



# Bòrd na Gàidhlig Gaelic Language Plan Template

## Notes on the Bòrd na Gàidhlig template for the preparation of Gaelic language plans

This template has been created in response to representations made by public authorities to Bòrd na Gàidhlig expressing the need for guidelines to assist them in preparing Gaelic language plans. It does not replace or supersede the Bòrd's Guidance on the Development of Gaelic Language Plans but aims to provide an additional practical tool which may be used in the preparatory process.

Bòrd na Gàidhlig recognises that each public authority will have its own set of particular circumstances and expects each plan to reflect that uniqueness. The Bòrd however does require Gaelic language plans to be structured according to the published Guidance on the Development of Gaelic Language Plans and each public authority will be expected to examine their own situation and identify the most effective and practical methods of exercising their duties according to the principles of the Gaelic Language (Scotland) Act 2005.

Relevant text should be inserted according to each public authority's own individual circumstances in accordance with the Guidance on the Development of Gaelic Language Plans.

A suggested form of words has been recommended for some sections of the template but each authority is welcome to amend or re-write these paragraphs as required.

A Gaelic plan should contain clear action targets, action delivery dates and identification of responsibility for target delivery. The plan should be written so as to ensure that a member of the public reading the plan can easily understand what the public authority is committing to.

Your draft Gaelic language plan should be produced bilingually and be made available to as many members of the public, Gaelic organisations and associations, and relevant public authorities as possible during the consultation process.

For the following template:

- Guidance notes are in blue
- Suggested text is in black

## Front Cover

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**[Public authority's title and logo]**

### GAELIC LANGUAGE PLAN

**[Timeframe of the plan e.g. 2015-20]**

This plan has been prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on [\[insert date\]](#)

**N.B** - The Bòrd na Gàidhlig logo should not appear on the cover document or any other part of a Gaelic Language Plan while it is in draft form.

## Foreword

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This should be from the Accountable Officer and / or the chair of your organisation with a clear statement of commitment from your organisation in support of the 2005 Act, stating the corporate nature of the plan within your organisation.

The foreword should be used to establish key over-arching principles of the plan, particularly:-

- Equal Respect
- Active Offer
- The long term vision for Gaelic within your public authority

Other general concepts that could be considered:

- Reasonable and proportionate commitments
- Incremental growth
- Normalisation
- Employment and recruitment
- Language planning (inc. Corpus development)

It is recommended that each plan contains a table of contents for ease of navigation by the reader.

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## INTRODUCTION

### DESCRIPTION OF YOUR ORGANISATION'S FUNCTION AND LOCATION OF OFFICES

It is recommended that this section should contain a brief summary of the following:-

- The functions and statutory duties of your public authority.
- Its organisational structure, including management and reporting structures
- Location of offices.
- The public it serves.

This section may also include information such as:

- a brief history of how and when your organisation was formed
- a demographic and socio-economic profile
- total number of employees and total budget of your organisation
- how your authority manages delivers priorities regarding national legislation

### THE GAELIC LANGUAGE (SCOTLAND) ACT 2005 AND THE ISSUING OF NOTICE:

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require a public authority to prepare a Gaelic language plan. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising the status and profile of the language and creating practical opportunities for its use.

This document is [Insert public authority's title]'s Gaelic Language Plan prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

[Insert public authority's title]'s Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

Bòrd na Gàidhlig staff will readily assist with, and provide information for this section if required.

## APPROVAL OF [INSERT PUBLIC AUTHORITY'S TITLE]'S GAELIC LANGUAGE PLAN:

[Insert public authority's title]'s Gaelic Language Plan will be submitted to Bòrd na Gàidhlig for approval on XXXXXX.

## CONSULTATION ON OUR DRAFT GAELIC LANGUAGE PLAN:

The 2005 Act requires public authorities to bring the preparation of their Gaelic language plans to the attention of all interested parties. [Insert public authority's title] has consulted publicly on the draft of our Gaelic language plan and has taken into account representations made to us during the consultation process.

This section should contain a summary of how the consultation was conducted, including what methods of consultation your public authority used, who was consulted and the results of the consultation process. Appendix 2: Outcomes of Consultation should contain more detailed information on the consultation process.

## SUMMARY OF GAELIC IN SCOTLAND

[Insert public authority's title] recognises that Gaelic is an integral part of Scotland's heritage, national identity and cultural life. [Insert public authority's title] is committed to the objectives set out in the National Gaelic Language Plan and has put in place the necessary structures and initiatives to ensure that Gaelic has a sustainable future in Scotland.

[Insert public authority's title] recognises that the position of Gaelic is extremely fragile and if Gaelic is to be revitalised as a living language in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- enhance the status of Gaelic;
- promote the acquisition and learning of Gaelic;
- encourage the increased use of Gaelic.

Bòrd na Gàidhlig staff will readily assist with, and provide information for this section if required.

## GAELIC WITHIN [INSERT PUBLIC AUTHORITY'S TITLE]'S AREA OF OPERATION.

The key elements this section should include are:

- A description of Gaelic use both in terms of the demographic and functional profile of the public authority.
- An introductory paragraph on the demography of the Gaelic language in the public authority area both at the present time and historically



- Consideration of the potential for your authority to grow the use of Gaelic within your area of operation.

It should take into account information on:

- The most recent census data including the total number of people recorded as being able speak, read, write and understand Gaelic and with a combination of these linguistic skills
- The geographical distribution of Gaelic users
- Numbers of children in Gaelic-medium education at each level and locations where such provision is available
- Numbers and information on teaching of Gaelic as a subject
- Overview of Gaelic related activity including information on:
  - Gaelic-medium events
  - Details of community organisations with a Gaelic function
  - Information on Gaelic learners' classes including, if available, the type of class and information on the numbers of learners
  - Information on Gaelic organisations with offices in the public authority's area
- Bòrd na Gàidhlig staff will readily assist with, and provide information for this section if required.

## INTERNAL GAELIC CAPACITY AUDIT

[Insert public authority's title] conducted a holistic audit of existing internal Gaelic capacity as part of the preparation of this Gaelic language plan. The results of this audit were taken in to consideration when developing commitments in the plan, and have assisted [Insert public authority's title] in ascertaining how to establish, maintain or improve practices in order to develop the use of the Gaelic language.

This section should contain a brief summary of the audit, how it was conducted, and its findings. It should highlight the following key aspects of the audit as specified in the *Guidance on the Development of Gaelic Language Plans*:

1. The linguistic profile of your authority:
  - The number of employees who speak, read, write or understand Gaelic and the level of their language skills.
  - The number of employees undertaking Gaelic language skills training (personally or in the workplace) and the number who express an interest in doing so.
  - The departments and/or locations within your organisation in which those identified above work.
  - The number of posts that are already designated as ones in which Gaelic is an essential or desirable job skill.
  - The services or the internal processes that are already conducted through the medium of Gaelic.
2. The creation of an inventory of all existing Gaelic and bilingual materials, including publications, stationery, forms and on-line content.
3. An audit of existing Gaelic and bilingual internal and external signs.

4. An assessment of your authority's translation and interpretation capacity (e.g. whether your organisation has a designated staff who act as translators and interpreters, and any training and accreditation which they have received).
5. A commitment should be made to maintain viable data on the above. If the data is not available, a commitment should be made to acquiring it early in the life of the plan and making it public.

A copy of the full Internal Gaelic Capacity Audit should be submitted along with the draft plan as Appendix 1.

The Bòrd's language plans team will be happy to provide advice on conducting an internal Gaelic capacity audit.

# THE GAELIC LANGUAGE PLAN IN THE CORPORATE STRUCTURE

This section should clearly describe how your Gaelic language plan will be embedded within your public authority's corporate structure.

This plan is the policy of [Insert public authority's title] and has been endorsed both by our senior management team and Council members.

## POSITION WITH OPERATIONAL RESPONSIBILITY OVER THE PLAN

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It is recommended that the public authority lead officer for the plan has a clear line of communication with, or is part of the corporate management team, and that a senior manager is identified as having overall responsibility for the plan from the outset. It is advised that overall responsibility for the plan lies with the accountable officer.

The senior officer with operational responsibility for overseeing preparation, delivery and monitoring of [Insert public authority's title]'s Gaelic Language Plan is:

NAME  
POSITION  
DEPARTMENT  
NAME OF ORGANISATION  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

TELEPHONE NUMBER  
E-MAIL ADDRESS

## POSITION WITH DAY-TO-DAY RESPONSIBILITY OVER THE PLAN

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The officer with operational responsibility for the day-to-day operation of [Insert public authority's title]'s Gaelic Language Plan is [Insert job title here]. Questions about the day-to-day operation of the plan should be addressed to:

NAME  
POSITION  
DEPARTMENT  
NAME OF ORGANISATION  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

TELEPHONE NUMBER  
E-MAIL ADDRESS

GROUP OVERSEEING DEVELOPMENT, IMPLEMENTATION AND MONITORING OF THE PLAN

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To assist the lead officer and to ensure that the Gaelic language plan is embedded within the corporate structure of the public authority, the Bòrd recommends the establishment of a Gaelic plan working group consisting of staff from across your organisation with responsibility for developing, implementing and monitoring the plan.

The group designated to regularly monitor the implementation of the plan within [Insert public authority's title] consists of:

NAME	POSITION	DEPARTMENT	EMAIL
NAME	POSITION	DEPARTMENT	EMAIL...

INDIVIDUAL STAFF MEMBERS:

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Please insert a description of how your authority will inform staff of their duties under the plan and how that commitment will be monitored.

SERVICES DELIVERED BY THIRD PARTIES AND ARMS LENGTH ORGANISATIONS:

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Please insert a description of how your authority will ensure that those who deliver services/goods on your behalf (e.g. contractors, arms length organisations and other third parties) are aware of and will adhere to the commitments of the Gaelic Language Plan.

# PLANNING AND POLICY IMPLICATIONS FOR GAELIC

## MAINSTREAMING GAELIC

This section should include a statement on the public authority's vision for mainstreaming Gaelic within its core functions in the medium to long term. For example:

[Insert public authority's title] recognises that the various priority areas identified in the National Gaelic Language Plan will be primarily implemented through our Gaelic language plan but that opportunities will arise to promote and develop the language through existing policy measures. [Insert public authority's title] will examine current policy commitments to identify areas where Gaelic can be pro-actively incorporated and the priorities of the National Gaelic Language Plan initiated through additional methods. We see this development as corresponding to the normalisation principle which aims to include Gaelic as an everyday part of life in Scotland.

This section should also include a statement on how the public authority will proactively incorporate Gaelic within all existing, and future or revised policy measures. For example:

In the formation, renewal and monitoring of policies, [Insert public authority's title] will consider the commitments made in this Gaelic language plan, and ensure that the impacts on Gaelic will be in line with the National Gaelic Language Plan.

## THE NATIONAL GAELIC LANGUAGE PLAN

The National Gaelic Language Plan focuses on six key development areas, all of which have a vital contribution to make in increasing the numbers of people learning, speaking and using Gaelic in Scotland, and identifies key development outcomes within each:

Development Area	Key Outcomes
<b>Home &amp; Early Years</b>	An increase in the acquisition and use of Gaelic by young people in the home and increased numbers of children entering Gaelic-medium early years education.
<b>Education</b>	<b>Schools &amp; Teachers</b> An increase in the number of children enrolling in Gaelic-medium education (GME), doubling the current annual intake to 800 by 2017.

Development Area	Key Outcomes
<b>Education</b>	<p>A year-on-year increase in the number of pupils engaged in Gaelic-learner education (GLE) in both primary and secondary schools.</p> <p>An expansion in the availability of Gaelic-medium subjects in secondary schools.</p> <p><b>Post-school Education</b></p> <p>An increase in the number of adults acquiring Gaelic from the current total of around 2,000 to 3,000 by 2017 and enhanced language skills among fluent Gaelic speakers.</p>
<b>Communities</b>	<p>More opportunities for communities and networks of Gaelic speakers of all kinds to use Gaelic and increased use of the language in community activities and services.</p>
<b>Workplace</b>	<p>Expansion of the use of Gaelic in places of work and an increase in employment opportunities where Gaelic skills are required in order to enable service delivery in the language.</p>
<b>Arts &amp; Media; Heritage &amp; Tourism</b>	<p>Development of Gaelic arts and media as a means of promoting the language, attracting people to it and enhancing their commitment through opportunities to learn, use and develop Gaelic.</p> <p>An increased profile for Gaelic in the heritage and tourism sectors and increased use of Gaelic in the interpretation of Scotland's history and culture.</p>
<b>Corpus</b>	<p>Co-ordination of the initiatives of parties active in Gaelic language corpus development to achieve enhanced strength, relevance, consistency and visibility of the Gaelic language in Scotland.</p>

## COMMITMENT TO THE OBJECTIVES OF THE NATIONAL GAELIC LANGUAGE PLAN

[Insert public authority's title] is committed to ensuring that the National Gaelic Language Plan is implemented, and in this section we set out how we will achieve that aim.

Please use our suggested headings below to flesh out the current work of your authority and how you plan to support Gaelic in the future. You may wish to add further headings or alter them so that they are appropriate to your authority's work.

## HOME AND EARLY YEARS

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### **Rationale:**

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:

[Insert public authority's title] recognises that a sustainable future for Gaelic requires more people to learn the language and that attention requires to be focused on the home and early years as the key means of achieving this. We will take the following steps to help create a supportive environment for growing the number of Gaelic speakers in the home and early years in Scotland.

- Raising awareness of the importance of the home for acquiring Gaelic and encouraging more parents to choose Gaelic education for their children
- Ensuring practical support, resources and advice are available for passing Gaelic on to children in the home and in Gaelic early years education
- Ensuring the links are strengthened between the use of Gaelic in the home and Gaelic early years provision
- Improving the quality and availability of voluntary-led Gaelic pre-school activities and statutory early years education.

## EDUCATION

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### **Rationale:**

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:

[Insert public authority's title] recognises that creating a sustainable future for Gaelic requires increasing the number of people able to speak the language. We recognise the importance of education, training and life-long learning to achieve this goal. We will take the following steps to help create a supportive environment for growing the number of Gaelic speakers in Scotland:

- Increasing initiatives to promote, establish and expand both GME and GLE at primary and secondary levels
- Ensuring adequate attention is given to the recruitment, retention, education, support and development of GME and GLE teachers
- Providing a wide range of opportunities for young people in both GME and GLE to engage in activities that enhance their Gaelic skills through greater use
- Ensuring that all steps are taken to secure the quality of both GME and GLE through National Guidance and other means.
- Extending access to, and participation in, a wide range of Gaelic learning opportunities for adults and increasing the numbers progressing to fluency

- Ensuring opportunities for the continuity and progression of literacy and other language skills for adults learning Gaelic and for fluent speakers
- Ensuring good resources are available to support adults learning Gaelic
- Strengthening the unique capacity in Further Education and Higher Education to enrich the profile of Gaelic in Scotland.

## COMMUNITY

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### **Rationale:**

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:

[Insert public authority's title] recognises that the status of a language is affected by its use in the daily environment and the extent to which it is valued and perceived to be valued by those institutions which play an important role in our daily lives. [Insert public authority's title] also recognises that creating a sustainable future for Gaelic requires not only increasing the number of people able to speak the language, but increasing actual usage. We recognise the importance of enabling more people to use Gaelic as their preferred and normal mode of communication in an increasingly wide range of daily activities. We will take the following steps to help create a supportive environment for increasing Gaelic usage in communities across Scotland:

- Increasing the profile and use of Gaelic through the availability of a range of Gaelic medium services particularly in areas where 20%\* or more of the population have Gaelic abilities
- Ensuring support for initiatives that promote the use of Gaelic among all kinds of communities of speakers
- Supporting initiatives that make use of the skills and abilities of Gaelic speakers in community activities
- Creating increased situations in which Gaelic can be used informally by young people and adult learners.

\*Based on civil parishes (NRS data).

## THE WORKPLACE

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### **Rationale:**

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:



[Insert public authority's title] recognises that Gaelic is an important skill adding value to our workforce and that formal and open recognition of Gaelic skills will have a positive impact on the Gaelic labour market more widely. We will take the following steps to increase our Gaelic capacity and the use of Gaelic as a workplace language in Scotland:

- Creating a positive attitude to Gaelic in the workplace through awareness-raising and signage
- Increasing opportunities for staff to learn Gaelic and for speakers to develop their language skills
- Sustaining and enhancing language vitality in workplaces, particularly in areas where Gaelic is spoken by 20%\* or more of people in the community served
- Promoting recruitment of Gaelic speakers to ensure the language is increasingly visible and used in the workplace and in providing services to the public.

\*Based on civil parishes (NRS data).

## MEDIA AND ARTS; HERITAGE AND TOURISM

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### **Rationale:**

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:

[Insert public authority's title] recognises the central role played by the media, arts, heritage and tourism industries in sustaining and growing engagement and increased use of Gaelic across Scotland. Also, we recognise the significant contribution that these areas make to the Scottish economy. We will take the following steps to help create a supportive environment for the growth of Gaelic media, arts, heritage and tourism in Scotland and internationally:

- Increasing the use of Gaelic within the arts and media across Scotland, including national events.
- Supporting opportunities for the arts and media to showcase the Gaelic language
- Ensuring a range of Gaelic arts events is accessible to a wide audience through the media and otherwise.
- Extending participation in the arts and media that supports Gaelic language learning and use as well as positive association with the language.
- Promoting the visibility and audibility of Gaelic as a unique part of Scotland's heritage
- Increasing the use of Gaelic in heritage and tourism sectors, including signage and interpretive materials, in both the public and private sectors.
- Ensuring that appropriate recognition is given to Gaelic and that Gaelic is used in places of special interest and in promoting national events.
- Ensuring that the importance of Gaelic to Scotland's history and its relevance today features in the tourism experience.

## CORPUS

### Rationale:

Please provide a rationale for your commitment to Gaelic in relation to this priority area. For example:

[Insert public authority's title] recognises the need to strengthen the relevance and consistency of Gaelic, the importance of facilitating quality translation services and to promote research into the language. We will take the following steps to strengthen Gaelic corpus in Scotland:

- Co-ordination of a range of language initiatives through supporting a Corpus Development Forum
- Ensuring support is available for initiatives that strengthen the relevance and consistency of Gaelic
- Ensuring appropriate support for initiatives in the areas of translation and interpretation
- Dissemination of information and resources relating to this development area.

## SCOTTISH GOVERNMENT NATIONAL PRIORITIES

Bòrd na Gàidhlig is committed to achieving the Strategic Objectives as established by The Scottish Government, and has identified the ways in which the National Gaelic Language Plan aims to address Scotland's National Outcomes.

Development Area	#	National Outcome Statement
<b>Home &amp; Early Years Education Corpus</b>	5	Our children have the best chance in life and are ready to succeed.
	4	Our young people are successful learners, confident individuals, effective contributors and responsible citizens.
	3	We are better educated, more skilled and more successful, renowned for our research and innovation.
<b>Communities Workplace</b>	11	We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
	2	We realise our full economic potential with more and better employment opportunities for our people.
	6	We live longer, healthier lives
<b>Arts &amp; Media Heritage &amp; Tourism</b>	13	We take pride in a strong, fair and inclusive national identity

<b>The whole plan</b>	16	Our public services are high quality, continually improving, efficient and responsive to local people's needs
	7	We have tackled the significant inequalities in Scotland's society

In preparation of Gaelic language plans, public authorities should indicate how they will assist in the implementation of the Strategic Objectives and identify ways in which the Strategic Objectives will be assisted by the actions in their plans. Scotland's Strategic Objectives are:

1. Wealthier and Fairer
2. Smarter
3. Healthier
4. Safer and Stronger; and
5. Greener

For more information on Scotland's Strategic Objectives, visit: <http://www.scotland.gov.uk/About/Performance/scotPerforms/objectives>

Scotland's sixteen National Outcomes articulate how the Government aims to achieve its strategic objectives, and describe what the Government strives to achieve in the future.

For more information on Scotland's National Outcomes, visit: <http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome>

## LOCAL GOVERNMENT PRIORITIES

Where appropriate, this section should contain a clear statement of how the Gaelic language plan of the public authority will contribute in practical terms to local government priorities as identified in Community Planning Partnership Arrangements, Single Outcome Agreements and the Local Government's own Gaelic language plan, where one exists.

## PLAN COMMITMENTS

### HIGH-LEVEL COMMITMENTS

In order to assist public authorities with the development of their Gaelic language plan, the Bòrd will issue a set of “high-level aims” along with the formal notice. These high-level aims are agreed by Scottish Ministers before they are issued and outline the Bòrd’s key priorities for that public authority, in support of the current National Gaelic Language Plan and National Outcomes.

The Bòrd will use these high-level aims as part of the formal assessment of the plan, and therefore it is recommended that public authorities pay careful attention to these when writing their plan.

Commitments the public authority makes to address the high-level aims issued by Bòrd na Gàidhlig, should be structured as follows:

1. Proposed outcome
2. Current practice
3. Action required
4. Target date
5. Responsible officer

The template tables in the Service Standard Commitments section of this document, or in the *Guidance on the Development of Gaelic Language Plans* may be of assistance to the public authority in outlining its high-level commitments.

### SERVICE STANDARD COMMITMENTS

In its statutory *Guidance on the Development of Gaelic Language Plans*, Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration.

The Bòrd has identified four core areas of service delivery that it wishes public authorities to address when preparing Gaelic Language Plans, and specific functions or actions that can be taken in each area:

Area	Function
<b>Visibility</b>	Corporate logo
	Signage
<b>Staffing</b>	Advertising of posts
	Recruitment of Gaelic speakers
	Gaelic language learning
	Gaelic awareness training

	Encouraging the use of Gaelic in the workplace and internal communication
<b>Day-to-day Operations</b>	Telephone service
	Written correspondence
	Forms
	Frontline services to the public
	Public meetings
<b>Communications</b>	Media and public relations
	Printed materials
	Website and Social Media
	Events & Exhibitions
<b>Corpus</b>	Adhere to Gaelic Orthographic Conventions
	Observation of correct place names
	Translating and Interpreting service standards

Commitments in line with each function listed above should be structured as follows:

1. Proposed outcome
2. Current practice
3. Action required
4. Target date
5. Responsible officer

Your public authority should make clear in the table of service standard commitments on the following pages how each of the services that the public can expect to receive in Gaelic will be enabled, maintained or improved during the lifetime of the plan.

## VISIBILITY

### Rationale:

The presence of Gaelic in the corporate identity and signs in a public authority greatly enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through signage can also enrich speakers' vocabulary, raise public awareness of the language and contribute to its development.

**[Insert public authority's title] recognises the importance of extending the visibility of Gaelic and enhancing its status.**

<b>Visibility</b>	
<b>Development Function</b>	e.g. Corporate logo
<b>Proposed Outcome</b>	
<b>Current Practice</b>	
<b>Actions Required</b>	

<b>Target Date</b>
<b>Responsible Officer</b>

## STAFFING

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### Rationale:

In order to deliver services through the medium of Gaelic, it is necessary to develop the requisite job skills and language skills of staff. The provision of language training for staff helps promote adult Gaelic learning and promotes Gaelic as a useful skill in the workplace. The identification of jobs in which Gaelic is a designated skill will contribute greatly to the status of the language and to identifying it as a positive skill to acquire.

The use of Gaelic in advertising also helps recognise that Gaelic should be used in public life and that Gaelic users have an important role to play within a public authority.

Whatever the level of Gaelic skills required it is important that authorities ensure that Gaelic is a genuine occupational requirement. Authorities should adopt and apply objective criteria to ensure appointments are made in each case on a fair and consistent basis, and reflect the identified skills needs of the post.

**[Insert public authority's title] recognises the importance of seeing Gaelic as an important job skill and of identifying situations in which its use is essential or desirable. [Insert public authority's title] also recognises the importance of enabling staff to develop their Gaelic skills if they wish to do so.**

Staffing	
<b>Development Function</b>	e.g. Gaelic Language training
<b>Proposed Outcome</b>	
<b>Current Practice</b>	
<b>Actions Required</b>	
<b>Target Date</b>	
<b>Responsible Officer</b>	

## DAY-TO-DAY OPERATIONS

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### Rationale:

The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the visible and audible presence of the language, and contributes to the sense that the use of Gaelic is possible and welcome. In addition to raising the profile of the

language, it also creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority.

The use of Gaelic in interactions with an authority by mail, e-mail and by telephone is important in creating practical opportunities for the use of the language, and in contributing to the sense that its use is possible and welcome. The presence of Gaelic in a wide range of bilingual forms and Gaelic-only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic forms, applications and similar documents, can also assist in expanding the range of Gaelic terminology and the awareness of the Gaelic-speaking public of such terminology, thus helping the development of the language itself.

**[Insert public authority's title] recognises the importance of creating opportunities for the practical use of Gaelic in a wide range of everyday situations and is committed to increasing its level of provision in this area.**

Day-to-day Operations	
<b>Development Function</b>	e.g. Telephone service
<b>Proposed Outcome</b>	
<b>Current Practice</b>	
<b>Actions Required</b>	
<b>Target Date</b>	
<b>Responsible Officer</b>	

## COMMUNICATIONS

### Rationale:

The use of Gaelic in the media and a range of printed material can assist Gaelic development in a variety of ways. It helps increase the visibility of the language, it enhances Gaelic's status by being used in high profile publications, and it can help develop new and enhance existing terminology. The use of Gaelic in the media helps demonstrate a public authority's commitment to making important information available through the medium of Gaelic, as well as enhancing the visibility and status of the language. As public authorities are seeing an increase in people accessing information through their websites, including Gaelic will significantly enhance the status and visibility of the language.

**[Insert public authority's title] is committed to increasing the use of Gaelic in these areas where the subject matter is of most interest to the general public or relates specifically to Gaelic issues.**

Communications	
<b>Development Function</b>	e.g. Corporate strategic plan; publications widely used by the public etc.
<b>Proposed Outcome</b>	

<b>Current Practice</b>
<b>Actions Required</b>
<b>Target Date</b>
<b>Responsible Officer</b>

## CORPUS

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### Rationale:

The development of Gaelic in this sector is vital to the future of Gaelic in Scotland. Attention to this will allow Gaelic to develop new terminology and registers leading to greater relevance and consistency. For those reasons steps will be taken to ensure the continued development of the Gaelic language.

**[Insert public authority's title] recognises the importance of developing the Gaelic language to ensure that it is fit for all appropriate purposes and for use in the growing range of contexts in which it features.**

<b>Corpus</b>	
<b>Development Function</b>	e.g. Gaelic place names
<b>Proposed Outcome</b>	
<b>Current Practice</b>	
<b>Actions Required</b>	
<b>Target Date</b>	
<b>Responsible Officer</b>	



## IMPLEMENTATION AND MONITORING

### TIMETABLE

This Gaelic language plan will formally remain in force for a period of [select a time-frame of up to 5 years] years from the date it was approved by Bòrd na Gàidhlig. By no later than the end of this period we will review the plan, make such amendments as necessary and submit it to the Bòrd for approval.

In Section 7 *Plan Commitments* we have set out the individual target dates for when we expect to implement specific commitments.

### PUBLISHING THE PLAN

Once your Gaelic language plan has been formally approved please ensure that the cover of the final published version contains information as outlined in the [Guidance on the Development of Gaelic Language Plans](#) and within the formal letter of approval from the Bòrd.

### PUBLICISING THE PLAN

#### EXTERNAL

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[Insert public authority's title]'s Gaelic Language Plan will be published bilingually on [Insert public authority's title]'s website. In addition, we shall:

Include any of the following suggested methods of publishing the plan we may choose to use:

- issue a bilingual press release announcing the plan;
- make copies of the plan available in our public offices and reception areas;
- make the plan known to employees via [Insert public authority's title]'s intranet;
- distribute copies of the plan to Non-departmental Public Bodies and agencies, agents and contractors;
- distribute copies of the Plan to Gaelic organisations;
- distribute copies of the plan to other interested bodies; and
- make copies available on request.

#### INFORMING OTHER ORGANISATIONS OF THE PLAN

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Please insert a description of how your authority will inform other organisations, and in particular third parties and arms-length organisations with whom you work to deliver services, on the existence of the plan and how they might be encouraged to operate in the spirit of the activities outlined in this plan.

#### INTERNAL

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Informing individual staff members at all levels of your organisation of their duties under the plan.

## RESOURCING THE PLAN

Please insert a description of how your authority will fund the activities outlined in this plan, in respect of those services delivered.

## MONITORING THE PLAN

Please insert a description of how your authority will monitor the implementation of your Gaelic language plan. A commitment should also be included that an annual monitoring report will be sent to Bòrd na Gàidhlig.

The monitoring of the following should be addressed:

- Publicising the plan to the public
- Publicising the plan to third parties and Arms-length Organisations, and their take up of commitments made in the plan
- How individual staff members are informed of their duties under the plan, and the extent to which they carry out these duties
- Monitoring the implementation of the commitments made in Section 7
- Resourcing the plan
- Carrying out annual reporting to Bòrd na Gàidhlig
- Making reports on the progress of implementing the Gaelic plan public

## APPENDIX 1 – INTERNAL GAELIC CAPACITY AUDIT

A key pre-requisite of all Gaelic language plans is to undertake a holistic audit of existing internal Gaelic capacity and relate this to commitments in the plan. This should be undertaken as part of the preparation of the plan.

Please submit a copy of this audit report here as part of the draft plan.

Detailed information on what to include in an Internal Gaelic Capacity Audit can be found on pages 36-37 in the Guidance on the Development of Gaelic Language Plans.

The Bòrd's language plans team will be happy to provide advice on conducting an internal Gaelic capacity audit.

## APPENDIX 2 – OUTCOMES OF CONSULTATION

Section 3(6) of the 2005 Act states that, in preparing a Gaelic language plan, a relevant public authority must consult persons appearing to it to have an interest.

To fulfil this requirement, the Bòrd recommends that public authorities undertake consultations with the public and their employees as part of the preparation of their Gaelic language plan.

It is accepted that each public authority will have its own internal procedures on conducting consultations, but the steps outlined on pages 29-30 in the Guidance on the Development of Gaelic Language Plans should be followed in order to satisfy Bòrd na Gàidhlig that the requirements of Section 3(6) of the 2005 Act are being met.

The Bòrd's language plans team will be happy to provide advice on conducting effective consultation in the preparation of a Gaelic language plan.

## APPENDIX 3 – COPY OF EXISTING GAELIC POLICY

Include a copy of any existing Gaelic language policy here.