Welsh Language Standards Checklist for Third Party Providers with a Contract with Aberystwyth University.

On 1 April 2018 Aberystwyth University received a Compliance Notice under the terms of Section 44 of the Welsh Language (Wales) Measure 2011. The University is required to comply with a set of Welsh Language Standards which also apply to third parties providing services to or on behalf of the University.

The Welsh Language Commissioner has prepared a guide called *Bidding for Contracts and Grants: Welsh language considerations.*
http://www.aber.ac.uk/en/media/departmental/cwls/canllawiausafonauiaithhefyd/Bidding-for-Contracts-and-Grants.pdf

A full set of the Welsh Language Standards and how the University will comply can be found here
https://www.aber.ac.uk/en/media/departmental/cwls/canllawiausafonauiaithhefyd/welshlanguagestandardsdocuments/canllawiausafoniaith/Safonau-Iaith-Gymraeg-Prifysgol-Aberystwyth---Dogfen-Cydymffurfio.pdf but below is a checklist of considerations that may be applicable to you.

Will you be putting up signage on University land?

All signs and notices, permanent or temporary, should be bilingual if they are put up on University land. The signs should be equal in size and prominence.

Will you be corresponding directly with students or members of the public?

All correspondence with Aberystwyth University students and or members of the public in the name of the University should be bilingual or in the preferred language of the student.

Will you be offering face to face services to students or members of the public?

Any face to face services to students and the public should be available in both languages. This is relevant if the service relates to

- admission and selection of students
- student welfare
- careers service
- public lectures

Will you be offering face to face services (e.g. meetings) or corresponding with University staff?

This will need to be bilingual if your service relates to

- career development
- staff welfare

- recruitment
- job interviews

Will you be offering training for staff?

This will need to be available in both languages if the training is to do with

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

Will you be providing a software application for use by students and / or members of the public?

All applications and websites that will be used by students and / or members of the public need to be bilingual if they deal with the following

- admission and selection of students
- information provided to students and prospective students about the body
- student welfare
- complaints
- disciplinary proceedings in respect of a student
- careers service
- virtual learning sites and learning portal sites
- graduation and award ceremonies
- student assessments and / or examinations
- student accommodation
- libraries
- arts centre

The application should be fully functional in both languages, ideally with the ability to switch easily from one language to the other. The Welsh language should not be treated less favourably than the English language.

Will you be undertaking research that is intended to assist the University to make or review policy decisions?

Your research must consider what effect the policy decision would have on opportunities for persons to use the Welsh language and for treating the Welsh language no less favourably than the English language. You will be required to fill in a **Welsh Language Impact Assessment Tool.** The form and a guide to assessing

the Welsh language considerations when making or revising a policy can be found here http://www.aber.ac.uk/en/cgg/bilingual-policy/safonau/guidelines/

If you would like further guidance or wish to discuss how a service can be provided bilingually please contact us.