Bannau Brycheiniog National Park Authority

Welsh in the Workplace

Bannau Brycheiniog

Why is the Authority publishing this strategy?

The Welsh Language Standards

Under the Welsh Language Measure Act (2011) the Authority is legally obliged to comply with a range of standards agreed with the Welsh Language Commissioner.

Standard 98 places a duty on the Authority to develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and we must publish that policy on our intranet.

Aim

The Bannau Brycheiniog National Park Authority is committed to:

- supporting and increasing the use of Welsh in the workplace
- promoting positive attitudes and encouraging the workforce to take pride in the Welsh language and culture.

Actions

Some of these actions are already well established within the Authority's procedures, protocols and operations. However, some will be progressed during the five year period, as and when resources allow and operations are reviewed.

Recruitment

- Empathy with the Welsh Language and culture will be a standard requirement in all job vacancies.
- Vacancies will no longer be advertised as Welsh 'essential' or 'desirable' but instead each job will be assessed according to the Welsh Language skills levels and the specified skills level – see appendix 1 - will be included in the job description.

Training

- All staff, apart from those who declare themselves to have skills level 2 – 5, will be required and supported to follow the Work Welsh Welcome 10-hour online course in order for them attain a competency part way towards skills level 1.
- New members of staff recruited to posts where skills levels 2 – 5 have been specified will be supported to undertake tailored training organised by Work Welsh in order to improve their skills level as part of the PMR process.
- The induction package will include a briefing note regarding the Authority's Welsh Language Standards and links to other important documents and procedures regarding the Welsh Language within the Authority.
- All new members of staff will be required to attend a Welsh language awareness course in which they will be made aware of the Authority's Welsh Language Standards.
- Members of the Authority will receive similar tailored training re the Welsh language and culture and how the Authority is implementing its Welsh Language Standards.
- All training courses for employees provided by the Authority will be opened and closed bilingually.

The workplace

Awareness and atmosphere

- Awareness and understanding of Welsh language and culture within the Park will be promoted via a section on Microsoft Teams and emails.
- Frequently used HR and other internal forms will be published bilingually on the intranet according to an agreed programme taking into account the availability of resources.
- A Welsh sentence or word of the week will be shared amongst all staff.
- Celebrate Shwmae/Su'mae day, St David's day, dydd Santes Dwynwen and other events in the Welsh calendar at work.

Welsh speakers and learners

- The achievements of Welsh learners will be celebrated by awarding "Welsh learner of the year".
- Welsh speaking members of staff will encourage learners to speak Welsh and will mentor learners when feasible.
- Staff will feel more confident in speaking Welsh amongst each other.
- Speaking or writing Welsh in the workplace will be recognised as a valuable skill.
- Welsh speaking staff will be encouraged to use IT software packages regarding Welsh grammar and spelling in order to improve their confidence in writing Welsh.
- Every Welsh speaking employee will wear a lanyard and badge to show they are Welsh speakers.
- A 'bilingual day of the week' to encourage employees to use Welsh, whatever their level, will be promoted in the workplace.
- The role of the Gweithgor Cymraeg working group will be developed with an action plan to progress its work.
- Meetings will be opened and closed bilingually (Phrases for meetings are set out in Appendix 2).
- Greetings and messages will be displayed on screens during NPA and constituent meetings.

Appendix 1: Bannau Brycheiniog National Park Authority Skills Levels in Welsh

The descriptions below relate to recognised qualification and assessment frameworks namely; the National Qualifications Framework, the Welsh for Adults Qualifications Framework, the Common European Framework of Reference for Languages (CEFR) and the Association of Language Testers in Europe (ALTE) framework

LEVEL 0 - AWARENESS
You can: Recognise some short, simple words as being Welsh and even guess the meaning of some words when read or heard, provided the person is talking very slowly or the words are read in an

explanatory context. Upon hearing simple words numerous times, you can repeat them and can also even write some short words. Although you may not consider these skills to be of much use in the workplace, the language is far from being alien to you and you have a firm grounding from which you can develop your skills.

More importantly, you have a strong awareness and understanding of the bilingual environment in which the Bannau BrycheiniogNational Park Authority operates, the need to treat both languages equally, and you demonstrate sensitivity towards the needs of Welsh speakers. You are aware of what you can do to ensure both languages are treated equally and to meet the linguistic needs of all stakeholders, e.g. use of appropriate translation services, making use of colleagues' language skills.

LEVEL 1 – ENTRY

LISTENING

You can:

Understand everyday expressions, and very basic phrases if the speaker is talking slowly.
Understand conversations about basic personal information, e.g. where someone lives, works, what they like doing, what they did.
Guess what is being said when someone is giving details about events, such as time and place.

SPEAKING

You can:

Use some familiar everyday expressions, e.g. greetings, thanks.
Pronounce place names and names of people.
Talk about basic personal things in an informal situation, e.g. interests, family, work, what you did yesterday.
Talk about basic topics, e.g. the weather, time, prices.

READING

You can:

Understand very short phrases, and can guess what some notices mean.
Understand short texts where people are giving basic information about themselves or others.
Usually find details, such as time and cost, in advertisements or notices.

WRITING

You can:

Write very simple phrases or sentences about yourself or others.
Pass on a simple message or make a simple request, e.g. by e-mail.

LEVEL 2 - FOUNDATION

LISTENING

You can:

Understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly.
Understand when people ask you or others to do something, and when they're asking about future plans, e.g. requesting a meeting.

SPEAKING

You can:

Hold a basic conversation with someone else on a common everyday topic, provided the other speaker helps.

Ask and answer questions on familiar topics, e.g. work, hobbies, preferences, things which have happened or future plans.

READING

You can:
Understand messages about everyday things, and some very basic letters or e-mails, e.g. asking for something, or asking to pass a message on.
Understand short pieces of texts or very simple books, e.g. books for children.

WRITING

You can:
Write a short note to a friend or colleague, asking for something, thanking them or explaining something, e.g. absence from work.
Write a short text about a familiar topic, e.g. personal experience, or work-related experience.

LEVEL 3 - INTERMEDIATE

LISTENING

You can:
Understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings.
Usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins.

SPEAKING

You can:
Hold an extended conversation with a fluent speaker on a familiar topic, e.g. interests or work.
Express a view and exchange information on a range of topics to do with everyday life, e.g. hobbies, travel or immediate work-related topics.

READING

You can:
Understand straightforward short articles on everyday topics of interest, or to do with work.
Guess what words mean from the context, when the topic is familiar.
Understand most e-mails and work-related documents.

WRITING

You can:
You can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event.
You can write fairly accurately on most familiar topics, e.g. related to interests or work-related.

LEVEL 4 - ADVANCED

LISTENING

You can:
Usually follow most conversations or discussions, even on topics you're not familiar with.
Understand most TV and radio programmes for first language speakers, unless they're speaking with a strong unfamiliar accent.

SPEAKING

You can:
Talk confidently with fluent speakers on familiar topics related to everyday life or work.
Express views, engage in discussion, and speak at length about general topics, e.g. in a meeting, or in a one-to-one situation.

READING

You can:
Understand most correspondence, and scan through long texts to find details.
Understand most newspaper articles and reports aimed at first language speakers, with the aid of a dictionary.
Understand novels and other texts, provided they are not written in a very formal or very colloquial style.

WRITING

You can:
Write a short article, review or report on a variety of subjects of a general nature, or which are work-related.
Write detailed and well-structured texts, which are appropriate for the reader.
Respond accurately to most types of correspondence from colleagues or external contacts.

LEVEL 5 – PROFICIENT

LISTENING

You can:
Easily follow all conversations and discussions between others, on all sorts of topics.
Understand all kinds of spoken Welsh, including lectures or complex discussions.

SPEAKING

You can:
Express myself fully and precisely, even when discussing complex issues.
Adapt your language style according to the audience, e.g. when speaking in a formal context or talking to colleagues.
Speak at length about a complex issue, presenting arguments, and leading the discussion.

READING

You can:
Read and understand nearly all written texts with ease, with only occasional reference to a dictionary.
Read long texts, e.g. reports, articles, to find relevant details and understand nearly all types of writing, e.g. formal or informal.

WRITING

You can:

Write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader. Write in formal or informal Welsh as necessary. Write with a high degree of accuracy on a wide range of topics.

Appendix 2: Useful phrases for meetings

Croeso'r i'r cyfarfod	Welcome to the meeting
Ymddiheuriadau	Apologies
Gai' i gyflwyno...?	May I introduce...?
Dan ni wedi derbyn ymddiheuriadau oddi wrth	We have received apologies from...
Gadewch i ni fynd trwy gofnodion y cyfarfod diwethaf	Let's go through the minutes of the last meeting
Oes' na faterion yn codi?	Are there any matters arising?
Yr eitem cyntaf ar y agenda...	The first item on the agenda
Gohebiaeth	Correspondence
Adroddiadau	Reports
Diolch am yr adroddiad	Thanks for the report
Unrhyw fater arall	Any other business
Oes gennoch chi gwestiynnau?	Do you have questions?
Dyddiad y cyfarfod nesa'	Date of next meeting
Diolch i chi am ddod	Thank you for coming