



Cardiff and Vale College  
Coleg Caerdydd a'r Fro

**Cardiff and Vale College**  
2012 – 2015

# Welsh Language Scheme

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## 1. Introduction

- 1.1 This is a Welsh Language Scheme prepared under the Welsh Language Act 1993.
- 1.2 This document supersedes Barry College and Coleg Glan Hafren's first Welsh Language Schemes approved, under section 14(1) of the Welsh Language Act. This Scheme has received the approval of the Welsh Language Commissioner under Section 14 (1) of the Act on (**date of approval**).
- 1.3 Cardiff and Vale College/Coleg Caerdydd a'r Fro has adopted the principle that in the conduct of public business in Wales, it will treat the English and Welsh languages on a basis of equality. This scheme sets out how the College will give effect to that principle when providing services to the public in Wales.
- 1.4 The Scheme concentrates on developing three key elements which are set out in Collegau Cymru National Bilingual Strategy for Further Education, 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 learners.
- 1.5 Details of how these three elements will be developed are found under section 3, 4 and 5 in the Scheme. Section 2 of the Scheme concentrates on the procedures that will support and facilitate the development of the three key elements.

## 2. College Profile

In September 2010, Barry College and Coleg Glan Hafren, two established and respected FE colleges, agreed to merge to create an innovative new college by August 2011.

This new college named Cardiff and Vale College/Coleg Caerdydd a'r Fro, is one of the largest and most exciting colleges in Wales.

The merger is part of an innovative vision, set out by the Welsh Government, to transform post-16 education and training in the Capital Region of Cardiff and the Vale of Glamorgan.

Cardiff and Vale College/Coleg Caerdydd a'r Fro aims to bring a host of benefits to the region, with a long term vision to:

- Raise the profile of FE within the Capital Region – inspiring individuals, widening participation and raising awareness of opportunities for education and skills training
- Become one of the largest FE institutions in the country and a major strategic partner and driving force for the economic, social and cultural regeneration of the Capital Region of Wales in the 21<sup>st</sup> century
- Offer a wider range of courses and more opportunities for learners to progress in their study within the same college
- Work more closely with schools across the region to provide an extended, diverse range of high quality, exciting and relevant opportunities for 14-19 learners
- Become a one-stop-shop for employers and employees throughout the region - offering a very wide range of business support and work-based training, combining a wealth of resources, facilities, skills training and courses

- Create more opportunities to learn in Welsh to support the Welsh Government policy for bilingual learning
- give learners access to additional excellent facilities and strengthening advice, support and guidance systems
- Lead the way on new curriculum initiatives, working with partner organisations to provide an unrivalled and seamless pathway from school to higher education and employment.

Cardiff and Vale College/Coleg Caerdydd a'r Fro is the second largest college in Wales with 25,000 students including approximately:

- 4,000 students on full-time courses
- 1,400 school pupils aged 14-18 on part-time school link courses
- 1,500 people on apprenticeship programmes
- 16,000 adults studying on a part-time basis

It's features include:

- A staff of 1,000 industry experts, subject specialists and experienced and knowledgeable support teams.
- Specialist training facilities across nine sites, ranging from Trowbridge in the east of Cardiff to ICAT in Rhose.
- An immense range of courses; from vocational courses for school pupils, to full and part-time industry qualifications and degrees.
- The largest FE apprenticeship provider in Wales - including the largest provider of motor vehicle, construction and building engineering apprenticeships in the South East region.
- A vast network of partners – from schools to universities, employers to Sector Skills Councils.
- A dynamic College meeting your needs, as two Colleges both rated by Estyn as Excellent, or Grade 1, for 'how well the learning experiences meet the needs and interests of learners and the wider community', come together.
- Close relationships with thousands of employers to deliver skills and training to boost business performance.
- An effective and efficient organisation with a turnover of more than £40million, making a huge contribution to the economy and community of the region.

## Context

- 2.1 In August 2011, the newly created Cardiff and Vale College/Coleg Caerdydd a'r Fro formed from the merger of Barry College and Coleg Glan Hafren commenced functioning as a single entity. During the merger, in consultation meetings, it was agreed by the Joint Senior Management Team that the new College would adhere to the principles of the previous Welsh Language Schemes and the principle of the Act by treating both languages equally.
- 2.2 The College employs over 1,000 staff including 630 academic and 667 support staff. The Bilingual Champion has undertaken a detailed audit of all staff's Welsh linguistic skills. The analysis of this information will inform a detailed staff training programme covering all curriculum and functional areas. The audit of the staff linguistic skills is presented in Appendix 3.
- 2.3 The College has approximately 4,000 full-time students, 1,400 school pupils aged 14-18 on part-time school link courses and up to 16,000 adults during the year taking part-time courses. As the largest work based learning provider in the Welsh FE sector, the College also has over 1,500 trainees on apprenticeships.

## Demographic and Economic Context

- 2.4 Cardiff and Vale College/Coleg Caerdydd a'r Fro primarily serves the needs of individuals, employers and communities across Cardiff and the Vale of Glamorgan. However, many learners are based beyond these areas from across South East Wales, to study specialist subjects or to have training and assessment in their workplace. The College also attracts international students to study.
- 2.5 The latest population of South East Wales is 1.43 million, with the majority of this population being based in the 'capital region' of Cardiff and the Vale of Glamorgan. By 2020 the population of South East Wales is projected to be 1.54 million. It is the most populated area of Wales.

The age distribution of the population in Cardiff is in stark contrast to the rest of South East Wales due to the effect of Cardiff's student population. In Cardiff more than 22% of the total population are aged between 20 and 29 compared with just over 12% of the total population in the rest of South East Wales.

Cardiff and the Vale of Glamorgan are diverse areas. According to the Welsh Index of Multiple Deprivation (2008) Cardiff and the Vale of Glamorgan contains both the most and least deprived areas of Wales.

In 2007, in the Cardiff and Vale of Glamorgan area 68% of all adults of working age have a qualification at Level 2 or above, with 28% at Level 4 or above. 15% of the working age population have no qualifications.

In the year to September 2008, the employment rate in South East Wales was 70.3% of the working age population, a little below the Wales average and well below the UK average.

### **3. Implementation and Monitoring/Service Planning and Delivery.**

#### **3.1 Implementation**

3.1.1 As the Welsh Language Scheme is implemented the College will ensure that it keeps to the principle of the equality contained in the requirements of the Language Act of 1993.

#### **3.2 Responsibilities for Implementation and Monitoring**

3.2.1 The Vice Principal, Income Diversification and Social Collaboration, is responsible for the implementation and monitoring of the Welsh Language Scheme.

3.2.2 Two groups will be involved within this process. One will be a strategic group comprising of members of the SMT and Head of Human Resources and the other a staff group. The staff group will be comprised of individuals who are interested in the promotion of the Welsh language and bilingual education. Every campus and each department will be represented on the staff group.

3.2.3 This staff group will be led by the Vice Principal. Their focus will be on the operational aspects of the Scheme and they will advise the SMT accordingly through the Vice Principal. They will meet monthly in the first instance to ensure roles and responsibilities are fully understood and thereafter twice during each term. Minutes of these meetings will be available on the College's intranet.

3.2.4 The strategic group will be led by the Vice Principal. Their focus will be on the strategic aspects of the Scheme and they will advise the executive team and the Principal. They will meet twice termly and minutes of these meetings will be available on the College's intranet.

The contact detail of the responsible person is:

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#### **3.3 Administrative Arrangements**

**3.3.1 Authority:** The College will ensure that the arrangements noted in the Scheme are approved at the highest level and carry the full authority of the College.

**3.3.2 Responsibility:** The Vice Principal will be responsible for implementing the Scheme on behalf of the College in general and on a day to day basis.

**3.3.3 Instruction and Guidance:** The College will ensure that its staff are familiar with the Scheme, in addition to those responsibilities which form part of its implementation, by providing verbal and written instructions to new staff via briefing sessions undertaken by the Bilingual Champion and/or the staff group coordinator. The College's Welsh Language Scheme will be available

to staff and students bilingually via its website and intranet. Staff will be informed of its developments through its system of staff briefings at all centres.

- 3.3.4 The Bilingual Champion will produce a regular newsletter to ensure all staff remain mindful of their obligations under the Scheme. This will be available from the academic year 2011/12.
- 3.3.5 The College will integrate administrative functions related to the Welsh Language Scheme into its standard administrative procedures including specifications for new or modified computer programmes. Where current systems cannot be modified the College will consider cost effective alternative systems.
- 3.3.6 The Vice Principal responsible for the Scheme will develop a working relationship with the Welsh Language Commissioner to ensure that the College is fully aware of its obligation under the Act.
- 3.3.7 Wherever translation work is required the College will make use of translators with valid qualifications or approved translation agencies.

### **3.4 Policies and New Initiatives**

- 3.4.1 The College will review existing policies to ensure that they do not undermine the commitments in the Welsh Language Scheme.
- 3.4.2 The College will consult with the Welsh Language Commissioner concerning any new developments likely to affect the Scheme, and it will not amend the contents of the Scheme without the prior agreement of the Commissioner. All new policies and initiatives will be consistent with the Scheme and will not undermine it.
- 3.4.3 The College will ensure that new developments will move the College closer to implementing the principle of equality at every opportunity.
- 3.4.4 The College will ensure the Welsh Language Scheme is a standing item on corporation papers and will assess the linguistic consequences of any new policies or ventures with a view to promoting and facilitating the use of Welsh wherever possible. This is monitored by the Strategic Group.
- 3.4.5 The College will ensure that any consultants or members of staff responsible for the formation or updating of policy will be aware of the Language Scheme and the College's responsibilities under the Welsh Language Act. Existing staff have received sessions to raise their awareness of the Scheme and inform them of their responsibilities. All new staff are made aware of the Scheme as part of their induction programme. Information on the Scheme is placed on the staff intranet pages.
- 3.4.6 The College will also ensure that every measure contained in the Scheme will be applied to new or updated policies and initiatives when they are implemented.

### **3.5 Third Party Compliance**

- 3.5.1 The College works in partnership with public bodies, organisations from the voluntary sector and other agencies. The College ensures that when a partnership develops, that it complies with the Welsh Language Scheme.
  - i) When the College is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme.

- ii) When the College joins a partnership in which another body is leading, the College's contribution will comply with the Scheme and the College will encourage other parties to comply.
- iii) When the College is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, the College will act in accordance with its Welsh Language Scheme.
- iv) When the College joins or forms a partnership it will ask prospective partners about their Welsh Language Schemes, Language Policies or the means by which they will operate bilingually. Within any partnership the College will offer advice and support to the other partner organizations.

3.5.2 Various services provided on behalf of the College may be operated by other organisations such as contractors, consultants, agencies, firms and individuals. All agreements and arrangements for external organisations of this nature to undertake the provision of services to the public in Wales on its behalf will comply fully with the terms and requirements of the Scheme.

3.5.3 The chief officer responsible for the Scheme will supervise and facilitate the implementation of these commitments by:

- Providing written procedures to staff for dealing with agents and contractors, and processes for ensuring staff are dealing with them
- Specifying the requirements as to the use of the Welsh language in tendering documents, contracts and grant or loan conditions
- Monitoring the implementation of the Scheme by agents and contractors
- Encouraging those contractors with their own Welsh Language Scheme to implement relevant aspects
- Obtaining regular performance reports from contractors and agents

### **3.6 Enabling the Workforce to Provide a Complete Service through the Medium of Welsh**

The appointment of the Bilingual Champion will greatly facilitate this target of enabling the workforce to provide a complete service through the medium of Welsh. In order to achieve the targets set for the Bilingual Champion of increasing the number of Bilingual and Welsh medium curriculum activities and increasing learner participation in these activities, a crucial initial activity of the Champion is the upskilling of all areas of the workforce both academic and functional, in their Welsh language skills and understanding of the importance of the development of Welsh ethos at the College. The College benefits from the Champion working with other college's Bilingual Champions, in the gaining of knowledge of best practice and sharing of expertise relating to the Welsh language.

The Bilingual Champion's work scheme is presented as Appendix 2.

The College has undertaken a staff linguistic survey (10/11). The College has planned staff development opportunities for 2011/12 at all linguistic levels. In order to ensure over a period of time that the College is able to deliver its services in Welsh to a high quality, effective and efficiently, it will develop and implement a Linguistic Skills Strategy as part of its human resource planning. This strategy will enable the College to maintain an overview of its linguistic skills needs and resources, and coordinate training and recruitment activities to facilitate the Scheme's objectives. The College continues to support the Welsh Government's sabbatical provider, Cardiff and vale Welsh for Adults Centre, the introduction of a more flexible scheme

to meet the needs of FE providers. The Bilingual Champion has a target of identifying 2 staff each year to attend the sabbatical scheme.

In addition, staff are encouraged to improve their Welsh language skills in a number of different ways. The measures that follow will form part of that strategy:

Following the staff linguistic survey in 2011 the College will record staff's own assessment of their Welsh language skills on its management information system. This information will be updated when new staff join the College.

By doing so, it will identify those workplaces where the ability to speak Welsh is essential and those where it is desirable, to identify the level of proficiency required in each case and to formulate team descriptions and job descriptions accordingly.

The College will monitor the number of Welsh speaking staff members required and take action if that number falls below the required level.

3.6.2 In consultation with staff a comprehensive CPD Welsh language programme is being developed.

3.6.3 Each staff member is encouraged at their annual Professional Development Review, to develop their Welsh language skills. This informs our CPD programme for the coming year.

3.6.4 The Welsh Language Scheme will continue to be incorporated within the College's staff induction programme and written procedures will be put in place in order to ensure that all staff are aware of their responsibilities under the Scheme.

3.6.5 The College will look to utilise the Welsh Language Commissioner's Language Awareness Training Package as part of its induction programme.

### **3.6.6 Learning Welsh**

3.6.6(1) The College will support members of staff who wish to learn or improve their Welsh by:

- Identifying and encouraging staff who wish to learn or improve their Welsh
- Circulating information regarding Welsh language courses in the College for all staff
- Providing Welsh language courses to staff free of charge and within working hours where determined this is an essential requirement for the job
- Raising staff awareness of Welsh language courses by regular promotion of their availability through staff notices, intranet and incorporation in Inset training days

3.6.6(2) The College will use the National Language Standards as a means of establishing the level of both Welsh speaking staff and staff learning Welsh with a view to accrediting staff members with a qualification indicating their linguistic ability. The College will also provide its own internal training which will be linked to staff members own field.

### **3.6.7 Recruitment**

- 3.6.7(1) All new posts where Welsh has been decided as essential are advertised, in both English and Welsh, in the press. This is also available when posts are advertised via the website. Welsh is described as being desirable in all posts. There are posts where Welsh has been decided as essential after consultation with academic and functional managers.
- 3.6.7(2) The College will announce the linguistic requirements of the posts in 3.6.6(1) above in recruitment advertisements, including the level of ability required in each case. Should a non-Welsh speaker be appointed to a post where Welsh is considered essential, it will be on a condition that the holder learns the language to an agreed standard by an agreed time with the College's full support. All recruiting advertisements for any posts requiring Welsh language skills, together with the relevant job description or details, will be drafted in such a way as to identify clearly the linguistic requirements of each post.
- 3.6.7(3) When the ability to communicate in Welsh is an essential qualification for a post, this will be clearly stated in the advertisement and the job details. If there is a shortage of potential Welsh speaking applicants in any specific field, the College will advertise the post and state in the advertisement that applications from non-Welsh speakers will be welcomed on the firm condition that if a non-Welsh speaker is appointed, he/she will learn Welsh to the standard required for fulfilling the post, and will do so within a specified period. All arrangements of this nature will be treated as a fair and constructive partnership between employer and employee, with the employer for his part providing strong encouragement and practical support for the employee, and the employee in turn making a fair effort to gain the necessary skills. By acting in such a manner, the College will treat linguistic skills in exactly the same manner as any other Professional skill required to fulfil the responsibilities of a post and subject to review within a certain period. This condition of employment must therefore be respected and implemented as strictly as any other condition of employment for the post, and the employee's manager will review the standard of achievement reached by the end of the specified period following the appointment.

#### **3.6.7(4) Vocational Training**

The College will assess the need for vocational training through the medium of Welsh, and ensure that those responsible for Recruitment and staff development implement a programme to fulfil that need. These may include various circumstances from the learning of face-to-face communication skills for a reception area etc, to skills required for discussing the personal circumstances of individual students.

### **3.7 Monitoring and Review**

- 3.7.1 An internal progress report on the implementation of the Scheme will be completed on a regular basis and will be revised and discussed by the staff group.
- 3.7.2 The SMT will regularly review the Scheme via the Vice Principal through the Annual Operating Statement, which is updated monthly, and via the Register of Strategic Risk. These in turn are monitored at various College committees including the Corporation Board. All objectives have named persons responsible for implementation.

3.7.3 The staff group, led by the Vice Principal, also has a monitoring role of the Scheme and is responsible for an annual report to the Governing Body and the Welsh Language Commissioner. The College is committed to writing an annual Monitoring Report for the Welsh Language Commissioner. The Scheme is ultimately approved by the College's Governing Body who will receive an annual compliance report to ensure:

- Measure whether the College is complying with the Scheme;
- Measure if the Scheme is being appropriately managed;
- Analyse its performance on a departmental and corporate basis, in order to ensure consistency;
- Assess and consider key themes in scheme implementation including Welsh medium/bilingual curriculum development;
- Recognise any fundamental weaknesses, and set up an action plan, which will include a timetable to deal with them. A copy of this will be sent to the Welsh Language Commissioner.

3.7.4 In the third year of the Scheme's implementation the College will prepare a comprehensive evaluation report that will assess and evaluate performance in implementing the Scheme since its inception. This report will:

- i) Provide an overview and thematic analysis of compliance and performance over the first three years of the Scheme, from two perspectives – service delivery and scheme management;
- ii) Outline priorities for the following three years, together with a revised timetable for implementing the measures in the scheme.

At this time, the College will revise and update the Welsh Language Scheme.

3.7.5 The College will actively seek the feedback and opinion from its learners, staff, and other service users, as well as monitoring the numbers of complaints received and responding accordingly.

3.7.6 The College will welcome and record suggestions on how to improve the scheme.

## **3.8 Quality**

3.8.1 The College is committed to providing an equally high quality service in Welsh and English. When assessing and measuring the standards and effectiveness of services and provisions in Welsh, the College will employ exactly the same performance indicators as those utilised with regards to its services and provisions in English.

3.8.2 A significant component of Key Question 1 of the Estyn Inspection Framework is Section 1.1.5, where Colleges and inspectors are asked whether appropriate progress is being made in relation to the Welsh language. All relevant staff are aware of this and have access to the documentation. As part of its self assessment process, this aspect is also regularly reviewed at a curriculum level. The College will monitor all requests from students for teaching through the medium of Welsh and for bilingual teaching resources and respond accordingly. The College is committed to working in partnership with other Colleges to increase Welsh and bilingual curriculum opportunities.

3.8.3 The College will declare its commitment to ensuring equal linguistic standards between its Welsh and English provisions in its corporate plans, annual report, prospectuses and promotional literature.

3.8.4 The College is committed to setting specific standards for the use of Welsh across all its sites when providing services dealing with the public and will review the standards and their implementation. It will be the responsibility of the Welsh Language Steering Group to carry out the review. This team will be responsible for developing, implementing and monitoring services for Welsh speakers. They will ensure that College staff are kept informed of developments. Curriculum managers and functional managers will be responsible for actively encouraging the development of the Welsh language skills of their staff.

### **3.9 Comparing Performance against Standards**

3.9.1 The College's annual report on the scheme will compare its performance against the standards included in the scheme. This will include statistical details of Welsh medium communications conducted throughout the year and the progress of the staff development plan. The full contents of the annual report will be placed on the college website.

### **3.10 Comments and Complaints**

3.10.1 The College has a rigorous complaint procedure where every complaint is recorded and responded to within 5 working days. This is monitored in relation to the Welsh Language Scheme.

3.10.2 The College will invite, welcome and record suggestions on how to improve the Scheme.

### **3.11 Publication of Information and Publicity of the Scheme**

3.11.1 The Scheme will be available to staff, students and the public via the College's intranet and website. The College will also promote the Scheme via:

- A summary of the scheme available to all staff via the intranet
- Distribution of the scheme to other partner organizations
- Promotion via use of the scheme in publicity materials
- Statements and articles in press and media

## **4. The Development of a Welsh Ethos at the College (Strand 1 of the Strategy)**

### **4.1 Administrative Arrangements**

- 4.1.1 The College has recorded the Welsh language skills of its staff and asks for this information from new staff.
- 4.1.2 The College will establish a list of staff who feel confident enough to join a team to provide services for Welsh speakers. These staff will be encouraged and supported to further improve their Welsh language skills through a number of courses that are offered by the Welsh for Adults Centre.
- 4.1.3 The College will note in its publications those departments where Welsh speakers are available.

### **4.2 Developing a Welsh Ethos within the curriculum**

- 4.2.1 In line with Colegau Cymru's draft National Bilingual Strategy for Further Education (Strand 1), the College will seek to promote a 'sense of place' in relevant courses, and will increase learners' understanding and appreciation of their Welsh identity, provide learner support provision through the medium of Welsh, and ensure the role of key corporate activities in improving the use of Welsh in the College, by developing and implementing a Learner Support Strategy which sets out the ways in which learners wishing to learn or receive a service through the medium of Welsh can be identified and supported.
- 4.2.2 The College will continue to ensure that all learners are made aware of the need for bilingual skills and any advantages arising from them by actively publicising the services offered by the College and key partners, and by continuing to develop its existing tutorial programme.
- 4.2.3 Services through the medium of Welsh will be introduced on a section by section basis, within college constraints. It will be dependent on the Welsh language skills of its staff (see 4.1 above) and may be extended beyond that outlined above once staff bilingual expertise is identified.

### **4.3 Dealing with the Welsh Speaking Public**

#### **4.3.1 Corresponding with the Public**

- 4.3.1(1) The College welcomes correspondence in Welsh or English on the basis of equal status.
- 4.3.1(2) Responses in Welsh will be subject to the same performance indicators as those written in English. Corresponding in Welsh will not in itself lead to delay
- 4.3.1(3) Letters from the College following a Welsh language conversation (either face to face or via the telephone) will be written in Welsh.
- 4.3.1(4) The College will continue to correspond in Welsh with those who would prefer to do so.
- 4.3.1(5) The College will ensure that standard letters produced centrally for the public in Wales will be published bilingually. All areas of the College have been issued with guidelines indicating the requirements for such letters.

- 4.3.1(6) The College will establish a database of those people or organisations wishing to communicate through the medium of Welsh.
- 4.3.1(7) The College will open formal communications bilingually with those whose preferred language is not known.
- 4.3.1(8) Electronic mail and intranet enquiries are also treated in the same manner as noted above. There will be no delay in responding in Welsh compared to responses in English.
- 4.3.1(9) All e-mail signatures and out of office auto-responses will be bilingual, and the time target will be the same for replying to Welsh e-mail enquiries as for English ones.

### **4.3.2 Telephone communication**

- 4.3.2(1) Anyone telephoning Cardiff and Vale College/Coleg Caerdydd a'r Fro is welcome to speak Welsh or English according to choice. All front line staff will respond with a short bilingual greeting. Frontline staff will receive Welsh language training.
- 4.3.2(2) If the telephone caller requests to continue the conversation in Welsh then the College would endeavour to enlist the support of our identified Welsh speakers. If there are no Welsh speakers available, the situation will be explained to the individual who will then be offered the choice of continuing in English or submitting a written enquiry in Welsh and receiving a written reply in Welsh. The number of calls through the medium of Welsh will continue to be monitored and logged in order to inform future planning provision.
- 4.3.2(3) In order to facilitate the arrangements above, the College will compile a list of members of both administrative and academic staff who are able to deal with telephone enquiries in Welsh. This list will be included in centrally produced publications, on the website and in the College's internal telephone directory.
- 4.3.2(4) All recorded messages placed on the College's answering machine will be bilingual and all answer phones within the College will have a similar facility. The time target will be the same for replying to Welsh telephone enquiries as for English ones.

### **4.3.3 Public Meetings**

- 4.3.3(1) The College will publicise that members of the public are welcome to communicate with the college in Welsh or English. Arrangements for bilingual facilities at public meetings can be made and minutes of these meetings will be available in Welsh, on request.
- 4.3.3(2) Every agenda, invitation, summons or advertisement for such meetings shall be bilingual and shall include a note informing the public that they will be welcome to use Welsh or English at the meeting, and requesting them to inform the organiser beforehand which language they wish to use at the meeting.

- 4.3.3(3) Staff who are able to communicate in Welsh will be encouraged to attend public meetings in order to make those in attendance who may wish to use Welsh feel at ease and in order to promote natural bilingualism at such meetings. In order to facilitate this, the above officers will wear 'Working Welsh' badges to indicate that they can communicate in Welsh or are learning Welsh.
- 4.3.3(4) Senior managers show their commitment to promoting the Welsh language by introductions in Welsh at formal and informal events, which include the annual student prize evening and staff briefings.
- 4.3.3(5) The Strategic Group has as one of its main objectives the task of prioritising the programme of translating the College's key documentations thus ensuring that resources can be planned and allocated for this exercise.
- 4.3.3(6) Through this group, College will ensure to have all of its policies available bilingually, through a phased programme, by 2013. All policies however can be requested bilingually and there will be no delay in responding to such requests.

#### **4.3.4 Other Meetings**

- 4.3.4(1) The College will encourage members of staff who are able to converse in Welsh to attend meetings open to the public (for example open evenings or parents' evenings). The College will give advance notice that bilingual members of staff are available to hold face-to-face discussions. In order to facilitate this, the above officers will wear 'Working Welsh' badges to indicate that they can communicate in Welsh or are learning Welsh.
- 4.3.4(2) Any person who wishes to conduct private or one-to-one meetings with the College is welcome to do so in either Welsh or English. The College will therefore take every step practically possible to offer a language choice each time a meeting is arranged.
- 4.3.4(3) Where Welsh is the requested medium, arrangements will be made with an appropriate Welsh-speaking member of staff. If there are no Welsh-speaking members of staff in the appropriate department, the situation will be explained to the individual who will then be offered the choice of:
- Conducting the meeting in English
  - Submitting a written enquiry in Welsh
- 4.3.4(4) By offering a language choice the college recognises:
- That individuals can express their views and needs better in their preferred language.
  - That enabling individuals to use their preferred language is a matter of good practice, not a concession.
  - That denying them the right to use their preferred language could place individuals at a real disadvantage.
- 4.3.4(5) The above measures are applicable to all kinds of non-public meetings.

### **4.3.5 Dealing with the Public in Other Ways**

- 4.3.5(1) The College will follow the same guidelines as those in 4.3.3 and 4.3.4 above in situations where other means of spoken communication, such as video links or public address systems, are used.
- 4.3.5(2) The College's website has recently been developed in order to ensure it is available bilingually. The choice of language and navigation from one language to the other will be clear. The College will ensure that all information which will be incorporated onto the website within the life of the scheme will be available bilingually. The College will ensure systems are in place to monitor the updated presence of both languages. The coordinator of the staff group will regularly monitor the quality of the Welsh pages on the College's website and report to the staff and strategic groups.

## **4.2 The Public Face of the College**

### **4.4.1 The Corporate Identity of the College**

- 4.4.1(1) Cardiff and Vale College/Coleg Caerdydd a'r Fro's corporate identity and public image will be bilingual. Therefore a bilingual format will be utilised to convey its corporate identity on signage and in publications and the names of its services; the addresses of its offices; its logo; its corporate slogan; its letter headings; its business cards, fax paper, identity badges, greetings slips, e-mail 'signatures' and all corporate writing on its premises. The College will ensure that assistance will be given to staff to place bilingual e-mail signatures on their systems. This will also include the information inviting the public to communicate in Welsh.
- 4.4.1(2) Other standard materials containing the College name and logo, such as letters, vehicles, fax paper, business cards and badges, will also be bilingual.

### **4.4.2 Information Signs within College Boundaries**

- 4.4.2(1) All new or replacement information signs within the boundaries of College property will be bilingual. The College has produced external bilingual signage at each of its centres and will ensure a consistent approach to signage by completing an assessment of its internal signage.
- 4.4.2(2) The size, quality, legibility and prominence of the words in both languages will respect the principle of equality.
- 4.4.2(3) Where Welsh and English signs are displayed separately, the size, quality, legibility and prominence of the words in both languages will also respect the principle of equality.
- 4.4.2(4) Where signs are being produced outside of the College, the contents will be sent in word-processed format to ensure correct spelling.

### **4.4.3 Other Public Information Signs**

- 4.4.3(1) Information signs in Wales lying outside of the boundaries of the College but remaining under the College's responsibility will also be bilingual

#### **4.4.4 Publishing and Printing Material**

- 4.4.4(1) Availability of resources dictates that the College will have to be selective with respect to which documentation is to be produced in bilingual format. However, generic information aimed at the public will be published bilingually, either as a single bilingual document or in separate Welsh and English versions, with a presumption in favour of a single bilingual document. Where separate versions are produced, the College will ensure that both are publicised in the same way, and that a supply of both is equally available. The College will also work on the principle that the Welsh language should be used to advertise all those services which the College can provide in Welsh, and that such services should be noted in all major publications, such as the College prospectus, regardless of the main language used. Details of individual courses will be advertised in the same language as the medium of instruction.
- 4.4.4(2) Requests for material through Welsh will be responded to in the same manner as requests for any documents produced in English including deadlines and pricing. The price of a Welsh version of a document will not be greater than the price of an English version. Also, each version will carry a message that the document is also available in the other language.
- 4.4.4(3) Whenever priced bilingual documents are published, the price will be no higher than a monolingual version of the same document.
- 4.4.4(4) Whenever Welsh language versions of documents are published, they will be charged at the same price as the English version.
- 4.4.4(5) The College ensures that consultants, designers and printers receive instruction on how to deal with bilingual publications. This will include the Welsh Language Board Guide to Bilingual Design.
- 4.4.4(6) The College will provide bilingually other types of printed materials, e.g. posters, cards, timetables, invoices and cheques.

#### **4.4.5 Forms and Explanatory Materials**

- 4.4.5(1) The College will provide forms and explanatory materials for the public bilingually or with separate Welsh and English versions.
- 4.4.5(2) The following categories will be completely bilingual:
- Staff job application forms
  - Staff job general information leaflet
  - Equal opportunities and race equality policy
  - No vacancy letters
- 4.4.5(3) The following categories will have separate Welsh and English versions:
- Student application forms
  - Student enrolment forms
  - Conditions of appointment
  - Contracts of employment
  - Acknowledgement letters
  - Holding letters
  - Pension schemes letters

- 4.4.5(4) The College will ensure that whenever Welsh and English forms and explanatory materials are published separately, they will be published and distributed simultaneously with equal availability of both, and a message confirming availability in the other language.
- 4.4.5(5) The College will develop a database of those organisations that request bilingual communication and open communications bilingually with those whose preferred language is not known.

#### **4.4.6 Notices to the Press**

- 4.4.6(1) Press releases will be sent out in accordance with the receptors' language choice. Press releases sent to all schools, colleges and education establishments will be bilingual, regardless of the subject matter. Press releases on the College website will also be bilingual. Press releases in the Welsh language press will be issued bilingually or in Welsh only. Press releases in the non-Welsh medium press will be in English. All forms of College advertising to appear only in Wales shall be bilingual. This applies to advertisements for students, staff and other college services.

#### **4.4.7 Publicity Materials**

- 4.4.7(1) All publicity material such as prospectuses will contain generic information bilingually. There will be specific mention of Welsh language opportunities. The college will publicise advantages associated with Welsh language skills.

#### **4.4.8 Advertising Campaigns and Exhibition Materials**

- 4.4.8(1) All advertising materials and campaigns will be produced bilingually, including displays, marketing campaigns and public surveys.
- 4.4.8(2) Advertisements and publicity to be placed in media that circulates throughout the U.K. (e.g. Times Educational Supplement) will be in English only. Advertisements to be placed in Welsh language media shall be in Welsh or bilingual as appropriate.
- 4.4.8(3) Where members of the public respond to a bilingual advertisement requesting further information, this will be provided either bilingually or in the language of their response.

#### **4.4.9 Responding to Publicity Materials**

- 4.4.9(1) Response mechanisms linked to the College's advertising and publicity activities in Wales will enable contact through the medium of Welsh. The College will issue named contacts for this purpose

#### **4.4.10 Official Notices and Recruitment**

- 4.4.10(1) Official and public notices shall appear in Wales with Welsh and English versions shown together, equal in terms of size, format, legibility and prominence.

## 4.5 Developing a Welsh Ethos within the Curriculum

4.5.1 The College will increase learners' understanding and appreciation of their Welsh identity through provision of language awareness for all full time students and inclusion of relevant questions in all student surveys regarding students' requirements on future Welsh medium course provision and courses in Welsh language.

4.5.2 To enable progress to be made towards increasing bilingual education and training services, the College currently provides appropriate levels of Welsh to any student who wishes it by offering the following curriculum elements:

- The provision of Welsh speaking learning assistants to support Welsh speaking students pursuing English or Welsh medium courses.
- Written work accepted in Welsh with Welsh language support available on request for course assignments.
- Work experience in a Welsh-speaking setting subject to demand and availability of opportunities.
- The provision of bilingual notes on demand. This will be monitored through the Action Plan.
- Welsh for Adults is delivered via the Cardiff and Vale Welsh for Adults Centre franchised provision.
- Welsh medium and bilingual provision:
  - Welsh medium Learning Pathways Hair and Beauty Course 14 – 16
  - Welsh medium CACHE Level 3 course
  - Yr Iaith ar Waith at Entry Level, Level 1 and Level 2
  - Application of Number Course in Welsh

4.5.3 The College ensures that Welsh speaking students with special educational needs are provided with the same opportunities.

## **5. The Development of Bilingual Communication Skills to Augment an English Medium Provision (Strand 2 of the Strategy)**

5.1.1 All new students who have been identified as Welsh speaking through the enrolment forms will be encouraged to attend a Welsh Awareness event during induction week. These will occur at each centre and their focus will be to emphasise the value and importance of having Welsh or bilingual skills within vocational training. This is consolidated within course tutorial sessions.

Similar events encouraging non-Welsh speaking students to improve and develop their Welsh language skills will be offered at all sites.

5.1.2 The College will introduce a minimum of two events in each calendar year within the life of the scheme for Welsh speaking staff and students so that they can establish an agenda for further action. These events will be reported on within the annual monitoring report presented to the Welsh Language Commissioner.

5.1.3 Pathway to Apprenticeship (PTAs) courses are targeted for students to undertake Iaith or Waith modules. Students following Welsh Baccaalaureate programmes are offered to further develop their Welsh language skills, where appropriate either through Welsh for Adults units or Agored Cymru language units. The College maintains an up to date list of settings that are able to provide a bilingual work experience.

5.1.4 The College is actively adopting Colegau Cymru's Bilingual Strategy and is mapping its progress against its three strands. There is an Action Plan for this and its priorities include:

- The promotion of the sabbatical scheme to increase curriculum based capacity to deliver Welsh provision.
- The collaboration with local schools to look at the potential use of their Welsh speaking staff to teach on College courses and the maximizing of own staff capacity to teach in Welsh.
- The progress on these points will be reported in the Annual Monitoring Report to the Welsh Language Commissioner.

5.1.5 The College recognises and is committed to the Strategic Aims of the Welsh-medium Education Strategy. Namely:

- To increase high quality opportunities for study or training through the medium of Welsh.
- To secure linguistic progression from the statutory education phase into the post-16 education and post-18 options.

### **5.2 Planning and Management of the Curriculum**

5.2.1 The College curriculum is reviewed annually to meet Credit Equivalent Targets (CEUs) set by DfES following submission of the Annual Provisional Development plan (PDP).

5.2.2 Current provision and potential change are also examined to assess the extent it meets the main strategic policy agendas of the Welsh Government and DfES, including the Welsh-medium Education Strategy.

5.2.3 The College, through its Heads of Curriculum Divisions, the Bilingual Champion and the Vice Principal responsible for the Welsh language, will continue to identify units for bilingual development within courses, particularly in the priority areas.

5.2.4 The fact that all public sector organisations have a Welsh Language Scheme and are required to provide a bilingual service is recognised by the College. It also recognises that this requirement has led to an increased demand in Wales for bilingual skills within service industries such as Health and Social Care, Child Care, Education, Business and Administration, Hospitality and Catering. The College will prioritise the areas of Child Care and Public Services for bilingual development in the life of this Scheme. A report on its progress will be made within the Annual Monitoring Report presented to the Welsh Language Commissioner.

### **5.3 Current Provision at the College**

5.3.1 Our current position under this Strand is:

- A staff development programme for 2011/12 to raise awareness of Welsh language issues.
- A rolling programme of free staff taster courses leading to pre entry level 'Introduction to the Welsh Language' courses.
- A comprehensive programme of Welsh for Adults courses covering all levels.
- Iaith ar Waith courses at Entry 2, Level 1 and Level 2.
- From Welsh taster courses into Agored Cymru Level 1 unit – 'Telephone and Reception Duties' for front line staff.
- Informal Welsh language lunch club.
- Residential weekend course offering courses from beginners through to higher level.
- Preparation classes prior to release on sabbatical schemes.
- Mentoring programme for staff embarking on teaching through the medium of Welsh and/or returning from sabbatical scheme training.
- Bilingual methodology training – short course and three day course
- Release for staff to attend MA methodology course.

## **6. The Development of Welsh-Medium or Bilingual Provision for Post-14 Learners (Strand 3 of the Strategy)**

- 6.1.1 A three year development plan for prioritisation and implementation of Welsh medium and bilingual provision is being produced as part of the remit of the Bilingual Champion. The subject areas being prioritised for development reflect the Welsh Government's own list of priorities.
- 6.1.2 The College will establish a process to monitor and track the progress of new Welsh medium and bilingual modules and courses and create a list of Welsh medium and bilingual provision available in the College.
- 6.1.3 The College will maximise the bilingual opportunities within the curriculum particularly in the priority areas of Child Care and Public Services. The College will ensure minimum increase of four bilingual module options each year until 2015. A report on progress will be made within the Annual Monitoring Report presented to the Welsh Language Commissioner.
- 6.1.4 Currently, the Care Faculty has the most developed range of bilingual opportunities.
- 6.1.5 The College will develop a mentoring scheme for Welsh speaking students within the academic year 2011/2012. Whereas all assessments can be submitted and marked in Welsh, along with the initial assessment of students, further developments such as pastoral support and advice and guidance are dependent on our collective linguistic skills level. The College will offer additional support, through its mentoring system, to those staff that request further guidance in developing Welsh or bilingual teaching opportunities. This will be reported on in the Annual Report to the Welsh Language Commissioner.
- 6.1.6 The College will review each new vacancy to increase the number of posts where Welsh is deemed 'essential' particularly in the identified priority areas. Welsh speaking staff will not drop below the current number. This will be reported on in the Annual Monitoring Report submitted to the Welsh Language Commissioner.
- 6.1.7 The provision of bilingual learning resources would follow as our bilingual curriculum opportunities increase. The CPD programme for 2010/11 will offer staff OCN units in Welsh at levels 1 and 2 and staff in those priority areas will be encouraged to participate. The Bilingual Champion will participate in resource development of at least two subject areas through the medium of Welsh each academic year. A report on its progress will be made in the Annual Monitoring report submitted to the Welsh Language Commissioner.

### **6.2 Collaboration and Partnerships**

- 6.2.1 The College is involved in a range of partnerships that enhance the development of Welsh language and Welsh medium provision in the area. Cardiff and Vale College/Coleg Caerdydd a'r Fro is an active participant in the Welsh medium sub group of the ACL provision with Cardiff and the Vale.
- 6.2.2 The College works closely with Cardiff and the Vale of Glamorgan Councils and the secondary schools via the two 14-19 consortia to develop collaborative programmes.
- 6.2.3 The College, through its Business Unit, will investigate the need for bilingual provision with employers and wherever possible will raise employer awareness of the advantages of bilingual skills in Wales. These findings will be commented on in its internal self assessment

report to the College and any recommendations made will form part of an action plan. This will also be included in the College's Annual Monitoring Report to the Welsh Language Commissioner.

6.2.4 The College currently has links with the following organisations concerned with the development of the Welsh language. The College will also contribute to sector-wide initiatives to promote Welsh-medium and bilingual provision.

- The South East FE Welsh Language policy group. The group's ambitions include the development of shared staff and learning material resources to facilitate and promote Welsh medium and bilingual provision.
- Welsh-medium Schools through the 14-1 consortia.
- Sgiliaith – The College is an active member of Sgiliaith and is represented at all its meetings. Its recommendations inform our strategic and operational plans concerning the Welsh-medium Education Strategy and bilingual provision.
- Welsh speaking tutors will be encouraged to attend the appropriate Sgiliaith's subject panel meetings. These meetings will provide them with an opportunity to network with other FE Colleges and work towards sharing bilingual resources.
- The Welsh medium Cross Regional Forum for secondary schools and Colleges.
- Cardiff and Vale Welsh for Adults Centre.

6.2.5 The College will work with Careers Wales in ensuring that students are informed of the benefits of bilingual skills in the workplace and the needs for occupational skills. The College, working closely with Mantais, will provide advice to students, of the opportunities to progress to Higher Education and further training through the medium of Welsh. The progress made on this will be reported in the Annual Monitoring Report submitted to the Welsh Language Commissioner.

6.2.6 When the College joins or forms a partnership, it will ask prospective partners about their Welsh language schemes, language policies or the means by which they will operate bilingually. Within any partnership, the College will offer advice and support to the other partner organisations.

## **7. Timetable and Action Plan**

- 7.1 The Welsh Language Scheme will cover a period of three years from the academic year starting on the date of approval from the Welsh Language Commissioner. An action plan is attached as an appendix to this Scheme illustrating identified targets, staff responsible for their implementation and progress within an agreed timescale. The implementation of the Scheme will be measured against this action plan and timetable.

**The College will commence implementation of the Scheme from the date of its approval by the Welsh Language Commissioner.**

## 7. (ii) Summary of Timetable for Implementing the Measures in the Scheme

The following is intended as a summary only. The exact wording of each measure can be found in the main body of the scheme.

Action	Target Date (Academic)
<b>Implementation and Monitoring / Service Planning and Delivery</b>	
<ol style="list-style-type: none"> <li>1. The College will ensure that the arrangements noted in the scheme are approved at the highest level, and carry the full authority of the College</li> <li>2. The College will ensure that its staff are familiar with the scheme</li> <li>3. The College will integrate administrative functions related to the Welsh Language Scheme into its standard administrative procedures</li> <li>4. Wherever translation work is required, the College will make use of translators with valid qualifications, or approved translation agencies</li> <li>5. The College will ensure that any consultants or members of staff responsible for the formation or updating of policy will be aware of the Language Scheme and the College's responsibilities under the Welsh Language Act</li> <li>6. The College will continue to ensure that every measure contained in the scheme will be applied to new or updated policies and initiatives when they are implemented</li> <li>7. All agreements and arrangements for external organisations to undertake the provision of services to the public in Wales on its behalf will comply fully with the term and requirements of this Scheme</li> <li>8. The College will prepare internal progress reports regarding the implementation of the Scheme</li> <li>9. The Corporation will continue to receive an annual compliance report</li> <li>10. In the third year of the Scheme's implementation the College will prepare a comprehensive evaluation report that will assess and evaluate performance in implementing the Scheme since its inception</li> <li>11. The College will review the implementation of the Scheme on a continuous basis</li> <li>12. The College will actively seek the feedback and opinion from its learners, staff, and other service users, as well as monitoring the numbers of complaints received and responding accordingly</li> <li>13. The College will welcome and record suggestions on how to improve the scheme</li> <li>14. The College will declare its commitment to ensuring equal linguistic standards between its Welsh and English provisions in its corporate plans, annual report, prospectuses and promotional literature</li> <li>15. The College is committed to setting specific standards for the use of Welsh across all its sites when providing services dealing with the public</li> <li>16. The College will ensure publicity for its Welsh Language Scheme amongst the public</li> </ol>	<p>2011/12 and ongoing</p>

## Summary of recommendations to form the basis of an action plan for Cardiff and Vale College

<b>Strand 1 The development of a Welsh ethos at the college</b>				
<b>Theme</b>	<b>Specific activity</b>	<b>Target/ Evidence</b>	<b>Responsibility</b>	<b>Achievement date</b>
1.1 Increase the use and impact of visual/written Welsh on learners and the public at large	1.1.1 Establish and maintain consistent public visual and corporate use of Welsh as required by Welsh Language Scheme.		Judy Williams Marketing / Comms	
	1.1.2 Ensure and maintain availability of publicity and promotional materials in Welsh and English; include specific mention of Welsh language opportunities in prospectus and consider whether this information could be made available at other initial points of contact with present and potential learners; publicise advantages associated with Welsh language skills in the Cardiff, South East Wales and national work market.		Judy Williams Marketing / Comms	
	1.1.3 Ensure bilingual website, and systems to maintain the updated presence of both languages.		Judy Williams Marketing / Comms	
1.2 Increase the use and impact of spoken Welsh in public and college-wide events	1.2.1 Ensure Welsh language 'presence' in public and all-college (staff and students) meetings, to include the availability of translation facilities.  Consider how to ensure the active presence of Welsh in such meetings: eg including a brief address by a Welsh speaker to the whole group, reference by chairman or meeting facilitator to the availability of translation facilities and the welcome accorded to contributions in Welsh, etc.		Judy Williams Marketing / Comms  Bilingual Champion	
	1.2.2 Investigate how to ensure the regular presence of Welsh-speaking teaching and support staff around students from Welsh-medium education as early as possible in their contact with the college, thus ensuring that such learners associate the college with the use of Welsh.		Pam Evans Sian Trotman/ June Jenkins  Bilingual Champion / Welsh Mentor	

1.3 Make the best use of staff to enhance a Welsh language ethos	1.3.1 Prioritise staff development initiatives in relation to Welsh language skills accorded to identified vocational areas; working in collaboration with other regional providers (schools/LEAs, Cardiff Community Learning Network, WEA South, Welsh for Adults Centre, etc).		Pam Evans Vanessa Morgan  Bilingual Champion	
	1.3.2 Produce an annual analysis of staff linguistic skills to enable targeted training of staff in conjunction with the college's plans for developing Welsh-medium courses and modules.		Pam Evans Vanessa Morgan/ HR Dept  Bilingual Champion	
	1.3.3 Ensure provision of 3-day Methodology Training (Introduction to Bilingual Teaching Training) and/or MA Module in Bilingual Teaching Methodology (refer to Sgiliaith prospectus for more details). A minimum of 2 members of teaching staff to attend the Sabbatical Scheme in each academic year. To enable staff members to teach or tutor through the medium of Welsh or bilingually in the specified curricular areas identified in the college's strategic planning of Welsh-medium courses/modules to be increased.		Judy Williams  Bilingual Champion	
	1.3.4 Provide training for at least 2 additional members of staff to assist with portfolio building, assessment and verification of coursework through the medium of Welsh in the specified curricular areas identified in the college's strategic planning of Welsh-medium courses/modules to be increased.		Judy Williams Bilingual Champion / Welsh Mentor	
	1.3.5 Ensure that the best use is made of teaching staff who have attended training named in 1.3.3 and 1.3.4, and the way in which they can function as members of a 'core team' of Welsh speakers within the college.		Judy Williams Bilingual Champion / Welsh Mentor	
	1.3.6 Establish a college mentoring programme to enable at least 3		Judy Williams Bilingual	

	<p>staff members to become Welsh language mentors in the college to support existing staff members to gain confidence and increase their involvement in Welsh-medium and bilingual teaching in identified curriculum areas.</p> <p>Implement the mentoring programme, with at least 3 staff members who have previously received training as outlined in 1.3.3 and 1.3.4 above, and at least 2 existing staff who require additional support in gaining confidence to teach through the medium of Welsh or bilingually.</p> <p>Evaluate the success of the mentoring programme annually, and develop as necessary.</p>		Champion / Welsh Mentor	
	<p>1.3.7 Identify key frontline posts where the presence of Welsh speakers is essential, and persevere with recruitment to fill such posts with appropriately skilled individuals. Ensure that messages concerning skills shortages are relayed internally and externally as appropriate (ie that the 14-19 network appreciates the need to train Welsh speakers for specific vocational areas, etc).</p>		<p>Judy Williams Bilingual Champion</p> <p>HR Dept</p>	
	<p>1.3.8 Promote basic communication in Welsh to all staff members in the new college, ie answering the phone; also subject-specific communication needs such as introductory meet and greet courses.</p> <p>Prioritise senior management 'meet and greet' courses.</p>		<p>Judy Williams Bilingual Champion</p>	
	<p>1.3.9 Introduce Language Awareness training for all full-time and part-time staff</p>		<p>Pam Evans Vanessa Morgan Bilingual Champion</p>	
	<p>1.3.10 Encourage staff members to learn/improve Welsh via Welsh for Adults or Yr Iaith ar Waith provision. Consider the feasibility of offering in-house 'language improvement' courses (<i>gloywi iaith</i>) as a means of encouraging teaching staff either to start teaching through the medium of Welsh/bilingually or to apply for National Sabbaticals Scheme.</p>		<p>Judy Williams Bilingual Champion / Welsh Mentor</p>	

1.4 Increase learners' understanding and appreciation of their Welsh identity	1.4.1 Ensure that information is available to learners, staff and any other relevant parties to make evident the significance of Welsh language skills throughout South East Wales. Research could be commissioned through the 14-19 Network, although the college should engage with the task as a matter of urgency if no other source of information is available.		Judy Williams Bilingual Champion	
	1.4.2 Ensure that all teaching staff present a positive appreciation of Welsh-language skills to all learners, especially those following courses in vocational areas where customer services and/or public sector services are significant. The staff newsletter provides a medium to draw the attention of staff to Welsh identity issues.		Kay Martin Heads of Faculty  Comms / Bilingual Champion	
	1.4.3 Provision of language awareness training for all full-time students, and inclusion of relevant questions in all student surveys regarding students' requirements on future Welsh-medium course provision and courses in Welsh language.		Pam Evans Sian Trotman / Vanessa Morgan	
	1.4.4 Provision of opportunities planned each academic year to bring Welsh students together for some form of Welsh-medium or Welsh-language activity; at least 2 opportunities to take place per academic year with a minimum of 20 students participating.		Judy Williams Bilingual Champion / Welsh Mentor	
	1.4.5 Ensure provision of events and associated resources to promote awareness of Welsh culture and identity.		Kay Martin HE/FE Skills Curriculum Cymreig post Comms / Bilingual Champion	
	1.4.6 Ensure teaching staff make best use of visiting speakers, visits and other arranged events to raise learners' appreciation of the Welsh language and Welsh identity. (Video conferencing technology could facilitate this.)		Kay Martin Curriculum Cymreig Judy Williams Bilingual Champion	

	1.4.7 Consider establishing a Welsh language students' group to provide feedback and advice on college initiatives.		Judy Williams Bilingual Champion / Welsh Mentor Sian Trotman	
	1.4.8 Liaise with other Welsh language organisations, locally and nationally, to promote Welsh language skills.		Judy Williams Bilingual Champion	
1.5 Learner support provision through the medium of Welsh	1.5.1 Investigate how best to provide tutorial and mentoring support for students who previously attended Welsh-medium schools, and evaluate the effectiveness of this support.		Pam Evans Sian Trotman Tutorial Manager Welsh Mentor	
	1.5.2 Ensure the provision of high quality learner support through the medium of Welsh.		Pam Evans Michell Hiller- Forster Welsh Mentor / Yr Iaith ar Waith co- ordinators	
1.6 The role of key corporate activities in improving the use of Welsh in the college	1.6.1 The new college formally and as an individual institution to adopt the ColegauCymru National Bilingualism Scheme.		Judy Williams Bilingual Champion	
	1.6.2 Appoint a fulltime Welsh-medium co-ordinator/bilingualism champion.		Judy Williams	
	1.6.3 Prepare a three-year Bilingual Champion plan and associated termly and annual reports to the Welsh Government (see Champions' contract with DfES for details).		Judy Williams Bilingual Champion	
	1.6.4 Ensure that college MIS systems consistently capture all relevant data.		Mark Roberts Evan Davies	
	1.6.5 Ensure that Welsh ethos and language learning are specifically and consistently included in standards and quality procedures (ie format of schemes of work, which include content regarding Welsh language and culture opportunities, and audit)		Pam Evans Quality Emil Evans Vanessa Morgan	

	<p>1.6.6 Maintain the Principal's role as leader in relation to Welsh language matters.</p>		The Principal	
	<p>1.6.7 Establish and maintain the regular discussion of Welsh ethos and language matters by college senior management and governors (eg agenda items in relation to standards and quality procedures, identify a governor to lead in Welsh language matters).</p>		Judy Williams	
	<p>1.6.8 Ensure that key senior staff receive updates regarding the requirements of Welsh Government strategies in relation to the Welsh language and education, specifically Iaith Pawb (2003) and Welsh-medium Education Strategy (2010) and future relevant initiatives.</p>		Judy Williams	
	<p>1.6.9 Estyn guidelines concerning standards and quality and the Welsh language in education in relation to the Common Inspection Framework should be distributed to all relevant staff.</p>		Pam Evans Quality Vanessa Morgan	
	<p>1.6.10 Contribute to sector-wide initiatives to identify and promote solutions to enable the further expansion of Welsh-medium and bilingual provision in post-14 education (ie funding issues, future provision models, etc) and the FE sector's success in achieving DFES strategy targets. Continue to support the activities of the South East Wales Colleges' Welsh Language Development Group and the South Wales Welsh-medium Education Forum.</p>		Judy Williams  Bilingual Champion	

**Strand 2 The development of bilingual communication skills to augment an English medium provision**

Theme	Specific activity	Target/ Evidence	Responsibility	Achievement date
	2.1.1 + 3.1.1 (Common to Strand 2 and Strand 3) Establish a process to monitor and track the progress of new Welsh-medium and bilingual modules and courses, and create a comprehensive list of Welsh-medium and bilingual provision available in the college.		Mark Roberts Evan Davies	
	2.1.2 + 3.1.2 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 6 learners in 2011-12 academic year; 12 learners in 2012-13 and 24 learners in 2014-14 pursuing Welsh-medium or bilingual courses or modules, with at least 2, 4 and 8 learners respectively being assessed through the medium of Welsh from September 2011 onwards.		Judy Williams  Bilingual Champion	
	2.1.3 + 3.1.3 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 4 module options each year made available through the medium of Welsh or bilingually, from September 2011 onwards.		Judy Williams  Bilingual Champion	
	2.1.4 + 3.1.4 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 1 learning activity in 2011-12 academic year; 2 learning activities in 2012-13 and 2 learning activities in 2013-14 that achieve the 50% of the LA25 threshold.		Judy Williams  Bilingual Champion	
	2.1.5 + 3.1.5 (Common to Strand 2 and Strand 3) Participate in resource development of at least two subject areas through the medium of Welsh each academic year and ensure that resources developed are available to others outside the college.		Judy Williams  Bilingual Champion	
	2.1.6 An increase of at least 15 students each year completing courses in Welsh for Adults language from September 2011 onwards.		Kay Martin Jo McEvoy	
	2.1.7 Continue to offer appropriate programmes (ie WJEC's Yr Iaith ar Waith, Agored Cymru's units, etc) to accredit the development of Welsh language and bilingual skills, and to develop supporting		Kay Martin Emil Evans Bilingual Champion	

	teaching and learning materials.			
	<p>2.1.8</p> <p>Evaluate appropriateness of accredited provision used to offer generic Welsh language skills in relation to the development of:-</p> <ul style="list-style-type: none"> <li>• appropriate vocational language skills</li> <li>• language progression from pre-16 attainment</li> <li>• funding/credit value/contact and learning hours.</li> </ul>		Kay Martin	
	<p>2.1.9</p> <p>Identify and increase number of registrations following vocational Welsh language provision between September 2010 and July 2015. Ensure such activities are recorded in LA26 where possible.</p>		<p>Mark Roberts</p> <p>Evan Davies</p> <p>Bilingual</p> <p>Champion</p>	
	<p>2.1.10</p> <p>Maintain Welsh for Adults provision in partnership with other providers</p>		<p>Kay Martin</p> <p>Barbara Prosser</p>	

<b>Strand 3 The development of Welsh-medium or bilingual provision for post-14 learners</b>				
<b>Theme</b>	<b>Specific activity</b>	<b>Target/ Evidence</b>	<b>Responsibility</b>	<b>Achievement date</b>
3.1 Development of Welsh- medium provision within the college	2.1.1 + 3.1.1 (Common to Strand 2 and Strand 3) Establish a process to monitor and track the progress of new Welsh-medium and bilingual modules and courses, and create a comprehensive list of Welsh-medium and bilingual provision available in the college.		Mark Roberts Evan Davies	
	2.1.2 + 3.1.2 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 6 learners in 2011-12 academic year; 12 learners in 2012-13 and 24 learners in 2014-14 pursuing Welsh-medium or bilingual courses or modules, with at least 2, 4 and 8 learners respectively being assessed through the medium of Welsh from September 2011 onwards.		Judy Williams  Bilingual Champion	
	2.1.3 + 3.1.3 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 4 module options each year made available through the medium of Welsh or bilingually, from September 2011 onwards.		Judy Williams  Bilingual Champion	
	2.1.4 + 3.1.4 (Common to Strand 2 and Strand 3) Ensure a minimum increase of 1 learning activity in 2011-12 academic year; 2 learning activities in 2012-13 and 2 learning activities in 2013-14 that achieve the 50% of the LA25 threshold.		Judy Williams  Bilingual Champion	
	2.1.5 + 3.1.5 (Common to Strand 2 and Strand 3) Participate in resource development of at least two subject areas through the medium of Welsh each academic year and ensure that resources developed are available to others outside the college.		Judy Williams  Bilingual Champion	
	3.1.6 Identify opportunities across the Capital Region to increase 16-19 provision through the medium of Welsh or bilingually within the college between 2010 and 2015, and shift emphasis from measuring offer to measuring uptake.		Judy Williams  Bilingual Champion	
	3.1.7 Consider alternative means of offering Welsh-language or bilingual provision (either entire programme or alternatively		Kay Martin Heads of Faculty Jo McEvoy	

	individual identified units), eg video conferencing provision or other distance learning methods, where appropriate.		Emil Evans	
3.2 Development of Welsh-medium provision across 14-19 network	3.2.1 Maintain present initiatives with regional Welsh-medium secondary schools, including the foundations provided by a Welsh Government-funded bilingual partnership project, and identify opportunities across the Capital Region to increase working in partnership. Lobby to maintain these developments if funding arrangements change.		Kay Martin Jo McEvoy Head of 14-19  Bilingual Champion	
	3.2.2 Identify possible future provision for partnership work with Welsh-medium schools in order to meet the 14 -16 and 16-19 local curricula requirements of Learning and Skills (Wales) Measure 2009.		Kay Martin Jo McEvoy Head of 14-19  Bilingual Champion	
	3.2.3 Work with partnership schools to develop innovative teaching practices which facilitate learners' access to a wider range of vocational programmes (ie Welsh-medium learning assistant supporting a non-Welsh-speaking vocational tutor; co-operation between college and school teaching staff). (As a starting point, this may require cross-sector mapping of subject specialisms and language skills.)		Judy Williams  Bilingual Champion	
	3.2.4 Network area, regional and national skills in relation to Welsh to be identified.		Judy Williams Bilingual Champion	
	3.2.5 Availability of Welsh-medium provision and progression opportunities to be established.		Judy Williams Bilingual Champion Emil Evans	
	3.2.7 In collaboration with 14-19 network members, identify and put into effect solutions to any shortfalls in provision.		Judy Williams Bilingual Champion Jo McEvoy 14-19 Co-ordinator	

## Appendix 1

Specific course elements offered in Welsh.

Agored units - Siarad: Holi ac Ateb Personol  
Siarad: am berson arall  
Siarad: Anghenion  
Siarad: Trafod y tywydd yn y presennol  
Siarad: Ynganu a chyfarch  
Siarad: Trafod y Nadolig ar Calan  
Siarad: Ymateb wrth brynu tocyn  
Siarad: Digwyddiadau yn y gorffennol  
Cyflwyniad I Gymru a'r Gymraeg  
Sgiliau Goddefol Manylion Personol

Welsh Baccalaureate – Welsh language development

Lefel AS Cymraeg  
Lefel A Cymraeg

Iaith ar Waith – at all levels

Cache certificate in Childcare and Education levels 2 and 3

Hair and Beauty level 2

Helping a Child with Welsh Language (Cache level 2, Diploma an Certificate in Childcare and Education)

## Appendix 2

Output	Action taken
<b>Corporate</b>	
<p>1. Appoint a suitable candidate onto Management Spine, reporting to Vice Principal, to the new Bilingual Champion post from 1 April 2011 for the period up to 31 August 2014 and meet the cost of any expenditure over and above the contract payment in support of the work of the Bilingual Champion in meeting the outputs.</p>	
<p>2. Based on the new college audit of provision, prepare a three year college Bilingual Champion plan (or include in appropriate college plans and strategies) for achieving agreed outcomes in the contract to include specific SMART objectives on:</p> <ol style="list-style-type: none"> <li>1. Courses that will have an increased number of modules available through the medium of Welsh;</li> <li>2. Increased number of complete courses available through the medium of Welsh or bilingually;</li> <li>3. Identifying and increasing the number of able and qualified tutors to assist with portfolio building, assessment and internal verifying in identified and targeted curricular areas;</li> <li>4. Increased number of learners following their courses through the medium of Welsh or bilingually year on year</li> </ol>	
<p>3. Prepare termly reports to DFES's reasonable satisfaction on the progress of the project against all outcomes.</p>	
<p>4. Prepare an annual report to DFES's reasonable satisfaction on progress on notable achievements during the academic years of 2011-12; 2012-13 and 2013-14 prioritising actions based on identified areas for development for the following academic year.</p>	
<b>Learners</b>	
<p>5. Establish a process to monitor and track the progress of new Welsh-medium and bilingual modules and courses and create a comprehensive list of Welsh-medium and bilingual provision available at the college.</p>	

6.	Ensure a minimum increase of 6 learners in 2011-12 academic year; 12 learners in 2012-13 and 24 learners in 2013-14 pursuing Welsh-medium or bilingual courses or modules, with at least 2; 4 and 8 learners respectively being assessed through the medium of Welsh, from September 2011 onwards.	
7.	Ensure a minimum increase of 4 module options each year made available through the medium of Welsh or bilingually, from September 2011 onwards	
8.	Ensure a minimum increase of 1 learning activity in 2011-12 academic year; 2 learning activities in 2012-13 and 3 learning activities in 2013-14 that achieve the 50% of the LA25 threshold.	
9.	An increase of at least 15 students in each academic year completing courses in Welsh language from September 2011 onwards.	
10.	Produce and deliver to DFES a report analysing data of : i. students who previously attended Welsh-medium and bilingual schools; ii. their choice of FE course and linguistic nature; iii. reasons for not following Welsh-medium/bilingual learning pathway; iv. number of students enrolled on Welsh-medium or bilingual courses for each academic year, and showing the last 3 years' enrolments for comparison.	
11.	Provision of language awareness training for all full-time students, and inclusion in all student surveys relevant questions regarding students' requirements on future Welsh-medium course provision and courses in Welsh language.	
12.	Provision of opportunities planned each academic year to bring Welsh language students together for some form of Welsh-medium or Welsh-language activity: at least 2 opportunities to take place per academic year with a minimum of 20 students participating.	
<b>Staff Capacity and Training</b>		
13.	Produce an annual analysis of staff linguistic skills to enable targeted training of staff in conjunction with the college's plans for developing Welsh medium courses and modules.	
14.	Provision of 3-day Methodology Training for teaching staff, with a minimum of 2 in each academic year; attending the Sabbatical	

	Scheme, to enable staff members to teach or tutor through the medium of Welsh or bilingually in the specified curricular areas identified in the college's strategic planning of Welsh medium courses/modules to be increased.	
15.	Provision of training for at least 2 additional members of staff each year, to assist with portfolio building, assessment and verifying of coursework through the medium of Welsh in the specified areas identified in the college's strategic planning of Welsh medium courses/modules to be increased.	
16.	Plan and implement language awareness training programme for all full-time and substantive part-time staff.	
17.	Establish a college mentoring programme to enable at least 3 staff members to become Welsh language mentors in the college in order to support existing staff members to gain confidence and increase their involvement in Welsh-medium and bilingual teaching in identified curricular areas.	
18.	Implement the mentoring programme with: <ol style="list-style-type: none"> <li>1. at least 3 staff members who have received formal training in support of provision of Welsh-medium and bilingual delivery skills (14 and 15 above) and</li> <li>2. at least 2 existing staff who require additional support in gaining confidence to teach through the medium of Welsh or bilingually.</li> </ol>	
19.	Evaluate the success of the initial period of the mentoring programme and plan a further 1 year mentoring programme to address the college's priorities for the development of Welsh-medium and bilingual courses.	
20.	Maintain the mentoring programme from April 2013– August 2014.	
21.	Participation in resource development of at least two subject areas through the medium of Welsh each academic year and ensuring that resources developed are available to others outside the college.	
<b>Bilingual Champion</b>		
22.	Attend project Steering Group meetings, to be held every six months, which will consider Bilingual Champions' progress reports to include: <ol style="list-style-type: none"> <li>1. an analysis of progress against the outputs;</li> <li>2. recommendations for future action during and after the project period;</li> </ol> and other reports submitted by the	

FEIs/Bilingual Champions.	
23.	Attend at least 2 meetings each year to develop local networks, collaborate with local Welsh-medium or bilingual schools and other Welsh-medium training providers in the area to develop a partnership approach to delivering Welsh-medium courses/modules.
24.	Participation by the Bilingual Champion in at least 2 Colegau Cymru Bilingual Network workshops events per year in order to keep abreast of developments and share good practice.
25.	Prepare a constructive, robust and financed plan demonstrating how the role of the Bilingual Champion will continue to develop and progress the Welsh-medium and bilingual agenda at the college after 31 <sup>st</sup> August 2014.