

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

**October 2024**

**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 University, under the Operational Standards. The University will actively promote opportunities for colleagues 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: Colleagues

### 2.1. Guidelines for colleagues

In order to promote and facilitate the work of implementing the Standards, the University of South Wales has published a series of [guidelines](#) for colleagues 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
- Colleagues and student rights
- Colleagues training
- Video guidance
- University of South Wales translation guidelines

An online Welsh Language Standards Awareness course was created to develop colleagues' understanding of the requirements under the Welsh Language Standards (No.6) Regulations 2017.

## 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. The assessment form was updated in October 2023 to include two additional questions, giving consideration to ways of changing/ shaping the task to increase the positive effects, and to decrease negative effects on the use of Welsh at the University. It is requested that consideration be given to the number of Welsh speakers (colleagues 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 colleagues 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 colleagues, known internally as 'My Information'.

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

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

#### 2.4. **Recording Language Preference and Skills**

Colleagues can record and update their language preference and Welsh skills in iTrent. 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.

Colleagues can record their Welsh language skills under the 'Learning' tab > My Activities > View My Talent Profile > Add skill and provide individual and varied responses to 'reading and understanding', '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 is sent three times a year by the Welsh Language Coordinator for each department or faculty asking for any new starters to complete their record.

#### 2.5. **Committees and representation**

There are numerous structures in place to provide an opportunity for colleagues 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**

In August 2023, the University centralised its translation service. As a result of this implementation, the Welsh Language Unit manages the translation budget and all translation requests, reducing the risk of non-compliance with the Welsh Language Standards (No.6) Regulations 2017.

## 2.7. **Welsh lessons**

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

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

Additionally, academic colleagues are given an opportunity to undertake a Work Welsh course which is tailored to them and focuses on teaching in Welsh and developing their terminology in specific areas.

## 2.8. **Informal language support**

Cymraeg@Crawshays, led by the Welsh Unit, provides an opportunity for colleagues with different levels of fluency to attend an informal session and use their Welsh language skills to socialise and network with other Welsh speakers across the University. The frequency of the sessions are reviewed biannually and the event is promoted on the University’s intranet and via emails to colleagues.

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

## 2.9. **Communication and events**

Information is shared with colleagues and students via the staff intranet and student intranet sites throughout the year, along with emails and social media posts concerning Welsh language affairs. For example, student and staff success stories, developments in the University’s Welsh medium provision and events.

Events are held throughout the year for students and colleagues to promote the Welsh language across the university. For example, during induction week, Diwrnod Shwmae, I Have a Right/Use your Welsh campaign, St Davids Day and International Women's Day.

### 3. Promoting the Welsh language: Students

- 3.1. Each year the University promotes the Welsh Language Commissioner's #Maegenihawl and #DefnyddiaDyGymraeg campaign and has provided further guidelines and details to students about their 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 colleagues are aware of students' rights. The following actions will be taken to raise awareness and to ensure colleagues are briefed on students' rights:
  - Guidelines on the University's intranet regarding student and colleagues' rights
  - Messages and articles sent via email by the University's communications team (to every colleague)

- Key messages circulated to colleagues via the Welsh Language Co-ordinators
  - An email will be circulated at the beginning of each academic year to the Deans and Heads of Subject and cascaded to their academic colleagues 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 collaborate with USW Careers to 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 Faculty's 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 areas. 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 are asked to produce and review their action plans annually, in discussion with the University's Welsh Language Officer. Actions are agreed and progress reports are noted and kept under review by the Welsh Language Officer.
- 4.5. Where appropriate, a report is submitted to the Welsh Language Steering Group regarding the action plans 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.

<b>Author</b>	Sara Maynard (Welsh Language Officer & Translation Unit Manager)
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