

Official Languages Act 2003

Church of Ireland College of Education

Second Scheme

Chapter 1

Introduction and background

The Official Languages Act 2003 gives legislative effect to the delivery of public services through the medium of Irish as provided by the Constitution. It is accepted that each citizen is entitled to transact all and every part of his/her business with the State through Irish alone. There is a corresponding duty imposed on public bodies to respect that entitlement in all dealings with the citizen and to promote and maintain the Irish language as the national language.

The Official Languages Act provides for the preparation by public bodies of a draft scheme specifying those of its services the public body proposes to provide exclusively through Irish, exclusively through English or through both languages. This scheme sets out the measures which the Church of Ireland College of Education proposes to adopt to ensure that any services that are not provided by the College through Irish will be so provided over a period of time or a series of schemes.

1.1 Preparation of the draft scheme

The College published a notice 13th June 2012 inviting submissions from interested parties in relation to the preparation of the draft scheme under Section 11. All submissions received are available on the College website www.cice.ie. The College appreciates the input of time and effort to this process by all concerned.

The new scheme has been developed with reference to public submissions and suggestions by members of the College Community (including students, staff, Governors and members of the Church of Ireland Community).

1.2 Content of the Language Scheme

The Scheme recognises the commitment to Irish language and culture that is central to the work and culture of the Church of Ireland College of Education. This scheme is designed to build on this commitment. It also takes into consideration the limited numbers of staff available to the College, especially in the administrative area.

Significant commitments were made in the College's original scheme to improve the level of service in Irish. The commitments in the revised scheme are predicated on the commitments made in the first scheme being implemented. In the event of commitments within that scheme not having been fully implemented to date, this matter is being dealt with by the Office of An Coimisinéir Teanga. The objective of the second scheme is to continue to deliver on these commitments and to enhance the level of service over the period of the scheme (2012 – 2015). Areas for further enhancement are identified to ensure that the College continues to meet the demand for equality of provision of service through both languages.

Responsibility for monitoring and reviewing the Scheme will rest with senior management and the Board of Governors within the College.

1.3 Date of Commencement of the Scheme

The scheme has been approved by the Church of Ireland College of Education. The scheme has been confirmed by the Minister for Arts, Heritage and the Gaeltacht and will commence with effect from the 7th August 2012. It shall remain in force for a

period of three years from this date or until a new scheme has been set by the Minister pursuant to Section 15 of the Act whichever is later.

Chapter 2

Overview of the Church of Ireland College of Education

The history of the Church of Ireland College of Education began in 1811 with the foundation of the Kildare Place Training Institution, which was run by the Society for Promoting the Education of the Poor in Ireland (popularly known as the Kildare Place Society) pioneered courses of training for teachers, and developed the idea of a qualified teaching profession. In 1855 the Kildare Place College was taken over by the Church Education Society for the purpose of training Anglican students for church schools. The Church Education Society Training College became the Church of Ireland Training College in 1884, and as such received state aid and was recognised as a denominational College for training National Teachers.

A further significant development occurred in the 1920s when links were established with the University of Dublin by which students attended lectures in Trinity College and were eligible to continue for a degree after their period of training in C.I.T.C. The College survived the difficult war years and in 1969 moved from Kildare Place to new purpose-built accommodation in Rathmines. A few years later its name was changed again when it became the Church of Ireland College of Education. In 1974 a three year Bachelor in Education degree course was introduced. This was seen as a natural development of the long-standing links with Dublin University.

Since 1985 the College has developed an involvement with learning support and special educational needs. Current provision includes courses at certificate, post-graduate diploma and Masters level. Post-graduate diplomas are awarded by Dublin University and the Masters programme is accredited by the University of Northampton.

2.1 Ethos

The College is concerned to create a community based on Christian values and encourages its students to reflect Christian principles in their lives and work. In particular, students are encouraged to value and respect all individuals irrespective of religious, cultural or social background, gender, race, family circumstances, educational achievement, physical characteristics or intellectual functioning.

In both initial teacher education and continuing professional development the College seeks to provide education of the highest possible standard. Preparation for work in smaller schools is a focus of attention in initial teacher education at the College and special efforts are made to advance the competency of students in the Irish language. In continuing professional development, courses to enable teachers to assist pupils and students who have special educational needs or who require learning support, are the particular focus of attention.

Because of its size and the fact that the majority of its undergraduate students live on campus, a relaxed and friendly atmosphere is characteristic of the College community.

2.2 Location

The College is situated on spacious grounds in Rathmines, Dublin 6, within easy reach of Trinity College Dublin and the city centre. Rathmines is a popular student

area with good services and facilities. Residential accommodation on campus is available for the majority of undergraduate students.

2.3 Students

A total of 32 students, including mature students, are admitted to the initial teacher education programme in the College each year. Over ninety per cent of all students on the B.Ed programme are female. At present under the terms of a Ministerial Order, all places on the Bachelor of Education programme are reserved for students who are members of Churches in the Protestant tradition. The College caters for the four years of the B.Ed programme, and there are approximately 128 B.Ed students on the campus in any one year.

Sixty students are admitted to the post-graduate Diploma in Learning Support and Special Educational Needs. Participants must be fully qualified primary or post-primary teachers. There are approximately ten students per annum admitted to the eighteen-month Masters programme. The College offers fifty places per annum on its certificate course for Special Needs Assistants. Students on each of the Special Needs programmes are admitted without any reference to religious affiliation.

2.4 Staff

There are fourteen sanctioned academic positions on the College staff. These serve the undergraduate, post-graduate and certificate programmes and include one lecturing position in Irish. The second Irish post (which had been sanctioned by the Department of Education after the closure of Coláiste Mobhí) was suppressed in 2009 as a consequence of the Employment Control Framework.

Administrative staffing consists of two full-time positions, Principal and Bursar/Registrar supported by one clerical / receptionist position. The Principal also undertakes some academic teaching and supervision of teaching practice and academic work at both undergraduate and post-graduate level. Functions relating to academic affairs, financial management, human resources, buildings, maintenance, general information etc. are discharged by the Principal and Bursar with very limited clerical support. Accordingly, the capacity of the College to assign duties and responsibilities requiring advanced language skills in Irish for the purpose of providing certain services through the medium of Irish is severely restricted.

2.5 Links with the University of Dublin

Links with the University of Dublin, Trinity College, were first established in the 1920s. Bachelor of Education students in the Church of Ireland College of Education are also registered students of Trinity College and have full access to the facilities of that university. The B.Ed programme is taught in its entirety in the Church of Ireland College of Education.

The post-graduate diploma course in Learning Support and Special Educational Needs is undertaken wholly at the Church of Ireland College of Education and is validated by the University and awarded a University Post-Graduate Diploma.

2.6 Links with the Department of Education and Skills

The College is funded directly by the Department of Education and Skills which controls the number of students admitted, the number of full-time positions on staff and the academic fees.

2.7 Legislative Background

The constitution of the Church of Ireland College of Education was laid down by a scheme drawn up by the Educational Endowments Commission (Education Endowments (Ireland) Act 1885).

Under the terms of the scheme the Governors of the College constitute a body corporate with perpetual success and power to hold property, real and personal, for the purposes of the scheme. The land and buildings of the College are vested in the Governors upon trust.

The powers of the Governors as laid out by the scheme relate to the co-option of new Governors, the maintenance of the College and practising school, arrangements for the accommodation of students, the terms and conditions for the admissions of students, payment of rents, taxes and charges, the appointment of staff and the dismissal of students.

2.8 Mission

The particular and unique remit of the Church of Ireland College of Education is to provide an adequate supply of suitably qualified teachers for service in national schools under the management of the Church of Ireland, the Presbyterian Church in Ireland and the Methodist Church. Under the terms and conditions of the Employment Equality Act 1998, a Ministerial Order is in place which currently reserves all places on the B.Ed course for students who are members of churches in the Protestant tradition. This arrangement ensures that the ethos and characteristic spirit of Church of Ireland, Presbyterian and Methodist primary schools may be maintained.

2.9 Primary Teacher Education

Students admitted to the B.Ed programme must satisfy Leaving Certificate requirements laid down by the Department of Education and Skills and the Teaching Council for entrants to the all Colleges of Education. These provided, inter alia, for a minimum of Grade C in higher level Irish. Students are required to spend four weeks on an approved course in a Gaeltacht of their choice during their first two years of the B.Ed programme. Irish is a pass / fail subject in each year of the B.Ed programme and in order to proceed to the next year of their course, all students must attain a minimum of a pass grade in both written and oral Irish.

2.10 Special Education

The College is committed to providing adequate support for pupils who require learning support and pupils with special educational needs in primary and post-primary schools and in special schools. At present this aim is achieved by providing continuing professional development for teachers working in the areas of learning support and special educational needs at both post-graduate diploma and Masters level as well as the provision of training for Special Needs Assistants.

2.11 Post-Graduate Diploma in Special Education

This programme is open to teachers in primary and post-primary schools, in special schools and to those working in education centres such as Youthreach and the prison service. The programme of training is organised on a block-release basis with the work of participants supported, supervised and assessed in their own schools on a regular basis by College staff. Successful completion of the course leads to the award of a Post-Graduate Diploma by the University of Dublin, Trinity College.

2.12 Masters in Special Education

This course is open to all who have successfully completed the post-graduate diploma in Special Education or its equivalent. The programme is primarily based on the preparation and completion of a thesis supported by research methods training and individual supervision. Successful completion of the course leads to the award of Masters in Arts (Special Educational Needs) by the University of Northampton.

2.13 Special Needs Assistants

The College provides training for special needs assistants currently employed in primary, post-primary and special schools. The course is of 60 hours duration and the content has been approved by the Department of Education and Skills. At present, one such course is available: delivered at the Kildare Education Centre. Those who successfully complete the course are awarded a certificate.

2.14 Other Educational Activities

In addition to the programmes of training outlined above, a number of other educational services are provided at the College. These include: the DICE Project, the Reading Centre and the Plunkett Museum of Irish Education.

2.15 The DICE Project

The Development and Intercultural Education of DICE project works to integrate development and intercultural education within primary teacher education. It has a staff of one and operates across the five Colleges of Education providing initial teacher education for primary teachers. It is located in the Church of Ireland College of Education and is managed by a committee made up of representatives of all five Colleges. This committee is chaired by Dr. Maeve Martin.

2.16 The Plunkett Museum of Irish Education

The Plunkett Museum of Irish Education is situated on the College grounds. It celebrates Ireland's deep-rooted educational tradition. The Museum is Ireland's only repository dedicated solely to the preservation of school records, equipment, furniture, artefacts and textbooks inherited from earlier traditions of schooling. Many of these items are on view in the museum's exhibition area where the story of our schools and their contribution to the social history of Ireland is told in a series of interpretative displays. Visitors can also experience the schooldays of yesteryear in a specially recreated nineteenth century classroom.

2.17 The Reading Centre

The Reading Centre is concerned with the promotion of all aspects of reading including: children's literature, support for those with reading difficulties, social

inclusion and children's books, leabhair Ghaeilge and the role of libraries in schools and in the community. The Centre organises conference, courses and occasional lectures.

Chapter Three

Enhancement of services to be provided bilingually.

3.1 Customers and Clients

The College has both internal and external clients. These are respectively undergraduate and postgraduate students and members of the general public. The College recognises its responsibilities to both internal and external clients in terms of the provisions of the Official Languages Act 2004.

3.2 Points of First Contact

The College Receptionist and switchboard operator is the first point of contact for customers and clients dealing with the College. It shall continue to be the policy of the College to ensure that standard Quality Customer Service practice applies in this area. This means ensuring that:

- the Receptionist gives the name of the College in Irish on answering the telephone,
- that the Receptionist is familiar with basic greetings in the Irish language; and
- that the Receptionist is able to direct any queries in Irish to an appropriate member of staff who will deal with those.

Following the completion of a staff training and development programme during the life-time of the first scheme the College had been in a position to ensure that one member of front-line staff was competent to deal effectively with customers' and clients' initial queries through Irish. Towards the end of the lifetime of the first scheme this member of staff left and was replaced. The programme of training and support has to be re-commenced for the new member of front-line staff in order to ensure that the previous level of competence is replicated.

3.3 Means of communicating with the Public

Most members of the public contact the college by calling personally or by telephone. Correspondence is a further point of contact. Objectives for the improvement of provision in this area are as follows:

- Telephone callers will be greeted first in Irish.
- Personal callers will be welcomed in Irish.
- Correspondence in Irish will be replied to in Irish.
- Templates will continue to be used in order to facilitate acknowledgement of correspondence.

3.4 Application and Registration Forms, Course Information

The College uses a number of application and registration forms which relate to courses offered to internal clients. The College will continue to ensure that all such application and registration forms and associated information leaflets are and will continue to be made available simultaneously in both official languages on our website.

- The objective here will be to continue to provide all such forms in both Irish and English.
- The provision of timetables and examination/assessment schedules in both Irish and English.
- The provision of general notices in bilingual format.

Notices and forms in both languages will be displayed with equal prominence.

A translation service will be made available to the College to ensure accurate translation of the documentation.

3.5 College website

From the commencement of the scheme the College website will publish all static content bilingually. The static content of any new websites that may be introduced during the course of this scheme will be bilingual.

The College will publish a dedicated email address for queries in Irish on its website: eolas@cice.ie.

3.6 Interactive Services

Currently, the CICE website does not include interactive on-line services. Should any new interactive online services be introduced during the lifetime of this scheme they will be introduced bilingually.

3.7 Computer systems

Existing computer systems are fully capable of handling the Irish language. Any new computer systems being installed will be fully capable of handling the Irish language.

3.8 Advertising of Vacancies

The College will continue to:

- Advertise positions in initial teacher education, including applications for admission to initial teacher training from mature students, in both English and Irish language news papers.

3.9 Support for the Irish Language in College

The current practice of supporting the language in the following ways will be continued:

- The provision of optional classes in Irish for those undergraduate students who require such assistance.
- The provision of prizes and awards for undergraduate students to encourage greater effort in Irish language skills.
- The provision of an intensive course in Irish for all first year undergraduate students.
- The organization of chapel services conducted through Irish.

Additional support for the Irish language is being developed:

- The inclusion of the College in communication and events organised by Cumann Gaelach na hEaglaise
- The joint provision by the College and Cumann Gaelach na hEaglaise of an annual lecture for students on the theme ‘An Ghaeilge in Eaglais na hEireann’
- Joint sponsorship by the College and Cumann Gaelach na hEaglaise of scholarships for attendance by students at public events taking place through Irish
- Development by B.Ed students of chapel services conducted through Irish and accompanying materials, suitable for young people and children. This activity will be incorporated into the Religious Education Certificate
- Dissemination by the College and Cumann Gaelach na hEaglaise of Irish religious service material to primary schools under Church of Ireland patronage

Create links between the College website and the website of Cumann Gaelach na hEaglaise.

3.10 Publications

- The College Brochures and the Student Handbooks will continue to be made available in bi-lingual format.

3.11 Customer Service Charter

- It is proposed to examine and where necessary amend and update the College’s Customer Services Charter in order to ensure that its provisions are in keeping with the requirements of the Official Languages Act, and this Scheme.

3.12 Publicity

- Staff Business cards will be provided bilingually.
- Corporate press releases will be issued bilingually.

3.13 Staff Development

The College has a well-developed development policy for members of staff. To further increase levels of competency in Irish the following provision will be made:

- Additional funding for the purpose of increasing the competency of those whose language skills require improvement.
- Formal training in Irish for new frontline office staff. This training usage to concentrate initially on language usage in order to deal with personal callers and telephone queries.

3.14 Co-ordinating Committee

In order to monitor the implementation of this policy and ensure that the college meets its obligations in terms of the Official Languages Act. The Language Co-ordinating Committee set up under the first scheme, will continue to operate

Chapter Four

Monitoring and Review

The implementation of this will be monitored on an on-going basis by the College Principal advised by the Language Co-ordination Committee which will provide an annual report for consideration by the Principal and Board of Governors.

Chapter Five

Publicising the Scheme

The content of this scheme along with its commitments and provisions will be publicised in the following ways:

- Circulation to the appropriate agencies and public bodies (The Department of Education and Skills, Trinity College Dublin, the Teaching Council)
- College website and through links to the website of Cumann Gaelach na hEaglaise
- Copies will be made available to any member of the general public on request.

CICE will take every opportunity in its day-to-day interactions with customers to promote and publicise the services it provides in Irish through the following means:

- directly informing customers on a pro-active basis of the option of dealing with the College through Irish, for example, by the display of notices at reception areas indicating the Irish language services that are available and also by prominently listing these on the College's website;
- Including footnotes in selected guidelines, leaflets and application forms indicating that these documents are also available in Irish unless presented bilingually
- Giving equal prominence to Irish and English language materials

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

The English language version is the original text of this scheme.