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# CFfi CYMRU WALES YFC

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Welsh Language Plan





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# WALES YOUNG FARMERS CLUBS WELSH LANGUAGE PLAN



## 1. Introduction

### 1.1 The Organisation

The Wales Federation of Young Farmers' Clubs (Wales YFC) is a Youth voluntary Organisation. There are 6,000 members between the ages of 10 – 26 which are situated in 157 clubs through the country. This Organisation is a democratic organisation, and this demographic process is the administrative and activity basis of the organisation.

The 157 clubs have be formed into 12 County Federations, all counties are a part of the Wales Federation – Welsh Federation is one of 7 areas between England and Wales. All the county federations mange themselves administratively in accordance to the national structure. The Wales YFC Council are responsible for providing activities, develop and undertaking policies, advise clubs and counties within Wales and to act as a contact between the Wales and England Council to the Clubs and Counties in Wales.

62% of the members identify themselves as Welsh first language speakers. This strengthens the fact that the need for the Federation to provide an equal bilingual service for the members is a necessity.



## 1.2 The Plan

This plan notes a statement and the aim for the Federation at Wales level and how the organisation will provide a bilingual service in Wales by stating their aim and a timetable on their developments for the future.

Also, guidelines have been included, that are to be discussed by the Counties on how to undertake a reasonable and practical policy in their area, by using the best materials or the good practice that already exists. We will offer advice and guidance to all federations, with the aim of creating local partnerships with appropriate boards or officers such as the Metrau Iaith, Officers of the Welsh Language Commissioner and Estyn Llaw.

We will be looking at the Federations on three different levels.

- 1) Those who participate through the medium of Welsh,
- 2) Those who participate bilingually
- 3) Those who participate mainly through English. Encouragement will be given to these in order to create targets and a timetable in order to outline what it is they are working towards on a yearly basis.

The Welsh Language Development Officer will work closely with each Federation to create a work plan to develop the Welsh language within each Federation individually. Working with the officer will enable these partnerships to produce a timetable and targets to outline what they want to work towards on an annual basis.

'To promote their activities through the medium of Welsh and English and to ensure that those activities better the knowledge of the members of life in Rural Wales, Welsh culture and the Welsh language.'

The purpose of this document is to expand on this that is on the constitution and to show how it will be undertaken on a National level in Wales.

## 1.3 YFC Wales Language Plan

### 1.3.1 Declaration of the aim:

Wales YFC Council certify that their members, volunteers and staff will have the same right to receive service through the medium of Welsh like they do in English in Wales.

Wales YFC have decided this because they provide a service to both Welsh and non-Welsh speakers, and recognize that everyone's first language is important, whether that language is Welsh or English, because:

- Language is a way of expression
- Language is a sign of individuality
- Language is a powerful instrument
- The language is a part of the heritage in Wales. And it's important that the Federation maintain work to secure its future.

### 1.3.2 The Guidelines:

This section notes how Wales YFC (Wales Council and Office) undertakes, or intends to undertake the plan to ensure that the statement of the aim that are in place get undertaken.

The guidelines are placed into different categories:

1. Introduction
2. Public Image
3. Advertising and Promotional Material
4. Wales YFC activities on Wales Level
5. Communication
6. Staff and the workplace
7. Implementation and Monitoring

#### 1.4 Publishing

The Wales YFC Welsh Language Plan will be a document available to all members of the public. A summary of the plan will be displayed on the website, where suggestions for improving the plan will be welcomed.

#### 1.5 Awareness

1.2.1 The policy will be conveniently available for the public to read

1.2.2 Every member of staff will receive a copy of this policy and guidance on its implications

1.2.3 In addition, all County Federations offices will have a copy at their office with the option to give a copy to all clubs



### 1.7 Feedback

Our Welsh Language Development Officer will deal with complaints about failure to meet the requirements of the Scheme.

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**Date of policy:**

**05/08/2019**



## 2. Public Image

Wales YFC will ensure that the Welsh and English will get treated in the same manner with the same respect and on an equal level. Already, Wales YFC have certified to ensure this happening. All sheets and signs and any public merchandise should be produced bilingually.

### 2.1 Signs

**2.1.1 Permanent Signs:** The organisation will commit to the provision of bilingual signage at the building in Builth Wells – signs such as, Dim Ysmygu / No Smoking; Tynnwch / Pull on the doors and so on

**2.1.2 Temporary signs:** Most of our temporary signs are bilingual

### 2.2 Name

**2.1.1** Name of Federation is Mudiad Ffermwyr Ifanc Cymru / Wales Young Farmers' Clubs

**2.1.2** CFFI / YFC is always used as part of the logo for the Organisation.

### 2.3 Headed paper

Every headed paper, compliment slip and business cards will be bilingual, with the Welsh either on top or to the left of the English.

### 2.4 Business cards

All business cards will be bilingual.

### 2.5 Website

Our website will be fully bilingual.

### 2.6 Social Media

All our social media services are fully bilingual. This includes Facebook, Twitter, Snapchat and Instagram.

### 3. Advertising and Promotional Material

#### 3.1 Events Advertising

All the Organisations services that are advertised throughout Wales will be done so in both languages – in papers and on posters. With the Welsh first or to the left of the English. We will provide support to the staff.

#### 3.2 General Advertising

**3.2.1** The confident Welsh speaker will be available to speak to the Welsh press and the confident English speaker should be available to speak to the English press

**3.2.2** Whilst dealing with the press, everything should be sent out in both languages – Welsh copy to the Welsh journalists and an English copy to the English journalists. It's then possible for all press to choose the language used by them.

#### 3.3 Recruitment Advertising

All job advertisements will appear bilingually.

#### 3.4 Outdoor Advertising (Display Boards)

All outdoor advertisements are fully bilingual.

#### 3.5 Print Publications

**3.5.1** Every announcement should be done in both languages with the Welsh first and the English to follow, the annual report and other reports and the organisations plans should be done in this format. The size, level, clarity and prominence of the words should respect the equal level of both languages.

**3.5.2** We produce Welsh versions of print publications, and ensure that we always distribute and offer bilingual versions together.

**3.5.3** Magazines and newsletters will be circulated to the public in both languages. The sheets should either be circulated all bilingual or a brief translation of any article to be shown underneath e.g. if the article is in English, then a brief version of the Welsh should be shown. If the article is in Welsh, then a brief version of the English should be shown.

### **3.6 Promotional Material**

The Organisation will produce merchandise for marketing purposes e.g stickers, badges all in both languages, or in some occasions, in both languages.



## 4. The Organisations Activities

Wales YFC provide a wide range of activities in Wales from competitions to Community Challenges with the Environment and enterprise plans, to training for members from different aspects.

The consistent aim is to assure equality in the opportunities that all members are able to undertake activities in their first language – in Welsh or English.

This section deals with competitions and activities that are organised by the Wales Council and the sub-committees, and are administrated by Wales Office. Attention will be given to competitions and activities on county level later on in the plan.

### 4.1 Competitions Programme

**4.1.1** Ensure that Welsh Speakers are able to compete in Welsh in every relevant competition.

**4.1.2** When a competition is held purposely in English (For example, English Drama or the English Public Speaking) then obviously English will be the language of the competition. Although, the Organisation will use a sentence to explain this in the posters or any advertising merchandise; 'Mae gan CFFI Cymru gynllun dwyieithrwydd ac oherwydd natur y gystadleuaeth yma, Saesneg fydd unig iaith y gystadleuaeth. Mae cystadleuaeth gyfatebol yn cael ei chynnal yn y Gymraeg'.



**4.1.3** When a competition is held purposely in Welsh (For example, Welsh Drama or the Welsh Public Speaking) then Welsh will be the language of the competition. The Organisation will use an English sentence to explain this on the posters or any advertising merchandise; 'Wales YFC has a bilingual scheme, and on this occasion, due to the nature of the competition, the sole language of the competition will be in Welsh. A corresponding English language competition is also held'.

**4.1.4** In every other competition, which is not intentional in either English or Welsh, there will be an opportunity for competitors to compete in either Welsh or English.

**4.1.5** When a competition is held bilingually, the competition should be led in both languages on the day, i.e. using both languages to announce the items and results.

**4.1.6** Where the competition means direct contact between competitor and judge then the judges will be then been chosen on the language requirement of the competition as well as their relevant speciality. Within a panel of judges, it will be essential for at least one third of the judged are able to communicate effectively in both English and Welsh, and if possible, act like a translator to the other panellists.

## **4.2 Competitions adverts**

All adverts, rules and all materials to do with competitions should be provided bilingually or in both languages.

## **4.3 Fair Opportunities**

The Organisation will take advantage of every opportunity to give both Welsh and English attention in social activities of the Organisation.

## 5. Direct Contact



In this section discussion will be made on how we intend to directly deal with people – either members of the organisation or the public.

### 5.1 Face to face contact

**5.1.1** All services provided by the Organisation will be offered in both languages, and every person will be able, where possible, to receive that service in the language of their choice. This is usually always possible, but on rare occasions when a member of staff or officer is unavailable to provide the service in Welsh, this is explained by offering another time when someone is available to deal with the matter.

**5.1.2** We encourage Welsh speaking staff to wear a *Cymraeg* Welsh badge when at work.

### 5.2 Contact over the phone

We will ensure that the phone is answered by everyone in bilingual e.g. 'CFFI Cymru – Wales YFC'. Every member of staff will be able to identify and receive Welsh phone calls with courtesy.

### 5.3 Correspondence (Paper and Electronic)

**5.3.1** Every correspondence (Letter, electronic post) will be answered in the same language as received. If there is an item of Welsh correspondence directed to a member of staff that is a non-Welsh speaker then the item will be translated by the admin assistance and then a translated Welsh copy of the answer will be sent back.

**5.3.2** Newsletters that are sent to boards and non-members of the organisation are sent out in their board or persons chosen language if noted, or otherwise, bilingually.

## 5.4 Meetings / Committess and Agendas/Minutes

**5.4.1** Bilingual papers of the committee (the agenda and minutes) will be sent out electronically before hand to the committee members. Bilingual paper copies will also be available to members on the day of the meeting.

**5.4.2** In a committee meeting at Wales level, translating equipment will be available to use in the Wales Council meeting. In sub-committee meetings, the Chairman will invite any contributions in Welsh or English and will ensure that there is someone responsible present in every meeting able to translate the points that are made in Welsh.

**5.4.3** We will hold private meetings with member of the Organisation or the public in the choice of that person, where is possible. If the person wants to speak Welsh regarding an issue that is dealt by a member of staff that is a non-Welsh speaker, it will be firstly explained that the member of staff is unable to speak Welsh, but there is an opportunity to have a translator present if they wish to do so.

**5.4.4** Awareness sessions for staff members will be done in order to ensure that all are happy with their role both I Welsh and English in meeting and activities of the Organisation. The sessions will be concentrated on why languages are important, what is language and the implication of this plan. The aim is to quite any doubt that could be with members, either in Welsh or English regarding the role to both languages in the Organisation.

## 6. Staff and the workplace



### 6.1 Internal Admin

#### 6.1.1 Language Skills in recruitment

**6.1.1.1** We consider what Welsh language skills are required for each new post within our organisation.

**6.1.1.2** Every job description, including volunteers will ask if they have the capability to communicate through the medium of Welsh and that it is essential for the job.

#### 6.1.2 Internal Contact

**6.1.2.1** We recognize the freedom of all staff and our customers to use the Welsh language with others, in accordance to Mesur y Gymraeg (Cymru) 2011, and we expect staff to respect the language preferences of their colleagues and customers.

**6.1.2.2** The organisation will encourage members to use the Welsh language in meeting if the wish to. Awareness sessions will be organised in order to underline that using both languages is acceptable and desirable within the organisation.

**6.1.2.3** The organisation will look at possibilities of using translating equipment in other meetings, such as the management board.

#### 6.1.3 Internal Publications

The organisation will aim towards supplying all documents to do with employing staff in bilingual – including contracts, staff appraisals and plans that will effect staff (e.g. health and safety)

#### 6.1.4 Training

The guidelines of the plan will be considered when delegating training needs and development of staff and volunteers.



### 6.1.5 Translating

**6.1.5.1** The Organisation will use the most appropriate method to translate material in order to ensure a high standard at all times in both languages. This means that part of the translation work will be done in-house, with lengthy or complex pieces translated by professional translators.

**6.1.5.2** We are aware that translation is an additional skill, so bilingual staff will not be obliged to translate, but where individuals are happy we will support them to make the most of available in-house resources available.

### 6.1.5 Software in Welsh

The organisation will ensure Cysgliad is available on every computer in the workplace.

## 6.2 County Federations

### 6.2.1 Supporting Federations

The YFC Wales staff are ready to help the County offices to provide Welsh services where there is a call for it and when neither staff or officers within the federation can communicate through the medium of Welsh. This will mean that the YFC Wales will offer to deal with any correspondence or phone calls that arrive Federations where there are no Welsh Speakers.

## 6.3 Services provided on our behalf

When work is contracted out to another company or organisation, this organisation will ensure that the plans regulations are shown clearly to the contractors, and monitoring the service given by the contractor should be done in order that the regulations of the plan are being followed.

## 7. Implementation and Monitoring



### 7.1 Organisations's Work Plan

**7.1.1** When planning an activity or a new project within the Organisation, this language plans implications will be taken into consideration before undertaking the new project or activity.

**7.1.2** The Organisation should use their current evaluation system in order to evaluate the language plan. We will evaluate by the targets that are set within this document.

### 7.2 Language Plan and County Federations

We are keen that all Counties in Wales are aware of the Language plan and would consider part of the plan with the aim of announcing a plan of their own.

Wales YFC will support counties with this development. It has be taken into consideration that many counties receive support from their County Council, as a result requirements comes from the Councils to ensure that the regulations are followed by those organisations that revive grants.

The following points will be of assistance whilst discussing, and before developing, county language plan.

**7.2.1** An overview should be done on the members and young people of the area in order to create an image of the demand in the area. This could be done through an audit within each club, and by looking on population figures.

**7.2.2** Prepare an audit on the staffs language skills (staff and volunteers).

The next section states some of the guidelines that should be considered.

**7.2.3** Guidelines within the county plan. It is important that the guidelines are practical and reach the language needs of the local area. The aim is that every County in Wales to provide a plan that:

- Statement of the aim about the status of both languages within the County.
- Is it practical to use the Welsh language within competitions and meetings?



- Note on all job descriptions whether the language is essential or not.
- Public image – does the county want to develop all paper headings and titles to be bilingual
- Announcements – would there be any Welsh articles or items to included in the organisations announcements.
- Direct contact to note how the organisation would deal with letter and phone calls through the medium of Welsh.

### 7.3 Guidance

We will ensure that this policy is supported at the highest level within our organization.

### 7.4 Awareness

7.4.1 This policy will be conveniently available for the public to read.

7.4.2 All staff will receive a copy of this policy and guidance on its implications.

### 7.5 Targets and Responsibilities

7.5.1 Several of the elements within the guideline have already been undertaken. There will be more than one member of staff responsible for undertaking different elements of the plan.

7.5.2 The Chief Executive has the responsibility of monitoring the progress and to reports back on the general performance of the Wales YFC as a part of the annual report. There will be a brief summary included in the establishments' annual report.

7.5.3 Fluency levels will be connected to the following categories:

<b>FLUENT:</b>	the ability to communicate fluent in Welsh.
<b>INTERMEDIATE:</b>	the ability to communicate on an intermediate level with some support or none at all.
<b>BASIC UNDERSTANDING:</b>	the ability to undertake small tasks through the medium of Welsh with assistance.



**7.5.4** Wales YFC will attempt to encourage learners to participate where possible in order to develop their confidence in using the Welsh language. The organisation seeks to develop its provision for learners going forward.

**7.5.5** Wales YFC will attempt to do as much as possible in order for Wales to reach the Government's target of a million Welsh speakers by 2050.

## **7.6 Review**

**7.6.1** Wales YFC will review the plan every year.

**7.6.2** The Welsh language Policy will be submitted to the Welsh Language Commissioner. We will prepare annual monitoring reports on its operation.

**7.6.3** There will be a Welsh promoting and development officer in charge of reporting back the development of the yearly aims and targets that were agreed on as part of the yearly discussion group.

Aims should concentrate on the service availability in Welsh;

- The amount of user that wished to communicate in Welsh and the response time.
- The amount of any announcements/ press releases etc., that did not get produced bilingual and the reasons over this.
- The amount of time taken to answer Welsh correspondence, this is to match the responding time target set.
- The number of events e.c.t. as a percentage, where there was not translating / interpreter service available, and the reason for this.
- The number of staff and volunteers that has undertaken Welsh training and on what level.

## Timetables and targets

INTERNAL ACTIVITIES			
GUIDANCE	ALREADY ACHIEVED	IF NOT, BY WHEN	ACTIONED BY
Signs	✓		<b>All Staff</b>
Name of Organisations	✓		<b>Council</b>
Paper header	✓		<b>All staff</b>
Business cards	✓		<b>All staff</b>
Website	✓		<b>All staff</b>
Social Media	✓		<b>All staff</b>
Advertisements: Events / General / Recruiting / Outdoor	✓		<b>Council and all staff</b>
Media	✓		<b>All staff</b>
Talking to the media	✓		<b>*When the officer can speak Welsh</b>
Print publications	✓		<b>All staff</b>
Promotional Materials	✓		<b>All Staff</b>
Contact	✓		<b>All bilingual staff. Can send forward to Welsh language speaking staff if needed.</b>

Correspondence: Magazines / leaflets / news / Announcements		✓		<b>All staff</b>
Internal admin		✓		<b>All staff</b>
Translation		✓		<b>* Everything that's external is translated and produced bilingually. Internal documents are mostly</b>
<b>ACTIVITIES</b>				<b>bilingual.</b>
<b>GUIDANCE</b>	<b>ALREADY</b>	<b>ACHIEVED</b>	<b>IF NOT, BY</b>	<b>ACTIONED BY</b>
			<b>WHEN</b>	
Competitions		✓		Operations Officer
English language competitions		✓		Operations Officer
Welsh language competitions		✓		Operations Officer
Bilingual competitions		✓		Operations Officer



## MUDIAD FFERMWYR IFANC CYMRU / WALES FEDERATION OF YOUNG FARMERS' CLUBS

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