



Polisi Iaith Gymraeg

Welsh Language Policy

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Appendices:

- i. COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011**
- ii. WELSH LANGUAGE STANDARDS - 10 GOLDEN RULES**
- iii. WELSH LANGUAGE SKILLS STRATEGY 2016 – 2020**
- iv. WELSH LANGUAGE STANDARDS – 10 STUDENT RIGHTS**

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1. Context

- 1.1** This 'Welsh Language Policy' replaces the NPTC Group of Colleges 'Welsh Language Scheme' and describes how the College will ensure statutory compliance with the Welsh Government's Welsh Language 'Standards' from 1 April 2018 onwards.

The concept of Welsh Language 'Standards' was introduced by Welsh Government as an integral part of the Welsh Language (Wales) Measure 2011. Building on the basic principles established in the College's own Welsh Language Scheme, they form a set of legally binding requirements to be independently regulated by the Welsh Language Commissioner (WLC). The Standards establish equal rights for Welsh speakers and English speakers, based on two principles:

- 'In Wales, the Welsh language should be treated no less favourably than the English language'
- 'Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so'

- 1.2** In line with the College's Vision and Strategic Plan, statutory compliance will provide a baseline for the College to ensure that the Welsh language service provided will be of the same quality and accessibility as the English language service provided:

- "To be a college that promotes Welsh-medium and bilingual learning;
- "10.1 Increase incrementally the amount of Welsh medium/ bilingual learning in support of the Welsh Government Welsh-medium education strategy;
- "10.2 Increase awareness of Welsh language and culture among students and staff and establish a Welsh ethos on campuses within Wales;
- "10.3 Develop the capacity and skills of academic staff to deliver planned increases in Welsh-medium and bilingual curriculum."

(Extract from Strategic Plan 2015-2019 on SharePoint)

- 1.3** As with the previous Welsh Language Scheme, this Policy also functions as a formal response to the CollegesWales 'National Bilingual Strategy for FE' and takes due account of the aims and objectives contained within the Welsh Government's Welsh-medium Education Strategy.

The Policy reflects the three key elements which are set out in the CollegesWales 'National Bilingual Strategy for FE', these being:

1. The development of a Welsh ethos at the College;
2. The development of bilingual communication skills to augment English medium provision;
3. The development of Welsh-medium or bilingual provision for post 14 students.

- 1.4 If any member of staff requires assistance with understanding or implementing this Policy, particularly where the reasons for this are related to disability, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership, age or race they should contact the Senior Officer: Diversity or HR Unit, in the first instance for advice.

2. Status

Draft approved by SMT 5 September 2018

3. Policy

- 3.1 The Policy is primarily designed to ensure statutory compliance with Welsh Government legislation – **Appendix i: Compliance Notice Section 44 of the Welsh Language (Wales) Measure 2011** - in order to:
- provide more high quality services, both oral and written, through the medium of Welsh;
 - provide a wider range of Welsh language services;
 - provide a mechanism for establishing our current position, to enable us to set targets and report on future performance;
 - identify our investment in developing Welsh language skills;
 - inform our stakeholders, including staff and the public of the policy.
- 3.2 The principle of treating the Welsh and English languages on a basis of equality is part of our wider commitment to equality of opportunity for all students and staff and respecting the rich diversity which manifests itself in the community which the College serves, including:
- strengthening the College's commitment to the principle and the practice of equality of treatment with respect to the English and Welsh languages in the delivery of services to the public in Wales;
 - creating a supportive environment that encourages Welsh-speaking students, staff and members of the public to actively use the language both inside and out of the classroom;
 - raising awareness and ensure that non-Welsh speakers are introduced to, and encouraged to become involved with, the Welsh language and culture.

4. Procedure

The Policy will be implemented primarily through:

- protocols to ensure statutory compliance, transparency and accountability in relation to specific service delivery standards, policy making standards, operational standards, record keeping standards and standards relating to supplementary matters. In order to support staff in complying with Standards, the College has also developed a summary of the key principles in the form of **10 Golden Rules (Appendix ii)**;
- developing a strategic approach (**Appendix iii - Language Skills Strategy 2016-2020**) to recruiting and training staff to close the skills gap between current capacity and the requirements of the 'Standards' - as well as prioritising the future delivery of vocational subject module options bilingually or through the medium of Welsh to reflect the Welsh Government priority subject areas

4.1 Compliance

The scope of the Standards addressed by the protocols can be categorised as follows:

4.1.1 Service Delivery Standards

01-22: Correspondence and phone calls

24-42: Meetings and events

43-54: Documents

55-63: Websites & Social media

64-67: Public Signage

68-74: Reception Services

75-84: Finance and Procurement

85-93: Publicity and Student Rights

4.1.2 Policy Making Standards

94-104: Policymaking, Consultation and Research

4.1.3 Operational Standards

105-149: HR Policies and Intranet(s)

150-153: Workplace Signage

4.1.4 Record Keeping Standards

154-157: Complaints

158-163: HR Records

4.1.5 Standards that deal with Supplementary Matters

164-182: Monitoring and Reporting

4.2 Transparency and Accountability

A number of the Record Keeping Standards and Standards that deal with Supplementary Matters require the College to have a (Welsh Language) Policy in place to provide transparency and accountability. They are as follows:

4.2.1 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.*

This Policy and its appendices shall serve as that document.

4.2.2 Standard 132: *You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.*

There is a designated and comprehensive 'Cross-College Welsh Language and Culture' section on the intranet.

4.2.3 Standard 163: *You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available*

(a) on your website, and

(b) in each of your offices that are open to the public.

This Policy and its appendices shall serve as that document.

4.2.4 Standard 165: *You must:*

(a) ensure that you have arrangements for:

(i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply;

(ii) promoting the services that you offer in accordance with those standards, and

(iii) facilitating the use of those services.

(b) publish a document that records those arrangements on your website; and

(c) ensure that a copy of that document is available in each of your offices that are open to the public.

This Policy and its appendices shall serve as those arrangements.

4.2.5 Standard 166:

(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.

(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.

(3) You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.

(4) You must publicise the fact that you have published an annual report.

(5) You must ensure that a current copy of your annual report is available:

(a) on your website; and

(b) in each of your offices that are open to the public.

The College will produce a Welsh Language Policy Annual Report.

4.2.6 Standard 167:

You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.

This Policy and its appendices shall serve as that document.

4.2.7 Standard 169:

You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available:

(a) on your website, and

(b) in each of your offices that are open to the public.

This Policy and its appendices shall serve as that document.

4.2.8 Standard 171: You must:

(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply;

(b) publish a document that records those arrangements on your website; and

(c) ensure that a copy of that document is available in each of your offices that are open to the public.

This Policy and its appendices shall serve as those arrangements.

4.2.9 Standard 172:

(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.

(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.

(3) You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.

(4) You must publicise the fact that you have published an annual report.

(5) You must ensure that a current copy of your annual report is available:

(a) on your website; and

(b) in each of your offices that are open to the public.

The College will produce a Welsh Language Policy Annual Report.

4.2.10 Standard 173:

You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.

This Policy and its appendices shall serve as that document.

4.2.11 Standard 175:

You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available:

- (a) on your website; and*
- (b) in each of your offices that are open to the public.*

This Policy and its appendices shall serve as that document.

4.2.12 Standard 177:

You must:

- (a) ensure that you have arrangements for:*
 - (i) overseeing the way you comply with the operational standards with which you are under a duty to comply;*
 - (ii) promoting the services that you offer in accordance with those standards, and*
 - (iii) facilitating the use of those services; and*
- (b) publish a document that records that procedure on your intranet.*

This Policy and its appendices shall serve as those arrangements.

4.2.13 Standard 178:

- (1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.*
- (2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to):*
 - (a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 158);*
 - (b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 159);*
 - (c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 159);*
 - (ch) the number of members of staff who wear a badge at the end of the financial year (on the basis of records you kept in accordance with standard 160);*
 - (d) the number of new and vacant posts that you advertised during the year which were categorised as posts where:*
 - (i) Welsh language skills were essential;*
 - (ii) Welsh language skills needed to be learnt when appointed to the post;*
 - (iii) Welsh language skills were desirable; or*
 - (iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 162);*
 - (dd) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.*

- (3) *You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.*
- (4) *You must publicise the fact that you have published an annual report.*
- (5) *You must ensure that a current copy of your annual report is available:*
 - (a) *on your website; and*
 - (b) *in each of your offices that are open to the public.*

The College will produce a Welsh Language Policy Annual Report.

4.2.14 Standard 179:

You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply. This Policy and its appendices shall serve as that document.

4.2.15 Standard 181:

You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available:

- (a) *on your website; and*
- (b) *in each of your offices that are open to the public.*

This Policy and its appendices shall serve as that document.

4.3 Language Skills Strategy and Curriculum Provision

- 4.3.1** Through its Language Skills Strategy, the College is committed to ensuring that the Welsh language service provided by the College will be of the same quality and accessibility as the English language service provided.

Although statutory compliance with the Welsh Language Standards will provide a baseline, the College recognises that it is not able to currently provide the same quality service at present.

It will, however, help ensure the equality of the service through the following actions:

- The Welsh language ability that may or may not be required for the purpose of work will be treated as a skill requirement like any other.
- Members of staff will be supported and encouraged to acquire and use their bilingual skills.

- 4.3.2** In addition to respecting the **10 Student Rights (Appendix iv)** included within the Standards, the College is committed to prioritising the future delivery of curriculum module options bilingually or through the medium of Welsh to reflect the Welsh Government eight priority areas where demand for people with bilingual skills is most likely to increase:

- 1. Health and Social Care**
- 2. Childcare**
- 3. Agriculture and Land based**
- 4. Business Administration and IT**
- 5. Leisure and Tourism**
- 6. Media Studies and Performing Arts**
- 7. Construction**
- 8. Engineering**

4.3.3 As and when teaching posts become vacant (in each of the Welsh Government priority subject areas), the College will ensure that:

- at least one member of staff is recruited with the ability - or potential ability - to teach through the medium of Welsh/bilingually.
- adequate staff development support and other measures are put in place to help candidates with potential to teach through the medium of Welsh/bilingually.

5. Monitoring the Policy

5.1 The Chief Executive Officer (“CEO”) has overall responsibility for the implementation of the Policy. The CEO will ensure that a senior manager is accountable for the policy’s implementation and monitoring. Line managers are accountable for implementing those aspects of the Scheme relevant to their areas of responsibility and for providing feedback on compliance in those areas with respect to the Scheme’s requirements.

5.2 The Corporation will identify a Member who will have the designated responsibility for championing bilingualism.

5.3 The Bilingual Working Group (BWG), chaired by the Assistant Principal: Curriculum, has overall responsibility for monitoring the implementation of the Policy in collaboration with, and with the assistance of, the core group of the Bilingual Working Group, namely the Director of Bilingualism, Bilingual Development Coordinator, Welsh Development Officer, the College translators and the Business Support Officer to Assistant Principals.

5.4 The Director of Bilingualism is responsible for the operational implementation and monitoring with progress being monitored by the NPTC Group Bilingual Working Group (chaired by Assistant Principal: Curriculum) and evaluated through the preparation of:

- Quarterly reports on progress to the Bilingual Working Group/Senior Management Team;
- Annual reports that comply with the Welsh Language (Record Keeping and Supplementary Matters) Standards;
- regular audits and mystery shopper checks to monitor effectiveness of responses to Estyn recommendations.

5.5 Staff are made aware of the Policy’s obligations initially during staff induction sessions and this is reinforced by placing the Policy on the staff intranet, on the College’s website and on the student intranet.

6. Reviewing the Policy

The Policy will be reviewed tri-ennially by the Bilingual Working Group.
The next review date will be undertaken in the Spring Term 2021.



Equality and Linguistic Impact Assessment & Screening Document

This document is used to record the assessment of whether or not a change to a policy, practice or provision will have a negative or positive impact on the equality of a protected characteristic or the use of the Welsh Language.

Stage 1 – Initial Screening

Firstly consider what item is being assessed and what is its purpose?

Using the boxes below, provide a description of the policy, practice or provision being assessed with a short statement about what the item is intended to achieve (its aims and objectives) and who is affected, eg staff, students, parents/carers, partners, etc.

<p>Description of item:</p> <p>Welsh Language Policy 2018 This 'Welsh Language Policy' replaces the NPTC Group of Colleges 'Welsh Language Scheme' and describes how the College will ensure statutory compliance with the Welsh Government's Welsh Language 'Standards' from 1 April 2018 onwards.</p>
<p>Aims and & objectives The Policy is primarily designed to ensure statutory compliance with Welsh Government legislation – Appendix i: Compliance Notice Section 44 of the Welsh Language (Wales) Measure 2011 - in order to:</p> <ul style="list-style-type: none"> • provide more high quality services, both oral and written, through the medium of Welsh; • provide a wider range of Welsh language services; • provide a mechanism for establishing our current position, to enable us to set targets and report on future performance; • identify our investment in developing Welsh language skills; • inform our stakeholders, including staff and the public of the policy.
<p>Those affected – eg staff, students, parents, partners etc : General public, staff, students, parents, partners</p>

Considering the item being assessed, use the boxes below to record your initial thoughts on the possible consequences for the nine protected characteristics and the use of the Welsh Language.

Protected Characteristic	Potential impact positive or negative
Sex Also called gender, means a man or a woman	No potential impact based on Sex
Race Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins	Positive impact - the principle of treating the Welsh and English languages on a basis of equality is part of our wider commitment to equality of opportunity for all students and staff and respecting the rich diversity which manifests itself in the community which the College serves.
Protected Characteristic	Potential impact positive or negative
Age Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).	Potential positive impact for some age groups who are first language Welsh speakers and who will therefore benefit from having increased access to documents and services in Welsh
Gender Re-assignment The process of transitioning from one gender to another	No potential impact based on Gender-reassignment
Sexual Orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No potential impact based on Sexual Orientation
Religion & Belief Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.	No potential impact based on Religion on Belief
Pregnancy & Maternity Pregnancy is when expecting a baby, Maternity refers to period after the birth	No potential impact based on Pregnancy and Maternity
Marriage & Civil Partnership Marriage - between same or opposite sex couples, Civil Partnership - between same sex couples	No potential impact based on Marriage and Civil Partnership
Disability Any long term condition that effects day to day activity. Conditions include hearing, visually & physical impairment, learning disability, mental health, cancer, HIV & MS	The potential for providing more Welsh language services and resources through remote techniques and by video conferencing may impact negatively on some disabled people – for others it may improve their access to learning opportunities

The Use of the Welsh Language	Potential impact positive or negative
<p>Welsh The Welsh Language (Wales) Measure 2011 establishes equal rights for Welsh speakers, based on the principle that the Welsh language should be treated no less favourably than the English language.</p> <p>The principle is enshrined as a set of statutory rights in the 182 Welsh language ‘Standards’ that apply to FE colleges (from 1 April 2018). Developers or reviewers of a policy must ensure that it complies with the relevant ‘Standards’ and consider whether it has a positive or negative impact on them.</p>	<p>Positive impact - The concept of Welsh Language ‘Standards’ was introduced by Welsh Government as an integral part of the Welsh Language (Wales) Measure 2011. Building on the basic principles established in the College’s own Welsh Language Scheme, they form a set of legally binding requirements to be independently regulated by the Welsh Language Commissioner (WLC). The Standards establish equal rights for Welsh speakers and English speakers, based on two principles:</p> <ul style="list-style-type: none"> • ‘In Wales, the Welsh language should be treated no less favourably than the English language’ • ‘Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so’ <p>In line with the College’s Vision and Strategic Plan, statutory compliance will provide a baseline for the College to ensure that the Welsh language service provided will be of the same quality and accessibility as the English language service provided:</p> <ul style="list-style-type: none"> • “To be a college that promotes Welsh-medium and bilingual learning; • “10.1 Increase incrementally the amount of Welsh medium/ bilingual learning in support of the Welsh Government Welsh-medium education strategy; • “10.2 Increase awareness of Welsh language and culture among students and staff and establish a Welsh ethos on campuses within Wales; • “10.3 Develop the capacity and skills of academic staff to deliver planned increases in Welsh-medium and bilingual curriculum.”
Explanation – if appropriate	
Priority Level: high/medium/low	

Stage 2 – Analysis

Based on the screening process above you will need to carry out analysis to verify your initial decision. Below you need to show what equality and linguistic analysis has been done on this item? List the evidence, data or sources used to analyse the impact of this item. (include any, data, reports, surveys or web links utilised in the process)

Protected Characteristics	Data Source and Findings
Sex	
Race	<p>The Welsh Language Act 1993 http://www.legislation.gov.uk/ukpga/1993/38/contents</p> <p>The Welsh Language (Wales) Measure 2011 http://www.comisiynyddygydraeg.cymru/English/Commissioner/Law/The%20Welsh%20Language%20(Wales)%20Measure%202011/Pages/The-Welsh-Language-(Wales)-Measure-2011.aspx</p>
Disability	
Sexual Orientation	
Age	
Pregnancy and Maternity	
Marriage and Civil Partnership	
Religion and Belief	
Gender Re-assignment	

The Use of the Welsh Language	Data Source and Findings
Welsh	<p>The Welsh Language Act 1993 http://www.legislation.gov.uk/ukpga/1993/38/contents</p> <p>The Welsh Language (Wales) Measure 2011 http://www.comisiynyddygydraeg.cymru/English/Commissioner/Law/The%20Welsh%20Language%20(Wales)%20Measure%202011/Pages/The-Welsh-Language-(Wales)-Measure-2011.aspx</p>

Stage 3 – Engagement/Consultation & Assessment

Following your analysis, you now need to record how you have assessed the item and who was engaged in the process. How was an assessment of the equality and linguistic impact reached, who was involved in the decision?

Group impacted	Nature of positive and/or negative impact or explanation for no identified impact
Sex	
Race	<p>During 2015-17, detailed work was undertaken by the Bilingualism Working Group work to ensure that preparation for the advent of the Welsh Language Standards in April 2018 reflected the College's wider commitment to Equality and Diversity, including:</p> <ul style="list-style-type: none"> • Strengthening the College's commitment to the principle and the practice of equality of treatment with respect to the English and Welsh languages in the delivery of services to the public in Wales. Creating a supportive environment that encourages Welsh-speaking students, staff and members of the public to actively use the language both inside and out of the classroom • Raising awareness and ensure that non-Welsh speakers are introduced to, and encouraged to become involved with, the Welsh language and culture
Disability	
Sexual Orientation	
Age	
Pregnancy and Maternity	
Marriage and Civil Partnership	
Religion and Belief	

Gender Re-assignment	
Welsh	<p>Preparation for the advent of the Welsh Language Standards has involved:</p> <ul style="list-style-type: none"> • Protocols to ensure statutory compliance, transparency and accountability in relation to specific service delivery standards, policy making standards, operational standards, record keeping standards and standards relating to supplementary matters. In order to support staff in complying with Standards, the College has also developed a summary of the key principles in the form of 10 Golden Rules (Appendix ii). • Developing a strategic approach (Appendix iii - Language Skills Strategy 2016-2020) to recruiting and training staff to close the skills gap between current capacity and the requirements of the 'Standards' - as well as prioritising the future delivery of vocational subject module options bilingually or through the medium of Welsh to reflect the Welsh Government priority subject areas

Stage 4 – Mitigation & Changes

Finally, detail what changes have been made or are scheduled for change following the assessment & engagement to reduce or eliminate any adverse impact?

Impact	Possible change	Recommended & actioned
Disability	Consider any new methods or modes of teaching in relation to disabilities	Important to remain mindful of how new technology in the learning environment could impact on certain disabilities - this will remain an ongoing consideration

Statement of justification and mitigation where negative impact cannot be avoided

Record of Evidence

1. Consultation

What consultation has taken place? (state when and who with)

Consultation process	Findings
Senior Management Team HR Manager Operational Management Group Curriculum and quality Group	
Circa 45 functional managers and HoS attended four Standards Awareness and Practical Guidance Training Sessions held at Neath and Newtown - 13,14, 15 and 23 March 2018	

2. Publication

When will the E&LIA be published?

Date and method: June 2018 - website

3. Monitor & Review

How will this item be reviewed & monitored

Lead person or group responsible and review dates : Robin Gwyn, Director of Bilingualism Bilingual Working Group

Checklist

- Has the alternative format statement been included at the start of the policy document?

If you or someone you know would like this document in an alternative format please contact the HR Unit at hr@nptcgroup.ac.uk or on 01639 648308.

- Has the document been formatted in line with NPTC Group publication guidelines and policy template?
- Has the Equality & Diversity paragraph been adapted and included?

If any member of staff requires assistance with understanding or implementing this policy, particularly where the reasons for this are related to disability, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, age or race they should contact the HR Unit for advice.

- When you have completed the paperwork please ensure it is added as an appendix to the relevant policy or procedure
- Any questions - please contact the HR Unit on 01639 648308 or by email hr@nptcgroup.ac.uk

Signature of Assessment Manager

Name (Print):

Signature:

Date: