools, Colleges, other Centres and Internal Support Units working in Irish

Coláiste Daibhéid provides instruction through the medium of Irish to both Junior & Leaving Certificate Levels. Its Reception & Switchboard is bilingual and the Coláiste conducts its affairs (Board of Management Meetings, Minutes, Official Correspondence) through the medium of Irish, with the exception of technical documentation, which is considered in the language in which it is written.

3.3 Schools, Colleges, other Centres and Internal Support Units working bilingually

doiciméadacht theicniúil mar eisceacht, a dhéantar a mheas sa teanga ina bhfuil sí scríofa.

3.3 Scoileanna, Coláistí, Ionaid eile agus Aonaid Tacaíochta Inmheánacha ag obair go dhátheangach

Níl gach ceann de scoileanna, choláistí, ionaid eile agus aonaid tacaíochta inmheánacha eile CGCC fós eagraithe ar bhealach ina bhfuil siad ábalta seirbhísí dhátheangacha a sholáthar. Soláthróidh CGCC cibé ar bith, oiliúint oiriúnach dá mbaill fhoirne le cumasú dóibh an sprioc seo a bhaint amach agus cuirfidh siad úsáid na Gaeilge chun cinn mar mheán cumarsáide inmheánach i CGCC.

3.4 Scoileanna, Coláistí, Ionaid eile agus Aonaid Tacaíochta Inmheánacha ag obair i dteanga an Bhéarla amháin

Tá liosta anseo de scoileanna, coláistí, ionaid eile agus aonaid tacaíochta inmheánacha CGCC, nach bhfuil ábalta fós seirbhís ar bhonn duine le duine a sholáthar i dteanga na Gaeilge. Tá cur síos tugtha ar a gcuid feidhmeanna/gníomhaíochtaí mar a leanas:

3.4.1 Scoileanna agus Coláistí
Tá soláthar seirbhíse príomhshrutha CGCC seachadta trí ghréasán de 6 choláiste dara leibhéil agus breisoideachais lonnaithe i gCathair Chorcaí. Soláthraíonn na scoileanna

All other CCVEC's schools, colleges, other centres and internal support units are not yet in a position to provide bilingual services. CCVEC however, will provide appropriate training for its staff to enable them to reach this goal and will promote the use of Irish as a medium of internal communication in CCVEC.

3.4 Schools, Colleges, other Centres and Internal Support Units working in the English language only

The following is a list of COCVEC's schools, colleges, other centres and internal support units, which are not yet in a position to provide a one-to-one service in the Irish language. Their functions/activities are described as follows:

3.4.1 Schools and Colleges
The mainstream service provision of CCVEC is delivered through a network of 6-second level and further education colleges located in Cork City. These schools and colleges which are listed below provide a wide range of courses extending from Junior and Leaving Certificate to Further Education (Post Leaving Certificate). The wide range of courses on offer is designed to develop and enhance work skills and lifelong learning:

- College of Commerce, Morrison's Island, Cork
- St. John's Central College, Sawmill St., Cork

agus coláistí seo atá liostáilte thíos réimse leathan de chúrsaí ag leathnú ón Teastas Sóisearach agus Ardteistiméireacht go Breisoideachas (Iar-Ardteistiméireacht). Tá réimse leathan na gcúrsaí atá ar fáil deartha chun scileanna oibre agus foghlaim ar feadh an tsaoil a fhorbairt agus a bhreisiú:

- An Coláiste Tráchtála, Morrison's Island, Corcaigh
- St. John's Central College, Sawmill St., Corcaigh
- Coláiste Stiofáin Naofa, Bóthar na Trá Móire, Corcaigh
- Pobalscoil Thraolach Mac Suibhne, Knocknaheeny, Corcaigh
- Pobalscoil Nagle, Mahon, An Charraig Dhubh, Corcaigh
- Coláiste Daibhéid, An t-Ardán Theas, Chorcaigh

(i) Oideachas Príomhshrutha

Soláthraíonn CGCC réimse leathan de chúrsaí ag an dara leibhéal do ré níos óige atá ag fágáil na mbunscoileanna. Cuimsíonn an soláthar príomhshrutha den Teastas Sóisearach, an Ardteistiméireacht (a chuimsíonn an Ardteistiméireacht Fheidhmeach) agus Athscrúdú na hArdteistiméireachta. Tá beagnach 800 mac léinn cláraithe i 4 scoileanna/coláistí trasna na cathrach.

(ii) Breisoideachas (Iar-Ardteistiméireacht)

Tugadh Cúrsaí iar-Ardteistiméireachta (PLC) isteach ar bhonn náisiúnta i 1985. Is clár ollmhór atá anseo le breis agus 4,000 mac léinn ag freastal ar chúrsaí i 3 choláiste

- Coláiste Stiofáin Naofa, Tramore Road, Cork
- Terence MacSwiney Community College, Knocknaheeny, Cork
- Nagle Community College, Mahon, Blackrock, Cork
- Coláiste Daibhéid, An t-Ardán Theas, Chorcaigh

(i) Mainstream Education

CCVEC provides a wide range of courses at second-level for the younger generation leaving primary schools. The mainstream provision comprises Junior Certificate, Leaving Certificate (including Applied Leaving Certificate) and Repeat Leaving Certificate. Almost 800 students are registered in 4 schools/colleges across the city.

(ii) Further Education (Post-Leaving Certificate)

Post Leaving Certificate Courses (PLC's) were introduced on a national basis in 1985. This is a major programme with over 4,000 students attending courses in 3 CCVEC colleges and two PLC units attached to second level schools (Nagle Community College and Terrence MacSwiney Community College).

Courses include Art & Design, Business Studies, Catering & Tourism, Communications, Media and Performing Arts, Health, Community and Childcare, Leisure/Recreation and Technology. Courses in Business Studies include Accounting, Marketing/Finance, Information Technology, Secretarial and International Teleservices, while courses in Technology include Applied Science,

CGCC agus dhá aonad iar-Ardteistiméireachta (PLC) a bhaineann le scoileanna dara leibhéal (Pobalscoil Nagle agus Pobalscoil Thraolach Mac Suibhne).

I measc na gcúrsaí tá Ealaíon & Dearadh, Staidéar Gnó, Lónadóireacht & Turasóireacht, Cumarsáid, Na Meáin agus Na Taibh-Ealaíona, Sláinte, Pobal agus Cúram Leanaí, Fóillíocht/Áineas agus Teicneolaíocht. Cúrsaí i Staidéar Gnó a chuimsíonn Cuntasaíocht, Margaíocht/Airgeadas, Teicneolaíocht Faisnéise, Rúnaíocht agus Teilea-seirbhísí Idirnáisiúnta, agus cúrsaí i dTeicneolaíocht a chuimsíonn Eolaíocht Fheidhmeach, Tógáil, Leictreonaic, Innealtóireacht, Grafaicí/Dearadh agus Mótar-Theicneolaíocht. Tá an fás ar an gclár seo inchurtha i leith chaighdeán na gcúrsaí a fhreagraíonn do riachtanais fostaíochta/oiliúna an réimse. Tá naisc láidre forbartha le fostóirí agus cuidíonn siad seo le hábharthacht na gcúrsaí a chinntiú. Cuidíonn ardchaighdeán deimhniúcháin le soghluaisteacht na mac léinn a áisiú.

(iii) Oideachas Aosach

Tá tuiscint ag fás gur chóir don oideachas leanúint ar feadh an tsaoil agus go bhfuil leas ár sochaí agus ár gcumhacht eacnamaíoch ag brath ar leanúnachas an tsoláthair seo. Tá cúrsa oideachasúil tógtha ag an gcuid is mó de dhaoine nó bhíodar bainteach le foghlaim struchtúrtha éigin ó d'fhágadar an scoil nó coláiste. Tá breis agus 8,000 cúrsa páirtaimseartha reachtáilte in Éirinn gach bliain ag níos mó ná 1,000 scoil, coláiste agus grúpa agus meastar go bhfreastalaíonn suas le 200,000 aosach ar na cúrsaí seo.

Construction, Electronics, Engineering, Graphics/ Design and Motor Technology. The growth of the programme is attributable to the quality of the courses which match the employment/training needs of the area. Strong links have been developed with employers and these help ensure the relevance of courses. High quality certification helps to facilitate mobility of students.

(iii) Adult Education

There is a growing perception that education should continue throughout life and that the wellbeing of our society and our economic strength need this continuity of provision. Most people have taken an educational course or engaged in some structured learning since leaving school or college. Each year over 8,000 part time courses are run in Ireland by over 1,000 schools, colleges and groups and it is estimated that up to 200,000 adults attend these courses.

CCVEC offers an extensive range of adult education courses to people of all ages for leisure, career improvement, and self-development. These courses are available to adult learners at in five of the VEC's colleges. In addition, a wide range of courses are provided through Local Area Networks in the city (see Community Education). Information on adult education courses is contained in CCVEC's "Guide to Courses & Services" which is published annually, through college brochures and from the VEC's website. Programmes offered range from leisure courses to programmes designed

Cuireann CGCC réimse leathan de chúrsaí oideachais d'aosaigh ar fáil do dhaoine in aois ar bith ag leibhéal fóillíochta, chun a ngairmréim a fheabhsú, agus ó thaobh na féin-fhorbartha. Tá na cúrsaí seo ar fáil d'fhoghlaimeoirí aosaigh agus i gcúig cinn de choláistí CG. Ina theannta sin, tá réimse leathan de chúrsaí soláthraithe trí Líonraí Achair Logánta sa chathair (féach Oideachas Pobail). Tá faisnéis ar chúrsaí oideachais d'aosaigh cuimsithe i "Treoir do Chúrsaí & Seirbhísí" CGCC a fhoilsítear go bliantúil, trí bhróisiúir na gcoláistí agus ó láithreán gréasáin an CG. Réimsíonn na cláracha atá ar fáil ó chúrsaí fóillíochta go dtí cláracha atá deartha chun deiseanna gairme a bhreisiú agus cláracha féin-fhorbartha. Tá an rollú iomlán bliantúil ar chúrsaí oideachais d'aosaigh atá á reachtáil ag CGCC thart ar 4000.

(iv) Oideachas Pobail

Soláthraíonn CGCC réimse de chláracha oideachais pobail tríd na cathrach. Tá na cláracha seo á mbainistiú ag dhá oifigeach oideachais d'aosaigh agus tacaíocht acu ó áisitheoir oideachais pobail amháin. Chuir an Roinn Oideachais agus Eolaíochta €571,000 ar fáil do CGCC i 2006 chun Clár Oideachais Pobail a sheachadadh, trí ghrúpaí áitiúla atá eagraithe dá réir i ndeich "Líonraí Áitiúla Logánta". Tá gach líonra oscailte do na soláthróirí oideachais Pobail sa cheantar sainithe. Tríd an mheicníocht seo, tá foghlaimeoirí agus solathróirí bainteach chomh maith i bpleanáil agus seachadadh na seirbhísí Oideachais Pobail d'Aosaigh sa chathair. Soláthraíonn Comhar Cathair Chorcaí maoiniú chomh maith chun cumasú do rannpháirtithe dul chun cinn a dhéanamh ó chláracha bunleibhéil go foghlaim chreidiúnaithe. I measc na

to enhance career opportunities and self-development programmes. Total annual enrolment on adult education courses run by CCVEC is of the order of 4000.

(iv) Community Education

CCVEC provides a range of community education programmes throughout the city. These programmes are managed by two adult education officers and supported by one community education facilitator. The Department of education and Science provided €571,000 to CCVEC in 2006 to deliver its Community Education Programme, through local groups who are in turn organised into ten "Local Area Networks". Each network is open to all Community education providers in the defined locality. Through this mechanism learners and providers are also involved in the planning and delivery of Adult Community Education services in the city. Cork City Partnership (Comhar Cathair Chorcaí) also provides funding to enable participants progress to accredited learning from basic Foundation level programmes. Programmes include drama, health and fitness, personal development, music, creative writing together with many other options. Community education is non-threatening and non-judgemental. Learning support for the participant is central to every programme. CCVEC's Adult Guidance Service is available to assist any adult attending or planning to attend basic education programmes in the city.

(IV) Vocational Training Opportunities Scheme (VTOS)

gcláracha tá drámaíocht, sláinte agus corpacmhainneacht, forbairt phearsanta, ceol, scríbhneoireacht chruthaitheach agus mórán roghanna eile. Tá oideachas pobail neamh-bhagarthach agus neamh-dhaorbhreithiúnach. Tá tacaíocht foghlama don rannpháirtí mar chuid lárnach i ngach clár. Tá Seirbhís Treoireachta d'Aosaigh CGCC ar fáil chun cuidiú le haosach ar bith atá ag freastal nó atá ag pleanáil ar fhreastal a dhéanamh ar chláracha bunoideachais sa chathair.

Scéim Deiseanna Oiliúna Gairmoideachais (SDOG)
Soláthraíonn an Scéim Deiseanna Oiliúna Gairmoideachais (SDOG), a tugadh isteach don chéad uair i 1989 deis d'aosaigh atá dífhostaithe go fadtéarmach filleadh ar oideachas lánaimseartha agus tugtar "seans eile/athdheis" dóibh. Is gá d'aosaigh a bheith os cionn 21 bliana d'aois agus dífhostaithe ar feadh ar a laghad 12 mí.

Tugann an clár seo deis d'aosaigh a d'fhág cúrsaí oideachais go luath tógail ar a gcuid bunscileanna, a chuimsíonn léitheoireacht, scríbhneoireacht agus scileanna teicniúla. Bogann mórlach na mac léinn ar na cúrsaí seo ar aghaidh go dtí an Ardteistiméireacht nó cláracha bunaithe ar scileanna speisialta.

Dhá mhodh ar fáil -

- **Croí-Mhodh:** Is mic léinn SDOG go heisiach iad ar fad
- **Modh Scaipthe:** Tá na mic léinn "measctha" le mic léinn eile, e.g., ar chúrsaí iar-Ardteistiméireachta (PLC)

The Vocational Training Opportunities Scheme (VTOS), which was first introduced in 1989 offers long-term unemployed adults the opportunity to return to full-time education and gives them a "second chance". Adults must be over 21 years of age and unemployed for at least 12 months.

This programme offers adults who have left education early an opportunity to build up their basic skills, including reading, writing and technical skills. The majority of students on these courses move on to leaving certificate or special skills programmes.

Two modes are available -

- **Core Mode:** All students are exclusively VTOS
- **Dispersed Mode:** Students are "mixed" with other students, e.g., on PLC courses

On this VTOS programme, adults continue to receive their social welfare benefits which are paid through CCVEC. Books are provided on a loan basis to students. A meal and travel allowance may also be provided. Unemployed adults are also encouraged to pursue Post-Leaving Certificate Courses. The number of places on the VTOS programme in 2005/2006 was 450

Ar an gclár SDOG, leanann aosaigh ag aimsiú a gcuid sochair leasa shóisialaigh a íoctar trí CGCC. Tá leabhair soláthraithe ar bhonn iasachta do mhic léinn. D'fhéadfadh liúntas bia agus taistil a bheith soláthraithe chomh maith. Spreagtar d'aosaigh dífhostaithe dul sa tóir ar Chúrsaí iar-Ardteistiméireachta chomh maith. 450 áit a bhí ar chlár SDOG i 2005/2006.

3.4.2 Ionaid Eile

(a) Ógtheagmháil

Tá Ógtheagmháil mar chlár náisiúnta oideachais athdheise agus oiliúna in Éirinn. Déanann sé freagra náisiúnta a chomhlíonadh ar na riachtanais atá ag lucht luathfhágála neamhcháilithe scoile agus cuireann sé clár comhtháite oideachais ginearálta, oiliúint ghairme agus taithí oibre ar fáil. Tá cláracha soláthraithe leis an Teastas Sóisearach, an Ardteistiméireacht agus dámhachtainí FETAC mar mhórsprioc acu. Tá ábhair na gcúrsaí foghlaimeoir-lárnaithe agus trialach le béim láidir ar ghnóthachtáil agus ar chumais na rannpháirtithe a fhorbairt. Tá sé mar aidhm ag na cláracha féin-luach agus céannacht na rannpháirtithe a chur chun cinn chomh maith le bród ina gcuid ábaltachtaí agus ina gcuid oibre.

Tá 4 ionad Ógtheagmhála á reachtáil ag CGCC sa chathair. Tá na hionaid lonnaithe ag Dean St, An Gleann, Knocknaheeny agus i lár na cathrach. Tá na hionaid lonnaithe

3.4.2 Other Centres

(a) Youthreach

Youthreach is part of a national programme of second-chance education and training in Ireland. It fulfils the national response to the needs of unqualified early school leavers and offers a programme of integrated general education, vocational training and work experience. Programmes are provided leading to Junior Certificate, Leaving Certificate Applied and FETAC awards. The course subjects are learner centred and experimental with a strong emphasis on achievement and on developing the capacities of the participants. The programmes seek to promote the participants self-worth and identity as well as pride in their abilities and work.

CCVEC, operates Youthreach 4 centres in the city. The centres are located in Dean St, The Glen, Knocknaheeny and City Centre. The centres are located in "out-of-school" premises. Currently CCVEC caters for 150 learners on this programme.

(b) St. Finbarr's Senior Traveller Training Centres

St. Finbarr's Senior Traveller Training Centre which is based in Blackpool is a co-education centre for young travellers and offers Junior Certificate, Leaving Certificate Applied, second chance education and vocational training.

i bhfoirgnimh "lasmuigh den scoil". Freastalaíonn CGCC ar 150 foghlaimeoir sa chlár seo i láthair na huaire.

(b) Ionaid Oiliúna Naomh Fionnbarra do Thaistealaithe Sinsearacha

Is ionad comhoideachais do thaistealaithe óga é Ionad Oiliúna Naomh Fionnbarra do Thaistealaithe Sinsearacha atá lonnaithe sa Pholl Dubh agus cuirtear an Teastas Sóisearach, an Ardteistiméireacht Fheidhmeach, oideachas athdheise agus oiliúint ghairme ar fáil ann.

(c) Litearthacht Aosach

Is mórsoláthróir é CGCC do litearthacht aosach. Baineann Seirbhís Litearthachta d'Aosaigh CGCC riachtanais litearthachta amach trí chláracha ardchaighdeáin atá mac léinn-lárnaithe a sholáthar i 9 scéim litearthachta mórthimpeall na cathrach e.g. Mahon, An Gleann, Churchfield, Togher, srl

Baineann beagnach 1,100 aosach úsáid as an tseirbhís i scéim CGCC. Tá teagasc ar fáil i réimse suíomh cosúil le Coláistí CG, Ionaid Oideachais d'Aosaigh atá Pobal-Bhunaithe, Ionaid Dífhostaíochta agus i gcomhoibriú leis na múinteoirí Teagmhála Baile Is Scoile sna bunscoileanna agus iarbhunscoileanna araon.

(d) Seirbhís Oideachais do Phríosúin

(c) Adult Literacy

CCVEC is a major provider of adult literacy. CCVEC's Adult Literacy Service meets literacy needs by providing high quality student centred programmes in the 9 Literacy schemes throughout the city e.g. Mahon, The Glen, Churchfield, Togher, etc

Approximately 1,100 adults avail of the service in CCVEC scheme. Tuition is available in a variety of settings such as VEC Colleges, Community Based Adult Education Centres, Unemployment Centres and in co-operation with Home School Liaison teachers in both primary and secondary schools.

(d) Education Service to Prisons

CCVEC provides a comprehensive education service in Cork Prison ranging from basic education level to FETAC/Junior Cert/Leaving Cert, ECDL, MOS and degree level (Open University). There is a strong emphasis on literacy and creative arts e.g., art, music, drama, writing etc. A great deal of expertise and resources has been built up over the years by teachers and a number of publications have been produced based on the work of both students and teachers. Teacher support comprises 20 whole-time teacher equivalents. The Dillon's Cross Project is an outreach initiative of CCVEC's Education Service to Prisons. Its aim is to facilitate the re-integration of ex-prisoners.

Solathraíonn CGCC seirbhís chuimsitheach oideachais i bPríosún Chorcaí ag leathnú ó oideachas bunleibhéil go FETAC/Teastas Sóisearach/Ardteistiméireacht, CETR, MOS agus leibhéal céime (Open University). Tá béim láidir ar litearthacht agus ar na healaíona chruthaitheacha e.g., ealaíon, ceol, drámaíocht, scríbhneoireacht srl. Tá réimse leathan oilteachta agus acmhainní carnaithe le linn na mblianta ag múinteoirí agus tá líon foilseacháin curtha i gcló bunaithe ar obair na mac léinn agus na múinteoirí araon. Cuimsíonn tacaíocht an mhúinteora de leibhéal atá inchurtha le 20 múinteoir lánaimseartha. Is Tionscnamh For-Rochtana de Sheirbhís Oideachais do Phríosúin CGCC é Tionscadal Cros Uí Dhiolúin. Tá sé mar aidhm aige ath-lánpháirtiú an iar-phríosúnaigh a áisiú.

3.4.3 Aonaid Tacaíochta Inmheánacha

Tá an Príomhoifigeach Feidhmiúcháin freagrach as feidhmeanna oideachasúla, bainistíochta agus riaracháin CGCC mar atá léirithe sa phríomhstruchtúr ar an gcairt eagraíochtúil a leanas:

Tá tacaíocht ag an bPríomhoifigeach Feidhmiúcháin ó dhá Oifigeach Oideachais, Ceann Riaracháin (Príomhoifigeach), ceithre Príomhoifigeach Cúnta, Príomhoidí na gcoláistí agus Ceann na nIonad. Tá cur síos ar na príomhfheidhmeanna mar a leanas:

Oideachas

Ionchorpraíonn an fheidhm oideachais soláthar seirbhísí scéim-leathana i réimsí cosúil le

3.4.3 Internal Support Units

The Chief Executive Officer is responsible for the educational, management and administrative functions of CCVEC as illustrated in the core structure of the chart at the end of this chapter.

The Chief Executive Officer is supported by two Education Officers, a Head of Administration (Principal Officer), four Assistant Principal Officers, college Principals and the Heads of Centres. The core functions are described as follows:

Education

The education function incorporates the provision of scheme-wide services in such areas as the planning, co-ordination, development, implementation and evaluation of course programmes and related services, allocation and monitoring of resources, in service training and liaising with external bodies.

Finance

The finance function is responsible for the management and control of CCVEC's finances, the implementation of budgetary control procedures, management accounting and the preparation of annual accounts. The finance function is responsible for managing CCVEC's annual budget of €50m.

pleanáil, comhordú, forbairt, forfheidhmiú agus meastóireacht chláracha na gcúrsaí agus seirbhísí gaolmhara, dáileadh agus monatóireacht na n-acmhainní, oiliúint inseirbhíse agus teagmháil le comhlachtaí seachtracha.

Airgeadas

Tá freagracht ar an bhfeidhm airgeadais do bhainistiú agus rialú an mhaoinithe ag CGCC, d'fhorfheidhmiú nósanna imeachta rialaithe an bhuiséid, do chuntasaíocht bhainistíochta agus d'ullmhú na gcuntas bhliantúla. Tá an fheidhm airgeadais freagrach do bhainistiú ar bhuiséad bliantúil CGCC de €50m.

Acmhainní Daonna

Tá feidhm na n-Acmhainní Daonna freagrach d'earcaíocht fhoirne, roghnú agus ionduchtú, taifid na bhfostaithe, caidreamh tionsclaíoch, leas an fhostaí, riarachán pinsin, cásanna speisialta agus ullmhú agus forfheidhmiú na bpolasaithe agus nósanna imeachta foirne. Tá níos mó ná 1,500 de bhaill fhoirne fostaithe i láthair na huaire ag CGCC (lánaimseartha & páirtaimseartha) ag leibhéil agus gráid difriúla.

Tacaíocht Oideachais

Tá freagracht ag feidhm na Tacaíochta Oideachais do thacaíocht oideachais/bainistíochta, bainistíocht ghníomhaíochtaí na bhfoirgneamh agus tacaíochta ag CGCC a chlúdaíonn 12 foirgneamh trasna na cathrach agus próiseáil Scéime na scoláireachta/ndeontas. Tá freagracht ag an bhfeidhm chomh maith do chláracha tógála nua, teagmháil le sainchomhairleoirí seachtracha, tairiscintí poiblí agus

Human Resources

The Human Resources function is responsible for staff recruitment, selection and induction, employee records, industrial relations, employee welfare, pension administration, special cases and the preparation and implementation of staff policies and procedures. CCVEC currently employs over 1,500 staff (full-time & part-time) at different levels and grades.

Education Support

The Education Support function is responsible for education/management support, management of CCVEC's building and support activities which cover some 12 premises across the city and processing the scholarship/grants Scheme. The function is also responsible for new building programmes, liaising with external consultants, public tendering and liaising with the Department of Education and Science and other external bodies.

ICT

The ICT function is responsible for developing and managing CCVEC's IT services. This includes responsibility for developing and maintaining critical software applications and management information systems, carrying out special projects and assignments and providing advisory services to central and local management on IT and related matters.

teagmháil leis an Roinn Oideachais agus Eolaíochta agus comhlachtaí seachtracha eile.

TFC

Tá freagracht ar an bhfeidhm TFC d'fhorbairt agus bainistiú sheirbhísí TF CGCC. Cuimsíonn sí seo an fhreagracht d'fhorbairt agus cothabháil na bhfeidhmchlár criticiúla bogearrach agus bainistíocht córas faisnéise, ag comhlíonadh tionscadail speisialta agus tascanna agus seirbhísí comhairliúcháin a sholáthar do bhainistíocht lárnach agus áitiúil ar TF agus ceisteanna ábhartha.

Oifigigh Oideachais d'Aosaigh & Áisitheoir Oideachais Pobail

Déanann na hOifigigh Oideachais d'Aosaigh agus an Áisitheoir Oideachais Pobail maoirsiú ar sholáthar na Tacaí Litearthachta d'Aosaigh agus soláthar Oideachais Pobail sa Chathair. Cuireann Scéimeanna Áitiúla agus Líonraí Áitiúla feasacht na Seirbhíse seo chun cinn agus soláthraíonn siad meicníocht struchtúrtha chun riachtanais an réimse a aithint agus atreorú na ndaoine siúd a bhfuil gá acu leis an tSeirbhís

Seirbhís Treoireachta d'Aosaigh CGCC

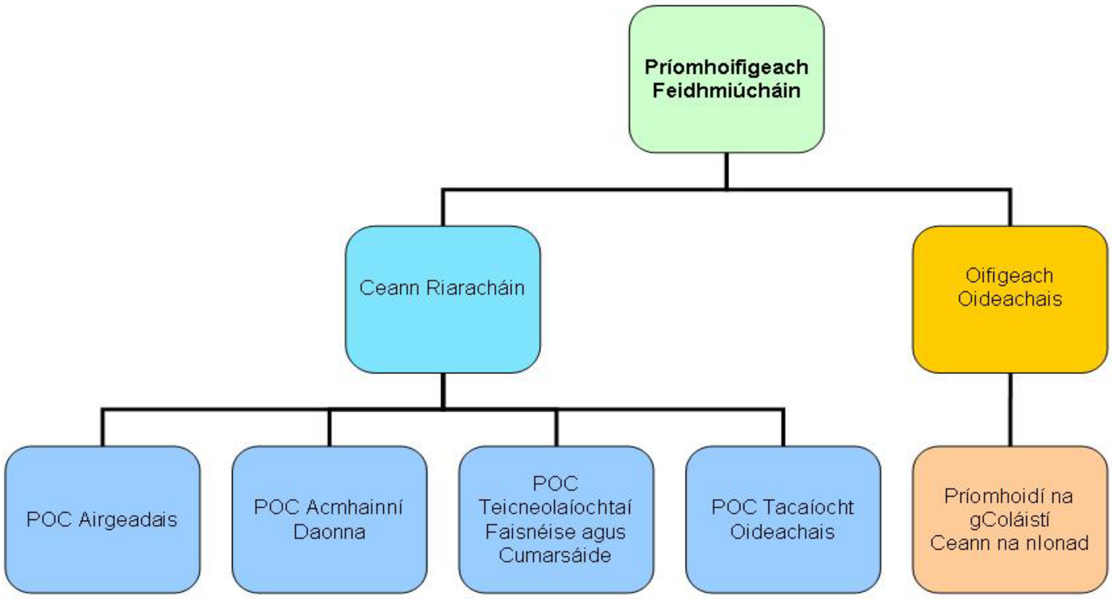
Soláthraíonn an tSeirbhís Treoireachta d'Aosaigh i gCathair Chorcaí (ag obair faoi choimirce Coiste Gairmoideachais Chathair Chorcaí) treoir oideachais d'aosaigh chun tacú le rannpháirtithe i litearthacht aosach, SDOG agus cláracha oideachais pobail, ag forbairt agus ag doiciméadú múnlaí dea-chleachtais gur féidir a phríomhshruthú agus

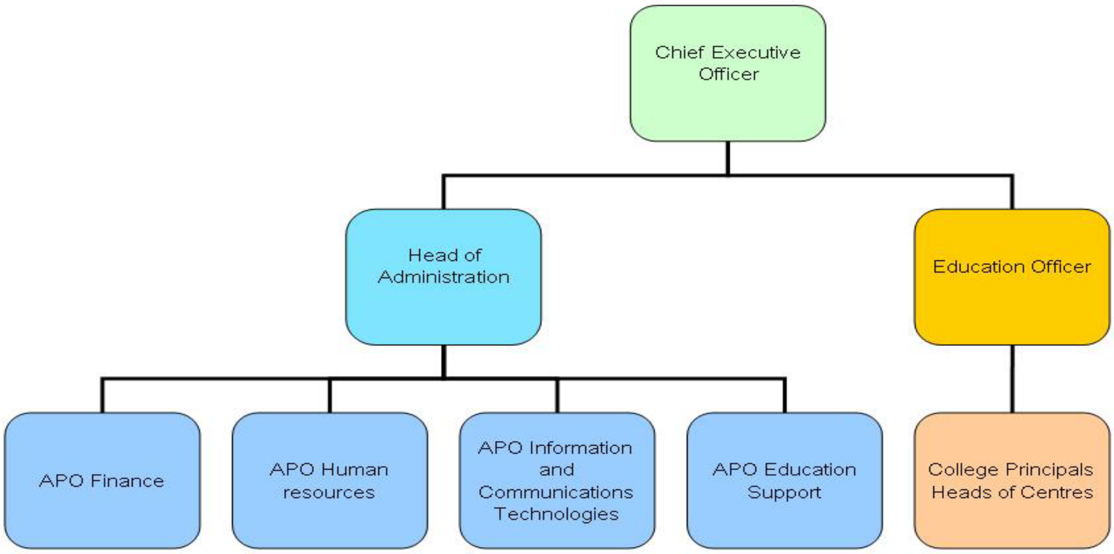
Adult Education Officers & Community Education Facilitator

The Adult Education Officers and a Community Education Facilitator oversee the provision of Adult Literacy Supports and Community Education provision in the City. Local Schemes and Area Networks promote awareness of the Service and provide a structured mechanism for the identification of area needs and the referral of those in need to the Service

CCVEC Adult Guidance Service

The Cork City Adult Guidance Service (operating under the aegis of the City of Cork VEC) provides adult education guidance to support participants in adult literacy, VTOS and community education programmes, developing and documenting models of good practice which can be mainstreamed and impact on future policy


Príomhoifigeach Feidhmiúcháin
Ceann Riaracháin
Oifigeach Oideachais
POC Airgeadais
POC Acmhainní Daonna
POC Teicneolaíochtaí Faisnéise agus Cumarsáide
POC Tacaíocht Oideachais
Príomhoidí na gColáistí Ceann na nIonad


Chief Executive Officer
Head of Administration
Education Officer
APO Finance
APO Human resources
APO Information and Communications Technologies
APO Education Support
College Principals Heads of Centres

Caibidil / *Chapter* 4

Feabhsú na Seirbhísí le bheith soláthraithe go dhátheangach

Enhancement of Services to be provided bilingually

Caibidil 4

Feabhsú na Seirbhísí le bheith soláthraithe go dhátheangach

4.1 Cúlra

Tá CGCC tiomanta faoi dheireadh na scéime bheartaithe líon oiriúnach de bhaill fhoirne a sholáthar a bhfuil d'inniúlacht iontu seirbhísí a sheachadadh trí theanga na Gaeilge ina gcoláistí, ionaid eile agus aonaid tacaíochta inmheánacha. Sí an phríomhsprioc inghnóthaithe a bheidh ann ná forbairt fhorásach ar sheirbhís ardchaighdeáin do chustaiméirí i nGaeilge atá duine le duine do choláistí, ionaid eile agus aonaid tacaíochta inmheánacha nach bhfuil eagraithe fós chun seirbhís mar seo a sholáthar. In san gcomhthéacs sin, beidh seirbhís chuntair iomlán dátheangach ar fáil ag an gCoiste faoi Mheán Fómhair 2009 ina gcuid ionaid ar fad.

4.2 Oiliúint Foirne agus Forbairt

- Cuirfidh Acmhainní Daonna, mar is cuí, bearta réasúnacha in áit chun a chinntiú go mbeidh líon oiriúnach de bhaill fhoirne ar fáil, le hoilteacht i dteanga na Gaeilge ionas

Chapter 4

Enhancement of Services to be provided bilingually

4.1 Background

CCVEC is committed to providing by the end of the proposed scheme an appropriate number of staff competent to deliver a service through the Irish language in its colleges, other centres and internal support units. The primary deliverable will be the progressive development of a quality one-to-one customer service in Irish for its colleges, other centres and internal support units not currently in a position to provide such a service. In this context, the Committee will have a full bilingual counter service available bilingually by September 2009 in all its centres.

4.2 Staff Training and Development

- Human Resources will, where appropriate, put reasonable measures in place to ensure that an appropriate number of staff, with a proficiency in the Irish language will be available in order to comply with the provisions of the Official Languages Act.
- CCVEC will provide relevant training courses with the objective of meeting the needs of its staff with regard to the Irish language requirements of its schools, colleges,

go mbeifear ábalta cloí leis na forálacha atá leagtha síos in Acht na dTeangacha Oifigiúla.

- Soláthróidh CGCC cúrsaí oiliúna ábhartha agus í mar chuspóir acu riachtanais a mbaill fhoirne a shásamh maidir le riachtanais teanga na Gaeilge dá scoileanna, dá gcoláistí, dá n-ionaid eile agus dá n-aonaid tacaíochta inmheánacha de réir Achta na dTeangacha Oifigiúla 2003. 'Sí an phríomhaidhm a bheidh ag an tionscnamh seo ná forbairt fhorásach ar chaighdeán seirbhíse duine le duine i nGaeilge do gach coláiste CGCC, ionad agus aonad tacaíochta inmheánach.
- Cuirfear oiliúint dheonach ar fáil sa Ghaeilge labhartha do bhaill fhoirne na Ceannoifige faoi Eanáir 2007 agus leathnófar í seo go Baill Fhoirne i(n) gColáistí/Ionaid eile faoi Mheán Fómhair 2007. Cuideofar le daoine agus tugfar spreagadh dóibh freastal a dhéanamh ar chúrsaí Gaeilge eile.
- Soláthrófar cúrsaí oiliúna ar bhonn leanúnach agus déanfar iad seo a athbhreithniú go rialta. Déanfar smaoineamh a thabhairt maidir le scéimeanna dhreasachta a fhorfheidhmiú, cosúil le scéim dhámhachtainí do bhaill fhoirne a fhreastalaíonn ar chúrsaí oiliúna Gaeilge nó scéim thacaíochta do bhaill fhoirne a fhreastalaíonn ar chúrsaí Gaeilge sa Ghaeltacht.

4.3 Earcaíocht & Socrúchán

- Chuir an rannóg AD na bearta a leanas in áit ionas go n-earcófar agus go gcoinneofar líon sásúil de bhaill fhoirne le hoilteacht i dteanga na Gaeilge sa Choiste agus chun cloí le forálacha na hAchta:

other centres and internal support units in accordance with the Official Languages Act 2003. The primary aim of this initiative will be the progressive development of a quality one-to-one service in Irish for all CCVEC colleges, centres and internal support units.

- Voluntary training in spoken Irish will be put in place for Head Office Staff by January 2007 and will be extended to Staff in other Colleges/Centres by September 2007. Attendance at other Irish Language courses will be encouraged and assisted.
- Training courses will be provided on an ongoing basis and will be subject to regular review. Consideration will be given to implementing incentive schemes, such as an awards scheme for staff attending Irish Language training courses or a staff support scheme for attendance on Irish courses in the Gaeltacht.

4.3 Recruitment & Placement

The following measures will be put in place by the HR Department in order that an adequate number of staff with proficiency in the Irish language are recruited and retained within the Committee to comply with the provisions of the Act:

- In September 2008 the HR Section will review the proficiency of Irish achieved by staff within each Section.

- Déanfaidh an Rannóg AD athbhreithniú i Meán Fómhair 2008 ar oilteacht na Gaeilge atá gnóthaithe ag na baill fhoirne i ngach rannóg.
- Tar éis an athbhreithnithe seo, déanfar baill fhoirne leis an oilteacht seo a shocrú go hoiriúnach mórthimpeall an Choiste, in áiteanna go bhfuil sé seo indéanta agus féidearthach. Déanfaidh an polasaí seo fáil na seirbhísí trí Ghaeilge a bharrfheabhsú.
- Má tharlaíonn sé, de thoradh an athbhreithnithe seo, gur chosúil nach féidir leis an gCoiste líon sásúil de bhaill fhoirne a sholáthar le hoilteacht sa Ghaeilge laistigh dá bhfoireann féin, déanfar polasaí earcaíochta a fhorfheidhmiú, ina mbeidh riachtanas ann thar tréimhse na céad cúig bliana eile, go mbeidh oilteacht sa Ghaeilge mar riachtanas riachtanach do líon áirithe poist sa Choiste.
- Mar chomhlánú ar an méid thuas, socrófar baill fhoirne a bhfuil cumas oibre trí Ghaeilge acu go hoiriúnach trasna na nIonad/na gColáistí éagsúla chun tacú leis na tiomantais atá leagtha síos sa Scéim seo.

4.4 Feabhsú ar Chumas Teanga na Gaeilge CGCC

Tá na bearta a leanas molta ionas go gcinnteofar feabhas ar leibhéal agus chaighdeán na seirbhísí don phobal thar tréimhse na scéime:

- Déanfar iarrachtaí a chinntiú go mbeidh líon foirne sách sásúil leis an inniúlacht ábhartha i dteanga na Gaeilge ar fáil trasna CGCC. Déanfar suirbhé/ceistneoir a stiúradh inár gcoláistí agus ionaid eile ar bhonn tabhaill a thiomsú díobh siúd a bhfuil

- Following this review, appropriate placement of staff with such proficiency will be implemented throughout the Committee were possible and appropriate. This policy will optimise the availability of services through Irish.
- If, as a result of this review, it would appear unlikely that the Committee can provide sufficient staff proficient in Irish from within its own staff, A recruitment policy will be implemented which, over the following five years, will require proficiency in Irish to be an essential requirement for a number of posts within the Committee.
- Complementing the above, staff with a working knowledge of Irish will be appropriately placed across various Centres/Colleges to support the commitments set out in this Scheme

4.4 Improving CCVEC's Irish Language Capability

The following actions are proposed in order to ensure that both the level and standard of services to the public are improved over the duration of the scheme:

- Efforts will be made to ensure that a sufficient number of staff with relevant competence in the Irish language will be available across CCVEC. A survey/questionnaire will be conducted in our colleges and other centres with a view to compiling a register of those competent in the Irish language as set out in our Customer Service Action Plan.

inniúlacht acu i dteanga na Gaeilge mar atá leagtha amach inár bPlean Gníomhúcháin Seirbhíse do Chustaiméirí.

- Cloífidh na baill fhoirne atá ag freagairt do cheisteanna i dteanga na Gaeilge go hiomlán lenár bPlean Gníomhúcháin Seirbhíse do Chustaiméirí leasaithe. Ní sholáthraíonn an Phlean Gníomhúcháin Seirbhíse do Chustaiméirí reatha go sonrach do cheisteanna i dteanga na Gaeilge, ach leasófar an méid seo do 2007, leis na bearta molta i Scéim Teanga an Choiste á dtógáil san áireamh.
- Cruthóidh CGCC deiseanna foghlama tríd na Rannóige AD agus le comhoibriú ó Phríomhoidí agus ó Cheann na nIonad trí chúrsaí inseirbhíse ábhartha agus rialta a sholáthar i dteanga na Gaeilge. Beidh athbhreithniú rialta á dhéanamh ar na cúrsaí seo.
- Soláthróidh Grúpa Comhairleach na dTeangacha Oifigiúla cúnamh don POF, agus don bhainistíocht shinsearach a chuimsíonn Príomhoidí agus Ceann na nIonad, le forfheidhmiú Achta na dTeangacha Oifigiúla 2003.
- Beidh ról tábhachtach le comhlíonadh ag Bainistíocht CGCC maidir le húsáid bhreise na Gaeilge a spreagadh go dearfach ar bhealaí éagsúla e.g., úsáid a bhaint as níos mó beannachtaí as Gaeilge, spreagadh a thabhairt do chustaiméirí inmheánacha agus seachtracha le suim sa Ghaeilge foirmeacha srl. a chomhlánú as Gaeilge.
- Beidh bileog dhátheangach de phríomhsheirbhísí, ar fáil faoi Scéim Acht na dTeangacha Oifigiúla CGCC, á taispeáint go soiléir i ngach ionad agus dáilte ar an bpobal mar chuid d'ábhar poiblíochta CGCC.

- Staff responding to queries in the Irish language will comply fully with our revised Customer Service Action Plan. The CCVEC's current Customer Service Action Plan does not specifically provide for Irish language queries but this will be amended for 2007 to take account of the actions proposed in the Committee's Scéim Teanga.
- CCVEC through its HR Department and with the co-operation of Principals and Head of Centres will create opportunities for providing, relevant and regular in-service courses for staff in the Irish language. These courses will be subject to regular review.
- The Official Languages Advisory Group will provide assistance to the CEO and senior management including Principals and Heads of Centres with the implementation of the Official Languages Act 2003.
- CCVEC Management will play an important role in positively encouraging more use of Irish in various ways e.g., using more Irish greetings, encouraging both internal and external customers with an interest in Irish to complete forms etc in Irish.
- A bilingual leaflet of key services, available under CCVEC's Official Languages Act Scheme, will be visibly displayed in every centre and distributed to the public as part of CCVEC's publicity material.
- CCVEC in line with its Customer Service Action Plan will inform its customers of their right to choose to be dealt with through one or other of the official languages.
- Over the 3 years of the scheme, a bilingual telephone answering service will be implemented in all schools, colleges, and other centres throughout CCVEC's scheme.

- Cuirfidh CGCC in iúl dá gcustaiméirí, ag teacht lena bPlean Gníomhúcháin Seirbhíse do Chustaiméirí, an ceart atá acu rogha oibre a dhéanamh maidir le ceann amháin nó eile de na teangacha oifigiúla.
- Le linn 3 bliana na scéime, déanfar seirbhís teileafóin dhátheangach a fhorfheidhmiú sna scoileanna, coláistí agus ionaid eile ar fad trasna na scéime ag CGCC.
- Eiseoidh CGCC foilseacháin corporáideacha i dteangacha an Bhéarla agus na Gaeilge araon.

4.3 Polasaí na gCruinnithe Poiblí

Déanann CGCC mórlach na gcruinnithe poiblí a bhíonn acu a stiúradh i mBeárla amháin. Cibé ar bith, déanfaidh siad aon chruinnithe poiblí ar cheisteanna a bhaineann le teanga na Gaeilge sa todhchaí a stiúradh trí Ghaeilge, nó trí Ghaeilge le haistriúchán comhuaineach go Béarla, cibé rogha a cheaptar a bheith oiriúnach.

- CCVEC will issue corporate publications in both the English and Irish languages.

4.5 Public Meetings Policy

CCVEC conducts the majority of its public meetings in English only. However, it will conduct any future public meetings on Irish language issues through Irish, or alternatively through Irish with simultaneous translation to English, whichever is considered appropriate.

Caibidil / *Chapter* 5

Monatóireacht agus Athbhreithniú

Monitoring and Revision

Caibidil 5

Monatóireacht & Athbhreithniú

Déanfaidh an bhainistíocht shinsearach athbhreithniú rialta ar éifeacht oibrithe na scéime seo. Comhlíonfaidh an bhainistíocht shinsearach go príomha an fheidhm mhonatóireachta ó lá go lá.

Chapter 5

Monitoring & Revision

Senior management will regularly review the effective operation of this scheme. The day-to-day monitoring function will be carried out primarily by senior management.

Caibidil / *Chapter* 6

An Scéim Chomhaontaithe a Phoibliú

Publicising the Agreed Scheme

Caibidil 6

An Scéim Chomhaontaithe a Phoibliú

Beidh ábhair na dréachtscéime seo chomh maith le tiomantais agus forálacha atá cuimsithe inti á phoibliú don phobal i gcoitinne tríd na modhanna seo:

- Fógraíocht/Nuachtlitreacha,
- Scaipeacháin ag áisínteachtaí agus comhlachtaí poiblí oiriúnacha,
- Láinseáil oifigiúil na dréachtscéime,
- Preaseisiúintí,
- Láithreán Gréasáin.

Chomh luath agus go bhfuil tiomantas tugtha ag CGCC seirbhís a sheachadadh faoin dréachtscéim seo, déanfar an méid seo a phoibliú ar an modh atá leagtha amach thuas. Déanfar cóip den dréachtscéim a sheoladh ar aghaidh chuig *Oifig Choimisinéir na dTeangacha Oifigiúla/ Oifig an Choimisinéara Teanga* chomh maith.

Chapter 6

Publicising the Agreed Scheme

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

- Advertising/Newsletters,
- Circulations to appropriate agencies and public bodies,
- Official launch of the draft scheme,
- Press releases,
- Website.

Once CCVEC has committed to delivering a service under this draft scheme, this will be publicised in the manner outlined above. A copy of the draft scheme will also be forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla.

Scéim Coiste Gairmoideachais Chathair Chorcaí 2007-2010
Faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003

City of Cork Vocational Education Committee Scheme 2007-2010
under Section 11 of the Official Languages Act 2003