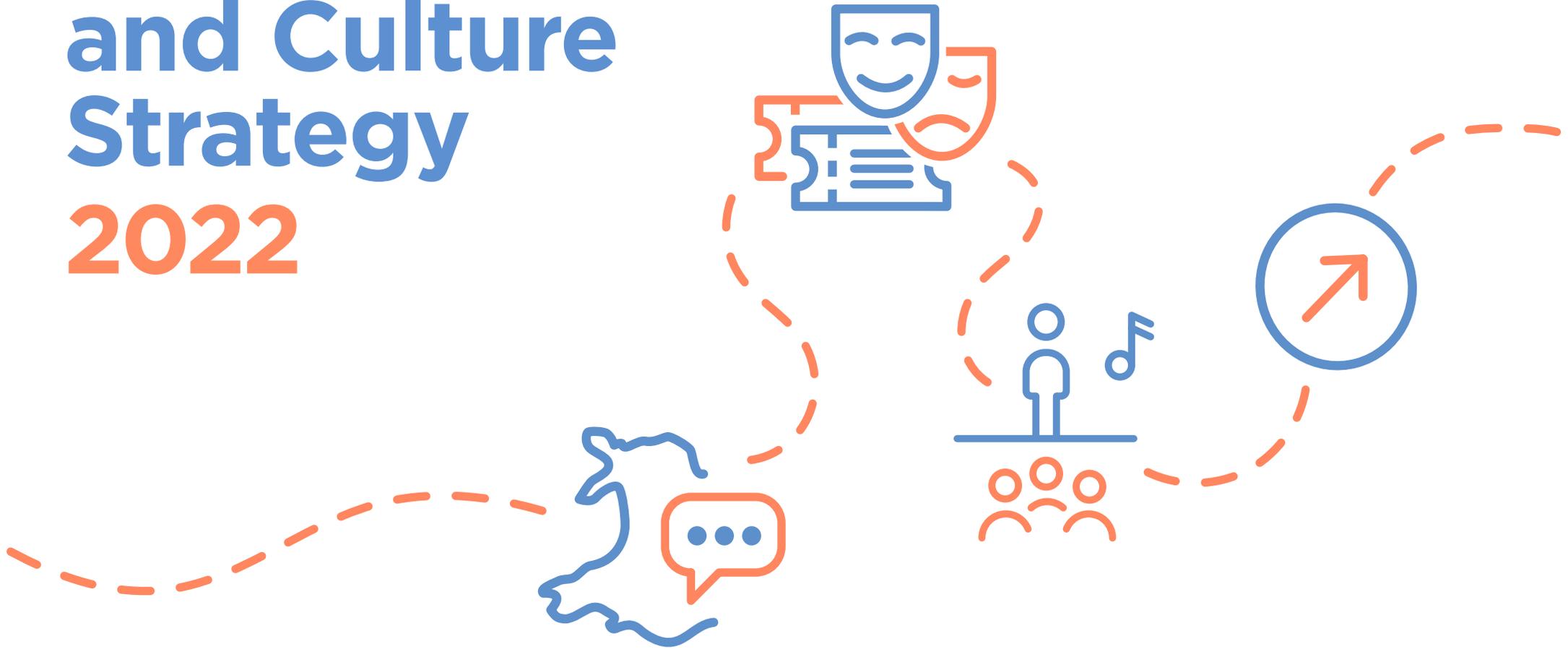

Welsh Language and Culture Strategy 2022



Introduction

The Royal Welsh College of Music & Drama is the National Conservatoire of Wales and part of the University of South Wales Group.

It contributes to the cultural identity of Cardiff and Wales and attracts some of the most gifted students from around the world. RWCMD is a member of Conservatoires UK. Our vision is to inspire and change lives, connect and transform communities through the arts.

This strategy document sets out RWCMD's ongoing approach to the Welsh language for all its stakeholders, including students, staff and audiences. It is published on the RWCMD website and available on request.

Beyond language considerations alone, and within the context of a dynamic arts organisation, this strategy aims to extend to Welsh culture, and to develop a holistic approach, recognising that culture and language are interwoven in the cultural fabric of Wales.

Operationally, this strategy is complemented and supported by an Action Plan and further guidance documentation written for appropriate audiences.

This strategy replaces RWCMD's previous documents which articulated an approach to *adopting* Welsh Language Standards. The strategy acknowledges that going forward, enhancement and development of the Welsh language, across provision, is a continuing process. The RWCMD Welsh Language Annual Report also focuses on this enhancement and development.

Our overarching Welsh language and culture strategic aims are:

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- + To fully inhabit the role as the National Conservatoire of Wales by acknowledging the essential nature of the Welsh language in the cultural identity of the nation; and
 - + To use, support and promote Welsh language and culture in the life and work of the College.
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We will do this by:

- + **Embracing** bilingualism in the delivery of our services and in our operational activity, supported by policy commitments and record keeping;
- + **Seeking** opportunities both within RWCMD and in partnership with other cultural organisations in Wales, such as the BBC, Welsh National Opera, Theatr Genedlaethol Cymru, Eisteddfod Genedlaethol, Urdd Gobaith Cymru and Mentrau Iaith Cymru to use the Welsh language in core activities; and
- + **Encouraging**, through raising awareness, training and development, the use of the Welsh language in the daily life of RWCMD.
- + **The strategy** is developed and monitored by the RWCMD Welsh Language Working Group, which has cross-College representation and includes student input. For ease of reference and coherence, the Strategy is articulated in five main themes which mirror the thematic sections of the Welsh Language Standards.

1. Service Delivery

To deliver a full range of services to students, staff and the public bilingually, in support of and in accordance with the principles and requirements of the Welsh Language Standards and in the contexts of Welsh cultural life.

We will do this by:

- + **Offering** full communication services, in writing, by telephone and by other electronic means, in Welsh as well as in English, ensuring that the Welsh language is being treated no less favourably than the English.
- + **Offering** a translation service for meetings where either meetings are open to the public and/or at least 10% of those invited have indicated a wish to use the Welsh language and/or the meeting is with an individual only, who has indicated a wish to use the Welsh language.
- + **Producing** all publicity material bilingually, including the *Rhaglen/What's On* publication and written programmes for RWCMD performances.
- + **Encouraging** and offering guidance to students who produce publicity material for self-promoted performances.
- + **Publishing** all student and public-facing documents and policies bilingually.
- + **Supporting** a fully bilingual website.
- + **Ensuring** that all permanent and temporary signage is bilingual, and that the Welsh is positioned in such a way as likely to be read first.
- + **Providing** full reception and public announcement services bilingually.
- + **Publishing** financial information, including applications for grants, financial assistance and invitations to tender for contract bilingually.

1. Service Delivery

The language of delivery for students of RWCMD is English, in accordance with course approval and validation processes.

However, as a College which embraces a bilingual approach, aspects of provision may be delivered in Welsh where both tutor and student are Welsh-speaking, including individual instrumental or voice tuition, dissertation supervision and other academic tutorial activity.

The College will, from time to time, commission performance activity in the Welsh language. Performance programmes, in Music and in Drama, will also provide opportunities for students and staff

to explore aspects of Welsh culture, both historic and contemporary, in challenging and inspiring projects, including RWCMD's annual festivals of contemporary work, *Atmospheres* and *NEW*. A Welsh music module will be provided as an option for undergraduate music students.

Students retain the right to present written work in the Welsh language, to request a Welsh-speaking personal Tutor (for non-academic tutorial support) and/or to request the service of a Welsh-speaking Student Support Service. Students who make these requests will not be treated less favourably than those engaging in the English language.

1. Service Delivery

Action	Owner	Measured By	Timeline
Secure ongoing full translation services for RWCMD, renewing periodically	Head of Digital & Brand	Contracted services in place Annual review of spend	Annual review
Commissioning a bilingual production for <i>NEW</i>	Director of Performance Drama	Commission and Contract	For <i>NEW</i> 2023 or New 2024
Explore with Course Leaders, Heads of Study and the Creative Music Department, the promotion of Welsh music in project and performance activity	Directors of Music	Programme content and project activity	Spring 2023 and Spring 2024
New Welsh Music Module (BMus 3 or 4 Option)	BMus Course Leader and Director of Music	Module available	Autumn 2024

2. Policy Making

To ensure that when making new policies or revising existing policies, RWCMD has due regard for the relevant standards and considers the effects of policies on opportunities to promote Welsh language and culture.

We will do this by:

- + **Including** the Welsh language in discussion at standing Committees of the College as appropriate
- + **Ensuring** that the Equality Impact Assessment process, required for policy decisions, includes a comprehensive section on the Welsh language.
- + **Requiring** that consultation and/or research to inform policy making will consider the effects that the policy decision under consideration would have on opportunities to use the Welsh language and on treating the Welsh language no less favourably than the English language.
- + **Ensuring** that with respect to developing and revising courses and modules, the formal stages will consider the effects that those matters have on opportunities for the use of the Welsh language and culture, both positive and negative.
- + **Ensuring** that with respect to the development of policies for production work, the formal stages will consider the effects that those matters have on opportunities for the use of the Welsh language and culture, both positive and negative.
- + **Supporting** a strategic partnership approach which aligns shared aims with other Welsh cultural and educational organisations wherever possible.

2. Policy Making

Action	Owner	Measured By	Timeline
Periodic review of EIA documentation	Steering Group	Annual Welsh Language Report	Spring each year
Ensure review of EIA impacts included in each SMT agenda	Executive Officer	Agenda detail	Ongoing
Audit of cultural and educational partnerships to include Welsh language and cultural aims	Head of Strategic Engagement	Annual audit	Ongoing

3. Operational Standards

To promote and facilitate the use of the Welsh language and appreciation of Welsh culture in the day-to-day operational activity of RWCMD.

We will do this by:

- + **Providing** the RWCMD intranet 'the Hub' in both Welsh and English, providing a link to designated service and support material to promote the Welsh language.
- + **Providing** all staff and students using networked computers software for checking and spelling grammar in Welsh and providing Welsh language interfaces (where these exist).
- + **Assessing** the Welsh language skills of our staff; providing and promoting opportunities during working hours for staff to join Welsh language lessons or further their Welsh language skills.
- + **Monitoring** all aspects of the Welsh Language Standards which relate to Job Specifications, Interviews, Induction, Continuous Professional Development and Staff Disciplinary Procedures.
- + **Ensuring** that all newly erected signage is bilingual, with the Welsh Language being treated no less favourably than the English and that all Front of House announcements (general to the public) are delivered bilingually.
- + **Assessing** opportunities for RWCMD presence at Welsh language cultural events each year, including Tafwyl (Cardiff), Eisteddfod yr Urdd and Eisteddfod Genedlaethol, doing so in partnership with other cultural and education organisations, as appropriate.
- + **Advertising** all jobs and roles at RWCMD as Welsh language desirable or required.

3. Operational Standards

Action	Owner	Measured By	Timeline
Audit of staff Welsh language skills	Director of Finance & Operations	Report to SMT	Annual
Offer bilingual training material where this is offered as static training on the Hub	Director of Finance & Operations	Training resource available	Immediate
Any new signage to have an additional check for translation accuracy	Estates Manager / Head of Digital & Brand	Annual 'mystery shopper' check by first language speaker	Ongoing
Include Welsh language promotion opportunities in internal communications	Head of Digital & Brand	Tracking content of <i>Sgwrs</i>	Immediate
Include consideration of RWCMD presence at Welsh language cultural events as part of annual planning	Director of External Affairs	Number and range of events attended	Ongoing

4. Record Keeping

To maintain comprehensive records in relation to compliance with standards.

We will do this by:

- + **Recording** the number and nature of complaints received, written copies and responses.
- + **Retaining** a copy of any complaint which relates to the Welsh Language (whether or not it relates to specific standards).
- + **Recording** the steps taken in order to ensure compliance with Standards.
- + **Maintaining** the results of assessment of employees' Welsh Language skills.
- + **Monitoring** and recording the number of staff who have attended training courses in Welsh.
- + **Monitoring** and recording the assessment carried out with respect of the Welsh language skills that may be needed in relation to a new or vacant post.
- + **Recording** the number of new posts categorised as post where Welsh language skills are essential, need to be learnt, desirable or not necessary.

4. Record Keeping

Action	Owner	Measured By	Timeline
Development of formal record keeping protocols	Steering Group	Agreed protocols in place	2022/23
Review and revise complaints procedures for external stakeholders, include those relating to the Welsh Language	Steering Group	Procedures reviewed, agreed and published	Immediate
Re-establish an annual survey of Welsh Language Skills, to include full-time, fractional, HPL and guest staff	Director of Finance & Operations	Annual survey	Ongoing

5. Publication and Reporting

To publish such documents, policies and procedures as are necessary in compliance with the Standards, and to report annually in relation to compliance and activity.

We will do this by:

- + **Maintaining** and publishing the RWCMD Welsh Language Standards Compliance Notice, by publishing a Complaints Policy and by maintaining and sharing this Welsh Language Strategy.
- + **Publishing** an Annual Report.
- + **Responding** to requests for information in a timely, transparent and consistent way.

5. Publication and Reporting

Action	Owner	Measured By	Timeline
Complaints Policy published on website	Head of Digital & Brand	Annual maintenance check	Spring each year
Annual Report published on website	Head of Academic Services	Annual publication	Spring each year
Active monitoring and managing of communications	Head of Digital & Brand	Daily check	Ongoing

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OF MUSIC & DRAMA
COLEG BRENHINOL
CERDD A DRAMA CYMRU**