



WELSH LANGUAGE SCHEME 2011 -2014

**Prepared under the
Welsh Language Act 1993**

This Scheme has received the approval of the Welsh Language Board under section 14 (1) of the Act on 31/03/11.

Coleg Powys has adopted the principle that in the conduct of public business in Wales it will treat the English and Welsh Languages on the basis of equality. This Scheme sets out how Coleg Powys will give effect to that principle when providing services to the public in Wales.'

Simon Pirotte _____
Principal

Graham Cragg _____
Chair of Governors

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1 INTRODUCTION

- 1.1 Coleg Powys is pleased to report that it has successfully implemented its first Welsh Language Scheme. Commendable feedback has been received from the Welsh Language Board stating “that it is timely for Coleg Powys to proceed to amend its Language Scheme”
- 1.2 The second Welsh Language Scheme for the period 2011-2014 seeks to build on procedures practices and proactive measures implemented previously in order to promote the Welsh language and develop the College’s bilingual provision. It has embraced the recommendations made by the Welsh Language Board in its feedback and has identified areas of bilingual development in order to continue the development and actively contribute towards fulfilling the Welsh assembly Government’s vision of creating a bilingual Wales (Iaith Pawb 2003)
- 1.3 The Scheme concentrates on developing three key elements which are set out in Colleges Wales’s National Bilingual Strategy for Further Education, these being:
1. The development of a Welsh ethos at the college
 2. The development of bilingual communication skills to augment English medium provision
 3. The development of Welsh-medium or bilingual provision for post-14 learners
- 1.4 Details of how these three elements will be developed are found under section 4, 5 and 6 in the Scheme. Section 3 of the Scheme concentrates on the procedures that will support and facilitate the development of the three key elements. Post 16 education in Powys is currently under review. The College acknowledges that the outcome of this review could lead to the need to amend the scheme at a later date with particular focus on sections 5 and 6
- 1.5 The aims and objectives of the College in respect of the Welsh language and bilingualism for the next three years are set out in the various sections of the Scheme. They reflect WAG, DECELLS and Estyn priorities and the College’s own goals which can be found in the Institutional Review Self Assessment Report.
- 1.6 The College has a bilingual mission statement:

MISSION STATEMENT

"Achieving Excellence in All We Do"

DATGANIAD CENHADAETH

“Cyflawni Rhagoriaeth ym Mhopeth A Wnawn”

1.7 One of the College's strategic aims is: -

To provide outstanding learning experiences which meet the needs and interests of learners and the wider community.

1.8 In meeting the needs of learners and the wider community the College aims to achieve this in part by: -

Further raising the profile of the Welsh Language and culture within the College and by continuing to develop opportunities in identified priority areas.

1.9 The Institutional Review Self assessment report sets out clear objectives as to how it will achieve this aim as follows: -

- *Develop further modules for bilingual delivery and assessment*
- *Continue to enhance the bilingual ethos within the College*

1.10 In addition the College will: -

- *Continue to target Welsh speaking students from application stage to encourage involvement in bilingual Key Skills learning opportunities.*
- *Develop Welsh medium / bilingual vocational provision in partnership with bilingual schools within the 14-19 partnership and within the various schools in the College.*

1.11 It is clear that the College is committed to the principle of treating the English and Welsh languages on the basis of equality and promotes inclusivity for the Welsh speaking community in Powys

1.12 During the lifetime of this Scheme the College will remain committed to the Welsh Language Act 1993. It will continue to embrace the principle of treating both the Welsh and English languages on the basis of equality and will also continue to adopt a proactive approach towards the Welsh language in order to raise its profile and increase usage of the language wherever possible.

1.13 The College, through the implementation of its Welsh Language Scheme aims:

- a) To treat both the English and Welsh Language on an equal basis and continue to provide and develop high quality services through both mediums.
- b) To further develop a curriculum offer which is broad, flexible, responsive and bilingual to support the needs of the community and industry.
- c) To ensure that members of the public have the opportunity and the right to choose the language they would like to use when conducting business with the College.
- d) To publicise promote and further develop a bilingual ethos within the College, demonstrating its commitment to the Welsh Language Act 1993.

2 COLLEGE PROFILE

2.1 The College consists of 3 main campus' in Newtown, Brecon and Llandrindod Wells. A small centre is located in Ystradgynlais which is a predominantly Welsh speaking area. There is also provision at a range of community venues throughout the county, in businesses and through third party arrangements and with partner organisations through the Powys Adult and Community Education Partnership.

2.2 Enrolments

2.2.1 Enrolments at Coleg Powys have grown steadily since 1993. It is the largest provider of post 16 education within the county. Provision includes full and part time FE and HE, work based and commercial programmes, outreach, community courses and on-line learning. To date, **1091** students have enrolled on full time FE courses in 2010/11. **3230** students have enrolled on FE courses on a part time basis. **60** other students have enrolled on a combination of fulltime and part time courses. Full and part time enrolments on HE courses will be available shortly.

2.2.2 Prior to enrolment in September 2010 a total of **128** applications were received from Welsh speaking (first language) students to study at one of the three sites.(These are new applications and do not include internal progressions) There are currently **1091** full time (FT) students enrolled at the college. **80** 1st language Welsh speaking students enrolled on a FT course at one of the three sites (**This figure includes new applications and internal progressions and represents 7.33% of the student population.**)

2.2.3 By early September a total of **175** students had responded to the questionnaire regarding their level of skills in the Welsh language. (**20% of the total of 1767 applications for courses**) Of the **24** students who stated that they were fluent in the Welsh Language **18** had studied at least three to ten other subjects through the medium of Welsh to GCSE level. Grades achieved/expected in Welsh at GCSE ranged from C to A.

- 8 of the **24** indicated that they would have preferred to have followed their course through the medium of Welsh or bilingually
- 6 of the **24** would have preferred tutorials and resources through the medium of Welsh.
- **30** students regarded their level of Welsh as being 'Quite Good'. All had achieved or expected to achieve grades ranging from A - D in GCSE Welsh second language.
- **73** others stated that they had little knowledge of Welsh. The majority of these students did not disclose the grade achieved or their expected grade. Those who did disclosed grades ranging from C to F
- A total of **48** students stated that they had no Welsh skills at all.
- Some students have indicated that they wish to attend Welsh classes to learn or improve their Welsh.
- The majority of the **175** students who responded to the questionnaire do not perceive Welsh as being essential in their intended field of work.

2.2.4 The levels of ability and interest in receiving services through the medium of Welsh are significantly below the reported level of ability within various Powys communities. This may reflect the fact that some of the more

concentrated Welsh language communities lie on the periphery of the area served by the college and close to other colleges with wider Welsh language services.

2.3 Powys's Population

- 2.3.1 Powys had an estimated **population** in 2007 of 131,963, of whom 65,325 were male and 66,638 were female.
- 2.3.2 18.0% of the 2007 Powys population were **children under 16** (Wales 18.7%). 60.9% were **aged 16 to 64**, (Wales 63.5%), 10.9% were aged **65 to 74**, (Wales 9.3%) and 10.2% were **aged over 75** (Wales 8.5%).
- 2.3.3 Powys covers a quarter of Wales and is the most **sparsely populated** county in England and Wales, with only 25 persons per square kilometre in 2007 (Wales 144).
- 2.3.4 From 1997 to 2007 the Powys **population increased** by 5.9% (Wales 2.9%).
- 2.3.5 In 2001, 30.1% of all Powys residents and 50.2% of those aged under 16 had some **Welsh language** ability (Wales 28.4% of all residents, 45.9% of under 16s).
- 2.3.6 A number of communities within Powys are classified as being deprived. These communities are spread around the county and in the majority of cases are urban although some communities such as Bugeildy are rural.
- 2.3.7 The result of the 2001 census shows that concentrations of Welsh speakers reside in the north of the county (Montgomeryshire) and in the far south (Ystradgynlais). In each area the number of Welsh speakers exceeds 50% of the local population. For the majority of Powys communities, the number of Welsh speakers forms 25% or less of the local population.
- 2.3.8 With the inclusion of the Welsh Language in pre-school, primary and secondary education the number of Welsh speakers in Powys has increased during the last decade
- 2.3.9 It is also important to recognise that Welsh Language promotional initiatives within the county run by organisations such as Menter Maldwyn, Menter Brycheiniog a Maesyfed, Twf, Mudiad Ysgolion Meithrin, Urdd Gobaith Cymru and Welsh for Adults (now provided by the Mid Wales Welsh for Adults Centre, Aberystwyth University) have raised the profile of the language. Activities arranged by these organisations have promoted the use of Welsh and have also encouraged people to learn the language.

2.4 The Powys Economic Environment

- 2.4.1 Powys is a rural area with economic activity based predominantly on agriculture, small businesses and a few large employers. Powys County Council and Coleg Powys itself are among the 10 largest employers in the county.
- 2.4.2 In recent years the economy has continued to suffer as a result of problems within the agricultural sector which in turn led to a downfall in tourist numbers. Throughout the county there are attempts at regeneration, and, it is widely

recognised that tourism, leisure and arts and crafts are future economic growth areas.

2.4.3 Registered unemployment remains low at 2.66% (Wales 3.49%). 59,499 people aged between 16 and 74 are economically active within the county (66.29Powys 60.98% Wales)

2.4.4 As the largest education and training provider (post 16) within the county the College is committed to raising the basic and vocational skills levels of the poorly qualified and excluded as well as providing the qualifications which all post 16 year olds aspire to gain in order for them to be able to enter and prosper in the employment market. In 2008 27.5% of Powys working age people had qualifications of NVQ 4 and above compared with 26.5% across Wales. 14.6% had no qualifications compared to 14.1% across Wales.

2.5 Catchment Area

2.5.1 Coleg Powys attracts students from thirteen secondary schools within the county as well as a small number from schools within neighbouring authorities both in Wales and across the border. None of the secondary schools within Powys are designated Welsh medium schools but 6 of the schools deliver education through the medium of Welsh to age 16. Since the implementation of the National Curriculum, nearly all 16 year old pupils sit either a Welsh First Language or Welsh Second Language GCSE examination, with some pupils progressing on to AS/A2 Welsh. Pupils in Powys are able to study other subjects either partly or wholly through Welsh.

3 IMPLEMENTATION AND MONITORING OF THE SCHEME

3.1 Implementation

3.1.1 In implementing its second Welsh Language Scheme Coleg Powys will continue to create a supportive environment that encourages Welsh speaking students, staff and members of the public to actively use the language both inside and out of the classroom. The college will continue to raise awareness and ensure that non Welsh speakers are introduced to, and encouraged to become involved with Welsh language and culture.

3.2 Responsibilities for the Preparation, Management and Implementation of the Welsh Language Scheme

3.2.1 The College Welsh Language Development Officer will continue to coordinate and facilitate the implementation of the scheme.

3.2.2 Senior Management Team members will continue to undertake responsibility for the compliance and implementation of the scheme within their own areas of responsibility.

3.2.3 The College will continue to consult and negotiate with the Welsh Language Board.

- 3.2.4 The College's Welsh Language Steering Group, chaired by the Assistant Principal, will continue to oversee, monitor and review the implementation of the Scheme and promote and encourage the use of the Welsh Language and bilingualism within the College. Steering Group membership includes representation from Senior Management, Academic and Functional Areas and the Student Association. Meetings are scheduled once a term but a meeting can be convened at any time should a need arise.
- 3.2.5 The Principal will regularly report to the Board of Governors on the progress the college is making in implementing the Scheme.
- 3.2.6 Anyone wishing to comment on the Scheme as outlined in this document may do so by contacting:

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3.3 Administrative Arrangements

- 3.3.1 This Welsh Language Scheme has been prepared by the Assistant Principal and the Welsh Language Development Officer in consultation with the Welsh Language Steering Group and approved by the Board of Governors of the College.
- 3.3.2 The Principal remains the senior officer with responsibility for coordinating the scheme but with delegated responsibility and authority to academic and support staff managers for implementing those aspects that relate to their operational areas.
- 3.3.3 Policies and procedures relating to the scheme will be prepared and issued in the staff handbook, on the staff intranet and other locations as appropriate. In this way, the scheme will become integrated within the normal operational procedures of the college.
- 3.3.4 The requirements of the scheme will be considered as part of any specification for the procurement of computer systems and software.
- 3.3.5 The quality of translation services procured by the college will be monitored and evaluated against defined standards.
- 3.3.6 The implementation of the scheme will be one of the procedures that are monitored regularly by the management team which consists of senior and middle managers drawn from all parts of the geographical and functional parts of the college. The college Personnel Officer will monitor and report on

progress with regard to recruitment and staff development targets.

3.4 New Policies and Initiatives

- 3.4.1 Since incorporation, the College has developed a comprehensive range of policies and procedures that relate to the nature and scope of its activities. There are likely to be a number of new policies and initiatives that will be undertaken during the lifetime of this Welsh language Scheme.
- 3.4.2 As each existing policy is due for review, the linguistic consequences will be assessed against a language framework that
- will promote and facilitate the use of Welsh wherever possible

 - make progress towards achievement of the principle of equality between the two official languages of Wales

 - will ensure consistency with the College's Welsh Language Scheme

 - The college will ensure that any new or revised policies do not undermine its Welsh Language Scheme
- 3.4.3 All new policies, procedures and initiatives will be assessed against the same framework as in 3.4.2 above. No new policy, procedure or initiative will be adopted without that assessment having been undertaken, and documented. Any proposals that would affect the College's Welsh Language Scheme or that of any other organization will be the subject of consultation with the Welsh Language Board and no changes will be made without the Board's approval.
- 3.4.4 The arrangements relating to new policies and initiatives will be made known to all appropriate staff as part of the standing policy formulation and review procedures.

3.5 Third Party Providers

- 3.5.1 The college may use third party providers to deliver education and training services in different parts of the community. This is done through formal contractual agreements. These will be reviewed in order to ensure that they include the requirement to provide services that are consistent with the requirements of this scheme.
- 3.5.2 All agreements for the use of other third party or contracted-out services, including publicity and marketing, will also contain the requirement to conform to the scheme. Staff negotiating such agreements will be aware of the policy through the processes indicated in paragraph 3.3.3.
- 3.5.3 The college will monitor the contractor's implementation of the requirements in accordance with the advice outlined in the WLB document 'Contracting Out Public Service Contracts and the Welsh Language'.

- 3.5.4 The College works in partnership with public bodies, organisations from the voluntary sector and other agencies. The College works on many levels when working with others and will take full account of the responsibilities set out in this scheme when working with outside agencies.
- 3.5.5 When the College joins or forms a partnership, it will ask prospective partners about their Welsh language schemes, language policies or the means by which they will operate bilingually. Within any partnership, the College will offer advice and support to the other partner organisations.
- 3.5.6 In order to identify their skills and training needs the College works closely with partners, agencies, employers and employees.

3.6 Staffing

- 3.6.1 The College is committed to increasing the number of Welsh speakers who possess the appropriate skills to provide college services through the medium of Welsh. Its staff is central in ensuring that the intentions stated in the scheme are fulfilled. In order to achieve this, the College, through its Welsh Language Steering Group, recognises that it essential to develop the skills of the staff in terms of Welsh speaking and delivery. A Welsh speaking tutor has recently been appointed within Performing Arts as has a member of the Senior Management Team.

3.6.2 Analysis of Staff and Student Skills.

- 3.6.2.1 The college has conducted a detailed survey of the language skills of the staff. The Skills analysis of Staff (March 2008) are tabulated below.

	Full Time Academic	Part Time Academic	Full Time Support	Part Time Support	Total number of Staff	As % of total number
Total number of Staff	84	165	103	93	445	
F = Fluent						
Speaking (F)	4 (4.76%)	6 (3.63%)	5 (4.85%)	2 (1.41%)	17	3.82%
Reading (F)	4 (4.76%)	4 (2.42%)	4 (3.88%)	2 (1.41%)	16	3.59%
Writing (F)	4 (4.76%)	4 (2.42%)	4 (3.88%)	1 (0.70%)	13	2.92%
M / QW= Moderate / Quite Well						
Speaking (M/QW)	6 (7.14%)	7 (4.24%)	3 (2.91%)	7 (4.96%)	23	5.16%
Reading (M/QW)	5 (5.95%)	6 (3.63%)	2 (1.94%)	5 (3.54%)	18	4.04%
Writing (M/QW)	3 (3.57%)	5 (3.03%)	2 (1.94%)	2 (1.41%)	12	2.69%
L= Little						
Speaking (L)	22 (26.19%)	60 (36.36%)	38 (36.89%)	26 (18.43%)	146	32.8%
Reading (L)	15 (17.85%)	31 (18.78%)	22 (21.35%)	18 (12.76%)	86	19.32%
Writing (L)	13 (15.47%)	21 (12.72%)	15 (14.56%)	16	65	14.60%

				(11.34%)			
N = Nil							
Speaking (N)	48 (57.14%)	81 (49.09%)	56 (54.36%)	56 (60.21%)	221		49.66%
Reading (N)	48 (57.14%)	81 (49.09%)	56 (54.36%)	56 (60.21%)	221		49.66%
Writing (N)	48 (57.14%)	81 (39.70%)	56 (54.36%)	56 (60.21%)	221		49.66%

A further detailed survey will be conducted during 2011 and the results will be used as part of the process of forming a linguistic skills strategy.

3.6.3 Human Resource Strategy

In the immediate future College will develop a HR strategy that will indicate clearly how Welsh language skills will be developed and utilized. Reference will be made to linguistic requirements at recruitment and also the continued development of existing staff.

3.6.3.1 The college will identify the workplaces that have contact with the public in Wales and through recruitment, staff development or other appropriate arrangement, to ensure that an appropriate service can be provided in the preferred language of the member of the public.

3.6.3.2 From the analysis above it will be possible to identify the level of proficiency that is either required or is desirable within each post or within a staff team and to take appropriate action to achieve this as part of the overall college human resource strategy.

3.6.3.3 In order to give practical effect to the strategy as early as possible, consideration will be given in each case to whether it is appropriate to reassign staff duties, to recruit additional staff or to provide further staff development.

3.6.3.4 The human resource strategy will identify the priorities for action and identify the budgetary consequences.

3.6.4 Recruitment

3.6.4.1 College is currently drawing up a linguistic skills framework which will be used to assess and identify the linguistic needs of posts in relation to both academic and service needs. For all posts for which Welsh language ability is considered either essential or desirable, the advertisement and personnel specification will state this explicitly.

3.6.4.2 The human resources strategy will contain specific reference to the bilingual policy and that both English and Welsh speakers are welcome as members of the college staff. The staff handbook will also make this clear. Through its linguistic skills strategy the college will develop the language skills of the staff in order to facilitate an increased bilingual delivery program.

3.6.4.3 If it is necessary to appoint a non-Welsh speaker to a post for which Welsh language is an essential requirement, it will be a condition of appointment that a defined standard of Welsh is attained within a specified timescale.

Support will be provided to the post holder to achieve this and formative and well as summative monitoring will take place.

3.6.5 Staff development

- 3.6.5.1 An ongoing programme of Welsh language staff development will be operational during the lifetime of this scheme. Training will be designed to take into account the specific linguistic needs of all those who train and will specifically be planned to help staff become more bilingually competent at work. To this end, learning materials will be designed to take account of a Coleg Powys working day.
- 3.6.5.2 During appraisals further staff training needs in relation to fulfilling the requirements of the Welsh Language Scheme will be identified and will inform future staff development plans.
- 3.6.5.3 The college will continue its programme of supporting and encouraging attendance at Welsh language classes organised by the Welsh For Adults Mid Wales Centre at Aberystwyth University. The College is currently looking at establishing a Welsh in the Workplace class at beginners and intermediate levels.
- 3.6.5.4 The distributed nature of the college means that it is not possible to provide bespoke training programmes for different job roles although as much role specific support will be given within generic programmes.
- 3.6.5.5 The Welsh Language Scheme will continue to be incorporated within the College's staff induction programme.
- 3.6.5.6 A budget will be identified annually for a Welsh language staff development and support programme.

3.6.6 Vocational training

- 3.6.6.1 The college will assess the need for vocational training for its staff through the medium of Welsh and will ensure that those responsible for staff development implement a program to fulfill that need.
- 3.6.6.2 In those subjects where there is vocational training provided through the medium of Welsh to the public, staff will also have access to this provision and will be encouraged to attend

3.7 Review and Monitoring

- 3.7.1 The College will monitor the implementation of the scheme and regularly measure the extent to which objectives are met. The college has a comprehensive quality assurance and planning framework within which the monitoring and evaluation of all policies takes place. The Welsh language

scheme will formally be included as part of this framework. In addition to the quality assurance framework the college will also implement mystery shopper style checks to monitor performance.

- 3.7.2 The elements to be monitored are those listed in the Action plan.
- 3.7.3 The annual review process will include significant input from the Steering Group, chaired by the responsible Assistant Principal. Questions concerning students satisfaction with the implementation of the Welsh Language scheme will be included in the “regular” surveys undertaken.
- 3.7.4 The Principal is the officer responsible for overall monitoring and evaluation of the scheme.
- 3.7.5 An annual review of the scheme will be produced and submitted to the Welsh Language Board annually following consideration by college management and governors.
- 3.7.6 The review report will include information on compliance and performance against the targets as indicated in 3.7.2 above. This will be evaluative in that it will explain any under-performance and identify actions to address these, where appropriate.
- 3.7.7 The report will enable the College to achieve the following objectives:
- measure compliance with the Scheme
 - measure the quality of the Welsh medium service
 - measure the effectiveness of the Scheme’s management procedures
 - measure the sufficiency of the College’s linguistic skills capacity by comparing current resources and need
 - measure overall resource allocation to Scheme implementation and development
 - analyse performance across sites and programme areas to ensure consistency
 - identify key weaknesses with a costed action plan, timetable and risk analysis
- 3.7.8 The scheme will form an annex to the college institutional plan.
- 3.7.9 A copy of the scheme and the annual review reports will be made available to all governors, staff and members of the public that require it through the college website. This will be drawn to the attention of all stakeholders.
- 3.7.10 The existence of the Welsh Language scheme will be publicised in the college prospectus, on the website and will be featured in all open days and similar events.

3.8 Quality

- 3.8.1 Coleg Powys’s academic and functional operations are subject to an effective system of self assessment. This system has been designed to meet Estyn’s Common Inspection Framework. It aims to focus specifically on learning and

teaching processes in order to improve attainment rates within the institution and to drive up standards through a rigorous process of graded observation, peer observation, performance management, peer support, learner voice and self assessment. The requirements of the College's Welsh Language Scheme will continue to be addressed as part of the institutional review, course review and subject area review procedures

- 3.8.2 The College will undertake ongoing surveys of College provision both within the College and within the wider community. The results of these surveys will enable the College to effectively monitor and review current levels of bilingual demand and activity and also enable it to identify areas for further bilingual development.

3.9 Complaints and Comments

- 3.9.1 The college complaints procedure is designed to encompass all types of complaint. Any complaint regarding the implementation of the scheme will use this standard procedure.
- 3.9.2 The college welcomes suggestions for improving its services delivered through the medium of Welsh. These may be made through any member of staff or other channel and will be reported to the Principal for consideration by the management team

4 THE DEVELOPMENT OF A WELSH ETHOS AT THE COLLEGE

4.1 Administrative Arrangements

- 4.1.1 All Welsh Speaking Staff and those who are learning Welsh will be encouraged to wear the Welsh Language Board's 'Working Welsh' badges in order to be identified and promote the use of the Welsh language.
- 4.1.2 A list of all College staff with their level of ability in spoken Welsh will be produced. This will be circulated to staff via the college intranet. This list will be regularly updated. Appropriate members of staff will be required to take an overview of Welsh language and cultural matters within each academic school and functional area. These members of staff would be the designated Welsh Language Champions for the college This will foster greater awareness and ownership of the scheme and facilitate better two-way communication between those responsible for overseeing and those charged with delivering.

4.2 Developing a Welsh Ethos within the curriculum.

The college will make the best possible use of staff to enhance a Welsh language ethos and at the same time increase learners understanding and appreciation of their Welsh identity. Support provision through the medium of Welsh will be made available.

- 4.2.1 As part of its formal induction procedures, the college will include a language and cultural awareness element. This will be developed further within programme areas as appropriate. For example, where courses include elements of communication or customer care or any aspect of interpersonal interaction, the significance of the bilingual nature of Wales will be emphasised. Specific materials will be prepared for this purpose.
- 4.2.2 Welsh language and culture awareness elements will continue to be developed and delivered. During the lifetime of this scheme this will be extended to cover all full and significant part time learners across all subject sector areas. Scheme of work templates will require tutors to identify appropriate Welsh language and cultural opportunities.
- 4.2.3 Course tutors will be required and supported to create a bilingual and Welsh cultural ethos within their learning environments. This could be achieved by providing bilingual greetings, including cultural references, using examples pertaining to Wales (as recommended by the *Cwricwlwm Cymreig*) and, depending upon the students' ability, provide bilingual handouts/task sheets.

4.3 Dealing with the Welsh Speaking Public

4.3.1 Written and email communication

- 4.3.1.1 The college will welcome letters and other communication e.g. electronic communication in Welsh as well as in English.
- 4.3.1.2 Correspondence with individuals shall be in the language preferred by the external correspondent. Where the preferred language of the recipient is not known the college will initiate bilingual correspondence.
- 4.3.1.3 Letters received in Welsh will receive a signed reply in Welsh.
- 4.3.1.4 The college will apply the same standards of speed of response to both Welsh and English correspondence. Corresponding through the medium of Welsh will not itself lead to a delay.
- 4.3.1.5 The college will correspond in Welsh following a face- to- face or a telephone communication in Welsh .
- 4.6.1.6 Circular and standard letters to the public in Wales will be issued bilingually
- 4.6.1.7 Procedures for dealing with Welsh communication are issued to staff, to new staff at induction and at staff briefings.
- 4.6.1.8 A footer explaining the opportunities for the public to communicate in Welsh will be added to all outgoing email communication. In addition to this, all staff who use an electronic signature will be required to do so bilingually. During the life of this scheme support will be made available for staff to achieve this.

4.3.2 Telephone communication

4.3.2.1 The college will welcome telephone calls in Welsh as well as English

4.3.2.2 All front line staff will answer external calls with a bilingual greeting and all new staff are supported in order to be able to comply with this requirement.

4.3.2.3 Callers that wish to conduct the telephone call in Welsh will be transferred to an officer that is Welsh speaking although that officer may not have the specialist expertise relating to the subject of the call. If required, the college officer will have to arrange for an appropriate specialist with the necessary language skills to return the call.

If a Welsh speaker is not available, the caller shall have the option of:

- Being transferred to a Welsh speaker – although he or she may not have the specialist expertise
- Have a Welsh speaker return their call.
- Continuing the call in English
- Submitting their enquiry in writing through the medium of Welsh.

4.3.2.4 During the life of the scheme all college answer machines or initial voice-mail messages will become bilingual.

4.3.3 Public meetings

4.3.3.1 At public meetings organised by the college, contributions will be welcomed in either Welsh or English

4.3.3.2 Notices, invitations and papers for such public meetings will encourage contributions through the medium of Welsh and ask those who are proposing to do so to notify the college beforehand.

4.3.3.3 From the responses received, an assessment will be made in advance of the need for simultaneous translation services which will be commissioned from an external agency if required. The college will however endeavour to ensure that at least one member of staff with bilingual skills is present at every meeting.

4.3.3.4 If a participant wishes to speak in Welsh without having given prior notification to the college, a Welsh speaker will be commissioned at short notice, wherever possible, to provide consecutive translation.

4.3.4 Non-public meetings

4.3.4.1 Invitations to members of the public to attend a face-to-face meeting with college representatives will encourage contributions through the medium of Welsh. This includes invitations to interview for a college place or discussions concerning the progress of a student

4.3.4.2 From the response received and the Welsh language skills of the college representative to be involved in the meeting, an assessment will be made of the need for a translator to be present.

4.3.5 Other dealings with the public

4.3.5.1 As the college interacts with the public and other agencies increasingly through electronic means, the college will remain sensitive to the language preferences of the other participants

4.4 THE PUBLIC FACE OF THE COLLEGE

4.4.1 Corporate identity

4.4.1.1 The public face and corporate identity of the college shall be fully bilingual.

4.4.1.2 The name and logo of the college shall be in Welsh only but its letterhead, fax cover sheets, compliments slips and other corporate stationery shall be bilingual.

4.4.1.3 Work on developing a bilingual website will continue during the life of this Welsh Language Scheme. We aim to establish a fully bilingual website by the end of the lifetime of the scheme

4.4.2 Signage

4.4.2.1 The college shall use un-worded signs wherever possible in accordance with international standards.

4.4.2.2 All worded signs erected by the college or on its behalf shall be bilingual.

4.4.2.3 Wherever possible, the Welsh and English words shall appear together on the one sign with equal form and size with preference given to "Welsh First".

4.4.2.4 Where it is necessary for separate Welsh and English signs to be used, they will be equal in terms of size, form, legibility, shape and prominence.

4.4.3 Publishing and printing materials aimed at the public in Wales

All printed and publicity materials will promote the Welsh language and the bilingual ethos of the college. The college currently publishes a bilingual full time courses prospectus, a bilingual on line part time prospectus, a bilingual adult and community courses prospectus, numerous course publicity pamphlets, advertisements for college events such as open days. In addition a number of college policies are now available bilingually. From time to time the college will send reports of events and successes in **Welsh only** to a number of the Papurau Bro The college will ensure that any publications that are currently available in **English only** will be translated during the life time of the scheme.

4.4.3.1 Official general correspondence and publications aimed at the general public in Wales shall be produced bilingually, usually within a single document.

4.4.3.2 Where Welsh and English versions are published separately, they will be issued simultaneously, distributed together and be equally accessible. If a document is priced, then the price of each version will be the same.

4.4.4 Forms and associated explanatory material

4.4.4.1 Forms and associated explanatory material shall be produced bilingually, preferably within a single document

4.4.4.2 Where separate forms are produced in English and Welsh, each will include a statement that a form is available in the other language.

4.4.4.2 Where Welsh and English versions are published separately, they will be issued simultaneously, distributed together and be equally accessible.

4.4.5 Press notices

4.4.5.1 Press releases will be sent out in accordance with the receptors language choice. Press releases sent to all schools, colleges and education establishments will be bilingual, regardless of the subject matter. Press releases on the College website will also be bilingual. Press releases in the Welsh language press will be issued bilingually or in Welsh only. Press releases in the non-Welsh medium press will be in English.

4.4.6 Advertising and publicity activities

Coleg Powys is determined to promote its bilingual ethos to learners and the general public through its advertising and publicity activities. As well as having printed Welsh/bilingual publicity materials the college will ensure that during the lifetime of this scheme the Website and any other form of electronic publicity will be totally bilingual

4.4.6.1 All forms of college advertising to appear only in Wales shall be bilingual. This applies to advertisements for students, staff and other college services.

4.4.6.2 All forms of college publicity, including displays, marketing campaigns and public surveys, to appear only in Wales shall be bilingual.

4.4.6.3 Advertisements and publicity to be placed in media that circulates throughout the U.K. (e.g. Times Educational Supplement) will be in English only. Advertisements to be placed in Welsh language media shall be in Welsh or bilingual as appropriate.

4.4.6.4 Where members of the public respond to a bilingual advertisement requesting further information, this will be provided either bilingually or in the language of their response.

4.4.7 Official notices

4.4.7.1 Official and public notices shall appear in Wales with Welsh and English versions shown together, equal in terms of size, format, legibility and prominence.

5 THE DEVELOPMENT OF BILINGUAL COMMUNICATION SKILLS TO AUGMENT AN ENGLISH MEDIUM PROVISION

- 5.1 Information regarding the learners preference as to language of communication for different course elements (e.g. tutorial, delivery, work experience, assessment etc.) will be obtained. Following the initial interview the college will gather information relating to the individual student in pre 16 education, in particular those students from schools where subjects are taught through the medium of Welsh. This information will enable the college to target students and plan ahead. All students will be made aware of the linguistic opportunities and support available to them during the induction period and will also be encouraged to consider the benefits of both better developed Welsh language skills and an enhanced understanding of national and local cultures.
- 5.2 The College's Student Learning Plan (SLP) documentation will continue to identify students' Welsh language / bilingual needs. This data will be monitored and reviewed on a regular basis to ensure that effective planning takes place.
- 5.3 During the life of the second scheme the College will promote bilingual communication skills amongst its learners. College realises that the potential exists to deliver Welsh / bilingual communication skills provision across the college sites using the "Yr Iaith ar Waith" (CBAC) or similar qualifications
- 5.4 Delivery of this provision will enable and allow linguistic progression from the statutory education phase into the post 16 phase, and will maintain and strengthen linguistic skills in Welsh.
- 5.5 Initially Welsh Medium Communication Skills will be delivered to groups of vocational students who will in the course of their employment be required to communicate with clients. The skills delivered will be related to their chosen vocational pathway.
- 5.6 In addition the college will establish a Welsh medium tutorial group for Welsh speaking students. Given the relatively low numbers of fluent Welsh speaking students in the college it is recognised that the students who join this tutorial group will be following a range of provision.
- 5.7 College is also aware of the fact that there are individuals amongst the student body who are Welsh speakers but not pursuing any aspect of their course through the medium of Welsh. College, through its tracking processes will be able to identify these individuals and encourage them to join a Welsh medium tutorial group.

- 5.8 College has a number of Welsh speaking/ bilingual staff who could deliver communication skills units. At present many of these do not feel confident to do so. In order to ensure effective delivery of communication skills the college recognises the importance of staff training and mentoring and will put a programme in place.
- 5.9 During the life of the second Scheme, access to Welsh Learners classes will be made available to students at each of the main college sites and participation encouraged.

6 THE DEVELOPMENT OF WELSH-MEDIUM OR BILINGUAL PROVISION FOR POST-14 LEARNERS

6.1 Planning and Management of College Curriculum

- 6.1.1 The College has an internal planning cycle that results in a three-year strategic plan being produced annually with a detailed operational plan that includes budget and resource deployment, for the year ahead.
- 6.1.2 All Subject Sector Areas (SSA) contribute to the plan through their annual cycle of review and resulting actions. Faculty Managers are responsible for producing these development proposals against a standard college framework. This process is monitored by the Senior Management Team (SMT). The framework will ensure that the provision of bilingual services is specifically considered at each stage. Therefore, each area will have an action plan for the development of bilingual provision that will be monitored by SMT during the college's quality monitoring annual cycle.
- 6.1.3 Heads of Faculty, supported by their deputies are responsible for considering all provision, including that which takes place in community outreach centers and remotely through the use of technology. Consequently, plans will take account of the geographic location of provision so as to ensure that appropriate Welsh and English services are accessible.
- 6.1.4 Faculty plans considers the totality of provision available including all modes of attendance and all age ranges. Consequently, there is no distinction in the process by which the needs of young people and of adults are identified and plans formulated to meet them.
- 6.1.5 The curriculum is managed through 4 academic 'Faculties', equally divided between the North and South Divisions.
- 6.1.6 It may be seen from the previous paragraphs that the key unit for segmenting the educational and training services is the subject area's programme. Coleg Powys' provision requires subdivision into activity related to each of three main college sites plus consideration of the outreach community provision. This will enable the plans to take into account the distribution of Welsh speakers throughout the 2000 square miles of the County of Powys
- 6.1.7 Bilingualism, equal opportunities, sustainability and social inclusion are regarded as cross-cutting themes by DCELLS. They are integral components of its key goals which are:

- Essential Skills for Business
- Promoting Learning Communities
- Creating Lifelong Learning
- Securing Essential Skills

In all aspects of its provision, its policies, procedures and day to day activity the College has embraced these cross-cutting themes. The college will continue to encourage and include bilingualism in all aspects of planning College provision. It will focus on the priority areas identified by DCELLS

- 6.1.8 Coleg Powys is committed to developing and increasing its bilingual/Welsh provision. It will plan carefully and set achievable targets based on progression data from pre 16 education

6.2 Current provision within the College.

- 6.2.1 The College offers an extensive range of opportunities for learning including FE provision across all Subject Sector Areas, WBL, 14–16 school links and HE.

- 6.2.2 The college also provides a wide range of community learning opportunities, delivered at a number of small venues throughout the county.

- 6.2.3 To enable progress to be made towards increasing bilingual education and training services, it is helpful to identify six elements of the provision that generally apply across the curriculum offer:

- Information and Guidance
- Tutorials
- Resources (printed externally, produced internally, and electronic)
- Delivery systems
- Assessment (formative and summative)
- Work Experience and Work Placements

- 6.2.4 During the lifetime of this Scheme, the college will guarantee access to one or more of the above curriculum elements through the medium of Welsh for any student that requires it.

6.2.5 Information and Guidance and Tutorials

- 6.2.5.1 Information, guidance and tutorial services are generally provided through the medium of English although the member of staff and the client will readily communicate in Welsh when appropriate. A Welsh medium tutorial programme and a personal tutor will be provided for those who express a choice for such a programme. Learning Coach services will also be made available through the medium of Welsh. The College will provide information and guidance through the medium of Welsh and will also organize Welsh medium tutorial groups for students who followed some subjects at pre 16 through the medium of Welsh. Currently the college does not offer A level courses. The Welsh Language Development Officer will be available to support staff with this activity.

- 6.2.5.2 College students receive careers information and guidance from Careers Wales, Powys. The Language Scheme of this organisation ensures that

services are available in the language of the student's choice. The College will also work with Careers Wales Powys in ensuring that students are informed of the benefits of bilingual skills in the workplace and the needs of occupations for Welsh language skills

6.2.5.3 Careers interviews will be arranged in Welsh for those students who express the preference for an interview in the Welsh language.

6.2.6 Resources

6.2.6.1 As flexible remote learning techniques become more prevalent, material can readily be provided in the language of choice. The college is a major provider of e-learning within the communities of Powys and has access to a wide range of materials in both English and Welsh. Consideration will be given to alternative means of offering and delivering bilingual provision- for example video conferencing or a partnership arrangement with other providers.

6.2.6.2 The College library will keep catalogues of both printed and electronic resources that are available to support the education and training services of the college in both English and in Welsh. This resource base will be available for use when selecting the appropriate materials for use by each student. Specialist material produced in the college as a course progresses will have regard to the language of choice of each student. Materials will be translated where necessary.

6.2.7 Delivery Systems

6.2.7.1 The delivery of education and training services is a highly diverse function that encompasses a wide range of teaching and learning techniques. In selecting the programme of support for each student, the College will have regard for language preference. This will result in an appropriate package of lecture, tutorial, electronic and printed material appropriate to their individual needs. The availability of staff qualified professionally and linguistically to deliver in Welsh will enhance that learning delivery package. The college therefore aims to develop the linguistic skills of staff to increase capacity to teach bilingually or through the medium of Welsh. Where there is an absence of Welsh speaking teaching staff the WLDO will provide support and consideration will be given to alternative methods of delivery such as video conferencing and distance learning.

6.2.8 Assessments

6.2.8.1 Assessment can be as diverse an activity as the delivery of education and training. Students will be given the opportunity to present assignments and other pieces of work through the medium of Welsh for assessment. This will require staff to have the necessary language skills. Where these skills do not exist among the staff the Welsh Language Development Officer can translate the work prior to assessment by a monoglot specialist.

6.2.9 Work Experience and Work Placements

- 6.2.9.1 Arrangements will be made for students who express an interest in a language specific work placement. The college has found that those who prefer Welsh language placements generally come from communities where more opportunities exist. Therefore the college has experienced no particular difficulties in satisfying these requests.
- 6.2.9.2 The proportion of Work Experience providers that meet the required educational, supervisory, health and safety and disability criteria is lower than in many parts of Wales in view of the preponderance of micro enterprises. The college will add Welsh Language to the list of criteria to be considered in matching student to work experience placement and will seek to secure placements that will enrich a student's experience in all aspects. A database of employers supporting Welsh Language or bilingual placements will be developed.
- 6.2.9.3 The fact that all public sector organisations have a Welsh Language Scheme and are required to provide a bilingual service is recognised by the college. It also recognises that this requirement has led to an increased demand in Wales for bilingual skills within service industries such as health and social care, child care, education, business and administration, tourism and leisure and hospitality and catering. The College's priorities for bilingual development are based on these areas, and it will be proactive in promoting the benefits of bilingual skills through actively encouraging students to consider Welsh medium work experience placements where those placements exist.

6.3 The College Curriculum

- 6.3.1 No whole course provision is available in the Welsh language or bilingually within the college. Some modules have been taught bilingually within **Sport, Travel and Tourism** and **Health and Social Care** where Welsh language capability provides additional career development opportunities. An **IT** unit has been delivered through Welsh in Ystradgynlais and units have been prepared for delivery within **Hair and Beauty** for their 14–16 Partnership Programme. Currently, one student is completing all aspects of the **Art and Design** course through Welsh whilst an **Early Years** student is completing all assignments using the Welsh language. Others have expressed an interest in being able to complete assignments through the medium of Welsh. Both staff and students are supported by the WLDO as and when needs are identified.
- 6.3.2 The WLDO has a comprehensive list of the classroom resources currently available through the medium of Welsh together with the bilingual units already developed within the various curriculum areas as well as those to be developed bilingually during the lifetime of the scheme. The following tables shows the location of Welsh speaking members of staff within the various subject areas

Subject Area	Welsh speaking staff *Support required	Subject Area	Welsh speaking staff *Support required
Construction		Arts	
Carpentry and Joinery	1 Welsh speaking member of staff	Art and Design	
Bricklaying	1 Welsh speaking member of staff	Performing Arts	*1 member of staff
Engineering		Hair And Beauty	
Electrical Engineering		Hairdressing	1 Welsh speaking member of staff
Engineering Crafts		Beauty Therapy	
Motor Vehicle			
Land Based Studies		Childcare	
Agriculture	*1 member of staff	Early Years	*1 member of staff
NVQ Livestock Production			
Use of Agricultural Machinery			
Health and Social Care		Hospitality and Catering	
Subject Area	Welsh Speaking Staff *Support required	Subject Area	Welsh Speaking Staff *Support required
Sport Travel and Tourism		Business and Management	
Sport	3 Welsh speaking members of staff		
Travel and Tourism	1 Welsh speaking member of staff		
Computing /IT	2 Welsh speaking members of staff *1 member of staff	General Education	

- 6.3.3 Pro-active measures implemented by the College under the first Scheme to raise the profile of Welsh language and culture have led to an increase in student participation in bilingual learning activity. (This has been fully documented in the final annual progress report to the Welsh Language Board.)
- 6.3.4 The College, under its Welsh Language Scheme, will continue to develop bilingual learning opportunities within its curriculum, taking into account:
- Student needs
 - Skills of staff
 - Needs of employers and the local community
 - Work based training requirements
 - Surveys of new students and other providers
- 6.3.5 The college will continue to work closely with other partners, agencies and FE colleges in order to increase Welsh medium / bilingual curriculum provision and meet the needs of Welsh speaking learners.
- 6.3.6 The College will develop access to bilingual learning materials via Moodle and will collaborate with other providers to explore and develop bilingual e-learning provision.
- 6.3.7 Welsh speaking tutors and support workers will continue to be identified within academic and functional areas. Their work will be planned to ensure that students are able to undertake aspects of their course through the medium of Welsh / bilingually. The personnel department will maintain a database of potential part-time staff with the appropriate abilities. This database will also extend to support assistants for students with learning difficulties or disabilities who require their services.
- 6.3.8 The College will continue to utilise appropriate translation services for all its bilingual documentation. It will also encourage the production of bilingual course material, tutorial support, assessment, resources and delivery. Translation services will also be utilised to help expand and further develop bilingual provision in addition to bilingual documentation.
- 6.3.9 The College, through the 14 -19 Pathways programme will continue to offer the present levels of Welsh-medium provision for post 14 learners, in partnership with local secondary schools..
- 6.3.10 The College will continue to seek sources of funding for developing Welsh medium/bilingual provision.
- 6.3.11 The College, through its Business Support Unit (BSU), will investigate the need for bilingual provision with employers and will raise employer awareness of the advantages of bilingual skills in Wales.
- 6.3.12 The priority areas for the College in terms of bilingual development will continue to include Leisure and Tourism, Agriculture, Catering, Child Care, Health and Social Care, Hairdressing, Beauty Therapy, IT and Business and Key Skills, Media and the Performing Arts. These vocational areas are similar to what has been identified in WAG's Welsh Medium Education Strategy (2010) .

- 6.3.13 Opportunities for bilingual development will continue to be identified and implemented in other vocational areas, dependent upon students' linguistic ability, staff skills, and employment needs. All teaching staff will be required to identify and create opportunities to introduce Welsh language and cultural themes into their lessons.
- 6.3.14 Sgiliaith online bilingual resources are available for many vocational courses and students and staff will continue to be encouraged to use them.
- 6.3.15 The Welsh Language Development Officer and Course Tutors will continue to identify units for bilingual development within courses, with particular focus on the priority areas
- 6.3.16 During the lifetime of the scheme the College will introduce Customer Care Unit (Gofal Cwsmer) within those vocational areas where there is a focus on customer care.
- 6.3.17 The College will continue to identify Welsh speaking students through the admissions and enrolment systems. Once identified, the WLDO will contact their school to obtain a language profile. These students will be targeted and encouraged to take-up bilingual learning provision either with the support of departmental staff or the During their induction all students will be informed of the linguistic support services available to them. WLDO.

6.4 Collaboration and Partnership

- 6.4.1 The College is committed to work with partner organisations which include schools, training providers and voluntary sector organizations in ensuring equality of treatment for both languages.
- 6.4.2 The College will maintain close links with organisations such as Menter Iaith Maldwyn, Canolfan Cymraeg I Oedolion Canolbarth Cymru Prifysgol Aberystwyth, Gyrfa Cymru/Careers Wales in order to maximise opportunities for the promotion and use of the Welsh language.
- 6.4.3 The College will continue to develop collaborative initiatives with partners, schools and other FE colleges. It will aim to increase the percentage of learning materials (including notes, overheads, Power Point presentations and terminology) available in Welsh or bilingually and will respond to demand for Welsh language provision.
- 6.4.4 The College will continue to attend Sgiliaith meetings, conferences and workshops in order to network with other FE colleges and work towards sharing bilingual / Welsh medium resources. Welsh speaking tutors who are appointed to the college during the life of this scheme will be encouraged to attend the appropriate Sgiliaith's subject panel meetings. These meetings will provide them with an opportunity to network with other FE colleges and work towards sharing bilingual resources.
- 6.4.5 Through its membership of CollegesWales, the college will make use of the services provided by Sgiliaith, the post-16 Welsh bilingual development centre based at Coleg Meirion-Dwyfor. The centre provides services and

materials that will support the curriculum and other college activities through the medium of Welsh.

6.5 Promotion and Publicity of the Bilingual and Welsh Medium Provision

The College will promote its bilingual provision within its prospectuses, on its website and through any other relevant publicity materials such as pamphlets and also at its Open Evenings.

- 6.5.1 Students from all areas will be made aware of the range of the Welsh medium and bilingual provision in the college. The college will encourage those students identified by the WLDO to undertake some aspects of their studies through the medium of Welsh.
- 6.5.2 A member of staff will be identified within each academic school to whom a student can refer for assistance and support with language issues.

7 Timetable and Action Plan

- 7.1 The Welsh Language Scheme will cover a period of three years from the academic year starting on the date of approval from the Welsh Language Board. An action plan attached as an appendix to this Scheme illustrating identified targets, staff responsible for their implementation and progress within an agreed timescale. The implementation of the Scheme will be measured against this action plan and timetable.
- 7.2 The College will commence implementation of the Scheme from the date of its approval by the Welsh Language Board

IMPLEMENTATION AND MONITORING.				
	Specific Activity	Target / Evidence	Responsibility	Achievement date
1.1	As each existing policy is due for review, the linguistic consequences will be assessed against a language framework that <ul style="list-style-type: none"> • will facilitate the use of the language preferred by the service client • make progress towards achievement of the principle of equality between the two official languages of Wales • will ensure consistency with the College's Welsh Language Scheme 			
1.2	The arrangements relating to new policies and initiatives will be made known to all appropriate staff as part of the standing policy formulation and review procedures. Equality Impact Assessments will be used for this purpose			
1.3	All staff will be made aware of the proposals and commitments within the revised Welsh Language Scheme. This will ensure that all staff fully understand their individual roles and responsibilities as laid down by the Welsh Language Act 1993			
1.4	Heads of Faculty and Functional Managers will be responsible for ensuring compliance with the scheme within their areas.			
1.5	Information pertaining to the College's commitment to the Act will be included in the staff handbook and the student acceptance pack respectively.			
1.6	The College will endeavour to ensure that any agreement, third party agreements or partnerships it has will be consistent with the terms of the Scheme			
1.7	The implementation of the Scheme will continue to be monitored by the Welsh Language Steering Group and incorporated in all aspects of the College's systems and procedures			
1.8	The Principal will continue to provide updated reports to the governing body regarding the College's progress in implementing the Scheme			
1.9	Heads of Faculty, Functional Area Managers and Personnel will assess and			

	identify the requirement of bilingual skills in posts in order to achieve the Scheme's objectives. Job descriptions will state whether Welsh is desirable/essential for vacant posts			
1.10	The college will quality assure Welsh provision annually, producing action plans for improvement. This will form part of the college's annual quality cycle for both academic and functional areas			
1.11	The WLDO will continue to respond to reasonable requests from both curriculum areas and functional areas for translation			
1.12	The College's WLDO will form links with relevant personnel in other public sector organisations responsible for implementing their Welsh Language Scheme with a view of creating further bilingual opportunities for students			
1.13	Heads of Faculties and Managers within functional areas will undertake responsibility for the compliant and implementation of the revised Scheme within their own areas of responsibility			
1.14	The College's Welsh Language Development Officer will continue to co-ordinate and facilitate the implementation of the Scheme.			
1.15	Staff will be surveyed regarding their desire to improve their Welsh Language skills and to learn the language			
1.16	Staff will be informed about the Welsh Language programmes available to them and will be encouraged to participate in externally arranged training including, Welsh Language Sabbatical Schemes and Welsh for Adults.			
1.17	Further staff training needs in relation to fulfilling the requirements of the Scheme will be identified in appraisals and will inform future staff development plans in order to develop staff Welsh skills.			

The Development of a Welsh Ethos at the college				
Theme	Specific Activity	Target / Evidence	Responsibility	Achievement date
2.1 Increase the use and impact of visual/written Welsh on learners and the public at large	2.1.1 All college staff who are Welsh speakers or who are learning the language will wear the Welsh Language Board's "Working Welsh" badges in order to be identified and promote the use of the Welsh language			
	2.1.2 Maintain public visual and corporate use of Welsh as required by the Welsh Language Scheme. All public signs around the perimeters and internally within the College will be bilingual with both languages equal in format, size, quality, legibility and prominence and monitored through estates.			
	2.1.3 Maintain availability of publicity and promotional materials in Welsh and English; include specific mention of Welsh Language opportunities in prospectus and consider whether this information could be made available at other initial points of contact with present and potential learners, publicise advantages associated with Welsh language skills in the local and national work market			
	2.1.4 The College will produce official public documentation in a bilingual format.			
	2.1.5 Complete bilingual website, and ensure systems to maintain the updated presence of both languages.			
	2.1.6 Ensure that tutors will be supported to provide appropriate bilingual handouts/task sheets			
	2.1.7 Assistance will be given to all staff to place a bilingual signature on e-mails			

2.1 (continued)	2.1.8 A general statement informing the public of the opportunity to communicate in Welsh will be added to all college e-mails (and headed paper and compliment slips when re ordered)			
	2.1.9 All advertisements and public notices in the media in Wales will be bilingual			
	2.1.10 Forms ,questionnaires, standard letters and mail shots produced by the college will continue to be developed bilingually			
	2.1.11 Any replacement marketing tools such as information stands and conference or seminar literature will be produced bilingually.			
	2.1.12 Displays of work produced by students within the Faculties and displays created by Functional areas will be bilingual.			
	2.1.13 Written procedures will be put in place in order to ensure that staff comply with these processes. They will be reinforced through staff development sessions.			
	2.1.14 When the College is aware that an individual, organisation or employer works mainly in Welsh and prefers to receive correspondence in Welsh the College will communicate in this medium and this will be recorded on the database.			
	2.1.15 Public minutes of meetings will be available in Welsh on request.			
2.1.16 Correspondence to the College will be welcomed in Welsh and English . Correspondence received through the medium of Welsh will not in itself lead to a delay.				

2.1 continued	<p>2.1.17 All letters received in Welsh will be replied to in Welsh. The College will enhance its systems of recording the recipient's language choice and will communicate through this medium.</p>			
2.2 Increase the use and impact of spoken Welsh in public and college wide events	<p>2.2.1 Opportunities for bilingual and Welsh cultural development will be identified through schemes of work and implemented in all academic areas</p>			
	<p>2.2.2 Course Tutors will be supported through Staff Development to create a bilingual ethos within the classroom by providing bilingual greetings, including cultural references and using examples pertaining to Wales.</p>			
	<p>2.2.3 Maintain Welsh language 'presence' in public and all-college (staff and Student) meetings, to include the availability of translation facilities</p> <p>Consider how to encourage the active presence of Welsh in such meetings, and to establish a measure of success in relation to the amount of Welsh used during such events, especially by people from outside the college.</p> <p>2.2.4 Continue to ensure the presence of Welsh-speaking teaching and support staff around students as early as possible in their contact with the college, in order that learners associate the college with the use of Welsh.</p>			
	<p>2.2.5 Support will be available to non-Welsh speaking staff to enable them to greet the general public, staff students and clients bilingually. At the same time they will be given further information on how to deal with the Welsh speaking public.</p>			

	<p>2.2.6 All staff will be supported to place a bilingual greeting on answer phones.</p>			
	<p>2.2.7 The number of telephone calls through the medium of Welsh will continue to be monitored and logged in order to inform future planning provision.</p>			
<p>2.3 Make the best use of staff to enhance a Welsh language ethos.</p>	<p>2.3.1 Identify methods to define the linguistic skills necessary to work professionally in Welsh and English for specified college posts. (Assessing the Linguistic Requirements of Posts - procedure available to use)</p>			
	<p>2.3.2 Keep and update information regarding staff language skills on a database. A list of fluent Welsh speakers will be published on the staff internet and updated regularly.</p>			
	<p>2.3.3 Introduce a bilingualism mentoring Role as a mechanism to influence and support new or key teaching staff in their day to day work.</p>			
	<p>2.3.4 Ensure that using Welsh language skills in the professional context is beneficial to staff members (i.e. plan to avoid the perception that Welsh is a skill that brings no personal advantage or status to the individual within the college). This could include a premium allocated to Welsh-medium/bilingual taught hours in the workloading scheme.</p>			
	<p>2.3.5 Maintain a list of 'Welsh essential/desirable' posts</p> <p>Ensure that messages concerning skills shortages are relayed both internally and externally. Students will continue to be informed of the need of trained Welsh speakers in specific vocational areas and that</p>			

2.3 continued	possessing bilingual skills has benefits in the job seeking market.			
	2.3.6 Heads of Faculty, Functional Area Managers and Personnel will assess and identify the requirement of bilingual skills in post in order to achieve the scheme's objectives.			
	2.3.7 Language training will be included as part of the induction training for all new staff			
	2.3.8 Staff will be surveyed in order to establish the level of their Welsh Language skills/competence. Non-Welsh speaking staff will be encouraged to learn Welsh through the Welsh for Adults provision.			
	2.3.9 All staff will be made aware of the proposals and commitments within the revised Welsh Language Scheme. This will ensure that staff fully understand their individual roles and responsibilities as laid down by the Welsh Language Act 1993.			
	2.3.10 Heads of Faculty and Functional Managers will be responsible for ensuring compliance with the scheme within their areas.			
	2.3.11 The College's WLDO will form links with relevant personnel responsible for implementing a Welsh Language Scheme in other public sector organisations, with a view of creating further bilingual opportunities for students.			
	2.3.12 The WLDO will continue to respond to reasonable requests from both curriculum areas and functional areas for translation. At the same time other Welsh speaking members of staff will be identified to assist with this work.			

2.4 Increase learners understanding and appreciation of their Welsh identity	2.3.13 The College's Welsh Language Development Officer will continue to co-ordinate and facilitate the implementation of the scheme.			
	2.3.14 The implementation of the Scheme will continue to be monitored by the Welsh Language Steering Group.			
	2.3.15 The Principal will continue to provide updated reports to the governing body regarding the College's progress in implementing the Scheme.			
	2.3.16 Further staff training needs in relation to fulfilling the requirements of the Scheme will be identified in appraisals and will inform future staff development plans in order to develop staff Welsh skills.			
	2.4.1 Ensure that information is available to make evident the significance of Welsh language skills in Powys and throughout Wales. Research could be commissioned through the 14 – 19 Network, but the college will engage with the task as a matter of urgency if no other source of information is available.			
	2.4.2 Ensure that all teaching staff present a positive appreciation of Welsh language skills to learners, especially those following courses in vocational areas where customer services and/or public sector services are significant.			
	2.4.3 Ensure the availability of Welsh language awareness sessions for learners, especially those following programmes where skills in Welsh are identified as being beneficial.			
	2.4.4 Facilitate opportunities within formal learning or in an informal context where learners are encouraged and enabled to speak Welsh			

2.4 continued	to their peers (as opposed to using Welsh with teachers or lecturers); consider the potential of establishing links with other colleges and schools across Wales to permit Welsh-medium communication between peer groups.			
	2.4.5 Ensure teaching staff make best use of visiting speakers, visits and other arranged events to raise learners' appreciation of the Welsh language and Welsh identity. Video conferencing technology can facilitate this.			
	2.4.6 Provide tutorials through the medium of Welsh for post 16 students from Welsh-medium education background.			
	2.4.7 Recognise students' achievements with an annual Bilingualism Award			
	2.4.8 Continue to hold Welsh themed events			
	2.4.9 Make the best use of Welsh language opportunities in work experience placements			
	2.4.10 Continue to work with other organisations to provide Welsh Language events (i. e. Menter Iaith, Twf etc)			
2.5 Learner support provision through the medium of Welsh	2.5.1 Assess learners' basic skills (or equivalent) in both languages at induction, and plan support accordingly.			
	2.5.2 Provide learner support through the medium of Welsh.			
	2.5.3 Provide advice about opportunities to progress to higher education and further training through the medium of Welsh (Coleg Ffederal Cymru which is due to start registering Students in September 2011)			

2.6 The role of key corporate activities in improving the use of Welsh in the college.	2.6.1 Establish an institutional emphasis on bilingualism and Welsh culture/identity in curriculum and quality procedures (learning programme, lesson plan and teaching and learning observation), and review for effectiveness			
	2.6.2 Work with schools and the local authority to track linguistic progression of individual learners from one sector to another, and develop strategies in partnership to overcome shortfalls in linguistic progression if/when these become apparent.			
	2.6.3 Address how to promote an institutional ethos which shifts from offering Welsh-medium/bilingual opportunities to normalising such activities as part of the learner’s curriculum.			
	2.6.4 Active steps should be taken to safeguard Welsh language matters being marginalised in key college activities. Continue to ensure that Welsh ethos and language matters are discussed by senior management and governors regularly.			
	2.6.5 Estyn guidelines concerning standards and quality and the Welsh language in education in relation to the Common Inspection Framework should be distributed to all relevant staff.			
	2.6.6 Ensure that Welsh ethos and language matters are discussed by senior management and governors regularly (e.g. agenda items in relation to standards and quality procedures, identify a governor to lead on Welsh language matters etc)			
	2.6.7 Contribute to sector-wide initiatives to identify and promote solutions to enable the further expansion of Welsh-medium and bilingual provision in post-14 education (i.e. funding issues, future provision			

2.6 continued	models, etc) and the FE sector's success in achieving WAG strategy targets.			
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3 The Development of bilingual communication skills to augment an English medium provision				
Theme	Specific Activity	Target / Evidence	Responsibility	Achievement date
3.1 Offer Welsh language skills provision to students following identified courses	3.1.1 Investigate the possibility of offering WJEC's Yr Iaith ar Waith Welsh language customer services units, or equivalent accredited units, for key vocational areas, especially those areas where the Welsh Baccalaureate has been introduced, and/or where Welsh language skills are a vocational advantage.			
	3.1.2 Provide sufficient training to enable vocational staff members to provide vocational Welsh units such as Yr Iaith ar Waith; and/or ensure the availability of a Welsh language tutor to teach and assess the units.			
	3.1.3 Identify and increase number of registrations following Welsh language provision between September 2010 and July 2015. Relate targets to linguistic progression data from pre-16 education. Ensure such activities are recorded in LA26 where possible.			
	3.1.4 WLDO will investigate obtaining a Welsh Language version of the BKSK on line initial assessment tool.			
	3.1.5 Ensure that through the College's Admissions and Induction process all			

	students are informed of the opportunity to undertake assessments, Key Skills, work placements and other aspects of their course through the medium of Welsh or bilingually. This will be recorded, monitored and reviewed.			
	3.1.6 Seek appropriate Welsh language units/courses and make these available to curriculum planners for inclusion into full time programme structures.			

4 The Development of Welsh-medium or bilingual provision for post 14 learners				
Theme	Specific Activity	Target / Evidence	Responsibility	Achievement date
4.1 Development of Welsh – medium provision within the college	4.1.1 Identify opportunities and targets to increase uptake in 16-19 provision through the medium of Welsh or bilingually within the college between 2010 and 2015. Relate targets to linguistic progression data from pre-16 education Ensure such activities are recorded in LA26 where possible			
	4.1.2 Consider alternative means of offering Welsh language or bilingual provision (either entire programme or alternatively individual identified units) e.g. video conferencing provision or other distance learning methods, where appropriate, or in partnership with other providers.			
4.2 Development of Welsh-medium provision	4.2.1 Continue to offer present levels of Welsh-medium provision for post-14 learners, in partnership with local secondary schools.			
	4.2.2 Monitor learners use of language to identify whether the provision			

across 14 – 19 network	encourages the use of Welsh informally in the classroom and for formal assessment, where this is available.			
	4.2.3 Continue to work with the 14-19 Network to develop an appropriate range of Welsh-medium options. Identify a minimum Welsh language curriculum to be offered in collaboration, and seek outside support, if necessary, to facilitate provision.			
	4.2.4 Language skills and academic/vocational specialities of all teaching staff within the 14-19 Network area to be identified and mapped.			
	4.2.5 Network area and national skills in relation to Welsh to be identified			
	4.2.6 Availability of Welsh-medium provision and progression opportunities to be established			
	4.2.7 In collaboration with 14-19 Network members, identify and put into effect solutions to any shortfall in provision			
	4.2.8 Identify at least one staff member within the college to attend National Sabbaticals Scheme between January and April 2011 Identify further staff members to attend NSS within the college and across the 14-19 region for future training cohorts after Spring 2011			
	4.2.9 Identify and implement support arrangements for staff teaching on bilingual or Welsh medium courses (e.g. mentoring, models for co-working with teachers from the Welsh-medium school etc).			
	4.2.10 Identify other staff training needs (e.g. teaching methodologies, support in incorporating Welsh language activities into schemes of work and lesson plans) and arrange appropriate training.			

4.2 continued	4.2.11 Continue to identify College staff who are able to teach , assess and provide tutorials through the medium of Welsh/bilingually. These tutors will be recorded by the WLDO and also centrally by Personnel			
	4.2.12 Continue to identify Welsh medium/bilingual resources and develop access to bilingual learning materials via Moodle and promote staff and student usage.. Develop bilingual units within the priority areas.			
	4.2.13 Continue to attend Sgiliaith meetings, conferences, workshops and network meetings in order to keep abreast of developments			