

Coleg Gwent

Annual Report on the Welsh Language Standards

1st August 2023 – 31st July 2024

January 2025



Introduction

Coleg Gwent's Welsh Language Standards Annual Report outlines the college's adherence to the Service Delivery Standards, Policy Making Standards and Operational Standards during the reporting period. The Welsh Language Standards have replaced the Welsh Language Scheme at the college, establishing clear expectations for both our bilingual services and the internal use of the Welsh language.

On 29th September 2017, Coleg Gwent received a Final Compliance Notice from the Welsh Language Commissioner, which outlined the college's responsibility to comply with 182 statutory Welsh Language Standards set by the Welsh Government under the Welsh Language (Wales) Measure 2011. Coleg Gwent successfully contested six of these standards—three Service Delivery Standards (Standards 55, 58, and 59) and three Operational Standards (Standards 52, 53, and 54).

6 standard

Below is an update of how Coleg Gwent complied with the applicable Service Delivery Standards between the 1st of August 2023 and the 31st of July 2024.

Standard Number	How the College Complied (1st August 2023 – 31st July 2024)
1-7	

16-22 The college

	or if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.
85	The Welsh language service the College provides is promoted and advertised in Welsh on all available platforms.
86 - 88	All publicity documents are required to be approved by the marketing department therefore eliminating any risk of non-compliance.
89	All new learning opportunities are assessed for the need to offer that provision in Welsh. These evaluations are available for audit purposes.
90	All Welsh-speaking learners are contacted personally to inform them of their right to submit work in Welsh.
90A	No work submitted in Welsh will be treated less favourably than work submitted in English by any department.
93	All Welsh-speaking learners are contacted personally to inform them of their right to have access to a Welsh speaking personal tutor.

Compliance with the Policy Making Standards

Below is an update of how the Coleg Gwent complied with the Policy Making Standards between the 1st of August 2023 and the 31st of July 2024.

Standard Number	How the College Complied (1st August 2023 – 31st July 2024)
94 - 96	<p>Since the 1st of April 2018, the college assess the impact of any new policy on the Welsh language, in terms of —</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language and note consider ways in which policies could have a more positive impact.</p> <p>All policy authors complete an assessment impact section on all new policies and this is</p>

101 - 103	Compliance will form part of any tender for any work carried out on behalf of the college, including, but not limited to Policy Making Standards.
104	Since April 1 st 2018, all new course request forms sent to the Director of

138, 139	Welsh language lessons are available free of charge to all staff and is stated in the learning and development policy. This is publicised with all staff.
140	There is an online Welsh Awareness course that must be completed during the induction period.
141	Providing information for the purpose of raising their awareness of the Welsh language is part of our induction arrangements.
142 - 144A	Available for all college staff are; <ul style="list-style-type: none"> • logos and wordings to include in e-mail signatures, which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language. • wording which will enable them to include a Welsh language version of their contact details in e-mail messages • Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages. • lanyards and badges to wear to convey that they speak Welsh.
145	Line managers assess the Welsh Language requirements of new or vacant posts, and select the relevant category: (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (d) Welsh language skills are not necessary.
145A	All job advertisements are in both Welsh and English.
146, 146A, 146B	All application forms, job descriptions, material that explain the procedure for applying for posts, and information about the interview process, or about other assessment methods when applying are published in Welsh, and treated no less favourably than any English language versions of those documents. No application made in Welsh is treated less favourably than an application made in English.
148	Application forms provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and explain that we will provide a translation service from Welsh to English for that purpose if it is required. If the individual wishes to use the Welsh language at the interview or assessment, we provide a simultaneous translation service at the interview or assessment.

149	If an individual applied for a post in Welsh, they are informed in Welsh of the decision in relation to their application.
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Staff Training

Coleg Gwent participates in the Coleg Cymraeg Cenedlaethol's *Work Welsh FE* project, which aims to upskill lecturers in using Welsh in their teaching. In the 2023-24 academic year, 20 staff members took part in the project, with more than half of them building on their progress from the previous year.

By July 2024, a total of 101 teaching staff had completed Sgiliaith's Embedding the Welsh Language training, enabling them to provide a more bilingual education for students. In addition, staff in various roles have participated in further remote Sgiliaith training, with three individuals receiving one-to-one mentorship.

Monitoring Compliance

The Welsh/Bilingual Team continues to collaborate closely with senior managers, providing advice on how to comply with the Welsh language standards. They also hold regular informal meetings with key staff members, including heads of curriculum, marketing, HR, and Welsh-speaking staff.

Random internal checks are carried out on signage, voicemail messages, and other key areas, including regular Mystery Shopper-style exercises. These exercises assess the college's services, focusing on face-to-face interactions with reception staff, as well as phone and online inquiries.

The results of the latest external audit, conducted in 2023, showed that the college was fully compliant in all areas. Our internal audits reviewed events and ceremonies, with the bilingualism team attending and providing strong evidence of compliance. A few areas for improvement were identified and shared with the relevant managers.

Audit findings are communicated to relevant managers and staff, highlighting areas of strength. Where non-compliance is identified, further training and guidance are arranged.

The college also has a Welsh Language Steering Group, co-chaired by the Bilingual Development Manager and the Head of Bilingualism and Community Learning. This management group meets once per term to discuss updates on the Welsh Language Standards, review Mystery Shopper results, and address other Welsh/Bilingual matters.

Staff Welsh Language Skills

On the 31st of July 2024, a total of

