

SWANSEA UNIVERSITY

WELSH LANGUAGE SCHEME

(Revision of 2004 Welsh Language Scheme)

SWANSEA UNIVERSITY WELSH LANGUAGE SCHEME

1.Introduction

1.1 Welsh Language Act 1993

Under Section 61(n) of the Welsh Language Act 1993, Swansea University is required to prepare a Welsh Language Scheme.

Swansea University 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 Swansea University will give effect to that principle when providing services to the public in Wales and the education of its students.

The University will seek the approval of the Welsh Language Board before implementing any changes or amendments to this Scheme.

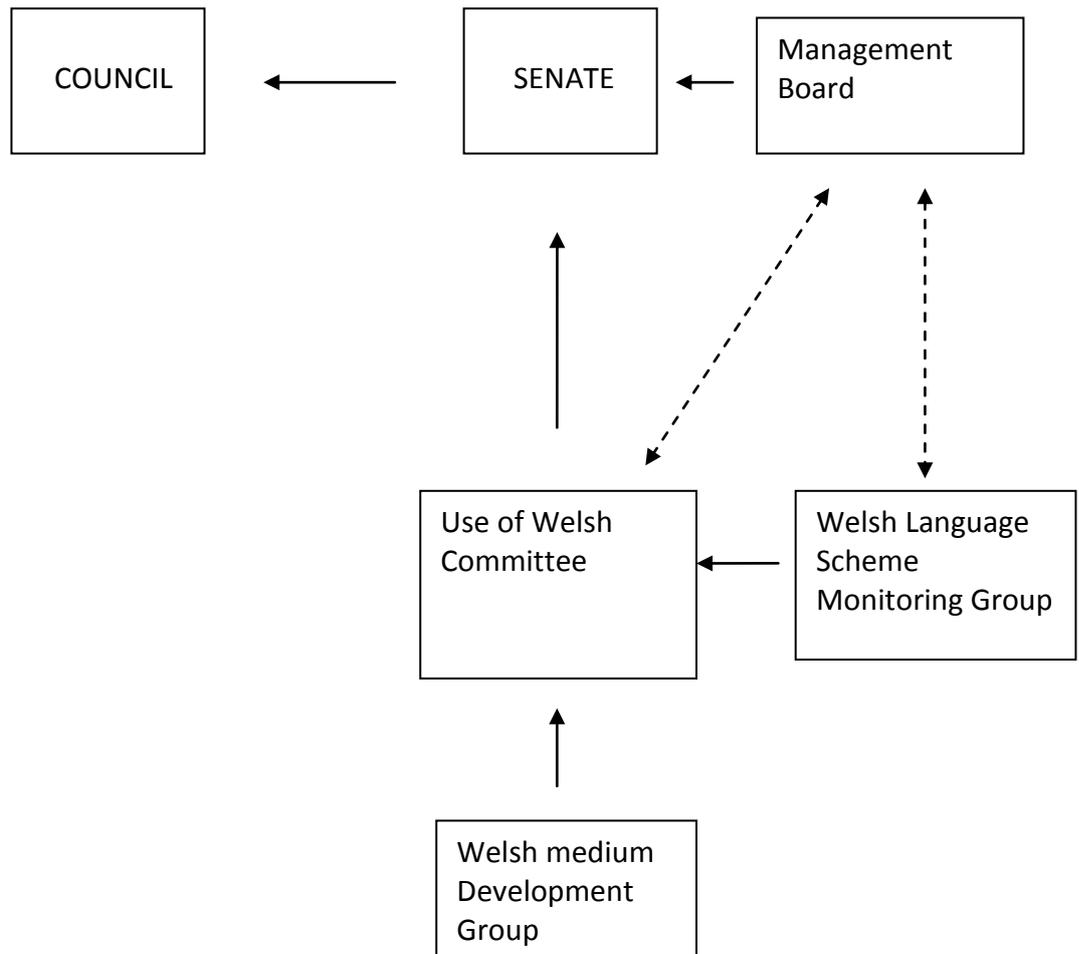
1.2 The Language Scheme

A Language Scheme has been operative within the institution since September 2004 and a Welsh Language Policy Officer was first appointed in August 2004.

This scheme, which was approved by the Welsh Language Board on 21 November 2011, replaces Swansea University's previous Welsh Language Scheme, which was approved by the Welsh Language Board on 21 September 2004.

This revised scheme will be a continuation and extension of the original Welsh Language Scheme and will have the full approval of the institution. The commitments outlined in this revised scheme are operational from September 2010.

Following adoption of this revised Scheme, the Welsh Language Scheme Monitoring Group, chaired by the Pro Vice Chancellor (Internationalisation and External Affairs) will be responsible for the monitoring and reviewing of the Scheme. In order to place this scheme at the centre of the institution, the Welsh Language Scheme Monitoring Group will report as below. Annual monitoring reports will also be presented to the Senate and Council through the Management Board.



1.3 Policy Commitments to the Scheme

The Welsh Language Scheme is at the heart of the University's ambition to become a truly bilingual institution.

One of Swansea University's strategic goals for the next five years (2009-14) is to enhance the culture of bilingualism within the University and promote the Welsh Language Scheme.

The Scheme sets out how we will take forward this ambition detailing plans, policies, targets and methods of monitoring progress.

This Scheme reflects the University's increasing commitment to the Welsh language, how it plans to encourage its use and promote opportunities for its use. The University is also committed to promoting the uptake of the Welsh language services that it offers.

Swansea University is proud of its high academic achievement and standards. The Welsh Language Scheme will demonstrate the same commitment by providing high-quality bilingual services to the members of public that come in contact with the University.

1.4 The basic principles

By treating Welsh and English 'on the basis of equality' the University will continue to ensure that the public have the choice to communicate with the University using either English or Welsh and to receive a service in their chosen language.

The Scheme puts the 'public' at the centre of its plans. In the context of this Scheme the term public means any individual, group or institution coming into contact with the University in Wales, and includes staff prospective students and students registered at the University.

The University will develop a bilingual skills strategy to address the low skills levels in Welsh amongst staff and the lack of confidence and tradition of using Welsh in the workplace. Staff will be made aware, through sensitive and appropriate support and training, of the importance and advantages of bilingual skills.

The University has a firm commitment to delivering an equally high quality service in both the English and Welsh languages. It will set specific standards regarding the use of Welsh in providing services and dealing with the public, monitor those standards and their operation, and ensure consistency of standard in the services provided in Welsh.

2. Background

2.1 Nature of Swansea University

Swansea University was established by Royal Charter in 1920 following a campaign by local industrialists and townspeople.

The University offers over 500 undergraduate and 130 postgraduate courses in a wide range of subject areas and an extensive continuing education programme. Social, cultural and sporting amenities contribute to the strong sense of community that the University embraces.

The University is mainly located in Singleton Park, with some other property within the City and County of Swansea. The University has also submitted plans for a new major Science and Innovation Campus in Swansea Bay.

Given the international nature of the Campus, English is the common language which brings together staff and students from all over the world. The University's Welsh roots add richness to this environment and by recognising the importance of its work and role in Wales, the University is reinforcing the international environment of the University.

The University is conscious of its role within the local and national bilingual community of Wales and is proud of its contribution to the prosperity of that community. It has made significant contributions to the cultural life of Wales for 90 years through the work of such national figures as Hywel Teifi Edwards, TJ Morgan, and Saunders Lewis. It was also amongst the first universities to routinely seek bursaries to allow gifted students from working class backgrounds to study at Swansea.

Swansea University was the birthplace of the Community University of the Valleys consisting of a partnership between the higher education and voluntary sector in South West Wales. Its aim was to champion widening participation and to provide appropriate community based higher education opportunities throughout the South West Wales region. This it achieved, and still achieves, through the Pathways to Progression and Part-time degree in humanities programme which are delivered at community-based venues throughout south west Wales.

The total student population in 2009/2010 was 15,734 of which 8748 were from Wales. Of these, 1199 indicated that they were fluent Welsh speakers whereas in 2002/3 the number of Welsh Speakers was 581 – an increase of over 48%.

The number of staff employed by the University in 2009/10 was 2,514. The latest records for 2009/10 show that 357 staff have recorded that they have some Welsh speaking proficiency.

2.2 New Policies and Initiatives

The University makes a firm commitment to assess the linguistic consequences of any new policies and initiatives when formulating them with a view to promoting and facilitating the use of Welsh wherever possible. The University's Welsh Language Scheme Monitoring Group and Use of Welsh Committee will be responsible for ensuring that new policies and initiatives are consistent with this Scheme and do not undermine it.

Staff involved in policy formulation will be made aware of the principles of equality and the University's responsibilities under the Welsh Language Scheme. All new members of staff will receive information about the Welsh Language Scheme in their induction pack, and through regular departmental briefing sessions, and the Welsh language co-ordinator network. [see target under staff policies 3.4.]

The University will work to include the Welsh language as a consideration in relevant Impact Assessments conducted by the University. This will ensure that new developments and initiatives do not have a detrimental impact on the language, such as the level of Welsh speaking staff, and consequently the provision of Welsh medium teaching and services. This will be monitored using the system outlined under section 7.1.

The University will submit an annual monitoring report to the Welsh Language Board.

2.2.1 Welsh Medium provision

According to the 2001 Census, 22.5% of the population of the City and County of Swansea (48,582 people) are able to speak, read and write in Welsh. The unitary authority of Swansea has the third largest number of residents with Welsh language skills after Gwynedd and Carmarthenshire.

The largest group of Welsh speakers in the local population, according to the 2001 Census, is the 10-14 years age group.

Over the last ten years, to accommodate the growth and demand for Welsh medium education in the area, a new Welsh primary school and a new Welsh comprehensive school have been established in Swansea.

Reflecting this linguistic context and in line with the Welsh Assembly Government initiatives, *Iaith Pawb*, and *Iaith Fyw, Iaith Byw* and the Welsh medium education strategy, Swansea University is committed to increasing the number of Welsh medium modules and courses available to students. In 2009/10, 140 students were registered on Welsh medium courses or modules.

2.2.2 Academi Hywel Teifi

In 2010 the University created Academi Hywel Teifi, a centre of excellence for Welsh studies and a strategic base for Welsh language skills, Welsh medium scholarship and Welsh language social opportunities within the University.

Academi Hywel Teifi will give a high profile to the Welsh language on the Campus and will be a powerhouse for promoting the University's bilingual culture and Welsh Language Scheme.

2.2.3 Internal Restructuring

As the internal structure of the University's academic provision develops from one of Schools to one of Colleges, with associated research centres and projects, the Welsh Language Scheme's aims and provisions will be clearly defined in relation to this new structure.

2.2.4 Bilingual Ethos

The Translation Unit has carried much of the responsibility for implementing the Scheme in the past. In the future University Departments, Colleges and staff will take on more responsibility and shared ownership of the Scheme which will develop the University's bilingual ethos.

The recent creation of Academi Hywel Teifi, incorporating the South-West Wales Welsh for Adults Centre, means that the University now has a centre of excellence for the teaching and promotion of Welsh on the campus.

The Welsh for Adults Centre recently conducted a grant-funded pilot scheme for Welsh speaking staff providing practical training and support to boost confidence in the language and encourage them to use Welsh in the workplace.

The University aims to run an annual 'Bilingual workplace' course. It will also review the other Welsh language training needs of staff – both formal and informal - and plan appropriate training to meet these needs as part of the development of its Bilingual Skills Strategy [see section on Bilingual Skills Strategy]. The support materials (such as templates and form letters) created by the course will be freely available to staff on an ongoing basis through the University website. The course will be offered to staff as a part of the staff development programme.

The University will encourage and promote a community of Welsh speakers, by means of a series of initiatives, for example running daily coffee mornings for those wishing to use or improve their Welsh language skills and social lunchtime meetings for Welsh speakers and learners. An up-to-date emailing list of Welsh speakers and learners will be developed to publicise and promote these opportunities.

2.2.5 Sharing resources

Discussions have been initiated regarding the possibility of sharing good practice and resources with other educational and public bodies in the region.

Best practice will be shared via the network of Welsh language officers in Higher Education institutions, and through the development of close networks with other local public bodies

in the region. The aim will be to explore effective use of resources through partnership and ensure consistency of provision of Welsh language services throughout the region.

3. The Scheme

Section 3 deals primarily with aspects of administration within the institution.

3.1 Contact with the University (dealing with the public)

3.1.1 Written communication with the public

We welcome all forms of written communication in either Welsh or English.

We will include a message welcoming the use of Welsh on all printed official stationery and emails, in order to encourage the public to use Welsh.

We will respond to Welsh letters and emails within the same target timescale as in English, and provide a signed reply, if required.

We will correspond in Welsh with those who prefer to do so in Welsh, and where there has already been face-to-face or telephone discussions in Welsh.

Corporate correspondence sent to individuals and bodies in Wales will be in the same language as any correspondence received. Where the subject of the communication is the Welsh language, this will be in Welsh.

Initial standard letters sent to all staff and to all current and prospective students in Wales will be bilingual.

Guidelines will be distributed to each department and school for dealing with correspondence and will be monitored by the Welsh Language Co-ordinator within the department/College.

On registration, students will be asked in which language they wish to receive official personal corporate correspondence, and this choice will be respected in the case of all official University corporate correspondence.

Electronic correspondence is subject to all clauses in this section.

All email signatures will be bilingual. The job titles and contact details of staff will also appear bilingually on letters and emails.

3.1.2 Telephone communication with the public

The University welcomes telephone calls in either Welsh or English.

Switchboard staff will answer each call bilingually.

All greetings on official central departmental/College answering machines will be bilingual - to encourage the public to leave messages in Welsh should they wish.

Calls to central departmental/College offices will be answered bilingually.

Other members of staff who are bilingual are encouraged to answer their phone bilingually or in Welsh.

The ensuing conversation will be in the caller's preferred language.

If a caller wishes to speak in Welsh and the answering member of staff is not able to speak Welsh the call should be transferred to a bilingual member of staff.

If a bilingual member of staff is not available, the caller will be given the choice of being called back later by a Welsh speaker, writing to the University or speaking to a member of staff in English.

The University will produce a directory of Welsh speakers who can take calls from the public. By highlighting Welsh speakers, and learners, within the University this will encourage Welsh-speaking staff to use the language with others.

Training on dealing with Welsh phone calls will be offered to staff who regularly deal with enquiries from the public and from students, and these skills will be reviewed annually.

All future job vacancies for the central switchboard will be advertised as 'Welsh essential'. If the University is unable to recruit Welsh speakers to fill such vacancies, non-Welsh speakers may be asked to learn Welsh to an appropriate level within two years of appointment.

Posts where staff regularly deal with telephone calls and enquiries from the public in main administrative offices of departments and Colleges will be advertised as 'Welsh desirable'

3.1.3 Public meetings, public lectures, hearings and any legal meetings

The University encourages members of staff to give a bilingual welcome at all meetings, lectures and hearings open to the public.

(i) Public meetings organised by the University to consult with the public.

University staff and the public may speak in Welsh or English and simultaneous translation equipment will be provided at these meetings. In order to promote and encourage the use of Welsh the public shall be informed through posters or by invitation that simultaneous translation will be available and that they are free to speak at the meeting in the language of their choice.

(ii) Lectures and Conferences open to the public

Publicity should be bilingual but the title of any individual lecture should be in the language in which it is delivered, and bilingually if a simultaneous translation service is

provided. In assessing the need for simultaneous translation while organising a lecture or conference, the aims, objectives and nature of the event should be carefully considered in the linguistic context by the event organisers in discussion with the Welsh Language Policy Officer. Conclusions will be noted. Participants will be invited to state beforehand whether they would wish to contribute in Welsh or English.

(iii) Graduation Ceremony

The Welsh language will continue to play a prominent role in the University's graduation ceremonies. All signage, and printed material relating to the event and directed at the public will be produced bilingually, in accordance with this Scheme.

(iv) Legal Hearings and Meetings

Any member of the public, member of staff or student who is part of a disciplinary hearing has the right to use either Welsh or English languages at all stages of that hearing, whether as accused or as a witness. Participants must state at least 3 days beforehand if they wish to contribute in Welsh or English. If it is decided that a translator is required, one will be provided.

3.1.4 Other meetings with members of the public who visit the University

Staff who welcome the public to the University will, where possible, do so bilingually.

At the main reception desks and counters staff who are not bilingual will call upon a bilingual member of staff to enable any member of the public to discuss their business in Welsh, if they wish.

If a bilingual member of staff is not available to deal with the query, this will be explained to the member of the public and he/she will be asked if he/she is willing to discuss the query with an English speaker. Alternatively they should be offered the option to arrange a later meeting with a Welsh speaker or the choice of corresponding with the University in Welsh and receiving a written reply in Welsh.

New posts where a member of staff is to be the main point of contact with the public in a department or College, including taking telephone calls, and face-to face enquiries, will be advertised as 'Welsh essential'. If the University is unable to recruit Welsh speakers to fill such vacancies, non-Welsh speakers may be asked to learn Welsh to an appropriate level within two years of appointment. These posts will be identified by Colleges/Departments as part of the process of developing the University's Bilingual Skills Strategy.

Staff who are able to speak Welsh will be encouraged to wear the 'iaith gwaith' badge to highlight that the University welcomes and encourages the public to use Welsh.

3.2 Implementing the Language Scheme Internally with University Staff

3.2.1 Translation

The University's Translation Unit provides written translation work to all departments.

The Unit also provides translation of work presented by students who have elected to follow courses and modules through the medium of Welsh or who have elected to take examinations or present assignments in Welsh.

The Translation Unit will have a list of organizations and centres associated with the University which are eligible for translation services.

Some partnerships/projects which receive majority external funding will be expected to fund their own translation work.

The Translation Unit uses external translation services to support its work at busy times.

The University will have a definite order of priority for requests for translation work which includes all material that the University is committed to providing bilingually in accordance with the Scheme.

The Unit will operate according to their annual published guidelines and will be publicised amongst all University departments/Colleges.

The University, in line with current Welsh Language Board Guidance, does not consider electronic translations into Welsh as acceptable unless the translations have been proofread.

The Unit will recommend the use of the Welsh Language Board's free translation service for short translations (of under 30 words.)

3.2.2 Simultaneous Translation

Participants in all University committee meetings and University Court, Senate and Council may request translation facilities provided at least a week's notice is given. Based on demand, the committee secretary, in consultation with the chair, will decide whether translation facilities are needed and note the basis for his/her decision.

Translation facilities will also be available, where needed at any staff forum convened by the Vice Chancellor and at meetings of Committees which deal specifically with Welsh language issues e.g Use of Welsh Committee, Welsh Language Scheme Monitoring Group, Welsh Medium Development Group.

In committee meetings where no simultaneous translation facilities are provided, other informal translation arrangements can be made if needed e.g. the chairperson can translate, or another committee member can be asked to translate or provide a summary.

This situation will be reviewed annually by the Welsh Language Scheme Monitoring Group.

3.2.3 Internal Staff Correspondence

All letters, circulars, emails and surveys that are produced by the University's central administration, and sent to all staff will be bilingual.

If such correspondence with staff include appendices, committee papers etc that are produced externally by other bodies and/or institutions they will be acceptable in their original language without the need for translation. However, such bodies will be made aware of their responsibilities under the Welsh Language Act, 1993.

Formal personal correspondence between the central University administration and individual members of staff will be in that individual's chosen language. A database to include each member of staff's preferred language will be developed.

All papers for the University Court will continue to be issued bilingually.

All papers for Use of Welsh Committee, Welsh Language Scheme Monitoring Group, and the Welsh Medium Development Group will continue to be issued bilingually.

The University will issue diary notices convening the Senate and Council bilingually and work towards increasing the number of bilingual papers issued for these meetings.

Electronic correspondence is subject to all clauses in this section.

Academi Hywel Teifi, established in 2010, will work to promote the Welsh language within Swansea University. Staff at the Welsh for Adults Centre, which forms part of the Academi, will offer a wide range of support and teaching to support the development of Welsh language skills of staff within the workplace.

The University aims to run an annual 'Bilingual workplace' course and other Welsh language training and resources for staff on a formal and informal basis.

Staff will be targeted through data held on the all about me intranet pages, the bi-annual staff survey of Welsh language skills, and through an internal email list of Welsh speakers.

The University will encourage and promote a community of Welsh speakers, by running regular social meetings for Welsh speakers and learners.

3.2.4. The Internet

The website plays a key role in providing information and services to the public. The University will work towards achieving a fully-functioning bilingual core website, which will provide users with the choice of Welsh or English languages on the home page, by September 2013.

Currently an additional, stand-alone Welsh language website (Popeth yn Gymraeg) is available on the University website. This provides Welsh speakers with relevant and up-to-date information on services and courses available through the medium of Welsh, news and events, publications and forms, and general corporate information. Academi Hywel Teifi also has its own Welsh language website.

All the University's core pages will be available in Welsh and English.

The home page of all central administrative departments and services will be available in Welsh and English.

The home page of each academic College shall be available in Welsh and English.

Departments or Colleges offering courses, or modules through the medium of Welsh or departments where there are a significant number of Welsh-speaking staff and students, will provide further information about this provision in both Welsh and English on their home page.

The home page of all research centres will be in Welsh and English.

The home page of all research projects or collaborative ventures where the University is a lead or funding partner will be in Welsh and English. It will be a matter for each centre to decide whether to include subsequent pages in both Welsh and English.

When the internet is used as a medium of teaching and learning (e.g. Y Porth, Blackboard) the material for courses taught through the medium of Welsh will be available in Welsh or bilingually.

Online information relating specifically to international students will not be available in Welsh.

All Welsh and English web pages shall be equal in terms of design, quality and accuracy.

The Web Management Group in consultation with the Welsh Language Policy Officer will provide guidelines for creating and maintaining the bilingual webpages and will publicise these guidelines.

An annual monitoring report will be prepared on the bilingual contents of the website which will make use of spot check techniques as well as internal data.

In developing and maintaining our online presence, we are committed to conforming with the standards outlined by the Welsh Language Board in its 'Bilingual Software Guidelines and Standards' document.

3.3 Developing the Institution's Bilingual Ethos

3.3.1 The Institution's Corporate Identity in Wales

Wherever the University's corporate identity is displayed within Wales it will be bilingual.

The University's name will appear using 'Prifysgol Abertawe' and 'Swansea University' together.

This will include the University's name and logo, address and other standard information on letterheads, compliment slips, fax sheets, business cards, invitations and other similar documents. The job titles and contact details of staff will also appear bilingually on letters and emails. Information and the University's name will follow the same pattern wherever it is permanently displayed on signs, vehicles, buildings, exhibitions or publications.

Where the University logo is used on publications or materials directed towards Welsh speakers, the version of the bilingual University Logo which has the Welsh title first will be used e.g leaflet on Welsh Language courses.

3.3.2 Signage within the boundaries of Swansea University

University buildings and property are to have their titles in both Welsh and English.

Signs giving official information and directions, however displayed e.g. plasma screens, shall be bilingual.

Any other signs e.g. direction signs on main roads or public information signs, shall be bilingual.

Signs aimed at visitors to the University e.g Open Days, Student Fairs will also be bilingual.

Temporary signs are included in the above categories.

If temporary signage is required immediately , for emergency safety reasons, and will not remain in place for longer than 5 working days, this may be exempt from the requirements of the Scheme.

If this signage is required to remain in place for more than 5 days, the department responsible will arrange translation and ensure that the sign is displayed bilingually.

The format, size, legibility and prominence of both languages on all signs shall be equal.

Where conferences are hosted by the University, any signage produced by the University will be bilingual.

This includes the signage of services available to the Public (e.g catering outlets, shops, or health services) located on University land which has been contracted out to a third party.

3.3.3 Other Public Information Signs located in Wales

Any other public information signs located in any part of Wales and for which the University has responsibility, will be bilingual (e.g. at recruitment fairs, conferences held in Wales).

3.3.4 Printed material directed at the public in Wales

All central University publications and printed materials directed at the public in Wales are to be bilingual apart from information relating specifically to international students.

Normal practice will be to produce bilingual versions within the same document. This will include a variety of printed material e.g. posters, cheques, menus, receipts, invoices, maps etc.

Where it may be necessary to issue separate Welsh and English versions, both will be made available simultaneously. Where it is necessary to charge, the bilingual version will cost the same as any monolingual version, and separate Welsh and English versions will also be the same price.

This includes the printed material available to the Public from companies or bodies (e.g catering outlets, shops, or health services) located on University land which has been contracted out to a third party.

Such parties will be made aware of the Welsh Language Board's Investing in Welsh Scheme which provides free advice and translation services (eg of menus) for businesses.

During the academic year 2009/10 Swansea University produced a full Welsh Undergraduate prospectus for the first time. This will continue. The English version of the Prospectus will also include information (in English) about Welsh medium provision and the Welsh Language Scheme.

Welsh language content will be introduced into the 2012 Post-graduate prospectus, to include the Vice Chancellor's welcome and a short introduction to the Welsh language. Also information about Academi Hywel Teifi will be in Welsh, with an English explanation.

The Welsh language content of the post-graduate prospectus will be reviewed annually, as part of the overall review of the publication.

Where a course is offered in Welsh, Welsh or bilingual promotional materials will be produced.

Main corporate publications such as the Annual Report and Statement of Accounts will be

bilingual.

Notices convening the meetings of the Court together with the Agenda, and all papers for such meetings, will be bilingual.

Whenever practicable the Welsh and English versions should be set out in parallel columns on the left and right hand sides of the page respectively.

All papers circulated for meetings of the Court, the Use of Welsh Committee, the Welsh Language Scheme Monitoring Group and the Welsh Medium Development Group will be in Welsh or bilingual.

3.3.5 Forms and explanatory literature for use by the public in Wales

Any forms and accompanying explanatory literature produced by the University for use by the public in Wales will be bilingual.

Normal practice will be to produce bilingual versions. On those occasions when it will be necessary to produce separate Welsh and English versions, both versions will be readily available at the same time. They will be distributed together and each version will include a note stating that the form is also available in the other language.

New students will receive forms and literature in the language chosen during the admissions process.

Currently individual Departments and Colleges produce undergraduate and postgraduate handbooks for students. Welsh handbooks are produced where there is Welsh medium provision. Where there are no modules or courses taught through the medium of Welsh, the handbooks will contain information on the availability of Welsh speaking tutors and on the process for presenting written work in Welsh. The handbooks will also contain a bilingual introduction.

This will be reviewed in line with ongoing developments in Welsh medium provision relating to the establishment of Coleg Cymraeg Cenedlaethol.

All new forms and leaflets for internal use of staff will be produced bilingually in future, usually as one document. If the form is produced in separate documents, a note to highlight the availability of the form in Welsh will be included on the English version.

Welsh Language Policy Officers will conduct an annual audit of staff forms and leaflets by individual department (e.g. Finance. Human Resources) in order to monitor the provision and prioritise the order of their translation or revision.

Staff literature and forms available in Welsh are currently displayed together on the Popeth yn Gymraeg website in order to promote their use. Further initiatives to encourage Welsh speaking staff to make use of these forms will be developed [e.g. a dedicated area on the website].

3.3.6 Press Notices for circulation in Wales

All press or media releases in Wales will be produced bilingually but distributed in the language of the publication/medium. Any further contact with the press or media in Wales will be in Welsh or in English, depending upon the language of the reporter and/or newspaper, magazine or programme.

3.3.7 Publicity material, advertising campaigns, marketing campaigns in Wales

Any publicity material produced by the University in connection with advertising and marketing campaigns in Wales will be bilingual (e.g. pamphlets, booklets, electronic communication).

Advertisements appearing in the printed press in Wales will be bilingual, including 'advertorials' i.e. text/articles to accompany an advertisement.

In the Welsh Language press advertisements will be in Welsh only.

Where modules/courses are taught through the medium of Welsh any notices and marketing material relating to such courses may be produced in Welsh only.

At any student recruitment exhibition in Wales, the Welsh and English prospectuses will be displayed together.

Any public surveys conducted in Wales on behalf of the University as a body and associated with the University will be conducted bilingually.

Any specific survey carried out by a department or College on behalf of another body, or as part of their academic research activity, will be in the language specified by the sponsor.

3.3.8 Official Notices and staff recruitment literature

All advertisements for posts at the University will show the institution's name in the appropriate bilingual logo format.

Job advertisements appearing in the press in Wales will be bilingual.

Any advertisements for posts where the ability to speak Welsh is essential will be published bilingually.

Any advertisements for posts which appear in the Welsh language press may be in Welsh only.

Advertisements that appear in international subject specific publications may be in English only.

3.4 Staffing Policies

3.4.1 Bilingual Skills Strategy

To enable the University to provide services to the public in Welsh, it will work to encourage Welsh language skills within the workforce. This will be achieved through an annual 'Bilingual workplace' course and other formal and informal Welsh language training and support for staff.

The University will develop a bilingual skills strategy by September 2012. Progress towards this has included a comprehensive staff survey of Welsh language skills in 2010, and the launch of an interactive database of Welsh language skills in January 2011 for each member of staff to up-date on the staff intranet. Following completion of the University's new College-based structure later in 2011 an audit of minimum Welsh language skill levels will be conducted.

The Welsh language skills of staff will be recorded to monitor levels of Welsh language skills in the workforce.

A survey of the Welsh language skills of all staff will be conducted every two years to monitor developments.

In light of departmental plans data will be available on the levels of staff skills, and this will be monitored to ensure the current level of Welsh Language services is maintained. This will include services provided by individual colleges as well as administrative departments.

For all appointments competence for the post to be filled is the primary criterion.

When appointing staff, the University will consider if Welsh language skills are essential or desirable for posts.

Recruitment guidelines on how to assess the need for Welsh language skills will be produced and included in recruitment packs.

Job description and person specification forms for recruiting staff will include sections on Welsh language skills. This will ensure that the Welsh language is considered in all future posts.

Equal opportunities monitoring forms will include a section on Welsh language ability.

3.4.2 Qualifying for those posts where Welsh is essential

The University aims to have sufficient numbers of staff with the appropriate skills to provide a Welsh medium service to members of the public, in line with the commitments of this Scheme.

Departments and Colleges will be asked to provide a staffing strategy noting their priorities, their existing bilingual staffing resources and any long-term steps that need to be taken in order to achieve sufficient levels of bilingual skills.

Where bilingual proficiency is a requirement, each post will be assessed in accordance with Human Resources' Recruitment Guidelines in order to ascertain the necessary level of competence in Welsh required.

Proficiency or a willingness to learn to the determined level of competence, may be a condition of appointments where such proficiency would be an advantage in performing the duties of a posts.

The University realises that ensuring a strong representation of Welsh speakers within the Senior Management Team and at a senior level throughout the University is key in securing the status and full implementation of the Scheme. A Welsh speaking member of the Senior Management Team will be responsible for the Welsh Language and for implementing the Welsh Language Scheme. Senior posts for which competency in Welsh is not considered to be an essential skill will be advertised as Welsh desirable in accordance with University policy and will call for an understanding of the bilingual nature of the institution and of the University's position in a bilingual nation. Suitable training will be offered if required.

The Welsh Language Scheme Monitoring Group and Welsh Medium Development Group, in consultation with the HR department, will review the way in which this staffing policy is implemented by managers and others responsible for recruiting, training and supervising staff.

3.4.3 Specific vocational training through the medium of Welsh

The need for vocational training in Welsh will be considered in the in the context of the development of the University's Bilingual Skills Strategy and monitored annually.

When training needs are identified by Colleges or Departments, the University will work to meet this demand offering a range of formal and informal training and support.

When demand / need for Welsh medium vocational training has been identified, the university will facilitate suitable provision.

Members of staff wishing to learn Welsh or develop their knowledge of the language are able to register on the courses provided by Academi Hywel Teifi.

Members of staff are encouraged to attend these courses and Heads of Colleges/ Departments will facilitate their attendance.

All members of staff who receive Welsh Language training will be given an opportunity to practice their language skills and receive support from tutors and other Welsh speakers and learners through daily coffee mornings which will be held from October 2011. The sessions will be assessed by the Welsh Language Policy Officer and tutors from Academi Hywel Teifi for effectiveness and suitability at the end of each academic term, and developed/ modified accordingly.

4. The context of Welsh Medium Provision and plans for Future Development

1. Introduction

The coming year signifies a key period in the development of Welsh medium higher education with the establishment of the Coleg Ffederal or *Coleg Cymraeg Cenedlaethol* (by 2011/12). HEFCW has been given a target to increase the number of students who have some experience of Welsh medium education by 20% to 5,600 by 2013/14. In the document, *For Our Future: The 21st Century Higher Education Strategy and Plan for Wales (November 2009)*, it is noted that developing and enhancing Welsh medium provision is an important aim. Furthermore, it refers to the possibilities which could arise from the development of the Coleg Ffederal:

“The Coleg Ffederal model will provide an independent oversight, management, and development of Welsh medium higher education across Wales...This will help deliver social justice for those who seek to learn through the medium of Welsh, but also carries potential economic benefit through wider access to workforce development, and business opportunities which exploit the potential offered by a bilingual environment.”

2. The National Context

In terms of provision, the *Coleg Cymraeg Cenedlaethol* will use the National Development Plan as a basis to increase opportunities for Welsh medium study. The plan has prioritised subject areas to develop university education through the medium of Welsh. Swansea University has played an active role in the National Welsh Medium Sector Group and the University’s Welsh medium strategy has been founded on working within the development plan to enhance Welsh medium provision at the institution.

3. University Context

In August 2010 Academi Hywel Teifi was established at Swansea University. The Department of Welsh has merged with Welsh For Adults, providing a basis for developing a new powerhouse for the Welsh language within the institution. The Academi will ensure a high profile for the Welsh language on campus, and also for Welsh medium provision within the University. It will substantially increase the presence of Welsh within the University and support the development of teaching through the medium of Welsh. It is envisaged that the merging of departments will result in further collaboration to ensure effective provision for

those who work and study through the medium of Welsh, whether they are beginners, learners or fluent in Welsh.

4. Swansea University's Welsh Medium Provision Strategy

The Strategy has been based upon providing elements of courses, rather than whole courses, through the medium of Welsh, so that students can study bilingually.

The University's Welsh medium strategy has four key aims:

- To maintain provision in areas where there are current strengths in terms of Welsh medium HE
- To extend provision to new subject areas where there are significant numbers of Welsh speakers and potential to increase demand (Medium-term 2010-12)
- To explore the potential to develop Welsh medium provision as a consequence of wider developments in scientific subject areas
- To provide students with opportunities through the medium of Welsh to nurture the development of new skills and employability

4.1 Current Welsh medium provision and planned developments

4.1.1 Arts and Humanities subjects, Law and Business

Swansea University is currently leading in Modern Languages provision throughout Wales. With the input of experienced staff and Welsh medium scholarship and fellowship holders, administered by the Centre for Welsh Medium HE, there are several projects underway, financed by grants from the CWMHE. Along with developing new study materials through the medium of Welsh, a successful Summer School has been established and undergraduate scholarships have also been offered.

A platform has already been established for collaboration with other disciplines such as Welsh and Media. These have been traditionally strong subjects at the University, in terms of Welsh medium HE - benefiting from the efforts and significant support of senior lecturers, and, in the case of Media, the Welsh Medium scholarship and fellowship schemes. The opportunities for growth and further inter-disciplinary collaboration have been enhanced with the establishment of Academi Hywel Teifi. The Academi will also be offering four of the *Coleg Cymraeg Cenedlaethol's* main scholarships for undergraduates in Welsh from 2011 onwards.

Law will continue to offer provision through the medium of Welsh, and the University is planning to be able to meet the credit threshold for the *Coleg Cymraeg Cenedlaethol's* scholarships in Law. As part of a cross-disciplinary venture, a new module on the History of Law in Wales is also being made available to Law and History students. Students in Welsh will also be able to take advantage of this module.

A Welsh medium studentship in History has been taken up in 2010/11 and consequently new Welsh medium modules are being developed and offered to undergraduates. This will

see a resurgence in Welsh medium education in a department which has a tradition of producing revered and notable academics who have taught in Welsh.

New developments in Business include a module concentrated on Welsh language business skills in the workplace, which can also be made available to undergraduates in other subject areas such as Welsh, Law and Media.

4.1.2 STEM subjects, Geography and Bioscience

Geography has for several years been a strong area for Welsh HE provision at Swansea University, in both Human and Physical elements. The input of two established senior lecturers has been key to the development of Welsh medium provision in this subject area at the University. Provision in this subject area has also been strengthened by the awarding of two Welsh medium PhD studentships, funded by the Centre for Welsh Medium HE.

Undergraduates have benefited from the *AmNawdd* scholarship scheme, which has been administered by the Centre for Welsh Medium HE, in conjunction with environmental bodies such as the Countryside Council for Wales, the Forestry Commission and the Environment Agency. These scholarships will now be incorporated as part of the new Welsh medium studentships offered by the *Coleg Cymraeg Cenedlaethol*.

Bioscience is a newer area of development, with provision linked to Geography and available to College of Science students. Currently, Welsh medium provision is concentrated on elements of aquatic ecology, with the development of a new module – initiated by funding from the University's Use of Welsh Committee.

Provision in Mathematics has also benefited from internal funding, with Use of Welsh Committee support for a project to translate key modules in Calculus and Geometry into Welsh. External funding from the Centre for Welsh Medium HE has also supported a fellowship in Mathematics, and the department is playing an important role in the delivery of the national Development Plan in the subject area, with the advent of the *Coleg Cymraeg Cenedlaethol*.

With the development of Mathematics, plans have also been initiated to offer provision in other related areas through the medium of Welsh. There is great potential to develop Welsh medium study opportunities in Engineering, which has a significant number of Welsh speaking undergraduates. Welsh medium seminars are being offered to students and several elements connected to final year projects will be available through the medium of Welsh. Welsh medium work placements are also being developed.

Elements of Welsh medium provision based upon seminars will be introduced for students of Sports and Exercise Science and possibilities for Computer Science are also being explored.

4.1.3 Subjects related to Health and Social Science

Welsh medium provision is available in Nursing, centred upon work-based modules and significant efforts have also been made to promote the Welsh language and raise its profile internally through production of bilingual marketing and administrative materials.

In Psychology, provision is currently available through the medium of Welsh, initiated by a Welsh medium fellow. Recent internal reorganisation of Schools has created opportunities for collaboration with Nursing to develop further provision.

Social Work and Social Care is located within the same school and the University's Use of Welsh Committee has agreed to fund a review which would enable a formal structure for the introduction of Welsh medium provision within the department. Welsh medium work placement opportunities for undergraduates in this area, with the co-operation of local authorities in Carmarthenshire, Ceredigion and Pembrokeshire will be developed.

4.1.4 Professional Development: Work Placements

Developing work placement opportunities have been mentioned previously and relate to many subject areas e.g. media, law, nursing, etc. The Use of Welsh Committee has recently also granted funds to explore these possibilities further.

The following measures are also being implemented:

1. Collaboration with the University's Careers Department
2. Working alongside the Centre for Welsh Medium Higher Education – to take advantage of student sponsorship plans, such as AmNawdd (Geography and Environment) and CyfNawdd (Law) – which will now become part of wider scholarship plans initiated by the *Coleg Cymraeg Cenedlaethol*
3. Develop strong links with local companies – e.g. in media and IT – to enhance opportunities for students.

5. Methods to support the maintaining and extending of Welsh medium provision

5.1. Marketing and recruitment

In September 2009 a full-time Welsh Medium Development Co-ordinator was appointed. A part-time Welsh Language Development and Recruitment Officer is also in post, to market and promote Welsh medium provision

A Welsh medium recruitment strategy is being developed to support and implement the Welsh medium provision strategy. The strategy will be built upon work which has already been done in the following areas:

1. Develop and extend contacts with schools and colleges (and prospective students)
2. Develop and enhance contacts with current students
3. Develop opportunities to market Welsh medium HE via the internet – social networking, etc
4. Develop and nurture strong and effective links with the Mantais campaign

5. Maintain and increase presence at HE fairs and conventions (e.g. UCAS, Mantais) and national events e.g. National Eisteddfod, Urdd Eisteddfod

5.2 Bursaries

5.2.1 External opportunities – Scholarships established by the *Coleg Cymraeg Cenedlaethol*.

There are two categories:

Main scholarships - £1,000 a year in subject areas where students study a minimum of 80 credits a year through the medium of Welsh. (50 in total)

Study scholarships - £500 a year in subject areas where students study a minimum of 40 credits a year through the medium of Welsh. (100 in total)

5.2.2 Internal opportunities – eg. Scholarships offered by departments such as Modern Languages and Media

5.2.3 The University is exploring the possibility of establishing Swansea University Welsh medium scholarships for undergraduates. These types of scholarships are already offered by many other HE institutions in Wales.

5.3 General support for Welsh speaking students

Academi Hywel Teifi will support, enhance and enrich the provision of Welsh medium education and research at Swansea University, whether through formal or informal teaching.

The Academi will build on existing provision by developing opportunities for students who do not follow degree courses entirely through the medium of Welsh to use the language in tutorials, which may be both formal and informal, according to the subject. Over the next three years, priority will be given to establishing Welsh medium tutorials or seminars in the following areas: Mathematics, Engineering, History and Psychology.

The Academi will also collaborate with the University's central departments to develop stronger systems of recording the Welsh language skills of students, in order to enable the market these opportunities and Welsh-medium services and provision more effectively, and thereby increase uptake.

The University will develop a plan to support Welsh students' employability skills, by forming exciting and beneficial links with potential employers in a variety of fields. Moreover, in the 2011/12 academic year the University will launch the 'Iaith i Bawb' (Language for All) scheme, which will provide an opportunity for any student to receive an introduction to the Welsh Language and earn credits towards their degree. Two 10 credit modules are offered for beginners who are registered on any degree course within the University, and students may be in their first year or second year of study. Under the scheme there will also be an opportunity to study Modern Languages through the medium of Welsh. A study conducted by the College of Arts and Humanities showed a demand among current students for such opportunities (out of 400 responses, nearly 80 students indicated they want to take advantage of the opportunity to learn Welsh).

In September 2011 the Swansea University branch of the Coleg Cymraeg Cenedlaethol will

be opened within Academi Hywel Teifi, providing a point of contact for Welsh-medium students who wish to take advantage of funding initiatives, educational resources and the support available from the new Coleg Cymraeg. Swansea University also intends to be fully involved in the Coleg Cymraeg Cenedlaethol's Welsh Language Skills Certificate by the year 2012/13.

6. Conclusions

Swansea University provides a variety of opportunities to study through the medium of Welsh at Swansea University, and will extend provision to 'new' and exciting subject areas. With the development of the Coleg Cymraeg Cenedlaethol, Swansea University will play a key role in the enhancement of Welsh medium higher education, taking full advantage of the opportunities to increase the provision currently offered here.

The Use of Welsh Committee at the University is fully committed to meet the aspirations of the Welsh Assembly Government with regard to enhancing opportunities for students through the medium of Welsh.

7. Monitoring and Implementing the Scheme

7.1 Administrative measures to be taken by the University to facilitate the Scheme

The Council will have overall responsibility for the Welsh Language Scheme. Council will receive annual reports on the implementation of the Scheme via Senate and Management Board (see 1.2).

The Welsh Language Scheme Monitoring Group, Use of Welsh Committee and Welsh Medium Provision Development Group, will be responsible for the implementation of the Scheme.

This line of accountability will ensure that the Scheme is implemented with the University's full authority.

The Welsh Language Policy Officer will ensure that the Language Scheme is operative throughout the institution. He/She will also increase awareness amongst Departments, Colleges and individual members of staff of the ways in which the Scheme is to be implemented. This will be done by distributing tailored guidelines, by consulting Heads of Departments and Colleges and by offering appropriate courses.

The implementation and administration of the Scheme within a particular department or College are the responsibility of the Head of that department or College.

The Head will be responsible for preparing in consultation with the Welsh Language Policy Officer :

- (i) a Development Plan
- (ii) a report on the progress made during an academic year, and
- (iii) designating a Welsh Language Policy Co-ordinator.

The Welsh Language Policy co-ordinator will be fully briefed on the requirements and obligations of the Welsh Language Scheme relevant to the activities of their Department/College.

All heads of Departments/Colleges will report annually through the Welsh Language Policy Officer to The Use of Welsh Committee and Welsh Language Scheme Monitoring Group.

Monitoring of the Scheme will also occur through means such as using "mystery callers" to test service provision.

The Welsh Medium Development Co-ordinator, through the Welsh Medium Development Group, will be responsible for the promotion of Welsh-medium teaching, monitoring present provision and quality assurance. The Welsh Medium Development Group will report to the Use of Welsh Committee.

The University currently provides an internal translation service through its Translation Unit

which undertakes the institution's official translation work. At present simultaneous translation work is contracted out to a local translation agencies.

The Head of the Translation Unit will ensure that the service provided by the official translators is of a high standard, and every effort will be made to ensure that any other translators who are employed can also provide a service of the highest standard.

Instructions and guidelines about the appropriate use of the internal translation service and outside translation agencies will be issued to all departments and Colleges.

7.2 A contract or agreement involving a third party to provide a service to the public in Wales

(including services that are 'contracted out' in line with the terms of the Scheme and the guidelines set out by the Welsh Language Board in the document *Contracting out public service contracts and the Welsh Language*.)

When a Department or College engages an agent or other contractor outside the University to provide a service to the public in Wales, the Department or College will ensure that the agent, contractor or subcontractor acts in accordance with the relevant elements of the Language Scheme, and reports back regularly on their performance.

Each department and College within the University will receive guidelines to this effect.

Any tendering documents, specifications and contractual documents and agreements should include guidelines for providing a service that complies with the Language Scheme and, where appropriate, a statement can be requested showing how these services are to be carried out.

Any work done by an agent, contractor etc. will be supervised to ensure that services comply with the relevant sections of the Scheme.

In cases where a third party is responsible for providing a service to students who are pursuing Welsh medium courses it must be ensured that that service is consistent with the Language Scheme.

7.3 The monitoring of the Scheme's Operation and Comparing the Performance of Swansea University with those standards outlined in the scheme

On behalf of the University's Management Board the Welsh Language Policy Officer and Welsh Medium Development Co-ordinator will prepare an annual written review of the Language Scheme in line with the Welsh Language Board's annual review format.

This report will include a comparison of Swansea University's performance with the standards outlined in the scheme, an explanation of the reasons why any standards or targets have not been met, and an outline of the steps that will be taken to ensure an improved performance.

The report will be discussed by the relevant committees, and then by the University Council, and then will be sent to the Welsh Language Board, together with any recommendations for further action that the committees have made.

A statement on this report will be included in the University's annual Operating and Financial Review.

Every 2 years a staff survey will be conducted in order to ascertain views about the standard of Welsh medium/bilingual services provided (as part of the skills survey).

A similar survey of students will also be conducted every two years.

The University has established a complaint procedure in the event of any dissatisfaction with the Scheme.

This procedure enables any individual to suggest improvements to the bilingual service.

Any comments or complaints will be referred in the first instance to either the Welsh Language Policy Officer or the Administrative Secretary, and will thereafter be referred to the chairpersons of the relevant committees and to the Welsh Language Scheme Monitoring Group.

7.4 Targets for the implementation of the scheme

Definite targets for the implementation of the scheme will be set. These targets will note the steps that have already been taken, those which can be put into effect immediately, those identified as short-term targets (one year), medium-term targets (two years) and longer-term targets (three years and more).

These targets are listed in the *Action Plan (Appendix 1)* together with details of those responsible for action on each target.

7.5 Consultation process

The original Language Scheme was published 2004 and was formally launched within the University after consulting staff and students through the Use of Welsh Committee.

The University will publish this revised Scheme (2010) on its website and will make this document available on request to any person.

Copies will be sent to all departments and Colleges as well as tailored guidelines for implementing the relevant sections of the Scheme.

References to the availability of the scheme will be made in the University's prospectuses and Handbook.

Reference to the Scheme will also be made at the induction course for new staff and a leaflet containing a summary of the scheme will be distributed to all new staff by the HR department.

The Scheme will be promoted and publicised both internally and in contact with external bodies.

The individuals/Departments who are responsible for promoting various aspects of the Scheme are listed in the *Action Plan (Appendix 1)*.

The bilingual ethos of this policy is accorded prominence in the University's general publicity programme which includes institutional presence at national events.