



Welsh Language Standards

From 2018, CAVC has a legal duty to comply with Welsh Language Standards to ensure everyone has the right to communicate and receive services in Welsh. It is a responsibility for all of us, and as a member of CAVC staff there are a number of things you will need to do.

We are here to support you to make this happen. Go to the Staff Portal staff.cavc.ac.uk/cymraeg for advice and templates, or contact the Communications team on cymraeg@cavc.ac.uk or ☎ ext 7720.

#falch
#proud

Cymraeg

As a College we need to communicate bilingually



When we all answer the phone to internal and external calls.

Just a simple greeting will do such as...

Bore da

boar-eh dah

Good morning

Prynhawn da

prin-hown dah

Good afternoon

Shwmae

shoo-my

Hey, you ok?

...and if they want to continue the call in Welsh transfer to a Welsh speaker in your department or to ext 5417. **Plus**, anywhere you publish our telephone number add this line 'CAVC welcomes calls in Welsh'.



When we communicate via email we each use bilingual out of office messages and email signatures. Templates are on the staff portal.



When sending information to a group of people on behalf of the College or if someone writes to/emails one of us in Welsh, we respond in Welsh with no time delay.

Arranging translation is easy, just follow the 'how to guide' on the Portal or contact us in Comms for help.

Make sure you add this standard line to all your letters and emails so people know they can contact you in Welsh 'Cardiff and Vale College welcomes correspondence in English and Welsh. If Welsh is your preference please let us know; it won't lead to a delay.'



When we invite external people to meetings.

Ask if anyone wishes to conduct the meeting through the medium of Welsh, and if they do email cymraeg@cavc.ac.uk to arrange simultaneous translation.



We are fully bilingual online (website, Staff Portal, apps etc) and on social media.



This means everything we post in English we post in Welsh at the same time and we reply to individuals in the language of their choice.



We publish and display things bilingually.

Anything we display internally or send out externally must be bilingual with Welsh placed first.

Publications, posters, forms, letters, invitations, signs, notices... see area on the portal for templates.

#hawliau
#rights

Welsh Language Standards give individuals legal rights in the workplace and at college.

As a member of staff the following can be requested through the medium of Welsh:



Meetings



Documents in relation to your employment



Training



Computer software (where available)



Access to a programme of Welsh lessons

As a learner the following can be requested through the medium of Welsh:



Submit work



Be assessed



Receive support

...tell them about these in induction

Don't worry, teaching resources do not have to comply unless specifically requested by the learner.

These are just the basics...

There are a number of other requirements that might affect you, these will be highlighted through specific departmental training and can be found in full on the Staff Portal.