

## FFURFLEN MANYLION POLISI

### POLICY IDENTIFICATION FORM /FRONT SHEET

<b>Document Title:</b>	<i>Welsh Language Policy</i>
<b>Type of Document:</b>	<i>Policy</i>
<b>Document Owner:</b>	<i>Angharad Roberts</i>
<b>Executive Director with Responsibility:</b>	<i>James Nelson</i>
<b>Purpose:</b>	
<b>Review Cycle:</b>	<i>2 years</i>

<b>How it links to the Strategic Plan (please delete those that do not apply):</b>	
<i>Our place in the community / Learner opportunity and success / Driving the economy through skills and knowledge / Our role in a sustainable Wales</i>	
<b>How it links to the Risk Register (please delete those that do not apply):</b>	
<i>STR0010 Inability to conform with the Welsh Language Standards and curriculum expectations</i> <i>STR0016 The impact of strategic developments such as MEDR on Higher Education income</i> <i>STR0017 Lack of diversity and inclusion impacts negatively on learners, employees and stakeholders' perception of GLIM</i>	
<b>How it links to our values:</b>	<i>Equality / Trust / Fairness / Respect / Ambition</i>

<b>Approval Checklist - <i>delete if not applicable</i> (to be instigated by Owner):</b>	<b>Date:</b>
• <i>Initial Impact Assessments</i>	<b>07/10/25</b>
• <i>First draft uploaded to the Group Portal for initial consultation with staff (ELD)</i>	<b>13/10/25</b>
• <i>First draft sent to JCC for initial 2 week consultation (AAH)</i>	<b>13/10/25</b>
• <i>Impact Assessments have been completed</i>	

• <i>Final draft presented to Tîm Strategol</i>	<b>20/10/25</b>
• <i>Final draft presented to JCC (if applicable)</i>	<b>05/11/25</b>
• <i>Final draft presented to SHE (if applicable)</i>	<b>n/a</b>
• <i>Union Approval at JCC / SHE</i>	<b>05/11/25</b>
• <i>Policy presented to Pwyllgor Ansawdd*</i>	<b>02/12/25</b>
• <i>Policy presented to the Board</i>	<b>11/12/25</b>
• <i>Translate the Policy and upload to the Group Portal</i>	<b>09/03/26</b>

## **1. Introduction**

- 1.1. Grŵp Llandrillo Menai (the Grŵp) is committed to providing a fully bilingual service to learners and members of the public. In particular, the Grŵp recognises the importance of ambitious developments that will foster an environment that will promote the use and growth of the Welsh language amongst learners, staff and key stakeholders.
- 1.2. This policy outlines the steps the Grŵp will take to:
  - 1.2.1. ensure that the Grŵp complies with the statutory duties imposed on it through the Welsh Language Standards
  - 1.2.2. ensure that the Welsh language remains central to the life and work of the Grŵp
  - 1.2.3. ensure that the Grŵp takes ownership of the Coleg Cymraeg Cenedlaethol's further education and apprenticeships action plan
  - 1.2.4. ensure that the Grŵp contributes proactively towards Welsh Government's vision of one million Welsh speakers by 2050.
- 1.3. In line with this policy, the Grŵp has produced a Welsh Language and Bilingualism Procedure to give detailed guidance to the Grŵp's staff on the requirements of the Welsh Language Standards and what is expected of them in their daily work.

## **2. Scope of the Policy**

- 2.1. The policy refers to the Grŵp's work with learners, staff, individuals and organizations based in Wales. Each member of staff is responsible for ensuring that our Welsh Language Policy and the supplementary guidelines are implemented.
- 2.2. The Grŵp has adopted the following principles which underpin the work of the Welsh Language Commissioner, namely:
  - 2.2.1. The Welsh language should not be treated less favourably than English in Wales.
  - 2.2.2. Individuals in Wales should be able to live their lives through the medium of Welsh if they wish to do so.
- 2.3. This means that Grŵp Llandrillo Menai will ensure:
  - 2.3.1. That we have a bilingual action plan (available on request) which includes organisational targets to provide Welsh-medium or bilingual learning and assessment that reflect the needs of the specific provision.
  - 2.3.2. That the Grŵp will encourage and support learners, staff and others to use the Welsh language.
  - 2.3.3. That opportunities to use the Welsh language and the Grŵp's Welsh services will be proactively promoted.
  - 2.3.4. It is encouraged, where feasible, that our learners will have opportunities to study their subject areas through the medium of Welsh and receive support to do so.
  - 2.3.5. That our services will be of the same quality in Welsh and in English by being equally visual, equally easy to use and equally effective.
  - 2.3.6. That the Grŵp will record individuals' language choice (Welsh or English) and provide services in accordance with that language choice.
  - 2.3.7. That our staff recruitment policies and systems will ensure that the Grŵp's bilingual capacity is maintained across the range and grades of jobs.
  - 2.3.8. That our staff will be encouraged and given the opportunity to use the Welsh language at work and to develop their Welsh language skills, with the aim of increasing the use of the Welsh language across the Grŵp's colleges.
  - 2.3.9. That our policies, plans and projects will fully consider how to give a central and natural place to the Welsh language without undermining the status of the Welsh language or the use of the language.
  - 2.3.10. That we will record decisions, processes and complaints that are relevant to the Welsh language.

### **3. Development of Bilingual Provision**

- 3.1. To comply with the Welsh Language Standards, all learners will have:
  - 3.1.1. The right to receive correspondence in Welsh
  - 3.1.2. The right to apply for financial support in Welsh
  - 3.1.3. The right to a Welsh prospectus
  - 3.1.4. The right to a Welsh speaking personal tutor
  - 3.1.5. The right to formal meetings in Welsh
  - 3.1.6. The right to submit written work in Welsh
  - 3.1.7. The right to counselling and mental health support in Welsh
- 3.2. The Grŵp will inform learners of the above rights.
- 3.3. The Grŵp is committed to being proactive in encouraging learners to study through the medium of Welsh and to ensuring that all learners can develop their Welsh language skills. We will ensure that learners are aware of the opportunities to study in Welsh or bilingually and the opportunities for progression in Welsh. We offer various opportunities, in the learning program and extra circularly, to develop language awareness and understanding of the benefits of Welsh language skills.
- 3.4. The Grŵp will expand the bilingual provision across Further Education, Higher Education and Work-Based Learning and will work in partnership with the Coleg Cymraeg Cenedlaethol (CCC) to realize its vision for all our learners.
- 3.5. The Group will support the CCC ambassador scheme and ensure learner representation on the Panel Iaith.
- 3.6. As part of the quality assurance process, Welsh-medium/bilingual provision will be an element that all programme areas are expected to address in the annual survey forms they are required to complete for each course.

### **4. Provision of Welsh and Bilingual Services for Learners and Members of the Public**

- 4.1. This section is about how the Grŵp will comply with the Service Delivery Standards and ensure that it always communicates effectively with learners and members of the public bilingually.
- 4.2. Communicating with the Grŵp
  - 4.2.1. Learners and the public are welcome to communicate with the Grŵp in Welsh or English according to their choice.
  - 4.2.2. The choice to communicate with the Grŵp in Welsh or English includes the following methods of communication:
    - Written correspondence
    - On the phone
    - During meetings, presentations and seminars
    - Interviews
  - 4.2.3. Individuals who correspond with the Grŵp in Welsh will receive a reply in Welsh, and there will be no delay in responding to correspondence received in Welsh.
- 4.3. Publications, Publicity, Branding and Public Identity
  - 4.3.1. The corporate identity of the Grŵp and its colleges will be in Welsh wherever it is shown. This includes the Grŵp's name in the logo, on letterheads, and on greeting

slips, business cards, invitations and similar items. The Grŵp's information and name will always follow the same pattern (e.g. on signs, vehicles, buildings and in exhibitions or publications).

- 4.3.2. Publications, forms, public information (including temporary signs), materials displayed at meetings, websites, apps, social media and Grŵp documents aimed at learners and the public will be bilingual.
- 4.3.3. Press Releases released in Wales will be bilingual.
- 4.3.4. Welsh and English versions of the above materials will be available at the same time. The Welsh and English versions do not have to be the same. The aim is that they meet the requirements of the target audience. If Welsh and English texts are included in the same publication / displayed at the same time, the Welsh version will be above the English version or the Welsh version will be on the left.
- 4.3.5. When Welsh and English versions of the above materials are produced as separate documents, the English version will clearly state that the publication is also available in Welsh.

## **5. The Welsh Language and Staff**

This section is about how the Grŵp will comply with the Operational Standards and go beyond that to ensure that the Grŵp's internal administration continues to be bilingual.

- 5.1. The Corporation Board
  - 5.1.1. The Board will be responsible for regularly discussing and approving revisions to the Policy and Annual Action Plan. Internally, it has the authority to ensure the effective implementation of the Standards and externally is committed to promoting best practice.
- 5.2. Staffing and Recruitment
  - 5.2.1. Grŵp Llandrillo Menai will implement a Recruitment Policy that outlines the Grŵp's commitment to developing the bilingual workforce.
  - 5.2.2. We will review and assess the language skills of staff and report on the findings annually. This will help to enrich our Staff Development Plan.
- 5.3. Employment, Training and Staff Development
  - 5.3.1. New staff members will be directed to copies of the requirements to comply with the Welsh Language Policy and Standards on the Group Portal.
  - 5.3.2. There will be opportunities for staff who wish to learn Welsh to follow professional language courses free of charge.
- 5.4. Translation
  - 5.4.1. The Grŵp employs a team of translators to offer a translation and proof-reading service to all its staff.

## **6. Policy Making**

- 6.1. New Policies and Schemes
  - 6.1.1. We will ensure that new policies and plans promote and develop the use of the Welsh language and implement the principle of equality wherever relevant.
  - 6.1.2. When we make a policy decision, we will make a conscientious effort to consider the direct or indirect effects that the policy decision under consideration would have on:
    - the opportunities for individuals to use Welsh, and the
    - need not to treat the Welsh language less favourably than English

These effects can be positive, neutral or harmful.

6.1.3 Consultation documents and impact assessments relating to policy decisions may consider:

- the number of Welsh speakers (in a specific area, sector or group)

- the use of Welsh language services
- the social use of the Welsh language
- the economic and cultural infrastructure of Welsh communities
- opportunities to learn Welsh
- any other relevant effect on the Welsh language

## 6.2. Tenders

6.2.1. The Grŵp will welcome tender applications in Welsh or English and administer the process according to the preferred language of the applicant. The Grŵp will issue an invitation to tender for a contract in Welsh if the subject matter of the invitation to tender suggests that it should be published in Welsh or if the audience / expectations suggest that it should be published in Welsh.

## 6.3. Contracts

6.3.1. When the Grŵp completes formal contracts with third parties involved in the provision of services, it will ensure that the terms of such contracts are consistent with the requirements of the Welsh Language Policy and Standards. In addition, we recommend that all parties refer to the guidance issued by the Welsh Language Commissioner.

## 6.4. Awarding Grants

6.4.1. When awarding grants or providing financial support the Grŵp will consider the impact on the Welsh language (see appendix A for further guidelines on awarding grants).

## 7. Responsibilities, Monitoring and Reporting

7.1. The implementation of the Welsh Language Policy, the Grŵp's Welsh Language and Bilingualism Procedure and the Welsh Language Standards is the responsibility of all Grŵp Llandrillo Menai staff. The Director of Bilingual Development, Learning Resources and Skills, and the Bilingual Development and Equality Manager are responsible for reviewing the policy.

7.2. The Panel Iaith is responsible for monitoring compliance with the policy including:

- 7.2.1. setting targets for the development of the Grŵp's bilingual curriculum, including the quality and variety of the provision
- 7.2.2. monitoring the organisation's progress against the bilingualism development plan
- 7.2.3. monitoring the compliance of all the Grŵp's departments with Welsh Language Standards
- 7.2.4. ensuring representation from all parts of the Grŵp
- 7.2.5. hold meetings every half term and present recommendations to the Tîm Strategol

7.3. An annual is produced to report on the Grŵp's compliance with the Welsh Language Standards.

7.4. The Bilingual Development department carries out internal monitoring to see how the Grŵp complies with the Welsh Language Standards. This is done once a year through the mystery shopper method.

## 8. Policies and Relevant Documents

- 8.1. Welsh Language (Wales) Measure 2011
- 8.2. The Notice of Compliance received by the Grŵp
- 8.3. The Well-being of Future Generations (Wales) Act 2015
- 8.4. Tuag at Cymraeg 2050: One million speakers Welsh-medium Further Education and Apprenticeships Action Plan

## Appendix A

### **Awarding Grants**

The purpose of this appendix is to ensure that any decision regarding the awarding of grants or the provision of financial support considers the Welsh Language Standards and any issues/effects of that decision on the use of the Welsh language.

#### **What is a grant or financial support?**

The standard applies to all decisions made regarding the awarding of grants. This also applies to grant decisions made and administered on behalf of other organisations.

Payments known as 'grants' and any other permanent transfer of money to a person which does not need to be repaid or returned are subject to this standard. The amount of money is irrelevant – the standard covers small and large grants and includes, but is not limited to:

- Education Maintenance Allowance (EMA)
- Grŵp Llandrillo Menai Direct Progression Bursary
- Welsh Language Bursary (HE)
- Communities First Area Bursary or WIMC
- A Looked After Child
- Welsh Government Learning Grant (WGLG)
- Learner Support Fund (LSF)
- Coleg Cymraeg Cenedlaethol Incentive Scholarship

#### **The Welsh Language and the Application Process**

The following applies to all grants or financial assistance awarded by the Group:

- All documents published in relation to the grant or financial support will be available in Welsh
- Individuals are invited to apply in Welsh or English, and applications submitted in Welsh will not be treated less favourably than those submitted in English.
- The individuals' choice of language will be respected throughout the application process

#### **The impact of the grants process on the Welsh language**

Throughout the grant application process, learners will have the opportunity to use the Welsh language and applications received in Welsh will not be treated less favourably than those received in English. When we place a condition on a grant, we will ensure that Welsh speakers accept those conditions in Welsh. If we need to ask learners for additional information, they will be able to present the information in Welsh.

Our grant awarding process will have a positive impact on the opportunities for learners to use the Welsh language and ensure that the Welsh language is not treated less favourably than English.

## An assessment of the impact on the Welsh language (for the attention of the Panel Iaith)

<b>Date:</b>									
<b>Title of Policy / procedure / process:</b>	<b>Welsh Language Policy</b>								
<b>Individuals involved in the Impact Assessment:</b>									
Factors to be considered	Reply	Further evidence requirements	Result						
What positive effects, if any, will the policy decisions have on opportunities for people to use the Welsh language, and not to treat the Welsh language less favourably than English?	<p>The Welsh Language Policy ensures that the Grŵp operates in a way that ensures that the public, and learners and the Grŵp's staff can use the Welsh language during their time at the college. The policy ensures that the Welsh language is not treated less favourably than English in the Grŵp.</p> <p>This is an update which ensures that the Grŵp needs to make a conscientious effort to consider positive, neutral and harmful effects when making policy decisions.</p>								
What harmful effects, if any, will the policy decisions have on opportunities for people to use the Welsh language, and not to treat the Welsh language less favourably than English?	It is not anticipated that there will be harmful effects on opportunities for people to use the Welsh language because of this policy. It is not anticipated that the Welsh language will be treated less favourably because of this policy.								
<p>Are there sufficient Welsh speaking staff available to implement the policy or procedure?</p> <p>If not, what steps will be taken to ensure that sufficient staff are available, and by when?</p>	<p>36.5% of the Grŵp's staff can speak Welsh. The percentage across directorates is as follows:</p> <table border="1" style="margin-left: 20px;"> <tr> <td>Academic Services</td> <td>41.59%</td> </tr> <tr> <td>Busnes@</td> <td>41.57%</td> </tr> <tr> <td>Coleg Llandrillo</td> <td>9.86%</td> </tr> </table>	Academic Services	41.59%	Busnes@	41.57%	Coleg Llandrillo	9.86%		
Academic Services	41.59%								
Busnes@	41.57%								
Coleg Llandrillo	9.86%								

	Coleg Menai and Coleg Meirion-Dwyfor 55.17% <u>Academic Services 30.86%</u>			
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Policy and Welsh Language Standards compliance notice?	Yes			
<b>Conclusion: Tick one</b>	<b>Adjust the Policy</b> <input type="checkbox"/>	<b>Continue the Policy and process</b> <input checked="" type="checkbox"/>	<b>Delete the Policy</b> <input type="checkbox"/>	
<b>Adjustments needed to the policy to increase positive effects and reduce harmful effects on opportunities for people to use the Welsh language, and not to treat the Welsh language less favourably than English:</b>				
<b>Date the actions were completed:</b>				
<b>Signed:</b>		<b>Date:</b>		

## Equality Impact Assessment

Date:

Title of Policy / Procedure / Process: **Welsh Language Policy**

Individuals involved in the Impact Assessment: **Angharad Roberts and Siân Pritchard**

Factors to be considered	Reply	Further evidence requirements	Result
<b>Which protected groups might be disadvantaged by the policy/process?</b>	The policy aims to ensure fairness for Welsh speakers in the GrŴp and to ensure that Welsh is a language to be seen and heard. Protected groups will not be disadvantaged by the policy.		
<b>Which protected groups could benefit from the policy / process?</b>	All protected groups can benefit from the policy as it ensures fair and accessible access to the Welsh language in the GrŴp.		
<b>Does the policy advance equality and foster good relations?</b>	Yes. The policy fosters good relations by ensuring that the Welsh language is seen and heard in the GrŴp. This ensures continuity for the language and culture of Wales.  When promoting the Welsh language and Welsh culture, the GrŴp is aware of other cultures and beliefs and deals with them in a sensitive way.		
<b>Could any part of the process discriminate unlawfully?</b>	No - implementing the policy will ensure fairness for the Welsh language in the GrŴp. Protected groups should not be treated less favorably or unlawfully discriminated against because of the policy.		
<b>Are there any other policies that need to change to support the effectiveness of this one?</b>	No.		
<b>Conclusion: Tick one</b>	<b><del>Adjust the Policy</del></b>	<b><u>Continue the Policy and process</u></b>	<b><del>Delete the Policy</del></b>
<b>Please list:</b>			

Date the policy adjustments were completed:	[]	
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Signed: Angharad Roberts, Siân Pritchard Date: 07/10/2025