THE DUKE OF EDINBURGH'S AWARD
GWOBR DUG CAEREDIN

WELSH LANGUAGE PROGRESS

REVISED 2017

Comisiynydd y Gymraeg
Welsh Language Commissioner

Datblygwyd gyda chymorth
Gwasanaeth Cynllun Hybu Comisiynydd y Gymraeg
Developed with the support of the
Welsh Language Commissioner's Progress Plan Service

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Front Cover - Welsh Language Young Leaders Residential, Glan Llyn 2015

Introduction

THE DUKE OF EDINBURGH'S AWARD

The Duke of Edinburgh's Award charity (The DofE) is committed to providing for young people an enjoyable, challenging and rewarding programme of personal development, which is of the highest quality and the widest reach.

The programme is the series of activities that participants select and undertake to achieve a Duke of Edinburgh's Gold, Silver or Bronze Award. The programme is all about self-development. It's not about being first or the best. This is non-competitive and focuses on helping young people to hone or gain new talents, abilities and perspectives.

Completing a programme and achieving their DofE gives a participant unique experiences and helps them develop the skills and attitudes they need to succeed in life. From start to finish, it's one huge adventure that will stay with them forever.

Our goal is to strengthen the DofE by continuing to broaden and extend its reach to the many communities that comprise contemporary United Kingdom.

The DofE's operations are prioritised by the Trustees, and the UK Executive. In Wales operations are managed by the DofE Director based in Brecon and supported by the DofE Wales Staff team, and a Development Network.

The Duke of Edinburgh's Award tailors its operation to be appropriate for Wales. In respect of Language, The DofE first established a Welsh Language Scheme in 1999 in accordance with the guidelines and advice of the Welsh Language Board . The latest review of the scheme was undertaken in March 2017 with the support of the Welsh Language Commissioner's team.

This third revised version of the scheme sets out how The DofE will continue to operate in Wales using two languages underpinned by the principle that in the conduct of business in Wales, the English and Welsh Languages will be treated on a basis of equality.

This voluntary scheme applies to the DofE's operations in Wales, all DofE staff and direct volunteers who work in Wales, and to those UK staff whose work supports the promotion and delivery of the DofE in Wales.

The DofE licenses statutory and voluntary sector partners to deliver the DofE and maintains the quality and standards of the DofE through a cycle of reviews.

1. GENERAL PRINCIPLES

1.1 In the conduct of public business in Wales the English and Welsh languages will be treated on the basis of equality

1.2 Welsh and English print will appear in the same size, quality, legibility and prominence on all public material originated by The DofE in Wales.

1.3 Materials for exclusive use in Wales will be produced bilingually (ie. in both languages in the same document) as far as is reasonably practicable. Where this is not possible, publications will be made available in English and in Welsh as separate publications and distributed simultaneously.

1.4 Exhibition material will appear in both languages.

1.5 Welsh and English materials will always be of the same professional standard.

1.6 This updated scheme will be supported by awareness training and induction training for existing and new staff who work in Wales, and for those UK staff whose work supports the promotion and delivery of the DofE in Wales.

1.7 New Policies and Initiatives

- When the DofE plans and formulates new or updated policies or initiatives it will assess the linguistic requirements to ensure they meet the commitments of the scheme.

- New or updated initiatives and policies will promote and facilitate the use of Welsh whenever possible and move the organisation in Wales closer to implementing the principle of equality at every opportunity

- The DofE will consult with the Welsh Language Commissioner in advance regarding proposals which will affect this scheme. No changes will be made to the Scheme without the agreement of the Welsh Language Commissioner.

2. EXTERNAL CONTACTS

2.1 WRITTEN COMMUNICATION

2.1.1 The DofE welcomes correspondence in either Welsh or English

2.1.2 All written correspondence will be answered in the language of the original correspondence.

2.1.3 Response times for both languages will be the same.

2.1.4 The DofE will establish a database of those who wish to deal with the DofE through the medium of Welsh

2.1.5 The public image of the DofE in Wales should be one that will encourage individuals and organisations to view us as a bi-lingual organisation through the use of our official Stationery.

2.2 VERBAL COMMUNICATION

2.2.1 People are welcome to speak Welsh or English when dealing with the DofE

2.2.2 Telephones in the Welsh headquarters will be answered with a bi-lingual greeting and answerphone messages will carry the same message in both languages.

2.2.3 All staff who are required through their job description to answer the phone will be trained to answer with a bi-lingual greeting and to deal appropriately with calls from speakers of either language. Where no Welsh speaking member of staff is available, the caller will be given the choice of either continuing in English or arranging for a Welsh speaker to phone back as soon as possible.

2.3 MEETINGS (INTERNAL)

2.3.1 At Welsh National meetings of over 30 delegates, translation facilities will be provided as necessary. Publicity for meetings will invite those attending to notify The DofE of their language choice. This will be done well in advance so that appropriate translation arrangements can be made for non Welsh Language speakers. If translation facilities are not to be provided then this fact will be made clear in advance.

2.4 OTHER MEETINGS (PUBLIC)

2.4.1 Contributions are welcomed in either Welsh or English at public meetings held by The DofE. This will be stated clearly in the notices that inform or publicise the meeting.

2.4.2 All publicity for public meetings will be bilingual, and will invite those attending to notify The DofE of their language choice. This will be done well in advance so that appropriate translation arrangements can be made for non Welsh speakers.

2.4.3 Translation facilities will be made available as appropriate in order to hold bilingual public meetings.

2.4.4 Where sufficient notice is given by a member of the public that they wish to speak Welsh in a public meeting that would otherwise be conducted in English, the DofE will endeavour to respect this request by providing appropriate translation arrangements

2.4.5 The DofE will ensure that an Officer will be present at each meeting to answer any questions put forward in Welsh.

2.4.6 The DofE will welcome pre-arranged meetings with the public in Welsh or English, and will ensure that appropriate arrangements are made to enable any member of the public to discuss matters in Welsh should they wish to do so.

THE DofE's PUBLIC IMAGE

The Duke of Edinburgh's Award's image in Wales will be bilingual.

2.5 PRINTED MATERIALS

2.5.1 All public displays will be bi-lingual or Welsh and English versions will be displayed simultaneously. (Ref 1.30 Leaflets event and meeting publicity solely intended for use in Wales will be published in both languages.

2.5.2 The DofE will endeavour to produce materials which are for use on a UK wide basis, (including downloadable and on-line materials aimed at participants) bilingually or as separate Welsh and English versions as far is as is reasonably practicable. (Ref 1.3)

2.5.3 Any single-language materials such as signs, forms and leaflets originated in Wales will be produced bilingually on replacement with the size, legibility and prominence of text respecting the principle of equality.

2.5.5 All material will be translated by professional translators. Welsh speaking staff may be asked to provide summary translations of urgent correspondence and to undertake proof reading of documents.

2.6 MEDIA

2.6.1 The DofE in Wales will offer a bi-lingual service to the media both written and verbal.

2.6.2 Welsh speaking staff and volunteers who are requested by the DofE to address the media will be issued with appropriate guidance and information from the DofE Director.

2.7 E-COMMUNICATION AND WEBSITE

2.7.1 Information Specific to the DofE in Wales will be available in both Welsh and English on the DofE website.

2.7.2 Wherever possible pre prepared mass e-mail communications from the DofE in Wales will be sent bilingually.

2.7.3 Personal E-mail communications received in Welsh will be responded to in Welsh.

2.7.4 eDofE is an on line electronic system that young people use to record their progress and completion of a DofE Award. On registering participants receive a bi-lingual "participants handbook" which contains all of the information needed to start the programme.

Welsh speaking participants and leaders are able to enter evidence in Welsh and to communicate in their chosen language. Welsh speaking participants will be encouraged to enter activity evidence in the Welsh Language.

3 INTERNAL ADMINISTRATION

3.1 STAFF AND RECRUITMENT

3.1.1 An annual audit will enable The DofE to identify where Welsh language needs do not match the profile of staff and to implement a training or reorganisation of responsibilities to address the needs.

3.1.2 All advertisements published in Wales will be bilingual with the exception of those posts where Welsh is essential and these will be published only in Welsh with an explanation in English.

3.2 TRAINING AND DEVELOPMENT

3.2.1 This scheme will form an integral part of induction for new members of staff in Wales and staff else where in the UK for whom contact with Wales is an integral part of their work.

3.2.2 For new posts, Welsh language training needs will be identified as part of the induction process and any training necessary to the implementation of this scheme will commence during the probationary period for that member of staff.

3.2.3 For existing posts, Welsh language training needs will be assessed as part of the annual personal performance and development review.

3.3 WORKING IN PARTNERSHIP

3.3.1 The DofE works in partnership with the voluntary and statutory youth services and Local Authorities in Wales. The DofE works on many levels when working with others:

- When The DofE is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme
- When The DofE joins a partnership in which another body is leading, The DofE input to the partnership will comply with the Welsh Language Scheme and The DofE will encourage other parties to comply
- When The DofE is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, The DofE will act in accordance with its Welsh Language Scheme
- When The DofE joins or forms a partnership, it will ask prospective partners about their Welsh Language Schemes, Language policies or the means by which they will operate bilingually. Within any partnership, The DofE will offer advice and support to the other partner organisations.

4 FINANCES

4.1 Delivering the scheme will be achieved by a combination of incorporating expenditure into the core work of the organisation and fundraising aimed at supplementing the core funds available through grants, trusts, events and donations.

5 IMPLEMENTATION AND MONITORING

5.1 IMPLEMENTATION

5.1.1 The scheme will be integral to planning and project activities.

- Line managers to ensure that all staff are aware of and understand the implications of the scheme for their work.
- The DofE Director for Wales will have overall responsibility for the scheme.

Implementation and monitoring of the scheme may be delegated within the DofE Wales staff team.

5.1.2 The scheme will be reported on annually to the Wales Development Network, in addition to the reporting schedule set by the Welsh Commissioners office.

Provide an overview and thematic analysis of compliance and performance over the three years of the Scheme, from two perspectives - service delivery and Scheme management Outline priorities for the following three years, together with a revised timetable for implementing the measures in the Scheme.

At this time The DofE will revise and update its Welsh Language Scheme if appropriate..

5.2 MONITORING

5.2.1 We will monitor our progress in delivering this scheme against the targets set out in its accompanying action plan.

5.2.2 Our existing monitoring and reporting procedures will include reference to progress in delivering this scheme as appropriate.

5.2.3. We will send monitoring reports to the Welsh Language Commissioner, when requested by them, outlining progress in delivering this scheme.

5.3 COMPLAINTS

The DofE welcomes suggestions from its staff and service users for improvements to its Welsh Language Scheme. All suggestions should be addressed to DofE Wales and will be considered at the monitoring stage.

All complaints regarding the implementation of the Scheme should be sent to the address below-

5.4 PUBLICISING THE SCHEME

The DofE will publicise the Welsh Language Scheme to the public, the Welsh Language Commissioner staff members and users on a continuing basis. It will ensure that people who deal

with The DofE are aware of the Scheme and its contents. Bilingual copies of the Scheme will be made available on the DofE's website.

Anyone wishing to contact The DofE about this Scheme should contact:

The Duke of Edinburgh's Award - Wales
Market House
Market Approach
Brecon LD3 7DA
Tel: 01874 623086 Email: wales@DofE.org

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