Policy on using Welsh within the College for the purpose of promoting and facilitating the use of the language

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1. Introduction

Coleg y Cymoedd is committed to promoting the use of the Welsh language and will actively promote opportunities for colleagues and students to use the Welsh language within the College. The work is led by the Welsh Language Team and overseen by the College's Compliance Group and the Vice Principal/Chief Operating Officer.

The Welsh Language (Wales) Measure 2011 establishes a legal framework to impose duties on public bodies to comply with standards in relation to the Welsh language – the Welsh Language Standards. The standards imposed upon Coleg y Cymoedd are set out in the Compliance Notice issued in September 2017.

The implementation of this policy is in line with the requirement of Standard 105:.

Standard 105: You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.

Further information about the Welsh Language Standards imposed upon Coleg y Cymoedd can be found here:

https://www.cymoedd.ac.uk/media/4522/20200312-compliance-notice-as-varied-en-1.pdf

Any enquiries regarding this policy, or the Welsh Language Standards in general, should be referred to the College's Welsh Language Manager.

2. Promoting and facilitating the use of Welsh amongst colleagues

Colleagues are made aware of opportunities to use and develop their Welsh skills in the College. The College exploits every opportunity to use Welsh within the College to promote the language amongst staff, learners and the public. This is accomplished through the remit of the Welsh Language Team.

2.1 Recruitment

All documentation related to the recruitment process is bilingual and includes the following: job adverts; job descriptions; person specifications; applications forms. Applicants have the right to use Welsh in their interview. The application form asks applicants to note whether they would like the interview to be conducted in Welsh. If

the interview cannot be conducted in Welsh, an appropriate translation service is provided.

2.2 Language Choice

People and Culture sends an email to all colleagues every year advising them of their rights under the Welsh Standards and asking colleagues to record their language choice with regard to correspondence from the College. Colleagues may receive Welsh, English or bilingual correspondence related to their employment. People and Culture sends all correspondence in the desired language of the colleague for the remainder of the year.

The College's Human Resources self-service system is fully bilingual. This system offers colleagues the opportunity to do the following through the medium of Welsh:

- Book annual leave
- Book learning activity
- Update personal details
- Report absences
- View payslips and P60
- View documentation related to PDR (Performance Development Review) and Career Development

Colleagues have the right to use the Welsh language during meetings related to complaints, disciplinary matters or their employment. If the meeting cannot be conducted in Welsh, an appropriate translation service is provided.

Colleagues are offered the opportunity to attend training through the medium of Welsh in the following areas: staff induction; health and safety; using Welsh effectively in meetings, interviews and complaints and disciplinary procedures.

2.3 Language Skills

A survey to identify the Welsh skills of all colleagues is carried out by the Welsh Language Team every two years. This enables the College to update its linguistic needs and to co-ordinate and target training and workforce planning. The survey requires colleagues to self-assess their own Welsh language skills in the following areas by completing an on-line survey:

* Speaking Welsh
* Writing Welsh
* Understanding spoken Welsh
* Reading Welsh

The survey also includes the following questions:

- In addition to the statutory duties placed on the College by the Welsh Language Standards (i.e. answering the phone in Welsh), would you be willing to use your Welsh language skills in your role?
- Please comment on how you would like to use the language and what support you may require.
- Did you attend a Welsh Medium Secondary School?
- Please indicate all Welsh Language Qualifications you may hold.

2.4 Training

All colleagues are supported to use and develop their Welsh language skills. The College offers a range of opportunities to learn and develop Welsh skills, based upon the needs of its workforce i.e. level and linguistic ability; job role and schedules and preferred methods of learning.

These opportunities include but are not limited to the following:

- 'A range of online introductory Welsh courses on various levels provided by the National Centre for Learning Welsh.
- 'Cymraeg Gwaith' – This project is funded by the National Centre for Learning Welsh through the Coleg Cymraeg Cenedlaethol and coordinated by ColegauCymru and its aim is to support lecturers in FE colleges to use the Welsh language confidently in the classroom. The programme consists of 120 hours of training and was based on a combination of teaching sessions, 1-1 mentoring sessions, observation of lecturer's teaching and independent study. The training is delivered by the College's Welsh Language Tutor.
- 'Cymraeg Gwaith (Self Study)'
- 'Rho Gynnig Arni' – a mentoring scheme for Welsh speakers who wish to gain confidence in their writing and oral skills.
- Mentoring and training opportunities offered by Sgiliaith.
- College funding to attend Welsh classes in the community, outside of work hours.

2.5 Other opportunities to use the Welsh language

Colleagues are encouraged to use their Welsh language skills informally within the College. Online networks have been created for Welsh speaking colleagues and for colleagues learning Welsh. The Welsh Language Team organises a calendar of events throughout the year to encourage learners and colleagues to speak Welsh i.e. Shwmae Sumae Day; Welsh Rights Day; Welsh Week.

The Coleg Cymraeg Cenedlaethol offers colleagues opportunities to join Welsh medium networks for specific subject areas to discuss opportunities to develop Welsh medium and bilingual provision within those areas.

2.6 Welsh Language Awareness Training

The College's CPD Hub gives colleagues access to online CPD training related to various aspects of their development. At the end of each course, the colleague completes a quiz to earn a badge proving completion of the course. This hub holds a suite of Welsh-related CPD courses.

- Welsh-Language Awareness
- Welsh Language Standards – what you need to know
- The Welsh Language and social media
- How to draft bilingual documents
- Requesting translation

2.7 Guidelines

In order to promote and facilitate the implementation of the Standards and general use of the language, the College has created guidelines for colleague entitled "Welsh Language Standards: What you need to know". These include detailed instructions on how to use the language in the following contexts: Signs and Notices; Publications and Documents; Social Media; Correspondence; Telephone Calls, Meetings and Translation.

Guidelines have been produced for using Welsh in virtual meetings and telephone calls as well as a series of subject-specific guidelines giving advice and guidance on how to embed the Welsh Dimension across the curriculum.

These guidelines are available on Staff Life and are promoted to colleagues through the briefing videos provided by the Welsh Language Manager.

2.8 E-mail Signatures

All colleagues of colleagues will have bilingual email signatures. These are issued to colleagues as part of the induction process. Executive Support sends templates for bilingual 'out of office' messages to colleagues every half term. Colleagues requesting an alternative message can send the message to the Welsh Language Manager for translation.

2.9 Phone Calls

Coleg y Cymoedd's automated telephone system gives callers who telephone the main campus numbers the option to continue the call in Welsh or in English. All Welsh calls are directed to the Nantgarw Campus where there are Welsh speakers available to deal with the call in Welsh.

All colleagues will answer the phone with a bilingual greeting. If the caller wishes to continue with the call in Welsh but the colleague is unable to speak Welsh; the call will be transferred to a Welsh speaker.

2.10 Signs and Notices

All signs and notices throughout the College will be fully bilingual and Welsh will be positioned to left of the English or above the English.

2.11 Support

The Welsh Language Team will also offer guidance and advice to all colleagues, along with organisations, companies and individuals who provide services on behalf of the College, on issues regarding the Welsh language, translation and the College's commitment under the statutory Welsh Language Standards.

2.12 Translation Service and Support

The Welsh Language Team provides a full Welsh-English and English-Welsh translation and simultaneous translation service for the College. The Welsh Language Team also offers a proofreading service for Welsh speaking colleagues preparing their own documents through the medium of Welsh. Colleagues will be made aware of this service as well as on-line tools to help colleagues with translation.

Software for checking spelling and grammar in Welsh (Cysgliad) is available on all College personal computers and laptops.

3. Promoting and facilitating the use of the Welsh language amongst learners

All Coleg y Cymoedd colleagues encourage learners to use and develop their Welsh language skills during their time at the College. These efforts are managed by the Welsh Language Team. The language will be used with learners in the following ways to promote the use of the language in the College.

3.1 Language Choice

The College's enrolment form asks learners to record their and language choice with regard to correspondence from the College. Learners may receive Welsh, English or bilingual correspondence. Once this information is captured it is available on the College's student record system (EBS/Ontrack). College staff must respect this language choice and use the desired language in all general correspondence with learners during their time in the College. (This does not include correspondence regarding the content of a course).

3.2 Induction

During induction sessions learners receive information on their rights to use Welsh language services in the College, including their right to submit work through the medium of Welsh (subject to awarding body guidelines) and their right to receive learning support and a Welsh speaking personal tutor if needed. All this information is included on Student Life and is promoted through the College's social media platforms.

The Welsh Language Team publishes a booklet annually entitled 'Welsh in the College'. This booklet includes a section on students' rights under the Welsh Language Standards. This booklet is sent to all learners. This booklet is also available at all reception areas and on the Student Life section of the website.

The College's course handbook also includes a section on 'Welsh in the College' which outlines opportunities to use Welsh in the College and rights under the Welsh Language Standards. Every learner receives this handbook at the beginning of their course.

3.3 Documents and forms

All documents and forms provided for learners on a general level (that are not part of the content of a course) are provided bilingually or according to the language choice of the learner.

3.4 Course Provision

Subject areas are required to provide a 'Welsh Dimension' in their courses as and when appropriate. Guidelines have been prepared by the Welsh Language Team on how to incorporate the 'Welsh Dimension' into provision. This means involving learners in gaining knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales which includes creating opportunities for Welsh speaking learners and non-Welsh speaking learners to use the Welsh language in the classroom.

The College continues to develop its Welsh language and bilingual provision in collaboration with external partners such as the Coleg Cymraeg Cenedlaethol. working with the Coleg Cymraeg Cenedlaethol.

3.5 Terminology

The College provides glossaries of terms for all vocational areas to aid learners transitioning from Welsh medium to Welsh language provision. Learners are also made aware of Welsh language websites and apps that can support them in their studies.

3.6 Welsh Student Ambassadors

There are opportunities for Welsh speakers to work as Welsh Student Ambassadors. These roles are currently funded by the Coleg Cymraeg Cenedlaethol. The Ambassadors promote the use of the Welsh language across the College: attending open days; creating vlogs; helping out with Welsh themed events etc.

3.7 Informal activities for learners

Coleg y Cymoedd hosts a Welsh-medium activity club for learners – 'Clwb Dreigiau'r Cymoedd'. This is to support learners who have come to the College from Welsh-medium schools. The club is held both on all campuses and remotely, according to the needs and preference of the learners and College guidance.

The College also hosts 'Dragon Bites' sessions. These sessions are for learners from English-medium schools who would like to learn some basic spoken Welsh. These sessions are delivered remotely.

The Welsh Language Team organises a calendar of events throughout the year to encourage learners and colleagues to speak Welsh i.e. Shwmae Sumae Day; Welsh Rights Day; Welsh Week.

4. Monitoring and Review of policy

This policy will be reviewed every 3 years but may be reviewed earlier in light of changes to legislation or Welsh Government policy related to the Welsh language.