



Cynllun Iaith 2011

A Baratowyd yn unol a Deddf yr Iaith Gymraeg 1993

Coleg Llandrillo Cymru

Welsh Language Scheme 2011

Prepared under the Welsh Language Act 1993



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1 Introduction

- 1.1 This is a Welsh Language Scheme prepared under the Welsh Language Act 1993.
- 1.2 This Welsh Language Scheme was approved by the Llandrillo College Further Education Corporation Board on 7 July 2011 and received the approval of the Welsh Language Board under section 14 (1) of the Welsh Language Act on 2nd September 2011.
- 1.3 Previous Welsh Language Schemes in this sequence are:
- Coleg Llandrillo Welsh Language Schemes approved 11th May 2001 and 14th June 2005
 - Coleg Meirion-Dwyfor Welsh Language Schemes approved 27th September 2000 and 24th May 2006
- 1.4 This is the first Welsh Language Scheme for the new Coleg Llandrillo Cymru Institution and is the successor to the above schemes.
- 1.5 Coleg Llandrillo Cymru 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 Coleg Llandrillo Cymru will give effect to that principle when providing services to the public in Wales.
- 1.6 Further information regarding this scheme may be obtained from:

Mrs Rhian McCarthy
Head of Bilingual Development
Coleg Llandrillo Cymru, Rhos,
Llandudno Road,
Rhos-on-Sea,
LL28 4HZ

2 College Profile

2.1 General Information

- 2.1.1 The current Coleg Llandrillo Cymru was formed by the merger of previous Coleg Llandrillo Cymru and Coleg Meirion-Dwyfor. As a result, it now provides education and training across the three counties of North West Wales – Gwynedd, Conwy and Denbigh. Each of these has a very different characteristics and the new college management is now structured along county lines in order to respond to this. The constituent parts of the new institution and its surrounding area will now be considered by county. The College now has 10 sites, covering 3 Local Authority areas:

Gwynedd – The Meirion-Dwyfor Sites

- Dolgellau
- Glynllifon
- Pwllheli

Conwy Sites

- Rhos on Sea
- Colwyn Bay
- Llanrwst
- Abergele

Denbigh Sites

- Denbigh
- Rhyl
- St.Asaph

2.1.2 Staff at the College

As noted above, Coleg Llandrillo Cymru provides education and training across the whole of North West Wales, and is as a consequence also a major employer in the area.

Staff (2010-2011)

The number of full-time/fractional staff is given below. The number of part-time, hourly paid staff varies considerably throughout the year and as such no detailed breakdown can be given. The Welsh speaking percentage should be used as an indicator only as it has been collated following a staff questionnaire that asked staff to “self-evaluate” their language abilities.

	Number of responses	% Welsh speaking
Academic	418	25.5
Academic Support	261	25.4
Total	679	25.5

2.1.3 Students (2009-2010) and Volume of Learning.

These percentages have been evaluated using LA26 in the LLWR. The need for consistent, meaningful measures for use throughout the college is addressed further within this scheme. The data notes the percentage of learners following an element of their learning through the Welsh language or bilingually. ***It should be noted that the data is in accordance with the nationally recognised definitions.***

Centre	2009/2010 Full Time				
	Total Number of Learners	Through Welsh		Bilingual	
		Number of learners	%	Number of learners	%
Abergele	124	0	0.0	27	21.8
Denbigh	98	1	1.0	18	18.4
Elwy Centre	503	1	0.2	7	1.4
Work Based Learning	43	0	0.0	11	25.6
Llanrwst	27	0	0.0	5	18.5
Rhos	3,166	9	0.3	1,034	32.7
Rhyl	805	0	0.0	158	19.6
Dolgellau	526	72	13.7	524	99.6
Glynlifon	236	26	11.0	236	100.0
Pwllheli	378	143	37.8	377	99.7
Community Provision	0	0	0.0	0	0.0
Total	5,906	252	4.3	2,397	40.6

Centre	2009/2010 Part Time				
	Total Number of Learners	Through Welsh		Bilingual	
		Number of Learners	%	Number of Learners	%
Abergele	613	0	0.0	80	13.1
Denbigh	644	15	2.3	100	15.5
Elwy Centre	4,754	17	0.4	80	1.7
Work Based Learning	1,582	26	1.6	166	10.5
Llanrwst	283	34	12.0	146	51.6
Rhos	5,432	32	0.6	253	4.7
Rhyl	1,144	32	2.8	64	5.6
Dolgellau	943	192	20.4	572	60.7
Glynlifon	63	14	22.2	44	69.8
Pwllheli	332	146	44.0	80	24.1
Community Provision	1,831	11	0.6	83	4.5
Total	17,621	519	3.0	1,668	9.5

Volume of learning (2009-2010)

The following percentage show the total volume of learning that is either in the Welsh medium or bilingual on each site. This measure is the general College approach to measuring Welsh Medium and Bilingual provision.

Centre	Volume of learning that is bilingual (as a % of the total for that site)	Volume of learning that is in the medium of Welsh (as a % of the total for that site)
Abergele	10.4	0.0
Denbigh	12.5	0.8
Elwy Centre	0.2	0.02
Work Based Learning	1.4	0.2
Llanrwst	25.3	1.4
Rhos	13.6	2.9
Rhyl	9.6	1.5
Dolgellau	83.4	4.6
Glynllifon	91.6	0.6
Pwllheli	67.3	15.4
Community Provision	4.6	0.0
Total	18.2	2.5

2.1.4 Information Regarding the Areas the College Serves

a. Gwynedd - Meirion-Dwyfor Sites (Dolgellau, Glynllifon and Pwllheli)

The main economic activities in Gwynedd are in the agricultural and service sectors, most of the latter being in the public services ie health, education and public administration. Tourism is also an important element of the local economy.

The majority of the people in Gwynedd speak Welsh. There are 77,846 (69%) Welsh speakers living in the county and the 2001 Census notes that 86% of 3-15 year olds and 76% of 16-19 year olds are Welsh speakers. There is a large variation in the percentage of Welsh speakers within particular wards ranging from between 32% and 45% in Barmouth and Tywyn to between 79% and 87% in Blaenau Ffestiniog and parts of Pen Llŷn. These are all areas within the College catchment in Meirionnydd and Dwyfor.

The education authority in Gwynedd does not place schools into linguistic categories as all schools are expected to follow a common linguistic policy. All schools are expected to give pupils sufficient opportunity to be proficient in both languages. The College sites at Dolgellau and Pwllheli provide all post-16 courses for Meirionnydd and Dwyfor. The only other post-16 provider in the area is Ysgol y Berwyn, Bala.

The natural catchment area for the **Dolgellau** campus is South Meirionnydd,

Penllyn and Ardudwy although some vocational students also attend from Dwyfor as there is a wider selection of these courses than at Pwllheli. The campus provides a wide range of A-level and vocational courses for this area. A new Business Training Centre for Meirionnydd and Dwyfor is also now located at Dolgellau.

The **Pwllheli** campus serves the Dwyfor area and is predominantly an A-level campus but with some vocational courses. There is also a specialised Marine Engineering Facility in the Hafan.

Glynllifon is a land-based campus with residential facilities, situated on the Glynllifon Estate near Caernarfon. It specialises in Agriculture, Land-based Engineering, Forestry & Countryside Management, Animal Care, Equine Studies and Horticulture and attracts students from a much wider area including the whole of Gwynedd and Anglesey and much further afield. The Campus is currently being upgraded and expanded, as the College has been granted funding of over £10 million for capital expenditure on the Glynllifon Estate. £2.3 million has already been spent refurbishing the student hostel and canteen. Approximately £8 million is being spent on a new Learning Village, where education and training providers can work together to focus on training and economic development in the area.

The Campus has a wide range of facilities appropriate to the land-based courses it offers, including an outdoor animal park, indoor animal unit, horse riding arena, forest, engineering workshop and a working farm with modern milking parlour.

b. Conwy Sites - Rhos, Colwyn Bay, Llanrwst and Abergele

There are many different social, cultural and linguistic traditions within the County of Conwy, due in large part to the differing types of communities within the county. The county includes a heavily populated coastline where tourism is the main industry and a rural agricultural hinterland with much more dispersed population.

Some 82% of the county's population live in the narrow area of coastline that includes Colwyn Bay and Llandudno as the main urban centres. The other main centres of population along this coastal strip are Abergele, Conwy, Kinmel Bay, Llandudno Junction, Penmaenmawr, Llanfairfechan and Penrhyn Bay.

To the south of the coastal strip there is a rural area with a much lower and more dispersed population. The centres of Llanrwst, Trefriw, Betws-y-coed, Pentrefoelas, Cerrigydrudion, Llansannan, Llangwm and Llanefydd are much smaller than those on the coast but of key importance to the area.

According to the Population Census of 2001, 31,298 of the County Borough of Conwy's population speak Welsh. This represents 29.4% of the usual residential population aged 3 and above. The figures in the 2001 census indicate that 6,207 of the 3-15 age group, and 2,884 of the 16-24 age group, speak Welsh.

Here also there is a substantial difference in the percentage of Welsh speakers within the various communities. In Towyn and Kinmel Bay just under 11% of

the population can speak Welsh while 74% are able to speak the language in Uwchaled.

Whilst the 2001 census highlights that overall there is a high proportion of Welsh speakers within the counties of Conwy and Denbighshire, it also highlights that there are considerable differences across the counties and between age groups. In Denbighshire, overall the ability to speak, read and write Welsh varies from 11-17% in Rhyl (11.36%), Prestatyn, Bodelwyddan, Dyserth and Llangollen to 61.77% in Gwyddelwern. In Conwy the range is from 7-17% in Kinmel Bay, Betws-y-Coed, Colwyn Bay, Llandudno (16.43), Llanddulas, Llysfaen, Mochdre and Rhos-on-Sea (13.86%) to 69.49% in Pentrefoelas.

26.4% of the County's primary pupils and 14.3% of secondary pupils receive Welsh-medium or bilingual education. 16.2% of the County's pupils who have Special Educational Needs Statements receive their education bilingually or through the medium of Welsh.

Ysgol Y Creuddyn is Conwy's Designated Welsh Medium Secondary School, and was established in 1981, while Ysgol Glan Clwyd in Denbighshire continues to receive children from the County of Conwy, namely primary school children from Rhydgaled and Llanefydd, as well as those pupils in Llansannan School who live on the Denbighshire side of the school's catchment area. Welsh-medium education is also provided in Ysgol Uwchradd Dyffryn Conwy. In addition to this, Llangwm primary school pupils continue to be educated at Ysgol Berwyn, Y Bala and approximately 50% of year 6 pupils in Cerrigydrudion primary school transfer each year to Ysgol Brynhyfryd, Ruthin. Pupils at Ysgol Pant Y Rhedyn, Llanfairfechan are offered the choice of secondary education through the medium of Welsh at Ysgol Tryfan, Bangor.

Although every secondary school is considered a bilingual school, the degree of bilingualism varies from school to school. In general, there are three language categories, the two bilingual ones being:

- Designated Welsh-medium School (Ysgol y Creuddyn)
Welsh is the main medium of instruction and for examinations. Key terminology is introduced in English in the subjects taught in Welsh. English is taught as one of the school subjects, and every pupil will follow GCSE courses in English and in Welsh as a First Language. Welsh is the school's official language and it has a Welsh ethos and ambience.
- Bilingual School (Ysgol Dyffryn Conwy)
The school offers every child the opportunity to study through the medium of Welsh or English or a combination of both languages. Welsh is the main teaching medium in years 7, 8, 9 and more bilingualism introduced in years 10 and 11. Every pupil sits a GCSE examination in Welsh, with some taking the Welsh Second Language paper. The ethos, activities and school administration are bilingual.

Ysgol y Creuddyn and Ysgol Dyffryn Conwy offer a limited choice of AS

qualification courses. Through the Conwy Learning Federation Conwy schools and Coleg Llandrillo Cymru are co-operating to extend post-16 options to create a common bank of options for subjects. Coleg Llandrillo is to offer bilingual AS photography and Ysgol Creuddyn to offer AS health and social care through the medium of Welsh. Most of the post-16 vocational provision is delivered by the College for Further Education and workplace learning providers.

The College's largest campus and main administrative centre is situated in Rhos-on-Sea. It offers a full range of courses from entry to postgraduate level, including full-time, part-time, day, evening, academic, vocational, work-based training, retraining, bespoke and degree courses. This draws students from the whole of Conwy but also some from Gwynedd and Flint.

The **Bay Learning Centre** opened in Colwyn Bay in April 2010. It was developed by Coleg Llandrillo Cymru in partnership with Communities First and the Youth Service, with support from the Welsh Government and the Bay Life Initiative. The Centre offers a range of courses, including learndirect, Classroom Assistants, Deaf Studies and IT courses, as well as courses to help people back into learning. The College's Community Provision is planned and managed in the Bay Learning Centre.

The **Abergele** Campus provides a community learning facility for the people of Abergele and the surrounding area. It has developed a reputation for quality adult education, with many students progressing to degree courses at Coleg Llandrillo Cymru or local universities.

Glasdir is a rural development centre which serves the community of Llanrwst and the surrounding areas delivers a range of bilingual full-time and part-time courses, including GCSEs and Return to Learn programmes.

c. Denbighshire Sites - Denbigh, Rhyl and the Elwy Centre, St.Asaph

There are again many different social, cultural and linguistic traditions within the County of Denbighshire, due in large part to the differing types of communities within the county. It is a mainly rural county but with an urban coastline.

The local economy has several important sectors and includes some large and important industries e.g. Honeywell in St Asaph and Tyco in St Asaph and Bodelwyddan. Tourism and leisure is especially important in the traditional coastal towns of Rhyl and Prestatyn. Rhyl is also an important shopping centre for the area where several large retailers are situated. The general hospital at Bodelwyddan is the largest site in the county as measured by number of employees.

Further South agriculture is the main industry with important market towns at Corwen, Denbigh and Rhuthun each of which also has a local industrial estate. Llangollen is the venue of the International Eisteddfod and a major tourist centre.

The county's population, according to the 2001 Census was 90,085. Of these,

23,543 (26.1%) were Welsh speakers. 5,966 (6.6%) of these were in the 3-15 age group with a further 2,534 (2.8%) in the 16-24 age group. In Denbighshire, again, there are considerable variations in the percentage of Welsh speakers in the various communities. In terms of percentage of population, a greater percentage of people identify as Welsh speaking in the South of the County than in the North with the highest percentages being in the electoral divisions of Llandrillo (64%); Llanrhaeadr yng Nghinmeirch (59%) Gwyddelwern (53%); Efenechtyd (52 %) and Corwen (51%), whilst the lowest percentages are in the wards of Prestatyn North (12%); Rhyl West (12%); Prestatyn North West (13%); Rhyl East (13%); and Rhyl South West (15%). In this context, it is important to bear in mind the relatively high population density in the North of the County as this can lead to a significant number of Welsh speakers compared to other areas and counties even though they may make up a small percentage of the total.

23.1% of the County's primary pupils and 18% of its secondary pupils receive their education through the medium of Welsh or bilingually. 5.5% of the County's pupils stated with Special Educational Needs receive their education bilingually or through the medium of Welsh.

The Council is committed to expanding the provision of Welsh medium education throughout the County to meet this aspiration. All schools in the County are categorised according to medium of teaching. Ysgol Glan Clwyd is the Welsh-medium secondary school while Ysgol Brynhyfryd and Ysgol Dinas Bran are Bilingual Category 2B. There is an expectation that schools will increase and strengthen the bilingual nature of their school over time and will work towards moving up through the categories so that more pupils have the opportunity to be fully bilingual. There has been a significant increase in the demand for Welsh medium secondary education in Denbighshire over recent years, particularly in the North of the County and this trend is expected to continue.

Ysgol Glan Clwyd offers 24 Welsh Medium courses and a further 18 Welsh Medium or bilingual courses are available at Coleg Llandrillo Denbigh and Coleg Llysfasi.

The **Denbigh** Campus in Crown Lane opened in 2001, to provide bilingual learning facilities for the community of Denbigh and the surrounding areas. It delivers a range of vocational full-time and part-time courses as well as evening courses.

The **Rhyl** campus delivers a number of vocational subjects. The new Rhyl Sixth building, which opened in September 2010, provides a dedicated Sixth Form centre for students studying both A Levels and Vocational courses, with a choice of over 50 AS & A Level and Vocational options.

The **Elwy Centre, St. Asaph**, the College's specialist business support centre, is based on the St. Asaph Business Park. The centre offers bespoke training and professional development opportunities for business, evidenced in the College's *Business Point* programmes and short courses. The College's Work Based Learning contracts are planned and managed at the Elwy Centre.

2.2 Assessment of Current Arrangements and Performance

- 2.2.1 An assessment of current arrangements and performance across the College is seen at Annex 1.

3 Planning and Providing the Service

3.1 The College Mission Statement

- 3.1.1 The College Corporation has adopted the following Mission Statement:

To provide outstanding education and training opportunities to improve the skills base of employers, individuals and communities to support social and economic advancement

- 3.1.2 The College Strategic Plan includes the following as a strategic priority:

Strategic priority 7: the College will continue to increase access to bilingual and Welsh-medium education for all learners who choose to study within the North West Wales area.

3.2 Over-arching Statement of Intent and Purpose

- 3.2.1 In light of the above, the College states that:

- It will protect and further develop its bilingual curricular provision and learner support across the entire College network
- It will ensure that its outward facing corporate operations is fully bilingual
- It will work to develop the bilingual nature of its internal operations and endeavour, wherever practical, to maintain the Welsh medium nature of internal administration in the Meirion-Dwyfor area.

Given the nature of the College's operations, and the limited resources available, the clear priorities for development are the services to the learner and the public.

- 3.2.2 Further, the College will maintain and develop its bilingual academic services to the learners;

- to ensure that learners are able to continue with their education/training in the language of previous learning (in Local Authority schools), thus promoting language continuity, linguistic progression and equality of access
- to promote the ability to communicate effectively in both Welsh and English as an important skill that will boost employment potential
- to enhance the learners' awareness of their cultural identity in this area of North Wales
- to enhance learners ability to play a part in a bilingual community and experience the social benefits of bilingualism.

- 3.2.3 The above sections note clearly that the extended College network serves three counties with a range of communities (from a social, economic and linguistic point of view). The College will therefore;
- work to protect and ensure developments in the area of bilingualism in each and all of the three Local Authority areas
 - respond within each area in ways that reflect their differing natures and learner and public expectation.
- 3.2.4 The above Overarching Statements provide the context in which the remainder of this Scheme is set.

3.3 The Further Education Sector Context

- 3.3.1 In January 2010 ColegauCymru¹ adopted a bilingualism strategy for Welsh FE colleges. This sets out a challenging agenda for the sector with the main aim of securing improvement in practice across the sector taking full account of the differing requirements and context in different areas. It is intended that colleges will respond to this strategy by prioritising developments in one (or more) of three strands. The three strands that form the strategy are:
- **Strand 1:** The development of a Welsh ethos at the college
 - **Strand 2:** The development of bilingual communication skills and other elements of provision and support to augment English medium provision
 - **Strand 3:** The development of Welsh-medium or bilingual provision for post-14 Learners
- 3.3.2 This scheme will refer to, and build on, the three strands framework set in the ColegauCymru Strategy. To this extent, due to the wide geographical area covered and the disparate nature of those areas, it is intended that the various sites within the institution will be working at different levels within the strands. However it is also intended to use the expertise and experience of the more advanced sites to enhance the provision across the college and in particular to offer an acceptable linguistic progression to students from Welsh language pockets within the more anglicised areas.

3.4 Responsibilities for Implementing and Monitoring the Scheme

- 3.4.1 The day-to-day implementation of this scheme is the direct responsibility of the relevant managers. However, the work is co-ordinated, and monitored, by the Head of Bilingual Development, who's contact details are below:
- Mrs Rhian McCarthy
Head of Bilingual Development
Coleg Llandrillo Cymru, Rhos,
Llandudno Road,
Rhos-on-Sea,
LL28 4HZ

¹ ColegauCymru – the organisation representing the FE sector in Wales

e-mail – r.mccarthy@llandrillo.ac.uk

- 3.4.2 At a Senior Management level, responsibility for the implementation and monitoring of the scheme lies with:

Dr Ian J Rees
Deputy Principal (Strategy and Communication)
Coleg Llandrillo Cymru
Ffordd Ty'n y Coed
Dolgellau
LL40 2SW
e-mail – ij.rees@llandrillo.ac.uk

The Deputy Principal will report to the Executive Management Team and to the College Board of Governors (the “Board”) on its implementation. The Executive Management Team will have overall responsibility for strategy and monitoring with the Senior Management Team responsible for implementation. Curricular elements of the scheme will be monitored by the Academic Board and its sub-committees.

- 3.4.3 The College Board will designate a named member to have a responsibility for Welsh-language matters and in particular the monitoring of this scheme.
- 3.4.4 The Academic Board’s Engagement and Communications Committee will oversee the developments of bilingualism within the College generally. It meets at least once per term when a termly progress report with recommendations to the Academic Board is prepared.

3.5 Administrative Arrangements

- 3.5.1 This Scheme has been prepared by the Head of Bilingual Development and the Deputy Principal (Strategy and Communications). It has been discussed by a Working Group consisting of a cross section of staff and College Board Members.
- 3.5.2 Responsibility for disseminating the contents of the scheme will lie with the Head of Bilingual Development, supported by the Engagement and Communications Committee. Copies of this scheme, along with the related Action Plan, will be made available to all members of staff via the College intranet (CLIC) and in addition all members of staff will receive a Summary Document. Awareness-raising sessions will also be arranged for all staff following formal adoption of the scheme and the contents will form an important part of all induction programmes for new staff.
- 3.5.3 An Annual Review will be prepared following agreed criteria and the results reported to the Executive Management Team in advance of submission to the College Board at its December meeting each year. The Local College Councils at each site will receive reports on local progress to strengthen local accountability.
- 3.5.6 **Translation Support.** The college employs 4.5 in-house translators, two based in Rhos and two in Dolgellau (with one part time translator being a home-

worker). One is trained to deliver simultaneous translation. These are sufficient to respond to most of the translation work required in the normal working of the college, although work is contracted out as and when required. The Translation Unit is Line Managed by the Head of Bilingual Development.

- 3.5.7 The members of the college translation team have assembled a great deal of expertise in translating educational materials with due regard to the standard and form of language that corresponds best to the linguistic requirements of the students. As such the translation of educational materials will always be given priority with administrative work being contracted out if necessary.
- 3.5.8 The College will review the processes it adopts in accepting, prioritising and translating work submitted and will adopt an ICT based approach.
- 3.5.9 The Translation Unit will, over time, develop a large data-base of Welsh medium/bilingual resources available in the College and raise all staff's awareness of the available resources on a regular basis.

3.6 New Policies and Developments

- 3.6.1 An assessment will be made of the linguistic effect of any new or updated policies and developments as they pass through college committees. If necessary these may be referred to the Head of Bilingual Development for an assessment of their impact before the final acceptance.
- 3.6.2 All new policies will be required to promote and facilitate the use of Welsh wherever possible and no new policy, procedure or initiative will be adopted without a documented assessment to ensure consistency with the spirit of this Scheme being considered.
- 3.6.3 The Welsh Language Board will be consulted if any new policy/development has an effect on this scheme that could be considered to be detrimental. The College will not change this scheme without the prior agreement of the Welsh Language Board.
- 3.6.4 The college will ensure that its staff and any consultants involved in the formulation of policy are aware of the scheme and the College's responsibility under the Act.
- 3.6.4 Every member of staff involved in the formulation of new policies and procedures will be referred to the College's Language Scheme in order to ensure that they are fully aware of linguistic requirements in respect of the new policies.

3.7 Third Party Compliance

- 3.7.1 All contracts issued by the College will refer to the scheme and will expect compliance with those requirements relevant to the contractor. A copy of the

scheme will be issued to all third parties in order to ensure compliance.

- 3.7.2 The College will follow the recommendations and advice provided by the Welsh Language Board in their document “Contracting our Public Service Contracts and the Welsh Language”
- 3.7.3 Third party compliance will be monitored by the commissioning department and will if necessary or in the case of a dispute be referred to the Head of Bilingual Development or Deputy Principal.

3.8 Staffing Matters

- 3.8.1 The College recruitment policy always considers the linguistic requirements of the post and will designate all posts as being ones where bilingualism is either an essential or a desirable skill.
- 3.8.2 The linguistic requirements of all posts within the college will be considered carefully prior to advertising and where necessary are classified as Welsh essential positions. These positions will be advertised as such.
- 3.8.3 The College will endeavour to maintain the number of managerial staff who are able to work bilingually to reflect the areas it serves and also to maintain the linguistic balance of the College’s Board of Governors.
- 3.8.4 When managerial posts become vacant, the College will carefully consider their linguistic requirements prior to advertising and designate each post as appropriate (see 3.8.1 and 3.8.2 above).
- 3.8.5 The post of Principal/Chief Executive of the College will be designated as being one where bilingualism is a desirable skill. If the person appointed is not able to work bilingually, they will be expected to learn Welsh within a period of two years. This will be a precondition of employment.
- 3.8.6 If the College is unable to appoint suitably qualified staff for “Welsh essential” posts, this requirement will be revised as being “Welsh desirable” for any second advertisement. It will be made clear on appointment the expectation that the person appointed in such a case will be required to develop their Welsh language skills to a level, and within a timescale, that will be agreed at that time.
- 3.8.7 All staff will be expected to participate in the development and implementation of the Welsh language services and education set out in this Scheme and urged to facilitate the development of a bilingual workplace.
- 3.8.8 **Staff Development.**
The College encourages and supports the training needs of staff through its comprehensive staff development policy. A proportion of this budget is

allocated to developing the linguistic abilities of both teaching and administrative staff. Priority will be given to members of staff who have particular contact with the general public and with Welsh speaking students.

- 3.8.9 Staff will be offered the opportunity to extend their skills in the area of bilingualism. Those with some knowledge of Welsh but lacking the confidence to work bilingually will be offered the opportunity to improve their existing skills and others will be offered support to learn. There are suitable staff development opportunities at most sites and all programmes are widely disseminated within all sites
- 3.8.10 A programme of staff development securing staff awareness of the Scheme will be rolled out in the form of an initial briefing by the Deputy Principal to all staff at the annual staff development events with follow up events organised and monitored by the Staff Development Team as required.
- 3.8.11 The college also makes use of the National Sabbatical Scheme operated at Bangor and Deeside and the services of Sgiliaith which is based in the Pwllheli campus to aid Welsh-speakers and learners undertake Welsh language and bilingual teaching.
- 3.8.12 The College will also use experienced bilingual teachers from across all sites to mentor new staff or those beginning to teach bilingually. This will utilise video and other electronic communication methods to aid communication and ease of access especially if and when problems arise. This includes the work of the Bilingual Champions (whose roles are being reviewed to deliver this scheme) and the Bilingualism Staff Mentors.
- 3.8.13 The College will use the expertise and skills of bilingual staff to support service delivery across the network, partly by use of new technologies.
- 3.8.14 Once employed, new staff will have access to the college's staff development scheme which includes several opportunities to learn or improve their Welsh.

3.9 Monitoring and Review

- 3.9.1 The Scheme will be monitored at three levels: the whole College, county and individual site. It will incorporate the principles of linguistic progression from KS3/KS4 to higher education.
- 3.9.2 Curriculum and Functional Managers will be responsible for monitoring the implementation of the scheme within their areas, including any targets attached. They will be required to report on these as part of the college's quality review.
- 3.9.3 The Head of Bilingual Development, in association with the Curriculum and

Functional Managers, will undertake a review of the services covered by the scheme and report to the Engagement and Communications Committee. It will include audits of all services included under this scheme.

- 3.9.4 The Engagement and Communications Committee will monitor the scheme's progress and identify any further developments in any of the included areas. It will provide termly reports to the Academic Board and EMT on the progress being made under the scheme.
- 3.9.5 The Deputy Principal will provide updated reports to the College Board regarding progress in implementing the scheme. An annual monitoring report will follow the framework issued by the Welsh Language Board and a copy of the report will be submitted to the Welsh Language Board at an annual date to be agreed.
- 3.9.6 There will be a full evaluation of the scheme at the end of the third year or on the occasion of any major restructuring. This will provide a full evaluation with an outline of any new priorities or requirements which arise from the evaluation, along with a revised timetable for implementation. This will in turn lead to a review and update of this Welsh Language Scheme which will be submitted to the Welsh Language Board in order to gain approval for the second period of implementation.
- 3.9.7 The quality of the bilingual services provided will be monitored and improved internally through inclusion in the College's Annual Self-Assessment process and will be reported on externally from time to time through Estyn and DfES.

3.10 Curriculum Planning and Quality

- 3.10.1 The college curriculum is planned in a yearly cycle and is the responsibility of the Vice-Principal Planning and Standards, in conjunction with the Curriculum Area Directors and Heads of Programme.
- 3.10.2 The development of bilingual services to learners will form part an integral part of the annual cycle of Curriculum Planning.
- 3.10.3 The planning of bilingual services to learners will be informed by:
 - The contents of this Scheme
 - A review of recent performance
 - WAG policy
 - 14-16 provision in local schools – to promote language progression in learners' programmes of study
- 3.10.4 The College is committed to delivering an equally high quality service in both English and Welsh.

- 3.10.5 The Self Assessment Report for each area prepared annually as part of the quality cycle will include an audit of current curricular practice (vis-a-vis bilingual provision) and identification of areas for development.

3.11 Comments and Complaints

- 3.11.1 All complaints from staff, students or any member of the public will be dealt with through the college's usual complaints procedure. If necessary the complaint will be referred to the Head of Bilingual Development for a report before responding.
- 3.11.2 All relevant comments and complaints will be passed to the Head of Bilingual Development and the External Communications Committee and will be considered in the next evaluation.

3.12 Promotion

- 3.12.1 The College will review its student interview, enrolment and induction processes to ensure that all learners are aware of the Welsh medium/bilingual services available and are advised appropriately on how adopting such learning mediums can improve their language skills and employment opportunities.
- 3.12.2 A range of initiatives to promote bilingual learning will be adopted. These will include the highlighting of role models, input from employers etc.
- 3.12.3 Following the success of the annual awards for Welsh medium work on the Meirion-Dwyfor sites, this approach will be adapted and implemented across the college network.

3.13 Publicity

- 3.13.1 Publicity for this Welsh Language Scheme amongst the public is considered essential in order to ensure that the public and students who come into contact with the college are aware of its Welsh medium service and provisions, and also to ensure that the college's employees, agents and Contractors are aware of the need to operate in accordance with the requirements of the Scheme.
- 3.13.2 The college will adopt the following means of publicising its Welsh Language Scheme:
- Posters and leaflets advertising the College's activities to include reference to the scheme
 - Distribution of summarised electronic or hard copies of the Scheme to both administrative and academic staff, third party contractors, and any other contracted parties
 - Distribution of a student version for use in schools as well as at the college
 - Distribution of copies of the scheme to other organisations and individuals interested in the College's Welsh Language provision

- Place the Scheme on the College's website
- Hold a formal launch event.

3.13.3 Information concerning the scheme and its implications will be included in all relevant staff and student handbooks and also on the college website.

4 Development of a Welsh Ethos across the College

For this purpose, ethos is defined as "the visual and spoken presence of Welsh and the degree to which the language is evident", dealing with the public, the Public Face of the College and Internal Administration. In line with the ColegauCymru Strategy, this section will also refer to the bilingual ethos of the curriculum.

All sites will adhere to the level required in Strand 1 of the ColegauCymru policy on Bilingualism in Further Education. This point is further developed in Section 5 (below).

4.1 College Administrative Arrangements

4.1.1 The developments in this scheme should be considered in light of the prioritisation noted in 3.2 above.

4.1.2 In a large establishment such as Coleg Llandrillo Cymru, it is inevitable that several managers will not be proficient in the Welsh-language. This will be approached by simultaneously providing the following.

4.1.3 Support and encouragement for managers to achieve a sufficient level of proficiency in the Welsh language by means of staff development utilising internal and external resources (see Section 3.8 on Staff Development).

4.1.4 All meetings of the College's Board of Governors will be bilingual, with simultaneous translation facilities and bilingual papers available. The linguistic nature of each Local College Council will be at the behest of the relevant Chair to reflect the nature of the area in the spirit of this scheme.

4.1.5 All mass cross-college meetings will be bilingual in nature, with the linguistic balance reflecting the nature of the site. The College also will aim to use simultaneous translation facilities in all mass cross-college gatherings. This will also be approach taken for cross-college meetings of staff and managers, especially those dealing with curriculum and quality matters in order to reflect and enhance the language of delivery.

4.1.6 In smaller administrative meetings, the availability of Welsh speaking colleagues in other centres across the group will be used to provide a natural, internal bilingual service where possible, including bilingual minutes in accordance with the decision of the Chair of the meeting.

4.1.7 Small teams will need to make their own internal arrangements but the

importance of allowing all members of the team particularly those based generally Bilingual sites to maintain their linguistic integrity within the larger unit will be stressed at all times.

- 4.1.8 All “all staff” corporate internal messages, both paper and electronic will be bilingual by default but may be in one language when the recipients all require communications to be in that particular language. Every staff member will arrange a bilingual signature at the end of every e-mail.
- 4.1.9 If possible, such bilingual messages will be laid out with both languages side-by-side, to promote equity.

4.2 Dealing with members of the public

- 4.2.1 **Initial Contact** - All front-line staff that make initial contact with the public, whether in person or by telephone, and at all sites will welcome them with a bilingual greeting, with the Welsh greeting first. The College will work towards a position where staff at the Gwynedd Sites, the main administrative site at Rhos and at Llanrwst and Denbigh will also be able to continue the conversation in Welsh. To facilitate the use of Welsh in conversation, bilingual staff will use a different coloured lanyard on their College ID badges. This will be voluntary.
- 4.2.2 **Telephone communication** - Telephone communication in Welsh and English is welcomed. Staff operating the switchboard at all sites will answer the phone with a bilingual greeting. People contacting the Gwynedd Sites and the main administrative site at Rhos will also be able to continue the conversation in Welsh.
- 4.2.3 If the telephone caller speaks in Welsh and the appropriate staff member is unable to speak Welsh, it will be explained that the person concerned is unable to communicate in Welsh and the caller will be offered the choice of:
- Transferring the call to a Welsh speaking member of staff where possible – this might involve transfer to another allocated site e.g. Pwllheli.
 - Having a Welsh speaker return the call
 - Continuing the call in English

This is in line with the policy of Coleg Llandrillo Cymru prior to merger with Coleg Meirion-Dwyfor.

- 4.2.4 The messages on all site and staff answer phones will be bilingual.
- 4.2.5 The above procedures will be supported by strategies to encourage non-Welsh speaking staff to learn Welsh and Welsh speakers to increase their confidence where appropriate (see Section 7.2 on Staff Development).
- 4.2.6 **Written Correspondence** - Written correspondence in both Welsh and English

is welcomed and treated equally and every letter will receive a signed response in the same language. Correspondence through the medium of Welsh will not in itself lead to any delay.

- 4.2.7 All official centrally prepared correspondence initiated with a member of the public, external organisations, staff or students will be in their language of choice where it is known. If it is not known, the initial correspondence will be bilingual. All subsequent communication will be in their language of choice.
- 4.2.8 In order to facilitate this process, a centrally compiled list of members of staff who are able to deal with communications in Welsh in the various teaching and administrative departments will be maintained in all the offices.
- 4.2.9 Where necessary, arrangements will be made to translate correspondence as required in order to respond promptly to letters in their original language.
- 4.2.10 All standard official correspondence and publications will be bilingual. Standard documentation for corresponding with students, members of staff and other groups or individuals will be bilingual. Student reports will be in the language of learning, unless the learner asks otherwise.
- 4.2.11 Electronic correspondence will be treated in the same manner as traditional mail.
- 4.2.12 **Public meetings (AGM, Public Meetings etc)** - Any public meeting will be conducted bilingually. Papers and documents circulated prior and after the meeting including the minutes will be bilingual and simultaneous translation will be available for the meeting.
- 4.2.13 Anyone attending a public meeting will have the right to speak through the medium of Welsh or English. Meeting notification will state that all are welcome to contribute through the medium of Welsh or English and simultaneous translation will be available. In addition, a Welsh speaker will address the meeting at its commencement in order to establish the option of using Welsh.
- 4.2.14 Staff who are able to communicate in Welsh will be encouraged to do so at public meetings in order to promote natural bilingualism at such meetings.
- 4.2.15 **Meetings with individuals** - Any member of the public who wishes to arrange a meeting within the college may request that the meeting be held through the medium of Welsh or English. Where Welsh is the requested medium, arrangements will be made with an appropriate Welsh-speaking member of staff. This will be helped by the fact that nearly all the former Meirion-Dwyfor managers are both familiar with the field and proficient in Welsh. These

linguistic partners will be called upon to assist the non-bilingual manager and staff as and when necessary.

- 4.2.16 If the request is for a meeting with a specific individual who is a non-Welsh speaker, the situation will be explained and the following choice will be offered:
- Conduct the meeting through the medium of English
 - Rearrange the meeting at a convenient time with an alternative staff member
 - Submit a written enquiry in Welsh
- 4.2.17 In order to facilitate this process, a centrally compiled list of members of staff who are able to deal with communications in Welsh in the various teaching and administrative departments will be maintained in all the offices. This will be continually updated by the HR Department
- 4.2.18 **Other Contacts** - The principles described above will be followed in all dealings with the general public, other organisations and learners. This will also hold where other forms of communication such as video conferencing are used.
- 4.2.19 The College's web site and Moodle will be bilingual where it relates to general information. The web site will have an initial language choice page before entry. Any updates or new developments will be simultaneous in both Welsh and English and each homepage will display prominent icons providing users with the opportunity to view generic information in either Welsh or English. In this case the Welsh and English will be on separate, though equally accessible pages.
- 4.2.20 Any prospectus or course advertisement will be presented bilingually and the language of delivery will be noted (as Welsh, English, bilingual or as partly bilingual - where it is not possible to deliver the whole of a course through the medium of Welsh).
- 4.2.21 A general practice will be adopted of offering all materials bilingually for courses noted as being delivered bilingually. Every effort will also be made to respond to learner demand. Welsh and English will appear together rather than in separate documents or pages, in order to facilitate the use of Welsh and support learners. In exceptional cases decisions on whether materials will be bilingual or available in separate English and Welsh versions which will be determined by the nature and size of that material. Where separate English and Welsh versions are produced each version will contain a statement that the publication is available in the other language. Both language versions will be freely accessible. If any price is charged for documents, there will be no difference between the price for English, Welsh or bilingual versions.

4.3 The Public Face of the College

- 4.3.1 The Institution's corporate identity, including the logo, will either be in Welsh or fully bilingual.
- 4.3.2 All published materials will be bilingual by default.
- 4.3.3 The general practice of offering all forms bilingually will be adopted. In exceptional cases decisions on whether forms will be bilingual or available in separate English and Welsh versions which will be determined by the nature and size of the form. Where separate English and Welsh versions are produced each version will contain a statement that the publication is available in the other language.
- 4.3.4 All advertising and publicity materials will be produced bilingually. Advertisements in the Welsh language press will be Welsh-only and bilingual in the English press in Wales.
- 4.3.5 All job adverts will appear bilingually except in Welsh language publications, and will note whether the Welsh language is a necessary qualification (see Section 3.8 on Staffing).
- 4.3.6 All official College signage will be bilingual, with both languages given equal prominence. The way in which differing fonts and layouts are used on bilingual signage is clearly noted in the College's Corporate Image File that will be available at each College site reception and/or Library.
- 4.3.7 All official College posters placed on notice-boards will be bilingual, with both languages given equal prominence.
- 4.3.8 Videos and electronic messages displayed in public areas in the College will be bilingual, with both languages given equal prominence.
- 4.3.9 As noted above, each site will develop its services, but in a way that responds to the area it serves. With respect to ethos, the table below summarises how each site will respond. Fuller details are to be found in the Action Plan.

Site	
Abergele	Further Develop
Rhos	Further Develop
Denbigh/Llanrwst	Further Develop
Rhyl	Further Develop
Bay Learning Centre, Colwyn Bay	Further Develop
Elwy Centre, St Asaph	Further Develop
Dolgellau	Maintain
Glynlifon	Maintain
Pwllheli	Maintain

4.4 Development of the Welsh Ethos within the Curriculum

- 4.4.1 Each Directorate within the College will review its curriculum offer, and learning environments, to ensure that the concept of the *Cwricwlwm Cymreig* is an integral part of the learner experience. This will be evidenced by usage of Welsh exemplars, placing curricular content in a Welsh context etc where possible.
- 4.4.2 Directorates and Campuses will provide and promote events that develop the cultural and linguistic awareness of the learners. These will include St. David's Day events, Eisteddfodau, Language Clubs etc.
- 4.4.3 Learners will be advised to positively consider study at the College in the language of previous study (e.g. at school). This will promote language progression and development. This will be possible at enrolment and induction.

5 Development of Welsh Medium Services and Provision to Support the Curriculum, including the Development of Bilingual Communication Skills that can Support English Language Provision.

Sections 5 and 6 of this scheme will highlight how the College intends to develop its services to the learners. Section 6 will refer to learners main programmes of study while this section will refer to the way the college will develop learners' bilingual skills and the provision of bilingual services to learners. These services include; tutorial support; advice and guidance, informal activities etc.

Both Sections 5 and 6 concentrate on full time courses, but the College will also promote Welsh medium/Bilingual Part Time and evening courses and also bespoke training.

5.1 Services to the Learner

- 5.1.1 The College is committed to delivering an equally high quality service in both English and Welsh.
- 5.1.2 The College will utilise the high level of bilingual expertise within the staff across the network sites to offer an effective bilingual service to all (both internally and externally). This will be implemented using the latest electronic and video technologies.
- 5.1.3 In order to facilitate the process, especially at those sites with a low percentage of bilingual staff, a centrally compiled list of members of staff who are able to work through the medium of Welsh in the various teaching and administrative departments will be maintained in all relevant offices.

5.1.4 As noted above, as it College Site responds to its local communities, differing aspects of services could be targeted for improvement at each site. The common thread, however, is that developments will be pursued on each site. This section will note how each site will develop its bilingual services to its learners. The following section provides an overview and more detail will be available in the Action Plan. (For completeness, the following sections also include reference to more general elements also).

5.1.5 The College will strive to maintain and develop elements of support for learners. These include:

- Bilingual or Welsh medium Tutorial Groups
- Bilingual or Welsh medium Advice and Guidance (including counselling).

Section 4 above also refers to activities such as St David’s Day events, Eisteddfodau (both site based and external). All these activities contribute both to the support provided for learners and to the development of their Welsh identity and their language awareness and skills.

5.2 Development of Bilingualism/ Welsh Language Skills

5.2.1 The College has employed a range of methods of developing learners’ bilingualism and Welsh Language Skills. These are in addition to language of their main courses. In the case of learners who study through English, these elements can provide an overall bilingual programme of study. In the case of those already studying elements of their main courses in Welsh, these elements enhance and further develop their bilingual language skills.

5.2.2 The methods referred to above include:

- Welsh language and bilingual Essential Skills provision
- Iaith ar Waith provision for vocational learners
- Language clubs
- Elective and enhancement activities

5.3 Developments

5.3.1 As College Sites respond to their local communities, differing priorities will be targeted for improvement at each site. The common thread, however, is that developments will be pursued on each site. The general approach is summarised below, and further detail is to be found in the Action Plan. The Action Plan provides details of provision to be developed by each Site/Directorate.

5.3.2 Abergele

Support to students and Welsh medium Tutorial Groups	Develop
Development of Bilingual Communications Skills	Develop

5.3.3 Rhos

Support to students and Welsh medium Tutorial Groups	Develop
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	Development of Bilingual Communications Skills	Develop
5.3.4	Denbigh/Llanrwst	
	Support to students and Welsh medium Tutorial Groups	Develop
	Development of Bilingual Communications Skills	Develop
5.3.5	Rhyl	
	Support to students and Welsh medium Tutorial Groups	Develop
	Development of Bilingual Communications Skills	Develop
5.3.6	Bay Learning Centre, Colwyn Bay	
	Support to students and Welsh medium Tutorial Groups	Develop
	Development of Bilingual Communications Skills	Develop
5.3.7	Elwy Centre, St. Asaph	
	Support to students and Welsh medium Tutorial Groups	n/a
	Development of Bilingual Communications Skills	Develop
5.3.8	Dolgellau	
	Support to students and Welsh medium Tutorial Groups	Maintain
	Development of Bilingual Communications Skills	Emphasis on vocational provision
5.3.9	Glynlifon	
	Support to students and Welsh medium Tutorial Groups	Maintain
	Development of Bilingual Communications Skills	Further develop
5.3.10	Pwllheli	
	Support to students and Welsh medium Tutorial Groups	Further develop
	Development of Bilingual Communications Skills	Further develop

6 Development of Welsh Medium / Bilingual Provision for post-14 Learners

6.1 Curriculum Planning and Management

6.1.1 The college curriculum is planned in a yearly cycle and is the responsibility of the Vice-Principal Planning and Standards, in conjunction with the Curriculum Area Directors and Heads of Programme. The curricular provision for each site is planned and managed in a way that promotes local priorities and also promotes a co-ordinated approach across the organisation.

6.1.2 Ultimately, responsibility for the local curriculum lies with the relevant Site Director. However, in planning the curriculum, discussions occur between those managers who have responsibilities in this area:

- Site Director – overall responsibility for the Site Curriculum
- Curriculum Area Directors (Corporate) and Corporate Curriculum Leads – responsibility for a particular area of provision across the College.

6.1.3 The development of bilingual services to learners will form an integral part of the annual cycle of Curriculum Planning, with the Site Directors being central to developments.

6.1.4 The planning of bilingual services to learners will be informed by:

- The contents of this Scheme
- A review of recent performance
- WelshGovernmentpolicy
- 14-16 provision in local schools – to promote language progression in learners' programmes of study
- Learner expectation
-

6.1.5 The video facility may be utilised to offer Welsh-medium tutorial groups for students that is sensitive to their different linguistic levels. This may also be used to deliver certain units through the medium of Welsh to provide progression for those who have come from a Welsh-medium school but find themselves in a small minority in their course cohort on any particular site. Bilingual staff from the Gwynedd sites (and others) may provide this facility to supplement courses being followed on other sites.

6.1.6 Details of the current College provision are included in Annex 1.

6.2 Resources and Resource Development

6.2.1 The college has done much over the past few years to develop bilingual resources ensuring that learners have access to an increased range of bilingual learning materials. Details of these resources are kept on an internal database.

6.2.2 The college has also made a major investment in the resources available to staff and learners via the College intranet including resources such as Cysill,

Terriadur, and CD packages for improving Welsh language skills.

6.3 Data

6.3.1 Work needs to be done to develop across site, consistent MIS data which includes the learners' first language and the previous language of study. This may then be utilised by the Student Services staff and the School Liaison Officers to channel students into Welsh-language, bilingual or Welsh-supplemented mode of study. A Welsh-supplemented mode of study may involve following a course in English but having other ancillary courses or services in Welsh.

6.4 Collaboration and Partnership

6.4.1 The College will continue to work with its external partners to promote Welsh medium/bilingual provision. These external partners will include:

- The three 14-19 Learning Partnerships across the region
- The North Wales Welsh Medium Forum
- Individual schools
- Other colleges

6.4.2 This collaboration will include:

- The provision of Welsh medium/bilingual provision for 14 -16 year old learners in collaboration with partner schools
- The provision of Welsh medium/bilingual provision for 16 -19 year old learners in collaboration with partner schools
- Identification of areas for the development of provision to provide language progression for 16 year old learners

6.4.3 Such collaboration may include:

- Collaborative teaching
- Bespoke provision for learners from other institutions
- Sharing of staff from other institutions to gain language expertise
- Use of Video Teaching and other means of electronic communications

6.4.4 The College will also promote similar collaboration internally across the extended network. This will provide a bilingual option to sites that do not at present have Welsh language speaking staff available in the required field.

6.4.5 It is intended to work closely Higher Education Institutions and with the recently formed Coleg Cenedlaethol Cymraeg to ensure progression into Higher Education for those who study their level 3 courses through the medium of Welsh thus providing a seamless linguistic path through all levels of education for those who desire it.

6.4.6 The Recruitment and School Liaison staff will work closely with schools (especially those in a tertiary setting) both to ensure that all prospective

students are aware of the linguistic options available and to inform college planning of bilingual delivery.

6.5 General Site Approach to Development

6.5.1 As College Sites respond to their local communities, learner expectation and local/national policies, differing priorities will be targeted for improvement at each site. The common thread, however, is that developments will be pursued on each site. The general approach is summarised below, and further detail is to be found in the Action Plan.

6.5.2 Abergele

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Develop in WAG priority areas

6.5.3 Rhos

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Develop with an emphasis on 14-19 partnerships and WAG priority areas

6.5.4 Denbigh/Llanrwst

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Develop with an emphasis on 14-19 partnerships and WAG priority areas

6.5.5 Rhyl

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Develop with an emphasis on 14-19 partnerships and WAG priority areas

6.5.6 Bay Learning Centre, Colwyn Bay

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Develop in WAG priority areas

6.5.7 Elwy Centre, St. Asaph

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Respond to customer requirements and requirements of WBL contract.

6.5.8 **Dolgellau**

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Further develop with an emphasis on 14-19 partnerships.

6.5.9 **Glynlifon**

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Further develop with an emphasis on 14-19 partnerships.

6.5.10 **Pwllheli**

Mainstream Provision	
Cwricwlwm Cymreig	Emphasise
Welsh medium / Bilingual Provision	Further develop with an emphasis on 14-19 partnerships.

ANNEX 1 – Review of Current Arrangements and Performance

1 Geographic Context

- 1.1 **Current Provision** varies across the College network and is influenced by location, linguistic background and other local issues (as outlined above). The sites within the Gwynedd area are almost wholly bilingual in their curriculum delivery and student support services. The Welsh medium/bilingual provision in the Conwy and Denbigh areas has seen significant growth over the last few years and these sites have made considerable progress in developing a bilingual ethos. When advising current and prospective students, action is taken to ensure that learners are aware of the demand for bilingual skills in the workplace and appreciate the benefits which will accrue from developing their linguistic skill, in a vocational and academic context, in creating wider opportunities in work and leisure in Wales. Learners have the opportunity to discuss the benefits of bilingual skills with their tutors. Details of the current provision can be found on the College's website www.llandrillo.ac.uk.
- 1.2 **Gwynedd** - In 2009-10, 77.2% of main courses on the Meirion-Dwyfor sites were taught either bilingually (73.8%) or through the medium of Welsh (3.4%). These figures do not include Welsh as a subject, but do include Yr Iaith ar Waith and English as a subject. This is a slight drop from 79% in 2008-09, but remains higher than 76% recorded in 2007-08 and exceeds this year's target of 75%. The majority of respondents in the student questionnaire on the Gwynedd sites remained very satisfied or satisfied that they were able to follow courses in Welsh or bilingually, and that support materials were available in both languages, if so required (no significant variations across sites).
- 1.3 Investigation of LA26 and WJEC figures indicate that more work needs to be done to strengthen the use of Welsh as a medium of study at AS in Dolgellau, and also to improve Welsh-medium activity is low in certain AS and A2 courses in Pwllheli. It is more difficult to identify specific areas for development in vocational courses across the three sites in Gwynedd and work will be commissioned within this scheme to establish how best to measure vocational Welsh-medium learning for internal purposes, and how best to increase learners' Welsh language skills.
- 1.4 Data was collected for named Year 11 pupils in the eight secondary schools in the Dwyfor Meirionnydd area in the spring of 2009. The intention was to track every individual and compare their use of Welsh as a medium of study at school and college. Although the data for Dolgellau and Pwllheli was collected, and detailed work to track learners across all first year programmes was initiated, it became apparent that meaningful conclusions of individual learners' use of language would be difficult to ascertain when their language of learning was recorded in LA26 as bilingual. It is more likely, however, that individual discussions with a randomly selected group of students would reveal more accurately to what degree the college maintains the use of Welsh as a medium of learning. It is intended to undertake this work as part of this scheme.
- 1.5 The **Conwy and Denbigh** sites have developed the use of bilingual champions in various

programme areas in order to promote Welsh-medium and bilingual delivery and provide support for other staff members. Bilingual champions are attached to each curriculum area with the remit to encourage support and monitor Welsh language development in their area for staff and students, provide tutorial support to students where required, mark student's work when required, and liaise with external bodies. The bilingual champions are also responsible for further enhancing the Welsh and bilingual ethos of their programme area. The bilingual champions receive three hours per week teaching credits allocated for 36 weeks per year. 67 Welsh-medium courses were delivered across the Conwy and Denbigh sites during 09/10 representing 1% of total delivery and 223 courses (representing 4% of total delivery) with some element of bilingual delivery were delivered across the college network during 09/10. In 2006 with the aid of grant funding from WAG the college appointed a Head of Bilingual Development to manage strategic Welsh-medium and bilingual developments throughout the College network, including leading on Bilingual Development Strategy, Language Plans and to manage the Bilingual Champions' project

A majority of programme areas in the Conwy and Denbigh sites are able to offer progression opportunities bilingually e.g. Rhyl college offer Text Processing L1, Diploma in Computer Office skills (L2) and Certificate in Computer office skills (L2) bilingually. Motor Vehicle deliver a wide range of courses bilingually and offer progression e.g. NVQ in Vehicle Refinishing at L2 and L3. New bilingual provision has been developed in the Glasdir centre in Llanrwst which includes Computing, Food Safety, Family History and Health and Safety courses Personal tutorials are offered in Welsh when the tutor is bilingual. When the tutor is not bilingual every effort is made to put the team dimension in place to offer a Welsh tutorial. Each programme area is set challenging targets for Bilingual delivery annually (*see Table 1 for targets for 2009/10 and 2010/11*).

Learners on the Conwy and Denbigh sites take part in a Welsh themed tutorial week during the first week in March to coincide with St David's Day Celebrations. The college has good links with external agencies such as the Urdd and local Mentrau Iaith, and two regional Welsh for Adults Centres. The embedding of Cwricwlwm Cymreig is seen as an essential requirement in teaching and learning practice in the College. This activity is reported on through the College self assessment procedure with evidence being gathered through the College classroom observation systems

1.6 The following numbers of students took part in the new WJEC's units Yr Iaith ar Waith on the Meirion-Dwyfor sites:-

- 26 learners, Level 2 Animal Care Glynllifon
- 10 learners, Level 2 Health and Social Care, Dolgellau
- 8 learners, Level 2 Leisure and Tourism, Pwllheli
- 12 learners, Level 2 Health and Social Care, Pwllheli

1.7 The numbers on Conwy and Denbigh sites were as follows:

- 42 learners, Entry 3 Level Hospitality Rhos
- 39 learners, Entry 3 level Business Rhos
- 43 learners, Entry 3 Level Tourism Rhos

- 12 learners, Entry 3 Level and 1 at Level 1 Denbigh
- 11 learners, Entry 3 level Health and Care Rhos
- 56 learners, 42 Entry level 3, 5 at level 1 and 9 at level 2 Hairdressing Rhos

2 Ethos

2.1 General Ethos and Internal Operations

While there is some commonality in the way both colleges (prior to merger) responded to this element, there are also differences.

Matters such as bilingual signage have received attention on all sites, but the use of the Welsh language in everyday life is quite different at differing sites (as highlighted by the above sections on the differing linguistic natures across the new catchment area).

Internal operations at Coleg Llandrillo Cymru prior to merger were predominantly in the English language, while the Welsh language was the normal medium of internal operations in Coleg Meirion-Dwyfor.

2.2 Dealing with the Public

Again this has some commonalities and some differences. The language skills of staff at Coleg Meirion-Dwyfor meant that most (if not all) interactions with the public could be performed in either Welsh or English (according to the requirements of the member of the public). While a number of key staff at the previous Coleg Llandrillo Cymru were bilingual, there were areas where Welsh medium interactions were not possible.

2.3 The Public Face of the College

Both previous colleges gave this element of work much attention. All official documentation (including prospectuses, reports etc) were bilingual in both colleges. This was supported by bilingual signage at all sites.

2.4 Video Teaching

Meirion-Dwyfor has over the past years built up an expertise in the delivery of Welsh-medium education to students in other establishments by utilising the Welsh Video Network. This project at present employs a manager and three full time academic staff based at Dolgellau and Pwllheli as well as calling on other teaching staff when needed. There are at present 12 active contracts with schools throughout Wales. Details of these are contained in *Table 2*.

2.5 Promotion and Encouragement

Over the past years the Gwynedd Sites have presented awards annually for work through the medium of Welsh in various categories. The number of applicants increased again to 34 (target 30+). Also the college was successful in attracting sponsorship from four local businesses: Llên Llŷn, Farmers Mart, South Caernarfonshire Creamery and Y Bwtri.

In Conwy and Denbigh learners are invited to be interviewed in the language of their choice. Diagnostics and follow up information is offered through the medium of Welsh. Student induction packs are bilingual. The Bilingual Champions give a formal presentation to all full time and substantial part-time learners (substantial part-time:

learners following a course of more than 6 hours duration per week) in their tutor groups during induction week to raise learners' awareness of the importance of bilingualism, the employment opportunities available in the area and to promote the free Welsh language courses available to all learners within the College. Learners on the Conwy and Denbigh sites take part in a Welsh themed tutorial week during the first week in March. The College has developed a support programme which includes opportunities to use and practice Welsh socially and has established a Clwb Cymraeg for staff and learners and informal meetings are held monthly. Bilingualism and language awareness is part of the induction programme for new staff and a programme of staff development sessions on Language Awareness is delivered cross-college by the Head of Bilingual Development.

It is intended that the Conwy and Denbigh sites will follow the practise in Gwynedd and present awards for work produced either through the medium of Welsh or bilingually.

- 2.6 Pwllheli also houses Sgiliaith, who provide advice, guidance and training for other providers under contract to Department for Education & Skills (DfES), ColegauCymru and others.
- 2.7 The college works in close collaboration with the Local Education Authorities in all three counties and is part of the planning process for post-14 education. This ensures continuity of provision and clear progression routes for all students.

Table 1 – Programme Area Bilingual targets 2009/2010 and 2010/2011

PROGRAMME AREA	2009/10 Credit Equivalent Units Actuals (CEU's)	2010/11 Credit Equivalent Units Targets (CEU's)
Creative Arts	0	850
General Education (excluding Wfa)	0	200
TOTALS AGE	0	1050
Construction	1892	2200
Engineering	0	300
IT	0	200
Construction Rhyl	10	25
TOTALS T&I	1902	2725
ENTERPRISE	48	55
Coleg Llandrillo Dinbych and Llanrwst (Glasdir)	907	1000
Coleg Llandrillo Abergele	564	600
Learning Communities	206	350
Skills for Life	0	
TOTALS P&D	1677	1950
Health & Care	2472	2700
Health & Care WBL	44	50
Hairdressing & Beauty	1851	1900
ILS	1967	2350
Sports & Public Services	3983	4000
TOTALS HWB	10317	11000
Business Studies	619	1600
Business & Hospitality Work Based	0	25
Hospitality	2290	2300
Tourism	36	50
TOTALS BHT	2945	3975
Rhyl General	662	750
Motor Vehicle	1385	1400
TOTALS RHYL	2047	2150
LIBRARY & IT WORKSHOP	24	0
UFI		
Dolgellau	12699	13000
Pwllheli	7837	8000
Glynlifton	6370	7200
TOTALS ALL PA's and SITES	45,865	51,105

Table 2 – Details of 2010/2011 Video Teaching Contracts.

Name of recipient School/College	Course Provided	Numbers of Learners	Number of Years Contract has been in place
Ysgol Penweddig, Aberystwyth	AS	3	5
Ysgol Penweddig, Aberystwyth	A2	3	4
Ysgol Rhydywaun	AS	12	5
Ysgol Rhydywaun	A2	4	4
Ysgol Llanfaircaereinion	AS	5	1
Ysgol Llangefni	AS	14	1
Ysgol Dyffryn Teifi	AS	9	4
Ysgol Dyffryn Teifi	A2	4	3
Ysgol David Hughes	AS	17	1
Ysgol Bodedern	AS	20	2
Ysgol Bodedern	A2	5	1
Ysgol y Berwyn	AS	4	1

ANNEX 2 – Targets

There are many targets associated with the Action Plan and these will be monitored by the Head of Bilingual Development Annually. These targets will contribute to the College’s overall performance against the Key Targets in this scheme and also be linked to funding.

The College, however, has identified Key Targets that will indicate performance against the aims of the plan:

- Number of College learners following an element of their learning through Welsh language and bilingually (Full Time)
- The volume of learning that is either in the Welsh language or bilingually on each site (as a percentage of the totals)- as measured by Credit Equivalent Units (CEUs).

This data will allow the College to report on progress to DfES.

Annual Targets

The following targets relating to numbers of learners are percentages of the whole cohort within that category.

	Base Line	2011/2012	2012/2013	2103/2014	2104/2105
Number of Full Time Learners following elements of their learning through the medium of Welsh	4.3% (2009/10)	4.8%	5.3%	5.8%	6%
Number of Full Time Learners following elements of their learning bilingually	40.6% (2009/10)	43.6%	46.6%	49.6%	50%
Credit Equivalent Units (CEUs)	51,105 (2010/2011)	tba	tba	tba	tba

This is an English language version of a bilingual document