Aberystwyth University Bilingual Skills Strategy
Standards A to E - Guidelines for Candidates

Introduction

In accordance with the Welsh Language Act 1993 and the Welsh Language Measure 2011, Aberystwyth University has an obligation to provide bilingual services to the public in the most effective way possible. The purpose of the University’s Bilingual Skills Strategy (which is an integral part of the University’s Welsh Language Scheme) is to enable the University to fulfil that obligation in an efficient and strategic manner. Consequently the post you are applying for requires a linguistic skill ranging from Standard A to E*.

* Note that the Standards use the Welsh alphabet i.e. A, B, C, Ch, D, Dd, E.

Posts allocated as Standard A

If the position you are applying for does not require regular contact with the public (or it is an English medium teaching post) it will ask for Standard A, i.e. the ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually. This Standard requires you to be aware that the University is a bilingual institution which operates a Welsh Language Scheme. Every member of staff should understand the obligations of the Language Scheme as it requires everyone in the institution, whether they speak Welsh or not, to work bilingually by using the support services available. For more information see the Centre for Welsh Language Services’ website http://www.aber.ac.uk/en/cgg/.

Posts allocated as Standard B to E

If the post requires regular contact with the public it will ask for some level of Welsh language skills, or the willingness to learn Welsh to that level (unless noted otherwise), from Standard B to E.

Who are the public?

Aberystwyth University’s Welsh Language Scheme defines the public as:

- students,
- prospective students in Wales,
- staff,
- the general public in Wales.

Who can apply for posts that require Standards B to E?

We welcome applications from applicants who are Welsh speakers (confident and not confident), Welsh learners and (unless noted otherwise in the advertisement) those who are prepared to learn Welsh – we will provide training and support where necessary.

How were the Standards defined?
The Standards reflect the linguistic needs of the specific post. For example, if the post-holder does not need to deal with the public on paper then the post will ask for oral skills only (Standards B and D). In the same way consideration has been given to the kind of verbal contact the post-holder will have with the public, i.e. will they be dealing with regular routine enquiries only (Standard B) or will they also be expected to be able to hold quite complicated discussions (Standard D). The same consideration has been given to the levels of writing (the difference between writing a simple email and drawing up a report in Welsh) when describing the requirements of the post.

**How can I know if my Welsh language skills are at the required Standard?**

The job description states which qualifications are equivalent to the Standards.

The Standards also correspond to a person’s ability to understand, speak, write and read Welsh according to tasks. A list of the tasks appear at the end of this document. If you feel that you can achieve the tasks described then you can assume that you are at the required Standard. However, we will assess your linguistic skills in the interview. If you feel that you do not meet the Standard required (or the assessment has shown that you don't) remember that the University will provide you with training for you to improve your skills and reach the necessary Standard.

**How much time will it take to learn Welsh to the required Standard?**

If you will need to learn or improve your Welsh in order to reach the Standard required for the post we will discuss your needs and your commitments and will draw up a realistic timetable in order for you to reach your goal. There are different ways of learning Welsh and the Strategy is flexible as regards learning methods and timing.

As a rough guide it can be noted that a non-Welsh speaker would be advised to follow 240 contact hours in a Welsh class in order to attain Standard B, C, Ch (oral only) and this usually takes about 2 years, although it is possible to accelerate the process with intensive courses.

600 classroom contact hours are recommended in order to attain Standard Ch (written only), D, Dd and E for a non-Welsh speaker, which is about 5 years of Welsh lessons, and again the process can be accelerated by attending intensive courses.

**List of tasks to demonstrate linguistic ability**

**Standard/Safon B (Level 2/0)**

- The ability to **understand** simple instructions or simple telephone messages.
- The ability to **understand** people conversing on familiar subjects.
- The ability to **hold a conversation** on familiar subjects, e.g. the weather, work, family.
- The ability to **transfer** simple instructions or convey simple messages from telephone calls.

**Standard/Safon C (Level 2/2)**

- The ability to **understand** simple instructions or simple telephone messages.
- The ability to **understand** people conversing on familiar subjects.
- The ability to **hold a conversation** on familiar subjects, e.g. the weather, work, family.
- The ability to **hold a conversation** on familiar subjects, e.g. the weather, work, family.
• The ability to **read** simple information leaflets on familiar subjects with the aid of a dictionary and plenty of time.
• The ability to **understand** a simple written message on an unfamiliar subject with the aid of a dictionary.
• The ability to **write** a simple memo or informal e-mail to convey information.
• The ability to **write** a formal letter using a template.

**Standard/Safon Ch (Level 2/3)**

• The ability to **understand** simple instructions or simple telephone messages.
• The ability to **understand** people conversing on familiar subjects.
• The ability to **hold a simple conversation** on a familiar subject, e.g. the weather, work, family.
• The ability to **transfer** simple instructions or simple telephone messages.
• The ability to **read** and **understand** articles and reports relevant to the work where quite complicated information is conveyed.
• The ability to **follow detailed written instructions**.
• The ability to **write** a formal letter in standardised Welsh without using a template with the aid of a spell-check and dictionary as required.
• The ability to **take notes** when someone speaks.
• The ability to **write** short reports which convey information or express an opinion.

**Standard/Safon D (Level 3/0)**

• The ability to **understand** everything on the telephone, television, in a meeting.
• The ability to **speak** confidently on various subjects.
• The ability to **give clear presentations** on familiar subjects.

**Standard/Safon Dd (Level 3/2)**

• The ability to **understand** everything on the telephone, television, in a meeting.
• The ability to **speak** confidently on various subjects.
• The ability to **give clear presentations** on familiar subjects.
• The ability to **read** simple information leaflets on familiar subjects with the aid of a dictionary and plenty of time.
• The ability to **understand a simple written message** on an unfamiliar subject with the aid of a dictionary.
• The ability to **write** an informal memo or e-mail to convey information.
• The ability to **write** a formal letter with the aid of a template.

**Standard/Safon E (Level 3/3)**

• The ability to **understand** everything on the telephone, television, in a meeting.
• The ability to **speak** confidently on various subjects.
• The ability to **give clear presentations** on familiar subjects.
• The ability to **read and understand** articles and reports relevant to the work where complicated information is conveyed.
• The ability to **follow detailed written instructions**.
• The ability to **write** formal letters in standardised Welsh without using a template but with the aid of a spell-check and dictionary as required.
• The ability to **take notes** as someone speaks.
• The ability to **write** short reports which convey information or express an opinion.