

Coleg Penybont  
Bridgend College



## **Welsh Language Standards Compliance Report to the Welsh Language Commissioner**

**1 August 2020 - 31 July 2021**

**Prepared in accordance with the requirements of the Welsh Language (Wales)  
Measure 2011**

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## Introduction

This is Bridgend College's third Annual Monitoring Report on the Welsh Language Standards. Since the 1st of April 2018 the Welsh Language Standards have replaced the college's Welsh Language Scheme. This report covers activity during the period between 1st of August 2020 and 31st of July 2021.

Bridgend College provides further education, higher education and work based learning to in excess of 6,000 full and part-time learners, and employs over 650 members of staff across four campuses at Bridgend, Maesteg, Pencoed and Queen's Road. Bridgend College college serves its learners through offering a wide range of courses, from pre-entry to degree level, in over 20 vocational areas.

The college mission: 'Be All That You Can Be' is at the heart of the organisation's culture. It applies to every learner and every member of staff and drives an ambition to continually improve and innovate. Since the initial launch of the Welsh Language Standards in April 2018, Bridgend College has taken a proactive approach in the promotion of the Welsh Language Standards including an ongoing campaign around the #maegenihawl student rights.

A calendar of Welsh enrichment activities was delivered during 2020-2021 with over 1,000 students engaging in these activities throughout the year. A combination of online and face-to-face activities were held between September 2020 and July 2021 due to the COVID19 ongoing pandemic.

## Local Context

In 2011 Census 9.7% of the population of Bridgend stated that they were able to speak Welsh

[SB 118/2012 2011 Census: First Results on the Welsh Language](#)

According to a more recent survey, *Welsh language data from the Annual Population Survey: October 2020 to September 2021*, 17.8% of the population of Bridgend speak Welsh, one of the lowest percentages of Welsh speakers in Wales. It is worth noting a slight increase of nearly 3% compared with the previous year's report, *Welsh language data from the Annual Population Survey: July 2018 to June 2019*  
[Welsh language data from the Annual Population Survey: October 2020 to September 2021](#)

Ysgol Gyfun Llangynwyd near Maesteg is Bridgend's only Welsh medium school and has 4 feeder primary schools - Ysgol Bro Ogwr (Bridgend), Ysgol y Ferch o'r Sgêr (Cornelly), Ysgol Cynwyd Sant (Maesteg) and Ysgol Calon y Cymoedd (Betws). There are 10 English medium comprehensive schools and 46 English medium primary schools in the county borough.

Around 10% of Bridgend College's students have attended Welsh medium schools from across South East Wales.

## Delivery Standards

A fully bilingual 'All things Welsh' area is available on the staff intranet to promote and facilitate the implementation of the Service Delivery Standards. The page includes sections on how to set email signatures, everyday Welsh words, Cysgliad - Welsh spell checking software and the Welsh Language Standards.

The college has published a Use of Welsh Language at Bridgend College policy document on its Portal.

The objectives of this policy include:

- Raising awareness of how the Welsh language is used and promoted in the college;
- Facilitating Welsh cultural, historical and socio-economic awareness activities;
- Increasing the use of Welsh in the college;
- Encouraging and offering staff every opportunity to learn and improve their Welsh language skills.

Information about the Welsh Language Standards is included in all the Principal's briefings to staff and via college operational meetings across the management structure.

The Governing Body of Bridgend College is fully committed to ensuring that the Welsh language is treated no less favourably than English. An example of its commitment is that minutes are translated into Welsh and that Welsh speaking members of the Governing Body are encouraged to use Welsh in all Board meetings.

An email address is advertised via the staff portal, [welshlanguagestandards@bridgend.ac.uk](mailto:welshlanguagestandards@bridgend.ac.uk), so that staff can submit any questions or queries about the standards. Staff are also able to request translation of any documentation via this email address. The college employs a full time translator who is able to respond to all internal translation requests.

Information about the Welsh Language Standards is included in the induction pack to all new employees. As part of new staff induction sessions, staff were given instructions about the college email signature templates. All staff were asked to select relevant templates according to their status - Welsh speakers, Welsh learners and non Welsh speakers.

A step by step guidance document is available on the staff portal, giving instructions on how to set a bilingual email signature and out of office message. Fluent Welsh speaking staff were issued with a lanyard which has the Cymraeg Gwaith orange symbol on it. Staff learning Welsh were also issued with a lanyard with the Cymraeg Gwaith orange symbol as well as the word 'DYSGWR' embedded on it.

All new applicants are given the opportunity to choose their language of choice with regard to correspondence from the college at point of application.

At enrolment, Welsh speaking students are issued with ID cards and lanyards which incorporate the orange 'Cymraeg Gwaith' logo on them. This allows students who are Welsh speaking to be identified before they start their journey at the college. This also helps them to identify other Welsh speaking students and staff so that they can communicate with them in the language of choice. Applicants are also asked to note on the enrolment form if they would prefer tutorial sessions through the medium of Welsh.

Students are issued with a bilingual booklet about college life which includes a section on opportunities to use Welsh. The booklet also includes the 10 most relevant language rights highlighted in the Welsh Language Commissioner's 'Mae Gen i Hawl' (I have the right) campaign. As part of the student induction programme, a welcome video highlighting key student services was created and shown to all students. Content included both Welsh and English spoken language and information on using the Welsh language at Bridgend College.

All printed information i.e. documents, forms, posters etc are provided bilingually. Staff and students are able to access in-house translation service which includes Welsh-English and English Welsh translation and proofreading as well as advice and guidance about bilingual design e.g. presentations, posters, students handouts and notes.

Phone calls to the college are received centrally by the Student Services Team. The Student Services and Welsh Manager is able to respond to calls in Welsh. Staff have received training on how to answer the phone with a bilingual greeting. Staff are able to transfer calls to colleagues who are confident Welsh speakers when callers state that they wish to continue in Welsh with the call. All Student Services staff receive Welsh language training either via the Welsh for Adults provision or via the tailored inhouse courses aimed at developing their Welsh language skills when dealing with students, staff and visitors.

## **Policy Making Standards**

The College operates a robust self-assessment process which asks staff to comment and evaluate the development of the Welsh Language services and provision. In addition the College implements a rigorous internal self-assessment and inspection cycle which includes an assessment of progress with the Welsh language/bilingualism in each school of study.

An Impact Assessment tool is used when writing new and amended policies. The Impact Assessment tool enables the author to identify issues around equality and diversity, Welsh and sustainability. All new and updated policies are subject to a period of consultation. This information is published in Welsh on the college intranet.

All information regarding grants available to students is provided in Welsh, including Education Maintenance Allowance (EMA), Welsh Government Learning Grant (WGLG) and the Financial Contingency Fund (FCF).

Any new policy produced between August 2020 and July 2021 was subject to the college's guidelines and protocols. This included a detailed equality impact plan to ensure that the Welsh language was not being treated less favourably than English.

## **Compliance with Operational Standards**

Bridgend College is committed to ensuring we provide Welsh speaking staff, students and visitors with equitable access to services and experiences. A document outlining our commitment to ensuring compliance with the Welsh Language Standards is available on our website [Welsh Language » Bridgend College](#)

All new college policies are available in Welsh and in English. New and amended policies are not shared internally or externally unless they are available in both languages.

Documentation relating to the recruitment process is available in Welsh and English. The college continues to work with Lingua Skin to ensure that staff are able to access the internal HR system (I Trent) through the medium of Welsh.

## **Monitoring Compliance**

The development of Welsh at the College is led by the Assistant Principal Learner Journey and the Head of Welsh. Overall management responsibility rests with the Principal and Chief Executive supported by the Senior Leadership Team. Updates on the development of Welsh are provided to the Board of Governors on a regular basis.

The Welsh Language Standards are included as part of Bridgend College's external auditing cycle. Periodically Bridgend College will ask external auditors to undertake an internal audit of its compliance under its duties in line with the Welsh Language

Standards. This year the College continued to internally audit, monitor and review progress of all of the Welsh Language Standards.

Bridgend College has four groups of staff which contribute to the auditing, monitoring and reviewing of Welsh language and bilingual developments across the college:

- Welsh Language Steering Group (WLSG) which includes representation from Senior Leadership Team (SLT), HR, Marketing, IT, Student Services and Curriculum
- Curriculum Delivery Team (CDT) which includes Heads of Curriculum, all Curriculum Area Managers and representatives from business support areas such as Director of People, Student Services, Information Systems, Marketing and the Principal
- College's Operational Group (COG) which includes all college managers
- The Governing Body which meets on a termly basis
- Cwriw Cymraeg (Welsh Team) which includes Student Services and Welsh Manager, Cymraeg Gwaith Project Leader, Welsh Translator, Student Engagement Lead (Welsh) Social Media and Digital Marketing Executive and Success Centre Adviser

The Head of Welsh ensures that spot checks are conducted on a termly basis. Any examples of non-compliance are investigated. The relevant manager is contacted and made aware of our commitment within the Welsh Language Standards. Where necessary the Head of Welsh works with individuals on an action plan to address issues arising.

Other Welsh speaking managers regularly monitor and check Welsh medium services across the College– e.g. by making phone calls to various campuses to ensure that staff are using bilingual greetings when answering the phone, checking that all 'out-of-office' messages are bilingual, engaging with Welsh speaking to ensure that they are aware of opportunities for them to use their Welsh at the College.

Any examples of non-compliance is reported to the Head of Welsh for further investigation.

The Head of Welsh attends regular meetings with partners such as Bridgend Borough Council (BCBC) Welsh in Education Strategic Planning (WESP) Group and Welsh Language Capital Steering Group, the Coleg Cymraeg Cenedlaethol Post 16 Steering Group and Academic Board, Welsh Government Post 16 Bilingual Development Group, and the Fforwm Sirol (chaired by Menter Bro Ogwr which includes representation from all Welsh medium schools, Welsh speaking societies and establishments such as Mudiad Meithrin, and the Urdd). Through regular communication with these groups, Welsh speakers are encouraged to ask for Welsh medium service in the College. If any person contacting the College happened to experience a monolingual service they would be encouraged to contact the Welsh team immediately so that action could be taken. Any evidence of non-compliance is

presented to the Senior Management Team, the Curriculum Delivery Group and the College Operational Group. An action plan is created by the Student Services and Welsh Manager and each action point monitored closely.

## **Complaints**

No complaints regarding Welsh language services were received between 1 August 2020 and 31 July 2021.

A complaints procedure 'Your Voice' allows students to submit any complaint about student life at Bridgend College.

## Staff Welsh Language Skills

The HR team at Bridgend College ask staff to complete their Welsh Language skills on MyPage using the following levels. There are approximately 51 staff who have not completed any of their Welsh Language skills on MyPage. The HR team has been proactive in sending out reminder emails to individuals, requesting that they complete the Google Form or update their skills on MyPage. As a result, 74 individuals have now had their skills updated. The table below outlines each competency as well as the differing levels of Welsh Language proficiency.

### Welsh Language Level Descriptors

	LISTENING	READING	SPEAKING	WRITING
<b>L e v e l 5</b>	Able to understand all conversations involving work	Able to understand all material involving work	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary	Skilled – able to complete complex written work without the need for revision.
<b>L e v e l 4</b>	Able to follow the majority of conversations involving work including group discussions.	Able to read the majority of material in own area.	Able to speak the language in the majority of situations using some English words.	Able to prepare the majority of written material related to the area, with some assistance in terms of revision.

<b>L e v e l 3</b>	Able to follow routine conversations involving work between fluent Welsh speakers.	Able to read routine material with a dictionary.	Able to converse with someone else, with some hesitancy, regarding routine work issues.	Able to draft routine text, with editing assistance.
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<b>L e v e l 2</b>	Able to understand a basic social conversation in Welsh	Able to read basic material involving work (slowly).	Able to answer simple enquiries involving work.	Able to answer simple correspondence with assistance.
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<b>L e v e l 1</b>	Able to understand basic enquiries in Welsh (“Ble Mae...?”; “Ga i siarad â ..?”)	Able to read basic words and phrases e.g. signs or short and simple notes.	Able to conduct a general conversation (greetings, names, sayings, place names)	Able to write basic messages – “Diolch am y llythyr. Dyma gopi o’r map”.
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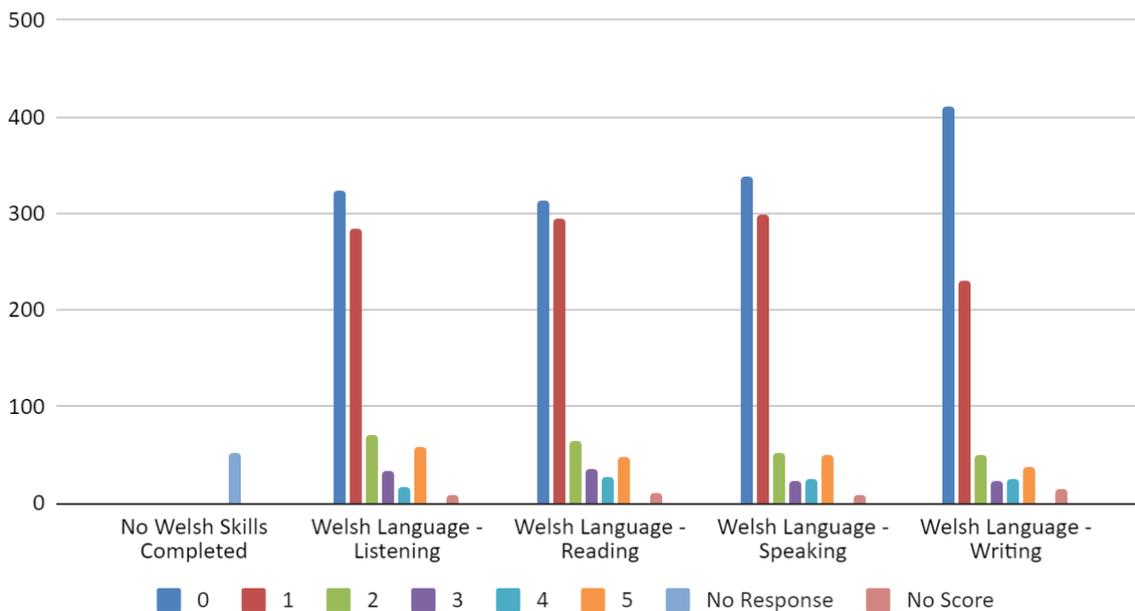
<b>L e v e l 0</b>	No Welsh Language skills at all			
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The following charts illustrate the current Welsh language skills of our existing staff. The report was run on 18th November 2021. The figures include full time, part time and casual staff employed at the College.

### Overall Figures

Competency	0	1	2	3	4	5	Not Completed	No Score Indicated	Grand Total
No Welsh Skills Completed							51		51
Welsh Language - Listening	324	284	71	33	16	58		9	795
Welsh Language - Reading	313	295	65	36	28	47		11	795
Welsh Language - Speaking	338	299	51	22	26	50		9	795
Welsh Language - Writing	411	231	50	24	26	38		15	795

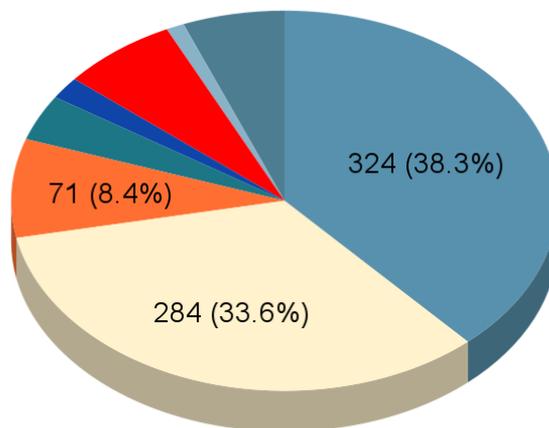
### Staff Welsh Language Skills August 2020 to July 2021



## Welsh Language Skills - Listening

Grade	Total Staff
0	324
1	284
2	71
3	33
4	16
5	58
No Score Indicated	9
Not Completed	51

## Welsh Language Skills - Listening

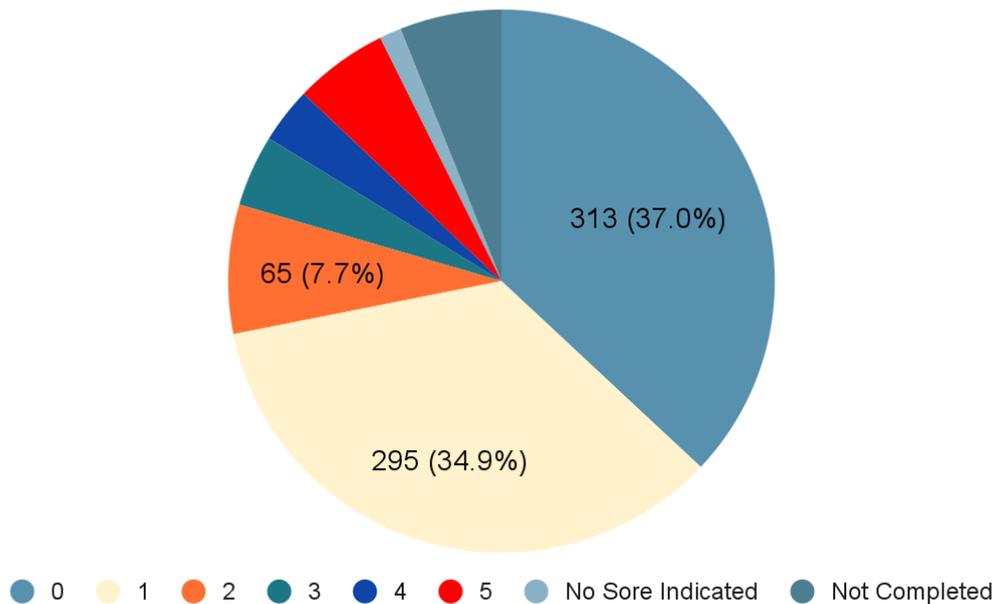


● 0
 ● 1
 ● 2
 ● 3
 ● 4
 ● 5
 ● No Score Indicated
 ● Not Completed

## Welsh Language Skills - Reading

Grade	Total Staff
0	313
1	295
2	65
3	36
4	28
5	47
No Sore Indicated	11
Not Completed	51

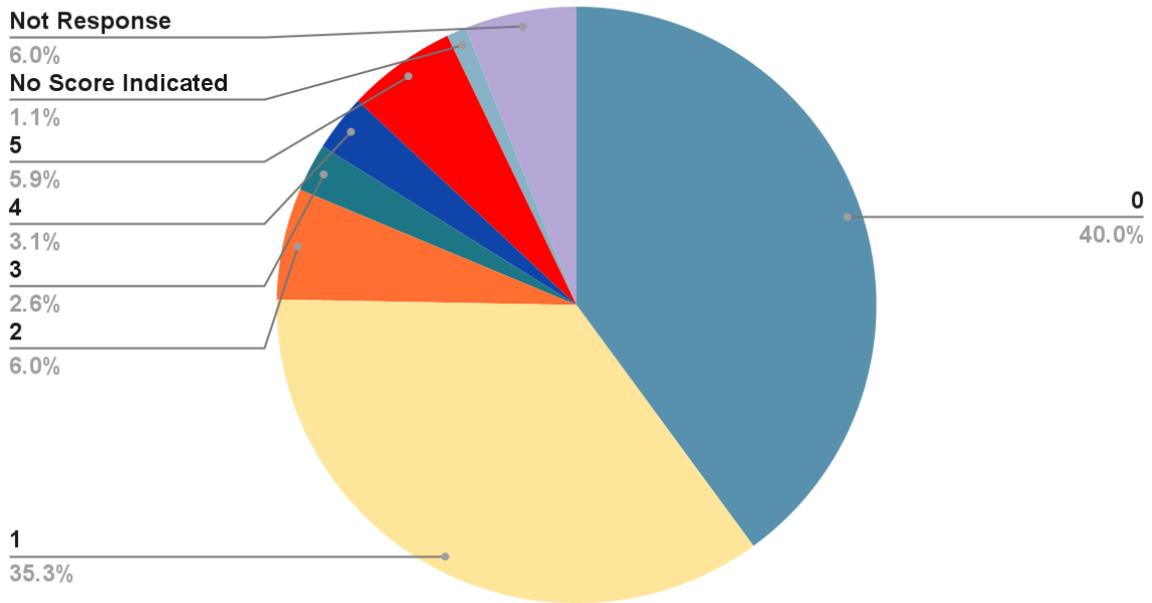
## Welsh Language Skills - Reading



## Welsh Language Skills - Speaking

Grade	Total Staff
0	338
1	299
2	51
3	22
4	26
5	50
No Score Indicated	9
Not Response	51

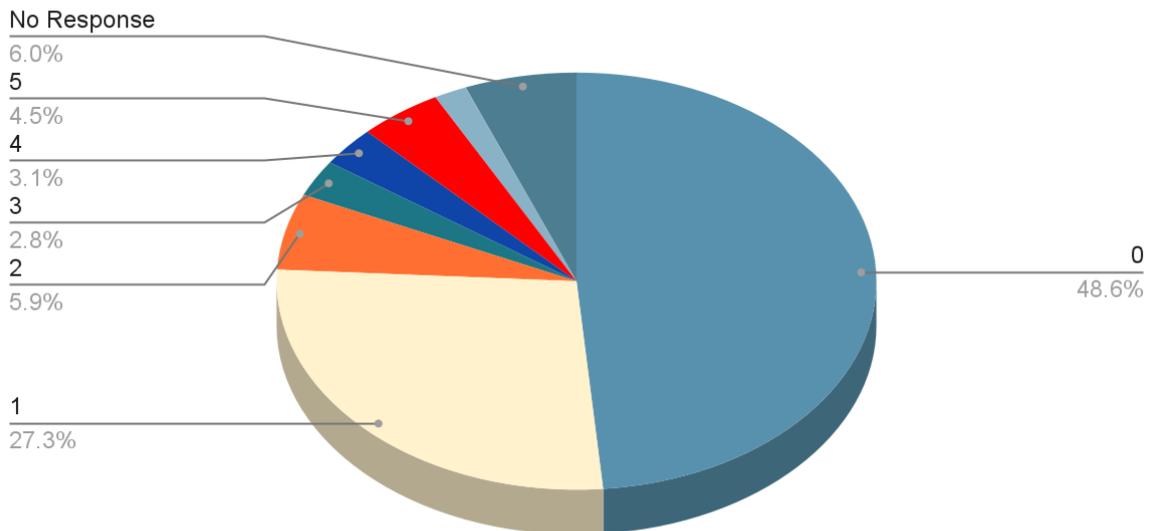
## Welsh Language Skills - Speaking



## Welsh Language Skills - Writing

Grade	Total Staff
0	411
1	231
2	50
3	24
4	26
5	38
No Score Indicated	15
No Response	51

## Welsh Language Skills - Writing



## Training

Bridgend College is committed to the further development of the linguistic skills of all staff. All staff are encouraged to attend Welsh classes. Where possible staff who are learning Welsh are placed to work alongside staff from the Welsh medium schools to further enhance their linguistic skills. College staff are targeted for development and enhancement of their Welsh language skills as follows:

- Teaching staff – staff are able to access tailored Welsh language provision through the 'Cymraeg Gwaith' ColegauCymru project.
- Front of house staff and staff who deal with the public on a daily basis – a wide variety of Welsh for Adults courses and Say Something in Welsh courses are offered throughout the year, all fully subsidised.

### Cymraeg Gwaith

20 members of staff were recruited with 20 staff completing full 120 hours. 16 out of the 20 staff progressed from 19/20 and 4 additional members of staff were recruited using word of mouth, promotion within the department and correspondence from HR.

The project was structured in the following way:

- A weekly class (1, 1.5 or 2 hours )
- 1-1 sessions with the tutor
- Additional support/ homework tasks on Google Classroom
- Classroom observations as part of the Teaching Triangle scheme

This year, classes were offered on Mynediad (Entry), Sylfaen 1 (Foundation 1) and Sylfaen 2 (Foundation 2) levels following the National Welsh for Adults Framework.

Between August 2020 and July 2021, 5 staff attended other Welsh for Adults courses.

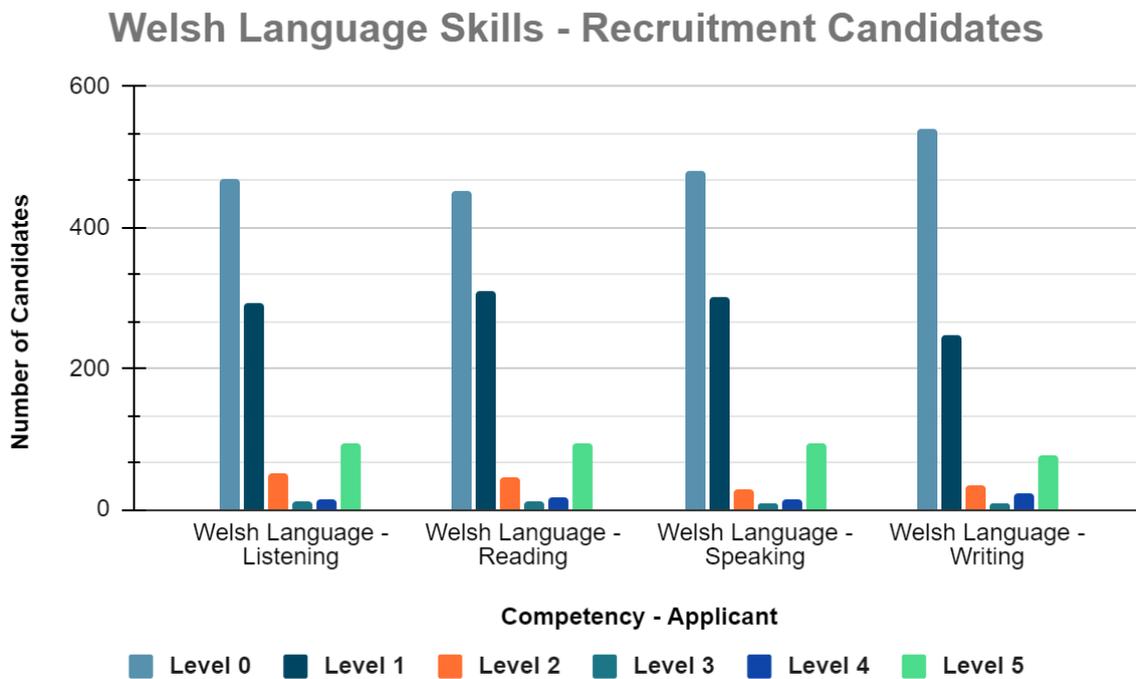
The Welsh language team offers further support and guidance to staff wishing to improve and enhance their Welsh language skills.

The HR team are currently in the process of translating the Skillsgate suite of online modules. These sessions have been delivered through the medium of English can be requested in Welsh if required. All policies and manager guidelines are available to all staff in English and Welsh.

## Recruiting to Vacant Posts

During our recruitment process we also ask candidates to complete their Welsh Language skills profile. Between 1st August 2020 and 31st July 2021 we had 932 applicants and below is a table that illustrates the Welsh language levels of our candidates.

<b>Competency:Applicant</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Grand Total</b>
<b>Welsh Language - Listening</b>	468	293	52	11	14	94	932
<b>Welsh Language - Reading</b>	453	309	47	13	17	93	932
<b>Welsh Language - Speaking</b>	481	302	30	10	15	95	933
<b>Welsh Language - Writing</b>	539	247	34	10	24	78	932



## **Further Information**

Bridgend College welcomes any comments and/or queries regarding this report.  
Please contact:

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