

REGULATIONS UNDER WHICH RECOGNITION IS GRANTED TO IRISH-LANGUAGE COLLEGES

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An Roinn
Cultúir, Oidhreachta agus Gaeltachta
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in conjunction with



Contents

	Page
Introduction	3
1. Immersion Period as part of the Language Acquisition Process.....	3
2. Official Forms.....	4
3. Data Protection	4
4. Child Protection	5
5. Categories and Colleges	7
6. Pupils/Students in Categories A, B, C and D	10
7. The Steering Committee	10
8. Guidelines regarding Accommodation in the Colleges	13
9. The Irish Language	16
10. Organisation of Courses.....	17
11. Timetable	19
12. Criteria for Employing Teachers	22
13. Ardchinnirí.....	23
14. Local Assistants.....	24
15. Principal	24
16. Unavoidable closure	27
17. Appeals Procedure.....	27
18. Function of the Minister for Culture, Heritage and the Gaeltacht.....	30
19. Correspondence with the Department of Culture, Heritage and the Gaeltacht.....	31
20. Appendix 1: Application Form for Recognition	32

Introduction

The Department of Culture, Heritage and the Gaeltacht (DCHG) administers and funds the Irish Language Learner's Scheme. Monitoring Irish Colleges situated in the Gaeltacht is part of this remit. In support of this, these Regulations are provided on a yearly basis as a guide to authorities or to steering committees within these Colleges in relation to various responsibilities they have and also the matters which they must take into account while running these courses.

Each committee who wishes to organise an Irish College in the Gaeltacht under the Irish Language Learner's Scheme must apply to the DCHG for official recognition.

The responsibility for the administration of the Irish-language Colleges rests with the Department of Culture, Heritage and the Gaeltacht since 2010 and that Department is responsible for the development and implementation of policies that will ensure a high standard throughout the system. Therefore, any committee seeking to organise an Irish-language College in the Gaeltacht under the Irish-language Learners Scheme must apply to the Department of Culture, Heritage and the Gaeltacht (DCHG) for official recognition. In addition to this, the DCHG will continue to support households in the Gaeltacht who provide accommodation for Irish language learners.

1. Immersion Period as part of the Language Acquisition Process

The benefits associated with language learners who spend a period of time in an area where they are completely immersed in the target language are widely recognised. As regards Irish Colleges and learning the Irish Language, the amount of Irish which learners take with them to the college is developed and expanded upon. As a result of their immersive experience with the language during their time at the Irish College, not only does acquiring the language become easier to learners, but they also often undertake learning the language at school with more confidence, more conscientiously, with a more positive outlook and with a better understanding of themselves as language learners. Indeed some learners are more likely to avail of extra opportunities to speak and use the Irish language outside of the official education system as a result of the experience they have using the Irish Language as a participant in the college's language community.

Each year over 19,000 young people, between the ages of 10 and 18 years of age head to one of the Irish Colleges situated in the various Gaeltacht regions. The Department of Culture, Heritage and the Gaeltacht recognises the benefits associated with spending time in the Gaeltacht for young people as part of their language learning journey.

2. Official Forms

The application process is now rationalised and each college submits one application. In the new form, details are sought on a college basis rather than on a course basis, to enable a decision to be made regarding the college in relation to recognition in one single application.

An example of the new application form to be used henceforth is attached hereto in Appendix 1. Please note that the declaration on the new application form, which is to be used from this point forward, has been revised to take due account of the enactment of the Children First Act 2015. In the context of the function of the Departments to foster compliance with the Act, the directors of the Colleges will be asked to confirm, inter alia, that a Child Protection Statement has been implemented - in accordance with the relevant provisions of the Act.

Colleges will be asked to provide details of the teachers they intend to use on a once off basis as part of the single application form that is to be used from this point forward.

In there is any significant change in information that is relevant to the responsibility of either of the two Departments, for example, changes in relation to employment of teachers, appropriate details should be provided electronically to colaistigaeilge@chg.gov.ie.

3. Data Protection

DCHG provides data from the applications submitted by the Irish Colleges to the Inspectorate of the DES to enable the Inspectorate to fulfil its role in the quality assurance of the educational provision on the courses run by the Irish Colleges.

When using data provided by the Inspectorate, DCHG will comply, at all times, with the requirements of the Data Protection Act 1998. When using data provided by DCHG to the Inspectorate, the

Inspectorate of the Department of Education and Skills (DES) will, at all times, comply with Section 53 of the Education Act, 1998 and with the requirements of the Data Protection Act, 1998.

As part of the evaluations carried out on the courses being provided by the Irish-language Colleges, the Inspectorate will record the quality of aspects of the educational provision in the courses that are evaluated every year. That data will be used to form the basis for the report on the evaluation carried out on each course and to report on the quality of the provision in the colleges generally. Reports ensuing from evaluations carried out by the Inspectorate will be publicly available at www.education.ie. The basic data will not be shared with DCHG or with any other agency outside of DES.

4. Child Protection

The DCHG and the DES have adopted many steps – with effect from summer 2019 - to further ensure compliance in the Irish College industry – as related to the Child First Act 2015. To that end, in conjunction with Tusla, a template has been compiled to assist Irish Colleges to fulfil their duties in relation to the Child First Act 2015. A copy of this template has been sent the authorities of each of the Colleges and a copy will be available to download on the DCHG website.

As part of the annual application for recognition, each of the colleges will also be requested to confirm in writing that they comply with the statutory duties in relation to child protection and safety from fire. As regards child protection in particular, the college authority must also confirm the following with the Department:

- That the Child Protection Statement (CPS) is in place, in accordance to the relevant provisions of Part II of the Child First Act 2015 (Number 36 of 2015) and provide a link to the location on the website at which the statement is available;
- That the CPS is in a visible location ;
- That the CPS is made available to all staff;
- That the CPS is made available on request to parents, young people, the general public and Tusla, and that there is a procedure in place to facilitate this;
- That all procedures detailed in the CPS and in the Risk Assessment are established, in force and available on request;

- That a review of this CPS is carried out every second year, or as practically possible when there is a relevant change to be made in relation to anything which is referred to in the statement;
- That the college is compliant with the relevant provisions of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 ; and
- To recognise the role and the detailed duties of the households, that the authority in each college ensures that the head of each household employed by the college, is compliant with the Child Protection Statement which has been prepared and applied by the college's authority.

In order to further maintain and facilitate this, the following checklist will be agreed upon by the two Departments, in the compliance checks which will be carried out by the Department of Education and Skill's inspector as part of the assessment on the educational provision in the colleges which are visited:

- That the names of the designated contact and the secondary designated contact are clearly shown, near to the main entrance of each of the buildings in use by the college.
- That the Steering Committee ratifies the Child Protection Statement of the Irish College and that the review in the second year is included, or that a review be carried out whenever a relevant change arises;
- That all of the teachers in the Irish College have read the Child Protection Statement and that they are aware of their responsibilities as mandated persons;
- That the Steering Committee provides all information to all the staff within the college in relation to the college's Child Protection procedures;
- That the Irish College ensures, in the provision of learning programmes, that a provision is made to benefit each child; and
- That Child Protection records are kept in a safe place.

5. Categories and Colleges

(a) Categories

Category A Category A is equivalent to the Learning Period in the Gaeltacht for students of the Higher Education Institutions¹, for primary school teachers, for teachers who were trained abroad, and for people recognised as primary school teachers. Category A also relates to the learning periods in the Gaeltacht organised for primary school teachers finishing the SCG competency test or OCG (Oiliúint le haghaidh Cáilíocht sa Ghaeilge - Adaptation for Irish-language Qualification) adaptation period, to fulfil their registration conditions regarding the Irish language for the Teaching Council.

Category B Young people who are at least 18 years of age. It is expected that courses for this category would suit civil servants, university students, professionals (doctors, solicitors, architects, etc.), members of the Defence Forces, members of An Garda Síochána, and other such persons.

Category C These courses are aimed at young people between the ages of 10 and 19 years on 1 July in the year of the course in the Colleges. The immersion period benefits all learners, regardless of their Irish Language ability. All learners at various levels of ability are catered for through differentiation of the Irish College's language learning programme.

Category D Recognition can be given to short courses which serve to train Ardchinnirí (Head Leader). **Ardchinnirí will be over 18 years of age on 1 July of the year of the course, or they will be over 17 years of age and will have completed the Leaving Certificate by the same date. An appropriate weekend course will be accepted.** The number of pupils/students allowed on any given training course will be a maximum of 40 pupils/students. In the case of large colleges, however, in

¹ In 2012, the Teaching Council approved the report of the working group on the *Tréimhse Foghlama sa Ghaeltacht* (Learning Period in the Gaeltacht) which sets out a series of changes regarding the period spent in the Gaeltacht, as student teachers (primary school) do. A copy of that report is available at: <http://www.teachingcouncil.ie>
Following its approval by the Council, the report is attached as an Appendix to the Council's document: *Initial Teacher Education: Criteria and Guidelines for Programme Providers (2011)*.

which **1000** or more pupils/students attended the summer courses the previous year, the Department will be willing to increase the maximum number by one person per 25 of enrolment over 1000.

(b) Residence during Courses:

Pupils and students must reside in the Gaeltacht during the courses in the Gaeltacht.

(c) Category A Courses

Category A courses are run for student teachers who are attending pre-service educational courses. All teacher/pre-service students in Higher Education Institutions must attend **two fortnight courses – a total period of four weeks** in the Gaeltacht. This is a *mandatory* part of the pre-service teacher training course. Students must be present for the entire period of the courses, i.e. two blocks of 13 days and 14 nights. That is 26 days and 28 nights in total. It must be confirmed, therefore, that each student teacher will spend the entire four week period in the Gaeltacht, including the weekends, while staying in accommodation recognised by the Department of Culture, Heritage and the Gaeltacht, and in which the Irish language is used at all times as the household language.

If any student does not fulfil the attendance rules of the two fortnight courses in the Gaeltacht, he/she must return to the Gaeltacht for a further period, to fulfil the conditions of his/her training as a primary school teacher.

(d) Marking of Rolls

An Official Roll Form will be sent out if an application for such is received from the Steering Committee. If attendance is not recorded according to the instructions given on the roll, the attendance will not be considered as valid and effective attendance.

Although it would be preferable that a college authority would lay out its general roll in alphabetical order, pupils/students must be registered on the Roll of Department of Culture, Heritage and the Gaeltacht, according either to their classes or to the higher education institution in which they are registered.

Attendance at each session (morning and afternoon) must be marked precisely according to the instructions set out in the roll book's introduction (Attendance Roll).

Absences must be marked in a timely manner by using the code explained in the roll book. The college authorities must ensure that the number of students in attendance in any class corresponds with the number of students registered on the roll books. The totals and subtotals sought in each roll book must be included and logged at the end of the course.

Colleges are asked to use a specific roll book for Ardchinnirí on summer courses and to mark their attendance in a timely manner. The college's recognition will depend on this rule being fulfilled satisfactorily.

The management must send hard copies (and electronic copies, if possible) of the rolls in respect of Category A Colleges for student teachers to the appropriate Higher Education Institutions at the end of each course to confirm the students' attendance.

The teaching staff in each Irish-language College must register the subject and main themes of the lessons daily on the appropriate page in the roll books. These details should be consistent with the requirements of the Language Learning Programme of the Irish-language College (see *Section 8*)

(e) Sessions

- (i) The minimum number of hours is 35 per week in Category A courses for student teachers, with 20 of those hours dedicated to formal language classes.

The minimum number of sessions that must be provided on Category B and C Courses is:

<u>Duration of course</u>	<u>Minimum number of sessions</u>
1 week	13
2 weeks	26
3 weeks	38

Category D courses may be organised over four or five days or, in certain cases, over a weekend if necessary, and a minimum of 12 sessions must be provided during that course.

- (ii) Sessions may not be arranged for the day of arrival or the day of departure.
- (iii) A church or public holiday that falls during the period of the course may be included if morning classes and organised afternoon activities are run.
- (iv) Two sessions may be included for Saturdays provided that morning classes and organised afternoon activities are provided.

Recognition will be given for one session on Sundays during the summer courses for those colleges that wish to provide organised activities. These sessions will not be formal classes but enjoyable activities such as trips in the area of the College or in the Gaeltacht, games (indoor and outdoor), céilís, choral singing, etc. These sessions must not interfere with parents' visits to their children. Flexibility must be allowed regarding the timing of the sessions - Sunday morning may suit certain Colleges, but afternoons or evenings may suit other Colleges better. It is assumed, obviously, that certain Colleges will not want to organise sessions for Sundays. One session on Sunday will be allowed for courses run over Easter, subject to the same conditions.

6. Pupils/Students in Categories A, B, C and D

- (a) Category B students are not permitted to attend Category A classes.
- (b) Category C students are not permitted to attend Category A or Category B classes.
- (c) Category A students are not permitted to attend Category B, C or D classes.

7. The Steering Committee

- (a) A Steering Committee consisting of at least three members must be established in each College. The Steering Committee will be responsible for:

- (i) the organisation, administration and oversight of courses;
 - (ii) employing the teachers and ardchinnirí;
 - (iii) recruiting Gaeltacht households that have received recognition from the Department of Culture, Heritage and the Gaeltacht to provide appropriate accommodation for pupils/students. The committee members must have regular involvement with the various course activities.
- (b) Each Steering Committee must hold at least two meetings per year.
- (c) The committee must also ensure that particular attention is given to pupil/student safety throughout the entire course, particularly on roads, online, in the case of online access, in the houses, during organised activities on the playing areas and at swimming practice in the sea and pool.

A written policy must also be drafted and implemented to prevent child abuse, bullying and other anti-social behaviour.

A written **health and safety statement** must be put in place and a **Health and Safety officer must be named and registered** in the college's plan. A copy of this statement must be available to inspectors and other Departmental representatives.

As specified in paragraph 2, the college must provide a declaration that a Child Protection Statement has been put in place, in accordance with the relevant provisions of PART II of the Children First Act 2015 (No. 36 of 2015), and that the college is in compliance with all relevant provisions of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Additionally, having regard to the role and specific responsibilities of mná tí, the college authorities must ask each bean tí in their employ to confirm that they will comply with the Child Protection Statement that has been prepared and put in place by the college authorities.

- (d) The Steering Committee of each college must provide a pupil/student Code of Conduct in written format. Pupils/students and their parents/guardians/next of kin or the Higher Education Institution, as appropriate, must be informed of the rules set out in the Code of Conduct and it must be available for inspection in the college. If a learner or learners have to be sent home before the end of the course due to misconduct, breach of the Irish-language

rule or for any other reason, the decision in each case should be imparted with compassion and understanding for the pupil/student and his/her parents/guardians/next of kin, or for the Higher Education Institution, as appropriate. A clear procedure should be set out in the Code of Conduct for that purpose, so that at least two members of the college authorities will be involved in all such decisions and so that the pupil/student is given a proper opportunity to present his/her side of the story before a decision is made.

- (e) To ensure openness and fairness, an appeals procedure should form part of the disciplinary code and this should be in writing. As part of that procedure, the student's parent/guardian or an appropriate Departmental Head (or equivalent) in the relevant Higher Education Institution, as appropriate, will be consulted beforehand and the pupil/student will be given an opportunity to speak with his/her parent/guardian before a decision is made to expel the pupil/student from the Irish-language college. (See section 15)

In each case where a pupil/student is sent home due a breach of rules, the college must submit a comprehensive report on the matter to the Department of Culture, Heritage and the Gaeltacht.

- (f) Each College should have public liability insurance to cover claims of up to one million euro in respect of each of the centres in which its courses are run.

The insurance policy must contain a clause confirming that the college, its organisers, agents and servants will indemnify the Minister for Culture, Heritage and the Gaeltacht and the Department of Education and Skills, its servants and agents, and will keep them indemnified against all activities, costs, claims and damages arising from any use of those venues or from any incidental events connected to courses organised by the college, its organisers, agents or servants.

A copy of the current insurance policy must be sent to the Department of Culture, Heritage and the Gaeltacht together with the application form C.G(a). If a copy of the current insurance policy does not accompany the application form C.G(a) sent to the Department, recognition will not be granted to the course in question.

8. Guidelines regarding Accommodation in the Colleges

The purpose of these Guidelines is to assist the Steering Committees responsible for the organisation and administration of the courses to fulfil their responsibilities regarding the provision of standard accommodation to all pupils attending the College's activities. These matters must be included in the basic standard recommended for the said facilities.

- (a) The Steering Committee must ensure that suitable accommodation is provided for the pupils/students, for example, classrooms, toilets, appropriate teaching facilities, appropriate accommodation for céilís etc. while ensuring that proper attention is given to hygiene and cleanliness matters. All classes should be held on the one site, if possible.
- (b) Only one class will be permitted in any one room.
- All classrooms must be comfortable with adequate space, heating and natural light.
 - A heating system must be installed and functioning if the weather is cold or wet.
 - All rooms should be free of noise and echo which could interfere with classes.
 - There should be adequate classrooms available without having to rely on running classes in large halls.
 - It is recommended that the maximum of twenty five pupils/students in any class should not be exceeded except in exceptional cases. **Thirty is the maximum number of pupils/students allowed in any given class.**
 - Twenty five is the maximum number of pupils/students allowed in any class on a Category A course.
 - A minimum of 0.85 square metres of space, will be available to each student in the classroom.
 - When a classroom is being measured, only that part of the room that can be used as a classroom will be measured. If, for example, the room is L-shaped, students may not be able to hear the teacher or see the board from a certain part of the room. In such cases, that part of the room will be excluded from measurement.

- No part of a room that is less than 1.5m high will be measured (e.g. If there is a sloped ceiling in the room).
- No room under 10 square metres shall be counted as a classroom. A room measuring less than 10 square metres may be used if there are 5 students or fewer in the room, with at least 0.85 square metres available to each student.
- Priority must always be given to the maximum number of occupants per the room stated on any application for a fire safety certificate for the building. It is the colleges' own responsibility to satisfy themselves regarding the permitted numbers and this information can be obtained from the fire authorities. Every person present in the room, including students, teachers and ardchinnirí, is included in the number stated on the fire certificate application. Recognition can not be given to a college in breach of those rules.

(c) Toilets and hygiene facilities

- A minimum of one toilet must be available to every 30 students attending the college.
- With regard to male toilets, a urinal may be counted as a toilet (WC) but a minimum of one toilet must be available and a ratio of more than 2 urinals per toilet will not be accepted.
- A specific toilet must be available for teachers and other adults and a toilet for the disabled may be used for this purpose.
- Centres without hot and cold water will not be accepted. The colleges themselves are responsible for ensuring that suitable facilities are available for the number of learners they accommodate.

(d) If any of the Colleges is unable to hold all of the classes in one venue, the Steering Committee should divide the College into divisions, with one teacher answerable to the Principal in each division, and should provide this information electronically to the Department of Culture, Heritage and the Gaeltacht **at least one month beforehand.**

(e) It is the responsibility of the colleges themselves to satisfy themselves regarding the permitted numbers and this information can be obtained from the fire authorities. Every person present in the room, including students, teachers and ardchinnirí, is to be included in the numbers stated on the fire certificate application. Recognition can not be given to a college in breach of those rules.

- (f) The Steering Committee must name one of the employed teachers as principal of each course. If a teacher is not named principal on each course, or if the named teacher is not fully qualified as a principal, the course will not be given recognition.
- (g) The number of pupils/students accommodated in a particular house or residence should not exceed the number for which suitable accommodation is available (including rooms, beds and toilets). Appropriate accommodation must be provided for pupils/students with special needs, for example, pupils/students who use wheelchairs.
- (h) For safety and child protection reasons, assistants/ardchinnirí over 18 years of age should be provided with individual rooms.
- (i) The Department of Culture, Heritage and the Gaeltacht must be satisfied with the standard of accommodation for classes. The Department will accept a Certificate signed by a qualified Engineer confirming that the specified accommodation to be used by the College for the College's classes and other activities is in substantial adherence to the guidelines specified in the *Regulations under which recognition is given to Irish-language Colleges*. If that confirmation is not available, it is possible that no other course will be given recognition in the college until such a time as the Department is satisfied that the accommodation is suitable. The college steering committee must pay particular attention to the recommendations made regarding accommodation in the Higher Education Institutions' report, or in the report of an inspector from Department of Education and Skills or the Department of Culture, Heritage and the Gaeltacht, or in the two/three reports, and must implement those recommendations. The Steering Committee is requested to provide details of the steps taken to implement these recommendations in the Application Form. If the recommendations on accommodation are ignored, the college will not be given recognition the following year.
- (j) A new college or sub-centre may not be established without the approval of the Department of Culture, Heritage and the Gaeltacht. In both such cases, the Steering Committee must provide the Department with the necessary details **at least six months prior to the commencement of courses.**

- (k) The Department of Culture, Heritage and the Gaeltacht will not give recognition to the establishment of a new Irish-language College if it is considered that the area is sufficiently catered for already.
- (l) A course will not be given recognition unless there is a minimum of twelve pupils/students on the roll, save in the case of Category A courses.

9. The Irish Language

- (a) The Principal and teaching staff should ensure that Irish is the language of interaction during the course, and they should formulate strategies to ensure that it is used at all times by pupils/students during the course, in the classroom, outside of the classroom and in the accommodation houses. The college authorities should satisfy themselves that Irish is used at all times as the household language in the accommodation houses in use by the college for pupils/students in the Gaeltacht. The college authorities should ensure that all college business is carried out in Irish insofar as possible, i.e. correspondence, documents, application forms, notices, oral enquiries, and they should also ensure that Irish is given priority on websites, if applicable.
- (b) Only pupils who have a sufficient level Irish to ensure that they gain satisfactory benefit from a course should be accepted on Category B, C and D courses.

10. Organisation of Courses

(a) Appointment of Teachers

The College Steering Committee must appoint teachers who fulfil the criteria set out in section 10 below.

One teacher should be employed for every twenty five pupils/students taking part in the course. One of those teachers, who has leadership work experience, should be named as principal.

It is advised that maximum of twenty five pupils/students in any class should only be exceeded in exceptional cases. The maximum number of pupils/students allowed in any class on a Category C course is thirty. **The maximum number of pupils/students allowed in any class on a Category A course is 25.**

If an Irish-language College employs teachers who do not fulfil the criteria set out in section 10 below, the Department will have the right to refuse recognition of the course and to withhold payment.

Each member of the teaching staff must provide continuous service from the start date of the course. A substitute may only be appointed in exceptional cases (for example, when a teacher is ill), and the substitute must be suitably qualified in accordance with the conditions set out in Section 10.

(b) Setting Class Levels

Class levels should be set based on the age-group of the pupils. In addition, appropriate arrangements should be put in place to ensure that the distinctive language requirements of each of the learners are catered for within the class levels themselves.

(c) Principal's Plan

A **Principal's Plan**, setting out a comprehensive outline of the measures that are in place to ensure a high quality immersive experience for pupils, should be prepared in respect of each course. This plan should include the required policies and the self-declaration forms together with an outline account of matters to include strategies aimed at encouraging the use of the

Irish language, trips and activities, staff training measures, provision of morning classes and activities based on recommendations arising out of evaluations carried out by the Department of Education and Skills and any other relevant documents. The plan should be identifiable as a living document that is guided by the underlying teaching principles of the Irish-language College and should be revised regularly as required over the duration of the course.

(d) Language Learning Programme

Each College should have its own **Language Learning Programme** clearly setting out the measures intended to improve the Irish language competency of the pupils over the duration of the course. Each College is at liberty to structure their Language Learning Programme in a manner of their choosing which allows them to remain faithful to their own teaching philosophies, but the programme should include a clear overview of the basic principles underlining the class work and also the teaching, learning and assessment practices which will be implemented in the programme.

An account of the manner in which this programme will be implemented should also be included as a section in the principal's plan. It is assumed that the Steering Committee will have taken the appropriate steps as part of its professional development programme for teachers to ensure that all teachers are fully trained in the methodologies set out in the language learning programme (e.g. training workshops, mentoring programmes) in order to ensure a high standard of teaching and learning in the morning classes.

(e) Individual Teacher Planning

All teachers will be expected to undertake the appropriate short-term planning and it is recommended that a common approach should be taken in this regard throughout the College. It is recommended that the College's Language Learning Programme be used as a basis by individual teachers when developing their individual plans. Each teacher's own individual plan will be expected to be a living document in which the material for individual classes will be adapted according to the areas of interest and learning needs of the pupils. Material for classes should contain novel elements and should place emphasis on methods of communication. The duties of the principal include ensuring that proper preparation has been done for the morning lessons and taking action in any case in which he/she identifies deficiencies in the quality of this work.

(f) Planning for Improvement and Quality Assurance

In order to improve the quality of provision from course to course, self-evaluation, at College level and at individual teacher level, should be central to all planning processes, especially as regards the implementation of the language learning programme.

The Inspectorate of the Department of Education and Skills will carry out evaluations on the quality of the educational provision in a number of courses each year. The main decisions and recommendations arising out of these evaluations will be set out in reports published on www.education.ie and www.chg.gov.ie. It is expected that the Steering Committees will act in accordance with the report recommendations and details of progress made will be sought in the Application Forms. The Chief Inspector may also decide certain years to publish a composite report on the Irish-language Colleges.

11. Timetable

- (a) 35 hours per week of learning activities must be provided on any Category A courses. A minimum of 20 of those hours must be spent teaching the language in a formal setting. The formal classes should be run in the morning and, when being designed and taught, attention should be paid to the guidelines provided from time to time by the Teaching Council in consultation with the providers of the initial education programmes for teachers. The remaining 15 hours of learning activities should be based on relevant elements of the primary school curriculum.
- On Category B and Category C courses, 2.5 hours of formal classes (not including a break) must be taught in the morning and a minimum of 1.5 hours must be spent doing organised activities under the direction of the teachers in the afternoon. These activities should be organised in a way that covers a number of different areas of interest and also that fosters the pupils/students' communicative ability. In this context, written work should be reduced. Every student must take part in the variety of activities organised.

Teachers must be present and take part in afternoon activities. It is important that pupils should not be the sole responsibility of an ardchinnire or a local assistant at any time.

- (b) On Category D courses, 2.5 hours of formal classes (not including a break) must be taught in the morning and a minimum of 2 hours must be spent doing organised activities in the evening. If organised night-time activities are included as part of the minimum requirement of 12 sessions, these sessions must be at least 2 hours long.
- (c) No more than one hour should be allocated for any lesson or lecture in the formal morning teaching on Category B, C and D courses.
- (d) Group singing and music will be taught in the afternoon or at night. An appropriate portion of the formal teaching time may be used to teach each class respectively the lyrics and tunes of songs. **A full lesson of music/singing will not be allowed as part of the formal morning teaching.**
- (e) Organised Afternoon and Evening Activities:

Learning activities on Category A courses should be in compliance with the guidelines provided from time to time by the Teaching Council in consultation with the initial teacher education (ITE) providers. The syllabus and language programmes as designed and agreed by the Higher Education Institutions must be used on these courses.

This part of the course is considered to be equally important as the formal teaching in the morning on Category A, B, C and D courses. The Principal, together with the teachers and ardchinnirí (if applicable) will be responsible for organising a series of suitable activities in a systematic manner that ensures the participation of all pupils.

It is expected that the pupils will accurately acquire vocabulary and idioms relevant to the various activities as a result of the manner in which these language elements are explained to them and in which opportunities are afforded to them during the activities to practise these elements of the language in a natural context outside of the classroom.

(i) Organised Afternoon Activities

Some of the activities that could be organised include:

- Singing;
- Preparation for choral singing, social evening events and céilís;
- Instrumental music;
- Projects;
- Art and Crafts;
- Walks and Trips, with a specific purpose;
- Games (indoor and outdoor);
- Athletics;
- Quests;
- Table Quizzes;
- Twenty Questions;
- other innovative activities/events;
- etc.

(ii) Organised Night-time Activities

Some of the activities that could be organised include:

- A minimum of four céilís on weeknights;
- Choral singing;
- Mini plays;
- Social events, etc.

(f) If, for any reason, classes or organised activities need to be cancelled (for example, a tour), appropriate arrangements should be made to compensate pupils/students for the contact hours missed. Interested parties, including Higher Education Institutions and the Inspectorate of the Department of Education and Skills, should be informed of the new arrangements as soon as possible.

(g) One or two trips will be permitted during a course provided that any such trip has been announced beforehand as part of the course events programme and that it is specifically linked to the Language Learning Programme of the College. Morning classes should not be missed except in extremely exceptional circumstances and the trip should benefit the children in terms of developing their language skills/and their cultural awareness.

12. Criteria for Employing Teachers

- (a) The Department of Education and Skills and the Department of Culture, Heritage and the Gaeltacht must be satisfied with the qualifications of the teachers undertaking the course, and the Teaching Council and the Higher Education Institutions must be satisfied with the courses being provided under Category A during the Learning Period in the Gaeltacht.

Teachers employed must have a high level of proficiency in spoken and written Irish (i. fluent Irish) in addition to having good experience in teaching Irish and a good record as teachers. Teachers appointed to Category A courses should preferably have experience as primary school teachers and be very familiar with *Primary Language Curriculum (2015)* and *Curaclam na Bunscoile Gaeilge (1999)* and they should also be familiar with Irish language Specifications (L1 and L2) for the Junior Cycle.

(b) **The Teaching Council**

Every teacher working on an Irish-language College course must be registered with the Teaching Council. Fully-qualified teachers registered with the Northern Ireland Teaching Council (GTCNI) will also be accepted. **The teacher's registration number must be given in the appropriate column on the application form.**

Recognition will not be given to any teaching period claimed if the teacher is not registered with the Teaching Council, save in very exceptional circumstances.

An exception will be made in the case of qualified teaching staff who are or were employed to teach Irish in Higher Education Institutions that provide a Learning Period in the Gaeltacht for Trainee Teachers. Recognition may be given, in extremely exceptional cases, where it has been proven to the satisfaction of the Department that steps are being taken to effect registration with the Teaching Council. Each case will be examined on an individual basis. The final decision in all cases will rest with the Department of Culture, Heritage and the Gaeltacht.

(c) Qualifications for teaching Irish

For teaching staff on Category A, B, C and D courses, please indicate in the appropriate section of the application form, which of the criteria from (i) – (iv) below is satisfied in respect of each teacher employed to teach on the course. The appropriate code should be inserted into the grid entitled *Cáilíochtaí i nGaeilge*, e.g. **10 (c) (iv)** for a post primary teacher who does not hold a degree in Irish but who has a sufficient level of proficiency in Irish and is sufficiently trained and knowledgeable in teaching methods to teach Irish.

- (i) Qualified primary school teacher with fluent Irish;
- (ii) Qualified teacher who has obtained TGMI (Teastas Gaeilge do Mhúinteoirí Iarbhunskoile - Irish language Certificate for Post Primary Teachers)
- (iii) Qualified teacher with a University degree in which Irish is one of the main subjects
- (iv) Qualified teacher with high standard of proficiency in Irish and with appropriate training in Irish language teaching methods
- (v) In the exceptional case where a substitute may have to stand in for a teacher, a qualified teacher who satisfies one of the criteria set out above should be employed and the Department of Culture, Heritage and the Gaeltacht must be informed immediately via email: colaistigaeilge@ahg.gov.ie or telephone (091) 503700. The final decision in all cases will rest with the Department of Culture, Heritage and the Gaeltacht.

13. Ardchinnirí

- (a) Teachers or non-teachers who have very good level of proficiency in the Irish language will be accepted as ardchinnirí under the direction of the Principal to undertake afternoon and evening activities. A maximum of one ardchinnire per twenty five students will be allowed.

- (b) Qualifications: Ardchinnirí will be over 18 years of age on 1 July of the year of the course, or will be over 17 years of age and will have completed the Leaving Certificate by the same date. They will be fluent Irish speakers or have spent periods as pupils/students in an Irish-language College. They will have an understanding of young people. They will be capable of cooperating with the Principal and the teaching staff in organising suitable events and in supervising young people. An expertise in certain aspects of the pupils'/students' past-times, e.g. music, dance, games, swimming, etc. is desirable.
- (c) Responsibilities: Ardchinnirí will be given responsibilities relating to the Irish-language development of the pupils/students in events outside of the classroom. (See Rule 9(f)).
- (d) Details of the ardchinnirí should be given on a particular roll.
- (e) There should be one ardchinnire per 25 students on a College's roll books.
- (f) All information sought in respect of ardchinnirí should be provided in the application form.

14. Local Assistants

It is a matter for the Colleges themselves to appoint assistants i.e. members of the local community over 15 years of age, or who have completed their Junior Certificate, who are under 24 years of age and in respect of whom the Department is satisfied that the Irish language is their spoken language at home. There will be one assistant per 20 pupils/students. This arrangement will not affect Archinnirí who have already been accepted under the scheme. The colleges are advised to seize the opportunity to develop a strong link between the young people of the Gaeltacht and the Learners during and after the courses by appointing assistants.

15. Principal

A member of the teaching staff must be named as principal of each course.

(a) Roles and Responsibilities of the Principal

The Principal is recognised as the person who is in charge of the course and who manages the day to day activities of the course. The Principal is responsible for ensuring that appropriate conditions are in place so that course pupils are provided with a worthwhile and enjoyable Irish-language learning experience.

The principal is a learning leader and is expected to be fully committed to improving the learning experience by promoting innovative and creative co-operative practices in every aspect of the provision.

The Principal must also fulfil management obligations and is responsible for providing a wholesome learning environment in which pupils are immersed in the Irish language and Gaeltacht life.

The main responsibilities of the course principal include:

- ✓ Facilitating and ensuring the use of the Irish language as the course language
- ✓ Ensuring an orderly and safe environment
- ✓ Encouraging good relations between the course community and the general public
- ✓ Making timetabling arrangements for classes and activities, setting class levels, assigning teachers to class levels etc. to ensure that the best possible use is being made of the college's staff resources.
- ✓ Promoting improvements in learning, teaching and evaluation by setting out a general work agenda
- ✓ Overseeing the implementation of the College's language learning programme and ensuring that the teachers' short-term preparation is suitably adapted to class level requirements, especially in cases where classes are exchanged or in the case of newly appointed teachers.
- ✓ Encouraging and facilitating pupils' holistic participation in all course activities
- ✓ Creating leadership role opportunities for staff members and pupils
- ✓ Evaluating his/her own ability as a leader and developing his/her own perceptions
- ✓ Working in partnership with the Irish-language College authorities in order to improve the quality of the provision.

(b) Criteria for Employing a Principal

- (i) The principal appointed will be expected to have a good understanding of the language acquisition process and to be fully trained in the most effective methods of progressing learners' ability in the Irish language.

In the case of Category A, the appointee will be expected to have five years' teaching experience in the primary education sector and be fully informed of the new primary school language curriculum and the methods put forward therein.

In the case of Categories B, C and D, the principal appointed will be expected to have satisfactory teaching experience in the primary or post-primary sector, and be fully informed of the Irish-language Specifications of the Junior Cycle (T1 and T2), and the Senior Cycle syllabus and also the Primary School Language Curriculum.

- (ii) Good experience of work in general in Irish-language Colleges and a very good prior-record as a teacher in an Irish-language College;
- (iii) Excellent administrative, management and leadership abilities;
- (iv) Ability to cooperate well with the pupils/students, teachers, parents/guardians, mná tí, general public, authorities, Department of Culture, Heritage and the Gaeltacht officials, Department of Education and Skills officials, and members of the Higher Education Institutions.

(c) Duties of Principal:

In order to ensure the proper organisation and management of Irish language courses:-

- ✓ the principal, or a principal's representative, will be present at the college a half an hour prior to the commencement of morning classes

- ✓ the principal's plan will be prepared in accordance with the guidelines set out in 8(c)
- ✓ a plan for each individual class, based on the Language Learning Programme, will be prepared by each teacher and that suitable short-term preparation will be undertaken.
- ✓ the appropriate arrangements will be put in place to address recommendations arising out of evaluations carried out by the Department of Education and Skills previously
- ✓ rolls will be kept in accordance with Department of Culture, Heritage and Gaeltacht Regulations.
- ✓ there will be appropriate cooperation between the principal and the Irish-language College authorities to ensure that a high quality course is provided
- ✓ regular visits will be made to the boarding houses, as appropriate
- ✓ The principal will be appointed as Designated Liaison as required under the provisions of *Children First: National Guidance for the Protection and Welfare of Children* (Department of Children and Youth Affairs 2011).

16. Unavoidable closure

If the College is closed due to an infectious disease or other unavoidable cause, the Minister must be satisfied as to the reason for the closure.

17. Appeals Procedure

In partnership with the relevant parties, the Department of Culture, Heritage and the Gaeltacht, when necessary, carries out a review of the *Regulations under which Recognition is Granted to Irish-Language Colleges* in conjunction with the Department of Education and Skills.

The Steering Committee of each college is required to provide a written copy of the pupil/student Code of Conduct to pupils/students and their parents/guardians and inform them of what is set out therein and the Code must also be available for inspection in the college.

If a learner or learners have to be sent home, on serious grounds, before the end of the course due to misconduct, breach of the Irish language Rule or for any other reason, the decision in each case should be made with compassion and understanding for the pupil/student and his/her parents/guardians/Higher Education Institution.

To ensure the principles of openness and fairness, an appeals procedure should form part of the disciplinary code and this should be in writing. As part of that procedure, every effort will be made to consult with the pupil's/student's parent/guardian/Higher Education Institution beforehand and the pupil/student will be given an opportunity to speak with his/her parent/guardian/Higher Education Institution before a decision is made to expel the pupil/student from the Irish-language college.

At least two members of the college authorities will take part in all such decisions and the pupil/student will have a proper opportunity to present his/her side of the story before a decision is made.

It is understood the expulsion of pupils/students due to certain serious minor incidents must be allowed in order to ensure the effectiveness and organisation of the Colleges. It is not intended to prevent a steering committee from expelling a student when it is necessary to do so. It is also not intended to unnecessarily delay the process set out by the college regarding the expulsion of a pupil/student; it is believed that the full appeal system as specified can be implemented within one day.

The following steps are to be implemented in the process:

- A minimum of two members of the college authorities must be involved in any decision to expel a pupil/student prior to the end of the course;
- The pupil/student must be informed that he/she has been accused of breaching the rules;
- The pupil/student must be informed of the rule(s) in question and the implications associated with the breach;
- The pupil/student must also understand the nature of the complaint being made;
- The pupil/student must be given an opportunity to speak with his/her parent/guardian/Higher Education Authority privately;
- The pupil/student must be given an opportunity to present his/her side of the story and he/she must be informed that he/she is allowed to speak in a language other than Irish, if he/she prefers;
- The College must make every effort to contact the parent/guardian/Higher Education Institution to impart the news;

- If the parent/guardian/Higher Education Institution wishes to be present when the matter is being discussed with the pupil/student, such should be welcomed provided that this does not result in unreasonable delay to the process;
- The pupil/student and the parent/guardian/Higher Education Institution are to be informed of the decision;
- If the parent/guardian/Higher Education Institution is not present, other arrangements must be made to accompany the pupil/student home if he/she is being expelled;
- The parent/guardian/Higher Education Institution must be told of the arrangements to send the pupil/student home;
- The pupil/student should not be sent home without someone from the College accompanying him/her.

It is recognised that in rare cases when matters of security and safety come into play with regard to the protection of the pupil/student and the other pupils/students, that the College will have no other option but to expel the pupil/student without going through the full process outlined above. It is expected that this would only happen in very exceptional circumstances.

In each case where a pupil/student is sent home due a breach of rules, the steering committee is asked to submit a brief report to the Department of Culture, Heritage and the Gaeltacht in relation to matter to:-

Rannóg na gColáistí Gaeilge
Department of Culture, Heritage and the Gaeltacht
Na Forbacha
Galway

The following matters will be referred to in the report:

- Name of pupil/student;
- Rule breached and when it was breached;
- The contact made by the student and College with the parent/guardian/Higher Education Institution;
- The date on which the pupil/student was sent home and the arrangements in that regard.

The Irish-language Colleges will be expected to cooperate with the Department of Culture, Heritage and the Gaeltacht, the Higher Education Institutions and the Department of Education and Skills in the implementation of the above arrangements and this is expected to produce a positive outcome.

18. Function of the Minister for Culture, Heritage and the Gaeltacht

- (a) The Minister for Culture, Heritage and the Gaeltacht may send officials to inspect classes and other activities at any time during the course.
- (b) At the request of the Minister for Culture, Heritage and the Gaeltacht, the Inspectorate of the Department of Education and Skills will run an annual inspection programme in a sample of the courses in the Category C Irish-language Colleges to confirm the quality of the provision in the Irish language courses in the Colleges and to advise the Department of Culture, Heritage and the Gaeltacht accordingly.
- A copy of the Principal's Plan [see section 8(c)] must be available to inspectors and other Departmental representatives. Should it become evident in a course inspection that a College is in breach of the provisions of the Regulations, a memorandum regarding the breach will be sent to the Department of Culture, Heritage and the Gaeltacht so that the matter may be raised directly with the Steering Committee of the Irish-language College.
 - If any one of the Regulations is not observed, the Minister reserves the right to deny or cancel recognition of the course. A warning will be given at the same time advising that recognition will not be given in the future in the event of a recurrence.
 - The Chairperson of the Steering Committee will be contacted if the Department requires clarification of matters regarding the work of the college during the courses or thereafter. The Steering Committee will provide immediate information as necessary.

19. Correspondence with the Department of Culture, Heritage and the Gaeltacht

- (a) An electronic copy in WORD format must be sent to the Department by 31 March 2018.
- (b) If any changes need to be made to the information given in the forms before the commencement date of the course, an amended electronic copy must be sent to the Department as soon as possible before the commencement of the course.
- (c) The College authorities should send the roll back to the Department at the end of the course.
- (d) The College authorities should send the form for Additional Personal Leave to: CONCOS, Tír an Fhia, Leitir Móir, Co na Gaillimhe. Teil: 091 577050 email address: eolas@concos.ie

More information and enquiries:
Rannóg na gColáistí Gaeilge
Department of Culture, Heritage and the Gaeltacht
Na Forbacha
Co Galway
Email address: colaistigaeilge@chg.gov.ie
Teil: 091 503700
www.chg.gov.ie

19. Appendix 1 - Application Form for Recognition



An Roinn
Cultúir, Oidhreacht agus Gaeltachta
Department of
Culture, Heritage and the Gaeltacht

in conjunction with



Córas na gColáistí Gaeilge Application Form for Recognition College Name:

Please read *Regulations under which Recognition is Granted to Irish-Language Colleges - 2nd Edition, 2018* before filling out this form. Guidelines regarding the completion of the form are set out below.

This form, once fully completed, should be sent by email to the address at the bottom of the form so that it is received by the Department before **16 March 2018** in respect of **Category A Courses** and one month beforehand in respect of courses beginning prior to that date.

Applications for **Category B, C and D Courses** must be received by the Department before **6 April 2018** at the latest.

For Office Use Only: Identification Code:

GENERAL DETAILS ABOUT THE COLLEGE AND THE COURSES

Name of college:

Address of college:

College telephone number:

College email address:

College website:

College Director(s):

PLANNING AND SELF-ASSESSMENT - GIVE AN ACCOUNT OF THE FOLLOWING MATTERS:

Planning at college level:

A. (i) College Objectives (max 100 words):

A. (ii) The College approach to developing the pupils' proficiency in Irish (max 200 words):

B. Give a brief outline of the main elements of the College language learning programme:

C. (i) In the event that certain deficiencies were identified in the report of the Department of Education and Skills inspector and that recommendations were made regarding how best to rectify them, please specify those deficiencies:

C (ii) Specify what steps have been taken to address the matters set out above:

SCHOLARSHIPS

Specify the number of scholarships/discounts the College provides on a yearly basis:

Specify the number of scholarships/discounts relating to social inclusion:

Specify the number of scholarships funded by organisations other than the College:

Further details:

Criteria relating to scholarships (*for example social inclusion*):-

Information/details in relation to any scholarships provided by other organisations (*if relevant*)

TRIPS

Organised trips and the educational benefits associated with them (*please indicate whether formal morning classes will be missed on account of the trips*)

THE TEACHING STAFF THAT WILL BE EMPLOYED ON SPECIFIC COURSES

Please, in so far as is possible, give details of the teachers who will be employed on the specific courses:-

Name	Teaching Council Number (press ctrl & click below) www.teachingcouncil.ie/ga / www.gtcni.org.uk/	Qualification s In Irish	Course A	Course B	Course C	Course D	Course E	Course F	Course G	Course H	Course I	Course J	Course K

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please set out the main elements of the principal's plan, including the programme (main headings will suffice):-

EXACT DETAILS OF THE PARTICULAR COURSES

Course A:

Commencing : 08/02/2018

Ending : 08/02/2018

Category: Select

Number of centres in use: Select

Address of Centres:

Course Principal:

Telephone number:

Name of contact person for Inspectorate :

Telephone number:

Number of teachers (estimated) :

Number of pupils (estimated):

Course Timetable (Monday to Saturday)		
	Start time	End time
Morning:		
Evening:		
Night:		

Course B:

Commencing : 08/02/2018

Ending : 08/02/2018

Category: Select

Number of centres in use: Select

Address of Centres:

Course Principal:

Telephone number:

Name of contact person for Inspectorate :

Telephone number:

Number of teachers (estimated) :

Number of pupils (estimated):

Course Timetable (Monday to Saturday)		
	Start time	End time
Morning:		
Evening:		
Night:		

Course C:

Commencing : 08/02/2018

Ending : 08/02/2018

Category: Select

Number of centres in use: Select

Address of Centres:

Course Principal:

Telephone number:

Name of contact person for Inspectorate :

Telephone number:

Number of teachers (estimated) :

Number of pupils (estimated):

Course Timetable (Monday to Saturday)		
	Start time	End time
Morning:		
Evening:		
Night:		

Course D:

Commencing : 08/02/2018

Ending : 08/02/2018

Category: Select

Number of centres in use: Select

Address of Centres:

Course Principal:

Telephone number:

Name of contact person for Inspectorate :

Telephone number:

Number of teachers (estimated) :

Number of pupils (estimated):

Course Timetable (Monday to Saturday)		
	Start time	End time
Morning:		
Evening:		
Night:		

Course E:

Commencing : 08/02/2018

Ending : 08/02/2018

Category: Select

Number of centres in use: Select

Address of Centres:

Course Principal:

Telephone number:

Name of contact person for Inspectorate :

Telephone number:

Number of teachers (estimated) :

Number of pupils (estimated):

Course Timetable (Monday to Saturday)		
	Start time	End time
Morning:		
Evening:		
Night:		

DECLARATION

I, College Director, confirm:-

General

<ul style="list-style-type: none"> that we have read the <u><i>Regulations under which Recognition is Granted to Irish Language Colleges - 2nd Edition</i></u> - and that we are happy to comply with the conditions set out therein as well as any other condition the Department may impose on any recognition granted. 	Select
<ul style="list-style-type: none"> that the organisation's tax affairs are in order. 	Select
<ul style="list-style-type: none"> that our obligations pertaining to matters of equality (including gender, civil status, family status, disability, race, sexual orientation and religion), or indeed any other obligation set out in the information leaflet, will not be 	Select

breached without a proper, fair and right reason, should we be granted recognition under the programme.	
<ul style="list-style-type: none"> that the information given in this form is true and accurate to the best of our knowledge. 	Select

Child Protection

<ul style="list-style-type: none"> that a Child Protection Statement has been put in place, in accordance with PART II of the Children First Act 2015 (No. 36 of 2015). 	Select
<ul style="list-style-type: none"> details in relation to the link to the College's Child Protection Statement on the College's website: Details here: 	
<ul style="list-style-type: none"> that the college is in compliance with all relevant provisions of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. For more information, see: vetting@garda.ie 	Select
<ul style="list-style-type: none"> that, in light of the role and specific obligations of the households, the college authorities will ensure that each household employed confirms that it will comply with the Child Protection Statement prepared and implemented by the college authorities. 	Select

Accommodation/Fire Matters

<ul style="list-style-type: none"> that the college authorities are duly fulfilling their obligations as laid down by the relevant provisions of the Fire Services Acts 1981 and 2003 - Section 18(2) in particular. See: www.irishstatutebook.ie/eli/1981/act/30/enacted/en/html 	Select
--	--------

Hygiene Matters

<ul style="list-style-type: none"> With regard to matters of hygiene, I confirm that the appropriate facilities will be provided, including toilets and hot and cold water. 	Select
--	--------

Freedom of Information Act, 2014

<ul style="list-style-type: none"> In accordance with Freedom of Information Acts 1997 and 2014, the Department of Culture, Heritage and the Gaeltacht can (on request) release information given in an application form and/or in supporting documentation. If your application contains any sensitive information, this should be indicated and a reason given why it should not be released should such information be sought under the Act. If the Department is asked to release any information which is believed to be sensitive, we will consult with you before coming to a decision on the request. The Department will not be held responsible by the applicant or anyone else for any loss, damage or cost of any kind which could arise directly or indirectly from this. 	Select
--	--------

<ul style="list-style-type: none"> that there is no sensitive information contained in this application or in any supporting documentation and that we understand that the Department may release all or part of the information for the purposes of the above mentioned Act. 	Select

Signed:
Director of the College

Date:

This application form once properly completed should be sent to the following email address: colaistigaeilge@chg.gov.ie

More information and enquiries:
Rannóg na gColáistí Gaeilge
Department of Culture, Heritage and the Gaeltacht
Na Forbacha
Co Galway

Teil: 091 503700
www.chg.gov.ie

Completing the Form

Unless otherwise indicated, you must complete every part of this application form. If you do not do so, the following matters should be complied with when completing the form:

- Please ONLY use **Microsoft Word** or the equivalent open source programme **OpenOffice Writer** to complete this form. If any other programme is used to complete this form the document will be corrupted and it will not be possible to upload it.
- If using OpenOffice, please only use <http://openoffice.org>. This software is free and may be downloaded and installed quickly.
- Please do not alter any of the form security settings.
- Please save in .doc or .dox format ONLY. If the form is saved as any other file type initially, the document will be corrupted and it will not be possible to upload it. If you are given the option in OpenOffice to save the document in its current format or in ODF format, please choose “Keep Current Format”.

Insert content on the form in the following manner:

Tick Boxes

- Click on a box to insert a tick; click again to remove the tick.
- Do not exceed the maximum number of tick boxes shown on the form.

Text fields

- Please click on the grey box within each answer field to insert text or figures.
 - **Microsoft Word:** enter text directly into the grey box.
-

-
- **OpenOffice Writer:** click on the grey box and enter your text into the input field that appears.
-

Word limits

- Word limits indicated for some questions are merely estimates.
-

Tables

- Click on the grey box within each cell in the table to insert text and figures.
 - Insert dates in the format (day, month, year) dd/mm/yyyy - for example, 21/09/2015.
-