



Policy on the use of the Welsh language in the College

Equality Impact Assessment: 22/03/2023

Welsh language Impact Assessment: 22/03/2023

Approved by: CLT

Tier: 3

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Purpose and Objectives

1. Scope
2. Service Delivery
3. Internal Operations
4. Policy Making
5. Monitoring and Reporting
6. Dealing with Supplementary Matters

Purpose and Objectives

Coleg Gwent fully supports the use of Welsh in the workplace. This aim of this policy is to provide guidance to all staff on the use of Welsh in the College whilst also ensuring compliance with the requirements of the Welsh Language Standards introduced under the Welsh Language (Wales) Measure 2011. The Welsh Language Standards specify how

2. Service Delivery

2.1 Service Delivery: Written Correspondence

- 2.1.1 The College welcomes correspondence from staff, students and members of the public in Welsh or English. Correspondence received in Welsh will be replied to in Welsh. All correspondence, be it in Welsh or English, will be replied to within the same timescale.
- 2.1.2 The College keeps a record of the language choice of staff, students and their parents/guardians at the beginning of each academic year. Those who have expressed the preference will receive all future correspondence in Welsh.
- 2.1.3 Standard/generic emails, letters and newsletters are issued bilingually.
- 2.1.4 All internal college wide emails to staff are issued bilingually. The only exemption is emergency messages related to the health and safety of staff and/or learners.
- 2.1.5 The College is committed to ensuring that correspondence through the medium of Welsh will not lead to delay in receiving a reply.

2.2 Service Delivery: Telephone Services

- 2.2.1 All incoming calls are answered with an initial bilingual greeting. The college has a system whereby any incoming calls choosing the "Welsh" line option are automatically directed to a Welsh-speaking member of staff.
- 2.2.2 Answerphone messages carry a short bilingual message and callers are welcome to leave a message in either Welsh or English. The response to the caller's message will be in the caller's preferred language (was a (e) 2.5i () 10e11.761 0 Td () Tj2EMC /P <</MCID 7 >>BDC /TT1
W&V

3. Internal Operations

3.1 Internal Operations: Staffing and Recruitment

3.1.1 The College undertakes an audit of Welsh speakers within each Teaching and Learning and Business Support area, and highlights areas where the need for staff members with Welsh language skills is deemed as “Essential” or “Desirable” in relation to the nature of the post and Welsh Government priorities.

3.1.2 All College employees are required to self -assess their Welsh linguistic skills in Speaking, Listening, Reading and Writing on a bi-annual basis.

3.1.3

4. Policy Making

4.1 Policy Making: Policies and New Initiatives

- 4.1.1 The College monitors all new policies and initiatives to ensure they are consistent with the Policy on the Use of Welsh and are compliant with the Welsh Language Standards.
- 4.1.2 All new policies and initiatives are scrutinised as part of the Impact Assessment process, to assess their possible linguistic implications and to ensure there is no negative impact on the Welsh language.
- 4.1.3 All staff who are responsible for creating policies and new initiatives should be aware of the Policy on the Use of Welsh and of the requirements of the Welsh Standards Compliance.
- 4.1.4 When creating new policies and initiatives the College will endeavour to promote, encourage and develop the Welsh language and ethos.

4.2 Policy Making: Tenders

- 4.2.1 When the College invites tenders for specific contracts, consideration of linguistic trends and requirements are made and communicated in the tender specification; the monitoring of sub-contractors includes reference to their performance in relation to Welsh considerations.
- 4.2.2 If the College receives a tender in Welsh, arrangements will be made for tenderers wishing to use the Welsh language in an interview or presentation.
- 4.2.3 The College promotes the Policy on the Use of Welsh with stakeholders and other establishments not compliant with the Welsh Language Standards, and will encourage them to adopt our processes for compliance.

