

Bòrd na Gàidhlig

TEAMPLAID FOIRM DEARCNACHAIDH PLANA CÀNAIN GÀIDHLIG
Gaelic Language Plan Monitoring Form Template

Redacted - section 38(1)(b)

Stiùireadh:

Fo sgèith Achd na Gàidhlig (Alba) 2005 faodaidh am Bòrd aithisg dearcnachaidh iarraidh bho ùghdarrasan poblach le fios mu adhartas air liubhairt toraidhean a' phlana. 'S e am prìomh amas aig a' Bhòrd gum faigh an t-ùghdarras cothrom a bhith a' dèanamh tomhas air adhartas a thathar a' dèanamh agus sealltainn far a bheil neartan no laigsean mu choinneamh adhartas. A bharrachd air seo, tha am pròiseas seo a' toirt cothrom don ùghdarras a bhith a' dèanamh planadh ro-làimh mar phàirt den phròiseas ath-bhreithneachaidh riatanach ro ùrachadh a' phlana, agus cunntas a ghabhail air leasan a chaidh ionnsachadh agus buaidh a' phlana air poileasaidhean is planaichean na buidhne.

Tha am Bòrd a' moladh na teamplaid gu h-ìosal mar chruth airson aithisg dearcnachaidh. Thathar a' cleachdadh còd dhathan gus adhartas a shealltainn air liubhairt thoraidhean.

Mar stiùireadh air a' phròiseas dearcnachaidh san fharsaingeachd, tha am Bòrd a' moladh na leanas:

- Gu bheil adhartas air a chomharradh gu soilleir airson nan gnìomhan uile, le meudachadh càileachd is àireamhail air an clàradh.
- Far a bheil dàil air a bhith ann, gu bheil mìneachadh soilleir air dè dh'adhbhraich seo agus an dòigh anns a bheil an t-ùghdarras gu bhith a' rèiteachadh chùisean.
- Gu bheil earrann air a gabhail a-steach aig deireadh na h-aithisge le fios mu leasan a chaidh ionnsachadh.

Thèid an teamplaid seo a chleachdadh leis a' Bhòrd airson measadh a dhèanamh air aithisgean dearcnachaidh. Thèid coimhead air an tar-shealladh a thaobh co-ionannachd spèise; tairgse fhor-gnìomhach; àbhaisteachadh; na raointean leasachaidh agus prìomh raointean planadh cànain Gàidhlig an cois a' Phlana Cànain Nàiseanta Gàidhlig; planadh a thaobh luchd-obrach gu h-iomlan agus coileanadh uile gu lèir. Bidh freagairt a' Bhùird stèidhichte air fianais a tha air thaisbeanadh san aithisg.

Guidance:

Under the Gaelic Language (Scotland) Act 2005 the Bòrd may require public authorities to submit a monitoring report on progress regarding delivery of their plan's outputs. The purpose of this is to provide the authority with an opportunity to measure progress, to take remedial action if necessary or note where progress has been greater than anticipated. The reporting process is also intended to support the organisation to plan in advance of the review required prior to renewal of its plan, to take account of lessons learned, and to measure the plan's impact across the organisation's policy and planning process.

The template provided below is the Bòrd's recommended monitoring report format. It includes a colour code system to indicate progress on output delivery and a key is provided regarding this.

By way of general guidance for the monitoring process the Bòrd encourages the following:

- That for all actions a clear measure of progress is included, with the qualitative and numerical increase recorded.
- Where there has been a delay in progress or no progress that this is clearly stated, with an explanation of why this has occurred and what the response is.

- That a 'lessons learned' section is included at the end of the report.

The Bòrd will use this template when assessing monitoring reports. We will also look at the wider picture in terms of delivery on equal respect; active offer; mainstreaming; the development areas and key language planning categories contained in the National Gaelic Language Plan; workforce planning and overall performance. Our response will be based on what is evidenced in the report.

Clàr Key	
A' dol mar bu chòir – gun dùbhlán no dùbhlán aig ìre ìseal a bhuail eas air ceann-latha no càileachd an toraidh On track – minimal or no issues that can impact on quality or delivery of output to schedule.	Green
Dàil air ceann-latha lìbhrigidh agus/no càileachd/meud an toraidh taobh a-staigh chrìochan a' Phlana. Delay in delivery time line and/or quantity/quality of output within parameters of the Plan.	Yellow
Dàil air lìbhrigeadh an toraidh taobh a-staigh clàr-ama a' phlana no cha tèid an toradh a choileanadh taobh a-staigh clàr-ama a' Phlana. Delay in output delivery within the plan's time-line or target output will not be achieved within plan's time-line	Red

Fiosrachadh Bunaiteach Base-line information		
Ceann-latha aonta Plana Cànanain Gàidhlig xxxx Approval date of xxxx Gaelic Language Plan	05/10/16	
Àrd-oifigear le uallach iomlan airson a' Phlana Senior officer with overall responsibility for the Plan	Robert Quinn	
Àrd-oifigear le uallach airson am Plana a chur an gnìomh Senior officer with responsibility for the implementation of the Plan	██████████	
Oifigear le uallach làitheil airson a' Phlana Officer with day-to-day responsibility of the Plan	██████████	
Ceann-latha a chuireadh an aithisg a-staigh Date of submission of monitoring report	19/04/18	
Ro-ràdh Plana Plan Introduction		
Gealladh a' gabhail a-steach ceann-là libhrigidh (briatharachas bhon PCG) Commitments including delivery date (text from GLP)	Adhartas agus fuasgladh a nì sinn (a' gabhail a-steach clàr-ama) Progress and response (including time line)	Ìre Status
Bun-dhleastanasan Core Commitments		
Aithne Identity		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
<u>Business Cards</u> Raise awareness for new staff, highlighting that this is an option when requesting business cards	Various internal restructures and team name changes have taken place since 2016, so this is still a work in progress. In Nov 2016, █████ created a list of all Business Areas/Job Titles with Gaelic translations where possible. Qualifications Teams and Business Areas have recently been renamed, and so this file will be sent for review with updated translations. Once complete this will be stored centrally and shared among staff, with a note to encourage use of Gaelic titles on Business Cards.	

<p><u>Corporate Presentations</u> Create presentation slides containing bi-lingual logo & general information on our commitments to Gaelic Language Plan</p> <p><u>Signage/Reception</u></p>	<p>Done (July 2016) Powerpoint Slides with Gaelic logo now created and shared with Gaelic Qualifications team and rest of organisation.</p> <p>Plan to carry out review prior to Mòd 2019 to ensure all signage still fit for purpose and reflect staff capacity. This will take place after staff Gaelic skills audit. Possible inclusion of “Fàilte” sign to be implemented before Mòd.</p>	
<p>Conaltraidhean Communications</p>		
<p>Geallaidhean /cinn-làithean targaid <u>Commitments/delivery dates</u></p>	<p>Adhartas <u>Progress</u></p>	<p>Ìre <u>Status</u></p>
<p><u>Forms</u> Carry out review of most commonly used forms and update/translate accordingly.</p> <p>Ensure ‘Contact Us’ section and ‘General Feedback form’ ‘Candidate enquiry form’ and ‘Ideas capture form’ are clearly shown on Gaelic web pages.</p>	<p>Plan to meet Publications/Web team to discuss this further. Perhaps something that needs to be consulted on. i.e what would centres/stakeholders like to see in Gaelic.</p> <p>Meetings to be scheduled mid 2018.</p> <p>Update from Web Team below:</p> <p><i>“Thanks for the update on the Gaelic Language Plan - the only bit I was unsure of was the web feedback forms but I've checked and we have implemented Gaelic language versions of the three main forms on the site:</i></p> <ul style="list-style-type: none"> • General feedback form - http://www.sqa.org.uk/sqa/1711.2581.html?lang=G • Candidate enquiry form - http://www.sqa.org.uk/sqa/38676.2584.html?lang=G • Ideas capture form - http://www.sqa.org.uk/sqa/36524.2590.html?lang=G <p><i>which are all accessible from the Gaelic home page when viewing the content in Gaelic.</i></p> <p><i>In terms of the other requirement, there are currently two friendly URLs - www.sqa.org.uk/gaidhlig and www.sqa.org.uk/gaelic that both go to the Gaelic landing page.</i></p> <p><i>I think that the above two elements plus the content changes to the Gaelic section that are underway will ensure we have met our commitments as described in the plan.”</i></p> <p>Privacy statement was updated in 2015, and is now shown on our website with link to view Gaelic translation http://www.sqa.org.uk/sqa/45397.html</p>	

<p>Reception Carry out new audit of staff Gaelic Language Skills and update information accordingly.</p> <p>Events We can provide bilingual copies of event scripts where requested in advance Maintain current practice. Include reference to this on Events web pages</p> <p>Mail & Email We will provide bilingual signature to all customer e-mails providing SQA's contact details. Maintain current practice. Raise awareness and highlight to staff that this is an option for all e-mail signatures. Investigate use of bi-lingual logo.</p>	<p>Plan to create a list of staff who are able and willing to communicate in Gaelic as/when required. Feb 2018 – [redacted] discussed skills audits this at last GMòr meeting, got feedback and examples from other organisations e.g. University of Glasgow, SNH. For discussion with SQA OD team on content/format of survey. Possibly SurveyMonkey? Circulation via Social Inform articles? Aim for completion by end of 2018.</p> <p>To date we have had no requests for this. Event scripts not used much anymore, but we are planning to create new Gaelic materials for example Pop-up stands for use at Events. Aim for completion prior to October 2018 (Dunoon Mòd)</p> <p>Plan to circulate Translated Job Titles to all staff for use on email. [redacted] has created a list in 2016 of job titles across SQA Gaelic Quails team and some members of the wider English/Language and Business team use English/Gaelic sign off in Email signatures. Members of Gaelic team use bilingual English/Gaelic out-of-office messages. Plan to circulate document on to all staff with vocabulary for example, email greetings, sign off etc.</p>	
<p>Foillseachaidhean Publications</p>		
<p>Geallaidhean /cinn-làithean targaid Commitments/delivery dates</p>	<p>Adhartas Progress</p>	<p>Ìre Status</p>
<p>Advertising & Exhibitions Create new promotional material to showcase SQA's qualifications for Gaelic</p>	<p>[redacted] Drafted a Marketing Plan in 2014, and from this worked with Marketing to produce "SQA Provision for Gaelic" Leaflet. Link to leaflet sent out as part of "Centre News" update in Sep 2015.</p> <p>Plan to develop new Gaelic pop-up stands ([redacted] has examples from other Gaelic organisations) in time for Dunoon Mòd 2018. Discussed this with Events team in April 2018.</p>	

<p>Create case study of candidates who have undertaken subjects in the medium of Gaelic</p> <p><u>PR & Media</u> Create a Communications Strategy that incorporates Gaelic Communications and Social Media as mainstream part of activity</p> <p><u>Printed Materials</u> We produced bilingual editions of: <i>Scottish Qualifications</i> booklet, <i>Customer Charter</i> leaflet, <i>Your Exams</i> booklet, <i>Gaelic Orthographic Conventions</i> booklet, the <i>Annual Review</i> and our top five general promotional leaflets</p>	<p>undertaking research for potential Case studies for Modern Languages for Life and Work Award (Gaelic) contact Abercorn School and Sgoil Lionacleit, NPA in Contemporary Gaelic Songwriting and Production</p> <p>Plan to Share case studies from CNES Multimedia Unit, which features pupils talking about their experiences of GME. This will be shared internally via our Yammer forum and staff newsletter but also look to share this on our webpage. For discussion with WebTeam in 2018.</p> <p>Met with [REDACTED] (Comms) in Jan 2015 to discuss Gaelic in CfE comms. Discussed Social media plans with [REDACTED] (Media & PR Manger) Started issuing tweets in Gaelic during 2016 exam diet along with Christmas message. In 2016 created a draft plan in conjunction with Marketing who added suggestions such as tweets in Gaelic to promote SQA Star awards. Have regular contact and have a yearly plan for Twitter. Most activity is around Exam Diet/Christmas/Awards/Gaelic Language Plan – though looking to include more messages. Tweets were revised for 2017 (inclusion of Mòd activity) and will continue to plan on yearly basis. Ongoing Liaison with Media & PR team ([REDACTED])</p> <p>SQA Participated in “La na Gàidhlig”/Gaelic Twitter Day in 2016, 2017 and 2018.</p> <p>Nov 2017 – Meeting with [REDACTED] re: Internal Comms. Discussions around best way to promote/share Gaelic. Agreed that Yammer best way to share links/events/language learning opportunities with staff. However to ensure reaching wider audience (as not all staff actively engage with Yammer) [REDACTED] continues to share info on SQA Notice Board and “Inform” updates to staff. Have included info in both our “Business Inform” and “Social Inform” updates, with Gaelic now a regular feature in Social inform. [REDACTED] has been working with LearnGaelic.scot who are happy for SQA to share their content.</p> <p>21 Nov 2017 – retweeted link from CNES in support of their Là na Gàidhlig (video re benefits of GME)</p> <p>Yammer hub set up January 2018. [REDACTED] has shared various links/articles/events since then. Positive feedback from staff so far.</p> <p>SQA has produced Gaelic versions of <i>Your Exams</i> and <i>Your Coursework</i> publications. Until 2015 the Gaelic versions of these publications were translated as a plain word doc and held on website along with other community language translations ie Punjabi, Polish and were not replicas of the English for example did not contain graphics. [REDACTED] worked with Marketing ([REDACTED]) on this and now we produce identical publications for English and</p>	
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<p>For review as part of Communications strategy</p> <p><u>Websites</u> Review, update and re-launch Gaelic webpages for Gaelic (Learners), Gàidhlig and Gaelic-medium provision</p> <p>Update Gàidhlig text in light of revised web content</p>	<p>Gaelic. Info on Gaelic version sent out as part of Centre News in March and hard copied distributed to all centres delivering Gaelic (Learners), Gàidhlig and GM quals.</p> <p>For 2018 we also produced a Gaelic version of a large “Your Exams” poster.</p> <p>Need to find out what our most requested publications are. For discussion with Publications/Marketing in 2018 to then plan possible translations.</p> <p>From 2015 [redacted] has worked with our Publishing team in Lowden site to produce a Gaelic version of our desktop calendar. Copies are made available to staff and left at reception sites. We also sent copies to our Gaelic centres, appointees and contacts.</p> <p>New web page created www.sqa.org.uk/gaelic, which brings together information on Gaelic (Learners), Gàidhlig, Gaelic-medium, Units, Awards etc GLP, GOC on the 1 home page. Updated text has been translated into Gaelic. (Completed June 2015)</p> <p>Updates made in 2016 and 2018.</p> <p>Privacy statement updated in in 2016</p>	
<p>Luchd-obrach Staffing</p>		
<p>Geallaidhean /cinn-làithean targaid Commitments/delivery dates</p>	<p>Adhartas Progress</p>	<p>Ìre Status</p>
<p><u>Awareness Training</u> A new Guidance note will be created for publication in staff newsletter and will also be included in staff inductions. Arrange for more Gaelic Awareness Sessions to be delivered to staff as part of SQA ‘Staff Information Programme’</p>	<p>[redacted] organised SIPs (Staff Information Programmes) for SQA staff in Nov 2015. Delivered to staff in both Optima and Lowden sites. Relatively low uptake although positive feedback received. Included information on: Gaelic Language Act, SQA Gaelic Language Plan, SQA Provision for Gaelic, some myths about Gaelic, brief history or Gaelic and some Gaelic phrases.</p> <p>May 2016 - [redacted] included information on Job role in May edition of “Business Inform” giving update on Gaelic Language Plan, Gaelic-medium provision, translation work, challenges etc.</p> <p>February 2017 – CO published article in Inform to publicise approval of 2nd iteration of plan</p> <p>March 2018 – SFC (Scottish Funding Council) offered some spare places on their Gaelic Awareness Training session (led by [redacted]). This was advertised internally to all SQA</p>	

<p><u>Staff Audit</u> Carry out a new staff audit to establish and maintain a skills database to identify staff with existing Gaelic Language skills, and to identify staff who are interested in learning Gaelic.</p> <p><u>Language Learning</u> Create and implement a continuous training plan that includes learning and improving Gaelic language skills for SQA staff and Board Members</p> <p>Create internal staff resource library and signpost links to learning opportunities</p>	<p>staff but due to short notice only 1 member of SQA staff along with [REDACTED] were able to attend. There was however a positive response with a number of staff asking if we would be running Awareness Training internally, and so this is something we plan to discuss with [REDACTED], possibly tailoring it to SQA and making it available in the lead up to Mòd Glaschu 2019.</p> <p>[REDACTED] has discussed this with OD department, and after reviewing template saved on BnaG website, and looking at some audits/surveys produced by other organisations we will create our own version and circulate survey to staff which we can use to get an idea of Gaelic skills/interest in learning.</p> <p>[REDACTED] has been sharing links to local language learning opportunities in both Glasgow and Edinburgh (and other areas) for example: Adult classes held at Sgoil Ghàidhlig Ghlaschu, Short courses at St Giles' Cathedral. Also directed staff to LearnGaelic site. Posted links on staff Bulletin Board to learning opportunities during Merchant City Festival in 2015 and 2016 plus information about Gaelic events as part of Edinburgh Seachdain na Gàidhlig. Also shared links to various local Gaelic conversation days (Paisley, Kilmarnock, Beith) in October 2015.</p> <p>[REDACTED] shared info on Edinburgh Gaelic Week (Nov 2016) [REDACTED] shared article in Inform re: Evening Classes at SGG (Sep 2017) Shared Gaelic for Adults Survey on internal notice board (intranet) Nov 2017 Shared request for LearnGaelic.scot user feedback (2018)</p> <p>In 2016 [REDACTED] Set up an SQA Connections page for Gaelic, however this was not widely used and is now on hold due to migration to Outlook. (Connections site, not just Gaelic page) Yammer page set up in Jan 2018 which now contains the "SQA Gaelic Hub" Various links have been shared with staff, for example: Link to Gaelic in Edinburgh leaflet shared in Feb 2018 Social Inform and copies left at Optima and Lowden sites Link to Glaschu.net shared in March 2018 Monthly updates and clips/images from LearnGaelic.scot posted in each edition of "Social Inform" which includes seasonal vocabulary.</p>	
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<p>Develop booklet containing basic phrases for distribution to staff</p> <p><u>Recruitment</u> Maintain current practice. Provide update on revision to existing plan for issue to all new staff at induction stage</p>	<p>Bòrd na Gàidhlig publications “10 facts about Gaelic Education/Gaelic Language Plans” has also been shared with staff in 2018.</p> <p>█ is part of LOC (Local organising Committee) for Mòd Glaschu 201 and has been gathering information on volunteering opportunities for staff (such as Stewards, Runners etc) Will work with our Responsible Business Team who organise SQA Volunteering Programme, and can encourage staff to get involved with activities.</p> <p>This is planned for 2019 to coincide with Mòd Glaschu. █ has examples of exiting leaflets produced by other organisations such as The Scottish Parliament and Historic Scotland.</p> <p>Still to make progress on this, but staff are made aware that SQA has a Gaelic Language Plan at recruitment stage.</p>	
<p>Buaidhean Poileasaidh don Ghàidhlig Policy Implications for Gaelic</p>		
<p>Togail Cànan Language acquisition</p>		
<p>Dachaigh agus Tràth Bhliadhnaichean Home and Early Years</p>		
<p>Geallaidhean /cinn-làithean targaid Commitments/delivery dates</p>	<p>Adhartas Progress</p>	<p>Ìre Status</p>
<p>N/a</p>	<p>Although we have no formal commitments in our GLP relating to Early Years, I have shared information on our internal Gaelic Hub relating to “Thig a cluich” sessions and try to share any info on Early Years activities with SQA staff. I arranged a Gaelic Bookbug session in Carluke (South Lanarkshire) with the assistance of █ from BnaG. Info on future sessions will be shared with SQA staff)</p>	

Gàidhlig ann am foghlam Gaelic in education		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ire Status
<p><u>Gaelic-Medium Education</u></p> <p>Continue dialogue and participate in BOFAS (Secondary Education) working group, ensuring any subject expansion is in line with BnG recommendations and national strategy.</p> <p>SQA will commit to what is agreed at a National level.</p> <p>Investigate system functionality to input Gaelic characters, allowing accents appear on candidate Certificates and on SQA internal APS system.</p> <p>Review operational practice to support and increase numbers of translators, markers and other examining team members to ensure standardisation and quality assurance.</p>	<p>Discussion re SQA Gaelic-medium subject expansion ongoing for several years. SQA have stated on various occasions that any new GM subjects must be agreed nationally, in consultation with stakeholders and that sufficient resources are in place e.g. markers/translators/teachers along with teaching resources. Previous working group on Secondary education did not make progress on this. Another working group to be set up (as agreed at NGESSG working group July 2016)</p> <p>██████████ met with SGG in March 2017 to discuss the possibility of SQA introducing French and Drama to Gaelic-medium qualifications offered by SQA. SQA has continued to feedback to BnaG and NGESSG working group on this. Issues regarding expansion were discussed at ES conference in Inverness June 2016 and again at E-Sgoil/BnaG/SQA conference held in Inverness February 2018.</p> <p>SQA continuing to engage with ██████████ this, and had further meeting in April 2018.</p> <p>From 2017 onwards, SQA has built a working relationship with E-Sgoil and we will continue to work together.</p> <p>March 2018 – met with SQA Quals rep on AOS project (internal operation system that is used for Awards processing/certification) to discuss current status, and request that any SQA plans take into consideration the use of diacritics and the impact this can have on our candidate names and subject titles.</p> <p>Spoke to Govt contacts in Ireland in order to get a clearer picture of what their practice is (results shared with relevant SQA staff) and met with International team to discuss further. Compile findings and circulate paper to SQA Management team by mid-2018.</p> <p>In 2016 we started doing translation of Question Papers online via Content Producer system. Previous model was sending Question Papers back and forth for translation/review/orthographic scrutiny.</p> <p>Recruited new translators for 2015/16 diet and aim to refresh pool again for 2019 diet (See info on Recruitment of appointees in next section)</p>	

<p>Continue to work with Translation providers and engage with Stòrlann (National Gaelic Resource Agency) to provide translation of Assessment support materials.</p> <p>Distribute revised guidance for allocation to Gaelic (Learners) or Gàidhlig qualifications to ensure candidates are entered for the appropriate subject and level.</p> <p>Continue to investigate practice with examining authorities in Wales, Ireland and the rest of Europe. Remit of Qualifications Co-ordinator includes involvement in various language networks. Qualifications co-ordinator to keep up to date with developments in minority languages in education.</p> <p><u>EXPANSION OF GAELIC LEARNER EDUCATION (GLE) IN SCHOOLS</u></p>	<p>Global Connects (Translation company) took over last phase of CfE translation project in early 2016 after Stòrlann were unable to fulfil contract. Since then all work has gone to GC but continue to liaise with Stòrlann on Terminology matters and maintain working relationship.</p> <p>Continue to work with colleagues in QPM team re CMS (Change Management System) system to manage and update translations following change requests to documents.</p> <p>RNQ Translation Project: First phase completed with translated N5 Specimen Question Papers and Course Specifications published. Second Phase (Higher documents) to begin in May 2018</p> <p>This was circulated via “centre news” email. Gaelic version of Allocation Guidance circulated to centres in Aug 2016.</p> <p>■ has attended the following conferences/Events Attended British-Irish Council - Indigenous, Minority and Lesser-Used Languages Work Sector Technology Conference (November 2015) Attended Soillse Conference June 16 Small Language Planning Communities in Crisis Attended launch of Glaschu.net at Mitchell Library March 2018. ■ shared link with staff and highlighted section relating to history of Gaelic Education in Glasgow</p> <p>■ arranged SQA subscription to “Babel” magazine (edited by academics, and aimed at readers with an interest in linguistic and language-related issues). Also subscribes to Bilingualism Matters mailing list in order to keep up to date with developments in this area and is in regular contact with academics such as ■ and ■.</p> <p>Engagement with Irish Govt in April 2018 re: use of diacritics on certificates. Ongoing engagement with Mercator research dossiers via ■. SQA provide information and statistics here on Gaelic Education.</p>	
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<p>Develop succession planning strategy for Gaelic examination teams to take account of projected increase in candidate numbers and future retirement of appointees.</p> <p>SQA has links with national support networks for Gaelic teachers, such as CLAS. Qualifications Co-ordinator has ongoing engagement with group Maintain current practice, in particular focus on engagement with teaching profession via the An t-alltan conference and updates to CLAS.</p> <p><u>EXPANSION OF GAELIC EDUCATION FOR ADULTS IN POST-SCHOOL EDUCATION</u></p> <p>Analyse current and historical provision of Gaelic language Units & look for ways to promote further.</p> <p>Create promotional material and add information on Units to website.</p> <p>Look to re-establish college network links. In line with Bòrd na Gàidhlig Adult Learning Strategy, SQA will commit to what is agreed at a National level.</p>	<p>Initial discussion with Appointee Management teams took place in March 2016. Met with Comms/marketing colleague in July 2016 however, plans placed on hold during [REDACTED] maternity leave. Met with Appointee Management again in April 2018 and have created initial plan to try to recruit new appointees such as Markers, Reserve Markers, and External Verifiers.</p> <p>Agreed that we will share job adverts specific to Gaelic with BnaG, CLAS, SALT etc. in order to reach a wider audience.</p> <p>Plan to create Gaelic adverts for targeted recruitment campaign to include Gaelic (Learners), Gàidhlig and Gaelic-medium qualifications.</p> <p>Recruitment campaign planned for Aug/Sep 2018.</p> <p>SQA Gaelic Qualifications team at AnT-alltan attendance in 2015/2016/2017 involved liaison with teachers.</p> <p>[REDACTED] has ongoing contact with CLAS.</p> <p>[REDACTED] part of BOLT (Buidheann-obrach Luchd-teagaisg) group. Met 11/10/17</p> <p>[REDACTED] represents SQA on GLAN (Gaelic Local Authority Network)</p> <p>Information on all Units available (NQ/HN) has been added to website (2015) and included in promotional marketing leaflet "SQA provision for Gaelic".</p> <p>SQA was part of BOII working group for Adult learners, and from this [REDACTED] (on behalf of BnG) drafted a strategy. SQA provided feedback on Draft strategy (Nov 2015) and highlighted our exiting provision in this area.</p> <p>[REDACTED] has sent info on these Units to various groups to try to raise awareness of existing provision suitable for Adult Learners to "Inbhich gu Fileantais" (2014) (Group for Adult Learners in Glasgow), to Ceòlas (2015) Highland Council (2016) Glasgow City Council, Glasgow Life (2017) UHI (2018)</p> <p>Attendance at Còmhla conference by [REDACTED] in 2016 and [REDACTED] in 2017</p> <p>Shared Gaelic for Adults Survey on internal notice board (intranet) Nov 2017</p>	
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<p>Develop a Professional Development Award (PDA) in Translation Skills with specific Assessment Support Packs (ASPs) for the Gaelic sector to contextualise delivery to suit many of the key issues facing the sector</p>	<p>█ has regular contact with Learning Co-ordinator at Glasgow Life Sent info on Units to Gaelic Co-ordinator at North Lanarkshire Council and also to Learn.Gaelic.scot in Feb 2017 Re-established links to CLADRG (Community Learning & Development Review Group for Gaelic) Attendance and presentation at meeting presentation at meeting in Feb 2018 to raise awareness of SQA provision for Adult Learning. 2018 - Lews Castle College interested in using these Units to form the basis of an online immersion course.</p> <p>GLAIF funded Development led by SQA Qualifications Manager (Carol Hunter) and SMO. PDA Validation Meeting held in November 2017. Group Award Specification and Unit Specifications published on SQA website in late 2017 Group Award Code = GN67 51 Title: PDA Gaelic Translation</p> <p>Unit Title: Translate Texts from English into Gaelic and Gaelic into English <u>Outcomes</u> 1) Prepare to translate. 2) Translate texts from one language into another. 3) Manage translation tasks.</p> <p>Unit Title: Develop Own Performance as a Professional Translator <u>Outcomes</u> 1) Evaluate own performance as a translator working to professional standards. 2) Plan and implement own continuing professional development. Both Units embed the National Occupational Standards for Translation.</p> <p>Next step is to create Assessment Support Packs and Marketing Material █ to contact █ at SMO to confirm details of projected update for 2018/2019 session.</p>	
<p>Cleachdadh Cànan Language usage</p>		
<p>Gàidhlig sna coimhearsnachdan Gaelic in communities</p>		
<p>Geallaidhean /cinn-làithean targaid</p>	<p>Adhartas</p>	<p>Ìre</p>

Commitments/delivery dates	Progress	Status
Gàidhlig san àite-obrach Gaelic in the workplace		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
	No GLP commitments but have been keeping up to date with SDS regarding discussions around possible Modern Apprenticeships in the medium of Gaelic.	
Gàidhlig ann an ealain agus na meadhanan Gaelic in the arts and media		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
N/A		
Gàidhlig ann an dualchas agus turasachd Gaelic in heritage and tourism		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
N/A	N/A	
Inbhe Càinain Language status		
Cruthachadh ìomhaigh dheimhinneach don Ghàidhlig Creating a positive image for Gaelic		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
	No GLP commitments here but █████ continues to be part of GMòr Group (consisting of representatives from public bodies who have GLPs) and we have recently formed a subgroup, which aims to develop consistent and factual responses to false and prejudiced media reports around Gaelic. GLAIF funding application made in April 2018 (submitted by Highland Council on behalf of GMòr group)	
Corpas Càinain		

Language Corpus		
Eadar-theangachadh is Eadar-mhìneachadh Gàidhlig		
Gaelic Orthographic Conventions		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
<p>Raise awareness of importance of adherence to Gaelic Orthographic Conventions.</p> <p>Continue to liaise with Bòrd na Gàidhlig in relation to Gaelic terminology issues.</p> <p>Streamline translation process to ensure consistency throughout SQA. Create guidelines for staff involved in purchasing of translation and interpreting services.</p> <p>Work together with Stòrlann and Education Scotland to create database for Education terms. SQA to use TòMaS translation memory system developed by UHI</p>	<p>Copies of GOC brought to events such as the Mòd, Language Show live 2016, Education Scotland Secondary conference (Inverness) 2015 and 2016, An t-Alltan. Translators are instructed to adhere to GOC when working on translations into Gaelic for SQA</p> <p>SQA are part of the BOAG (Buidheann Obrach air Acadamaidh Ghàidhlig) Attended Seminar on Gaelic Corpus Planning (Inverness, November 2015) and event in Glasgow on 27/10/17. Specific issues relating to Education Terminology have been raised at various meetings, and SQA plan to organise a meeting between Stòrlann, Education Scotland, BnaG to discuss further. Aim for this to take place after SQA exam procedures finish (late 2018) Need to ensure any new terms are listed in An Seotal.</p> <p>Partnership with Stòrlann ended late 2015 following their withdrawal from translation project (CfE assessment materials for Gaelic-medium quals) citing lack of resource. Now all Gaelic translation work (both corporate and educational) assigned to contracted agency, Global Connects. Question Papers continue to be assigned to individual translators, which is arranged by SQA staff in Lowden office with input from QC. ■ engages with Marketing team when they sent translation requests for Corporate Material (such as Your Exams/Your Coursework) publications to ensure appropriate reference material is sent. ■ drafted translation guidance for staff in 2015 but this was not widely circulated. Plan to revisit this and issue updated guidance in 2018/2019</p> <p>Since 2014 ■ has been collating and updating an SQA terminology list, which is shared with and used by Question Paper team in Lowden. In 2014 the early version of this list had an initial QA check from Stòrlann. In 2016, this list was saved as reference material for use on our online QP translation system (Content Producer) in an attempt to standardise translations and to ensure consistency across Question Papers. Previously we had slight variations in translations of Question Paper rubrics across our Gaelic-medium subjects, but this has now been standardised.</p>	

	<p>In February 2018 a cross-comparison of all out Gàidhlig and Gaelic-medium QPs was held, and a follow up meeting with our Orthographic Scrutineer was held in April. As a result, we have made some further improvements to ensure consistency.</p> <p>The next step is to attempt to standardise subject specific terminology, however SQA cannot do this in isolation.</p> <p>█ to arrange a meeting with Education Scotland, Stòrlann, teaching staff and BnaG to plan this any work involved here.</p> <p>Need to pull together ALL SQA terminology and try to get this put into a database so that it can be used by translation memory software.</p> <p>Once this is agreed it should be shared with Global connects and with all translators working on our QPs.</p> <p>SQA understands that the TòMaS project is no longer running, however we continue to ask our translators to use GOC and supply as much reference material as possible. Due to the volume of repetition of text, an online Translation Memory system would be beneficial but does not seem to be widely used in the Gaelic translation sector</p>	
Gnàthachas Litreachaidh na Gàidhlig Gaelic Translation and Interpretation		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
	See above	
Gàidhlig ann an Sgrùdadh is Rannsachadh Gaelic in Surveys and Research		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
N/A		
Buileachadh is sgrùdadh Implementing and monitoring		
Foillseachadh a' phlana Publicising the plan		
Geallaidhean /cinn-làithean targaid	Adhartas	Ìre

Commitments/delivery dates	Progress	Status
	Information regarding the publication of the 2015-2010 SQA GLP was shared on Social Media. The plan is visible at www.sqa.org.gaelic under the "Gaelic Language Plan" section. Copies of our plan are available at both SQA Glasgow and Lowden reception sites. An update was shared with staff once the plan was approved in October 2016 newsletter and as mentioned previously, SIP (staff information programmes) held in November 2015.	
Luchd-obrach fa leth (mar a tha luchd-obrach air am fiosrachadh a thaobh an dleastanasan fon Phlana)		
Individual Staff Members (how staff are informed of their duties under the Plan)		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
	<p>■■ works closely with SQA Corporate Planning Manager to ensure implementation of GLP commitments.</p> <p>■■ has been in touch with staff from each business area with actions arising from GLP and we have a GLP working group. Last meeting was in March 2018. ■■ gave update on progress to date, and future plans.</p> <p>Follow up meetings with each business area to be planned over June/July/Aug 2018</p>	
Seirbheisean air an Liubhairt le Treas Phàrtaidhean		
Services Delivered by Third Parties		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
N/A		
Goireasachadh a' Phlana a thaobh nan seirbheisean air an liubhairt.		
Resourcing the Plan, in respect of those services delivered.		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
N/A		
Sgrùdadh air Buileachadh a' Phlana air an taobh a-staigh.		
Monitoring the Implementation of the Plan internally .		
Geallaidhean /cinn-làithean targaid Commitments/delivery dates	Adhartas Progress	Ìre Status
	<p>GLP working group – progress and action points discussed here.</p> <p>Monitoring report to be shared with GLP working group.</p> <p>■■ also keeps internal progress tracker</p>	

Rudan a chaidh ionnsachadh/fios eile

[Lessons learned/additional information](#)

- [REDACTED] may also be referred to as QC, Qualifications Co-ordinator
- [REDACTED]
- [REDACTED] (Qualifications Co-ordinator with responsibility for Gaelic Language Plan [REDACTED])
- The introduction of the Revised National Qualifications programme has had a significant impact on workload across all areas of the Business
- Many of our outstanding commitments will be implemented in time for, and to tie in with the Glasgow Mòd. This should generate an increase awareness and interest among staff.

BÒRD NA GÀIDHLIG

FOIRM DÀTA BLIADHNAIL 2018-19 ANNUAL RETURN FORM 2018-19

Ainm na buidhne Organisation's name	SQA
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Prìomh Dhàta Measaidh Primary Indicator Data

Fios bhon Phoball Communications from the Public	Cia mhead brath sgrìobhte a fhuair am buidheann bhon phoball ann an Gàidhlig am-bliadhna? How many written communications have the organisation received from the public in Gaelic this year?	1 (external query) not including Gaelic use in business emails
A' sgaoileadh fiosrachaidh Dissemination of information	Cia mhead pìos a sgaoil am buidheann air na meadhanan sòisealta ann an Gàidhlig am-bliadhna? How many posts did the organisation distribute on social media in Gaelic this year?	19
	Cia mhead fios-naidheachd a chaidh a sgaoileadh leis a' bhuidheann anns a' Ghàidhlig am-bliadhna? How many press releases did the organisation publish in Gaelic this year?	0
Luchd-obrach Staff	Cia meud neach-obrach a fhuair cothrom trèanaidh ann an sgilean Gàidhlig am-bliadhna? How many staff received Gaelic skills training this year?	27
	Cia mhead dreuchd a th' agaibh an-dràsta far a bheil Gàidhlig ann mar sgil riatanach? How many posts do you currently have where Gaelic is an essential skill?	0
	Cia mhead neach-obrach a th' agaibh an-dràsta aig a bheil sgilean Gàidhlig? How many staff currently within the organisation have Gaelic skills?	Tbc in 2020

<p>Foillseachaidhean Publications</p>	<p>Cia mhead foillseachadh a dh'fhoillsich am buidheann gu dà-chananach am-bliadhna? How many organisational publications have been published bilingually (Gaelic and English) this year?</p>	<p>5 Your Exams Your Coursework Corporate Plan Marker Leaflet PDA Gaelic Translation Leaflet Also Support Materials for Gaelic-medium subjects: SQPs Course Specs</p>
<p>Inbhe Status</p>	<p>Cia mhead soidhne dà-chananach a chuir am buidheann an àirde am-bliadhna? How many bilingual signs has the organisation erected this year?</p>	<p>1 (video in reception)</p>

Prìomhachasan a' Phlana Cànan Nàiseanta Gàidhlig National Gaelic Language Plan Priorities

Cleachdadh na Gàidhlig / Using Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air cleachdadh na Gàidhlig?

How is the organisation increasing the use of Gaelic?

Internal (corporate)

- Gaelic presence on Social Media, Intranet Site, Internal Comms
- Gaelic versions of Desktop Calendars made available to staff annually. This year we have had members of staff asking about them already!
- Some staff have bilingual email signatures and business cards
- Gaelic Publications in 2018/19 include: "Your Exams" and "Your Coursework", SQA Corporate Plan, Leaflet to recruit new Markers, Promotional Leaflet for PDA in Gaelic Translation

External (Education)

- Production of a range of Support Materials such as Specimen Question Papers and Course Specifications for all revised National Qualifications. Question Papers published after exam diet,
- Gaelic Article in "Centre News" to encourage recruitment of GM Markers
- Desktop Calendars sent out to all Gaelic Centres & Contacts
- New qualification in PDA Gaelic Translation
- 2 workshops at An t-Alltan 1) Promotion of NPA in Contemporary Gaelic Language and Song at An t-Alltan, along with Gaelic Single Skill Units (see emails/PPT) 2) AH Gàidhlig (translation focus)
- GME expansion plans discussed at Battleby Meeting in Perth
<https://www.sqa.org.uk/sqa/90477.html>
- Presentation to Comann nan Pàrant at meeting in November (see PPT)

Ionnsachadh na Gàidhlig / Learning Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air ionnsachadh na Gàidhlig?

How is the organisation increasing the learning of Gaelic?

Internal (corporate)

- Continued promotion of local and national Gaelic learning opportunities on internal Yammer Page (See examples)
- Promotion of local and National Events, Newsletter i.e Comhairle nan Leabhraichean, Gàidhlig ann an Dun Èideann, Gaelic programme in Merchant City Festival, West End Festival, Seachdain na Gàidhlig, Aye Write, Ceol 's Craic etc
- LearnGaelic workshops at Qualifications Directorate Team Day. [REDACTED] from Learn Gaelic delivered 6 workshops to staff, lots of positive feedback.
- Internal Promotion of BnaG #cleachdi initiative
- Regular updates in SQA Internal Staff "Inform" Bulletins with updates from work of Qualifications Team, Gaelic events attended/organized by SQA, and regular links to Gaelic Vocabulary (mainly from Learn Gaelic, Gaelic4Parents, Stòrlann, Gàidhlig gu Leor
- Training on Scotland's Minority Languages (Gaelic, Scots & BSL) took place in April 2019 and was well received by staff. Plans to offer again in 2020
- Continued work on an internal SQA Gaelic terminology list. Currently used by Qualifications and Question Paper Production teams. Plan to finalise this in 2020 and share across business/externally

External (Education)

- Community Learning - promoting SQA provision for Adult Learners externally to CLDRG/GLAD Group (see emails)
- Annual An t-Alltan workshops
- Part of Faster Rate of Progress initiative
- Regular contributions to GLAN network
- Understanding Standards activity for Modern Languages, including Gaelic (Learners)
- Understanding Standards event for Gàidhlig Advanced Higher held in Inverness in November

A' cur air adhart na Gàidhlig / Promoting Gaelic

Ciamar a tha a' buidhinn a' cur deagh iomhaigh air adhart airson na Gàidhlig?

How is the organisation promoting a positive image of Gaelic?

Internal (corporate)

- 2 new marketing stands created in 2018/19 Pop-up stands –this extra promo material brings Gaelic in line with existing range of material offered by SQA ie same design
- Inclusions of Gaelic in videos made for reception area (along with BSL)
<https://www.youtube.com/watch?v=i2KAN03HsA0&feature=youtu.be>
- Sponsorship of Deasbad
- Using 2019 Unesco Year of Indigenous Languages and Royal National Mod in Glasgow as opportunity for us to deliver some commitments in Gaelic Language Plan. SQA had a number of Initiatives that were in order to showcase our provision and commitment to Gaelic (see examples)
- Internal coverage of former Mod participants and their links to Gaelic (see attachment)

- Updated corporate Powerpoint template with Gaelic branding (Ùghdarras Theisteanas na h-Alba) available for staff to use

External

- As part of the SQA Gaelic Showcase we wanted to celebrate the achievements, aspirations and ambitions of our candidates who have studied Gaelic and invited centers to create a short video about their Gaelic learning experiences. We received videos from a number of schools. These will be hosted on the Gaelic pages of the SQA website in future and will be shared on social media. (see examples)
- Online timeline produced to illustrate developments for Gaelic Education. Rather than trying to incorporate all developments in Gaelic, we wanted to try and link it to SQA (and predecessor bodies) Secondary Examinations as much as possible and include provision for Scots and BSL
<https://www.sqa.org.uk/sqa/45347.2879.html>
- Range of Gaelic material displayed at external events such as SQA Provision for Gaelic leaflets, Pens with Ùghdarras Theisteanas na h-Alba logo, Gaelic SCQF Ready Reckoners
- Review of SQA Customer Charter landing page on the SQA website is at initial stages. Inclusion of Gaelic has already been identified by working group and work will begin in 2020.

Fiosrachadh dearcnachaidh eile
Other monitoring information

A' brosnachadh Foghlam Gàidhlig
Promotion of Gaelic Education

Chan fheum ach Ùghdarrasan Ionadail seo a lionadh a-steach
For Local Authorities only to complete

Fo Earrainn 15 de dh' Achd an Fhoghlaim (Alba) 2016, feumaidh ùghdarrasan ionadail aig a bheil foghlam Gàidhlig anns an sgìre aca seo a shanasachd ann an dòigh iomchaidh. Feumaidh gach ùghdarras ionadail sanasachd a dhèanamh air na còraichean a th' aig pàrantan gus tagradh a dhèanamh airson foghlam Gàidhlig aig ìre na bun-sgoile agus foghlam luchd-ionnsachaidh na Gàidhlig a stèidheachadh. Ciamar a tha sibh a' coileanadh an dleastanais seo?

Under Section 15 of the Education (Scotland) Act 2016, local authorities which already provide Gaelic education in their area must take reasonable steps to promote this. All local authorities must take reasonable steps to promote the rights which parents have under the Act to make a request for Gaelic Medium Primary Education and the potential provision of Gaelic Learner Education. Could you tell us how you are undertaking this?

N/A

Pàrantan Corporra
Corporate Parenting

Chan fheum ach Ùghdarrasan Ionadail seo a lionadh a-steach
For Local Authorities only to complete

Am b' urrainn dhuibh dàta a thoirt dhuinn air an àireimh de dhaoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.

Please provide data on the number of Gaelic-speaking care experienced young people registered with the Authority.

N/A

Am b' urrainn dhuibh fiosrachadh a thoirt dhuinn air tachartasan no cothroman a tha sibh a' cur air dòigh airson daoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras. Please provide information on activities or opportunities you provide for Gaelic-speaking care experienced young people.

N/A

Co-ionannachd Equalities

Bu chòir don a h-uile buidheann seo a lìonadh a-steach

For all organisations to complete

An do chomharraich an t-ùghdarras poblach agaibh cùisean sònraichte sam bith co-cheangailte ri co-ionannachd chothroman a thaobh leasachadh na Gàidhlig? Has your public authority identified any particular issues relating to equality of opportunity with regard to the development of Gaelic language?

We ensure that Gaelic activities are inclusive and are also available to staff at all levels in SQA.

A bheil poileasaidhean, modhan-obrach no dòighean-obrach sam bith co-cheangailte ri co-ionannachd a chaidh a chur an gnìomh leis an ùghdarras phoblach agaibh, no a tha gan cur an gnìomh an-dràsta, a bhuineas ri bhith a' cur co-ionannachd chothroman air adhart an lùib leasachadh na Gàidhlig? An inns sibh dhuinn mun deidhinn?

Are there any equalities policies, procedures or measures that have been implemented by your public authority, or are in the process of being implemented, that are relevant to advancing the equality of opportunity in the development of Gaelic language? Can you tell us about them?

N/A

A bheil eisimpleirean ann de cheumannan sònraichte a ghabh sibh gus piseach a thoirt air in-ghabhail agus com-pàirteachas a tha air obrachadh gu sònraichte math a thaobh leasachadh na Gàidhlig taobh a-staigh an ùghdarrais phoblaich agaibh? An inns sibh dhuinn nam biodh sibh toilichte nan sgaoileadh Bòrd na Gàidhlig na h-eisimpleirean agaibh agus nan dèanamaid sanasachd orra.

Are there examples of implementing specific measures to improve inclusivity or engagement that have worked particularly well regarding Gaelic language development for your public authority? Please indicate if you would be happy for Bòrd na Gàidhlig to share and promote the examples provided.

Gaelic Qualifications Co-ordinator involved in the SQA BSL working group to share good practice and consider ways of working together.

Amasan airson Seirbhisean Corporra	Corporate Service Aims			
Àrd Phrionnsabalan	Overarching Principles			
<p>Spèis Cho-ionann A h-uile gealladh anns a' phlana Ghàidhlig air a lìbhrigeadh dhan aon ìre anns a' Ghàidhlig agus anns a' Bheurla.</p>	<p>Equal Respect Gaelic language plan commitments delivered to an equal standard in both Gaelic and English.</p>			
<p>Cothroman Follaiseach Gnìomhan practaigeach gus dèanamh cinnteach gu bheil fios aig luchd-obrach na buidhne agus am poball daonna air na cothroman a th' ann agus Gàidhlig a chleachdadh leis an ùghdarras phoblach.</p>	<p>Active Offer Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority.</p>	<p>We produce regular corporate communications to inform staff about the work of our Gaelic team and the relevance of our GLP to SQA and National Plan</p>		
<p>Treas Phàrtaidhean A' dearbhadh gum bi ALEOs agus cunnraidhean eile ag obair gus plana Gàidhlig an ùghdarras phoblach a chur an gnìomh.</p>	<p>Third Parties Ensure that Arm's Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan.</p>			
<p>Gàidhlig na nì àbhaisteach Geallaidhean bhon phlana Ghàidhlig air an gabhail a-steach ann an structaran an ùghdarras phoblach tro thìde, le sgrùdadh cunbhalach airson cothroman a chomharrachadh taobh a-staigh bhuidheatan stèidhichte gus Gàidhlig a thoirt air adhart.</p>	<p>Normalisation Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed.</p>	<p>Costs for GLP commitments for example translation & marketing are met by department budgets rather than coming from Gaelic Qualls Directorate.</p>		
<p>Pàrantan Corporra Gu bheilear mothachail air na dleastanasan a th' ann mar Pàrant Corporra gum bi a h-uile pàiste is neach òg fo chùram no a b' àbhaist a bhith fo chùram le Gàidhlig a' faighinn na h-aon cothroman 's a tha clann le cànan eile.</p>	<p>Corporate Parenting That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages.</p>			

Inbhe	Status			
Suaicheantas Ag amas air suaicheantas corporra anns a' Ghàidhlig agus anns a' Bheurla a chruthachadh nuair a thig a' chiad chothrom agus mar phàirt den phròiseas ùrachaidh.	Logo Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process.	Unable to rebrand as UTA, but Corporate Powerpoints, Pens, Stationary and Signage includes Ùghdarras Theisteanas na h-Alba		
Soidhnichean Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.	Signage Prominent signage will include Gaelic and English as part of any renewal process.			
Conaltradh leis a' phoball	Communicating with the public			
Brosnachadh Teachdaireachdan gu bheil fàilte air conaltradh sa Ghàidhlig bhon poball daonnan.	Promotion Positive message that communication from the public in Gaelic is always welcome.			
Conaltradh sgrìobhte Fàilte ga cur air conaltradh sgrìobhte sa Ghàidhlig (post, post-d agus meadhanan sòisealta) daonnan agus bidh freagairt ann sa Ghàidhlig, a rèir clàr-ama conaltraidh àbhaisteach na buidhne.	Written Communication Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.	Correspondence received in Gaelic is replied to in Gaelic as standard		
Ionad-fàilte agus am fòn Far a bheil luchd-obrach le Gàidhlig ann airson seo a thoirt seachad, gheibh iad taic airson seo a dhèanamh agus thèid sanasachd a dhèanamh air t-seirbheis dhan phoball.	Reception and phone Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public.			
Coinneamhan Cothroman airson coinneamhan dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh.	Public meetings Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.	Gaelic is spoken in Qualifications meetings with appointees where all are speakers of Gaelic.		

Fiosrachadh	Information			
Fiosan-naidheachd Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.	News releases High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.			
Meadhanan sòisealta Stuth Gàidhlig ga sgaoileadh tro na meadhanan sòisealta gu cunbhalach, le stiùir bho ìre cleachdaidh no cleachdadh a dh'fhaodadh a bhith ann.	Social Media Gaelic content distributed regularly through social media, guided by the level of actual and potential users	Plans to increase number of tweets in 2020		
Làrach-lìn Stuth Gàidhlig air làrach-lìn an ùghdarras phoblaich, le prìomhachas air na duilleagan le faicsinneachd mhòr.	Website Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.	Limited pages available bilingually however this is planned for review in 2020. Meeting scheduled with Web Team Mid Jan.		
Irisean Corporra Irisean corporra sa Ghàidhlig agus Beurla le prìomhachas air sgrìobhainnean le faicsinneachd mhòr.	Corporate Publications Produced in Gaelic and English, with priority given to those with the highest potential reach.			
Taisbeanaidhean Cothroman airson taisbeanaidhean dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh, le prìomhachas air an fheadhainn aig a bheil a' bhuaidh as motha.	Exhibitions Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact.	SQA staff engagement with public in Gaelic at Mod		
Corpas na Gàidhlig	Gaelic Language Corpus			
Gnàthachas Litreachaidh na Gàidhlig Leanaidh an t-ùghdarras Poblach Gnàthachas Litreachaidh na Gàidhlig as ùire mar stiùir airson a h-uile rud sgrìobhte aca.	Gaelic Orthographic Conventions The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.	Translators are instructed to adhere to GOC when working on translations into Gaelic for SQA Copies of GOC are brought to events such as the Mòd and An t-Alltan – anywhere where SQA has a presence for Gaelic.		

Luchd-obrach	Staff			
Sgrùdadh Luchd-obrach Sgrùdadh cunbhalach air sgilean Gàidhlig agus iarrtasan airson trèanadh Gàidhlig tro bheatha gach plana.	Internal audit Conduct an internal audit of Gaelic skills and training needs through the life of each plan.	we aim to carry out an audit before the end of this Plan in 2010		
Inntrigeadh Eòlas air a' phlana Ghàidhlig mar phàirt den phròiseas inntrigidh.	Induction Knowledge of the public authority's Gaelic language plan included in new staff inductions	Planned for 2020		
Trèanadh cànan Trèanadh ann an sgilean Gàidhlig ga thabhan agus ga bhrosnachadh, gu sònraichte a thaobh a bhith a' cur plana Gàidhlig na buidhne an gnìomh.	Language training Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan.	External learning opportunities are shared and with OD dept able to provide assistance with any associated costs		
Trèanadh le Fiosrachadh mun Ghàidhlig Trèanadh le fiosrachadh mun Ghàidhlig, le prìomhachas air stiùirichean, buill bùird, comhairlichean agus luchd-obrach air a bheil dleasan a bhith a' conaltradh leis a' mhòr-shluagh.	Awareness training Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public.	All members of staff, board members and senior managed encouraged to attend		
Fastadh A' toirt aithne is spèis do sgilean Gàidhlig mar phàirt den phròiseas fhastaidh.	Recruitment Recognising and respecting Gaelic skills within the recruitment process.			
Gàidhlig ainmichte mar sgil a tha na buannachd agus/no a tha riatanach gus seirbheisean Gàidhlig a lìbhrigeadh agus a rèir na comhairle laghail aig Bòrd na Gàidhlig.	Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.			
Sanasan-obrach dà-chànanach no sa Ghàidhlig airson dreuchdan far a bheil Gàidhlig ainmichte mar sgil riatanach.	Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.			