



**Y Coleg  
Merthyr Tudful**

**The College  
Merthyr Tydfil**

# **Annual Report**

## **April 2017 – July 2018**

**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

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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 College Merthyr Tydfil'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

### **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.

## **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 termly 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 has had full training awareness of the expectations regarding the Welsh language standards. All new staff will receive this training through induction. They are given Welsh standards guideline packs individually to enable them to continue compliance throughout. All managers and heads of division is provided with a manager's guide to share good practice within their team and sustain compliance. These guides are also available on the staff intranet and each staff desktop under Welsh Language Standards.

- ❖ The Welsh language team monitor progression and consistency of compliance with the Welsh language standards. The monitoring method used is ‘secret shopping’ through email, telephone calls and visits to the college.
- ❖ Termly meetings are arranged with heads of division and Welsh Standards Officer to discuss any queries or questions that may be raised as well as feedback from outcomes of monitoring.
- ❖ Welsh language team meetings are held on a termly basis to discuss the Welsh language and standards. The team consists of Welsh language student ambassadors and a member of staff from each department Chaired by the College Principal.
- ❖ Updates and reminders are circulated through the Head of College’s weekly Monday memo to all staff.

### **Job vacancies**

<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>
10	10%

### **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.

## Welsh language skills of employees

<b>Standard 158 : Number and % of academic staff that are able to teach through the medium of Welsh by Faculty</b>		
Department/Faculty	Number	%
Care	2	1%
Humanities / Welsh	3	1.11%
Technology	1	0.5%
<b>Total</b>	<b>6</b>	<b>2.61%</b>

**Standard 158**                      **Number and % of administrative staff that are able to speak Welsh by department/school/college and/or by job grade**

Department	Welsh speaker (Fluent)	Welsh Speaker (not fluent)	Percentage of Welsh speakers (of total number of staff)
Marketing / Admission / Enquiries	3		1.11%
Work Based Learning		1	0.5%
Learning Zone	2	1	1.11%
Estates and Infrastructure	0	0	0%
Student Record		1	0.5%
Student Finance		1	0.5%
Upskill at Work		1	0.5%

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

The total of 75 members of staff attended a training course during the 2017-18 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 **11**. The total of staff wearing the 'Learner Welsh' lanyards are **7** members of staff.

### **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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