



Welsh Language Scheme 2011 - 2014.

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1. Introduction

- 1.1** This is a Welsh Language Scheme prepared under the Welsh Language Act 1993.
- 1.2** This document precedes Coleg Morgannwg's first Welsh Language Scheme approved, under section 14(1) of the Welsh Language Act on February 2006.
- 1.3** Coleg Morgannwg has adopted the principle that in the conduct of public business in Wales, it will treat the English and Welsh languages on a basis of equality. This scheme sets out how the College will give effect to that principle when providing services to the public in Wales.
- 1.4** 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.
- 1.5** Details of how these three elements will be developed are found under section 3, 4 and 5 in the Scheme. Section 2 of the Scheme concentrates on the procedures that will support and facilitate the development of the three key elements.

2. College Profile

Context

- 2.1** The College comprises of four campuses following the merger of Pontypridd, Rhondda and Aberdare colleges. It is the College's aim to reduce its estates to three campuses and is currently working towards disposing its Pontypridd campus and purchasing additional land in the Nantgarw area. The Welsh Assembly is supporting the £40 million capital project by investing £15.8 million and other sources of investment are £12 million from the Strategic Capital Investment Fund and £6.5 million from WEFO.
- 2.2** The College employs 525 staff of which 273 are teaching staff. A recent staff survey indicated that 32% of the academic staff have some knowledge of the Welsh language.

- 2.3** The College has 2400 full-time and 12000 part-time and Higher Education learners. Of these, 2166 enrolments are in the 16-19 age group. It is estimated that approximately 15% of 16-19 learners are Welsh speaking and less than 10% of the 19 plus group.

Demographic and Economic Context

- 2.4** Coleg Morgannwg serves the area of the unitary authority of Rhondda Cynon Taf. This was formed in 1996 as a result of local government reorganisation. Within its boundaries, which stretch from the Brecon Beacons in the north to the outskirts of Cardiff in the south, there is a wide range of linguistic, cultural and social traditions.

- 2.5** There are 231,946 inhabitants (2001 Census), which is expected to increase to 238,000 by 2011. Evidence from the Learning and Skills Observatory (Wales) and other sources indicate that:

- Rhondda Cynon Taf (RCT) is the second largest local authority in Wales.
- A feature of the population in RCT is that of an increasing average age; there will be an additional 38,000 aged 65 and above by 2015.
- A fifth of the working population do not hold any qualifications and less than a fifth are qualified at NVQ level 4 and above.
- The area has one of the highest populations of lone parents.
- RCT continues to display high economic inactivity rates (24%) compared to other areas of Wales.
- Unemployment rates are at 8.1% (March 2010), the second highest in Wales.
- A significant number of RCT residents (43,000) reside in the 10 most deprived wards in Wales (18.6%).

2.6 Linguistic Context

- There are 27,946 (12.5%) Welsh speakers within RCT (2001 Census – compared to the Welsh average of 20.8%)
- Within the 3-15 age group, 29% are Welsh speaking and 19% within the 16-24 age group.
- There are 13 Welsh-medium primary schools and 4 Welsh-medium secondary schools.
- Within the home, 3,563 (7.7%) of Welsh speakers under 18 live with at least one other Welsh speaking adult.
- 2.9% of Welsh-medium primary children in RCT speak Welsh as a home language.
- 18.3% of the Authority's primary pupils and 20.3% of secondary pupils receive Welsh-medium education. 2.8% of the pupils who have Special

Educational Needs Statements receive their education through the medium of Welsh.

3. Implementation and Monitoring / Service Planning and Delivery.

3.1 Implementation

3.1.1 The Vice Principal is responsible for the implementation and monitoring of the Welsh Language Scheme.

3.1.2 Two groups will be involved within this process. One will be a strategic group comprising of members of the SMT and Head of Human Resources (recently formed in May 2010) and the other a staff group (formed in March 2008). The staff group comprises of individuals who are interested in the promotion of the Welsh language and bilingual education.

3.1.3 This group will be led by the Vice Principal. Their focus is on the operational aspects of the Scheme and they advise the SMT accordingly through the Vice Principal. This has been operating since early 2008 and they meet twice during each term. Minutes of these meetings are available on the College's intranet.

The contact detail of the responsible person is:

Hywel Vaughan
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Ynys Terrace
Rhydyfelin
Pontypridd
CF37 5RN

E-mail address – h.vaughan@morgannwg.ac.uk

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3.2 Administrative Arrangements

3.2.1 The College's Welsh Language Scheme will be available to staff and students bilingually via its website and intranet. Staff are informed of its developments through its system of staff briefings at all centres. (see Staffing issues for additional commitment of Welsh Language Scheme and Staff Induction Programme). The last event outlined the College's response to the Welsh-medium Education Strategy.

- 3.2.2 The College is currently developing a Staff Handbook, which will be available bilingually under its Corporate Health Standards agenda. This will be available in the academic year 2010/11.
- 3.2.3 The Vice Principal responsible for the Scheme will develop a working relationship with the Welsh Language Board to ensure that the College is fully aware of its obligations under the Act.
- 3.2.4 The College is currently considering the implications of the 'Contracting out Public Service and the Welsh Language' public consultation document. It will implement its final recommendations in 2011.

3.3 Policies and New Initiatives

- 3.3.1 The College will consult with the Welsh Language Board concerning any new developments likely to affect the Scheme, and it will not amend the contents of the Scheme without the prior agreement of the Board. All new policies and initiatives will be consistent with the Scheme and will not undermine it.
- 3.3.2 The College will ensure that new developments will move the College closer to implementing the principle of equality at every opportunity.
- 3.3.3 The College will assess the linguistic consequences of any new policies or ventures with a view to promoting and facilitating the use of Welsh wherever possible.
- 3.3.4 The College will also ensure that every measure contained in the Scheme will be applied to new policies and initiatives when they are implemented.

3.4 Third Party Compliance

- 3.4.1 The College works in partnership with public bodies, organisations from the voluntary sector and other agencies. The College ensures that when a partnership develops, that it complies with the Welsh Language Scheme.
- 3.4.2 When the College is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme.
- 3.4.3 When the College joins a partnership in which another body is leading, the College's contribution will comply with the Scheme and the College will encourage other parties to comply.

3.4.4 When the College is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, the College will act in accordance with its Welsh Language Scheme.

3.5 Staffing Issues

3.5.1 The College has undertaken two staff linguistic surveys (08/09 and 09/10). It identified that 32% of academic staff have some knowledge of the Welsh language. Based on its findings, the College has planned additional staff developments opportunities for 2010/11 that include courses in conversational Welsh and at OCN Level 1 and 2. The strategy is to enable the College to maintain an overview of its linguistic skills needs and resources, and to co-ordinate training and recruitment activities to fulfil the Scheme's objectives.

3.5.2 The College will monitor the number of Welsh speaking staff members required and take action if that number falls below the required level.

3.5.3 Partly as a result of its findings and the College's own assessment of our obligations, the College provided training for front line staff via Iaith ar Waith, which was successfully completed in June 2010. It is now planned to provide a progression route to all staff, via a CPD programme that for 2010/11 will include a conversational class, an OCN Level 1 and an OCN Level 2 in Welsh.

3.5.4 Each staff member is encouraged at their annual Professional Development Review, to develop their Welsh language skills. This informs our CPD programme for the coming year.

3.5.5 The College continues to support the sabbatical scheme and to date we have sponsored 5 members of staff. For the academic year 2010/11, the College has agreed for two members to be released.

3.5.6 The Welsh Language Scheme will continue to be incorporated within the College's staff induction programme and written procedures will be put in place in order to ensure that all staff are aware of their responsibilities under the Scheme.

3.5.7 All new posts are advertised in both English and Welsh, in the press. This will also be available when posts are advertised via the website. Welsh is described as being desirable in all posts. There are currently no posts where Welsh has been decided as essential although appropriate

managers have the discretion to request this. If this occurs, then the adverts will be in Welsh only with an English footnote.

3.6 Monitoring and Review

3.6.1 The SMT regularly reviews the Scheme via the Vice Principal through the Annual Operating Statement, which is updated monthly, and via the Register of Strategic Risk. These in turn are monitored at various College committees including the Corporation Board. All objectives have named persons responsible for implementation.

3.6.2 The staff group, led by the Vice Principal, also has a monitoring role of the Scheme and is responsible for an annual report to the Welsh Language Board. The College is committed to writing an annual Monitoring Report for the Welsh Language Board. The Scheme is ultimately approved by the College's Governing Body who will receive an annual compliance report to ensure:

- The College is complying with the Scheme.
- Assessing whether it is being appropriately managed.
- Assessing and considering key themes in its implementation including Welsh-medium/bilingual curriculum development.
- The Action Plan is being implemented.
- Recognise any fundamental weaknesses, and set up an action plan, which will include a timetable to deal with them. A copy of this will be sent to the Welsh Language Board.

3.7 Quality

3.7.1 The College is committed to providing an equally high quality service in Welsh and English. When assessing and measuring the standards and effectiveness of services and provisions in Welsh, the College will employ exactly the same 'performance indicators' as those utilised with regards to its services and provisions in English.

3.7.2 The College is planning for the implementation of the new Inspection Framework (September 2010). A significant component of Key Question 1 is Section 1.1.5, where colleges and inspectors are asked whether appropriate progress is being made in relation to the Welsh language. All relevant staff are aware of this and have access to the documentation. As part of its self assessment process, this aspect is also regularly reviewed at a curriculum level. Through its Quality Improvement Action Plan for Estyn, the College is committed to developing more opportunities to enhance students' Welsh language and bilingual skills. It will monitor all requests

from students for teaching through the medium of Welsh and for bilingual teaching resources. The College is committed to working in partnership with other colleges to increase the Welsh and bilingual curriculum opportunities (Merthyr Tydfil College).

3.8 Comments and Complaints

3.8.1 The College has a rigorous complaint procedure where every complaint is recorded and responded to within 5 working days. It will continue to monitor the opinion of Welsh and non-Welsh speakers.

3.8.2 The College will welcome and record suggestions on how to improve the Scheme.

3.9 Publication of Information and Publicity of the Scheme

3.9.1 The College integrates administrative functions related to the Welsh Language Scheme into its standards operating procedures.

3.9.2 The Scheme is available to staff, students and the public via the College's extranet and website. The College will also promote the Scheme by:

- Posters and leaflets advertising the College's activities to include reference to the Welsh Language Scheme.
- Statements and articles to the press and media.
- Production of a summary of the Scheme for all staff, to be available electronically and through hard copies
- Distribution of copies of the Scheme to other organisations, contractors and agents that the College has contact with so that they are aware of the need to operate in accordance with the requirements of the Scheme.
- Welsh language development is reported and monitored via the Annual Operating Statement and Register of Strategic Risk. All objectives have named persons indicating prime responsibility for implementation.

4. Development of a Welsh Ethos at the College (Strand 1 of the Strategy)

4.1.1 The College welcomes correspondence in Welsh or English on the basis of equal status.

4.1.2 The College will establish a database of those people or organisations wishing to communicate through the medium of Welsh.

- 4.1.3 Electronic mail and extranet enquiries are also treated equally. There will be no delay in responding in Welsh compared to responses in English.
- 4.1.4 Anyone telephoning Coleg Morgannwg is welcome to speak Welsh or English according to choice. All front line staff will respond with a short bilingual greeting.
- 4.1.5 If this request is to continue the conversation in Welsh then the College would endeavour to enlist the support of our identified Welsh speakers. If there are no Welsh speakers available, the situation will be explained to the individual who will then be offered the choice of continuing in English or submitting a written enquiry in Welsh and receiving a written reply in Welsh. The number of calls through the medium of Welsh will continue to be monitored and logged in order to inform future planning provision.
- 4.1.6 In order to facilitate the arrangements above, the College will compile a list of members of both administrative and academic staff who are able to deal with telephone enquiries in Welsh. This list will be included in centrally produced publications and in the College's internal telephone directory.
- 4.1.7 Recorded messages placed on the College's answering machine are bilingual and it is intended that all answer phones within the College will have a similar facility.
- 4.1.8 Arrangements for bilingual facilities at public meetings can be made and minutes of these meetings will be available in Welsh, on request.
- 4.1.9 Senior managers show their commitment to promoting the Welsh language by introductions in Welsh at formal and informal events, which include the annual student prize evening and staff briefings. The host at the prize evening presents the event bilingually.
- 4.1.10 The Strategic Group has as one of its main objectives the task of prioritising our programme of translating the College's key documentations – Document Production Policy – thus ensuring that resources can be planned and allocated for this exercise.
- 4.1.11 Through this group, College will ensure to have all of its policies available bilingually, through a phased programme, by 2012. All policies however can be requested bilingually and there will be no delay in responding to such requests.

4.1.12 All public documents referring to learners, via the website will be available in Welsh by 2012 but this does not include curriculum material, unless requested.

4.2 The Public Face of the College

4.2.1 Coleg Morgannwg promotes its corporate identity and public face bilingually through its name, letter headed paper and business cards. The College will ensure that assistance will be given to staff to place bilingual e-mail signatures on their systems. This will also include the information inviting the public to communicate in Welsh.

4.2.2 The College produces bilingual signage at each of its centres and is currently ensuring a consistent approach to this item by completing an assessment of its internal signage. Any missing or incorrect bilingual signage will be immediately addressed to ensure all signage will be and accurate correct by 2011/12.

4.2.3 The size, quality, legibility and prominence of the words in both languages will respect the principle of equality.

4.2.4 Where Welsh and English signs are displayed separately, the size, quality, legibility and prominence of the words in both languages will also respect the principle of equality.

4.2.5 The College's website has recently been developed in order to ensure it is available bilingually. The choice of language and navigation from one language to the other will be clear.
The College will ensure that all information which will be incorporated onto the website within the life of the scheme will be available bilingually.

4.2.6 The College has a Document Policy which applies to all materials produced. Requests for material through Welsh are responded to in the same manner as requests for any documents produced in English including deadlines and pricing. Also, each version will carry a message that the document is also available in the other language.

4.2.7 The College ensures that consultants, designers and printers receive instruction on how to deal with bilingual publications.

4.2.8 The College will develop a database of those organisations that request bilingual communication.

4.2.9 All advertising materials and campaigns will be produced bilingually from February 2011. The examples to date included the use advertisements in Welsh on buses, billboards and beer mats. Those were produced bilingually except for the bus and billboard campaigns which were advertised separately in Welsh and English.

4.2.10 **Notices to the Press**

All notices to the press are managed by an external company. The College will remind them of their need to operate in accordance with the requirements of the Scheme.

4.3 Developing a Welsh ethos within the Curriculum

4.3.1 All full time students now undertake the Welsh Baccalaureate programme where Welsh culture is promoted.

4.3.2 To enable progress to be made towards increasing bilingual education and training services, the College currently provide appropriate levels of Welsh to any student who wishes it by offering the following curriculum elements :

- Written work accepted in Welsh. Students are encouraged to pursue this choice if that is their preference.
- There are course elements or modules offered in Welsh – see Appendix 1.
- Work experience in a Welsh-speaking setting subject to demand and availability of opportunities.
- The provision of bilingual notes on demand. This will be monitored through the Action Plan.
- Diagnostic assessments in Welsh.
- Welsh for Adults is delivered by the University of Glamorgan and 14 sessions are delivered through our four centres.

4.3.3 The College ensures that Welsh speaking students with special educational needs are provided with the same opportunities.

4.3.4 All new students who have been identified as Welsh speaking through the enrolment forms are encouraged to attend a Welsh Awareness event during induction week. This occurs at each centre and their focus is to emphasise the value and importance of having Welsh or bilingual skills within vocational training. This is consolidated within course tutorial sessions.

4.3.5 The College will introduce events in each calendar year within the life of the scheme for Welsh speaking staff and students so that they can establish an

agenda for further action. These events will be reported on within the annual monitoring report presented to the Welsh Language Board.

5. The Development of Bilingual Communication Skills to Augment an English Medium Provision (Strand 2 of the Strategy)

5.1.1 The College is actively adopting Colegau Cymru's Bilingual Strategy and is mapping its progress against its three strands. There is an Action Plan for this and its Strand 3 priorities include the promotion of the sabbatical scheme to increase curriculum based capacity to deliver Welsh provision, the collaboration with local schools to look at the potential use of their Welsh speaking staff to teach on College courses and the maximising of own staff capacity to teach in Welsh. The progress on these points will be reported in the Annual Monitoring Report to the Welsh Language Board.

5.1.2 The College recognises and is committed to the Strategic Aims of the Welsh-medium Education Strategy. Namely

- To increase high quality opportunities for study or training through the medium of Welsh.
- To secure linguistic progression from the statutory education phase into the post-16 education and post-18 options.
- To encourage plans for transforming

5.2 Planning and Management of the Curriculum

5.2.1 The College curriculum is reviewed annually to meet Credit Equivalent Targets (CEUs) set by DfES following submission of the Annual Provisional Development plan (PDP).

5.2.2 Current provision and potential change are also examined to assess the extent it meets the main strategic policy agendas of the Welsh Government and DfES, including the Welsh-medium Education Strategy.

5.2.3 The College, through its Curriculum Directors and the Vice Principal responsible for the Welsh language, will continue to identify units for bilingual development within courses, particularly in the priority areas.

5.2.4 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,

Hospitality and Catering. The College will prioritise the areas of Health and Social Care, Child Care and Catering for bilingual development in the life of this Scheme and will increase the current provision by 10% by 2013. A report on its progress will be made within the Annual Monitoring Report presented to the Welsh language Board.

5.3 Current Provision at the College

5.3.1 The following courses have incorporated the development of the Welsh language (See Appendix 1).

5.3.2 Our current position under this Strand is:

- A staff development programme for 2010/11 that includes Level 1 and 2 options under the Iaith ar Waith model. This will be free and during the working day.
- This offers progression for those front line staff that have already completed the Level 1 option in 09/10.
- Staff who are then sufficiently confident can then consider offering bilingual modules in their respective vocational areas.
- Progressing from having events for Welsh-speaking students in induction weeks to planned events each term and the provision of Welsh-medium tutorials. The College's MIS data is able to identify Welsh speaking students.

6. The Development of Welsh-medium or Bilingual Provision for Post-14 Learners

6.1.1 The College having identified itself as being in Strand 2 of Colegau Cymru's classification, needs to progress through this stage.

6.1.2 The College will maximise the bilingual opportunities within the curriculum particularly in the priority areas of Health and Social Care, Child Care and Catering. This will be measured by a target increase of 10% by 2013 from current provision, of bilingual opportunities in these areas. A report on its progress will be made within the Annual Monitoring Report presented to the Welsh Language Board.

6.1.3 Currently, the Care faculty has the most developed range of bilingual opportunities, where work experiences for Welsh speakers are also provided – CACHE at levels 2 and 3 (see Appendix 1).

6.1.4 The College will develop a mentoring scheme for Welsh speaking students within the academic year 2011/2012. Whereas all assessments can be

submitted and marked in Welsh, along with the initial assessment of students, further developments such as pastoral support and advice and guidance are dependent on our collective linguistic skills level. The College will offer additional support, through its mentoring system, to those staff that request further guidance in developing Welsh or bilingual teaching opportunities. This will be reported on in the Annual Report to the Welsh Language Board.

- 6.1.5 The College will review each new vacancy to increase the number of posts where Welsh is deemed 'essential', particularly in the identified priority areas, but staff turnover at Morgannwg is low. This will be reported on in the Annual Monitoring Report submitted to the Welsh language Board.
- 6.1.6 The provision of bilingual learning resources would follow as our bilingual curriculum opportunities increase. The CPD programme for 2010/11 will offer staff OCN units in Welsh at levels 1 and 2 and staff in those priority areas will be encouraged to participate. A report on its progress will be made in the Annual Monitoring report submitted to the Welsh language Board.

6.2 Collaboration and Partnerships

- 6.2.1 The College is involved in a range of partnerships that enhance the development of provision in the area and was a member of the Bro Dysg Strategic Partnership Board responsible for pre and post-16 learning in Rhondda Cynon Taf.
- 6.2.2 It works closely with RCT and the 19 secondary schools via the four 14-19 consortia to develop collaborative programmes.
- 6.2.3 Its links with employers will be further strengthened by the establishment, within the College, of its Business Development Unit.
- 6.2.4 The College, through its recently formed Business Development Unit (BSU), will investigate the need for bilingual provision with employers and wherever possible will raise employer awareness of the advantages of bilingual skills in Wales. These findings will be commented on in its internal annual report to the College and any recommendations made will form part of an action plan. This will also be included in the College's Annual Monitoring Report to the Welsh Language Board.
- 6.2.5 Historically, the College's links have reflected the vocational routes of Engineering, Business Administration and Construction. Within the Engineering pathway, the College has developed an excellent partnership with GEAES, a major employer in the area. The College will when

appropriate raise awareness of the advantages of developing bilingual skills within employment.

6.2.6 The College currently has links with the following organisations concerned with the development of the Welsh language. The College will also contribute to sector-wide initiatives to promote Welsh –medium and bilingual provision.

- The South East FE Welsh Language policy group. The group's ambitions include the development of shared staff and learning material resources to facilitate and promote Welsh medium and bilingual provision.
- Welsh-medium Schools through the 14-19 consortia
- Sgiliaith – The College is an active member of Sgiliaith and is represented at all its meetings. Its recommendations inform our strategic and operational plans concerning the Welsh-medium Education Strategy and bilingual provision.
- Welsh speaking tutors, 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.

6.2.7 The College will work with Careers Wales in ensuring that students are informed of the benefits of bilingual skills in the workplace and the needs for occupational skills. The College will provide advice to students, of the opportunities to progress to Higher Education and further training through the medium of Welsh. The progress made on this will be reported in the Annual Monitoring Report submitted to the Welsh language Board.

6.2.8 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.

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 is 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.

The College will commence implementation of the Scheme from the date of its approval by the Welsh Language Board.

8. Appendix 1

Specific course elements offered in Welsh.

- All full time students now study for the Welsh Baccalaureate and fourteen Welsh language sessions were delivered through the medium of Welsh, as the language component.
- Within the Health and Social Care curriculum's main qualifications seventeen units include the bilingual teaching of OCN units that include:
- An introduction to the Welsh Language (Cache level 2 Diploma and Diploma in Childcare and Education Year 2)
- An introduction to the Welsh Language and Wales (Cache level 2 and the Diploma in Childcare and Education)
- Helping a Child with Welsh Language (Cache level 2, Diploma and Certificate in Childcare and Education)
- Welsh Language and Culture (Gateway to Business Administration courses)

Implementation and Monitoring / Service Planning and Delivery				
Theme	Specific activity	Target/ Evidence	Respon- sibility	Achieve- ment date
<ul style="list-style-type: none"> • Responsibilities for Implementation and Monitoring • Scheme's Administrative Arrangements • Policies and New Initiatives • Third Party Compliance • Staffing Issues – including recruitment / training / information regarding linguistic skills of staff • Monitoring and Reviewing Processes • Quality • Comments and Complaints • Publication of Information and Publicity of the Scheme 	<ol style="list-style-type: none"> 1. The College will ensure that the arrangements noted in the scheme are approved at the highest level, and carry the full authority of the College 2. The College will ensure that its staff are familiar with the scheme 3. The College will integrate administrative functions related to the Welsh Language Scheme into its standard administrative procedures 4. Wherever translation work is required, the College will make use of translators with valid qualifications, or approved translation agencies 5. The College will ensure that any consultants or members of staff responsible for the formation or updating of policy will be aware of the Language Scheme and the College's responsibilities under the Welsh Language Act 6. The College will continue to ensure that every measure contained in the scheme will be applied to new or updated policies and initiatives when they are implemented 7. All agreements and arrangements for external organisations to undertake the provision of services to the public in Wales on its behalf will comply fully with the term and requirements of this Scheme 8. The College will review the Scheme monthly through the Annual Operating Statement via the Vice Principal. 9. The College's Governing Body will continue to receive an annual compliance report 10. In the third year of the Scheme's implementation the College will prepare a comprehensive evaluation report that will assess and evaluate performance in implementing the Scheme since its inception 11. The College will record and respond to complaints within 5 			

	<p>working days and will continue to monitor the opinion of Welsh and non-Welsh speakers.</p> <p>12. The College will welcome and record suggestions on how to improve the scheme</p> <p>13. The College will declare its commitment to ensuring equal linguistic standards between its Welsh and English provisions in its corporate plans, annual report, prospectuses and promotional literature</p> <p>14. The College is committed to setting specific standards for the use of Welsh across all its sites when providing services dealing with the public</p> <p>15. The College will ensure publicity for its Welsh Language Scheme amongst the public</p>			
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Strand 1 The development of a Welsh ethos at the college				
Theme	Specific activity	Target/ Evidence	Respon- sibility	Achieve- ment date
1.1 Increase the use and impact of visual/written Welsh on learners and the public at large	1.1.1. Maintain public visual and corporate use of Welsh as required by the Welsh Language Scheme. Promote the College's corporate identity and public face bilingually through its name, letter headed paper and business cards 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. Ensure that the new campus is compliant in terms of corporate identity/signage etc. The College produces bilingual signage at each of its centres and is currently ensuring a consistent approach to this item by completing an assessment of its internal signage. Any missing or incorrect bilingual signage will be immediately addressed to ensure all signage will be and accurate correct by 2011/12.			
	1.1.2. The College will ensure that assistance will be given to staff to place bilingual e-mail signatures on their systems. This will also include the information inviting the public to communicate in Welsh.			
	1.1.3. Comply with the requirements of "Contracting out of Public Services" and the Welsh language.			

	<p>1.1.4.</p> <p>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.</p>			
	<p>1.1.5.</p> <p>All policies to be available bilingually, through a phased programme by 2012. Until then, all policies can be requested bilingually and there will be no delay in responding to such requests.</p>			
	<p>1.1.6.</p> <p>Requests for material through Welsh are responded to in the same manner as requests for any documents produced in English including deadlines and pricing. Also, each version will carry a message that the document is also available in the other language.</p>			
	<p>1.1.7.</p> <p>Maintain bilingual website, and ensure systems to maintain the updated presence of both languages.</p> <p>Ensure that all information which will be incorporated onto the website within the life of the scheme will be available bilingually.</p> <p>All public documents referring to learners, via the website will be available in Welsh by 2012 but this does not include curriculum material, unless requested.</p>			
	<p>1.1.8.</p> <p>The College ensures that consultants, designers and printers receive</p>			

	instruction on how to deal with bilingual publications. All notices to the press are managed by an external company. The College will remind them of their need to operate in accordance with the requirements of the Scheme			
	1.1.9. All advertising materials and campaigns will be produced bilingually from February 2011. The examples to date included the use advertisements in Welsh on buses, billboards and beer mats. Those were produced bilingually except for the bus and billboard campaigns which were advertised separately in Welsh and English.			
	1.1.10. The College welcomes correspondence in Welsh or English on the basis of equal status. The College will establish a database of those people or organisations wishing to communicate through the medium of Welsh Electronic mail and extranet enquiries are also treated equally. There will be no delay in responding in Welsh compared to responses in English.			
	1.1.11. Arrangements for bilingual facilities at public meetings can be made and minutes of these meetings will be available in Welsh, on request.			
1.2 Increase the use and impact of spoken Welsh in public and college-wide events	1.2.1 Ensure Welsh language 'presence' in public and all-college (staff and students) meetings, to include the availability of translation facilities and to monitor requests for bilingual facilities at Public Meetings. Consider how to ensure the active presence of Welsh in such meetings: e.g. including a brief address by a Welsh speaker to the whole group, reference by chairman or meeting facilitator to the availability of translation facilities and			

	<p>the welcome accorded to contributions in Welsh, etc.</p> <p>Senior managers show their commitment to promoting the Welsh language by introductions in Welsh at formal and informal events, which include the annual student prize evening and staff briefings. The host at the prize evening presents the event bilingually</p>			
	<p>1.2.2</p> <p>Investigate how to ensure the regular presence of Welsh-speaking teaching and support staff around students from Welsh-medium education as early as possible in their contact with the college, thus ensuring that such learners associate the college with the use of Welsh.</p> <p>Develop a mentoring scheme for Welsh speaking students.</p>			
	<p>1.2.3</p> <p>Recorded messages placed on the College's answering machine are bilingual and it is intended that all answer phones within the College will have a similar facility</p>			
<p>1.3</p> <p>Make the best use of staff to enhance a Welsh language ethos</p>	<p>1.3.1</p> <p>Continue to identify Welsh speakers among staff members, and keep this information in a database – to include a record of how staff members' language skills are improved, eg through attending Welsh for Adults lessons, National Sabbatical Scheme, etc</p> <p>The College will compile a list of members of both administrative and academic staff who are able to deal with telephone enquiries in Welsh. This list will be included in centrally produced publications and in the College's internal telephone directory</p> <p>To develop a Staff handbook in Welsh.</p>			

	<p>1.3.2</p> <p>Ensure staff capacity to develop Welsh-medium/bilingual learning opportunity both at strategic and implementation levels (ie bilingualism co-ordinator or champion).</p>			
	<p>1.3.3</p> <p>Prioritise staff development initiatives in relation to Welsh language skills in priority vocational areas, to be carried out – if appropriate – with other regional providers.</p>			
	<p>1.3.4</p> <p>Ensure that the best use is made of teaching staff who have attended the National Sabbatical Scheme, and the way in which they can function as members of a ‘core team’ of Welsh speakers within the college.</p>			
	<p>1.3.5</p> <p>Ensure that using Welsh language skills in the professional context is beneficial to staff members (ie 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>To develop a data base of organisations that request communication in Welsh.</p>			
	<p>1.3.6</p> <p>Identify key frontline posts where the presence of Welsh speakers is essential, and persevere with recruitment to fill such posts with appropriately skilled individuals. Ensure that messages concerning skills shortages are relayed internally and externally as appropriate (ie that the 14-19 network appreciates the need to train Welsh speakers for specific vocational areas,</p>			

	etc).			
	<p>1.3.7</p> <p>Promote basic communication in Welsh to all staff members, ie answering the phone; also subject-specific communication needs such as introductory meet and greet courses.</p> <p>Anyone telephoning Coleg Morgannwg is welcome to speak Welsh or English according to choice. All front line staff will respond with a short bilingual greeting</p>			
	<p>1.3.8</p> <p>Introduce Language Awareness training for all new staff as part of induction training.</p>			
1.4	1.4.1			
Increase learners' understanding and appreciation of their Welsh identity	<p>Ensure that information is available to make evident the significance of Welsh language skills within the local authority area and South-East Wales. Research could be commissioned through the 14-19 Network, although the college should engage with the task as a matter of urgency if no other source of information is available.</p>			
	1.4.2			
	<p>Ensure that teaching staff present a positive appreciation of Welsh-language skills to all learners, especially those following courses in vocational areas where customer services and/or public sector services are significant.</p>			
	1.4.3			
	<p>Provide a range of Welsh language and culture awareness sessions for learners – at induction or during their programmes - especially those following programmes where skills in Welsh are identified as being beneficial.</p>			

	<p>1.4.4</p> <p>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.</p>			
	<p>1.4.5</p> <p>Consider establishing a Welsh students' group to provide feedback and advice on college initiatives.</p>			
	<p>1.4.6</p> <p>Arrange cross-college events each term with a Welsh heritage and cultural theme, to include Welsh language activities.</p>			
	<p>1.4.7</p> <p>Facilitate opportunities within formal learning or in an informal context where learners are expected to speak Welsh with 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 facilitate Welsh-medium communication.</p> <p>Monitor requests (also noted on website) from students for bilingual notes, teaching through the medium of Welsh and for additional Welsh courses.</p>			
	<p>1.4.8</p> <p>Consider establishing a Welsh language students' group to provide feedback and advice on college initiatives.</p>			
	<p>1.4.9</p> <p>Liaise with other Welsh language organisations, locally and nationally, to promote Welsh language skills (eg Twf, Yr Urdd, Menter Iaith etc).</p>			

1.5 Learner support provision through the medium of Welsh	1.5.1	Provide tutorial support for students who previously attended Welsh-medium schools, and evaluate the effectiveness of this support.			
	1.5.2	Investigate how to offer bespoke learner support to learners from Welsh-medium schools.			
1.6 The role of key corporate activities in increasing the use of Welsh in the college	1.6.1	Coleg Morgannwg formally and as an individual institution to adopt Colegau Cymru's National Bilingual Scheme and to submit an annual Monitoring Report to the Welsh language Board. This would follow a regular review of the Scheme through the College's Annual Operating Statement and its Register of Strategic Risks.			
	1.6.2	Take steps to shift from a culture of 'offering Welsh-medium opportunities' to evaluating achievement in terms of measurable learner activity.			
	1.6.3	Ensure that Welsh ethos and language learning are specifically and consistently included in standards and quality procedures (ie format of schemes of work, which include content regarding Welsh language and culture opportunities, and audit).			
	1.6.4	Establish and maintain the regular discussion of Welsh ethos and language matters by senior management and governors (eg agenda items in relation to standards and quality procedures, identify a governor to lead in Welsh			

	language matters).			
	1.6.5 Ensure that key senior staff receive updates regarding the requirements of WAG strategies in relation to the Welsh language and education, specifically Iaith Pawb (2003) and Welsh-medium Education Strategy (2010) and future relevant initiatives.			
	1.6.6 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.			
	1.6.7 Contribute to sector-wide initiatives to identify and promote solutions to enable the further expansion of Welsh-medium and bilingual provision in post-16 education (ie funding issues, future provision models, etc).			

Strand 2 The development of bilingual communication skills to augment an English medium provision				
Theme	Specific activity	Target/ Evidence	Respon- sibility	Achieve- ment date
Offer Welsh language skills provision to students following	2.1.1 Offer either WJEC's Yr Iaith ar Waith or other appropriate Welsh language units to accredit learning in the Welsh Baccalaureate Language Unit for identified programmes (liaise with Welsh-medium Education Unit officers at DfES to ensure that awards are eligible for Welsh-medium/bilingualism 25%			

identified courses	uplift). Continue good practice already established with staff learning groups, and extend to a wider range of learners.			
	2.1.2 Evaluate appropriateness of accredited provision used to offer generic Welsh language skills in relation to the development of:- <ul style="list-style-type: none">• appropriate vocational language skills• language progression from pre-16 attainment• funding/credit value/ contact and learning hours.			
	2.1.3 Identify and increase number of registrations for 16 -19 year-old learners following vocational Welsh language provision between September 2010 and July 2015. Ensure such activities are recorded in LA26 when possible.			

Strand 3 The development of Welsh-medium or bilingual provision for post-14 learners				
Theme	Specific activity	Target/ Evidence	Respon- sibility	Achieve- ment date
3.1 Development of Welsh-medium	3.1.1 Identify opportunities to increase 16-19 provision through the medium of Welsh or bilingually within the college between 2010 and 2015, and shift			

provision within the college	emphasis from measuring offer to measuring uptake.			
	<p>3.1.2</p> <p>Consider alternative means of offering Welsh-language or bilingual provision (either entire programme or alternatively individual identified units), eg video conferencing provision or other distance learning methods, where appropriate.</p>			
3.2 Development of Welsh-medium provision across 14-19 network	<p>3.2.1</p> <p>Maintain present initiatives with Welsh-medium secondary schools.</p>			
	<p>3.2.2</p> <p>Identify possible future provision for partnership work with Welsh-medium schools as a strategic priority</p>			
	<p>3.2.3</p> <p>Monitor learners' use of language to identify whether the provision encourages the use of Welsh informally in the classroom and for formal assessment.</p>			
	<p>3.2.4</p> <p>Language skills and academic/vocational specialities of all teaching staff within the 14-19 Network area, or within the wider South East Wales area, as appropriate, to be identified and mapped.</p>			
	<p>3.2.5</p> <p>Network area, regional and national skills in relation to Welsh to be identified.</p>			
	<p>3.2.6</p> <p>Availability of Welsh-medium provision and progression opportunities to be</p>			

	established.			
	<p>3.2.7</p> <p>In collaboration with 14-19 network members, identify and put into effect solutions to any shortfalls in provision.</p>			
	<p>3.2.8</p> <p>Identify teaching staff within the college and across the 14-19 network area/wider region to attend National Sabbaticals Scheme.</p>			
	<p>3.2.9</p> <p>Identify and implement support arrangements for staff teaching on bilingual or Welsh-medium courses (eg mentoring, models for co-working with teachers from the Welsh-medium school, etc).</p>			
	<p>3.2.10</p> <p>Identify other staff training needs (eg teaching methodologies, support in incorporating Welsh language activities into schemes of work and lesson plans) and arrange appropriate training.</p>			