

COLEG Y CYMOEDD

(Mae'r ddogfen hon ar gael yn y Gymraeg / This document is available in Welsh)

**Welsh Language Standards Compliance Report to the
Welsh Language Commissioner
31 July 2022– 31 July 2023
Prepared in accordance with the requirements of the
Welsh Language (Wales) Measure 2011**

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Introduction

It has been a year of significant change for Coleg y Cymoedd, not least in terms of Welsh-medium and bilingual development. Changes to strategic aims, staffing structures and internal systems show that we are constantly evaluating the way we serve our learners and our communities. But amid all this change, Coleg y Cymoedd is committed to delivering Welsh-language services and opportunities of the highest possible standard.

As we prepare for the National Eisteddfod in Rhondda Cynon Taf in 2024, Coleg y Cymoedd is eager to use the opportunity as a catalyst to drive the use of the Welsh language among its workforce and service users.

Background

Coleg y Cymoedd received its Final Compliance Notice from the Welsh Language Commissioner in September 2017, which outlined the College's duty to meet 177 of the statutory Welsh Language Standards established by the Welsh Government under the Welsh Language (Wales) Measure 2011.

The College submitted an application to the Commissioner to challenge 25 of the Standards in March 2018. Following further consultation, the Welsh Language Commissioner determined that no changes should be made to 10 of the Standards and a circumstance should be applied to 15 of the Standards. The amended Compliance Notice was issued to Coleg y Cymoedd on 18 October 2018.

The imposition date for 195 of the Standards was 1 April 2018; the imposition date for three Standards was 1 October 2018; the imposition date for eight Standards was 1 April 2019 and the imposition date for the remaining seven Standards was 1 October 2019.

The College submitted an application to challenge two Standards on 6 November 2019. The Welsh Language Commissioner determined that a circumstance should be applied to one of these Standards; an extension until 1 September 2020 given to the other and that three additional Standards should be imposed upon the College. The amended Compliance Notice was issued to Coleg y Cymoedd on 12 March 2020.

The Welsh Language Development Team

Compliance with the Welsh Language Standards is the responsibility of all Coleg y Cymoedd staff, however this work is facilitated and monitored by the Welsh Language Team. The Welsh Language Team includes:

Welsh Language Manager – Lois Roberts

Welsh tutors – Alison Kitson and Gethin Gwyn

Bilingual Development Officer – Liam Higgins

Welsh Language Facilitator for Health and Social Care – Lois Moremon

Welsh Language Facilitator for Sport and Public Services – Rhys Ruggiero

Welsh-medium Lecturers for Childcare – Bethan Greenhaf, Leanne Price

For the majority of 2022-2023 the Vice Principal / Chief Operating Officer, Karen Workman, oversaw the team's work. In May 2023, the Assistant Principal for Sustainable Futures, Rachel Edmonds-Naish, adopted this responsibility.

The role of the Welsh Language Team at Coleg y Cymoedd is to:

- Monitor the College's compliance with the Welsh Language Standards Regulations
- Develop the Welsh-language and bilingual curriculum within the College
- Create informal opportunities for learners to use and improve their Welsh-language skills
- Encourage staff to take advantage of opportunities to use and improve their Welsh-language skills.
- Facilitate the mainstreaming of the Welsh-language in all aspects of college life.
- Provide an internal translation service for the College.

In 2022-2023, the College's Compliance Group oversaw compliance with legislation related to Data Protection/GDPR; the Welsh language; Finance; Health and Safety and Human Resources. The group is chaired by the Vice Principal/Chief Operating Officer and meets once a term. The Welsh Language Manager reports to the group on matters related to compliance with the Welsh Language Standards.

The Welsh Language Team manages a full Welsh-English and English-Welsh translation service for the College (using external translation companies as required). In April 2023, the College developed a new translation procedure. A new Microsoft Form was created for staff to request translations, and this was published on the All-Staff Teams account. The aim of this new system to provide an easy, efficient service for staff and to track and monitor translation work effectively.

Following an initial internal audit by TIAA in February 2011, a follow-up meeting was held on 9 June 2023 to address an outstanding action from the initial audit, which was related to the Career Coach feature on the website. This feature has now been removed from the website.

Compliance with Service Delivery Standards

The College challenged two Service Delivery Standards on 6 November 2019 – Standard 11 which relates to answering queries in Welsh over the telephone and Standard 68 which relates to providing a Welsh-language reception service.

The Welsh Language Commissioner issued an extension to Standard 11 until September 2020, giving the College time to implement a new telephone system that is able to direct all Welsh queries to a Welsh speaker. Callers are now given the option to proceed in Welsh or English and Welsh calls are transferred to the Nantgarw Campus where there are fluent Welsh speakers to deal with their query. The answerphone message provided for the main telephone line of each campus is bilingual and notifies callers that they are welcome to leave a message in Welsh.

To promote and facilitate compliance with the Service Delivery Standards, the College has distributed a guidance document for staff entitled '*Welsh Language Standards: What you need to know.*' The document provides detailed instructions on how to use the language in the following contexts: signs and notices; publications and documents; social media; correspondence; telephone calls; voice messages; out and about and meetings. This document was shared electronically with all staff in September 2022. An electronic copy is available in the designated 'Welsh in the College' section of the Staff Life Portal. All new staff are required to complete an online Continuous Professional Development course entitled '*Welsh Language Awareness and Welsh Language Standards.*'

The College has an online registration and enrolment system for prospective learners, provided by Prospect. As of July 2022, this new system is fully bilingual, and users can toggle between the two languages. The automated emails generated by the new system are also bilingual. The enrolment system asks and records learners' language choice and the language choice of their parents/guardians for communication from the College (English, Welsh or bilingual). The College's internal student record system EBS/Ontrack captures this information and members of staff can refer to these records as required.

All correspondence, documents and forms provided for learners (not part of the content of a course) is sent bilingually or in the desired language of the learner. The Welsh Language Manager spot-checked this area in October 2022 and no issues were raised. 3 learners responded to an email from the Welsh Language Manager to note that they were receiving correspondence from the College in English and Welsh.

All members of staff are required to answer the phone with a bilingual greeting. If the caller wishes to continue with the call in Welsh, but the member of staff is unable to speak Welsh; the call is transferred to a Welsh speaker. This area was spot-checked In November 2022 and a list of issues was shared with the Directors of Learner and Campus Services on each campus. The Welsh Language Manager has created audio files for all departments to help with the Welsh pronunciation of the name of the department. These are accessible to all staff on the Staff Life Portal.

The College held a series of open events throughout the academic year; all face-to-face (10/11/22; 07/12/22; 28/01/23; 29/03/23; 04/07/23). All publicity material, signs and notices and documentation for these events were produced bilingually and a Welsh speaking member of staff was on hand to answer Welsh queries. For the Open Event on 4 July 2023, a Welsh-medium talk for parents was offered on all campuses.

The College website was spot-checked in January 2023 and was found to be bilingual apart from minor issues. A list of issues was shared with the Marketing Manager on 12 January 2023. The Career Coach function, found not to be fully bilingual in previous audits, was removed from the website.

All social media posts posted from the Coleg y Cymoedd official accounts and accounts on a school-level are bilingual. The Welsh Language Manager spot-checked this area extensively in December 2022 and there were high levels of compliance throughout. Staff from

departments found not to be fully compliant were notified and support offered to ensure full compliance going forward.

Procurement at Coleg y Cymoedd has been devolved to a departmental level. All documentation related to procurement and tenders reflects the College's obligations under the Welsh Language Standards (Standard 80-84) and is published bilingually on the procurement section of the website and is also available on the Staff Life Portal.

As of January 2022, all lifts with an audio facility on all campuses have bilingual announcements. In July 2023, the new Sports Facility opened at Nantgarw and the lift for the building has bilingual audio announcements.

Standard 93 notes that the College must offer a Welsh-speaking personal tutor to those that require it. The College's definition (approved by the Commissioner) of a 'personal tutor' as "a member of staff, whose role is to provide support to 'A' with personal issues which may be affecting A's ability to continue and succeed in 'A's studies". The College believes that this definition describes its Welfare Officers and Learning Coaches. 1 Learning Coach is a fluent Welsh speaker.

The Welsh Language team published a booklet in September 2022 entitled '*Cymraeg yn y Coleg*'. This booklet includes a section on students' rights under the Welsh Language Standards i.e., the right to a Welsh speaking personal tutor; the right to Welsh correspondence; the right to submit work in Welsh (with the approval of the awarding body) etc. This booklet was sent to all students who previously attended Welsh-medium education and those who have requested Welsh/bilingual correspondence. 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 student received this handbook at the beginning of their course in September 2022.

Between 31 July 2022 and 31 July 2023, 26 learners had asked for resources/support in Welsh, such as:

- bilingual terminology (Mathematics mostly)
- translations of resources/assessments
- the opportunity to attend a Welsh-medium GCSE Mathematics class
- the opportunity to submit work in Welsh
- the opportunity to develop Welsh skills

In 2022/23, the Welsh-medium customer care unit qualification *Cymraeg Gwaith* was delivered in 11 vocational subject areas. 371 learners (35 groups) successfully completed and attained at levels Entry 3 to Level 1.

- Health and Social Care
- Childcare
- Business

- Catering
- Travel and Tourism
- Hairdressing and Beauty
- Engineering
- Construction
- The Creative Industries
- Sport
- Public Services

The A Level Centre delivered courses through the medium of Welsh in 2022-23. 5 learners followed the bilingual option of the Welsh Baccalaureate at A-level; 2 learners completed the A Level in Welsh (second language) and 1 completed the AS Level in Welsh (second language).

In 2022-23, 1 learner followed the Welsh-medium Maths GCSE resit course at Ystrad Mynach delivered by the School of Skills. All learners were given the option to sit their Wales Essential Skills tests through the medium of Welsh.

This year, the priority areas for bilingual development in the College were:

- Health and Social Care
- Childcare
- Public Services
- Sport

Welsh Language Facilitators or Welsh-medium Lecturers were appointed in these areas, partly funded by Coleg Cymraeg Cenedlaethol. The aim of these roles is to encourage Welsh speakers to complete formative and summative assessments in Welsh and facilitate the use of the Welsh language within the classroom. Progress is measured by the record of Welsh-medium learning on the learner's Lifelong Learning Wales Record.

In Health and Social Care, 21 learners had reached B2 level (a significant amount of Welsh-medium learning), and 31 learners had reached B3 level (a small amount of Welsh-medium learning) at Level 2/3.

In Childcare, 1 learner had reached level B1 (learning completed in a bilingual context and at least 50 percent of the available assessments), 3 learners had reached B2 level (a significant amount of Welsh-medium learning), and 22 learners had reached B3 level (a small amount of Welsh-medium learning) at Level 2/3.

In Public Services, 91 learners had reached B3 level (a small amount of Welsh-medium learning) at Level 2/3.

In Sport, 99 learners had reached B3 level (a small amount of Welsh-medium learning) at Level 2/3.

Prentis-iaith units on are available the Tutorial Hub for learners to complete during tutorials. 240 learners completed units at Awareness Level and 59 learners completed units at Understanding Level in 2022-23.

Compliance with Policy Making Standards

All new and amended policies are impact assessed with regards to diversity, sustainability, and the Welsh language. An impact assessment form on the Welsh language is completed by the policy author and approved by the Welsh Language Manager. The form requires the policy author to answer the following questions and includes a guidance document to support policy authors in doing so.

What effects, if any (whether positive or adverse), would the policy have on opportunities for persons to use the Welsh language?

How could the policy be revised so that it would have a positive effect or increased positive effect on opportunities for persons to use the Welsh language?

How could the policy be revised so that it would have a positive effect or increased positive effect on treating the Welsh language no less favourably than the English language?

How could the policy be revised so that it would not have an adverse effect or so that it would have decreased adverse effect on opportunities for persons to use the Welsh language?

How could the policy be revised so that it would not have an adverse effect or so that it would have decreased adverse effect on treating the Welsh language no less favourably than the English language?

The College's Financial Contingency Fund Policy includes an appendix that reflect the College's obligations under the Welsh Language Standards with regards to application for grants and financial assistance. This appendix has been updated and approved by the Welsh Language Commissioner's Office.

The College has chosen to incorporate the Welsh language into its Strategic Development Equality Plan 2020-2024. Although not a protected characteristic under the Equality Act 2010, the Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on public organisations to comply with standards of conduct on the Welsh Language. This means that Welsh must be treated no less favourably than English. Together, the Equality and Welsh Language policy agendas complement and inform one another.

Compliance with Operational Standards

The College has developed a policy on using the Welsh language internally for the purpose of promoting and facilitating the use of the language. This policy was revised and approved

by the Senior Leadership Team; the College Management Team and the Governors in 2022. This policy is now published on the College website and the Staff Life Document Centre.

The Welsh Language Standards require all policies relating to behaviour; health and well-being; salaries and workplace benefits; performance management; absence from work; working conditions and work patterns to be available bilingually. All College policies related to these areas are either published in both languages on the Staff Life Document Centre or are currently in the process of being translated into Welsh.

All recruitment packs (including job adverts; job descriptions; person specifications; application forms) are bilingual. Applicants are asked to note whether they would like to use Welsh or English at interview. If Welsh language skills are essential for the role or if the applicant has noted they would like to use Welsh at interview, the interview is conducted in Welsh or simultaneous translation is provided.

The College's Employee Self Service system is bilingual, and staff are asked to note in which language they would like to receive correspondence from the College. 4 members of staff have noted they would like to receive Welsh or bilingual correspondence from the College. This new system offers staff 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

Software for checking spelling and grammar in Welsh (Cysgliad) is available on all College personal computers and laptops. The College also offers a Welsh proof-reading service for staff.

The College's Staff Life Portal has a splash page requiring users to select English or Welsh. By choosing Welsh, staff have access to a Welsh version of all documentation and information covered by the Welsh Language Standards. The College's Staff Life portal has a page entitled '*Welsh at Coleg y Cymoedd*.' This page is used to promote the Welsh services available in the College and houses resources to help staff in using the Welsh language in their role.

The Welsh Language Manager spot-checked signage and notices on all campuses in February 2023. The level of compliance was extremely high with only minor changes needed on each campus. A list of issues to be resolved was shared with all members of the College Management Team. Managers are asked to note whether their signs and notices are bilingual in their compliance monitoring surveys.

All members of staff have been issued with bilingual email signatures and out-of-office messages. New staff are issued with these as part of their induction to the College and

manager are asked to note whether their staff have bilingual email signature in their compliance monitoring surveys. Welsh speakers and Welsh learners are provided with the appropriate logos to include in their email signatures and are offered lanyards to wear to show that they are Welsh speakers/Welsh learners. 23 members of staff wore a lanyard/badge to show their ability to speak Welsh (including those learning Welsh) in 2022-3.

Monitoring Compliance

Coleg y Cymoedd has introduced a comprehensive Welsh language Standards monitoring procedure. The procedure ensures the Welsh Language Manager has a broad view of the situation across the College and creates a high level of accountability amongst college staff. The procedure also ensures that any issues can be addressed promptly. The procedure is as follows:

- Managers of certain areas (functional areas and academic schools) across the College are required to complete a survey, reporting on compliance with the Standards affecting them specifically. The survey asks managers to note their level of compliance (1 to 5) and offer supporting comments.
- Managers of certain areas (functional areas and academic schools) across the College are required to complete a 'General Welsh Language Standards Compliance' survey, reporting on compliance with general Standards affecting the College as a whole. The survey asks managers to note their level of compliance (1 to 5) and offer supporting comments. Descriptors have been added to each level to aid completion.
- All surveys are submitted to the Welsh Language Manager and discussed during meetings with the Vice Principal - Chief Operating Officer.
- The Welsh Language Manager prepares a paper on the results which is discussed at meetings of the College's Compliance Group.
- Feedback is given to each manager, with an opportunity to discuss and resolve issues with regards to compliance.

The Welsh Language Manager maintains a comprehensive spot-checking schedule giving an accurate view of the situation regarding compliance across the College. The results are shared with the College's Compliance Group and fed-back to the relevant departments. The schedule for 2022-23 was as follows:

September	Submitting work in Welsh
October	Correspondence for learners
November	Telephone calls
December	Social media
January	Website
February	Signs and Notices
March	Reception areas

April	Forms
May	Lanyards/Badges
June	Correspondence for learners
July	Out of office messages

Complaints

1 complaint related to Welsh-language services was received between 31 July 2021 and 31 July 2022. The complaint was related to an internal process that was not followed. The error was recorded and resolved. The College's Complaints Policy has an appendix that deals specifically with complaints relating to the Welsh Language Standards and the Welsh language. Complaints relating to the Welsh Language Standards with which the College must comply are dealt with in the same way as any other complaint by using the College's complaints procedure. Any complaint should be directed to the Principal and copies are kept of all complaints. A College manager is appointed to review a complaint and discuss the issues with the appropriate parties under Stage 1 of the Complaints Procedure (Frontline Resolution) or to investigate under Stage 2 of the Complaints Procedure (Investigation).

Staff Welsh Language Skills

All staff must complete a linguistic skills survey every two years. The latest survey was carried out in January 2023 and the next is due in January 2025. The survey includes questions on understanding spoken Welsh, speaking Welsh, reading Welsh, and writing Welsh and collects information on the Welsh-language qualifications held by staff.

Data is held in spreadsheet format and can be analysed by multiple variables including teaching/non-teaching, campus, faculty, school, role, and language level.

Language proficiency is analysed using the following descriptors:

Speaking Welsh
Level 0 - Cannot speak Welsh
Level 1 - Can pronounce the name of the College/campus/department, use simple greetings, say 'I can't speak Welsh' and 'One moment please'
Level 2 - Can convey basic information, ask simple questions and give simple directions to learners, staff and visitors
Level 3 - Can contribute to a simple conversation on a work-related topic. Can take and pass on messages to learners, staff and visitors during a normal working day
Level 4 - Can contribute in an informal work-related conversation with a degree of fluency. May revert to English or ask for clarification in English when complex or technical language is used
Level 5 - Completely fluent and confident in all situations. Can conduct and take part in job interviews and give media interviews. Can assess the linguistic level of others

Writing Welsh
Level 0 - Cannot write in Welsh
Level 1 - Can write down familiar words and short, basic phrases
Level 2 - Can write down simple phrases, questions and directions for learners, staff and visitors
Level 3 - Can write informal internal memos, e-mail messages and routine requests, checked by a Welsh speaker
Level 4 - Can prepare and respond to formal documents, with editorial support. Can take reasonably accurate notes in meetings and can write straightforward reports/documents relating to the job area
Level 5 - Can write reports, letters and presentations confidently and make full and accurate notes in a meeting
Understanding Spoken Welsh
Level 0 - Cannot understand spoken Welsh
Level 1 - Can understand greetings and basic information. Understand basic requests such as 'May I speak to...'
Level 2 - Can understand simple questions and enquiries and the gist of simple conversations
Level 3 - Can understand most messages and understand much of what is said at work or in a meeting if the delivery is clear
Level 4 - Can understand informal and fairly formal spoken Welsh used at work
Level 5 - Can fully understand spoken Welsh in all situations and understand complex and specialist language
Reading Welsh
Level 0 - Cannot read Welsh
Level 1 - Can read familiar words relating to the role
Level 2 - Can read simple factual information in a message or document
Level 3 - Can read straightforward, job-related texts e.g., emails, letters, notes, with support of a dictionary
Level 4 - Can read most texts – related material which does not contain complex or technical information with the aid of a dictionary and checking with a Welsh speaker
Level 5 - Can read Welsh confidently and understand information and ideas expressed in complex or specialist language

91% of staff completed the survey in January 2023, which provides the College with a comprehensive overview of the Welsh-language skills of staff (Understanding Spoken Welsh; Speaking Welsh; Reading Welsh; Writing Welsh).

The main findings are as follows:

2023	Speaking			Writing			Understanding			Reading		
	# of Speakers	YoY	% of workforce	# of Speakers	YoY	% of workforce	# of Speakers	YoY	% of workforce	# of Speakers	YoY	% of workforce
Level 0	216	11	29.1%	340	-6	45.9%	252	6	34.0%	269	42	36.3%
Level 1	355	16	47.9%	275	23	37.1%	308	8	41.6%	299	18	40.3%
Level 2	99	8	13.4%	60	10	8.1%	109	17	14.7%	91	24	12.3%
Level 3	12	-3	1.6%	27	-1	3.6%	13	-4	1.8%	20	-6	2.7%
Level 4	31	-6	4.2%	18	2	2.4%	25	1	3.4%	34	0	4.6%
Level 5	28	11	3.8%	21	7	2.8%	34	9	4.6%	29	10	3.9%
Total Responses	741			741			741			742		
Total Employees	814											
Total Level 0-3	682	32	92.0%	702	26	94.7%	682	27	92.0%	679	78	91.5%
Total Level 4-5	59	5	8.0%	39	9	5.3%	59	10	8.0%	63	10	8.5%

Welsh Speakers

The two categories which identify whether they have skills which could be developed to enable them to enhance Welsh-medium delivery/services at the College are; -

Level 4 - Can contribute in an informal work-related conversation with a degree of fluency. May revert to English or ask for clarification in English when complex or technical language is used

Level 5 - Completely fluent and confident in all situations. Can conduct and take part in job interviews and give media interviews. Can assess the linguistic level of others

Adding the 28 members of staff (3.8%) who identify themselves as fluent Welsh speakers and the 31 members of staff (4.2%) identifying themselves as being able to speak confidently in Welsh in most situations, this brings the total to 59 staff (8%). The result was 54 staff (7.6%) in 2021.

This is below the percentage of Welsh speakers within the county boroughs of Caerphilly and Rhondda Cynon Taf (11.2% and 12.4% respectively - 2021 census).

Training

As well as the face-to-face CPD provision, in 2022-23, College staff were given access to the Centre for Learning Welsh's online courses – *The Welcome Course*, *The Welcome Back Course* and *The Improving Your Welsh Course*.

The College also took part in the *Work Welsh* Further Education project. The 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 Further Education colleges to use the Welsh language confidently in the classroom. 17 members of staff from a range of subject areas completed the course (and 1 completed the online version of the course). The programme consisted 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 was delivered by the College's Welsh Language Tutor.

Coleg y Cymoedd has a CPD Hub for employees, giving access to online CPD courses related to various aspects of their development. At the end of the course, the member of

staff must complete a quiz to earn a badge proving completion of the course. This CPD Hub holds a suite of Welsh-related CPD courses.

1. *Welsh-Language Awareness and Welsh Language Standards – 16 staff completed in 2022-23
2. The Welsh Language and social media – 7 completed in 2022-23
3. Requesting translation – 9 staff completed in 2022-23
4. Creating Bilingual Documents - 8staff completed in 2022-23

* New staff must complete this course as part of their induction.

Sgiliaith delivered training to all Sport, Public Services, Health and Social Care and Childcare staff on delivering bilingually in August and September 2022 and to all Creative Industries and Business staff in December 2022. In February 2023, Sgiliaith also delivered Bilingual Pedagogy Training at Nantgarw and 5 Members of staff participated in Sgiliaith's mentoring scheme.

Standard 135 requires the College to provide training in Welsh in the following areas, if it provides such training in English -

- recruitment and interviewing;
- performance management;
- complaints and disciplinary procedures;
- induction;
- dealing with the public;
- health and safety.

All staff who attended training between 31 July 2022 and 31 July 2023 in these areas were asked to note whether they wished to receive the training in Welsh or in English. No members of staff asked to complete the training in Welsh.

All new employees are required to be assessed on their Welsh language skills by a member of the Welsh Language Team. Any employees not at Level 1 are required to attend an online Basic Welsh Session to ensure that they reach Level 1. This is not a requirement of existing staff but are encouraged to complete the 10 hour 'Cwrs Croeso' course as part of their CPD.

Recruiting to Vacant Posts

In 2022-2023, all vacant posts (149 roles) were advertised as 'Welsh Level 1 Essential and Welsh Level 2 + Desirable' and six posts was advertised as 'Welsh Level 2 + Essential' - 3 Welsh Language Facilitators; Bilingual Development Officer; Learner and Campus Services Assistants, Childcare Assessor. Copies are kept of all assessments carried out by the relevant manager in respect of the Welsh skills required for new and vacant posts.

Before advertising a vacant post, the recruiting manager completes a Staff Authorisation Form to determine the level of Welsh required for the role. Recruiting managers decide whether a higher level of proficiency than Level 1 (default) is an essential criterion for the

role by answering the following questions. This assessment is then approved by the Welsh Language Manager:

- Is the post in one of the priority areas for bilingual development? Priority areas are Health and Social Care, Childcare, Public Services, Agriculture, Construction, Business, Sports and Leisure and the Creative Industries?
- Can your team provide a full/written oral service to Welsh speaking learners and/or members of the public?
- What level of proficiency is required for this role? (Levels 1-5)
- Branched question for those who answered Level 1 to the question above: If you believe that only Level 1 is needed for the role, please explain why.

Further Information

If you have any queries about this report or any aspect of Coleg y Cymoedd's compliance with the Welsh Language Standards, please contact:

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