

Welsh Language Standards Annual Report

August 2023 – July 2024

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

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1. Introduction

This annual report has been prepared in accordance with the requirements of the Welsh Language Standards which were established under the Welsh language (Wales) Measure 2011.

The Welsh Language Standards explain how the College is expected to provide specific services through the medium of Welsh, ensuring that the Welsh language is not treated less favourably than the English language and that language choice is actively offered. The annual report notes how the College has complied with the Welsh Language Standards during 2023/24, in line with the Welsh Language Commissioner reporting requirements.

The report also includes a summary of key curriculum activity, developments and achievements during 2023/24, which we believe reflect the College's commitment to continuously provide and develop Welsh language provision for its learners, staff, members of the public and other stakeholders.

This report has been compiled by the Welsh Language Development Team. It has been published on the College website and is available in both Welsh and English, under Welsh Language Standards. A full version of the College's Welsh Language Standards is also located on this site, under [Compliance Notice](#) (Section 44 Welsh Language (Wales) Measure 2011).

2. Executive Summary

During this reporting period, the College has remained committed to implementing the Standards, continuously developing and expanding its Welsh language service and curriculum provision. These efforts not only ensure compliance with the Standards but also actively support the ambitions of 'Cymraeg 2050: A million Welsh speakers', contributing to the growth and sustainability of the Welsh language for future generations.

As in previous academic years, monitoring and reviewing Standards compliance continued in 2023/24 which led to further developmental work being undertaken in areas identified as requiring attention. These are noted under Section 3 Monitoring below.

Key developments and achievements in 2023/24 have had a positive impact on the College's culture, enhancing its ability to expand Welsh language and bilingual provision while increasing opportunities for learners.

During 2023/24, through continued funding by Y Coleg Cymraeg Cenedlaethol, the College has further strengthened its Welsh Language Development Team. This year, a Bilingual Support Tutor has been appointed in each of the priority areas of Health & Social Care, Childcare, Public Services, Sport and Animal Care, with Business and the Creative Industries also being added this year. The role of the Bilingual Support Tutor has included:

- delivering 'Cymru Fodern' units in weekly sessions to Levels 1, 2 and 3 full-time FE learners within their areas – a mix of contextualised Welsh language awareness and skills development with the focus on the learner's vocational programme and language as an employability skill
 - providing support and encouragement for fluent Welsh speaking learners to complete classroom activity, elements of assessment and tutorials through the medium of Welsh, in line with both the national strategic goals and the Welsh Language Standards requirements
 - developing bilingual teaching and learning unit materials for course teams
 - creating increased opportunities for learners to experience and use the Welsh language in extra-curricular activity, on a cultural, social and work-related level
- The Bilingual Support Tutor model has proven highly effective in engaging learners with the Welsh language and culture. A key development has been the increased delivery of

'Cymru Fodern' (formerly 'Dwyieithrwydd ar gyfer y Gweithle') through weekly timetabled sessions in priority areas. In 2023/24, learners in both priority and non-priority areas completed 796 Welsh-integrated tasks and assessments. While this is slightly lower than the 899 recorded in 2022/23, the decrease reflects a change in the delivery model - fewer learners received Welsh input, but the programme was extended from 15 to 30 weeks, allowing for deeper Welsh language development. Of the 796 learners in 2023/24:

- 648 were coded as B3 (LLWR LA26 coding, representing small amounts of Welsh used in the learning programme) compared to 859 in 2022/23
- 76 were coded as B2 (with some elements of the programme undertaken in Welsh), a significant increase from 16 the previous year
- 72 were coded as B1 or C1 (where over 50% of work was completed in Welsh), again, a significant increase from 24 in the previous year

This targeted approach has led to a rise in learners achieving higher coding levels, with B2 learners increasing to 76 (from 16) and B1/C1 learners rising to 72 (from 24). To support this progress, departmental action plans have been implemented across key curriculum areas, strengthening monitoring processes and ensuring sustained growth in bilingual provision.

- Furthermore, in the Faculty of A-Levels and Skills, 8 AS learners completed their Advanced Skills Baccalaureate Wales qualification through the medium of Welsh and 5 A2 learners completed their Welsh Baccalaureate Qualification in Welsh. Ten AS learners and 5 A2 learners undertook their tutorial programme either in Welsh or bilingually. Take up of the Welsh offer within ASBW, WBQ and the tutorial programme is increasing, particularly with learners from Ysgol Caer Elen and Ysgol Bro Preseli, who have opted to continue with their education at the College.
- In work-based learning, Welsh language targets have continued to be set with all learners as part of the B-wbl Consortium's Welsh language engagement strategy, with the minimum expectation of completing Prentis-laith. The number of fluent Welsh speakers amongst the NHS apprentices has been noticeably higher than in other areas. These learners have therefore been supported by a Bilingual Support Tutor to complete elements of their qualification in Welsh. All the NHS apprentices have been supported to develop their Welsh language skills in order to provide the 'Active Offer' in the health care sector. An NHS apprentice who has progressed from Level 3 to Level 4 has recently won the Coleg Cymraeg Cenedlaethol Apprentice of the Year Award for completing her studies bilingually and for her use of Welsh on the hospital ward with patients and colleagues.
- There was a marked increase in Welsh language and culture extra-curricular activity in 2023/24. This was supported by:
 - Y Coleg Cymraeg Cenedlaethol's Hybu a Hyrwyddo (Welsh Language promotion) funding
 - the Branch Officer funded role, responsible for creating extra-curricular activities and opportunities for learners
 - additional funding by Menter Iaith Sir Benfro through the Pembrokeshire County Council's Youth Services Department

- Twelve Welsh language promotion events were held in 2023/24, varying from folk dancing and Welsh language contemporary music workshops to Diwrnod Dathlu Waldo, Diwrnod Shwmae, Diwrnod Defnyddia Dy Gymraeg, Diwrnod Hen Galan, Diwrnod Santes Dwynwen, Dydd Miwsig Cymru celebration days. The highlight of the year was the Heritage and Culture Focus Week which included the College Eisteddfod with the crowning of the artist and churning of the bard. This led to an increase in the number of learners entering in various Urdd Eisteddfod competitions, ranging from photography, fashion and textiles, creating an app, childcare artwork, instrumental and vocal, resulting in 9 gold medals, 5 silver medals and 5 bronze medals in the 2024 National Urdd Eisteddfod in Maldwyn. One Level 3 Sustainable Design learner won the Art, Design and Technology Medal for the best piece of artwork across a wide range of under 19 competitions and was presented with the medal in a prestigious ceremony during the National Eisteddfod. The College is very proud of this Urdd success and was recognised county-wide as the main contributor to Pembrokeshire being positioned 3rd on the national Gold Medals table.
- The College continued to implement the Coleg Cymraeg Cenedlaethol's Welsh Language Ambassadors scheme. Out of the 21 applicants, 6 Welsh speaking learners were selected as Welsh Language Ambassadors in September, assisting the Welsh Language Development Team to promote the Welsh language and Welsh culture within the College, in open events and Welsh language and culture promotion days. Additionally, a Welsh Language Ambassador was included in the College's Learner Executive for Learner Voice, ensuring that the Welsh language remained a regular agenda item in committee meetings. This helped to enhance the visibility and presence of the Welsh language within the College.
- Cymraeg Gwaith, the nationally funded Welsh language programme for staff, has become a key part of the College's staff development initiatives, with participation growing year after year. In 2023/24, the Cymraeg Gwaith Tutor supported 37 staff members, an increase from 28 the previous year, delivering weekly Welsh language sessions and one-to-one mentoring. These sessions focus on enhancing staff members' ability to use Welsh confidently within their roles and the wider learning environment. Cymraeg Gwaith continues to play a vital role in strengthening Welsh language skills among staff while also enriching the presence of the language across the College.
- Academic year 2023/24 saw an expansion of the 14-16 collaboration with Ysgol Caer Elen, with Welsh-medium Food and Nutrition being added to the provision as well as Engineering. A total of 16 Year 11 pupils completed the WJEC GCSE Engineering qualification and another 14 Year 10 pupils are currently completing the first year of the 2-year programme. In Food and Nutrition, 9 Year 10 pupils commenced the 2-year programme in September, being taught both in the classroom and in the training kitchen. Feedback from both learners and Ysgol Caer Elen has been very positive indeed.
- Effective partnership working continued with external Welsh-medium and bilingual organisations, all with the shared goal of contributing to Cymraeg 2050. These have included:

- Y Coleg Cymraeg Cenedlaethol, providing vital funding, strategic direction, staff development opportunities and Welsh-medium/bilingual resources, supporting the College to achieve its goals
- Sgiliaith, providing bilingual teaching and learning methodologies training for staff to meet the linguistic needs of learners at all levels and enhance the bilingual ethos within the learning environment
- Menter Iaith Sir Benfro, providing funding and extra-curricular Welsh language opportunities as part of the College's enrichment activities
- Urdd Gobaith Cymru, providing opportunities for learners to showcase their talent regionally and nationally and also providing sporting opportunities
- Dysgu Cymraeg Sir Benfro/Learn Welsh Pembrokeshire, providing opportunities for Welsh learners to engage in Welsh language events within the county
- Partnership working with Pembrokeshire County Council with its Welsh Education Strategic Plan (WESP, a 10-year plan), with the focus on developing Welsh-medium provision for post-16 learners, to also include Welsh-medium ALN provision; increase opportunities to continue to develop and use the Welsh language in various contexts and also increase take-up of the Welsh offer. The WESP plan is pivotal in ensuring that the College's plans for development will feed into local and regional plans and also move towards meeting the Welsh Government strategic goal of 1 million Welsh speakers by 2050.

The activity and development work outlined above, with a large proportion currently supported by Y Coleg Cymraeg Cenedlaethol funding, has enabled the College to grow its Welsh language/bilingual provision, resulting in very positive outcomes, in line with Y Coleg Cymraeg's Strategic Plan 2020/21 – 2024/25, the College's own Bilingual Provision Development Strategy 2023 – 2026 and indeed the Welsh Language Standards, ensuring equality, inclusion and language choice in all aspects of College provision.

3. Monitoring

During 2023/24, the College's Welsh Language Steering Group – Standards continued to oversee compliance monitoring of the Welsh Language Standards. Membership of the Group comprised of senior and middle management, along with officers from both academic and business support departments, and meetings were chaired by the Principal. These meetings addressed compliance matters, developmental work, and the sharing of solutions and good practice. To strengthen governance and management, the Board Link Governor for Welsh Language was invited to attend the Welsh Language Steering Group meetings and was kept up-to-date on Welsh language activity. Additionally, the Welsh Language Standards annual report and updates on Welsh Language/Bilingual Curriculum activity were submitted to the Board of Governors to ensure they remained informed of developments and progress.

Faculties and business support departments continued to implement their Welsh Language action plans and were required to provide updates on progress in the WLSG – Standards meetings.

During this reporting period the ongoing day-to-day promotion and development of the Welsh

language continued to be undertaken by the Welsh Language Development Team. The Team comprised of the Welsh Language Development Officer (WLDO), the Bilingual Support Tutors, the College Translator/Branch Officer and the Cymraeg Gwaith Tutor, line managed by the Faculty Head of Health Care and Commercial Enterprises (HCCE). The Team's focus was primarily on developing Welsh-medium/bilingual curriculum provision, delivery and support, also supporting the Welsh Language Standards, providing faculties and departments with a translation service.

The College has maintained a good working relationship with the Welsh Language Commissioner's Office, ensuring attendance in the Commissioner's events such as the Policy Making webinar; the Commissioner's 'Raising the Bar – Codi'r Bar' webinar and 'Yr Iaith ar Daith' workshop, aimed at promoting and increasing use of Welsh language services by service users. Additionally, the College attended the Commissioner's 'Achieving Our Goal Through Co-Regulation' event. Best practice gathered from this activity will be further embedded into implementation of the Standards as the College continues to improve its Welsh services.

3.1 Compliance with the Service Delivery Standards

During 2023/24, staff awareness of the Welsh Language Standards and their requirements was promoted via various channels, including team meetings, the Aspire staff development programme, and the new staff induction programme. Emphasis was placed on the importance of proactively offering language choice within service provision. Staff were encouraged to wear Iaith Gwaith – Work Welsh lanyards or badges if they were Welsh speakers or learners, and to display the 'Siarad Cymraeg' or 'Dysgu Cymraeg' logos in their email signatures. Additionally, staff were reminded to set up bilingual e-signatures, bilingual auto-reply out-of-office messages, and answerphone messages to reflect the College's commitment to the Standards. Welsh language awareness was further promoted through College events celebrating Welsh language and culture, as well as through the Principal's weekly blog. Staff were also regularly reminded of the Welsh language support available through the Welsh Language Development Team.

In line with the Standards relating to telephone calls, the College's main automated switchboard offers language choice, and answerphone messages are bilingual. During 2023/24, the College's Receptionists continued to develop their Welsh language skills through the Cymraeg Gwaith scheme, enabling them to offer an initial bilingual service and transfer Welsh-speaking callers to staff members proficient in Welsh. Calls to other College telephone lines were also answered with a bilingual greeting, ensuring Welsh-speaking callers were provided with the Active Offer. Staff were able to access guidance in relation to dealing with telephone calls in the College's Internal Use of the Welsh Language Policy and was included in Welsh Language staff development activity.

In relation to the Standards concerning meetings, public meetings and events, there were no requests for Welsh-medium meetings during 2023/24, and no public meetings or public lectures were held. However, the College's open evenings embraced a bilingual ethos, which included a Welsh Language promotion stand and Welsh-speaking staff available to engage with prospective learners in Welsh. Meetings with Welsh-speaking organisations, such as Y Coleg Cymraeg Cenedlaethol, Sgiliaith, Menter Iaith Sir Benfro, Pembrokeshire County Council's Dysgu Cymraeg Sir Benfro, Mudiad Meithrin and the Urdd were all conducted in

Welsh. Additionally, internal meetings held by the Welsh Language Development Team, as well as their meetings with other Welsh-speaking staff, were also conducted in Welsh.

Marketing materials, corporate publicity documents and social media accounts were compliant with the Welsh Language Standards requirements. The College website was regularly reviewed and updated which included a [Welsh Language in the College](#) page promoting the College's Welsh-medium and bilingual provision, as well as the opportunities and support available. The Welsh Language Development Team's Facebook page, '[Cymraeg – Coleg Sir Benfro](#)', remained very active, serving as an additional platform to promote the College's Welsh language extra-curricular activities.

The College's bilingual signage was compliant and information on the College 'big' screens were bilingual. It was recognised that bilingual content displayed on departmental noticeboards remains an issue and this has been included as an action for all faculties and departments in their 24/25 action plans.

The College's Aspire training programme for staff included Welsh language/bilingual learning training sessions. Sgiliaith delivered training sessions focusing on inclusion and Welsh in the Curriculum. Y Coleg Cymraeg Cenedlaethol also delivered sessions on how to identify and access bilingual resources on national platforms to enhance bilingual learning. The College's Aspire Days included sessions on demonstrating translation capabilities within Microsoft Office and other applications. As noted in Section 1, Cymraeg Gwaith was very popular with increased number of staff registered on the programme. Welsh language training was also delivered by members of the Welsh Language Development Team which included Standards awareness raising.

Promotion of the Welsh Language Standards and the Welsh language in general has been continuous. Learner Welsh language rights and Welsh provision were promoted in College events, i.e. open days/evenings; within the application and interview process, enrolment and the induction programme; on the 'Cymraeg – Coleg Sir Benfro' Facebook page. The Standards and learner rights were also promoted via the Welsh Language Commissioner's 'Defnyddia Dy Gymraeg – Use your Welsh' national campaign held in December 2023.

Reminders were issued to staff before the start of the new academic year, advising teams to take a proactive approach by engaging Welsh-speaking learners in discussions about undertaking tutorials, assessment and extra-curricular activities in Welsh or bilingually. Welsh speaking tutors conducted Welsh/bilingual tutorials with their Welsh speaking learners. Welsh-medium tutorials were also facilitated and supported by Bilingual Support Tutors.

3.2 Compliance with the Policy Making Standards

Between 1st August 2023 and 31st July 2024, 20 policies were presented to SMT for approval. Managers responsible for these policies were required to review and complete the College's Equality Impact Assessment form which included the Welsh language. All policies included a corporate Welsh language section confirming the College's commitment to provide language choice within the services it provides.

In June 2024, the College introduced a new Integrated Impact Assessment (IIA) template,

replacing the previous Equality Impact Assessment to strengthen policy-making processes. The IIA ensures policies are informed by comprehensive evidence, inclusive consultation, and detailed impact assessments. Among its nine sections is a dedicated Welsh language section (Section 3), requiring policy authors to assess impacts on opportunities to use Welsh and ensure it is treated no less favourably than English. The IIA guidance outlines how to enhance positive impacts or mitigate negative ones, with findings and actions documented in Sections 3 and 8. Stakeholder engagement has been enhanced, including consultation with Welsh-speaking communities. Completed IIAs are signed off by Heads of Faculty or Departments, reviewed by the Senior Management Team, and, if necessary, approved by the Board of Governors. Staff training on the IIA is planned for August, and Board and committee report templates now incorporate Welsh language impact assessments. The IIA and final policies will be published to ensure transparency and accountability.

The College participated in the Welsh Language Commissioner's questionnaire in June 2024 to assess compliance with policy-making standards and will be attending a Policy Making Standards workshop in October 2024 which will focus on sharing best practices based on evidence gathered through the questionnaire.

3.3 Compliance with the Operational Standards

The Operational Standards relate to matters affecting the relationship between the College and its staff, including recruitment and appointment processes. These Standards include encouraging and assisting staff to use their Welsh language skills as part of their day-to-day work and providing support for staff to improve and develop their Welsh language.

As outlined earlier, staff were reminded of their responsibilities under the Standards through communications, briefings, team meetings, and Welsh language training, in line with the College's Internal Use of the Welsh Language Policy. This policy, available on the Staff Portal, offers guidance on using and promoting Welsh within the organisation, actively encouraging its use in daily activities. It also provides standardised Welsh language promotion wording for inclusion in various communications. Staff can access Welsh language support, guidance, and translation services through the Welsh Language Development Team.

Under the requirements of the Operational Standards, HR continued to record staff language preferences for documents and correspondence addressed to them personally. During 2023/24, a small number of appraisals were conducted in Welsh. Additionally, several managers reported discussing and identifying Welsh language training needs and targets with staff to support the implementation of departmental and faculty Welsh language action plans.

3.4 Compliance with the Record Keeping Standards and Supplementary Standards

The Welsh Language Standards stipulate that data is accurately maintained and reported in accordance with the specified requirements, ensuring the College's ongoing compliance. This annual report is a key element of these requirements. Records relating to the Welsh Language Standards are securely stored within the College's central electronic systems. These records are updated by the Welsh Language Development Officer and representatives of the Welsh Language Steering Group – Standards.

4. Staff Welsh Language Skills

In 2023/24, the College employed a total of 534 staff members, 8% of whom were either fluent Welsh speakers or with advanced Welsh language skills. The overall Welsh language skills profile for this reporting period is as follows:

2022/23	2023/24	
11%	13%	of staff have no Welsh language skills (Level 00)
46%	46%	of staff are able to meet and greet in Welsh (Level 01)
23%	22%	of staff are at Entry level (Level 1)
11%	9%	of staff are at Foundation level (Level 2)
3%	3%	of staff are at Intermediate level (Level 3)
3%	3%	of staff are at Advanced level (Level 4)
3%	5%	of staff are proficient (Level 5)

The data shows a profile that is fairly consistent with the previous year. There has been a slight increase in the proportion of staff with no Welsh language skills (Level 00), indicating a small decline in baseline familiarity with the language. The slight decrease in Entry and Foundation levels highlights the need to enhance initiatives aimed at supporting staff in progressing beyond basic skills. It is pleasing to note however that the percentage of proficient Welsh speakers (Level 5) has increased by two percentage points, reflecting progress in achieving higher levels of fluency.

5. Training

During the reporting period, no corporate training was delivered through the medium of Welsh in the areas specified by the Standards. These areas include recruitment and interviewing, performance management, complaints and disciplinary procedures, and dealing with the public.

6. Recruitment

In 2023/24, a total of 68 new or vacant posts were advertised bilingually. These advertisements highlighted that candidates with Welsh language skills at all levels are particularly encouraged to apply, and that the College welcomes applications in Welsh. All recruitment-related information was provided bilingually, and application forms included a section for individuals to indicate whether they wished to use Welsh during the interview process.

The requirement for managers to assess the need for Welsh language skills in a job vacancy is included in the job requisition form. To further support managers in making this assessment, additional guidance has been included in the form.

The number of posts categorised according to Welsh language requirements during 2023/24 was as follows:

▪ Option A: Welsh language skills are essential	0
▪ Option B: Welsh language skills need to be learnt when appointed to the post	2
▪ Option C: Welsh language skills are desirable	57
▪ Option D: Applicable to specialist roles only – Welsh language skills are not necessary, however, the ability to meet and greet/incidental Welsh would be favourable	9

From 2024/25, Option D will be removed from the job requisition form, as the College’s minimum requirement for all vacancies will align with Option C ("Welsh language skills are desirable").

Although all new and vacant posts currently state that Welsh language skills are desirable, the College is working to develop an improved approach to assist managers in determining the appropriate level of Welsh language skills required for each post. This revised approach will place greater emphasis on spoken Welsh rather than written Welsh, aiming to attract more Welsh-speaking staff. However, increasing the College’s capacity to deliver bilingually remains a challenge due to the ongoing national shortage of bilingual workers.

7. Complaints

No complaints relating to the Welsh Language Standards were received during the reporting period.

8. Conclusion and Recommendations

The College remains committed to advancing its bilingual development across both curriculum and service delivery. It continues to make good progress in meeting its Welsh Language Standards, particularly in bilingual marketing, ensuring all publicity materials are available in both Welsh and English. Language choice is fully embedded in the learner application and enrolment process, as well as in staff recruitment. Ongoing funding from Coleg Cymraeg Cenedlaethol remains vital for expanding and sustaining Welsh-medium and bilingual provision, while Cymraeg Gwaith funding plays a crucial role in increasing the Welsh language skills of the College’s workforce.

With the continued implementation of faculty and departmental action plans and the Welsh Language Steering Group - Standards remit to review progress of these action plans, the College has a clear framework in place to effectively monitor compliance and drive further development. This structured approach will ensure continued improvement in Welsh language services, foster greater engagement with the language, and contribute to its growth, aligning with the vision of Cymraeg 2050.