



YMCA **Wales** Community College



Welsh Language / Bilingual Policy





YMCA Wales Community College (the College) supports the principle established by the Welsh Language Act that, in the conduct of public business and administration of justice in Wales, the Welsh and English language should be treated on a basis of equality.

The College acknowledges the equal value of Welsh and English languages and plans to move to a position where no governor, employee, or learner, is disadvantaged by language.

The College's mission states that it will:

- support organisations to provide learning opportunities that enable people to positively affect their own lives and actively participate in their own communities;
- provide a range of specially designed educational opportunities for people who are engaged in learning through the Offender Management programme
- support voluntary and statutory Youth Work organisations to develop workforce capacity to work with young people.

Wherever possible the College will deliver its mission through the language of choice of the learner.

Working through the medium of Welsh

The College has a formal agreement with a Welsh language translator for a turn around translation service of 48 hours when required.

General correspondence

When a stakeholder corresponds in Welsh a reply will be issued in Welsh (if a reply is required).

When College correspondence is issued to an individual, group or organisation that prefers to correspond in Welsh that correspondence will be in Welsh.

Telephone Communication

If a stakeholder contacts the College by telephone and wishes to speak Welsh, but there is no Welsh speaker qualified to deal with the enquiry the stakeholder will be given the choice, as appropriate, of having a Welsh speaker telephone back as soon as possible, continuing the call in English or submitting their query in Welsh, by letter or email.

Paper Documentation

The College provides the majority of its paper documentation in English and Welsh. This includes:

Tutor file
Learner Enrolment Form
Learner Evaluation Form
Individual Learning Plan

(This documentation is available in paper format and on the College website as part of the Tutor Form Store).

Website

Some sections of the College website are available bilingually and a translation schedule is in place for all sections to be available bilingually.

Policies

Some College policies are available bilingually and a translation schedule is in place for all policies.

Staff

The College maintains a list of bilingual speaking staff.

Staff Recruitment

The College will identify those jobs where the ability to speak Welsh is essential. This requirement may be defined as a component of a team, or it may be attached to a particular job. From time to time audits will be undertaken to establish the number, ability and level of staff that can speak, read and write Welsh (including staff that are learning Welsh).

When recruiting staff the College will give preference to a Welsh speaker where candidates are of equal ability and relevant experience

Provision

The College offers Welsh Medium and Bilingual Provision in the following subject areas:-

Youth Work
Training the Trainer
Community Development

A range of the College's workbook materials are available bilingually and a translation schedule is in place for all workbooks that are currently only available in the English language..

Adopted *September 2006*
Amended *May 2010*
Review *August 2011*