

WELSH LANGUAGE STANDARDS: POLICY ON USING WELSH INTERNALLY FOR THE PURPOSE OF PROMOTING AND FACILITATING THE USE OF THE LANGUAGE

October 2019

**Prepared in accordance with the requirements of the
Welsh Language Standards Regulations (No. 6) 2017**

Mae'r ddogfen hon ar gael yn Gymraeg.

This document is available in Welsh.

1. Introduction

- 1.1. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language through secondary legislation (Welsh Language Regulation Standards). The standards relevant to the University of South Wales are listed in the 'Compliance Notice - Section 44 of the Welsh Language (Wales) Measure 2011'.
- 1.2. This document was produced to comply with Standard 105, which places a duty on the University to develop and publish a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language.
- 1.3. The University is under a statutory duty to demonstrate its commitment to promoting the use of the Welsh language in the College, under the Operational Standards. The University will actively promote opportunities for staff and students to use the Welsh language internally. The work will be led by the University's Welsh Language Unit, with oversight from the Welsh Language Steering Group.
- 1.4. A copy of the Compliance Notice, issued by the Welsh Language Commissioner, is available [here](#).

2. Promoting and facilitating the Welsh Language: Staff

2.1. **Guidelines for staff**

In order to promote and facilitate the work of implementing the Standards, the University of South Wales has published a series of [guidelines](#) for staff on the University's intranet. These include:

- General information and background on the Standards
- Answering the telephone (including audio clips)
- Branding guidelines
- Correspondence
- Dictionary of terms and general glossary
- Organising and holding meetings
- Public events and lectures
- Staff and student rights
- Staff training
- Video guidance
- University of South Wales translation guidelines

An information pack was circulated to all managers prior to implementing the Welsh language Standards to provide an overview of the themes and requirements and to ensure awareness within the leadership teams across the University. The Welsh Unit also attended departmental development days and Senior Management Forums to provide further advice and guidance to staff.

2.2. **Equality Impact Assessment**

The University of South Wales has a duty to assess the potential impact on individuals with protected characteristics, in accordance with the Equality Act 2010. The Welsh language has been part of this assessment for a number of years and is considered during the process of considering, producing and amending policies, strategies, projects, restructuring and redundancies.

Those who complete the assessment forms are explicitly asked whether the work would have a negative or positive effect on the Welsh Language at the University. It is requested that consideration be given to the number of Welsh speakers (staff and students), the Welsh medium provision and the services available.

Since the introduction of the Welsh Standards, the University has reviewed and enhanced its Equality Impact Assessment form to encourage staff to consider the Welsh language and the impact on the Welsh language in a wider context.

Equality Impact Assessment (EIA) forms have to be completed when considering, producing and amending policies, strategies, projects, restructuring and redundancies. The assessments are sent to the Equality and Diversity Team and the Welsh Language Unit for consideration and approval, before they are submitted to the relevant University committee. The committee considers the EIA along with the paper and once approved, the EIA is sent to the University's Equality and Diversity Steering Group to note.

2.3. **My Information**

The University of South Wales was the first organisation in Wales to offer a bilingual iTrent interface to its staff, known internally as 'My Information'.

Staff can therefore view their profile in Welsh or English, view and update their personal details; book annual leave; update their skills and record staff development activity in their preferred language.

The University has also committed to providing a bilingual functionality whereby staff can submit expenses claims, in their preferred language.

2.4. **Recording Language Preference and Skills**

Staff can now record and update their language preference and Welsh skills in My Information. This is a reporting requirement under the Standards, however the University has developed the functionality to recognise the varying levels

of fluency in different contexts, and to provide a clearer picture of the skills across each department and faculty and to support managers when they consider Welsh skills within their teams.

Staff can record their Welsh language skills under the 'Staff Development' tab > Skills and expertise, and provide individual and varied responses to 'Reading and Writing', 'speaking and listening', and 'Writing'. Each skill is ranked from 0-5 and the descriptor for each level is noted in a text box underneath the score.

An email will be circulated to all staff asking staff to record their language preference and their skills during the 2018-19 academic year.

2.5. **Committees and representation**

There are numerous structures in place to provide an opportunity for staff and students to voice concerns or to raise any issues regarding Welsh compliance and/or developments at the University. A list of the various committees are noted below under section 4: Monitoring and Evaluation

2.6. **Translation services**

The Welsh Unit offers an internal translation service, free-of-charge to university staff. The maximum words may be amended occasionally, depending on staffing resources and commitments. Templates for frequently-used phrases are available on Welsh Language Standards pages on the University's staff intranet, to support staff in using incidental Welsh. Further templates and terminology will be developed to use on social media.

2.7. **Welsh lessons**

Welsh courses have historically been offered, free-of-charge, to USW staff for a number of years. These courses are available to all staff, across all levels of fluency – from beginner to advanced. Staff are encouraged to record any courses they have undertaken under the ‘Skills’ section on My Information.

Staff are encouraged to register and complete a ‘Working Welsh’ online course, which is offered via the National Centre for Learning Welsh, free-of-charge.

Additionally, academic staff are given an opportunity to undertake a bespoke course which is tailored for academic staff, focussing on teaching in Welsh and developing their terminology in specific areas.

2.8. Informal language support

Cymraeg@Crawshays provides an opportunity for staff across all levels of fluency to attend an informal session, led by the Welsh Unit, to practice and use their Welsh language skills, socialise and network with other Welsh speakers across the University, and to discuss any developments or issues with the Welsh Unit team. The frequency of the sessions will be reviewed and the event will be promoted on the University’s staff intranet and the University calendar.

Menter Iaith Casnewydd, in collaboration with the University, will host a similar session for Welsh speakers at the Newport City Campus.

2.9. Communication and events

A bilingual newsletter will be circulated each term containing stories about Welsh research projects, upcoming and previous events, and opportunities for Welsh speakers, both internally and externally.

An event will be held each term for staff and students, e.g. a public lecture with a specific focus on Welsh content, providing an opportunity for staff and students to meet and network, celebratory and social events to enable networking e.g. St David’s Day.

3. Promoting the Welsh language: Students

- 3.1. Each term the University promotes the Welsh Language Commissioner's #Maegenihawl campaign and has provided further guidelines and details to students about their new rights on our [website](#).
- 3.2. The University is also committed to providing and promoting opportunities to students to use their Welsh language skills. The following actions will be undertaken to promote the Standards to students:
 - Story on the student intranet
 - A series of photos and posters on screens at every campus
 - A standing item for students on the University of South Wales Branch Committee of the Coleg Cymraeg Cenedlaethol
 - Student forums held on each campus, every term
 - Information in student course handbooks
 - An announcement before all examinations noting that it is possible to take the examination in Welsh
 - Information and resources will be made available at the Students' Union regarding the Standards.
- 3.3. In addition to raising awareness amongst students of their rights and promoting the opportunities available in Welsh, the University will also ensure staff are aware of students' rights. The following actions will be taken to raise awareness and to ensure staff are briefed on students' rights:
 - Guidelines on the University's staff intranet regarding student and staff rights
 - Messages and articles in the University Core Brief (newsletter sent to each member of staff)
 - Key messages circulated to staff via the Welsh Language Co-ordinators
 - An email will be circulated at the beginning of each academic year to the relevant Heads of School and Academic Managers to note that any student can submit assessments in Welsh. Guidance and advice will also be provided, as needed.

- 3.4. The USW Branch of the Coleg Cymraeg Cenedlaethol will hold an event each year, closely linked with Welsh and bilingual employability. This will reiterate the demand for bilingual skills in the workplace and ensure students are given an opportunity to network with prospective employers.

4. Monitoring and Evaluation

- 4.1. The Welsh Language Steering Group is responsible for implementing and monitoring the Standards across the [University Group](#), chaired by the University Secretary. The Group has a specific role in developing and enhancing the use of the Welsh language across the University.
- 4.2. All Schools and Departments across the University have a Welsh Language Co-ordinator who is responsible for giving advice and discussing the requirements of the Standards with their schools and departments. Welsh Language Co-ordinators meet on a regular basis. The meetings are chaired by the Welsh Language Officer.
- 4.3. The Coleg Cymraeg Cenedlaethol Branch Committee includes representatives from each faculty and department across the University, including student representation, to discuss and advise the Learning and Teaching Enhancement Committee on Welsh-medium academic direction and issues. The Chair of the Branch Committee is a member of the Learning and Teaching Enhancement Committee, which reports to the University's Academic Board. The Academic Board also has a designated Welsh-medium representative.
- 4.4. All departments and faculties were asked to produce an action plan, in discussion with the University's Welsh Language Unit. Actions were agreed and progress reports are noted at each meeting of the Welsh Language Co-ordinators.

- 4.5. Where appropriate, a report is submitted to the Welsh Language Steering Group regarding the work and any matters arising from the Welsh Language Co-ordinators' meetings.
- 4.6. This policy will be reviewed every two years by the Welsh Language Steering Group.