



**Y Coleg  
Merthyr Tudful**

**The College  
Merthyr Tydfil**

# **Annual Report July 2019 – July 2020**

## **Welsh Language Standards Compliance**

**Prepared in accordance with the requirements of The Welsh Language  
(Wales) Measure 2011**

**Mae'r ddogfen hon ar gael yn Gymraeg**

**This document is available in Welsh**

## Equality

The College will comply with all statutory duties in respect of The Equality Act 2010 and its Protected Characteristics: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. The college will work within the terms of the Rehabilitation of Offenders Act 1974 and the Human Rights Act 1998 and any subsequent enactments or modifications. Equality Impact Assessments will be carried out at the drafting stage for new policies and where existing policies are reviewed and updated.

## Sustainability

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

## Welsh Language

The College will comply with its Welsh Language Scheme, which is a statutory document, in all of its activities. This includes conducting Welsh Language Impact Assessments for all new and revised policies and initiatives. A copy of this policy is also available in the medium of Welsh.

## Our commitment to being a Trauma Informed Organisation

The College is committed to transforming into a trauma-informed institution where safety, collaboration, choice, trust and empowerment are central to our culture and practices, ensuring the wellbeing and resilience of all learners and staff. We prioritise the wellbeing of all, fostering positive relationships and experiences which develop and uphold the resilience of learners and staff.

## Our commitment to becoming an Antiracist Organisation

Our approach will tackle racism on many levels. We will engage all members of our College community to support transformational change.

We are determined to tackle racial discrimination in all its forms and will be referring to the Race Relations Act 1976 and to achieve the actions set out in the Black Further Education Leadership Group (BFELG) 10 Point Plan. We are committed to making sure that our College is inclusive. We want the experience of studying and working here to be positive and welcoming for everyone, of all ethnic and racial backgrounds.

We understand that this is the responsibility of all of us and we expect everyone to play an active part.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg



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## **Introduction**

This Annual Report is created under the Welsh Language Measure (Wales) 2011 and Welsh Language Standards. From 1<sup>st</sup> April 2018 The College Merthyr Tydfil has a statutory duty to comply with the Welsh Language Standards as stated in the Compliance Notice which was issued on 29 September 2017. The report will be available on the University of South Wales's website from 31 January 2019.

The Regulatory Framework requires the College to report on four statutory areas:

- ❖ Dealing with the way in which the organisation has complied with the different classes of standards imposed upon it.
  - The number of employees who have Welsh language skills.
  
- ❖ The number of staff members who attended specific training that must be provided in Welsh if it is available in English (namely training on recruitment and interviewing, performance management, complaints and disciplinary procedures, induction, dealing with the public, and health and safety)
  
- ❖ The number of new and vacant posts categorised as ones where Welsh language skills are essential, desirable, not necessary, or need to be learnt;
  
- ❖ The number of complaints the organisation received about each class of standards.

<b>Requirements</b>	<b>Standard</b>
Compliance	154, 155, 156, 164, 170, 176
Welsh Language Skills	134, 158, 161



The number of staff members who attended specific training that must be provided in Welsh if it is available in English.	135, 136, 138, 139, 140, 141, 159,
Posts categorised as Welsh is essential or desirable	145, 145A, 162
Complaints	154, 155, 156, 164, 170, 176

### **Sub groups**

#### **Welsh Language Steering Group**

The College Merthyr Tydfil is a member of The University of South Wales Welsh Language Steering Group, chaired by the University Secretary. The group meets three times a year to discuss all aspects of the Welsh language. This includes the implementation, monitoring and the progression of the Welsh language standards. The group was formed to increase the growth of the Welsh language throughout our organisation.

#### **Welsh Language Co-ordinators**

The college is a part of a departmental group held at the University of South Wales along with a representative from each academic faculty and central department. The meetings were held on a monthly basis during the implementation of compliance period. This group is to support in implementing Welsh language standards and deal with any queries or questions that is related to the service expectations, dealing with learners and the public, seeking advice from other co-ordinators, and sharing good practice.



## **WESP Group**

The college is a part of the WESP group Chaired by the local council in the borough of Merthyr Tydfil. A range of organisations These Guiding Principles will support the Council in delivering the following Welsh language Vision for Merthyr Tydfil:

### **Monitoring**

The monitoring process is undertaken by the College Welsh language team as agreed in the college.

The aim is to identify good practice and compliance throughout the college by a range of methods used. This includes meetings with heads of divisions to ensure updates and progression is discussed, mystery shoppers such as visits, emails, and phone calls. This enables the team to identify good practice and put support into place any additional development. This is done on an annual basis and the outcome is reported back to the executive team of the college. The outcomes are then reported to the heads of divisions by the Welsh standards officer.

### **Compliance**

To ensure compliance across the college, all current staff in each department have had full training on raising awareness and expectations regarding the Welsh language standards. All new staff will receive this training through induction. All individual staff are provided with detailed Welsh standards guidance packs to enable them to refer to the standards and compliance requirements. All managers and heads of division are provided with a manager's guide to share good practice within their team and ensure compliance. These guides are also available on the staff intranet and each staff desktop under Welsh Language Standards.



**Monday Memo** – Each week the college Principal sends all staff important information and updates for the week ahead via a college ‘Monday Memo’. A Welsh language information and update section is included in this document.

### **Successes and Achievements**

#### **Work Welsh Further Education**

Work Welsh is a programme designed to strengthen Welsh language skills in the workplace. The scheme is funded by Welsh Government and has been developed by the National Centre for Learning Welsh. Work Welsh Further Education is the college-based branch of this programme that, since its pilot period in Merthyr Tydfil College 2 years ago, has grown to become a very popular addition to the excellent and comprehensive training and support programme that the college offers to all staff. Work Welsh Further Education training is available to academic and support staff alike and works towards improving Welsh skills with a specific emphasis on workplace-based vocabulary, patterns and scenarios. Learners on the scheme are encouraged and supported throughout, not only in their language acquisition, but also in introducing Welsh into their classes and other aspects of their college experience. Work Welsh Further Ed undoubtedly helps the college rise to the challenge of meeting the Welsh Language Standards and of normalising Welsh in the college by doing so from within. Without it, and the support of the staff who actively engage with it, there is a very real danger that the Welsh Language Standards would just be seen as external and irrelevant.

Following the Cymraeg Gwaith Scheme, in March 2020 a competition was held where staff registered on the scheme had to use and promote the Welsh language. Academic staff were observed by external judges, delivering a bilingual lesson encouraging learners to use the language. Support staff designed a poster to promote Welsh language rights to all staff and learners ensuring the Welsh language commissioners’ logo was included on this.

Alongside this, a morning of Welsh entertainment took place celebrating St David’s Day. This included local primary school singing and reciting poetry, local Welsh sisters singing through



the Welsh language and guest speakers raising awareness of the Welsh language and culture. The guests included the Deputy Welsh Commissioner for Wales, the Mayor of Merthyr and the local MP. This was a successful day for the college, the learners, the staff and the local community.

**Weekly informal sessions for staff and students**

Weekly informal coffee sessions are available on request for all staff and learners. Since the Covid-19 pandemic, this has been available through Microsoft Teams.

**'I have a right' : raising awareness of students' rights**

In December 2019 a series of 'I have a right' videos were uploaded and shared via the college big screen in the Atrium along with the social media accounts. These videos included a variety of staff and learners raising awareness of all learners having the right to use their Welsh language in all areas of the college issued by the Welsh language Commissioner.

**Recruitment**

<b>Number of posts advertised with Welsh as an essential or desirable skill, and percentage of such posts filled with Welsh speakers</b>	
<b>Number</b>	<b>% of posts filled with Welsh speakers</b>
24	8.33%



**Welsh language skills of employees**

<b>Standard</b>		
<b>158 :                      Number and % of academic staff that are able to teach through the medium of Welsh by Faculty</b>		
<b>Department/Faculty</b>	<b>Number</b>	<b>%</b>
Care	3	Waiting for numbers of staff
Humanities / Welsh	3	15%
Motor Vehicle	1	100%
ILS	1	Waiting for numbers of staff
<b>Total</b>	<b>10</b>	<b>3.72%</b>



**Standard**

**158**

**Number and % of administrative staff that are able to speak Welsh  
by department/school/college and/or by job grade**

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<b>Department</b>	<b>Welsh speaker (Fluent)</b>	<b>Welsh Speaker (not fluent)</b>	<b>Percentage of Welsh speakers (of total number of staff)</b>
Senior Management Team	0	0	0%
Marketing / Admission / Enquiries	3	0	23.08%
Learning Zone	2	1	15%
Estates and Infrastructure	0	0	0%
Student Record		1	12.5%
Student Finance		1	12.5%
Upskill at Work	0	0	0%

**Staff Training**

**The number of staff who attended training courses offered in Welsh**

The total of 26 members of staff attended a training course during the 2018-19 academic year to improve their Welsh language skills.



**Standard 160: The number of staff who wear a Welsh speaking or learner identity badge at the end of the financial year;**

Work Welsh lanyards are distributed by the Welsh Language Officer to all staff who have indicated that they are fluent Welsh speakers or Welsh language learners. Staff have shown confidence in wearing these lanyards and has found it a useful tool to identify the Welsh speakers around the college. The total of staff wearing a fluent Welsh lanyard is **16**. The total of staff wearing the 'Learner Welsh' lanyards are **21** members of staff.

### **Complaints**

In relation to the Welsh language and Welsh Standards, no formal complaints were made. The complaints policy and procedure is available on the College website.

### **FURTHER INFORMATION**

If you have any queries regarding the annual report or any aspect of the College Merthyr Tydfil's compliance with the Welsh Language Standards, please contact:

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