SWANSEA UNIVERSITY

Annual monitoring report on the Welsh Language Scheme to the Welsh Language Commissioner

Academic Year Sept 2014-Aug 2015

In accordance with Welsh Language Act 1993

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INTRODUCTION

The Welsh Language Board approved Swansea University's current Welsh Language Scheme on 21 November 2011. A copy of the Welsh Language Scheme (WLS) is available on the University website in both Welsh and English, and a leaflet *The Welsh Language at Swansea University /Yr Iaith Gymraeg ym Mhrifysgol Abertawe* summarises the main principles.

This report, to the Welsh Language Commissioner, outlines the progress made towards fully implementing the Welsh Language Scheme during the 2014-15 academic year.

Summary of key areas of progress and highlights in 2014-15:

- Additional 1FTE member of staff appointed to the internal Translation team following a review of the service.

- 2 x 2-day Welsh Language 'Meet and greet' courses held for frontline staff, funded by the Welsh Language Policy Office.

- A new A 'Welsh on your PC' course was offered by the Welsh Language Policy Officers in order to share information about the resources available online to help with using Welsh online/at work. This was a practical session based in a PC Lab aimed at staff that are relatively fluent in Welsh.

- The policy for Welsh-medium academics accessing translation services was revised to ensure that they could use this for administrative documents or for academic content which was being translated from existing English content.

- WLPOs improved their networking and sharing of best practice, particularly in readiness for the forthcoming Welsh Language Standards, by joining a network of Policy Officers from the public sector in SE Wales and attending meetings and exchanging e-mail communications in order to share best practice.

- The University's Feedback and Assessment policy was revised in order to ensure a fair and equitable process for Welsh speaking students who choose to be assessed through the medium of Welsh and to emphasise that the translation of students' work was a last resort option.

- A University-wide event was held to celebrate and discuss aspects of the Welsh language community across the University, led by Garry Owen (BBC). A list of action points was drawn up for consideration and action.

- Staff 'Welsh learner of the year' award was introduced, with a nominal Welsh-language book token as a prize and certificate signed by the PVC responsible for Welsh language affairs, and the winner of the award - Neil Rowlands- assisted in a number of events during the year, including a St David's Day celebration for staff who are learning Welsh. A video explaining his journey to learn Welsh was produced and circulated to staff: https://www.youtube.com/watch?time_continue=6&v=oN9L-VcEPUQ

- A full new structure for the website pages relating to the Welsh language was agreed, including a 'Welsh on the Campus' button on the main University home page, aimed at facilitating the pathway through all content relating to Welsh services or educational provision at the University. The project was affected somewhat by a key staff change, but all changes have now been implemented and are fully functional.

- A Welsh-medium careers fair was held on campus for the first time, with a number of Welsh medium organisations, or organisations which seek to recruit Welsh language speakers attending. Specific workshops, such as writing a CV in Welsh, were also available free of charge.

- 2014 Research Excellence Framework (REF) results showed that Welsh at Swansea University was the first among Welsh organisations that presented their work to the Celtic Studies sub-panel, and second in the United Kingdom. The results show that 100% of Academi Hywel Teifi's work in Welsh is of international standard, or higher, and that 69% of it was of an outstanding international standard, or that it leads the field internationally.

- An animated video was created to promote Welsh Medium provision across the University (https://www.youtube.com/watch?v=MzjFIFsaKg4).

MONITORING OF THE WELSH LANGUAGE SCHEME

Monitoring compliance with the Welsh Language Scheme (WLS) across the organisation, has remained a priority.

Formal monitoring structures

During the year the newly re-launched **Welsh Language Services Group** (WLSG) oversaw overall progress and compliance. The Group is chaired by the Pro-Vice Chancellor with responsibility for the Welsh language, Professor Iwan Davies. The group met four times during the year and received reports and information from the Welsh Language Policy Officers, including the annual monitoring report, and agreed actions and recommendations to address on-going issues and to support progress on the WLS.

The meetings of the Welsh Language Services Group were conducted bilingually with the support of simultaneous translation provided by a University translator.

The on-going promotion and the work of supporting and recording implementation of the WLS is the role of the **Welsh Language Policy Officers**, a full-time post, which is shared by two part-time members of staff – Nia Besley and Rwth Williams during the year in question. The post is located within Governance services, which is part of the Vice-Chancellor's office. There was a change in staffing for one half of the post late in the 2015 academic year, with Emily Hammett having replaced Rwth Williams by the start of the 2015-16 academic year.

The Director of Academi Hywel Teifi leads the role of developing Welsh medium academic provision and support. [See section on Welsh medium provision]

The **Welsh Language Strategy Committee** received the minutes of the Welsh Language Services Group, and the Welsh Language Policy Officers attended the meetings to report to its members. **The Welsh Language Strategy Committee** reports to the Senate, and its role is to develop and implement a strategy for the use of Welsh and the development of Welsh medium education, meeting once a term.

This annual monitoring report on the Welsh Language Scheme was considered and discussed by the Senior Management Team. It was also circulated for comment to the Welsh Language Services Group and the Welsh Language Strategy Committee, and will be submitted for information to the next Council and Senate meetings.

During the year, the University's response to the Welsh Language Standards consultation was also considered at the highest levels of the University following input from the Welsh Language Services Group and the Welsh Language Strategy Group.

The **Welsh Language Coordinators**, representing each College and administrative department, play a key supporting role in monitoring and information gathering of progress on the WLS. Consideration is being given to how these roles will evolve in the new Standards environment.

Monitoring systems in place

Self-monitoring forms for Colleges and Administrative Departments

The system of gathering information via self-monitoring forms from each College and Administrative department on their progress towards compliance with the Welsh Language Scheme (WLS) has continued. The forms recorded their progress in a range of key areas (e.g. signage, website, bilingual communication, email signatures etc.) during the previous academic year, which was used to compile this monitoring report.

A matrix chart summarising the responses was compiled and presented to the Welsh Language Services Group, Senior Management Team and other internal groups, together with the annual monitoring report.

Meetings between the Welsh Language Policy Officers and a cross-section of Heads of Departments and Colleges or their representatives were held during the academic year to discuss the information submitted in the reports and to agree action plans for future progress, such as the Finance department, the Procurement section within the Finance department, Careers, and the Swansea Academy of Learning and Teaching.

Other monitoring

Welsh Language Policy Officers take a pro-active approach to monitoring throughout the year, and regularly check on bilingual signage, publications, websites and digital screens as a part of their role. This was particularly relevant during 2014-15 in view of the completion of the new Bay Campus.

Email messages which are distributed to all staff were monitored for their level of bilingualism throughout the year. Cases where emails were not issued bilingually were followed up with a reminder of the need to send emails simultaneously in Welsh and English and information on the

availability of a specialist translation service to support this policy. Fortunately, these cases are reducing in view of a new standardised template for submitting such emails.

The officers also followed up issues as they came to light either through a complaint, or by their own observations or monitoring processes.

<u>Monitoring of the website</u>

When deficiencies were found, where pages were not available in Welsh, or not updated, meetings were conducted with key officers to address this, or reminders sent to the relevant officers.

<u>Follow-up to complaints</u>

Comments or complaints received by staff or students about failures to provide Welsh language services were fully investigated with the relevant departments and actions agreed or recommendations made to address such issues in the future.

All these issues and complaints were followed up with relevant staff and positive outcomes reached.

A full record of the complaints received and actions taken is given at the end of the report (Administrative Targets).

Promoting awareness of the Welsh language Scheme

<u>Welsh language Co-ordinators</u>

Meetings were held with the co-ordinators to share information on Welsh language policy, ideas and feedback to develop best practice and monitor progress.

<u>Briefings on Welsh language policy</u>

In addition to specific departmental or college meetings as outlined above, a presentation was given to the Management Board, with a particular focus on the forthcoming Welsh Language Standards.

A presentation was given to the Welsh Language staff on the University's switchboard to raise awareness of the Welsh Language Scheme.

Welsh Language Policy Officers also contribute on an on-going basis to training sessions organised by the Human Resources Department for line managers on the recruitment process. The Officers gave information on the need to consider Welsh language skills required as part of the recruitment process and how to assess the need for Welsh as an essential or desirable skill.

<u>Other initiatives to promote the Welsh Language Scheme</u>

Welsh Language Policy Officers also offered a series of courses on Welsh awareness 'Working bilingually' which were offered to all staff on a pre-bookable system by the University's Academic and Professional Enhancement Centre.

A presentation on the work of Welsh Language Policy Officers and the use of the Welsh language in Wales today was given to undergraduate students studying the Welsh medium module *Gweithio*

mewn dwy iaith. Also a Welsh speaking undergraduate student was offered a Welsh medium work placement in the Welsh language policy office.

The weekly 'Hoffi Coffi' coffee mornings continue with approximately 10-15 people attending weekly. The Welsh Language Policy Officers also experimented with further sessions at different times and in different locations in order to appeal to staff who maybe cannot be released from work during the morning or who work at the other end of campus. The take-up on these was limited however, therefore they were discontinued.

Developments to support the implementation of the Welsh Language Scheme (WLS)

Translation service

Following a review of the translation team, instigated by a complaint from the Welsh Language Commissioner's Office, a further 1FTE translator post was created and the individual was successfully appointed during the year.

The very successful external 'short' translation services for pieces of text of up to 60 words and Welsh proof–reading, continued to be funded by the Welsh language policy office. In the interim period between the review of the Translation Service and the Senior Management Team's decision to create a further post, the Welsh Language Policy Officers funded an extended 'short' service of up to 250 words, which again, was very successful. This service was reduced back to 60 words once the new post was in place.

Meetings were held during the year to discuss the issue of translating students' work from Welsh for marking purposes. The University's Learning and Teaching Committee approved a change to the University's Feedback and Assessment policy to state that translating students' work was a last resort option, as follows:

Wherever possible, all assessment work submitted through the medium of Welsh should be marked, and feedback provided, through the medium of Welsh. Work submitted through the medium of Welsh should also be reviewed by a Welsh-speaking External Examiner wherever possible. Where marking and External Examining is not possible through the medium of Welsh, as a last resort the work may be translated into English. However, this is not desirable as it may alter the nature and quality of the work submitted.

2. STAFFING

The Welsh language ability of all new staff is recorded routinely on joining the University, through a detailed form that all new staff are required to complete. This includes questions on their ability to read, write, speak and understand Welsh, as well as in the case of academic staff their ability to teach through the medium of Welsh.

Following a presentation to HR and the WLPOs, progress was made in introducing the WJEC online language skills assessment tool. Every member of staff has been offered the opportunity to assess their Welsh language skills on the WJEC'S online assessment tool (sent by all-staff email), and the offer to receive guidance thereafter on suitable courses should they wish to learn Welsh or improve their Welsh. The take up was relatively low (40 people approximately) as this was voluntary. Discussions were underway in respect of introducing this to the recruitment process, but this was stalled by the online resource being redeveloped and therefore unavailable.

Administrative staffing

The following staff data was based on a snapshot of data taken on 1 March 2015, and represents the picture for the academic year 2014-15.

Fluency_____ Grade	Not at all	A little	Fairly well	Fluently	Prefer not to say	Not known	Total
Grade 1	1						
Grade 2	2						3
Grade 3	59	25	7	13	7	4	105
Grade 4	81	46	4	6	4		139
Grade 5	101	40	6	11	1	2	146
Grade 6	70	22	4	6	3	1	114
Grade 7	93	56	10	11	4	3	130
Grade 8	116	50	12	12	11	3	192
Grade 9	87	30	7	13	7	2	142
Grade 10	43	9	2	3		1	63
NA		1			1		2
NHS03					1		1
NHS04					1		1

NHS05						1	1
NHS06					1		
NHS07						1	
NHS8A						1	1
NHS8B					1		1
TOTAL	653	280	52	75	42	19	1121

Performance indicator 1 (PIHE 1):

Number of administrative staff who are able to speak Welsh (all levels of ability) <u>407</u>

(Total number of admin staff = 1121)

Can speak a little Welsh -280

Can speak Welsh fairly well -52

Fluently – 75

TOTAL= 407

Percentage of administrative staff able to speak Welsh (all levels of ability) 36.3%

(Total number of admin staff = 1121)

The above figures are an improvement on the previous year and could reflect the recruitment activity associated with the opening of the new Bay Campus.

The recorded Welsh language ability of all staff (admin and academic) is displayed on the internal telephone directory, Webtel, by way of the Welsh Language orange symbol, or a separate 'learner' symbol. It identifies Welsh speakers and learners, to encourage staff to communicate together in Welsh.

Email groups for Welsh speakers and Welsh learners have been created in order to communicate directly with these groups, create a Welsh language community and target messages which are of relevance to Welsh speaking staff such as social events and Welsh medium lectures.

Staff Recruitment

All 'Welsh essential' posts are advertised on the University's jobs website, on both the Welsh and English jobs pages. Further parity between the Welsh and English vacancies pages on the website was obtained during the year. The list of vacancies is now fully bilingual (with a sentence identifying posts where the Welsh language is an essential requirement). The full job specifications are not currently translated (Welsh essential posts will be in Welsh), but we hope to work towards this.

All application forms are online, and are available in Welsh and English. Currently the language of the form is linked to the language of the page. Posts where Welsh is an essential skill, and are posted on the Welsh language website, lead to a Welsh language application form.

'Welsh essential' posts are also often promoted via the University's Welsh Twitter account, and if appropriate also through the email contact lists of local Mentrau Iaith.

During the period 1 September 2014 to 31 August 2015 a total of 500 posts were advertised by the University. Of these posts:

> **398** posts advertised as 'Welsh desirable'
> **28** posts advertised as 'Welsh essential'
> (18 administrative, 5 academic, 5 internal restructuring posts) – 5.6%
> **2** posts had no information recorded
> **72** Welsh recorded as not applicable (e.g. specialist research positions)
>
> **Total 500**

The number of posts advertised as Welsh essential has improved from the previous year, but only marginally. Further efforts are being made by the Welsh Language Policy Officers to screen new posts and challenge any examples where 'Welsh' would appear to be an essential skill.

Posts advertised as Welsh essential (administrative and academic) in 2014-15

ADMINISTRATIVE

Job Title	Department or College	Filled by a Welsh speaker?
Marketing Co-ordinator – Web editor	Marketing	YES
Fixed Term Part Time Services Desk Assistant	ISS	YES
Part-time Service Desk Assistant	ISS	YES
Part-time Service Desk Assistant	ISS	YES
Part-time Service Desk Assistant	ISS	NO
Part-time Library Assistant	ISS	YES
Administrative Assistant	Arts and Humanities	Filled by a Welsh learner
Marketing Assistant	Human and Health Science	YES
Marketing Assistant	Arts and Humanities	YES

Admin Officer Curriculum Innovation	Academic Registry	Filled by a Welsh learner
Student Communications Officer	Academic Registry	NO
Assistant Translator	Academic Registry	YES
Coleg Cymraeg Branch Officer	Arts and Humanities	YES
Development and Communications Officer	Arts and Humanities	YES
Clerical Assistant/receptionist	Academic Registry	Filled by a Welsh learner
Development Officer	Arts and Humanities	YES
Part-time Welsh Language Policy and Promotion Officer	Vice-chancellor's office	YES
Development Officer	Arts and Humanities	YES

Academic

The following 5 academic posts were all successfully filled by Welsh speakers:

1. Welsh-medium Physics lecturer
2. Welsh-medium Nursing lecturer
3. Welsh-medium Biosciences lecturer
4. Lecturer of Welsh
5. Welsh medium Lecturer/Senior Lecturer in Engineering

Performance indicator 2 (PIHE 2):

Number of administrative posts advertised as 'Welsh essential' – 18

Number of administrative posts filled by Welsh speakers –13

Percentage filled by Welsh speakers - 72%

Number of administrative posts filled by Welsh learners - 3

Supporting the use of Welsh at work

A number of initiatives are in place to support the use of Welsh at work within the University, in addition to the coffee morning meetings already mentioned.

A social event is organised for Welsh speakers on St David's Day, as well as activities to promote Welsh learning opportunities.

The Welsh Language Confidence course for staff who are fluent in Welsh but lack confidence in using Welsh at work, was restarted during the year, with 11 members of staff (both academic and administrative) successfully completing the course, and they were presented with a certificate and a 'Bachu Iaith' Welsh language resource (grammar revision 'quick guide'). The hope is to run this at least once a year, with the Welsh Language Policy office covering the cost. The course is taught by the South West Wales Welsh for Adults Centre on campus.

The Welsh Language Policy Officers arranged 2 Welsh 'Meet and greet' courses for frontline staff during the year, in co-operation with the South West Wales Welsh for Adults Centre. This was a two day course, which proved successful and we plan to continue to offer the course several times a year.

A 'Welsh on your PC' course was conducted in order to share information about the resources available online to help with using Welsh online/at work. This was a practical session based in a PC Lab, aimed primarily at fluent speakers who are looking for a little confidence when using Welsh in the workplace.

A Welsh-medium induction and welcome session for Welsh speaking staff who have recently joined the University, with the Pro-vice Chancellor with responsibility for the Welsh language is now run annually. The session helps to introduce them to the University's Welsh community, and explain the work taking place to promote the language in terms of administration and Welsh medium teaching.

University Staff on Welsh Courses – 2014-15

1. Welsh in the Workplace Courses (specifically for staff)

Level	Enrolments	Individuals	University supported courses (fees)	Administrative	Academic
Meet and greet (Entry)**	23	23	23	22	1
Entry	33	33*	23	18	5
Foundation	10	10*	7	6	1
Proficiency**	12	12	12	9	3

*6 members of Administrative staff and 7 members of Academic staff paid a personal fee for the "Welsh at Work" course organised by WFA for University staff.
**Funded by the Welsh Language Policy Office

2. Staff on other WfA Courses on Campus supported by the University

Level	University supported enrolments (fees)	University supported individuals (fees)	Administrative	Academic
Entry	5	5	3	2
Foundation	1	1	1	0
Intermediate	1	1	1	0

3. Staff on other WfA Courses off Campus supported by the University

Level	University supported enrolments (fees)	University supported individuals (fees)	Administrative	Academic
Entry	2	1	1	0
Foundation	1	1	1	0
Intermediate	1	1	0	1
Advanced	1	1	1	0

4. Total by level

Level	Enrolments	Individuals	University supported individuals (fees)	Administrative	Academic
Entry	63	62	52	44	8
Foundation	12	12	9	8	1
Intermediate	1	1	1	0	1
Advanced	1	1	1	1	0
Proficiency	12	12	12	9	3
Total	89	88	75	62	13

Academic Staffing

The following staff data was based on a snapshot of data taken on 1 March 2015, and represents the picture for the academic year 2014-15.

The data shown below for academic staff is based on the University's staff database (Agresso Business World) which is submitted by individual staff members.

Previous Monitoring Reports have taken data regarding academic staff from the University's HESA statements, and counted each contract and post assigned to an individual member of staff. Some staff have multiple contracts, therefore previous reports may have shown a higher number of academic posts.

Academic Welsh speakers by individual Group Occupation as at 1 March 2015

Fluency_____ Occupation	Not at all	A little	Fairly well	Fluently	Prefer not to say	Not known	Total
Associate Professor	99	12	4	8	13	1	137
Associate Tutor	32	11	6	45		7	101
Chair	125	18	6	13	17	5	184
Clinical	18	7	3	8	3	2	41
Demonstrator	6	1		1	4		12
Language Tutors	1						1
Lecturer	110	35	5	21	9	5	185
Pro Vice-Chancellor	2			1			3
Reader	20	2		2	3	2	29
Research	180	55	3	19	12	4	273
Senior Lecturer	125	28	11	18	8	5	195
Teaching	6	4				1	11
Technical Teaching	14	7		1	3	1	26

Tutor	41	11	4	11	4	4	75
Vice-Chancellor			1				1
TOTAL	779	191	43	148	76	37	1274

Performance indicator 4 (PIHE 4)

Number of academic staff who are able to speak Welsh (all levels of ability)   382

Can speak a little Welsh -191
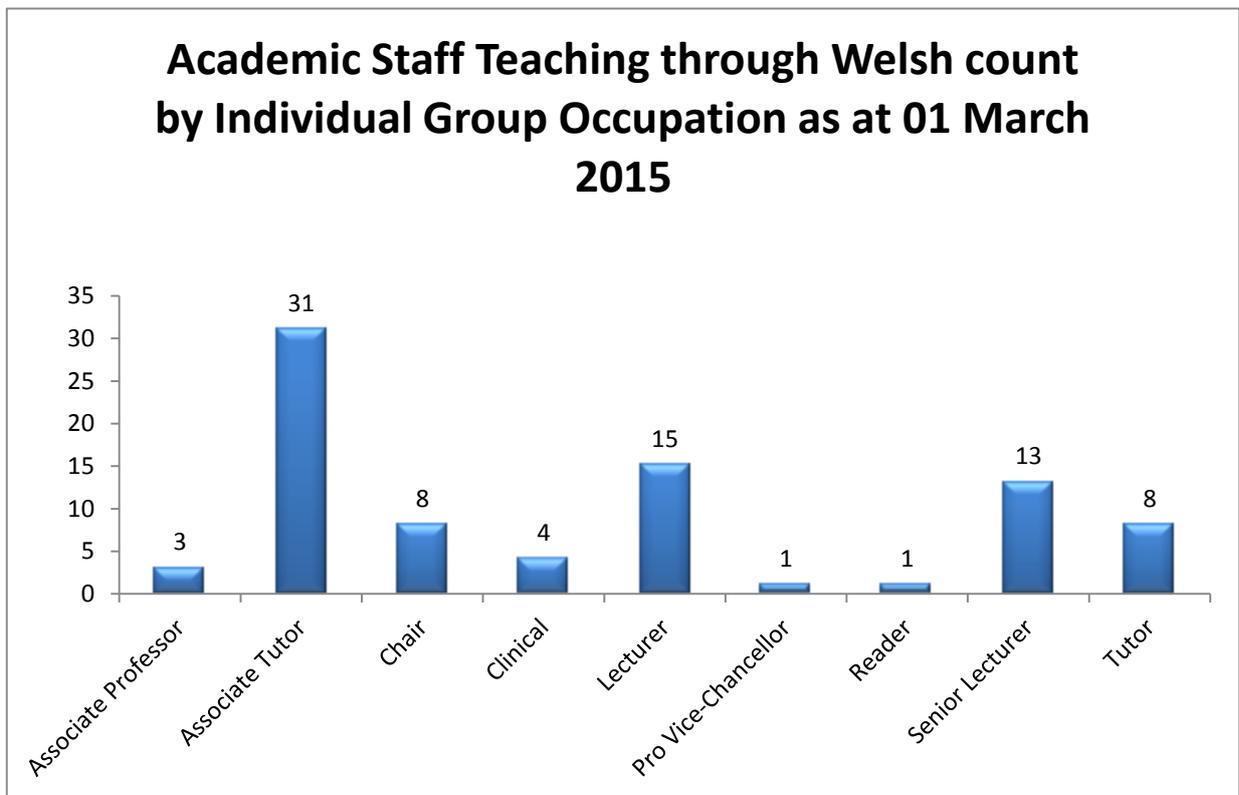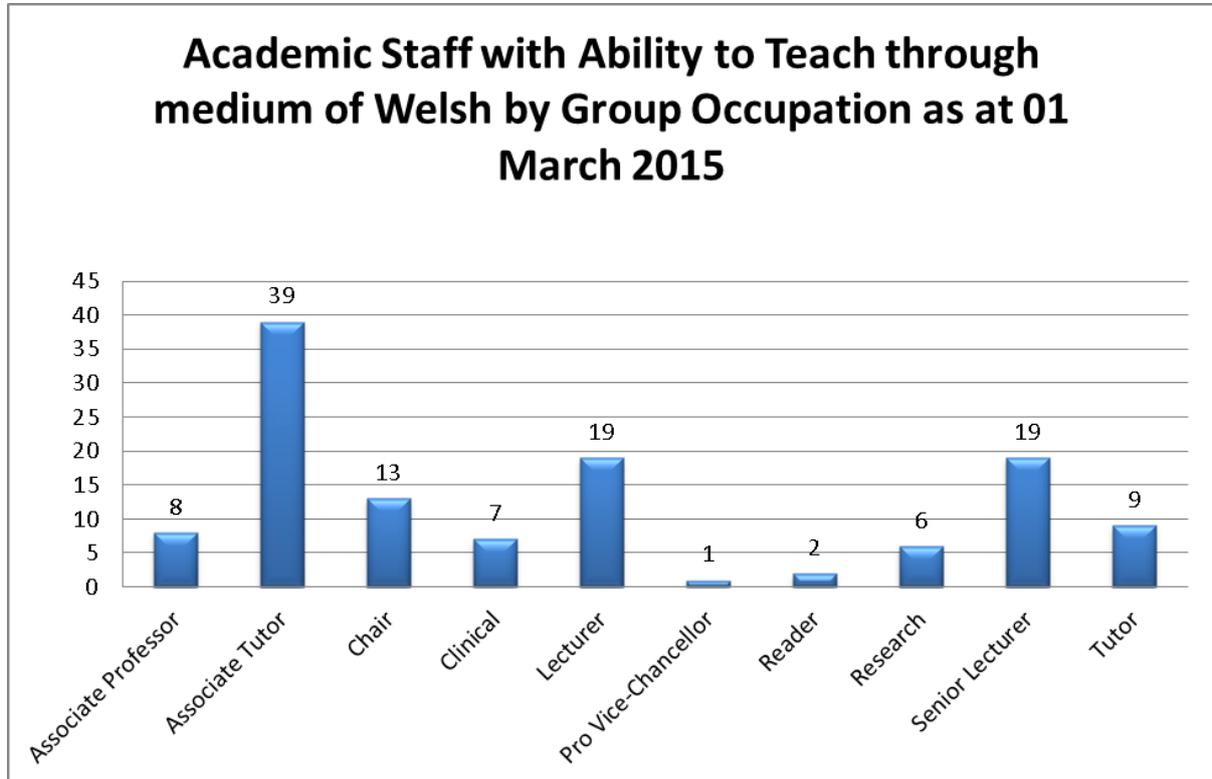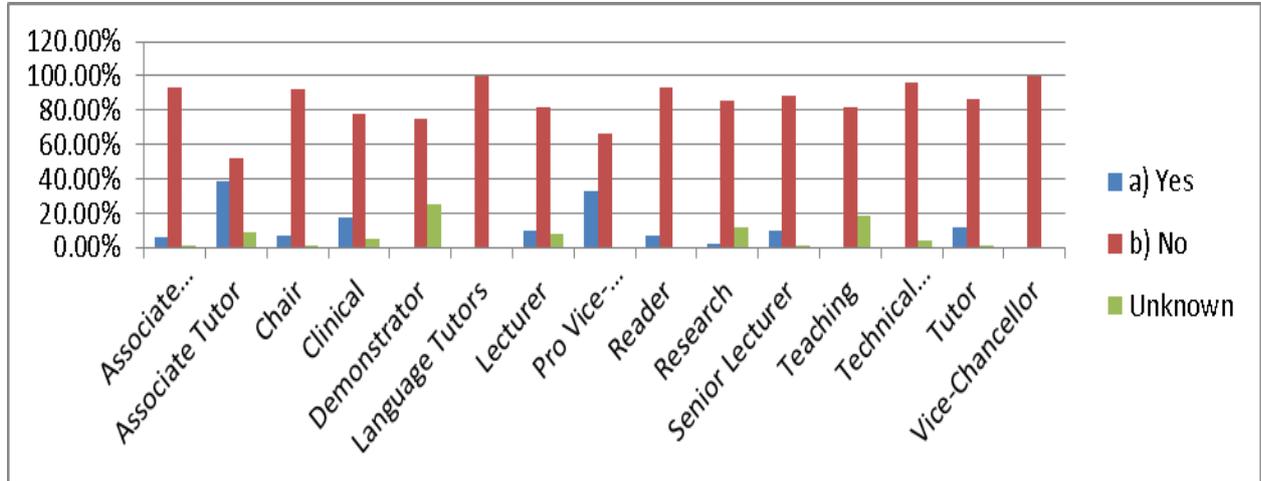
Can speak Welsh fairly well -43

Fluently – 148

TOTAL= 382

Percentage of academic staff able to speak Welsh (all levels of ability)   30%

(Total academic staff = 1274)

Academic Staff Teaching through Welsh count by Individual Group Occupation as at 01 March 2015

Academic Staff with Ability to Teach through the medium of Welsh % by Group Occupation as at 01 March 2015

Performance indicator 5 (PIHE 5)

Number of academic staff who <u>are</u> teaching through the medium of Welsh   *84*

Number of academic staff who are <u>able</u> to teach through the medium of Welsh   *141*

Further details of the Welsh medium academic staffing appointments are provided in the section reporting on Welsh medium teaching provision (Section 4).

*Performance indicator 6 (PIHE 6)*

Number of academic staff who attended Welsh language classes during the year, fully funded by the University – 12

7 academic staff also attended Welsh in the workplace courses provided specifically for University staff, and paid a fee which they funded themselves.

Staff Bilingual Skills Strategy / Welsh language skills audit

Regular meetings are now in place for the Welsh Language Policy Officers to meet with key members of staff in Human Resources in order to move forward the Welsh Language skills strategy. The action plan was recently fully updated and we propose to update the Welsh Language Skills Strategy document itself once the new Welsh Language Standards are received, and ensure that it is viewed at the highest level across the University.

Administrative departments Graph 1: Staff able to speak Welsh by Admin Department
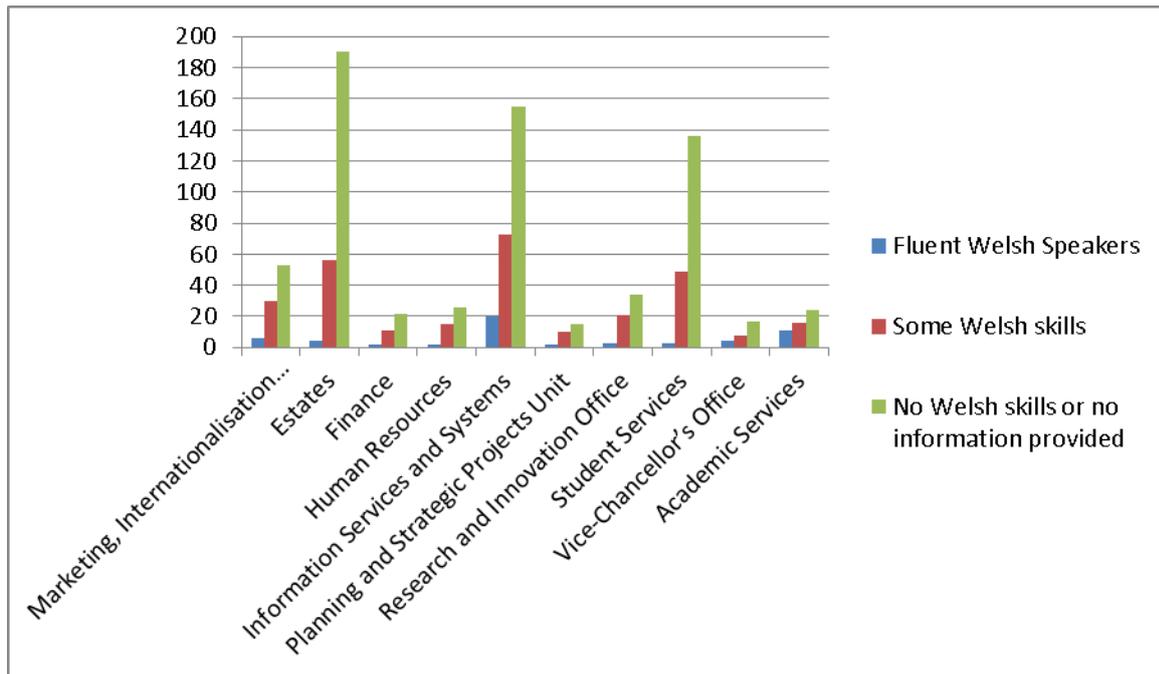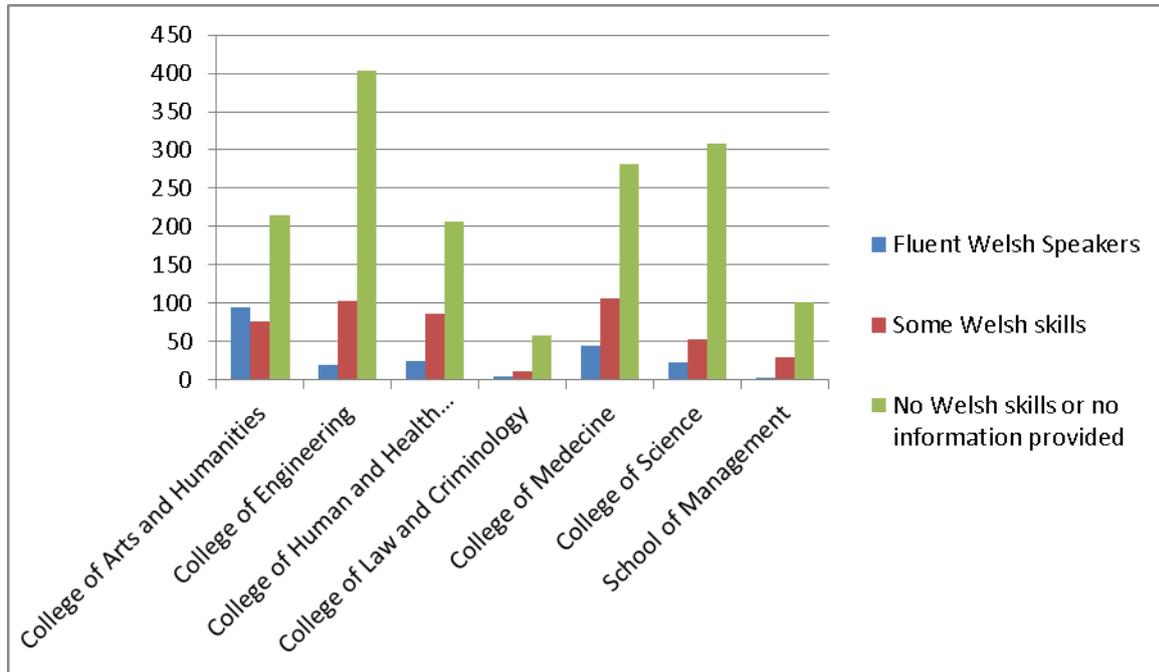

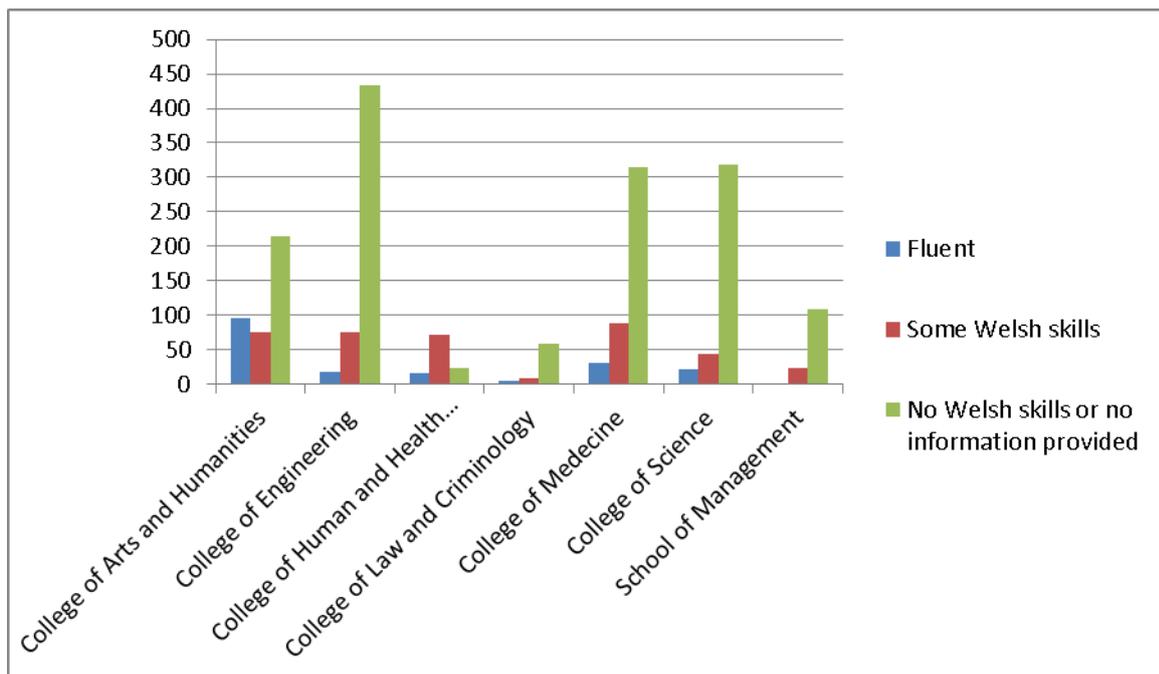**Graph 1: Staff able to write Welsh by Admin Department**
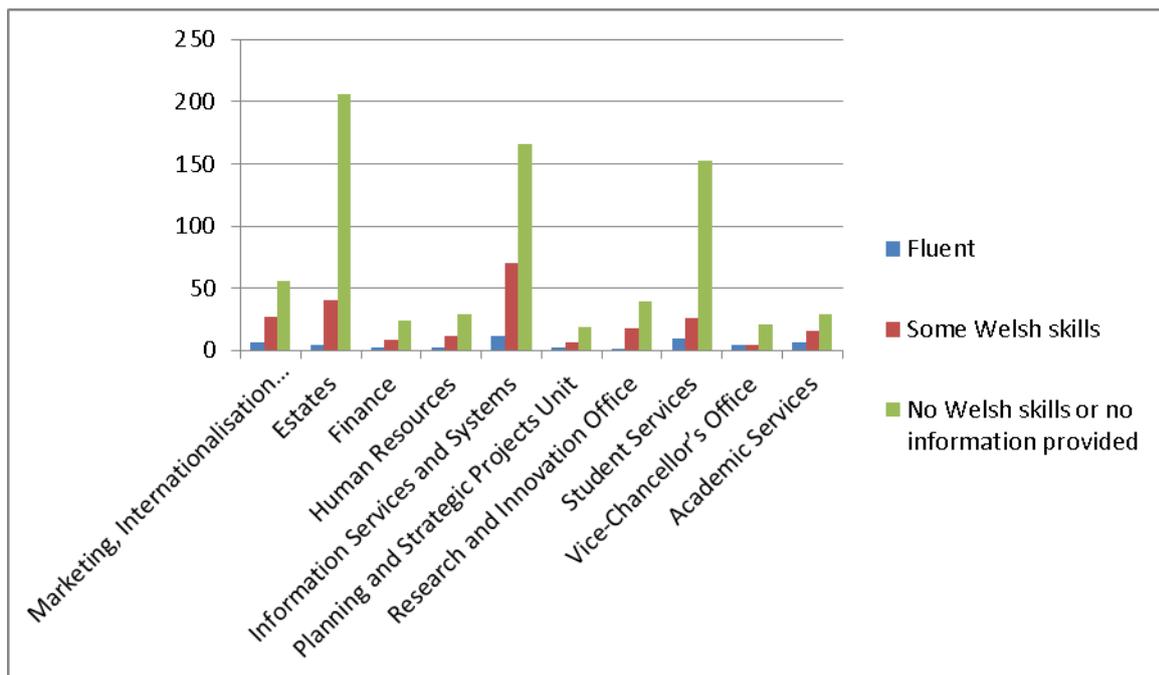
Academic Colleges

Graph 3: Staff able to speak Welsh – by Academic College

Graph 4: Staff able to write Welsh – by Academic College

3. IMPLEMENTATION OF ADMINISTRATIVE TARGETS

New policies and initiatives

All the University's committees are required to carry out an Equality Impact Assessment of all new policies and initiatives prior to seeking their approval by the committees. This is a requirement which was first introduced in 2012.

The Equality Impact Assessment documentation includes reference to the Welsh Language to ensure that the impact of new policies and initiatives on the language is considered. Four strategies/Policies/Practices were assessed during 2014-15 using the full Equality Impact Assessment documentation, and no adverse impact on the Welsh language was reported. They were:

1. International and non DSA funded students policy

2. South and West Wales Reaching Wider Strategy 2014/2015

3. Accommodation and allocation policy

4. EIA on REF (Research Excellence Framework) 2014

The University's Senior Management Team also oversees all significant new strategic policies and initiatives, and the Pro-Vice Chancellor with responsibility for the Welsh Language, and chair of the Welsh Language Services Group, is a member of the Senior Management Team.

Welsh Language Policy Officers conduct enquiries and checks from time to time if they are made aware of a new policy which could have an impact on the Welsh language.

Performance indicator 7 (PIHE 7)

Number of new policies and initiatives subject to language impact (and Equality) assessments:

4 new policies were subject to Equality impact assessments (2014-15)

Third party arrangements

The University uses a broad range of contractors or third parties to provide services on its behalf, including Welsh translation, waste management services, creative design, corporate stationery and signage.

The University includes a clause in all standard tender documents requiring the supplier or contractor who is competing for the tender to comply with the University's Welsh Language Scheme when supplying goods or services to the University. Tenders over the value of £25,000 are overseen by the Purchasing unit within the Finance department.

The University operates a devolved budgeting system with day-to-day purchasing decisions taken on departmental level. Officers who buy-in the services are responsible for making suppliers aware of the need for their products or services to be bilingual, where relevant, and to monitor this.

The University also operates a preferred or approved supplier system. This enables contracts under £2,000 in value to be commissioned directly from the preferred supplier by departments within the University without the direct involvement of the Purchasing unit. All companies included in the preferred supplier list undergo an initial tender process, where they are made aware of the need to comply with the Welsh Language Scheme. All these contractors are therefore required to adhere to the Welsh Language Scheme.

All new leases for University premises include a section highlighting the need to comply with the Welsh Language Scheme. The officers who oversee the leases monitor compliance.

Invitations to tender are currently made in English only, largely through the Sell 2 Wales website if they exceed £25,000 in value. The Procurement unit uses the e-tender Wales Bravo Solution for submitting all tenders.

Some recent examples of services provided for the University by a third party, where a bilingual or Welsh language provision was included are:

- Tender for the Supply & Maintenance of Portable fire fighting equipment – bilingual signage

- Design, Manufacture and Installation of Signage – bilingual signage

- Provision of Bins - WRAP colours and iconography in English and Welsh on lids/fascia

- Student Attendance Monitoring - Ability to present the application to users in both English and Welsh

Performance indicator 8 (PIHE 8)

Number and percentage of contracts monitored which comply with the requirements of the Welsh Language Scheme :

The diverse nature of the University, the large number of contracts managed, and the fact that many of the purchasing decisions are devolved to each department means that it is difficult to provide this data.

However procedures are in place, via the preferred supplier list, and through the inclusion of a reference to the Welsh Language Scheme in the standard tender documentation, to ensure that the Welsh language requirements of the University are incorporated into third party agreements where relevant. Officers responsible for the contracts are also responsible for ensure compliance with the terms of the contract.

A summary report of administrative targets is included as an annex to this report.

4. WELSH MEDIUM PROVISION FOR STUDENTS (Sept 2014-August 2015)

Welsh Language proficiency amongst students

The statistics for 2014/15 show that **2,341** of registered students have stated that they have some Welsh Language proficiency – **1,257** were fluent and **1,084** with some level of Welsh Language ability. There were 18,790 students registered at the University in 2014-15, with 13,350 of them from Britain. The majority of students came from the following regions, but the linguistic ability cannot be noted from these figures, just their home location: Swansea (2424), Carmarthenshire (1119), Neath Port Talbot (960), Bridgend (593), Pembrokeshire (461), Caerphilly (256), Newport (251), Rhondda Cynon Taf (396), Vale of Glamorgan (239), Powys (204), Blaenau Gwent (127), Merthyr Tydfil (103).

The Welsh language ability of students is recorded as they register with the institution through the SITS system. Then, as they select modules, these choices are recorded in SITS where it's possible to see the language of the module in question and the numbers who have chosen it. The numbers who have noted that they have Welsh language ability are broken down by department in the table below.

Academic Subject Area	Fluent Welsh speaker	Some degree of spoken Welsh
Academi Hywel Teifi (Cymraeg/Welsh)	45	10
Accounting and Finance	16	15
Adult Continous Learning	28	22
Biosciences	32	34
Business	29	44
Childhood Studies	2	3
Computer Science	28	35
Criminology and Criminal Justice	19	34
Economics	8	10
Engineering	119	127
English Language Teaching Services (ELTS)	5	4
English	24	60
Geography	49	55

Health Science	487	263
History and Classics	43	68
Languages, Translation and Media	35	35
Law	53	62
Maths	27	20
Medecine	57	40
Physics	26	19
Political and Cultural Studies	26	22
Psychology	50	63
Social Policy	10	2
Social care and Social work	27	24
Sports Science	12	13
TOTAL	**1,257**	**1,084**

Promoting Welsh medium provision

Recruitment events

A modern languages Summer School was held for the sixth consecutive year for Year 12 pupils, which succeeded in attracting 35 pupils from 8 different school, and they received French and Spanish classes through the medium of Welsh, rapping in French and Welsh with Aneirin Karadog, and German taster classes as well as interpreting skills sessions.

The residential course 'Give it a go', sponsored by the Coleg Cymraeg Cenedlaethol was also run for second language students who are looking to study for a BA Cymraeg (second language pathway) in one of Wales's Universities, and this was attended by 35 pupils from 7 different schools and colleges. It was provided jointly with staff from Aberystwyth University, Cardiff University and the University of South Wales.

A number of Welsh medium lecturers undertook visits to secondary school across Wales to promote the Welsh medium provision in their subject areas. They are also available during open days and other visits to advise prospective students on their choices and the opportunities avaialble to study through the medium of Welsh . General guidance in this respect is also provided by the University's Welsh medium Recruitment Office and by Academi Hywel Teifi staff. Higher eduction taster days were offered in various subjects, including medecine, nursing, biosciences and media and Public relations. Two 'A' and 'AS' level revision days were organised for second Language Welsh with Ioan

Kidd and another for first Language with Myrddin ap Dafydd and Emyr Llewelyn with over 150 pupils attending each of these days.

Efforts to convince students of the benefits of studying through the medium of Welsh happens after they've joined the University. This starts in Freshers Week with the Welsh-medium Freshers Barbecue, where we welcome newcomers to the University and present them with the opportunities available to study and live through the medium of Welsh during their time at Swansea University. Significant efforts are made after students have joined the University as well as before they decide to come to Swansea University.

Recruitment and Marketing Publications

A Welsh undergraduate prospectus was produced again this year which was available to download from the website, as well as information about open days for prospective students. The English-medium prospectus also contained information about the opportunities to study through the medium of Welsh as well as aspects of Welsh life at the University.

In July 2015, the Academi published the fifth booklet which presents the whole range of Welsh-medium study opportunities at the University for all students for 2015-16: http://www.swansea.ac.uk/media/REF9804%20-%20WELSH%20MEDIUM%20PROVISION%20UG%20BROCHURE-2015.pdf

A booklet explaining and emphasising the benefits of studying through the medium of Welsh at higher education was produced as well the information avilable to Welsh medium students as well as extracurricular oppportunities. This booklet was produced bilingually as a number of parents are non-Welsh speaking,: http://www.swansea.ac.uk/media/REF12032%20-%20AHT%20Medium%20of%20welsh%20Brochure%20-%20Welsh-low%20res.pdf

During the year we started to make different use of the newsletter produced in Golwg, called 'Arwain'. This 8-page publication was split into two 4-page booklets, with the first being published in May for the Urdd Eisteddfod, emphasising the stories which would be of interest to prospective students. The second is produced at the end of July in time for the National Eisteddfod which has a more corporate feel through it's attention to successes from a research and intstitutional perspective. Here are the links to the two editions:

Arwain 1 2015: http://www.swansea.ac.uk/media/Arwain%202015a.pdf
Arwain 2 2015: http://www.swansea.ac.uk/media/Arwain%202015-2.pdf

Addditional copies of the two booklets were printed and distributed in other events such as Eisteddfods and Tafwyl (the Welsh festival in Cardiff) and also during open days at the University and through some local news magazines.

Frequent advertisements were placed again this year in *Golwg*, *Y Selar*, *Barn*, dyddiadur y Lolfa, and the National Eisteddfod programmes.

Eisteddfods, Festivals and Public Lectures

The GwyddonLe Science pavilion was sponsored and arranged once again this year, in Caerphilly this time, and opened by Elin Rhys, Director of Telesgop, who is one of the most prominent producers of science and nature programmes for S4C. A variety of practical and fun activities for young people across a range of subjects was offered, all built around the theme of 'The Senses'. The attractions including exercises to identify organs, to see how clean hands are after being washed, an opportunity to touch sea creatures, seeing a 3D printer at wwork, and identifying animal skulls. Over 15,000 people visited the GwyddonLe during the week and benefitted from the Welsh Language resources as well as the expertise of the University's Welsh medium scientists and our partners, including S4C, Big Learning Company and OPUS.

The University had a significant presence once again at the National Eisteddfod in Meifod, where a lively programme of activities was on offer across two stands. The University had an unique presence in the form of an open air 'beach hutt-style stand to reflect our seaside location, which was a big success in attracting people to discuss what the University has to offer prospective students. In order to demonstrate our strengths in various areas, from literature to social Policy and history, Academi Hywel Teifi sponsored the 'Lolfa Lên' (Literary Lounge) and contributed to daily sessions to the full programme of activities available on the stage of the Lolfa Lên. It was a busy and lively location which provided an excellent platform for us to demonstrate the wealth of expertise we have to offer.

The annual Hywel Teifi Memorial Lecture was given in the Babell Lên (Literary Pavilion) by Professor Peredur Lynch, Bangor University on the subject of 'Awdlau Eisteddfodol 1858-2014: Pa un oedd yr orau? Pa un oedd y waelaf?' (comparing the prize-winning odes of past Eisteddfods).

The University was also present at Tafwyl in Cardiff. For the first time, some of Academi Hywel Teifi's literary and creative stars contributed sessions in the Literary pavilion, including Professor Tudur Hallam, Professor Christine James and Dr Cynfael Lake.

The Henry Lewis Memorial Lecture was this year given by Professor Colin Williams on the subject 'I ba le yr awn? Cyfeiriadau newydd ym maes cynllunio ieithyddol' (on the subject of language planning).

Other successes amongst the University's Welsh-medium staff this year include Professor Alan Llwyd winning the Creative Factual book category for his work 'Bob: Cofiant R. Williams Parry' in the Book of the Year aware, and Professor Christine James winning in the poetry category for her collection 'Rhwng y Llinellau'.

Welsh Medium and Bilingual Curriculum

The undergraduate modules offered through the medium of Welsh in 2014/15 are listed below.

Subject area	Module
Media and Public Relations	**Level 4** Datblygiad Ffilm a Sinema 20 credits Cyfryngau Ddoe a Heddiw 20 credits Cysylltiadau Cyhoeddus: Cyfathrebu Strategol 20 credits Sgiliau Cyfryngau Allweddol 20 credits Cymdeithas Cymru Gyfoes 20 credits

	Celf, Hunaniaeth a Chymru 20 credits **Level 5** Creu a Chyflwyno Testunau 20 credits Sgiliau Cyfryngau Ymarferol 20 credits Y Cyfryngau a Chymdeithas 20 credits Drama a Dogfen ar y Sgrin 20 credits Cyfathrebu Digidol 20 credits Theori Cysylltiadau Cyhoeddus 20 credits Profiad Gwaith 20 credits **Level 6** Iaith a'r Cyfryngau 20 credits Drama a Dogfen ar y Sgrin 20 credits Cynhyrchu Digidol 20 credits Strategaeth, Brandio a Marchnata 20 credits Cyfathrebu Corfforaethol 20 credits Traethawd Estynedig 40 credits
Biosciences	**Level 4** Ysgrifennu Gwyddonol a Datblygu Sgiliau 10 credits Amrywiaeth Anifeiliaid 20 credits Ecoleg ac Ymddygiad 20 credits Adolygiad Llenyddol Biowyddonol 10 credits Tutorials and Level 3 project supervision are also offered through the medium of Welsh
Midwifery	**Level 4** Sgiliau Astudio ar gyfer Bydwreigiaeth 10 credits Sylfeini ar gyfer Bydwreigiaeth Ymarferol 40 credits **Level 5** Datblygu Bydwreigiaeth Ymarferol 40 credits **Level 6** Bydwreigiaeth Ymarferol Effeithiol 40 credits A Welsh medium personal tutor and seminar support as well as placement mentoring were offered through the medium of Welsh whilst formal provision was being established.
Law	**Level 4** Cyfraith Contract 30 credits Cyfraith Camweddau 30 credits **Level 5** Cyfraith Trosedd 30 credits Ecwiti ac Ymddiriedolaethau 30 credits **Level 6** Hanes Cyfraith Cymru 20 credits Cymru'r Gyfraith 20 credits Traethawd Estynedig 20 credits
Welsh	**Level 4** Sgiliau Cyflwyno a Chyfathrebu 20 credits Golwg Ar Gymru 20 credits Sgiliau Iaith: Cyflwyno 20 credits

	Testun a Chyd-destun 20 credits Cyflwyno'r Seiliau 20 credits Cymraeg Ysgrifenedig 20 credits Cadarnhau'r Seiliau 20 credits Llenyddiaeth Gyfoes 20 credits Sgiliau Beirniadol 20 credits Languages for All - Welsh 1 10 credits Languages for All - Welsh 2 10 credits **Level 5** Sgiliau Iaith: Cadarnhau 20 credits Gweithio mewn dwy iaith 20 credits Iaith a Chymdeithas 20 credits Llenyddiaeth Ddiweddar 20 credits Clasuron Llenyddiaeth Gymraeg 20 credits Cymru a'i Sefydliadau 20 credits Sgiliau Iaith: Ymarfer 20 credits Cymraeg Proffesiynol 20 credits Profiad Gwaith 20 credits Dysgu'r Gymraeg i Oedolion:Hyfforddiant i Diwtoriaid 20 credits **Level 6** Cymru a'i Sefydliadau 20 credits Ysgrifennu Creadigol 20 credits Cyfieithu 20 credits Cerddi'r Ugeinfed Ganrif 20 credits Beirdd a Thywysogion 20 credits Diddanwch, Dysg a Defosiwn 20 credits Traethawd Estynedig 40 credits Sgiliau Iaith: Meistroli 20 credits **Level 7** Cyfieithu Uwch (Saesneg i Gymraeg) 20 credits Cyfieithu Uwch Technegol (Saesneg i Gymraeg) 20 credits Languages for All - Welsh 1
Geography	**Level 4** Cynaladwyedd Mewn Byd Bregus 10 credits Sgiliau Daearyddol 20 credits Sgiliau Ysgrifenedig Daearyddol a Chynllunio Datblygiad Personol 10 credits Methodoleg Maes 10 credits Amgylchedd Cymru 10 credits Cyflwyniad i'r Ddaear: Trosolwg Daeareg 20 credits Cymdeithas Cymru Gyfoes 20 credits **Level 5** Hamdden, Cymdeithas a Gofod 20 credits Y Byd Peryglus 20 credits Geomorffoleg Afonol 10 credits Ymdrin â Daearyddiaeth Ddynol 20 credits Ymdrin â Daearyddiaeth Ffisegol 20 credits Dadansoddi Data 20 credits **Level 6** Traethawd Estynedig 30 credits

	Cefnogaeth Traethawd Estynedig 10 credits Lleoliad Gwaith 20 credits Welsh medium tutuorials were also offered on English medium modules
Physics	**Level 4** Dynameg 1 10 credits Ffiseg Labordy 1 10 credits **Level 5** Ffiseg Labordy 2 a Phrosiectau Grwp 10 credits **Level 6** Prosiect 20 credits **Level 7** Prosiect Ymchwil 60 credits
Social Work	**Level 4** Cyflwyniad i Waith Cymdeithasol 20 credits Cyflwyniad i Gyfraith Gwaith Cymdeithasol 10 credits Gwaith Cymdeithasol ar Leoliad Gwaith 10 credits Dysgu Ymarfer Gwaith Cymdeithasol 1 10 credits **Level 5** Gwaith Cymdeithasol ar Leoliad Gwaith – Rhan 1 20 credits Gwaith Cymdeithasol ar Leoliad Gwaith – Rhan 2 40 credits Dysgu Ymarfer Gwaith Cymdeithasol 2 60 credits **Level 6** Gwaith Cymdeithasol ar Leoliad Gwaith – Rhan 3 20 credits Gwaith Cymdeithasol ar Leoliad Gwaith – Rhan 2 40 credits **Level 7** Sgiliau a Gwybodaeth Gwaith Cymdeithasol a Safbwyntiau Defnyddwyr Gwasanaeth 40 credits Traethawd Estynedig mewn Ymchwil Gwaith Cymdeithasol a Thystiolaeth ar gyfer Ymarfer 60 credits Cyflwyniad i Ddysgu Ymarfer Ac Asesu Ymarfer Gwaith Cymdeithasol 30 credits
Sports Science	No module, but Welsh medium tutorials available
History and Philosophy	**Level 5** Hanes ar y Teledu 20 credits Credoau'r Cymry: Astudio Athroniaeth ac Athrawiaeth Gymreig o safbwynt rhyngwladol 20 credits Rhyfel Algeria 20 credits **Level 6** Concro'r Byd: Twf a chwymp Ymerodraethau Prydain a Ffrainc 20 credits Cenedlaetholdeb Crefydd a Chyfiawnder: Hanes Athroniaeth yr 20fed ganrif yng Nghymru: 20 credits Hanes Cyfraith Cymru 1 20 credits Hanes Cyfraith Cymru 2 20 credits Cymru ar Rhyfel Mawr 1880-1918 20 credits Cymru a'r Rhyfel Mawr 1918-2014 20 credits

	Traethawd Hir 40 credits Welsh medium seminars for English medium modules. 20 credits each: Making History Europe of Extremes, 1789-1989 The Practice of History Post War Reconstruction First World War Nazi Occupied Europe Welsh Century
Modern Languages	**Level 4** Iaith Gyffredinol Ffrangeg 20 credits Ffrangeg at Ddibenion Proffesiynol 1 20 credits Cyflwyniad i Astudiaethau Ffrengig 20 credits Hanes a Diwylliant Ewropeaidd 20 credits Ieithoedd i Bawb – Ffrangeg 1 10 credits Ieithoedd i Bawb – Ffrangeg 2 10 credits Iaith Gyffredinol Almaeneg 20 credits Iaith Gyffredinol Sbaeneg 20 credits Cyflwyniad i Ddiwylliannau Sbaeneg eu hiaith 20 credits Sbaeneg at Ddibenion Proffesiynol I 20 credits Sbaeneg i Ddechreuwyr I 20 credits Sbaeneg i Ddechreuwyr II 20 credits Ieithoedd i Bawb – Sbaeneg 1 10 credits Ieithoedd i Bawb – Sbaeneg 2 10 credits **Level 5** Iaith Gyffredinol Ffrangeg II 20 credits Rhyfel Algeria 1954-1962 20 credits Ffrangeg at Ddibenion Proffesiynol 2 10 credits Ffrangeg Ganolradd 20 credits Gweithdy Cyfieithu Ffrangeg 10 credits Hanes yr Iaith Ffrangeg 20 credits Iaith Gyffredinol Almaeneg II 20 credits Iaith Gyffredinol Sbaeneg 20 credits Iaith Sbaeneg Ganolradd 20 credits Barcelona/Buenos Aires 20 credits **Level 6** Iaith Ffrangeg Gyffredinol III 20 credits Ffrangeg at Ddibenion Proffesiynol 10 credits Gweithdy Cyfieithu Ffrangeg 10 credits Concro'r Byd: Twf a chwymp Ymerodraethau Prydain a Ffrainc 20 credits Ffrainc a'r Ail Ryfel Byd 20 credits Iaith Gyffredinol Sbaeneg III 20 credits Hunaniaethau Sbaeneg eu Hiaith 20 credits Patagonia Gyfoes 20 credits Gwleidyddiaeth a Hunaniaeth Sbaen 20 credits Iaith Gyffredinol Almaeneg III 20 credits Paratoi Traethawd Hir 20 credits

	Traethawd Hir Ieithoedd Modern 20 credits
Maths	**Level 4** Cyflwyniad i Galcwlws 15 credits Sylfeini Algebra 15 credits Cyflwyniad i Ddadansoddi 15 credits Cyflwyniad i Algebra Llinol 15 credits **Level 5** Dadansoddiad Real a Gofodau Metrig 15 credits Gofodau Fector 15 credits Calcwlws Fector a Theori Mesur 15 credits Grwpiau a Chylchoedd 15 credits **Level 6** Prosiect 30 credits Newidynnau Cymhlyg 15 credits
Medecine	**Level 4** Dadansoddiad Geneteg 1 10 credits Datblygiad Sgiliau Biocemeg 1 10 credits **Level 5** Meddyg fel Gweithiwr Proffesiynol 1 50 credits **Level 6** Meddyg fel Gweithiwr Proffesiynol 2 50 credits Meddyg fel Gweithiwr Proffesiynol 3 50 credits Meddyg fel Gweithiwr Proffesiynol 4 50 credits
Nursing	**Level 4** Gweithio trwy'r Gymraeg yn yr Adran Iechyd 10 credits [ar gyfer myfyrwyr iaith gyntaf] Gweithio trwy'r Gymraeg yn yr Adran Iechyd 10 credits [ar gyfer dysgwyr] Cyflwyniad i Ymarfer Proffesiynol 60 credits
Engineering	No module, but Welsh medium tutorials and Mathematical problem classes are provided as Welsh as the option for students to complete their third year project through the medium of Welsh.

We continue to offer 'Languages for All' modules for the Welsh Language, which are for beginners who are studying any subject in the University and these attract good numbers annually (13 on each of two modules), including post-graduate and International students.

A specific course was developed for Medical students by the Welsh for Adults Centre within Academi Hywel Teifi in co-operation with the College of Medecine and sponsored by the Coleg Cymraeg Cenedlaethol. The course presents basic Welsh which can be used with patients and is a combination of face to face classroom time and presentations as well as online work. A total of 34 first year students on the Graduate Entry Medecine course attended the course sessions. A specific course was also offered that was tailored to Social Work students' needs. Five students attended these course sessions.

Due to work pressure in their core courses, a high proportion of students left the above courses before completion. The programmes have therefore been adapted for 2015/16 in order to present a pattern that complements the degree courses better.

The data presented by the University for HESA shows that 328 students had studied at least 5 credits, and that 103 of those had studied at least 40 credits through the medium of Welsh, which exceeds the targets agreed with HEFCW. Students studied a total of 14,605 credits were studied through the medium of Welsh during 2014-15.

The partnership with the Coleg Cymraeg Cenedlaethol

Between July 2014 and August 2015, 3 members of new lecturing staff were recruited through Coleg Cymraeg Cenedlaethol funding. These were two new posts in the fields of Biomedicine and Engineering, and a new post in Social Work following the resignation of the previous lecturer. By April 2015, there were 16 Coleg Cymraeg lecturers at Swansea University.

The University received funding from the Coleg Cymraeg Cenedlaethol to fund two new PhD scholarships in Welsh and Psychology. By September 2015, therefore there were 7 PhD students studying through the medium of Welsh , thanks to the Coleg Cymraeg scholarships, in History, Maths, Nanotechnology, Geography, Medicine, Welsh and Psychology. Other students are studying through the medium of Welsh on a postgraduate level; some with scholarships, some without.

Projects funded by the Coleg Cymraeg Cenedlaethol

Year	Subject	Project Title	Co-ordinator	Sum Awarded
2012	Health Science	Ap Gofalu Trwy'r Gymraeg (Caring through the medium of Welsh app)	Steven Edwards	£2,500
2012	History	Wales and the Great War	Gethin Matthews	£1,954
2012	Creative Industries	Creative Industries post-grad conference	Branwen Lloyd	£1,900
2012	Creative Industries	Cynulleidfaoedd Byddar	Elain Price	£1,584
2012	Gwyddoniaeth	Hearing Impaired audiences	Kate Evans	£1,900
2012	Modern Languages	Modern Languages Summer School to year 12	Sophie Smith	£6,740
2012	Welsh (second language)	Give it a go courses for second language Welsh students	Gwenno Ffrancon	£21,000
2013	Philosophy	Masters in Applied Philosophy course	Steven Edwards	£10,200
2013	Art	Art, Identity and Wales	Gwenno Ffrancon	£20,672
2014	Welsh	Hywel Law guidance	Christine James	£2,500
2014	Sports	Sportslinx Cymru	Anwen Jones	£1,900
2014	Health care	Update to the 'Gofalu trwy'r	Steven Edwards	£1,875

		Gymraeg' app		
2014	Medicine	Welsh for Medicine and the Health Service	Heledd Iago	£2,500
2015	Geography	Geography and Geology Symposium	Rhian Meara	£2,500
2015	Engineering	Develpment of a Welsh Language graffic interface for aerdodynamic design software	Ben Evans	£2,500
2015	Geography	One day conference on Welsh medium employability	Kate Evans	£1,950
2015	Medicine	Extended reality technology and medicine	Heledd Iago	£2,500
2015	Welsh	Mastering Welsh Handbook	Tudur Hallam	£47,074
2015	Welsh	Literary Theory Explainer	Robert Rhys	£30,000
2015	Mathematics	Publishing a Calculous Handbook	Kristian Evans	£7,000
2015	Medicine	Patient Voices Wales	Heledd Iago	£15,540

Scholarships
The University received four Coleg Cymraeg Cenedlaethol Undergraduate Main Scholarships to award to deserving students who wish to study for an eligible course under the Coleg Cymraeg scheme. Students must study 80 credits per year in order to receive £1,000 per year. In addition, incentive scholarships were received for Geography, Law, Nursing, Modern Languages, Biology, Midwifery and Medicine students, and those students study 40 credits per year in 2015-16, receiving £500 per year. Significant work was undertaken in 2014-15 to increase the number of courses that are eligible for these scholarships and further work is ongoing in 2015-16 to prepare for 2016-17 students.

Language Skills Certificate
Academi Hywel Teifi worked with the Coleg Cymraeg Cenedlaethol to offer Swansea University students the opportunity to apply for the Coleg Cymraeg's Language Skills Certificate, and 16 students took this opportunity to gain the certificate.

Support and acheivements
In order to support the University's Welsh medium lecturers, a programme of monthly Lunch and Planning meetings was arranged which provide an opportunity for academics to share experiences, problems and good practice in order to support each other to develop provision, personal skills and student experiences. In addition, the Swansea branch of the Coleg Cymraeg Cenedlaethol holds an anuual Staff Forum which is open to all University staff. Work is ongoing in 2015-16 to establish a similar forum for students.

Among the acheivements of Swansea University in partnership with Coleg Cymraeg Cenedlaethol were winning the 'Information Technology and Welsh' in the Welsh Assembly's Welsh Language in Healthcare, Social Services and Social Care Awards 2014 for the app 'Gofalu trwy'r Gymraeg' (Caring

through the medium of Welsh) that was produced by Swansea University's College of Health Science, Academi Hywel Teifi and the company Galactig for android and Apple mobile phones, to support students and workers in the health sector when communicating with patients in Welsh. The app was developed thanks to a Coleg Cymraeg grant.
http://www.wales.nhs.uk/sites3/page.cfm?orgid=415&pid=68831

http://www.swansea.ac.uk/media-centre/news-archive/2014/swanseauniversitysinnovativehealthcareappscoopswelshgovernmentaward.php

Enriching Student Experience
Swansea University places a significant emphasis on ensuring a range of extra-curricular opportunities for its students, as well as providing significant support with their studies, and Welsh-medium students are included in this. Among the opportunites offered to students to study through the medium of Welsh, a range of work placements (more on this to follow), field trips (for example to New York with the Geography Department), an intensive course for Welsh second-language students to Bala with the Welsh Department, visits from experts to discuss a range of careers (e.g. Meinir Pritchard, Head of the Welsh Department at the Welsh Government), opportunities to 'pitch' creative ideas to industry (e.g. an idea for a television programme to Dafydd Rhys from S4C) and establishing Swansea Medical Society to bring students, academics and practitioners together to discuss the history and developments in the sector through the medium of Welsh.

Every College in the University was given an opportunity to award the best student to have studied through Welsh and gave a finicial award to that individual.

Four of Swansea University's academies (SEA, SALT, SAILS and Academi Hywel Teifi) gained special recognition in the QAA that took place in 2015, for their work in enriching students' experiences, and in terms of Academi Hywel Teifi's support of Welsh-speaking students'.

Work experience and bilingual placements

Swansea Employability Academy (SEA)provides a network to link students and employers, and coordinates a range of work placements for students during their academic career. It offers
- a Week of Work in January with employers in their chosen field
- a four-week internship in June and September
- an opportunity to win a three-month internship sponsored by Santander worth up to £3,000
- a week-long extended experience for thoes students who are interested in deepening their relationship with their Week of Work employer.

Swansea Employability Academy (SEA) fully supports and encourages every student that wishes to go on a bilingual work placement. During the year in question, 9 Welsh medium work placements were arranged. It is hoped that this will improve as SEA henceforth will include a question on the form for employers asking if they would like a Welsh-speaking student. They will also enquire about students' Welsh language skills. SEA also works with Welsh-medium personal tutors, lecturers, and employability directors in various Colleges within the University to ensure that the students' wishes match up with the employers' requirements. SEA also has a strong relationship with academic and operational staff at Academi Hywel Teifi who have links with various Welsh-language sectors throughout Wales and who can find Welsh-language placements for students. The University has a number of Coleg Cymraeg Cenedlaethol lecturers who have industry links in subject-specific sectors and who can help to find appropriate placements. There are also a number of Welsh speakers on SEA's strategic board who ensure equality for both languages in all aspects of the Academy's work.

Welsh-medium students also have an opportunity to benefit from the Coleg Cymraeg Cenedlaethol work experience scheme, and during 2014-15 one student went on a work placement via this scheme. In addition, using a Coleg Cymraeg and SEA grant, a Welsh-medium Student Employability Fair was held in May 2015 where various employers came with stands and staff who were able to advise students. Also on offer were: employability skills workshops, CV healthchecks, opportunities to ask questions and have discussions with post-graduates, ac well as Welsh in the workplace awareness sessions.

Commitment in the Welsh Language Scheme	Completion Date	Responsibility	Report on Progress	This development's connection with the National Development Scheme
Support and strive to develop Welsh medium education in a number of disciplines on a selective basis.	On-going	Academic Staff with support of branch officer of Coleg Cymraeg Cenedlaethol and Director of Academi Hywel Teifi	The University's Welsh Language Strategy Committee has invested the Welsh medium 'Premium' funds into activities to promote and enrich the Welsh medium provision and experience. The University has succeeded in obtaining funding from the Coleg Cymraeg Cenedlaethol to fund projects in a variety of areas as outlined above. In addition the University has succeeded in attracting investment from Coleg Cymraeg Cenedlaethol to fund projects in various fields as outlined above. As provision increases across a range of subjects, there is significant work to be done now by Academi Hywel Teifi and the Welsh Language Policy Officers to ensure that the University's policies fully support and facilitate this progress, e.g. there is work to be done to strengthen the procedure for external assessment and examination in Welsh.	
Current and future provision – academic /vocational i.e. developing students for workplace and ensuring opportunities through the	On-going	Academic Staff Academi Hywel Teifi (AHT) The University's	We continued to develop the new work experience Level 2 module for students of any discipline within the College of Arts and Humanities and there is a similar module available in the Geography Department. The University now has a bank of Welsh medium	

medium of Welsh		Employability Academy	workplace opportunities available at various times of the year. Several courses include significant work experience periods e.g. Nursing, Midwifery and Medicine and each of these now offer Welsh language placements and support for students by staff.	
Assessing Demand for Welsh Medium Provision	On-going	Director of Academi Hywel Teifi Branch officer of CCC Welsh medium Recruitment Officer with support of academic staff	The University has contributed to the development of the Coleg Cymraeg Cenedlaethol's Academic Plan, and work is ongoing to contribute a review of this is 2016. The University has identified subjects for development based on several factors: student demand for a subject; employers' demand for bilingual graduates; desire within departments; in order to achieve high numbers of Welsh speakers; or in response to demand in wider society e.g. the health sector. By January 2016 the University had appointed lecturers to these posts and now the aim is to confirm provision and deepen this where possible. We continue to work towards the targets which have been set and review them on a frequent basis.	
Quality assurance for Welsh medium provision to be the normal procedure for University.	On-going	Academic Services (previously the Registry)	For the purposes of quality assurance Welsh provision complies with the same requirements and provisions as in English. A QAA assessment was conducted in 2015 and Academi Hywel Teifi received special	

			recognition for its work to enrich Welsh-speaking students' experiences.	
Provision for examinations and course work by students	On-going	Academic Services Academi Hywel Teifi	Students have the right to take examinations in Welsh and submit course work in Welsh if they so desire.	
Support for the University's Welsh speakers within the student body	On-going	Swansea Branch of Coleg Cymraeg Cenedlaethol Academi Hywel Teifi The University's Welsh Language Policy Officers	Establish Swansea branch Students' Forum of the Coleg Cymraeg Cenedlaethol. Support efforts to ensure stronger support for Welsh-speaking students by Swansea Students' Union.	
Ensuring increased attendance in academic provision and Welsh language services on the Bay Campus, supporting students to create Welsh-medium extra-curricular/social networks there and on Singleton Campus	On-going	Cangen Abertawe o'r Coleg Cymraeg Cenedlaethol Academi Hywel Teifi Swyddogion Polisi Iaith y Brifysgol	By working with the Swansea Branch Students' Forum, the aim is to create a closer relationship between the University and the Students' Union in terms of the Welsh language. Understanding the desires and requirements of Welsh-speaking students it will be possible to facilitate developments that will empower and enable students to create change alongside what AHT and the University can do.	

6. **COMPLAINTS**

Below is a summary of complaints received by the Welsh Language Policy Officers during the year and the actions taken to investigate the complaint and address the issues raised. Significant complaints are referred to and discussed by the Welsh Language Services Group.

Complaints received:

Date/Period	Subject of Complaint	Outcome	Procedural Changes
17 Sept 2014	English-only enrolment emails	WLPO met with department to discuss their bilingual correspondence. Reminder re: translation services available	Procedures put in place to ensure sufficient time for translation of correspondence
17 Sept 2014	No information in Welsh on library helpdesk about new printing system	Welsh version obtained via translation unit	
23 and 26 Sept 2014	College of Arts and Humanities sending English-only departmental emails	Reminder re: policy and translation services (particularly short translation service) available	See below
30 Sept 2014	Only 7 out of 18 emails received by students from departments such as admissions and accommodation were bilingual, as well as a circular from the admissions department which included information from the Welsh department in English-only, despite student having Welsh-language preference noted in CRM	Departments admitted that translation issues for short-notice correspondence caused failure to adhere to policy. Residential services admitted that Welsh correspondence was only sent to students who chose Welsh language hall of residence, and not to those who had noted Welsh Language preference	Procedures strengthened – correspondence needs to be planned sufficiently in advance to allow for translation
2 Oct 2014	Student sent message in Welsh to admissions on Twitter in Welsh and in English, received immediate reply to English but not to the Welsh	Department reminded of translation services available. The Welsh speaker in the department was away at the time, but department admitted they should make provisions for this	Department in question reminded that they need to have the same Service Level Agreements for Welsh and English correspondence
16 Oct 2014	Recruitment advertisement in the Western Mail in English only	Recruitment team reminded of policy	No further complaints – use being made of translation services

23 Oct 2014	English-only all-student email re: Spanish class opportunities	Individual concerned reminded of policy and translation services available	No further complaints – use being made of translation services
23 Oct 2014	English-only sign re: new Bay Campus in Fulton House reception	Department reminded of policy/translation services available	No further complaints – use being made of translation services
2 Nov 2014	Several examples of lack of bilingual signage and correspondence in School of Management	Reminded of policy/translation services available	No further complaints – use being made of translation services
24 Nov 2014	Expenses claim form for external examiners only available in English	Form translated and provided to examiner. Department reminded of policy and translation services available	No further complaints – use being made of translation services
26 Nov 2014	Event poster from Equality team in English only	Department reminded of policy and translation services available	No further complaints – use being made of translation services
9 Dec 2014	Staff requested to send an English reply when he replied in Welsh to a department and a student, who forwarded a student's Welsh email (which had been translated)	Departmental procedures discussed	No further complaints
14 Jan 2015	New staff (several) requesting ID Cards at Library helpdesk with their Welsh employment letters being told that they would have to bring an English version of the letter before the card could be issued (despite staff numbers being clearly visible on the letters)	Line management advised staff that this was unacceptable	No further complaints, procedures revised
26 Jan 2015	Errors in Welsh language signage on campus	Corrected	-
28 Jan 2015	English-only correspondence from Student's Union	Discussions with SU	SU have since adopted a Welsh Language Charter and strengthened their translation capability
3 Feb 2015	English-only email to a student by the College of Arts and	Complaint escalated to the WLSG in view of previous incident and	No further complaints –

	Humanities	discussed with representative from the college	use being made of translation services
11 Feb 2015	Error in pop-up signage re: Student Survey	Corrected	-
5 March 2015	Email to students from accommodation services in English-only	Individual reminded of policy and translation service available	No further complaints – use being made of translation services
23 April 2015	Email from WOW/SPIN in English-only	Discussion with department revealed that this was not an an email to all students, therefore is somewhat of a grey area until CRMs are developed further	No further complaints – use being made of translation services
6 May 2015	Complaint re: errors in new Welsh signage in Abbey	Corrected	-
11 August 2015	Complaint re: lack of Welsh language on SALT web pages	Discussed, and whilst this is somewhat of a grey area as the target audience is internal/staff, advised that core web pages should be sent for translation	Core pages now translated

Performance indicator 9 (PIHE 9)

21 complaints were received concerning the implementation of the Welsh language scheme in

2014-15

7. PRIORITIES FOR THE NEXT PERIOD (ACADEMIC YEAR 2015-16)

The following areas have been identified as a priority for further progress in the next academic year:

- **Standards relating to the Welsh language** – the coming year will involve preparing fully for the new Welsh Language Standards.
- **Welsh Language Skills Strategy** – consideration of the recruitment process and strengthening of Welsh language considerations within recruitment.