



BUILD SKILLS TRAINING

WELSH LANGUAGE POLICY

Version	Date	Planned Review Date	Approved
1	1.4.25	1.4.26	RE
2	1.4.26	1.4.27	

Welsh Language Policy

Policy Statement

Build Skills Training is a private training provider delivering funded qualifications, primarily in Construction and Care companies in Wales. The aim is to provide skills to the workforce in Wales as well as to support the communities throughout the country. We aim to deliver an effective service to all who choose to communicate through the medium of Welsh by treating the English and Welsh languages on the basis of equality. We have 2 members of staff that speak fluent Welsh and are on hand to support with any teaching or assessment questions.

Build Skills aim to align with the following Strategies:

- Welsh Language Strategy; Cymraeg 2050, A million Welsh speakers Well-being of Future Generations Act 2015
- Welsh Medium Education Strategy 2010
- Taking Wales Forward 2016-2021
- Estyn's Common Inspection Framework
- Social Care Wales 'Using Welsh at Work'

Build Skills actively promote the benefits of bilingualism from the start of the programme via the Engagement team and after that by the Delivery team.

The benefits of bilingualism are;

- Being Bilingual has many cognitive benefits, including a better attention span and can multi task better than monolinguals
- Languages are highly valued in the workplace
- Being bilingual has been linked to health benefits
- Knowing more than one language helps you to learn additional languages
- You are not in the minority if you are bilingual!

To help us deliver the Welsh Agenda, Welsh speaking staff will;

- Translate and respond to Welsh correspondence
- Respond to Welsh telephone enquiries
- Encourage staff to learn Welsh and improve their language skills
- Encourage learners to learn Welsh and improve their language skills
- Use Welsh at all appropriate opportunities
- Embed the culture of Wales throughout the qualification
- Identify themselves as Welsh speakers by wearing the Welsh 'speech bubble' identification badge and lanyard
- Provide Welsh/bilingual resources

To help us deliver the Welsh Agenda, non-Welsh speaking staff will;

- Use basic conversational Welsh with learners
- Help support the Welsh targets in place by WG via the prime providers
- Take part in Welsh training events
- Embed the culture of Wales throughout the qualification
- Provide Welsh/bilingual resources

Monitoring and Review

We will monitor how well we are meeting the Welsh Agenda by reviewing the following:

- Future planning and procurement – ensuring that any new policies, procedures or publications are consistent with providing a bilingual service where appropriate
- Organising and delivering services – monitoring service delivery in Welsh and how well the organisation is promoting and encouraging the use of Welsh by other parties
- Dealing with the Welsh speaking public – monitoring how effectively we can deal with Welsh speaking customers and correspondence.
- Corporate Identity – monitoring the implementation of our public image and the introduction of bilingual branding, publications, forms, signs, notices and resources
- Staffing – monitoring staffing levels and recruiting Welsh speaking staff where possible and to develop the Welsh Language Skills of non-Welsh speakers
- Carrying out an annual staffing skills analysis
- Quality Cycle – Welsh Language and Culture audits including the Welsh Language Action plan in the Self-Assessment process
- Complaints – the Quality Manager will monitor all complaints relating to the Welsh Language service.
- Progress against Prime Contract holder's delivery targets

Welsh Language Provision (in line with City & Guilds requirements)

Build Skills Training is committed to upholding the principles of equality, accessibility, and bilingualism in accordance with City & Guilds requirements and the Welsh Language Standards. All learners are offered the opportunity to undertake their qualification through the medium of Welsh.

City & Guilds make all qualification standards and associated documentation available in Welsh translation. Build Skills Training ensures that these materials are accessible to learners who choose to complete their learning or assessment in Welsh, in line with City & Guilds' commitment to bilingual delivery and assessment.

Qualified members of the Build Skills Training team are fluent in Welsh and are able to deliver training, communicate with learners, and translate relevant learning materials to support full engagement through the Welsh language. This ensures parity of experience and achievement for all learners, regardless of language preference.

Build Skills Training will continue to review and enhance its Welsh language provision to maintain compliance with City & Guilds quality assurance requirements and to promote the active use of Welsh within vocational education and training.

Review and Communication

This policy will be reviewed annually and will be communicated via;

- Staff Induction
- Team Meetings
- Staff Development Days