

ColegauCymru / CollegesWales Compliance with the Welsh Language Standards

January 2017

Produced in line with the requirements of The Welsh Language Standards Regulations (No 2) 2016

Standards	Information
149, 155, 161, 167, 168	ColegauCymru / CollegesWales Compliance Notice (that details the Service Delivery, Policy Making, Operational and Record Keeping Standards that ColegauCymru / CollegesWales must comply with) has been published on our website and a copy is available in our office.
141, 150, 156, 162	ColegauCymru / CollegesWales Complaints Policy sets out the procedure for making complaints including the complaints process, and the procedure that ColegauCymru / CollegesWales will follow in considering complaints specifically about the Welsh language and other general complaints.
144, 145, 147, 148, 151, 152, 153, 157, 159, 163, 164, 165	<p>We are ensuring compliance with the Standards that ColegauCymru / CollegesWales comply with in the following ways:</p> <ol style="list-style-type: none">1. There is a monthly progress report prepared for ColegauCymru / CollegesWales Senior Management Team, and a quarterly report to the Audit and Risk Committee of the Board. The reports will ensure that the proper working practice is in place and will consider the Welsh language impact assessment on the organisation.2. All Line Managers will ensure that there is shared Welsh language responsibility across the organisation with the Welsh language considered as part of the appraisal system.3. All staff undertake a Welsh Language Awareness session when they join ColegauCymru / CollegesWales and are offered Welsh language training following on from this. As part of the compliance process staff watch a series of language awareness films and sit a quiz at the end.4. We record the number of staff that attend training courses that are offered in Welsh and the percentage of the total number of staff attending the course who attended that version.5. A guidance document has been developed to help staff understand what they need to do to comply with the Welsh Language Standards, giving specific consideration to the service delivery standard, e.g. when inviting an individual to a meeting, when holding meetings/events, answering the phone etc.6. There are a series of specific guidelines available for staff to facilitate understanding of the expectations of the standards and putting the operational standards into practice.7. We conducted a language assessment exercise with our staff in 2017 and keep a record of staff that have Welsh language skills including the level of skills. A Welsh Language Skills Audit is conducted annually.

	<p>8. A policy is in place to assess and record every assessment of the Welsh language skills needed in relation to new or vacant posts, where Welsh language skills are essential - Welsh language skills need to be learnt when appointed to the post - Welsh language skills are desirable or - Welsh language skills are not necessary. We note on all job advertisements that applications in Welsh are welcomed and will not be treated any less favourably than English applications.</p> <p>9. All policy making decisions will consider the impact on the Welsh language in keeping with Policy Making Standards compliance.</p> <p>10. The Audit and Risk Committee receives an annual report on the number of complaints received in relation to the Welsh language and our compliance with the Standards.</p>
154, 158, 160, 166	<p>ColegauCymru / CollegesWales will provide any information requested by the Welsh Language Commissioner which relates to our compliance with the Standards with which we are under a duty to comply.</p> <p>We will produce an annual report that deals with how we comply with policy making standards.</p>