

# Welsh Language Standards Compliance Report

Report to the Welsh Language  
Commissioner

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1 August 2022 - 31 July 2023

This report has been prepared in  
accordance with the requirements of the  
Welsh Language (Wales) Measure 2011

This document is available in Welsh

This report will be published on the College  
website from 31 January 2024



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# Introduction

This is Bridgend College's fifth 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 1 August 2022 and 31 July 2023.

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.

This report demonstrates how the College has implemented the Welsh Language standards and how the College has been proactive in improving Welsh language services.

## **During 2022/23 the College has:**

- Significantly increased the capacity of the Welsh team, employing 3 new members of staff funded by the Coleg Cymraeg Cenedlaethol, leading to an increase in the use of Welsh in priority areas and across the College
- Worked in partnership with internal and external stakeholders to increase the opportunities for learners and staff to develop and use their Welsh language skills within the curriculum and as part of enrichment activities
- Delivered bespoke training to all leaders and managers on the Welsh Language Standards which has led to a greater understanding of shared responsibility and accountability in terms of using and promoting Welsh language
- Introduced and monitored short term, medium term and long term operational action plans across all college departments and curriculum areas, including priority areas

# Background

Bridgend College provides further education, higher education and work-based learning to around 7,000 full and part-time learners, and employs around 800 staff across three campuses at Bridgend, Pencoed and Queen's Road. Bridgend College serves its learners through offering a wide range of courses, from pre-entry to degree level, in over 20 vocational areas. Around half of the learners come from within the county borough of Bridgend.

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 48 English-medium primary schools in the county borough.

## Linguistic profile

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

In the 2022/23 Census 17% of the population of Bridgend stated that they were able to speak Welsh (awaiting data from Census report December 2023).

According to the national survey, [Annual Population Survey - Ability to speak Welsh by local authority and year](#) for the year ending 30 June 2023, 29.2% of the population of Wales aged 3 or older say they are able to speak Welsh. 24.4% of the population of Bridgend speak Welsh, an increase reported on the previous year: [Welsh language data from the Annual Population Survey: October 2020 to September 2021](#)

# Implementation and monitoring compliance

The Head of Welsh has overall responsibility for the development of Welsh and the implementation and monitoring of the Welsh Language Standards at the College. The Head of Welsh reports directly to the Vice Principal.

The Welsh language is a standard item on all management meetings including the Senior Leadership Team, Curriculum Leadership Team, Curriculum Delivery Team, College Operational Group and Governing Body. This ensures that the Welsh Language is integrated into all college decision making. A Welsh Inclusion Steering Group was set up in 2021. This group meets on a termly basis and feeds into the College's wider Equality, Diversity and Inclusion Steering Committee which is chaired by the Principal and CEO.

Individual leaders and managers are responsible for implementing and reviewing Welsh standards action plans which highlight the standards relevant to their own departments and business support areas.

The Welsh Team fulfils a core function to promote and increase use of the Welsh language in line with the Coleg Cymraeg Cenedlaethol's [Towards Cymraeg 2050: A million Welsh speakers](#) strategy.

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. The next audit is scheduled for February 2024.

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 any issues arising.

The Head of Welsh attends regular meetings with partners such as Bridgend Borough Council's Welsh in Education Strategic Planning (WESP) Group and Welsh Language Capital Steering Group, the Coleg Cymraeg Cenedlaethol Post-16 Steering Group and the Welsh Government Post-16 Bilingual Development Group, and the Fforwm Sirol (chaired by Menter Bro Ogorw 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 Leadership Team, the Curriculum Delivery Group and the College Operational Group. An action plan is created by the Head of Welsh and each action point monitored closely.

# Service Delivery Standards

The Service Delivery Standards (1-93 and supplementary standards 163-168) are a set of legally binding requirements that aim to promote or facilitate the use of the Welsh language within:

1. The college community - students, apprentices, staff and governing body
2. The wider community - new applicants, parents, guardians, clients and members of the public

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 intranet.

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.

When Welsh speakers attend full Governing Body Meetings, a simultaneous translation service is provided. An example of this would be the June 2023 meeting when one of the Llysghenhadon Cymraeg (Welsh Ambassadors) gave a presentation through the medium of Welsh.

Two email addresses are advertised via the staff intranet:

1. **welshlanguagestandards@bridgend.ac.uk**: where 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
2. **cymraeg@penybont.ac.uk**: where staff can submit interest in learning Welsh

Information about the Welsh Language Standards is included in the induction pack to all new employees. As part of new staff induction sessions, staff are given instructions about the College email signature templates. All staff are 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 intranet, giving instructions on how to set a bilingual email signature and out of office message. Fluent Welsh speaking staff are issued with a lanyard which has the Cymraeg Gwaith orange symbol on it. Staff learning Welsh are 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 an in-house translation service which includes Welsh to English and English to 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. 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 in-house courses aimed at developing their Welsh language skills when dealing with students, staff and visitors.

## Policy Making Standards

The Policy Making Standards (94-104 and supplementary standards 169-174) are a set of legally binding requirements that aim to ensure that the Welsh language is considered when formulating any new policies and awarding grants/financial assistance.

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 Equality 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).

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.

# Operational Standards

The Operational Standards (105 - 153 supplementary standards 175-180) are a set of legally binding requirements that aim to promote or facilitate the use of the Welsh language within internal processes and encouraging more staff to use the language internally.

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 (iTrent) through the medium of Welsh.

A series of online Welsh awareness modules have been developed in partnership with Sgiliaith. This includes generic modules for all staff and bespoke modules for teaching and learning staff.

## Record Keeping Standards

The Records Keeping Standards (154 - 162 and supplementary standards 181-182) are a set of legally binding requirements that state that the college needs to keep a record of:

- The number of complaints, and copies of any written complaints we received regarding compliance with the standards, and the Welsh language
- The steps taken to ensure compliance with the policy making standards
- The number of staff with Welsh language skills, and the levels of those skills
- The number of staff which attended training courses provided in Welsh
- Every assessment that was made regarding Welsh language skills in relation to a new or vacant post
- The number of posts advertised with the Welsh language skills being essential, desirable and the need to learn Welsh when appointed

### Complaints

No complaints regarding Welsh language services were received between 1 August 2022 and 31 July 2023.

A new complaints procedure was introduced in the Autumn term of 2022.

### Policy Making

An Equality 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.

# Staff Welsh language skills

The HR team at Bridgend College ask staff to complete their Welsh Language skills on MyPage using the levels shown below. As of 10 October 2023 there are approximately 28 staff who have not completed any of their Welsh language skills on MyPage. In addition to encouraging new staff members to complete their skills as part of their onboarding process, the HR team has been proactive in reminding people via emails to complete the Google Form or update their abilities on MyPage. As a result, several people have updated their skill sets. Each skill as well as the various Welsh language proficiency levels are shown in the table below.

## Welsh language level descriptors

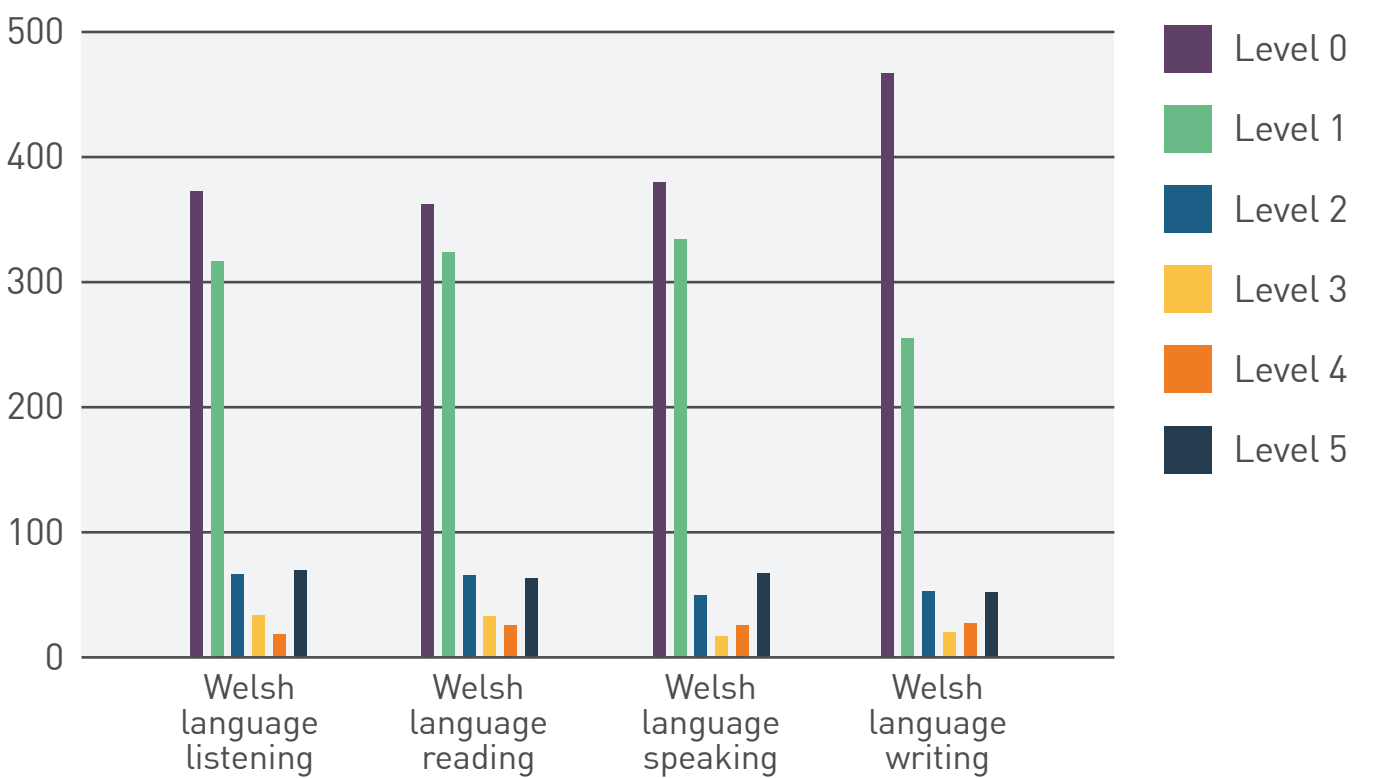
Level	Listening	Reading	Speaking	Writing
<b>5</b>	Able to understand all conversations involving work	Able to understand all material involving work	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary	Skilled – able to complete complex written work without the need for revision
<b>4</b>	Able to follow the majority of conversations involving work including group discussions	Able to read routine material with a dictionary	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>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 issue	Able to draft routine text, with editing assistance.
<b>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
<b>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”
<b>0</b>	No Welsh Language skills at all	No Welsh Language skills at all	No Welsh Language skills at all	No Welsh Language skills at all

The charts below show how proficient in Welsh our employees were during the reporting period. The report was run on 10 October 2023. The statistics include all full-time, part-time, and casual employees who worked at the College between 1 August 2022 and 31 July 2023.

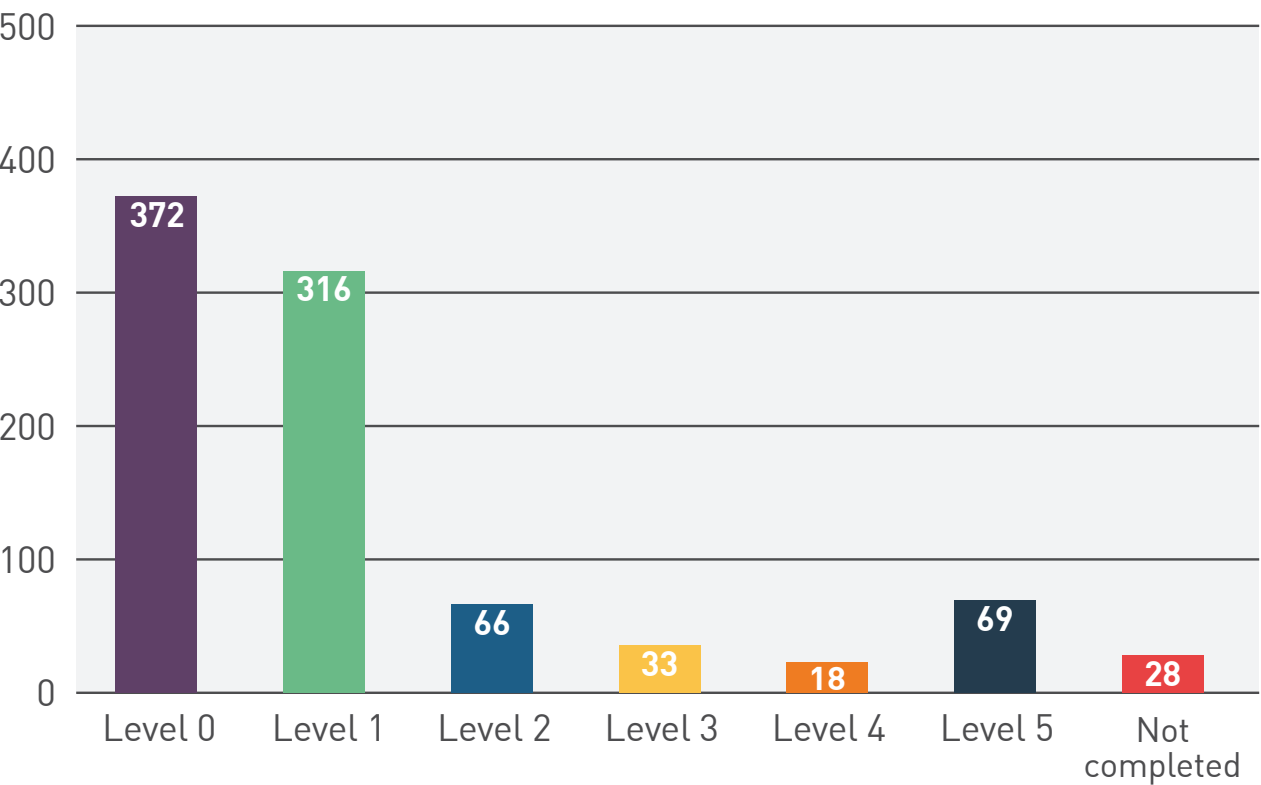
### Overall figures

Competency	0	1	2	3	4	5	Not completed	Grand total
Welsh language - listening	372	316	66	33	18	69	28	902
Welsh language - reading	362	324	66	33	26	63	28	902
Welsh language - speaking	380	334	50	17	26	67	28	902
Welsh language - writing	467	255	53	20	27	52	28	902

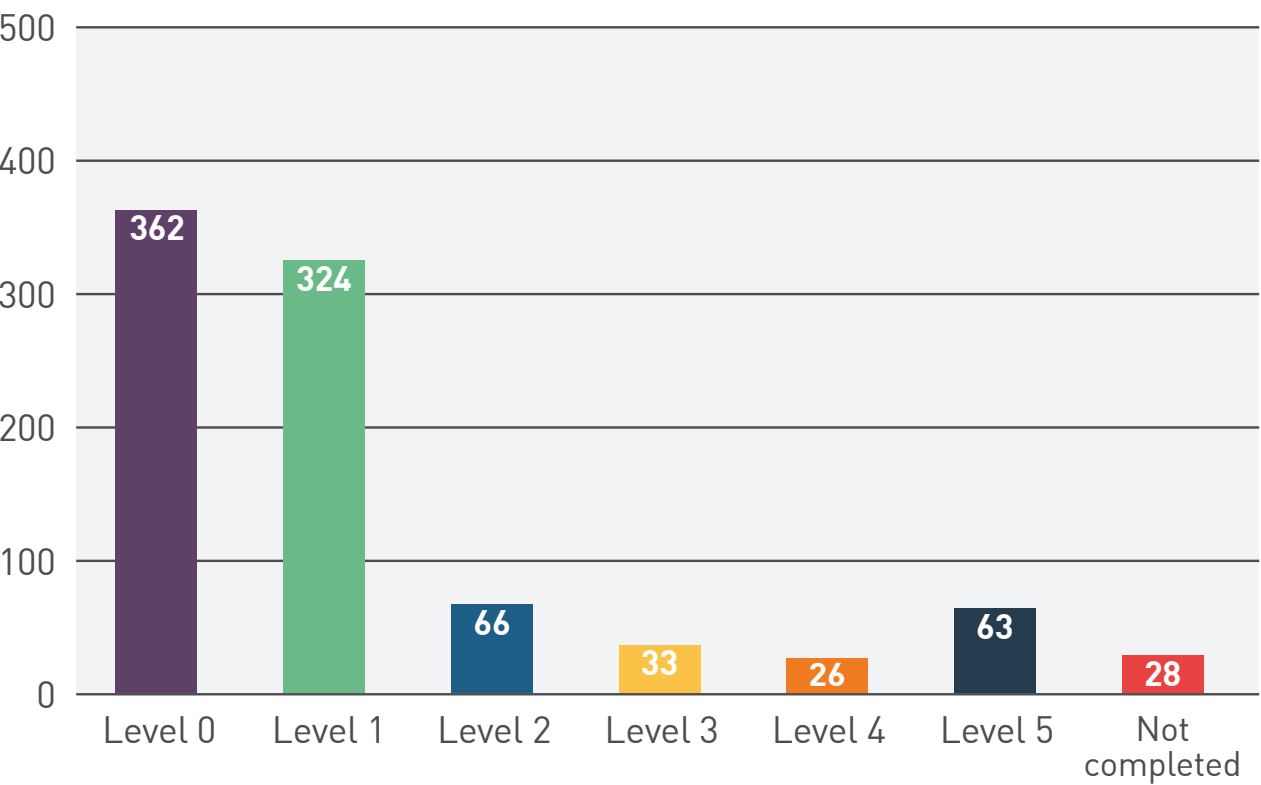
### Staff Welsh language skills August 2022 to July 2023



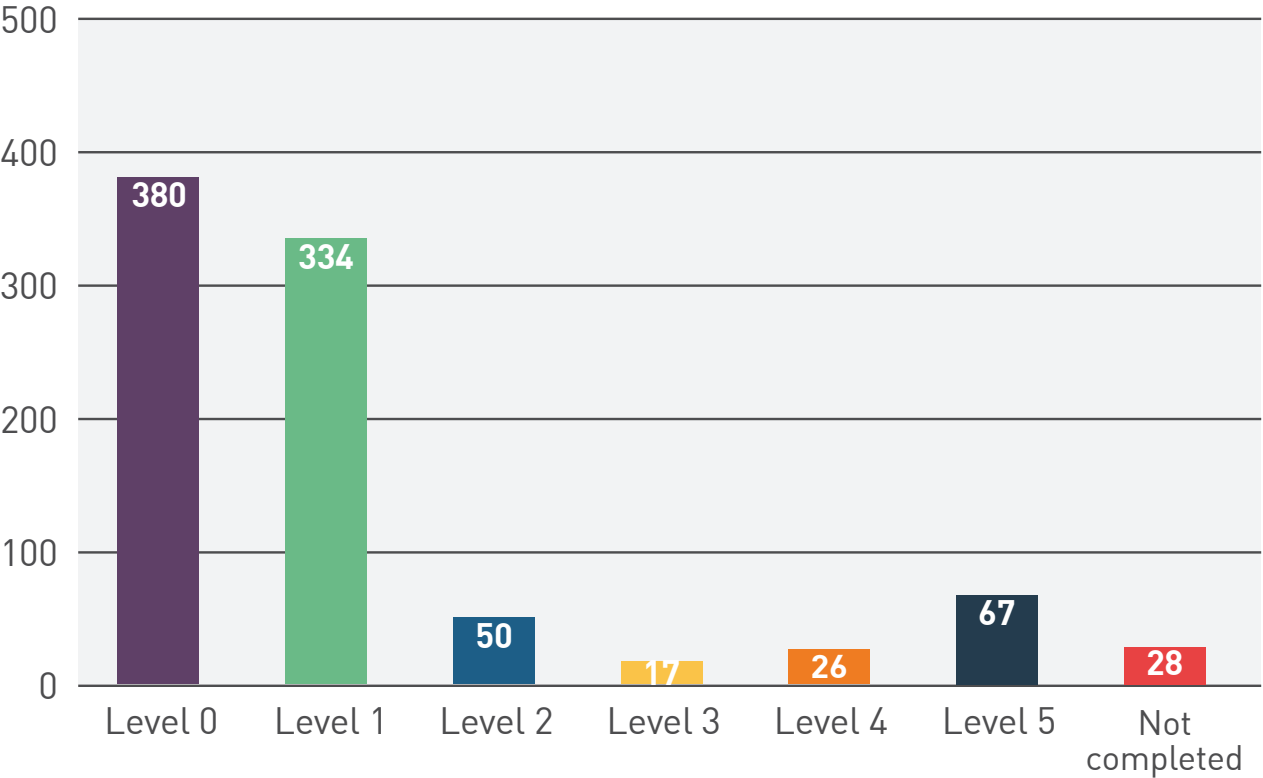
Welsh language skills - listening



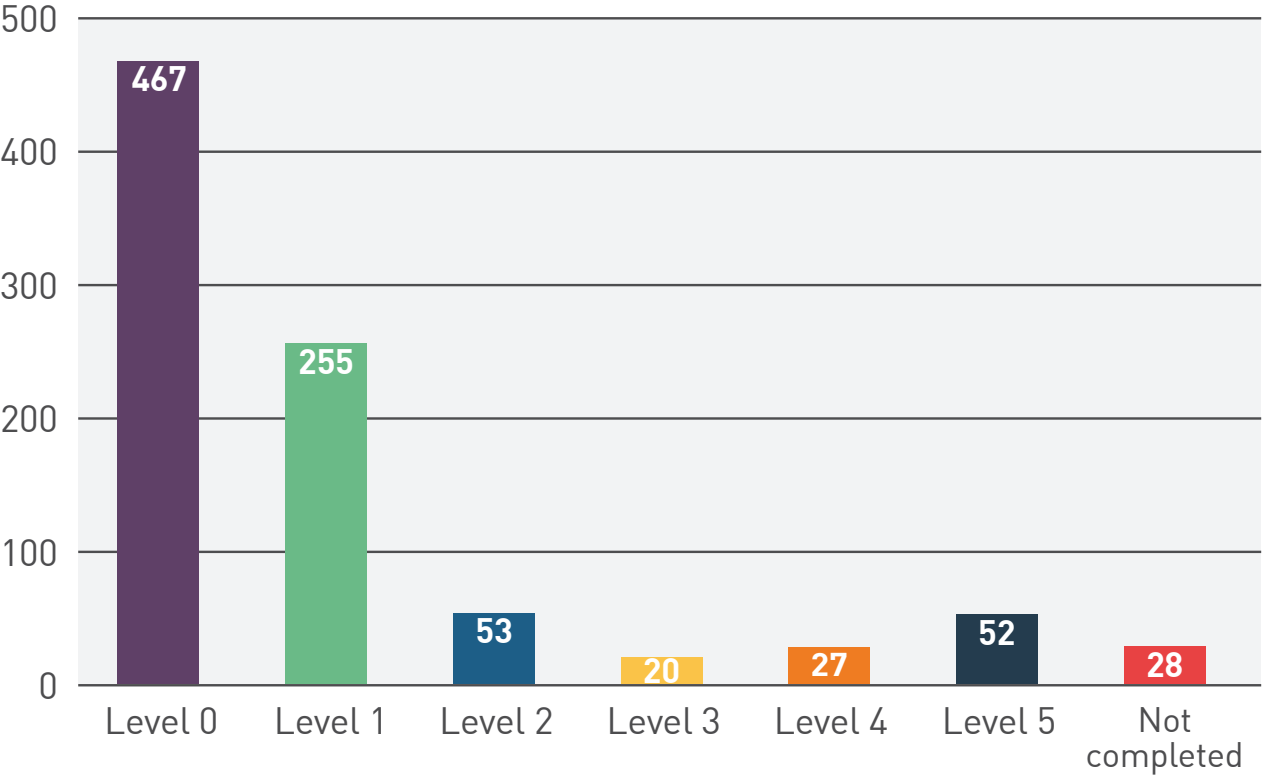
Welsh language skills - reading



**Welsh language skills - speaking**



**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 Colegau Cymru project and Collaborative Professional Learning Fund 2022/23
- 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**

The Cymraeg Gwaith pathway developed during 2022/23, placing further emphasis on developing more solid progression pathways for those learning Welsh, especially in the priority areas.

Key highlights include:

- 6 members of staff sat the WJEC oral exams in June 2023 (6 at Entry level). All 6 passed with high marks
- The 6 staff who completed Intermediate Level in 2023 have continued with an online Foundation progression class in 2023-24. One member of staff who completed the Foundation Level in 2022/23 has continued to Intermediate level
- Additional members of staff signed up to the online self-study course in 2022/23
- An increase in the use of Welsh was seen in the classes of the staff who received face-to-face and online lessons as recorded as part of Learner Journey activities across the College during the Spring term 2023
- Three members of staff on the Cymraeg Gwaith project also took an active part in the College's innovative Teaching Triangles scheme
- Additional staff attended a Welsh language retreat with the Head of Welsh as part of a PLF funded project to develop bilingual language skills

## **Mandatory online modules for all staff**

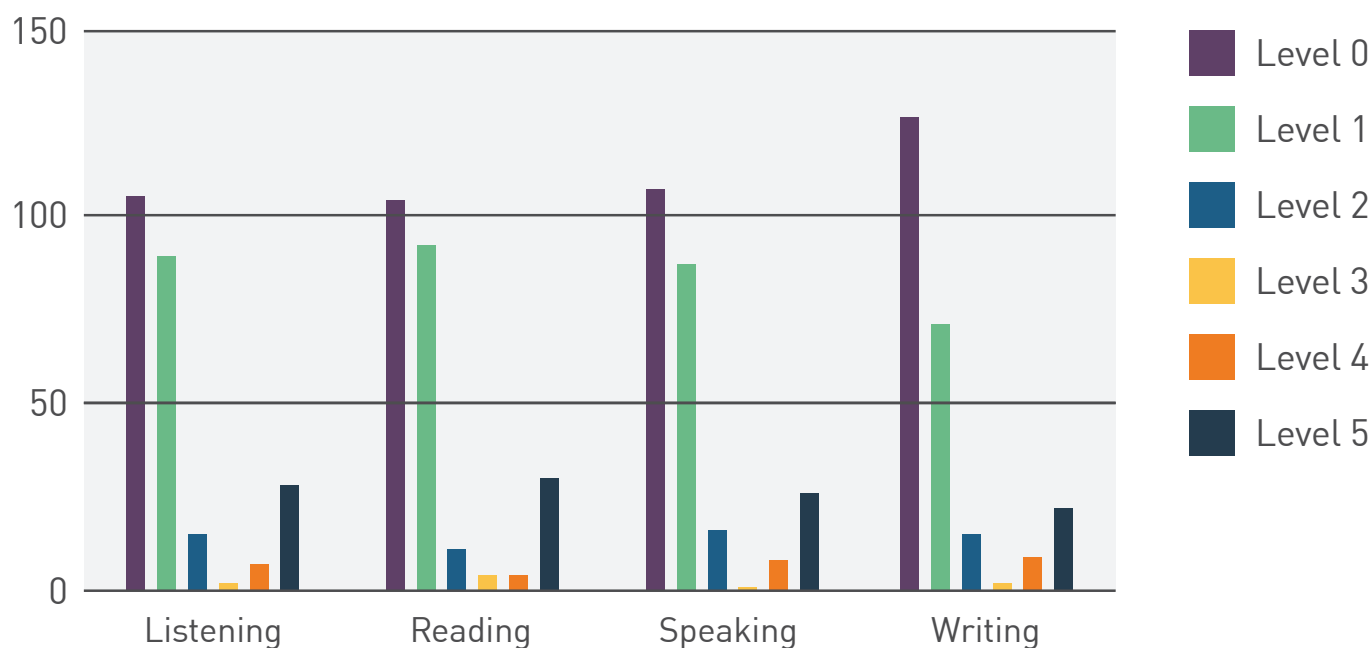
The College has translated 5 out of the 5 Skillgate online courses for staff; Prevent, Working Safely, Safeguarding and EDI. The GDPR course will be available in Welsh when staff come to renew their course. All policies and manager guidelines are available to all staff in Welsh or English.

# Recruiting to vacant posts

During our recruitment process we also ask candidates to complete their Welsh language skills profile. Between 1 August 2022 and 31 July 2023 we had 696 applicants. Below is a table that illustrates the Welsh language levels of our candidates.

Competency: applicant	0	1	2	3	4	5	Grand total
Welsh language - listening	54	71	8	9	14	18	174
Welsh language - reading	49	74	10	7	16	18	174
Welsh language - speaking	58	65	11	6	16	18	174
Welsh language - writing	64	62	13	6	17	12	174

## Applicants Welsh language skills August 2021 - July 2022



## Language assessment for new or vacant posts

An assessment was made by the recruiting manager regarding Welsh language skills in relation to every new or vacant post.

## Welsh essential / desirable roles

During this time, 87 posts were advertised, 5 of which listed Welsh proficiency as an essential criteria rather than desirable.

## Further information

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

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