

## FFURFLEN MANYLION POLISI

### POLICY IDENTIFICATION FORM /FRONT SHEET

<b>TEITL Y POLISI</b> POLICY TITLE	Polisi Iaith Gymraeg / Welsh Language Policy
<b>UWCH-GYFARWYDDWR Â CHYFRIFOLDEB</b> RESPONSIBLE EXECUTIVE DIRECTOR	James Nelson
<b>PWRPAS</b> PURPOSE	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 promotes the use and growth of the Welsh language among learners, staff and key stakeholders.
<b>EFFAITH AR DDWYIEITHRWYDD</b> IMPACT ON BILINGUALISM	See Impact Statement at the end of the policy
<b>EFFAITH AR GYNALIADWYEDD</b> IMPACT ON SUSTAINABILITY	See Impact Statement at the end of the policy
<b>CYFATHREBU</b> COMMUNICATION	Grŵp Portal
<b>PWLLGOR / GRŴP MONITRO</b> COMMITTEE / GROUP RESPONSIBLE FOR MONITORING	Panel Iaith
<b>CYMERADWYWYD GAN</b> APPROVED BY	Tîm Strategol - CSSC - Board -
<b>DYDDIAD CYMERADWYO</b> APPROVAL DATE	Board - 1
<b>DYDDIAD ADOLYGU</b> REVIEW DATE CYCLE	Every two years.

## 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 promotes the use and growth of the Welsh language among 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 placed upon it through the Welsh Language Standards
  - 1.2.2. ensure that the Welsh language continues as central to the life and work of the Grŵp
  - 1.2.3. to ensure that the Grŵp takes ownership of the Coleg Cymraeg Cenedlaethol FE and Apprenticeships action plan
  - 1.2.4. ensure that the Grŵp proactively contributes towards Welsh Government's vision of a million Welsh speakers by 2050.
- 1.3. The Grŵp has produced a [Welsh Language and Bilingualism Procedure](#) to accompany this policy to provide detailed guidance to Grŵp staff on the requirements of the Grŵp's [Welsh Language Standards](#) and expectations of them in their day-to-day work.

## 2. Scope of the Policy

- 2.1. This 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 supplementary guidance are implemented.
- 2.2. The Grŵp adopts the principles that underpin the work of the Welsh Language Commissioner, namely:
  - 2.2.1. The Welsh language should be treated no less favorably than the English language in Wales.
  - 2.2.2. Persons in Wales should be able to live their lives through the medium of Welsh if they so wish.
- 2.3. This means that Grŵp Llandrillo Menai ensures that:
  - 2.3.1. We have a bilingualism action plan (available upon request) containing organisational targets to provide Welsh-medium or bilingual learning and assessment opportunities that reflect the need of the provision
  - 2.3.2. The Grŵp encourages and supports learners, staff and others to use Welsh.
  - 2.3.3. Opportunities to use Welsh and the Grŵp's Welsh language services will be proactively promoted.
  - 2.3.4. Where possible, our learners will have opportunities to study their subject areas through the medium of Welsh and be supported to do so.
  - 2.3.5. Our services will be of equal quality in Welsh and English by being equally visible, easy to use and equally effective.
  - 2.3.6. The Grŵp records language choice (English or Welsh) and provides services in accordance with that language of choice.
  - 2.3.7. Our staff recruitment policies and systems will ensure that the Grŵp's bilingual capacity is maintained across the range and grades of posts.
  - 2.3.8. That our staff will be encouraged and given the opportunity to use Welsh at work and to develop their Welsh language skills, with the aim of increasing the use of Welsh across the Grŵp's colleges.
  - 2.3.9. That our policies, plans and projects will fully consider how to give the Welsh language a central and natural place without undermining the status or use of the Welsh language.
  - 2.3.10. That we record decisions, [processes and complaints relating to the Welsh language](#).

### **3. Developing Bilingual Provision**

- 3.1. In compliance with the Welsh Language Standards, all learners will have a:
  - 3.1.1. Right to receive letters in Welsh
  - 3.1.2. Right to request financial support in Welsh
  - 3.1.3. Right to a Welsh language prospectus
  - 3.1.4. Right to a Welsh speaking personal tutor
  - 3.1.5. Right to formal meetings in Welsh
  - 3.1.6. Right to submit written work in Welsh
  - 3.1.7. Right to counseling 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 ensure that all learners have the opportunity to develop their Welsh language skills. We ensure that learners are aware of the opportunities to study in Welsh / bilingually and the opportunities for progression in Welsh. We provide a range of opportunities, both within the learning programme and extra-curricular, to develop language awareness and understanding of the benefits of Welsh language skills.
- 3.4. The Grŵp will plan to enhance bilingual provision across Further Education, Higher Education and Work Based Learning and to work in partnership with the Coleg Cymraeg Cenedlaethol (CCC) to realise its vision for all our learners.
- 3.5. The Grŵp will support the CCC ambassador scheme and our 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 that they are required to complete for each course.

### **4. Providing Welsh and Bilingual Services to Learners and 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 and bilingually with learners and members of the public.
- 4.2. Communicating with the Grŵp
  - 4.2.1. Learners and members of the public are welcome to communicate with the Grŵp in Welsh or English according to their choice.
  - 4.2.2. The option to communicate with the Grŵp in English or Welsh includes the following methods of communication:
    - Written correspondence
    - by telephone
    - At meetings, presentations and seminars
    - Interviews
  - 4.2.3. Individuals corresponding 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 will include the Grŵp's name in logo, letterheads, compliment slips, business cards, invitations and similar items. The Grŵp's information and name will

follow the same pattern wherever it is permanently displayed (e.g. on signs, vehicles, writing on a building, exhibition 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 in Wales will be bilingual.
- 4.3.4. English and Welsh versions of the above materials will be available at the same time. The Welsh and English versions do not have to be exactly the same. The aim is that they meet the needs of the target audience. If both English and Welsh texts are included in the same publication / are 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. Where English and Welsh versions of the above materials are produced as separate documents the English language version will clearly state that the publication is also available in Welsh.

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

This section deals with how the Grŵp will comply with and exceed the Operating Standards to ensure that the Grŵp's internal administration continues to be bilingual.

- 5.1. The Corporation Board
  - 5.1.1. will be responsible for regularly discussing and approving revisions to the Annual Policy and 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 operate a Recruitment Policy which outlines the Grŵp's commitment to growing 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 inform our Staff Development Plan.
- 5.3. Employing, Training and Developing Staff
  - 5.3.1. New members of staff will be directed to copies of the requirements to comply with the Welsh Language Policy and Standards on the Grŵp Portal.
  - 5.3.2. There will be opportunities for staff wishing to learn Welsh to take professional language courses free of charge.
- 5.4. Translation
  - 5.4.1. The Grŵp employs a team of translators to provide a translation service for all Grŵp staff.

## **6. Policy**

- 6.1. Making New Policies and Plans
  - 6.1.1. We will ensure that new policies and initiatives promote and develop the use of the Welsh language and apply the principle of equality where relevant.
  - 6.1.2. When we make a policy decision, we consider the effects (whether positive or adverse) that the policy decision under consideration would have on;
    - opportunities for persons using Welsh, and
    - not be treated less favorably than the English language
- 6.2. Tenders
  - 6.2.1. The Grŵp welcomes tender applications in English and Welsh and administers the process in the language as chosen by the applicant. The Grŵp will publish an invitation to tender for a contract in Welsh if the subject 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, the Grŵp would recommend that all parties refer to the guidelines issued by the Welsh Language Commissioner.

### 6.4. Awarding Grants

6.4.1. When awarding grants or providing financial assistance the Grŵp will take into consideration the impact of the award on the Welsh language (see appendix A for further guidance on awarding grants)

## 7. Responsibility, Monitoring and Reporting

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

7.2. The Language Panel is responsible for monitoring compliance with the policy by:

7.2.1. setting targets for developing the Grŵp's bilingual curriculum, including the quality and range of provision

7.2.2. monitor our progress, as an institution, against our bilingual development plan

7.2.3. monitor compliance of all Grŵp departments with the Welsh Language Standards

7.2.4. ensure representation from across the Grŵp

7.2.5. hold half termly meetings and make recommendations to Tîm Strategol

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

7.4. Monitoring of compliance with the Welsh Language Standards is undertaken internally by the Bilingual Development department. This is done by secret shopper/audit methods once a year.

## 8. Relevant Policies and Documentation

8.1. Welsh Language (Wales) Measure 2011

8.2. Reference should be made to the Compliance Notice received by the Grŵp

8.3. Well-being of Future Generations (Wales) Act 2015

8.4. Towards Cymraeg 2050: A million Welsh speakers. Further Education and Apprenticeship Welsh-medium Action Plan

## Appendix A

### **Awarding Grants**

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

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

The standard applies to every single decision made with regard to awarding grants. This is also the case for grant decisions made and administered on behalf of another organisation.

Payments that are called 'grants' and any other permanent transfer of money to a person that does not need to be repaid nor returned is 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
- HE Welsh Language Bursary
- Community First or WIMD Area Bursary
- Care experienced
- Welsh Government Learning Grant (WGLG)
- Learner Support Fund (LSF)
- Coleg Cymraeg Cenedlaethol's Incentive Scholarship

#### **The Welsh Language within the application process**

The following applies to all awards of grants or financial support made by the Grŵp:

- All documents published in relation to the grant or financial support will be available in Welsh
- Individuals will be invited to apply in English or Welsh, and applications submitted in Welsh will not be treated less favourably than those submitted in English
- The individuals' language preference 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 Welsh and applications received in Welsh will not be treated less favourable than those received in English. Where we impose a condition on a grant we will ensure Welsh speakers receive those conditions in Welsh. Where we need to ask a learner for additional information learners will be able to provide that information in Welsh.

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

## Language Impact Assessment (For the attention of the panel iaith)

Date:	18/05/2023		
Title Policy / Procedure / Process:	Welsh Language Policy		
Individuals Involved in Impact Assessment:	Gwennan Richards		
Considerations	Response	Further evidence needs	Outcome
What <b>positive effects</b> , if any, will the policy decision have on opportunities for people to use Welsh, and not treat Welsh less favorably than English?	The Welsh language policy sets out the Grŵp's intention to promote opportunities to use Welsh and to ensure that we do not treat Welsh less favorably than English. The policy as a whole ensures that the Grŵp operates in a way that ensures that people have opportunities to use the Welsh language.		
What <b>adverse effects</b> , if any, will the policy decision have on opportunities for people to use Welsh, and not treat the Welsh language less favorably than English?	There are no adverse effects on opportunities for people to use the Welsh language as a result of this policy.		
Are there enough <b>Welsh speaking staff</b> available to implement the policy or procedure? If not, what steps are being taken to ensure that sufficient staff are available, and when?	Yes, the Grŵp employs a high percentage of bilingual staff which means that the policy can be implemented.		
Does the policy or procedure comply with <b>Llandrillo Menai's Welsh Language Policy and compliance notice</b> ?	Yes		
<b>Conclusion: Tick one</b>	<b>Modify</b> <input type="checkbox"/>	<b>Continue with the Policy and process</b> <input checked="" type="checkbox"/>	<b>Delete the Policy</b> <input type="checkbox"/>
<b>Adjustment required within the policy to increase positive</b>			

<b>effects and minimize adverse effects on opportunities for people to use Welsh, and not to treat the Welsh language less favorably than English:</b>			
<b>Date of completion of actions:</b>			
<b>Signed:</b>	<b>Gwennan Richards</b>	<b>Date:</b>	<b>18/05/2023</b>



## Equality Impact Assessment

Date: 08.06.2021

Title Policy / Procedure / Process: Welsh Language Policy

Individuals involvement in Impact Assessment: Gwennan Richards

Considerations	Response	Further evidence needs	Outcome
<b>Which protected groups may be disadvantaged by the policy / process?</b>	We have not identified any way in which the policy will disadvantage individuals in any of the protected groups.		
<b>Which protected groups might benefit from the policy / process?</b>	All protected groups will benefit from the policy as they will all be entitled to receive services in Welsh.  The policy gives the Grŵp's learners (often children under 18) rights under the Welsh Language Standards to receive services in Welsh. This supports the 'United Nations Convention on the rights of the child' which includes provision on language rights for children.		
<b>Does the policy promote equality and foster good relations?</b>	The policy guarantees the rights of individuals to receive services in Welsh and contributes to ensuring equality for Welsh speakers to use Welsh as part of daily life.  The focus of this policy is to ensure the right structures are in place to promote the Welsh language across the Grŵp. This could bring communities of all races within the Grŵp closer together and increase cohesion.		
<b>Could any part of the process unlawfully discriminate</b>	?		
<b>Are there any other policies that need to be changed to support the</b>	The Recruitment Code of Practice is currently being modified.		

effectiveness of this policy?			
Conclusion: Please one	<del>tick</del> <b>Modify Policy</b>	<u>Continue Policy and process</u>	<del>Delete Policy</del>
Please list:			
Date of completion of modification actions	[ ]		

Signed: Gwennan Richards

Date: 18/05/2023