



UNIVERSITY OF WALES TRINITY SAINT DAVID'S WELSH LANGUAGE SCHEME

Prepared under the Welsh Language Act 1993

This Scheme has received the approval of the Welsh Language Commissioner under section 14 (1) of the Act on 6 August 2014.

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UNIVERSITY OF WALES TRINITY SAINT DAVID'S WELSH LANGUAGE SCHEME

Prepared in accordance with the Welsh Language Act, 1993.

CORE SCHEME

1. Introduction

1.1 Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011

Under Section 5 of the Welsh Language Act 1993, the University of Wales Trinity Saint David, as a publicly funded body, is required to prepare a Welsh Language Scheme. The starting point for all Schemes is the principle of equality that is embedded in the Act. With this in mind: "The University of Wales Trinity Saint David has adopted the principle that in the conduct of public business in Wales, it will treat the English and Welsh languages on a basis of equality. This Scheme sets out how the University of Wales Trinity Saint David will give effect to that principle when providing services to the public in Wales."

The Welsh Language (Wales) Measure 2011 transfers the functions of the Welsh Language Act 1993 which relate to Welsh Language Schemes to the Welsh Language Commissioner. The Measure also gives legal force to the official status of Welsh. Over a period of time, Welsh Language Schemes will be superseded by statutory standards which will place duties on institutions to promote and facilitate the use of the Welsh language and to ensure that Welsh is not treated less favourably than English. They will note how institutions are expected to provide services to the public and how they will treat and use the Welsh language. The University is committed to taking positive steps to implement functions under the new Measure.

1.2 Content of the Welsh Language Scheme

The transformed University was created through the merger of Trinity Saint David and Swansea Metropolitan University in 2013, with the intention of providing a new education system for South West Wales. The partnership was further strengthened as Coleg Sir Gâr (August 2013) and Coleg Ceredigion (January 2014) merged with the Trinity Saint David group. The University recognises that at present the status of the Welsh language varies from campus to campus and this is reflected in the procedures noted below. The institution sees this language scheme as a means of addressing the different challenges facing the individual campuses.

Following adoption of this Scheme, the Senate, which is a sub-committee to the University Council, will be responsible for ensuring its implementation. This will be done by setting up a cycle of working groups and committees that will consider the requirements of the scheme at the appropriate level as follows:

- Two Welsh Language Scheme Monitoring Working Groups will be responsible for monitoring the Welsh Language Scheme from day to day, one with responsibility for the Carmarthen and Lampeter campuses, and the other with responsibility for the Swansea campuses.
- The above Working Groups report to the Welsh Affairs Committee responsible for monitoring every aspect of the Welsh language and bilingualism across the institution.

- The Welsh Affairs Committee reports to the Academic Planning Committee which in turn reports to the university Senate.

Despite the fact that the transformed university is very different from the pre-merger university, it is emphasised that this is a revised scheme which generally reflects the aims and objectives of the University of Wales Trinity Saint David's first language scheme. It is intended to ensure that the transformed university provides the public in Wales with bilingual services in a cohesive and strategic manner. It is nevertheless acknowledged that there is a considerable difference between the current commitment of the Swansea campuses and the commitment of the other campuses towards the Welsh language and that historical factors will influence the implementation of this Scheme during its early period. Nevertheless, the transformed University has already taken large steps on some Swansea campuses with key bilingual appointments taking place in the context of academic and administrative posts.

This document includes a Core Scheme which outlines the University's key standards in providing its services bilingually. It is not anticipated that this section will require regular change or revision. This is supplemented by sections which have been arranged thematically, namely:

- Section A: University of Wales Trinity Saint David's Administrative Plan
- Section B: University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan

which incorporates targets that are directly derived from the operational commitments in the Core Scheme and the Administrative Plan.

The University is currently drawing up a new Welsh Medium and Bilingual Education Strategic Plan that will be considered at the first meeting of the transformed Senate in October 2014. This plan will reflect the institution's strategic priorities – as presented to the Higher Education Funding Council for Wales in July 2014 - and will also respond directly to the Coleg Cymraeg Cenedlaethol's academic plan. The strategy will be added to this language scheme as an appendix once the final strategy has been approved.

It will be ensured that the Welsh Language Scheme:

- is approved by the institution as a whole;
- includes unambiguous statements of the university's aims and objectives;
- describes the exact steps to be taken to provide administrative and academic services in both languages;
- includes a timetable and implementation plan for the targets set;
- details implementation, monitoring and evaluation methods;
- identifies who will be responsible for monitoring implementation of the overall Scheme;
- identifies the individuals and the committees that will be responsible for implementation of each target;
- is based on an audit of the use made of bilingualism and the bilingual resources, both human and otherwise, within the institution, and operates in a manner that is based on measuring and responding to the demand;
- is widely distributed amongst organisations and institutions in the same field as an indication of intent.

1.3 Basic Principles

The purpose of treating the English and Welsh languages 'on a basis of equality' is to give the public – individuals, groups or institutions – the right to communicate with the University, both orally and in writing, in their preferred language, whether it be Welsh or English, and to receive a service in that language from the University.

The University has adopted four principles which will inform its intention to provide a service that treats Welsh and English on a basis of equality, i.e.:

- to offer the public in Wales the right to choose which language to use when dealing with the institution;
- to acknowledge that members of the public can better express their opinion and needs in their preferred language;
- to acknowledge that enabling members of the public to use their preferred language is a matter of good practice, rather than tolerance;
- to acknowledge that denying the right to use their preferred language may place members of the public at a disadvantage.

In the context of these principles, 'the public' means any individual, group or institution that comes into contact with the University, and it includes staff, prospective students and students registered in the University. This Scheme describes how the University intends to implement these principles.

2. Background

2.1 University of Wales Trinity Saint David

The University of Wales Trinity Saint David is a new university for Wales, a university that builds on the excellence of the University of Wales Lampeter, Trinity University College, Carmarthen and Swansea Metropolitan University. The University will respond to the vision and priorities of the Welsh Government for higher education by providing bilingual programmes and services linked to scholarship, knowledge transfer, innovation and research, which will make a significant contribution to the economic, social, cultural and intellectual welfare of Wales.

The University of Wales Trinity Saint David will be a catalyst for transformational change in South West Wales. It will act as a strategic hub for a regional confederal framework which will bridge school education and further education and also local authority adult community education. It will offer a regional model for the development and delivery of integrated learning pathways that will transcend educational boundaries and ensure regional progression. Through collaboration with further education colleges, schools, local authorities as well as other Higher Education Institutions and employers in the region, it will develop provision relevant to the needs of Wales and its communities.

2.2 Institutional Mission

Transforming education – transforming lives.

A full copy of the University of Wales Trinity Saint David's mission statement can be obtained by contacting the institution in writing.

2.3 Structure and Provision

The structure of all higher education institutions changes as they respond to the requirements of the audiences they serve. The Welsh Language Scheme commits the University to always ensuring that:

- the Welsh Language and bilingualism are central to the University's structure and are at the heart of its mission;
- the Welsh Language is an essential requirement for the post of Vice-Chancellor of the University and that at least half of the University's Senior Directorate will be able to speak Welsh.

The Vice-Chancellor is manager and chief executive of the University. He is supported on the Senior Directorate by four Pro Vice-Chancellors.

All of the University's academic activity from the 2014/15 academic year onwards will fall within five faculties, each of which contains a number of schools as follows:

Faculty of Architecture, Computing and Engineering

School of Applied Computing
School of Automotive Engineering
School of Architecture, Built and Natural Environments
School of Logistics and Manufacturing Engineering

Faculty of Art and Design

School of Design and Applied Art
School of Fine Art & Photography
School of Film and Digital Media
School of Visual Communications

Faculty of Business and Management

School of Business, Finance and Management
School of Tourism and Hospitality
School of Sport, Health and Outdoor Education
Wales Institute of Work-based Learning

Faculty of Education and Communities

SWW Centre of Teacher Education
School of Early Years Education
School of Social Justice and Inclusion
School of Psychology and Counselling
School of Welsh and Bilingual Studies

Faculty of Humanities and Performing Arts

School of Archaeology, History and Anthropology
School of Classics
School of Theology, Religious Studies and Islamic Studies
School of Cultural Studies
School of Performing Arts

The University offers a variety of courses in a variety of fields relevant to these faculties, and as the requirements of students or the University's partners change, the University's provision will be sufficiently flexible to adapt in order to fulfil the needs.

The Welsh Language Scheme commits the University to ensuring that it will always provide appropriate courses which are related to the Welsh language or bilingualism.

The University provides a range of qualifications including Certificates of Higher Education, Foundation Degrees, BA/BSc Degrees, Graduate Certificates and Diplomas, MA/MSc, MPhil and PhD.

The institutional Strategic Plan 2013 – 2017 notes that the University has a 'clear strategic commitment to Wales, contributing to its bilingual heritage by being a key major provider of bilingual and Welsh medium higher education'.

2.4 Staffing

Section A: University of Wales Trinity Saint David's Administrative Plan includes full details of the institution's staff profile.

2.5 Collaboration with other institutions

Further Education Colleges:

University of Wales Trinity Saint David acknowledges that promoting close collaboration between itself and other educational institutions will be a clear priority if it is to realise its long term vision. As well as developing a legal partnership with the Sir Gâr and Ceredigion Further Education Colleges, the University has also developed a close working relationship with Pembrokeshire College and Gower College Swansea, setting out a strategic vision for the creation of a new regional educational group structure which will deliver transformational change in South West Wales. The development proposes a radical framework for the delivery of post-16 education and creates a new educational group infrastructure which will offer a range of meaningful educational pathways, enhancing student choice and promoting joint educational provision. The new Welsh Medium and Bilingual Education Strategic Plan will pay due attention to these partnerships by establishing meaningful progression routes through the medium of Welsh for the region's students.

Schools in the region:

Along with this a close partnership was established through the AUR: Going for Gold initiative with all secondary schools in the counties of Ceredigion, Pembrokeshire and Carmarthenshire, as well as with all the bilingual schools in South and Mid Wales. This scheme is innovative and completely unique, and has seen over 1800 post-16 students from South and South West Wales' bilingual schools and further education colleges enrol on it over the last five years.

Y Coleg Cymraeg Cenedlaethol:

The University is also represented on all the Coleg Cymraeg Cenedlaethol's central committees. The University sees itself as a major partner of the Coleg Cymraeg Cenedlaethol and it is represented on all its central committees. A branch of the Coleg Cymraeg Cenedlaethol was established in the University and at present (March 2014) 115 staff and 401 students are members. The first meeting of the Swansea Campus Branch was also held during 2013/14 and the intention is to build upon this over the coming years.

S4/C:

Following the recent decision of the S4/C authority to relocate the Channel's headquarters to Carmarthen – on the University's premises – there will be an opportunity for the institution to develop an active partnership with the channel and with a substantial number of other partners that will co-locate. This development will be a catalyst to promote and strengthen the Welsh language across the university and the region.

The Sabbatical Scheme:

The Sabbatical Scheme for Teachers provided by the University of Wales Trinity Saint David operates under the auspices of the Welsh Government. This Scheme is a core and central part of the Government's Welsh medium and bilingual Education Strategy.

From September 2014, as part of a tender agreement, the University can declare that it is a major provider of the Sabbatical Scheme's courses and resources. The University will be responsible for the Entry level provision for Classroom Assistants, the Foundation level provision for teachers and the Higher level provision for teachers and lecturers in the higher education sector across south west and mid Wales. In addition, the University will also monitor the quality of all the Sabbatical Scheme's courses nationally on behalf of the Welsh Government.

Finally, the University will also be responsible for developing new educational resources for the Sabbatical Scheme nationally as well as updating existing resources.

As a statement of its intent to bilingualise its Swansea campuses, the University has decided to house some of the courses belonging to the Sabbatical Scheme on its campus at Townhill, Swansea.

3. Delivery of Services

The Welsh medium and bilingual services delivered by the University are broad and varied. As a result, the University is committed to:

- ensuring that it has a robust structure and an adequate staffing pattern to secure a translation service;
- ensuring that it has an appropriate and varied programme of 'gloywi iaith' provision for the purposes of supporting academic courses, vocational training and Welsh for Adults;
- ensuring that it is progressive in the provision of courses and training in the field of bilingualism and bilingual teaching;
- ensuring that it increases participation by groups that are underrepresented;
- offering provision in the arts that builds on a long tradition in the fields of music and drama;

- preparing academic and vocational materials which fulfil the needs of the communities it serves, be they students or partnerships at a national level;
- offering advisory services of the highest standard in the fields of the Welsh Language and bilingualism.

4. New Policies and Initiatives

The University, like all other higher education institutions:

- plans and leads in the context of broadening its own Welsh medium / bilingual provision;
- draws up new programmes according to market needs, both social and economic;
- responds to new and varied requirements from the Welsh Government, United Kingdom Government, Higher Education Funding Council for Wales etc.

This Scheme relates to the full time and part time provision and franchised programmes.

The University assesses the linguistic consequences of any new policies and input resulting from new developments, whether they be administrative developments or academic issues. To this end, the University's Senate and the Senior Directorate ensure that the criteria for each policy include the Welsh Language and issues concerning bilingualism.

Also the University:

- gives a commitment to consult with the Welsh Language Commissioner's Office in advance regarding any plans or intentions that will affect the Scheme or that will affect the schemes of other public institutions;
- gives a commitment not to alter the Language Scheme without consulting the Welsh Language Commissioner's Office and reaching agreement with it.

5. Quality Assurance in the delivery of services and programmes in Welsh

The University of Wales Trinity Saint David gives a commitment to regularly set, publish and monitor the standards of service when dealing with the public and students in Welsh. The University accords the same administrative status to both languages, ensuring appropriate resources for translation from one language to the other where necessary.

The quality of Welsh medium courses is safeguarded in the same way as English medium courses, through the University's recognised Quality Control System.

5.1 The administrative arrangements to be undertaken by the University to facilitate the schemes

The Senate will have responsibility for all aspects of implementation of the Schemes.

The Senate will receive quarterly progress reports from the Welsh Affairs Committee.

Two Welsh Language Scheme Monitoring Working Groups will be responsible for the Welsh Language Scheme, namely the Core Scheme, the Administrative Plan and the Language Scheme Implementation Plan – one working group for the Carmarthen and Lampeter campuses and another for the Swansea campuses. The Working Group membership includes a cross section of Heads of Unit and individuals who will have been identified as Welsh medium/bilingual provision Champions/Facilitators within their units. The aim is to ensure balance in respect of background and linguistic proficiency. The University also intends to invite an external individual/individuals with relevant experience of the administration of bilingual institutions to the meetings of this Committee.

The Welsh Affairs Committee will be responsible for monitoring and planning the Welsh Medium and Bilingual Education Strategic Plan from day to day. The membership of the Committee includes a cross section of Deans of Faculty, Heads of School and individuals who will have been identified as Welsh medium/bilingual provision Champions/Facilitators within the Faculties. The aim is to ensure balance in respect of background and linguistic proficiency. A representative from the Coleg Cymraeg Cenedlaethol is also invited to Committee meetings.

The above accountability ensures that the Schemes and their implementation are fully authorised by the University.

The Dean of the Faculty of Teacher Education, as a member of the Senior Management Team, and Chair of the Welsh Affairs Committee will be responsible for all strategic aspects of both Schemes. He/She will also be responsible for the implementation of the Schemes across the institution, and for creating awareness amongst all members of staff regarding how the Schemes are to be implemented and what is expected of them.

The University's Welsh Language Services Coordinator will be responsible for monitoring the implementation of the Language Scheme from day to day on the Carmarthen and Lampeter campuses with the support of specific Heads of Units, as noted in Section B: University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan.

The University's Welsh Language Officer will be responsible for the scheme from day to day on the Swansea campuses with the support of specific Heads of Units, as noted in Section B: University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan.

The Branch Officer of the Coleg Cymraeg Cenedlaethol will be responsible for operational aspects of the Welsh Medium and Bilingual Education Strategic Plan from day to day.

Implementation of these Schemes is completely dependent on the full and willing cooperation of individual units and Schools with the Officers noted above, who will work closely with the facilitators / champions in the individual Units / Schools and will report directly to the Dean of Faculty of Teacher Education.

Each Faculty will present an annual report on the year's achievements to the relevant Working Group. These will include:

- (i) all relevant developments, facts and statistics
- (ii) achievement against the current year's targets
- (iii) a development/implementation plan for the following year.

The Committees will discuss relevant aspects of the reports. Following this the Dean of Faculty of Teacher Education will present a composite report on the implementation of the Schemes for further discussion by the Senate. The University's official report will be presented to the Welsh Language Commissioner in March of each year as agreed with the Welsh Higher Education Institutions' Language Officers Group and the Welsh Language Commissioner.

The University is eager to ensure that it operates all aspects of its Schemes thoroughly and transparently. With this in view, external members will be invited to participate in its strategic discussions, as noted above.

The University employs a team of translators to undertake the institution's official translation work. These translators undertake simultaneous interpretation as well as translating printed material. At times when it is not possible for the University's internal translators to undertake the whole workload, suitable external agencies or individuals are contacted to undertake the work.

5.2 An agreement or arrangement involving a third party and which is related to provision of services to the public in Wales, (including services that are 'contracted out') is consistent with the terms of the Language Scheme.

When any service to the public in Wales is put out to contract to an agency or contractor outside the University itself, it will be ensured that the agency, the contractor or any sub-contractor operates in accordance with the relevant elements in the Welsh Language Scheme, and that they report regularly on their performance.

Tender documents, specifications, contract documents and agreements include instructions on provision of services in accordance with this Language Scheme, and where appropriate, statements on how those services will be delivered can be requested.

Work undertaken by agencies, contractors etc. will be monitored to ensure they conform to the relevant parts of this Language Scheme.

In cases where a third party provides a service to students who are following their course/courses through the medium of Welsh, it will be ensured that it is consistent with the Welsh Language Scheme.

The University itself also works in partnership with public bodies, voluntary sector organizations and other agencies. The University works on many levels when working with others:

- i) When the University is the strategic and financial leader within a partnership it will ensure that the public service provision is compliant with the Welsh Language Scheme.

- ii) When the University joins a partnership led by another body, the University's input to the partnership will comply with the Welsh Language Scheme and the University will encourage other parties to comply.

- iii) When the University is operating as part of a consortium, it will encourage the consortium to adopt a language policy. When acting publicly in the name of the consortium, the University will act in accordance with its Welsh Language Scheme.

- iv) When the University joins or forms a partnership, it will ask prospective partners about their Welsh Language Schemes, language policies or the means by which they intend to operate bilingually. Within any partnership, the University will offer advice and support to the other parties within the partnership.

5.3 Monitoring Implementation of the Scheme and Comparison of the Performance of University of Wales Trinity Saint David against the Standards

- (i) As noted above, the Welsh Language Scheme Monitoring Working Groups and the Welsh Affairs Committee are responsible for monitoring the Welsh Language Scheme and the relevant appendices annually. This is done by completing an Annual Monitoring Report, in line with procedures already in place for the higher education sector.

- (ii) At the end of the third year of operating the Welsh Language Scheme, the University will monitor and evaluate its performance over the Scheme's implementation period and will prepare for the arrival of the Standards.

- (iii) The University has a procedure for dealing with dissatisfaction with the Scheme. Through the same procedure anybody may offer suggestions on how to improve the bilingual service in any way. Any comments or complaints are channelled through the University's Welsh Language Services Coordinator.

- (iv) From time to time the University will seek public opinion through opinion polls. It will also seek students' opinion on its bilingual service annually in the form of questionnaires.

5.4 Setting Targets for Implementation of the Scheme

Specific targets will be set for implementation of the Welsh Language Scheme that will note in Section B: University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan which measures are already in operation, which can be implemented immediately and which are long term targets.

5.5 Publicity

The University is committed to placing an electronic copy of this Language Scheme on its website, and hard copies will be available to the public on request. The University will also continue to advertise the bilingual nature of the institution and the opportunities for bilingual programmes. A variety of means will be used for this publicity, e.g. prospectus, advertisements, television campaigns, the University's website. Further details are available in Section A: University of Wales Trinity Saint David's Administrative Plan.

SECTION A: University of Wales Trinity Saint David's Administrative Plan

This section is primarily concerned with aspects of the institution's administration. The Welsh Medium and Bilingual Education Strategic Plan will have its own targets and this document will be added to the language scheme as an appendix.

This section includes core policy statements on the facilities that need continuous development and strengthening so that individuals are able to engage with the University on each occasion and for all purposes in Welsh or English according to their choice. The University gives a commitment to maintain the standards noted below, and they are operational unless stated otherwise in Section B.

STAFF PROFILE

Currently, 2101 staff members are employed on the University's campuses in Swansea, Carmarthen and Lampeter as follows:

Location	Full-time	Part-time
Swansea	386	928
Carmarthen	262	284
Lampeter	91	150
Total	739	1362

In addition there is a small number of staff (approximately 40) working on specialist campuses in Cardiff and London:

Location	Full-time	Part-time
Cardiff	3	4
London	12	21
Total	15	25

This gives a total of 2141 staff, with 754 working full-time and 1387 part-time.

During the first year of operation of this Scheme, the University will conduct a detailed survey of all its staff and draw up a linguistic profile for its administrative staff. During the life of the Scheme, the University will identify individuals within each Unit who will act as Facilitators and ensure availability of its bilingual services in order to enable the University to realise the operational administrative commitments stated below.

COMMUNICATION WITH THE PUBLIC

1. Written communication with the public on paper and electronically

The University welcomes correspondence in both Welsh and English.

Corresponding through the medium of Welsh will not of itself lead to a delay (target of 10 working days). All correspondence received in Welsh will receive a signed reply in Welsh.

The University initiates correspondence in Welsh with those who prefer to correspond through the medium of Welsh, following previous face to face or telephone communication in Welsh.

Official written correspondence sent by the University's administration to individuals in Wales is in the language used in the original correspondence (where known); otherwise it is bilingual.

The university is aware of current linguistic differences between the various campuses. It is intended to set differentiated targets in the short term, mainly across the Swansea campuses, and this is reflected in the implementation plan. The aim, however, is to ensure that the campuses that are less Welsh-speaking gradually become to deliver the same services as the more Welsh-speaking campuses, and not vice versa.

It will be ensured that the language of unofficial correspondence from a member of staff to a student or a group of students is in accordance with the wishes of all students or the understanding between them.

On registration, the University enquires in which language students wish to receive official correspondence and respects this wish in all official correspondence that falls into this category.

All official corporate correspondence (e.g. announcements) initiated by the University's administration to public bodies in Wales is in Welsh and English.

Correspondence between the central administration and individual members of University staff is in Welsh or English according to the wishes of each individual member of staff. The timescale for acknowledging and responding to correspondence is exactly the same in both languages.

2. Telephone communication with the public

The University welcomes telephone calls in both Welsh and English and the staff on the central and departmental switchboard answer all telephone calls bilingually, following appropriate training in some cases.

If the call is answered by a bilingual individual, or is transferred to him/her, it is ensured that all bilingual individuals make it obvious on answering that he/she is bilingual. The conversation is then held in the caller's preferred language.

If the call is addressed to a member of a specific Unit/School, or is transferred to him/her, it is ensured that the individual answers with a bilingual greeting. If the caller wishes to speak in Welsh, then the call should be transferred to a bilingual individual within the Unit/School or another area within the University.

In a Unit/School where there are bilingual members of staff but who are unavailable at the time, arrangements will be made for such a person to return the call, unless the caller wishes to speak in English.

In a Unit/School where there are currently no bilingual members of staff, the situation is explained politely and the caller is offered the opportunity to speak to a bilingual officer from a different Unit/School, or the caller is asked whether he/she is happy to speak to somebody who does not speak Welsh. The individual can also be offered the option of writing in Welsh to the University and receiving a written answer in the same language.

Learners will be encouraged to practise their Welsh by greeting and answering bilingually.

The greetings and instructions on all official answer phones will be bilingual.

3. Public meetings, public lectures, hearings and any legal meetings

University staff and the public are welcome to speak in Welsh or English in public meetings arranged by the University for public consultation. Simultaneous interpretation equipment (permanent or portable) is provided in these meetings with the posters or the invitations indicating that the equipment is available and that they are welcome to speak in their preferred language.

The University gives a commitment to ensure a pattern where the title of any public lecture is in the language of delivery and all the rest of the publicity information is in Welsh and English. These lectures will be in either Welsh or English only unless stated otherwise.

Any member of the public, staff or student who is part of a disciplinary hearing, whether that be as the accused, or as a witness, has the right to use either Welsh or English according to their choice at any stage of the hearing. The Chair / Convenor will ask beforehand in which language all participants wish to participate and will decide whether a translator is needed or not.

4. Other meetings with members of the public who visit the University

Staff who receive the public into the University do so bilingually.

In the Main Reception and the central Units/Schools e.g. Registry, Human Resources Unit, the Learning Resources Centre, it will be ensured that an appropriate person is available (or can be called upon) to enable any member of the public to deal with the institution in Welsh or English. The public are asked to indicate in advance in which language they wish to converse.

In Units/Schools where this is not possible, as there are no bilingual staff, the University trains receptionists to greet bilingually and to explain that there is nobody in the Unit/School who is bilingual to deal with the matter.

Somebody from another Unit/School can be proposed if this is acceptable to the individual, or communication in English. In the long term the University aims to ensure that bilingual individuals are available in all academic Schools through Welsh classes and / or appointments policy.

5. Other dealings with the public, e.g. website, televideo links, public address systems

All of the institution's corporate and departmental web pages are available in Welsh and English and they are equal with regard to content and text, style, quality and accuracy. Each new item of information is placed on the website at the same time in Welsh and English.

In developing and maintaining its online presence, the institution is committed to comply with the standards outlined by the Welsh Language Commissioner's Office in its document Technology, Websites and Software: Welsh Language Considerations.

In communication with the University by other means, e.g. televideo, it is possible to arrange that the public are able to use Welsh or English.

In the same way, it will be ensured that any public messages on behalf of the University which are transferred through social media such as Twitter a Facebook will be consistently bilingual.

6. Implementing the Language Scheme internally with University Staff

The University gives a commitment to ensure that simultaneous interpretation facilities are available for meetings of its main decision making committees/forums. These committees are listed in Section B, University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan, and the situation will be reviewed annually in consultation with the staff and chairs of the University's main committees.

In committees where a simultaneous interpretation service is not available, other informal arrangements for translation can be made, e.g. the chairman will translate or ensure that another member of the committee is willing to translate or summarise.

Associated Internal Correspondence

All memoranda, letters, agendas etc, from the University's central administration, and which address the staff in general, are bilingual.

If correspondence with the staff includes attachments, committee papers etc, which were drawn up by external bodies and / or institutions, they will be accepted in the original language and it will not be expected that they be translated. But those bodies will be made aware of their duty under the Welsh Language Act, 1993.

Correspondence between central administration and individuals may occur in the preferred language of the individual or bilingually. A database will be established which will indicate the preferred language of individual members of staff.

The Intranet

All announcements and notifications on the home page for staff and students of the University will be bilingual, with the Welsh first.

DEVELOPING THE INSTITUTION'S BILINGUAL ETHOS

7. The Institution's Corporate Identity in Wales

The University's corporate identity in Wales is bilingual wherever it is displayed. This includes the name of the University and the Units/Schools within, logo, letterheads, compliment slips, fax sheets, business cards, invitations and similar items.

The University's name and information follow the same pattern wherever they are permanently displayed, whether this be on signs, vehicles, written on buildings, in exhibitions or on publications. In all cases the Welsh will appear on top or first.

8. Information Signs within the curtilage of the University of Wales Trinity Saint David

The titles of University buildings and property which have functional names are in Welsh and English, and the buildings that commemorate individuals are in the form 'Adeilad' or 'Neuadd' only.

Signs which give official information and guidance are bilingual. Information which is specifically for international students only can be an exception.

Any other signs e.g. main road signs or public information signs, are bilingual.

In all cases, both languages are equal as regards form, size, legibility and prominence, and all new signs will be completely bilingual.

9. Publication and printing of material directed at the public in Wales

All publications and material directed at the public in Wales will be bilingual. The usual arrangement will be to produce bilingual versions within the same document. This includes a variety of printed material e.g. posters, cheques, menus, receipts, invoices, maps etc.

On the rare occasions when separate Welsh and English versions need to be published, both versions will be available at the same time.

An English language and a bilingual Prospectus will be produced. The University clearly identifies those courses available for study totally or partially through the medium of Welsh or bilingually.

The University's main publications such as the Annual Report are bilingual. There is a list of bilingual publications in Section B: Welsh Language Scheme Implementation Plan.

10. Forms and explanatory material to be used by the public in Wales

Any forms produced by the University for the public in Wales and their accompanying explanatory material are bilingual. This includes information leaflets for students about the start of term, registration, information about courses etc.

The usual arrangement will be to produce bilingual versions. In cases when separate Welsh and English versions need to be published, both versions will be available simultaneously and will be equally accessible. They will be distributed simultaneously and will include a note which confirms that the form is also available in the other language.

11. Press notices for distribution in Wales

Official corporate notices to the press and media in Wales will be released bilingually.

Any notices or statements released to the press or media in Wales are bilingual.

12. Publicity material, advertising campaigns, marketing campaigns and response mechanisms linked to publicity activities in Wales

Publicity material produced by the University for advertising campaigns and marketing campaigns in Wales is bilingual or in separate Welsh and English versions, whatever its format e.g. pamphlets, booklets, flyers, display material in exhibitions, electronic messages, DVDs, podcasts.

In cases where the University advertises on the radio or television, the language of the advertisement will depend on the channel. Welsh language and English language media are used.

The response mechanisms linked to advertisement and publicity activities occur in Welsh or English according to the language used by those who contact the University for further information. Response is consistently in the language of the request and note is made of the language used.

In the case of bilingual written communication, Welsh appears before the English. When the text is side by side on the same page, the Welsh version will be on the left with the same prominence as regards style and presentation.

In the case of designing marketing material bilingually, Welsh and English are treated equally. Where necessary, separate Welsh and English versions are designed. In particular cases, programmes which are available through the medium of one language only are advertised in that language, especially when different provision is available in each language, e.g. theatre and media programmes.

Where a language is also an academic subject, the relevant School/Unit may produce notices in that language only.

13. Official notices and staff recruitment notices

Advertisements for posts in the University show the name of the institution in an appropriate bilingual form.

Advertisements for posts which appear in the press in Wales are bilingual; as is any additional information about these posts.

Any advertisements for posts where Welsh is essential are published in Welsh, usually with an explanatory sentence in English.

Any advertisements for posts where Welsh is desirable are published bilingually in the press in Wales and the British press.

Any advertisements for posts which appear in the Welsh language press may be in Welsh only, and adverts which appear in subject specific international publications may be in English only.

14. Bilingual Skills Strategy

The University gives a commitment to aim to ensure that sufficient members of the workforce are proficient in the appropriate bilingual skills to be able to provide a complete service through the medium of Welsh in all Schools/Units. Due to their historic linguistic nature, it is likely that the process of meeting this commitment will be slower on the Swansea campuses.

The staffing arrangements of every School and Department will be subject to continuous revision to identify the priorities for addressing any bilingual skills shortfall. If the need exists, each School and Department will aim at increasing the number of staff in the workplace who can speak Welsh and work through the medium of Welsh in order to achieve the need to meet the requirement to provide a quality bilingual service.

As part of its human resources planning processes, the University is preparing and adopting a Linguistic Skills Strategy to enable it to coordinate key aspects of its staffing arrangements to facilitate the core aims of this Scheme, that is:

- Continuous survey of the need for bilingual skills
- Continuous survey of the current staff's language skills;
- Analysis of any skills shortfall noted by comparing the findings of the two surveys above;
- Recruitment procedure;
- Training procedure.

Further details are included in Section B: University of Wales Trinity Saint David's Welsh Language Scheme Implementation Plan, but below there is a summary of the University's core standards in relation to developing its bilingual workforce:

- When considering the linguistic needs of each post in the University, the Deans of Faculty and the Human Resources Unit take account of the nature of the post and its interface with the public.
- Based on the findings of the Surveys referred to above, the University will identify specific individuals within each Unit who will act as champions or facilitators in order to ensure the availability of bilingual services to the public.
- The linguistic requirements of each request for a new appointment will be formally indicated to the Human Resources Unit and the Pro Vice-Chancellor (Finance and Planning).
- Where practically possible, new administrative (including some academic related posts), secretarial and clerical appointments are bilingual.
- When everything else is equal, Welsh is considered an additional qualification when making new academic appointments.
- Where practically possible and in accordance with the direction of the University's Welsh Medium Education Strategic Plan, it is committed to the opportunities to participate in new Welsh medium staff development and training schemes which are administered at a national level.

By conducting and analysing the above surveys continuously, officers will be able to identify those workplaces and posts where the ability to speak Welsh is essential, desirable or not required. The requirement can be identified as belonging to a specific workplace, situation or team, rather than job specific. This will enable officers to allocate the University's new posts and vacant posts to one of the three following categories:

CATEGORY A: Posts where fluency in Welsh is essential because of their contact with the public or other reasons (e.g. translators, press officers)

CATEGORY B: Posts where fluency in Welsh or knowledge of Welsh is desirable

CATEGORY C: Posts where there is no requirement for Welsh language skills

Every new post in the University and every post which becomes available with the intention of it being filled will be placed in one of the three following categories:

- a) In order to assist the appropriate officers and committees to operate in keeping with these staffing objectives, Colleges, Schools and Departments will be asked to provide a staffing strategy noting their priorities, their current bilingual staff resources and any long term steps needing to be taken to achieve sufficient levels of bilingual skills.
- b) In the University's main offices and workplaces, it will ensure that sufficient staff are able to provide a service in Welsh and English.
- c) Heads of teams of staff who come into contact with the public will arrange their teams in such a way as to ensure that their service through the medium of Welsh is in keeping with requirements of this scheme.

15. Specific vocational training through the medium of Welsh

The University assesses the need for vocational training in the Welsh language annually. In the case of any other vocational courses, it is first considered whether they should be offered through the medium of Welsh. Should this not be practical, it will be ensured that a Welsh medium discussion group(s) is available.

Members of staff who wish to learn or develop their knowledge of the language may enrol on the courses provided by the University. The University will meet the costs of these courses and members of staff will be given every encouragement to attend them, with Heads of Unit / Schools to facilitate this.

Consideration will be given to requests for help to attend courses in other places should this be more convenient or appropriate.

Courses to improve the language skills of University staff who speak Welsh will be developed and delivered by the School of Welsh and Bilingual Studies in the University. The intention is to make such staff completely confident in their ability to communicate in written Welsh as well as orally. Staff will be supported to attend these courses.

There is a broad variety of courses available for University staff, starting with provision for learners who know very little of the language and extending to 'gloywi' level. Also, staff development sessions will be offered in bilingual teaching methodologies and language awareness.

The University prepares language awareness sessions and presents the core requirements and standards of the Welsh Language Scheme as part of the induction process for all new members of staff.

SECTION B: UNIVERSITY OF WALES TRINITY SAINT DAVID'S WELSH LANGUAGE SCHEME IMPLEMENTATION PLAN

KEY: SMT: Senior Management Team, WLSC – Welsh Language Services Coordinator, SOWS – School of Welsh Staff , SUF – Support Unit Facilitators,
 ASF - Academic School Facilitators, HR - Human Resources, ITS - Information Technology Staff , WLO – Welsh Language Officer, DFTE - Dean of Faculty of
 Teacher Education, HM – Head of Marketing, HE – Head of Estates, CS – Corporate Services, FD – Faculty Deans.

Ref	Standard	Action	Target Date	Monitoring by	Responsibility
Core A5.2	Third Party Agreements	The University will: <ul style="list-style-type: none"> form guidelines for adhering to third party agreements hold six monthly surveys of third party agencies' adherence to the University's Welsh Language Scheme 	SEPTEMBER 2014 SIX MONTHLY	Formulate guidelines Surveys and sampling	SMT, CS, WLSC, WLO, DFTE CS, WLSC, WLO
Administrative Section A	Staff Profile	The University will: <ul style="list-style-type: none"> conduct a detailed survey of all University staff and draw up a linguistic profile for its administrative staff identify an individual within each Unit who will be responsible for ensuring the availability of bilingual services for the public and to act as Facilitator 	OCTOBER 2014 MARCH 2015	Survey Survey	HR, SMT, WLSC, WLO
Administrative A1	Written and electronic correspondence	These standards are in operation but it is envisaged that there will be a need to: <ul style="list-style-type: none"> hold termly meetings during the first year of the Scheme's implementation with a sample of admin staff across the University's campuses form simple written guidelines for staff ensure that an individual in each Unit operates as a Facilitator, as noted in A1 	ONGOING TERMLY MAY 2015 MARCH 2015	Meetings, Occasional sampling	WLSC, WLO, SUF
Administrative A2	Telephone communication with the public	The telephone answering procedure is in operation but it is envisaged that there will be a need to: <ul style="list-style-type: none"> hold termly meetings during the first year of the Scheme's implementation with a sample of admin staff across the 	ONGOING TERMLY	Meetings, Occasional sampling	WLSC, WLO, SUF

		<p>University's campuses</p> <ul style="list-style-type: none"> • hold training sessions for staff to ensure that they can answer the phone bilingually • ensure that an individual in each Unit operates as a Facilitator, as noted in A1 • place bilingual messages on answer phones 	<p>MAY 2015</p> <p>MARCH 2015</p> <p>MAY 2015</p>		
Administrative A3	Public Meetings	<p>These standards are in operation and adherence will be regularly monitored across the University's campuses. This will be done by:</p> <ul style="list-style-type: none"> • ensuring that an individual in each Unit operates as a Facilitator, as noted in A1 	<p>ONGOING</p> <p>MARCH 2015</p>	Meetings, Sampling	<p>CS, WLSC</p> <p>WLO, HR</p>
Administrative A4	Other meetings with the public	<p>These standards are in operation and adherence will be regularly monitored across the University's campuses.</p> <p>Following the survey noted in A1 above, the University will:</p> <ul style="list-style-type: none"> • identify the members of staff in each Unit who can speak Welsh • identify an individual and ensure that he/she is responsible for reviewing this commitment in each Unit 	<p>ONGOING</p> <p>MAY 2015</p> <p>MAY 2015</p>	<p>Meetings, Occasional sampling Survey</p> <p>Survey</p>	<p>WLSC, WLO, SUF</p> <p>HR, CS</p>
Administrative A5	Other dealings with the public	<p>These standards are in operation and adherence will be regularly monitored. The University will also:</p> <ul style="list-style-type: none"> • formulate simple guidelines for staff on procedures for placing bilingual information on the University website 	<p>MAY 2015</p>	<p>Occasional sampling</p> <p>Formulate guidelines</p>	<p>WLSC, WLO, HM</p>
Administrative A6	Implementing the Language Scheme with Internal Staff	<p>Translation facilities are provided for the following committees: University Council; Senate; Senate Standing Committees; Sub-committees of Senate Standing Committees; Faculty Boards; School Boards; Exam Boards (Internal and External); Progression Boards; Award Boards; Staff-Student Committees.</p> <ul style="list-style-type: none"> • This procedure will be reviewed annually with a commitment to add to the list but not to reduce or curtail it. 	<p>ONGOING</p> <p>MARCH 2015</p>	<p>Regular consultation with staff and the Chairs of University committees</p> <p>Consultation with staff and the Chairs of University committees</p>	<p>DFTE, WLSC, WLO</p>

		<p>The University will ensure that the minutes of all main committees are available bilingually.</p> <p>The general central administration of the University is bilingual and it will be ensured that simple guidelines are in place for admin staff explaining this. This will:</p> <ul style="list-style-type: none"> • be monitored six monthly <p>The central administration of the University will establish the language choice of every member of staff for receiving correspondence of a more personal nature, and act in keeping with that.</p>	SIX MONTHLY	<p>Formulate guidelines</p> <p>Sampling</p> <p>Language audit</p>	<p>WLSC, WLO, SUF, ASF, HR, CS</p>
Administrative A7	Corporate Identity in Wales	<p>The University is committed to ensuring that every aspect of its corporate identity is bilingual. This will be done by circulating a note to staff at the beginning of every academic year, noting this commitment and the necessary steps to adhere to it.</p>	ONGOING	<p>Sampling and continuous review</p>	<p>HM, WLSC, WLO,</p>
Administrative A8	Information Signs within the University curtilage	<p>The University is committed to ensuring that every sign is bilingual, with the exception of information solely for international students.</p>	ONGOING	<p>Continuous review</p>	<p>HE, WLSC, WLO</p>
Administrative A9	<p>Publication and Printing of Materials for the Public in Wales</p> <p>Forms and Explanatory Materials</p>	<p>It will be ensured that materials which come to the attention of the public in Wales are bilingual.</p> <p>The University will formulate clear guidelines for staff on the procedure for:</p> <ul style="list-style-type: none"> • ensuring that materials are prepared bilingually • ensuring that materials produced separately are distributed simultaneously <p>The following main publications are available bilingually: Academic Quality Handbook, Undergraduate Prospectus; University Regulations: Undergraduate Student Guide; University Regulations: Postgraduate Student Guide</p> <ul style="list-style-type: none"> • This procedure will be reviewed annually with a commitment to add to the list but not to reduce or curtail it. 	<p>ONGOING</p> <p>ONGOING</p>	<p>Formulate guidelines and continuous review</p>	<p>HM, WLSC, WLO, DFTE</p>

Administrative A11	Press notices Publicity, Advertising and Marketing Materials	<p>It will be ensured that all forms of communication with the press or the media are bilingual. The University will formulate simple guidelines for staff on the procedure for:</p> <ul style="list-style-type: none"> ensuring that statements and advertisements are released appropriately in both languages to the relevant papers, magazines and programmes ensuring that the University responds in the appropriate language to those who contact it for further information ensuring that design guidelines are in place for the appropriate use of Welsh and English ensuring clarity on how to use the language in academic contexts and more specific provision , e.g. theatre and media <p>A record of the language used when releasing information, advertisements and general communication with the press will be kept for monitoring purposes.</p>	ONGOING MAY 2015	Formulate guidelines and continuous review Record language use	HM HR, WLSC, WLO, SUF, ASF HM, WLSC, WLO
Administrative A13	Official notices and Recruitment advertisements	<p>It will be ensured that job advertisements which appear in the press are bilingual or Welsh only in Wales with an explanatory sentence in English. To this end, the University will formulate simple guidelines on the procedure for:</p> <ul style="list-style-type: none"> ensuring that the appropriate steps are taken to include advertisements in the appropriate language/languages within Welsh language publications and publications relating to Wales. <p>The above procedure will be regularly monitored.</p>	MARCH 2015 ONGOING	Formulate guidelines Continuous sampling	WLSC, WLO, DFTE HR, HM, WLSC, WLO
Administrative A14	Bilingual Skills Strategy	<p>The detailed survey of all University staff noted above in (A1) will lead to the creation of a Bilingual Skills Strategy for the institution. This document will ensure that the University:</p> <ul style="list-style-type: none"> possesses a linguistic profile of its staff can create a programme of linguistic training and language awareness for its staff, can identify bilingual staff recruitment opportunities for specific units/schools notes the linguistic requirements of new individual jobs 	MAY 2016		WLSC, WLO, DFTE, HR, CS

Section C: WELSH MEDIUM AND BILINGUAL EDUCATION STRATEGIC PLAN

University of Wales Trinity Saint David

Welsh Medium and Bilingual Education Strategy

The above Strategic Plan is being produced at the moment and the intention is to present it for the attention of the transformed Senate at its first meeting in October 2014. The strategy will be added to this Scheme as attachment C, as soon as the strategy is final and has been approved.

The new Welsh Medium and Bilingual Education Strategic Plan will be an ambitious strategy which will underline the University's leading role in the context of higher education through the medium of Welsh. It will offer a solid vision that will build upon current strengths, also offering specific targets for developing Welsh medium provision in new fields on the University's various campuses. The Strategy will outline the significant support that will exist for Welsh speaking students and also summarise the various opportunities provided for students and staff to learn Welsh.

Specific attention will be given to the way in which Welsh medium and bilingual provision is marketed and the excellent working relationship between the University and the Coleg Cymraeg Cenedlaethol will be underlined. How the Strategy will be managed and monitored will be explained and its developing relationship with a range of other strategies within the University will be clarified. Through this, the University will show its commitment to being a naturally bilingual institution that will operate proactively to develop its Welsh medium and bilingual provision.

Until such time as the new Plan is approved, the University's current plan will remain in force. In the meantime, however, attention can be drawn to the following current work:

Canolfan Peniarth:

Canolfan Peniarth, the publishing centre of the University of Wales Trinity Saint David, has succeeded in gaining tenders of a substantial size from the Welsh Government.

These include tenders commissioning bilingual materials for use in classrooms across every educational sector in Wales.

These materials vary from paper resources to film materials for interactive online activities.

Supplementary to this, Canolfan Peniarth is also home to the Sabbatical Scheme for Teachers that is provided by the University of Wales Trinity Saint David with the support of the Welsh Government. The Sabbatical Scheme for Teachers is a core and central part of the Government's Welsh Medium and Bilingual Education Strategy.

The Coleg Cymraeg Cenedlaethol:

In March 2012, a Branch of the Coleg Cymraeg Cenedlaethol was established in the University, and the Branch Office is located in a central and prominent location on the Carmarthen campus within the Hen Goleg building, in the middle of the hustle and bustle of University life where students can call in for a chat and receive advice and information at any time. A Branch Committee was also established, along with a Branch Chair, and the Committee meets at least twice per semester to discuss Welsh medium matters and developments within the University and nationally.

A Branch Officer was appointed who works closely with staff within the academic Schools to promote Welsh medium provision to prospective students and University students.

Action taken to recruit and welcome Welsh medium students includes the following:

- Where Welsh medium provision is available within an Academic School, the School tries to ensure that there is either a fluent Welsh speaking Admissions Tutor within the School, or a separate Admissions Tutor in place for the Welsh medium provision to advise prospective students on the Welsh medium opportunities within the School, and the benefits of studying through the medium of Welsh.
- The University's Branch Officer ensures that the Coleg Cymraeg Branch has a stand at University open days, where prospective students are able to receive information about Welsh medium opportunities within the University, as well as information about the various financial benefits available to students through Welsh medium Scholarships and Bursaries.
- In order to remind prospective students of the Welsh medium Scholarships and Bursaries, they are sent a letter following their interview, normally between March and May every year.

Every year the Branch Officer arranges a special activity for Welsh medium students, whereby first year students are invited to start at the University two days before the rest of the students for a Welsh Medium Freshers Induction Weekend.

The aims of the weekend are to:

- i) encourage students to study their degree courses through the medium of Welsh
- ii) raise the students' confidence in their Welsh language skills.

As part of the weekend activities there are sessions on language skills, sessions by Academic Schools providing a detailed overview of the Welsh medium provision on every degree course, a tour of the local area, a presentation by employers, a Welsh student freshers fair and social activities organised by second and third year Welsh medium students.

These weekends have been extremely successful with almost 70 students attending every year, and the response has been very positive.

The University has a student Branch Committee that meets at least once per semester with the Branch Officer. The forum includes student representatives from every Welsh medium degree course and every year group.

The student Branch Committee meetings:

- i) give the University an opportunity to update students about any Welsh medium developments within the University and nationally, and to hear their views on various developments
- ii) give students an opportunity to voice any issues regarding Welsh medium provision in order to be able to help the University in due course to promote the provision by the most effective means
- iii) assist the Branch Officer to organise varied activities for the University students.

A specific area of the University website – Y Lle Cymraeg - was developed to provide information for prospective students about Welsh medium opportunities available to students within Trinity Saint David. This section will be re-launched during the summer of 2014 to coincide with the University's new website. These pages will contain information about the Branch, information about Welsh medium resources as well as Welsh clubs and societies available to students.

Linguistic Support/Encouragement:

Every full-time non-Welsh speaking student who is eager to learn the language will have an opportunity to register on any Welsh for Adults course free of charge. All of the University's Welsh speaking students are encouraged to follow the Coleg Cymraeg Cenedlaethol's Language Skills Certificate. This is a new Certificate and provides an opportunity for students to gain a qualification that demonstrates their Welsh language skills, and enables them to show evidence to employers of their ability to communicate confidently in Welsh, both orally and in writing. The University provides opportunities for all students to receive sessions and support from a language tutor that prepares students for the Certificate. Thirty seven students at the University applied for the Certificate in 2014, and those results have not yet been published.

Work Experience or Placements:

The Coleg Cymraeg Cenedlaethol has appointed two Development Officers: Work Placements and these officers have been gathering information about courses and modules that offer students a period of work experience or work placement, and how to ensure a Welsh medium/bilingual experience for students. It is compulsory for students who have won a scholarship from the Coleg to undertake Welsh medium work experience. In addition to that organised by the Development Officers, the Branch Officer works to ensure that the students gain Welsh medium and bilingual work experiences e.g. work was obtained for several students at the 2014 Carmarthenshire National Eisteddfod in order to develop and nurture their Welsh medium skills.

Projects:

The aim of the Coleg's Strategic Developments and Projects Fund is to support and stimulate strategic developments that will have a significant impact on the Welsh medium provision and the numbers studying through the medium of Welsh. Also a number of smaller projects have been funded through the Small Grants Fund. The University has been awarded a large number of projects to create and develop Welsh medium resources for our students and lecturers.

Marketing:

Trinity Saint David prepares a Welsh prospectus and an English prospectus in Wales. Individual programmes are described in accordance with the medium of tuition but all general information is the same in both prospectuses.

The University remains a major provider of Welsh medium higher education, and the University plays a central role within the Coleg Cymraeg Cenedlaethol structure, and works closely with the Coleg in promoting the advantages and benefits of studying through the medium of Welsh.

Finally, as the University's current Welsh Medium and Bilingual Education Strategic Plan refers to the Carmarthen and Lampeter campuses, it was felt that reference should also be made to current targets at the Swansea campuses:

Summary of Welsh Medium Education development targets at Swansea campuses:

FACULTY OF BUSINESS AND MANAGEMENT

Develop Welsh medium modules on Business, Leisure, Tourism, Sport and Public Services modules, using modules that are common to all courses as a main base.

FACULTY OF TEACHER EDUCATION

Increase the number of PGCE Secondary subjects available through the medium of Welsh.

Increase the number of Welsh medium staff on the PGCE Primary.

Increase the number of students doing PGCE courses through the medium of Welsh and also numbers on Welsh medium teaching practice placements.

Investigate the possibility of offering some Welsh medium provision on other postgraduate courses, e.g. the PCET course.

FACULTY OF SOCIAL SCIENCES (Swansea campus only)

Try to get support from the Coleg Cymraeg to help develop a Counselling course through the medium of Welsh.

FACULTY OF ART

Offer the Foundation Course through the medium of Welsh (some success in the past but not for several years)

FACULTY OF ENGINEERING

Try to develop the provision, e.g. use a module which is core to the overwhelming majority of the Faculty's programmes such as Mathematics. Also figures showing that numbers of Welsh speakers on Computing courses are fairly viable.