



Polisi Iaith Gymraeg

Welsh Language Policy 2023-26

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1. Context

- 1.1 Since April 2018, this 'Welsh Language Policy' has replaced 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'

The concept of Welsh Language 'Standards' was introduced by Welsh Government as an integral part of the Welsh Language (Wales) Measure 2011. 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.
- 1.3 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 and NPTC Board of Governors

3. Policy

- 3.1 The Policy is primarily designed to ensure statutory compliance with Welsh Government legislation.
- 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:

- active promotion, internal protocols, internal verification surveys, and mandatory staff training 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**
- developing a strategic approach 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 Scope

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 can always do more to 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 that are 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 and Childcare**
- 2. Public Services (including Sport)**
- 3. Agriculture and Land based**
- 4. Business Administration and IT**
- 5. Leisure and Tourism**
- 6. Media Studies and Performing Arts**
- 7. Construction**
- 8. Engineering**

5. Promoting the Policy (including the Welsh Language Standards)

5.1 Promotion to Staff

5.1.2 Mandatory online training - a practical interactive 60-minute online e-learning course designed to enable staff to understand their key rights and responsibilities under the law (Welsh Language Measure, 2011).

The programme (which is integral to the induction of all new staff and mandatory for all current staff every three years) is designed to:

- Ensure that staff would receive appropriate interactive online training focussing on compliance with the Welsh Language Standards – including service delivery, operational, policymaking and record-keeping Standards - consistent with the College's remote access approach to mandatory training in other similar areas such as Equality and Diversity and Unconscious Bias.
- Contribute towards the creation of a supportive environment that encourages students, staff, and members of the public to actively use the language both inside and out of the classroom.
- Strengthen 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.
- Raise awareness and ensure that non-Welsh speakers are introduced to and encouraged to become involved with the Welsh language and culture.

5.1.2 Supporting resources and materials

- Regular face to face briefings and workshops with staff across all campuses
- 'Sharepoint' Intranet pages that contain comprehensive guidance on Welsh Language Standards requirements.
- A policy on internal use of the Welsh Language
- In house translation team with simultaneous interpretation capacity
- Intranet pages on internal translation services
- A complaints procedure relating to Welsh Language Standards compliance
- Detailed guidance on assessing Welsh language skills for new jobs

5.1.3 Promotion to Students and the Public

- Existing groups or forums (e.g. student council) used to gather views on Welsh language services and learn about their experience.
- Direct questions –frontline staff encouraged to ask specific questions of customers following their dealings with the organisation ask for the views of service.
- User surveys - gathering views through an online and paper surveys seeking the views of users as they visit the organisation's website and other services.

6. Monitoring the Policy (including the Welsh Language Standards)

- 6.1 Strategic leadership** - The Chief Executive Officer (CEO) has overall responsibility for the implementation of the Policy. The CEO will ensure that a senior management team member is accountable for the policy's implementation and monitoring
- 6.2 Independent accountability** -The Corporation (Board of Governors) will identify a Member who will have the designated responsibility for championing bilingualism.
- 6.3 Operational specialist** - 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)
- 6.4 Welsh language champions and coordinators** - 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.
- 6.5 Peer accountability** - Key line managers are accountable for implementing Standards that are relevant to their areas of responsibility and for providing feedback on compliance in those areas with respect to the Scheme's requirements through:
- Quarterly reports on progress to the Bilingual Working Group/Senior Management Team;
 - Contributing to annual reports that comply with the Welsh Language (Record Keeping and Supplementary Matters) Standards;
 - regular internal audits and verification surveys as well as external mystery shopper checks to monitor effectiveness,
- 6.6 Action plan** – an initial departmental action plan to implement the Standards was produced to coincide with their imposition in April 2018 and progress on targets in key departments continues to be reviewed in the quarterly Bilingual Working Group meetings.
- 6.7 Staff Self-evaluation** – This approach involves requiring all heads or managers of a department or team to report regularly to the BWG on compliance with those standards relevant to their area of work. This will be done by using self-monitoring forms where each department is required to report on how they ensure compliance against each standard or group of standards as well as identifying any gaps or failures.
- 6.8 Spot checks** – direct verification surveys to be undertaken by the Director of Bilingualism once a term on a sample of Standards.
- 6.9 Internal Audit** – scrutiny of the organisation's arrangements in relation to Welsh language standards is included in the cycle of independent internal audits of the College's work areas.

6.10 Risk-based approach – A Welsh Language Skills Risk register is maintained to identify and mitigate risks in priority areas.

6.11 Record keeping – keeping records of required data and statistics to facilitate compliance with Standards.

7. 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 2026



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, e.g., staff, students, parents/carers, partners, etc.

Description of item:

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.

Aims and & objectives

The Policy is primarily designed to ensure statutory compliance with Welsh Government legislation 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.

Those affected – eg staff, students, parents, partners etc :

General public, staff, students, parents, partners

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 other 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>
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.comisiynyddygymraeg.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 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 forty-five 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: 2022 - website
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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: