

Cardiff University

Welsh Language Standards

Annual Report for June 2021 - July 2022

Prepared in accordance with the Welsh Language Standards (No.6) Regulations 2017 and the Welsh Language Commissioners 'Producing a Welsh language standards annual report - good practice advice document'.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

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1. Foreword



As Deputy Vice-Chancellor at Cardiff University, with responsibility for the Welsh Language, I am pleased to present this year's Annual Report, covering the period June 2021 – July 2022.

Cardiff University has responded positively to the Welsh Language Standards as it provides an opportunity to reinforce the requirements and to improve the quality and availability of services through the medium of Welsh. During 2021-2022, the University continued with its efforts to implement the requirements of the Welsh Language Standards, working closely with departments and schools to ensure they all conform.

We have been working hard to raise awareness of the requirements of the Standards by holding numerous presentation and awareness sessions, by including the requirements for compliance with the Standards in our mandatory corporate training modules and staff induction programmes and by posting articles in our staff and student newsletters.

A large amount of work has been undertaken with our Digital Communications Team with the aim of improving the quality and availability of our online provision through the medium of Welsh.

As well as implementing the requirements of the Standards, the main focus of the University during this period has been to embed [Yr Alwad/Embrace It](#) - Cardiff University's Welsh Language Strategy - into our culture. The Strategy explains how we, along with partner organisations, will go about promoting the Welsh language and facilitating its use more widely at the University, with students and our staff. This Strategy also demonstrates our commitment to playing our part in the national effort to increase the number of Welsh speakers in Wales to a million by 2050.

This report sets out our compliance with the Standards and submits the necessary data for the 2021-22 financial year, including information on our general arrangements for compliance, complaints, employee skills, training courses offered in Welsh and the number of posts advertised where Welsh language skills were categorised as needed. We recognise that we have made progress but there are improvements still to be made in enhancing the Welsh-medium provision of our services.

A handwritten signature in blue ink, which appears to read 'Damian Walford Davies'. The signature is stylized and fluid.

Damian Walford Davies
Deputy Vice-Chancellor

2. Executive Summary

The Welsh Language (Wales) Measure 2011 sets out a legal framework which imposes a duty on Cardiff University, among other public institutions, to comply with the Welsh Language Standards (No.6) Regulations 2017 relating to the Welsh language.

As a requirement of Welsh Language Standard 166, 172 and 178 the University is required to publish an 'Annual Report' detailing the following information:

General compliance	How we have complied with the standards with which we were under a duty to comply during that year (per class of standards – service delivery, policy making, operational).
Complaints	The number of complaints received (per class of standards – service delivery, policy making, operational).
Employee skills	The number of employees who have Welsh Language skills at the end of the year in question.
Training courses	The number of members of staff (and percentage) who attended training courses we offered in Welsh.
Posts advertised	The number of new posts and vacancies we advertised during the year that were categorised with different Welsh Language skills requirements.

6 months following the end of the financial year to which the report relates we must publish the report online and make it available in each of our offices that are open to the public. We are also required to publicise the fact that we have published an annual report.

3. University Overview

Governance

Ultimate responsibility for ensuring the University's overall compliance with the Welsh Language (No. 6) Regulations 2017, along with all other policy implementation and monitoring matters, lies with the [University Executive Board](#) (UEB).

The University's Compliance Notice can be viewed in full on our website [here](#).

Our formal demonstration of compliance with the

- Service Delivery Standards can be read within our [Welsh Language Service Delivery Policy](#).
- Operational Standards can be read within our [Welsh Language Operational Standards Policy](#).

The University has a Welsh Language Executive Group, established in October 2021, with responsibility for strategic leadership and accountability, under the supervision of the Deputy Vice-Chancellor. The Group meet on a quarterly basis to review progress against the Welsh Language Strategy and statutory duties under the Welsh Language Standards regulations. In addition, the University's Governance Committee is involved with scrutinising reports and developments.

Compliance and Risk Team

Specific responsibility for guidance and advice on the Welsh Language Standards lies with the Compliance and Risk team within the University Secretary's Office. The Compliance and Risk team provide regular reports to the Welsh Language Executive Group, chaired by our Deputy Vice Chancellor, on progress and areas for improvement. Following the departure of the previous Senior Advisor with responsibility for the Welsh Language, a review of the job description and title was completed, and the new role of Senior Compliance Advisor and Welsh Language Officer was established to demonstrate the importance of the Welsh Language within our compliance remit and to allow for more focus on the Welsh Language Standards as part of the Senior Advisors day-to-day role.

Grŵp Materion y Gymraeg

This operational group, also established in October 2021, meets on a monthly basis to discuss progress with action plans, and any strategic decisions delegated to it for implementation.

Mandatory Module and Induction Events

The University has created a Welsh Language e-module that is mandatory for all staff to complete, which it continues to review. This module develops staff members awareness of the Welsh language, including awareness of its history and its role in Welsh culture, an understanding of the duty to operate in accordance with the Welsh Language Standards and of how the Welsh language can be used in the workplace. The University also raises awareness of the requirements of the Standards during its in-person staff induction events for new starters.

Translation Team

Our translation unit expanded 2 years ago as a result of a significant increase in demand for translation, as well as a demonstration of the University's commitment to the Welsh Language. The unit now comprises seven staff – one Head of Unit, four Senior Translators and two Translators. The unit has created an online tool through which translation requests can be made. Welsh speaking staff can also submit requests to the translation unit to check the accuracy of any Welsh content. The University has an annual subscription with Memsources, a translation memory software package that stores all translated work to ensure consistency

and to speed up the process of future translations where the same phrase or term has previously been translated. All requests submitted to the unit are checked by a senior member of the team to ensure accuracy in relation to grammar and meaning.

Welsh Language Champions

The University has an active Welsh Language Champions network, established in response to the Welsh Language Standards during 2017, with at least one member of staff from each School, College, and Department. They are the initial point of contact for the Compliance and Risk team and the School/Department they work in. The Compliance and Risk team communicate regularly with the champions to disseminate information and guidance that helps the University comply with the Standards and there are meetings each semester where the group meet to share good practice and discuss ideas.

Deon Y Gymraeg

In 2018/19 academic year, the University successfully appointed a Dean of Welsh Language who fosters individual and collective contributions to the promotion and advancement of the Welsh Language. The Dean acts as a high-profile champion for the academic and wider needs of Welsh-speaking students and staff, has strategic oversight of our Welsh-medium provision portfolio, develops policy and is responsible for driving the delivery of our Welsh Language Strategy. The Dean initially prioritised the publication of our Strategy which was approved at the highest level of decision making within the University (UEB, Council and Senate) in December 2020.

The work plan of the Dean of Welsh Language and Welsh Language Academy is monitored by the Welsh Language Executive Group, which meets quarterly and includes the Deputy Vice Chancellor (as University Lead for Welsh Language and EDI), Chief Operating Officer, Head of Communications and Marketing, Head of the School of Welsh, Head of Risk and Compliance, Welsh Language Officer for Students, and key Professional Services and Academic colleagues. Via this Group the Dean reports to UEB who monitor progress on a 6-month basis. Work on the strategy relating to the students will also be monitored through the Education and Student Experience committee that meets on a quarterly basis whilst the work is open to scrutiny also via the Governance committees; for example, in March 2022 the Dean was invited to report on the strategy to the Audit and Risk Committee. As the strategy was only approved in December 2020 it has not yet been subject to review, but it is likely that this will occur within the three years of this initial approval.

Academi Gymraeg

In 2021/22 academic year, the University successfully appointed a full-time Manager of the Welsh Language Academy to support the Dean of Welsh Language and contribute to co-ordinating Welsh language provision and achieving the wider goals of the organisation's ambitious Welsh Language Strategy. The role is situated in the Learning and Teaching Academy. The Manager reports to the Dean of Welsh Language and the Project and Ops Team Manager at the Learning and Teaching Academy and is a central point of contact, providing guidance and support to the University's various schools and Academic departments. As well as organizing the internal work programme, the Manager liaises with a wide range of external organizations including local schools, other HEIs in Wales, government, third sector organisations and other key stakeholders with the aim of facilitating our strategic goals as well as contributing to wider collaboration throughout Wales in terms of promoting the Welsh language.

Rhwydwaith

Rhwydwaith forms part of the University's Staff Equality Networks which are established by the University's Equality, Diversity and Inclusion Committee. Rhwydwaith exists to provide a forum for support and discussion for staff who wish to discuss issues relating to the Welsh language and to facilitate discussion between the University and staff regarding support, policies, and procedures. The Chairperson also sits as a voting member of the Equality, Diversity and Inclusion Committee where update reports, and matters for the attention of the Chair are raised.

Coleg Cymraeg Cenedlaethol

The Coleg Cymraeg Cenedlaethol has a branch at each Welsh HEI, as well as most of the FE Colleges. The Cardiff University Branch Officer works closely with the Academi Gymraeg and promotes opportunities for further developments within Welsh medium education across the three Colleges. Opportunities include funding streams to develop provision, incentive scholarships for undergraduates who study through the medium of Welsh, research scholarships, Welsh Language Skills Certificates, and ambassadorships for undergraduate and postgraduate student.

4. Developments During 2021-2022

Welsh Language Commissioner's Monitoring Work

On an annual basis the Welsh Language Commissioner publishes an assurance report which includes data from their monitoring work. The purpose of assurance reports is to provide the Commissioner's view on how organisations are operating to comply with their language duties, with particular regard to the experiences of users of Welsh language services.

It includes evidence on:

- Organisations' performance in providing Welsh language services and encouraging people to use them
- Compliance arrangements – what organisations do to ensure their provision complies with the requirements
- Workforce capacity – ensuring that there are enough Welsh speakers in the right roles
- Promoting the Welsh language – contributing to the future of the Welsh language by considering the impact of policy and grant decisions on the Welsh language and implementing Welsh language promotion strategies.

Cardiff University was subject to the Commissioner's monitoring work during this reporting period and were required to provide evidence of compliance on 24 compliance areas which included 91 of our 177 standards.

The full findings of the work have not yet been shared with the University, and therefore will likely form part of the monitoring report in 2022-2023. However, the University were able to highlight some areas for improvement as part of this work and these are included in *Section 6 - Key Actions*.

As part of raising awareness of this monitoring work the University published its Setting the Standards leaflet and reception poster which can be viewed in appendices A & B.

Welsh Language Commissioner's Monitoring of Cardiff University's Website

The Welsh Language Commissioner has been monitoring our progress with compliance with Standard 55,

You must ensure that —

- (a) the text of each page of your website is available in Welsh,*
- (b) every Welsh language page on your website is fully functional, and*
- (c) the Welsh language is not treated less favourably than the English language on your website.*

As part of the monitoring work Cardiff University has provided a comprehensive list of website sections and translation status (Appendix C) to the Welsh Language Commissioner. This list does not include module description pages which are also subject to the requirements of Standard 55. Our initial updates to the commissioner focused on our Postgraduate Taught Programmes which we were able to confirm are now available in Welsh. During future updates, we will discuss how we will prioritise module descriptions and staff profiles (given the large volume of pages).

Further updates on this will likely form part of future reporting, however priority areas are included in *Section 6 Key Actions*.

Welsh Language Commissioner's Monitoring of our Compliance with Standard 100

The Welsh Language Commissioner contacted the University in December 2021 to ask for further information concerning our compliance with Standard 100 -

You must produce and publish a policy on awarding grants or providing financial assistance (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant or providing financial assistance —

(a) what effects, if any (and whether positive or negative), the awarding of a grant or providing financial assistance would have on—

(i) opportunities for persons to use the Welsh language, and

(ii) treating the Welsh language no less favourably than the English language;

(b) how the decision could be taken or implemented (for example, by imposing conditions) so that it would have positive effects, or increased positive effects, on—

(i) opportunities for persons to use the Welsh language, and

(ii) treating the Welsh language no less favourably than the English language;

(c) how the decision could be taken or implemented (for example, by imposing conditions) so that it would not have adverse effects, or so that it would have decreased adverse effects on—

(i) opportunities for persons to use the Welsh language, and

(ii) treating the Welsh language no less favourably than the English language;

(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant or providing financial assistance on—

(i) opportunities for persons to use the Welsh language, and

(ii) treating the Welsh language no less favourably than the English language.

A draft policy has been shared with the Welsh Language Executive Group and the Welsh Language Commissioner's Office for initial feedback before further drafting and formal adoption via the University's Executive Board during academic year 2022-2023.

Campaigns

During 2021-2022 the University promoted several campaigns to raise awareness of the rights of students and staff at Cardiff University to use the Welsh Language. We've also been present at several cultural festivals. Some highlights are included below -

Welsh Language Rights Day

We celebrated Welsh Language Rights Day by highlighting the services that people are entitled to receive through the medium of Welsh.

Eisteddfod yr Urdd + Eisteddfod Genedlaethol

We promoted University activity at the Urdd and National Eisteddfod across our social media accounts. As well as publishing our own posts we also engaged with posts from relevant stakeholders and shared as appropriate. We also arranged for some of our Welsh-speaking students to take over the iamcardiffuni Twitter account for the week to post live from the Maes.

5. General Compliance Arrangements

Service Delivery Standards

The University's formal demonstration of compliance with the Service Delivery Standards can be read within our [Welsh Language Service Delivery Policy](#).

Standards Group	What we do
Corresponding with the Public	The University has created staff guidance for communicating bilingually and made this available on our Staff Intranet. A communications campaign has been conducted throughout the reporting period to raise staff awareness of the guidance. This includes regular articles to staff and a video explaining the rights of Students under the Standards. Staff are required to have a bilingual signature in their e-mail. Language preferences for students are collected at enrolment and this information is readily available for staff who communicate with them.
Telephone	Staff guidance has been created to assist non-Welsh speakers with bilingual greetings and how to record an out-of-office voicemail message. Postcards have been designed for the desktop with helpful greetings translated phonetically and these have been disseminated in high numbers throughout the University.
Meetings, Events, Public Lectures and Learning Opportunities	Staff guidance and decision tree documents have been created to help staff identify when there is a requirement for bilingual provision in these categories. The Compliance and Risk Team have presented to a number of key staff network groups to raise awareness of the requirements in these areas. The University's translation team developed a procedure for providing online simultaneous translation and has received positive feedback on the effectiveness of this provision.
Website	The University established a Task and Finish Group to provide oversight of the Website Translation Project. Ongoing monitoring is managed via this group.
Documents/Publicity	Guidance has been created to help staff identify what documents and publicity are required to be made available bilingually. We have identified the standard documentation that the University creates and have put processes in place to ensure they are available bilingually whenever required.
Personal Tutors	The University asks students at enrolment whether they wish to have a Welsh speaking personal tutor. This is communicated to the schools who will allocate a tutor accordingly. Several Schools with a high level of Welsh speaking students assign a Welsh speaking tutor by default.
Signs, notices, and advertisements	Staff guidance is available to raise awareness of the importance of compliance in this area.

Social Media	We have developed guidance for staff to raise awareness of the requirements of the Welsh Language Standards, which vary depending on account type and audience.
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Policy Making Standards

Standards Group	Action taken during the year in question
Policy Making	<p>When formulating new Policies, carrying out consultations or research relating to those Policies, making decisions relating to grant funding or developing or revising a course, the University is required to consider the impact upon the Welsh Language. Our Equality Impact Assessment includes consideration regarding the Welsh Language.</p> <p>In recognition of the importance of this area of the Standards, the University has produced guidance for all staff. With the help of our Welsh Language Champions network, we have started directing this guidance at officers and teams who are likely to carrying out activities that will necessitate carrying out an Assessment.</p>

Operational Standards

The University's formal demonstration of compliance with the Operational Standards can be read within our [Welsh Language Operational Standards Policy](#).

Standards Group	Action taken during the year in question
Recruitment	<p>All new and/or vacant posts are assessed in relation to the level of Welsh Language proficiency required and classified as either:</p> <ul style="list-style-type: none"> • proficiency/fluency essential; • proficiency/fluency desirable; • requirement to become proficient/fluent; • proficiency/fluency not necessary. <p>Adverts for posts are to be published in Welsh and English, application forms and supporting recruitment materials are available in Welsh and any application form received in Welsh is responded to in Welsh.</p>
Staff Training and opportunities to use Welsh	<p>The mandatory Welsh Language module includes a Language Lab section which provides staff with a basic level of Welsh.</p> <p>The School of Welsh, as providers for the National Centre for Learning Welsh, offer a broad range of Welsh courses through Dysgu Cymraeg Caerdydd, available to staff of different abilities, to learn or improve their Welsh, during or after working hours.</p> <p>There are once or twice weekly, daily and block courses available as</p>

	<p>well as courses that allow you to study half the course online and half in the classroom.</p> <p>The University has also allocated a central budget of £20,000 that any staff can access on a first come, first serve basis. Once that budget is spent, departments and schools are required to fund requests from their staff for Welsh Language training.</p> <p>Further Welsh-Language opportunities are provided by Dysgu Cymraeg Caerdydd through the Cymraeg Gwaith programme funded by the Coleg Cymraeg Cenedlaethol; these are bespoke courses for staff with more extensive one-to-one support, aimed specifically at building the skills of those who may potentially contribute to Welsh-Language provision in future.</p> <p>Dysgu Cymraeg Caerdydd offers weekly informal conversation groups for learners in every level.</p>
Documents	As and when required by the Welsh Language Standards, documents are made available in Welsh to all staff on request.
Grievances and Disciplinaries	All staff members can request to use the Welsh Language in matters relating to any grievance raised or raised against them. Where a member of staff is subject to disciplinary proceedings, that person may respond in Welsh in any medium.

6. Future Actions

Over the next reporting period, the University will focus on the following areas to ensure more robust compliance with Welsh Language Standards.

Action	Responsible Team	Monitoring
<p>Student intranet content to comply with Standard 55 > 59.</p> <p><i>All content and functionality available in Welsh apart from information for international students only.</i></p>	Digital Communications	<p>Task and Finish Group</p> <p>Welsh Language Executive Group</p>
Explore options for enabling Multi-Functional Devices to provide bilingual touch panel instructions.	IT Services	<p>Welsh Language Executive Group</p> <p>Grŵp Materion y Gymraeg</p>
Publish a Policy on Awarding Grants or Financial Assistance which complies with Standard 75-79 + 100.	Compliance and Risk Team	UEB
Proactively publicise students' rights to submit written work in Welsh as part of an assessment or examination in line with Standard 90.	Compliance and Risk Team	<p>Welsh Language Executive Group</p> <p>UEB</p>
Develop a policy on using Welsh internally in line with standard 105.	<p>Compliance and Risk Team</p> <p>Academi Gymraeg</p> <p>Rhwydwaith</p>	<p>Welsh Language Executive Group</p> <p>UEB</p>
Update correspondence for new starters to include a proactive offer re: language preference, in line with the requirements of Standard 106 and 107.	Human Resources	UEB
<p>Update intranet pages to include the following reminders</p> <ul style="list-style-type: none"> - staff are able to present any complaint to the University in Welsh - staff are able to response to any complaints about them in Welsh, <p>in line with standard 119A.</p>	Human Resources	UEB
<p>Staff intranet content to comply with Standard 128, 130 and 133.</p> <p><i>All content and functionality available in Welsh.</i></p>	Digital Communications	Task and Finish Group
Update the Welsh Language Skills Assessment process to ensure recruiting managers consider wider requirements re: Welsh Language Standards as	<p>Human Resources</p> <p>Compliance and Risk</p>	Welsh Language Executive Group

part of the recruitment process (in line with Standard 145).		
Pilot a project with one of our Colleges, to explore supporting full compliance with standards relating to advertising vacancies and the need for job descriptions, adverts and supporting material to be available in Welsh, with the aim of building translation memory for wider roll out across the entire University.	Human Resources Welsh Translation Service	Welsh Language Executive Group
Update application forms, content on our recruitment pages, and guidance documents for recruiters - to ensure compliance with Standards 146 > 149	Human Resources	Welsh Language Executive Group
Implement a new IT solution for staff profiles to ensure compliance with Standard 55	Digital Communications IT	Task and Finish Group Welsh Language Executive Group
Implement a new process to ensure module descriptions are provided in Welsh.	IT Registry	Task and Finish Group Welsh Language Executive Group UEB
Re-develop the University's Equality Impact Assessment Process to ensure more robust consideration of Welsh language impacts in line with the relevant standards.	Compliance and Risk	UEB Equality Diversity and Inclusion Committee
Update guidance on the use of social media.	Social Media Communications Compliance and Risk	Welsh Language Executive Group UEB
Update guidance on creating videos.	Communications Compliance and Risk	Welsh Language Executive Group UEB

7. Complaints

How Cardiff University deals with complaints concerning the Welsh language is laid out in its Welsh Language [Service Delivery Policy](#) and [Operational Standards Policy](#).

Complainants are encouraged to contact complianceandrisk@cardiff.ac.uk with any concerns. Our Senior Compliance Advisor and Welsh Language Officer, and Compliance Officers monitor this inbox and liaise with departments to investigate complaints.

During the 2021-2022 academic year the following number of complaints were received at Cardiff University.

Standards group	Complaints received directly
Service delivery standards	2
Policy making standards	0
Operational standards	0

Nature of complaints

Complaint Date	Details	Action taken
March 2022	Allegation that correspondence to a Senedd committee was provided in English only, by Cardiff University, which wasn't in line with the requirements of the Welsh Language Standards	Complaint not upheld. Complainant informed that the correspondence to the Senedd committee was provided by a subject matter expert that the Senedd committee invited to attend, and not on behalf of Cardiff University. The subject matter expert is an employee of Cardiff University, but did not attend on behalf of CU.
March 2022	Reception signage at the new Sparc Building included the incorrect spelling of reception in Welsh.	Complaint upheld. The sign was updated to reflect the correct spelling.

8. Employees Welsh Language Skills

The University's Welsh speaking staff profile is made up as outlines below which also includes our response rates.

School / Department	No Response	Response	Response Rate	Fluent Ability	Some Ability	No Ability	Fluent / Some Ability	%
Academic & Student Support Services	203	663	76.56%	37	252	379	289	43.59%
Architecture	26	62	70.45%	0	12	50	12	19.35%
Arts, Humanities & Social Sciences	17	51	75.00%	5	21	25	26	50.98%
Biomedical & Life Sciences	39	54	58.06%	1	25	28	26	48.15%
Biosciences	139	201	59.12%	10	46	145	56	27.86%
Campus Facilities	152	87	36.40%	1	24	62	25	28.74%
Cardiff Business School	160	188	54.02%	6	45	137	51	27.13%
Cardiff Law & Politics	84	147	63.64%	13	43	91	56	38.10%
Chemistry	35	120	77.42%	3	29	88	32	26.67%
Communications & Marketing	12	181	93.78%	17	69	95	86	47.51%
Computer Science	18	131	87.92%	4	32	95	36	27.48%
Dentistry	29	85	74.56%	3	13	69	16	18.82%
Development & Alumni Relations	1	26	96.30%	2	14	10	16	61.54%
Earth And Environmental Sciences	13	85	86.73%	0	21	64	21	24.71%
Engineering	109	203	65.06%	3	52	148	55	27.09%
English Communication & Philosophy	7	106	93.81%	5	38	63	43	40.57%
Estates & Campus Facilities	92	89	49.17%	3	20	66	23	25.84%
Finance	11	95	89.62%	1	33	61	34	35.79%
Geography And Planning	12	70	85.37%	0	23	47	23	32.86%
Healthcare Sciences	79	197	71.38%	12	65	120	77	39.09%

School / Department	No Response	Response	Response Rate	Fluent Ability	Some Ability	No Ability	Fluent / Some Ability	%
Healthcare Studies	0	1	100.00 %	0	0	1	0	0.00%
History, Archaeology & Religion	45	67	59.82%	1	15	51	16	23.88%
Human Resources	14	65	82.28%	4	23	38	27	41.54%
Internal Audit	1	2	66.67%	0	1	1	1	50.00%
Journalism, Media & Cultural Studies	46	61	57.01%	3	15	44	18	29.51%
Mathematics	13	60	82.19%	2	14	44	16	26.67%
Medicine	450	692	60.60%	23	224	446	247	35.69%
Music	12	21	63.64%	2	6	13	8	38.10%
Optometry & Vision Sciences	60	49	44.95%	3	15	31	18	36.73%
Pharmacy & Pharmaceutical Sciences	34	53	60.92%	4	21	28	25	47.17%
Physical Sciences & Engineering	3	30	90.91%	1	10	19	11	36.67%
Physics & Astronomy	68	113	62.43%	1	30	82	31	27.43%
Portfolio Management and It Services	0	1	100.00 %	0	1	0	1	100.00 %
Psychology	86	111	56.35%	4	27	80	31	27.93%
Research & Innovation Services	17	98	85.22%	3	42	53	45	45.92%
School Of Modern Languages	59	93	61.18%	5	29	59	34	36.56%
Social Sciences	48	192	80.00%	8	57	127	65	33.85%
Strategic Planning	1	15	93.75%	1	5	9	6	40.00%
Taith	1	10	90.91%	1	4	5	5	50.00%
University IT	69	242	77.81%	11	72	159	83	34.30%
University Secretary's Office	0	20	100.00 %	3	1	16	4	20.00%
Vice Chancellor's Office	10	19	65.52%	3	6	10	9	47.37%
Welsh	25	60	70.59%	57	3	0	60	100.00 %
Total	2257	4864	68.31%	266	1498	3159	1764	36.27%

9. Welsh Language Training for Staff

Learn Welsh Cardiff, which forms part of the University's School of Welsh, delivers a program of courses that are available to staff at the University. For 2021-22, the University allocated a central budget of £20,000 that any staff could access on a first come, first serve basis to meet the costs of these courses.

A total of 72 members of staff attended Learn Welsh courses during the reporting period.

A breakdown of the various levels are provided below -

Level	Number
Mynediad 1	6
Mynediad 2	10
Mynediad 1 a 2	6
Sylfaen 1	7
Sylfaen 2	8
Sylfaen 1 a 2	6
Canolradd 1	6
Canolradd 2	4
Uwch 1	4
Uwch 2	3
Uwch 3	1
Gloywi	2
Cwrs Haf	9
Total	72

Several staff also attend additional sessions such as Sadwrn Siarad and Clwb Darllen.

10. Training Courses

The University is required to provide training through the medium of Welsh in the following areas, provided such training is delivered in English:

- recruitment and interviewing;
- performance management;
- complaints and disciplinary procedures;
- induction;
- dealing with the public;
- health and safety.

A breakdown of the relevant courses provided by Cardiff University can be viewed below along with the numbers of staff requested training through the medium of Welsh during the reporting period:

Course Name	Number who attended the Welsh version	Number who attended the English version	Percentage that attended the Welsh version
Fundamentals of Health Safety and Environment	0	0	0%
Managing Performance	0	53	0%
Induction- Professional Services and Academic and Research staff	N/A	N/A	N/A
Skills for recruitment and Selection	0	46	0%
Welcome to Cardiff	Total Welsh and English 450	Total Welsh and English 450	Unknown

When a member of staff books onto the course, an e-mail is sent to them informing of their right to receive the course through the medium of Welsh and how they can request it. The University does not currently offer complaints and disciplinary procedure training (through English or Welsh).

11. Posts Advertised

The University is required to report the number of posts that are advertised in the following categories. During 2021-2022, 1,052 adverts were placed for various roles at Cardiff University. This includes posts to which the University had initially failed to recruit, which were then re-advertised and successfully recruited to within the same year.

Category	Number of posts categorised	Percentage of posts categorised
Essential	29	2.75%
Desirable	710	67.50%
Need to learn Welsh	0	0.00%
No Welsh skills required	313	29.75%
Total	1052	100%

12. Contact Details

Thomas Tudor Jones


Senior Compliance Advisor and Welsh Language Officer

Complianceandrisk@cardiff.ac.uk

Search '[Welsh Language Standards](#)' on our website www.cardiff.ac.uk for more information.

Appendices

Appendix A: Setting the Standards Guidance Document

<div>  <div> Gosod y Safonau Setting the Standards </div> </div>	
Negeseuon Corfforaethol	Corporate Messages
Cofiwch: Dylai'r Gymraeg ymddangos er mwyn cael ei darllen yn gyntaf.	Remember: Welsh must be positioned so as to be read first.
Cyhoeddiadau/Deunydd Cyhoeddusrwydd a hysbysebu: Ar bapur ac yn electronig <ul style="list-style-type: none"> Dylai'r Gymraeg ymddangos er mwyn cael ei darllen yn gyntaf (h.y. i'r chwith o'r Saesneg neu uwchben y Saesneg). Rhaid i fersiynau Cymraeg gael eu cyhoeddi a bod ar gael ar yr un pryd â'r Saesneg. Os caiff rhif ffôn ei nodi, rhaid cynnwys; "Mae croeso i chi gyfathrebu â ni yn y Gymraeg." 	Publications/Advertising/Publicity: Paper based and electronic <ul style="list-style-type: none"> Welsh must be positioned to be read first (i.e. to the left of the English or above the English). Must be published and available at the same time as the English. Where a telephone number is provided we must include; "You are welcome to communicate with us in Welsh."
Dogfennau: <ul style="list-style-type: none"> Ar wahoddiadau, llythyrau a neges droed e-bost, rhaid i ni gynnwys; "Mae'r Brifysgol yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi." 	Documents: <ul style="list-style-type: none"> On invitations, letters and our e-mail footer we must include; "The University welcomes correspondence in Welsh or English. Corresponding in Welsh will not lead to any delay."
Gohebiaeth: <ul style="list-style-type: none"> Rhaid i ohebiaeth fod yn ddwyieithog os nad ydy dewis iaith y derbynnydd yn hysbys. Os oes cofnod dewis iaith, ac mae'r ohebiaeth yn cael ei hanfon at un person yn unig, cewch anfon mewn un iaith yn unig. Os ydy gohebiaeth yn cael ei hanfon at fwy nag un person ar yr un pryd, rhaid iddi fod yn ddwyieithog, ta beth yw dewis iaith yr unigolion sy'n ei derbyn. 	Correspondence: <ul style="list-style-type: none"> Correspondence must be bilingual where language preference of the recipient is not known. Where language preference is known, and the correspondence is being sent to one person only, single language is acceptable. Correspondence being sent to more than one person at the same time, must always be bilingual, regardless of the individuals language preference.
Ateb y Ffôn: <ul style="list-style-type: none"> Rhaid i'r cyfarch llawn fod yn ddwyieithog. Cymraeg yn gyntaf e.e. "Bore Da (Enw'r Gwasanaeth/Ysgol) / Good Morning (English Service/School Name) Prynhawn Da (Enw'r Gwasanaeth/Ysgol) / Good Afternoon (English Service/School Name)." 	Answering the Phone: <ul style="list-style-type: none"> Full greeting must be bilingual. Welsh first e.g. "Bore Da (Welsh Service/School Name) / Good Morning (English Service/School Name) Prynhawn Da (Welsh Service/School Name) / Good Afternoon (English Service/School Name)."
Gwasanaeth Peiriant Ateb/Neges Lais ar brif wasanaethau ffon: <ul style="list-style-type: none"> Rhaid bod ar gael yn y Gymraeg. Cymraeg yn gyntaf os yw'n recordiad dwyieithog. Rhaid i chi hefyd recordio'r neges yma; "Croeso i chi adael neges yn y Gymraeg." 	Answering Service / Voicemail on Main telephone numbers: <ul style="list-style-type: none"> Must be available in Welsh. Welsh first if a bilingual recording. Provide the following proactive offer; "You are welcome to leave a message in Welsh."
Gwasanaeth Derbynfaf: <ul style="list-style-type: none"> Rhaid arddangos yr arwydd corfforaethol; "Croeso i chi ddefnyddio'r Gymraeg yma." Cyfarch cwsmeriaid yn ddwyieithog, Cymraeg yn gyntaf. Sicrhau bod yno gopi o'r pecyn 'Safonau'r Gymraeg' corfforaethol sy'n cael ei anfon yn uniongyrchol i bob derbynfa. 	Reception Service: <ul style="list-style-type: none"> Must display corporate sign; "You are welcome to use Welsh here." Greet customers bilingually, Welsh first. Make available a copy of the corporate 'Welsh Language Standards' pack that is sent directly to each reception service.

Arwyddion:

- Rhaid i bob arwydd newydd gan gynnwys rhai dros dro yn y gweithle fod yn ddwyieithog, Cymraeg yn gyntaf.

Gwefannau a Chyfyngau Cymdeithasol:

- Rhaid i'r holl gynnwys fod yn ddwyieithog, Cymraeg yn gyntaf, ac wedi'i gyhoeddi ar yr un pryd.
- Os bydd rhywun yn cysylltu â chi yn y Gymraeg, atebwch yn y Gymraeg.
- Cofiwch gynnwys hyperddolenni i fersiynau Cymraeg.

Cyfarfodydd Cyhoeddus:

- Rhaid i chi gynnwys, ar wahoddiadau, gohebiaeth a phosteri yn rhoi gwybod i'r cyhoedd neu fyfyrwyr am gyfarfodydd;
"Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod"
- Cynhyrchu fersiwn Gymraeg neu ddwyieithog o'r holl deunydd marchnata.
- Sicrhau cynnig rhagweithiol i bersonau sy'n cael gwahoddiad i siarad, ddefnyddio'r Gymraeg.
- Trefnu wasanaethau cyfieithu ar y pryd trwy gysylltu â cyfieithu@caerdydd.ac.uk

Cyfarfodydd Caeedig:

- Rhaid i chi gynnwys, ar wahoddiadau, gohebiaeth a phosteri yn rhoi gwybod unigolion am gyfarfodydd;
"Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod i ni erbyn xx/xx/xx."
- Os ydych chi'n derbyn ateb, cysylltwch â'r adran Cydymffurfiaeth a Risg am gyngor pellach.

Gwasanaethau Cyfieithu ar y Pryd:

- Os bydd gwasanaeth Cyfieithu ar y Pryd ar gael, rhaid i chi ddatgan yn y cyfarfod;
"Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod gan fod cyfieithu ar y pryd ar gael."

Staff:

- Rydym yn annog pob aelod o'r staff sy'n siarad Cymraeg i wisgo cortyn gwddf i ddangos eu gallu ieithyddol.
Mae modd cyflwyno cais am un trwy e-bostio complianceandrisk@caerdydd.ac.uk
- Mae cortynnau gwddf a bathodynau dysgwyr ar gael hefyd.
- Mae gwersi Cymraeg, ar bob lefel, ar gael i staff.
Cysylltwch â dysgucymraeg@caerdydd.ac.uk am ragor o fanylion.

E-lofnodion a negeseuon 'ddim yn y swyddfa':

- Mae templedi ar gael ar ein [tudalennau ar mewnhrwyd](#).
- E-bostiwc: cyfieithu@caerdydd.ac.uk am gyfieithiad o'ch teitl swydd/e-lofnod.

Offer TGCh (Gweithio yn y Gymraeg):

- To Bach.
- Cysgliad (gwiriwr sillafu, geiriadur, thesawrs).
- Rhaglenni Windows ac Office Cymraeg.
- Mae modd lawrlwytho'r aps yma trwy CardiffApps.
Cysylltwch a TGCH am ragor o wybodaeth - it-servicedesk@caerdydd.ac.uk

Signage:

- All new signage in the workplace, including temporary ones must be bilingual, Welsh first.

Websites & Social Media:

- All content must be bilingual, Welsh first and published at the same time.
- If you are contacted in Welsh, reply in Welsh.
- Remember to link to Welsh version in any hyperlinks.

Public Meetings:

- You must include, on invitations, correspondence and posters informing students or the public of a meeting;
"You are welcome to use Welsh at the meeting"
- Produce a Welsh or bilingual version (Welsh first) of all publicity material.
- Provide a proactive offer for invited speakers to use the Welsh language at the meeting.
- Arrange simultaneous translation services by contacting translation@cardiff.ac.uk

Closed Meetings:

- You must include, on invitations, correspondence and posters informing individuals of a meeting;
"You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so."
- If you receive a reply, contact Compliance and Risk for further advice.

Simultaneous Translation Services:

- Where Simultaneous Translation is being used you must declare at the meeting;
"You are welcome to use Welsh in the meeting as simultaneous translation has been provided."

Staff:

- All Welsh speaking staff are encouraged to wear their lanyard to show language ability.
Please request yours by emailing complianceandrisk@cardiff.ac.uk
- Learner lanyards and badges are also available.
- Welsh language lessons, at all levels, are available for staff. Please contact dysgucymraeg@cardiff.ac.uk for more information.

Email Signatures and Out Of Office messages:

- Templates are available on our [Intranet Pages](#).
- Email: translation@cardiff.ac.uk for a translation of your job title/email signature.

ICT Tools (Working in Welsh):

- To Bach (the circumflex).
- Cysgliad (spell checker, dictionary, thesaurus).
- Welsh Windows & Office.
- You can download these apps via CardiffApps or contact IT for more information - it-servicedesk@cardiff.ac.uk

Am ragor o wybodaeth chwiliwch 'Safonau'r Gymraeg' ar y fewnwyd neu gysylltu â:

- complianceandrisk@caerdydd.ac.uk
- cyfieithu@caerdydd.ac.uk

For more information search 'Welsh Language Standards' on the intranet or contact:

- complianceandrisk@cardiff.ac.uk
- translation@cardiff.ac.uk



**Croeso i chi
siarad Cymraeg
yma.**

Cymraeg

**You are welcome
to use Welsh
here.**

Appendix C: List of website sections with translated status (3 May 2022)

Section	Pages not translated	% not translated
Undergraduate study (excluding courses)	0	0
UG courses	0	0
Postgraduate study (excluding courses)	16	9
PGT courses	304	23
Accommodation	0	0
Student life	0	0
PGR courses	0	0
People (staff and PGR profiles)	10,433	**it is not currently possible for us to measure this.
Part time courses for adults	11	24
New students	6*	9*
Jobs	0	0
News	0	0
Public information	6	3
Libraries	0	0
About	1	1
BLS Schools	328	36
AHSS Schools	268	48
PSE Schools	270	48
Visit us	0	0
Graduation	0	0
Professional Development	24	38
Community (incorporating Sport and Civic Mission sites)	95	48
Coronavirus	0	0
Alumni	3	7
Business (not the school)	114	68
Special Collections	39	22
College sites	22	31

Optometrists	10	59
Flagship research institutes	97	55
Media statements	140	83
Innovation	0	0
International	5*	25*
Research (excluding research institutes)	93	55
Obituaries	92	69
Donate	1	5
Conferences	162	89
Total pages not translated	12,529	

***Content for international audiences**