



LANGUAGE STANDARDS

INTRODUCTION

As a general principle, the Service seeks to promote a bilingual ethos across the organisation as a whole; the foundation of this ethos is that in Wales, Welsh is an official language which holds equal status with English in the eyes of the law.

The Service has long aimed to provide services equitably in all areas of North Wales and has additionally acknowledged its duty towards its employees, the majority of whom are residents of North Wales and therefore reflect the linguistic and cultural composition of the local communities.

In accordance with statutory requirements, the Service has developed an [Implementation Plan – click here](#) which illustrates the way in which it intends to comply with the Welsh Language Standards.

ASSESSMENT – WELSH AND ENGLISH

The Service will assess Welsh and English speaking and listening skills as part of each recruitment and selection process. All applicants are expected to demonstrate fluency in English language writing, reading, speaking and skills, and reasonable adjustments will be made for applicants who are covered by the Equality Act 2010.

ASSESSMENT – WELSH ONLY

All vacancies will be subject to an assessment of Welsh language skills. Line Managers should ensure that the Welsh language requirements for each role are reviewed every time that a recruitment process is launched in order to confirm that the developing needs of the Service and the Department are being met. Depending upon the requirements of the role as well as the advice of the Welsh Language Officer, roles will be identified as calling for one of the following Welsh language levels:

Levels	Welsh Language Skills			
	Listening	Reading	Writing	Speaking
Level 2	√			√
Level 3	√			√
Level 4	√	√	√	√
Level 5	√	√	√	√

Level 2

- Welsh listening and speaking skills are the minimum Welsh language requirement for all vacancies, needing the individual to have the ability to hold a simple or basic conversation through the medium of Welsh, with the emphasis on being able to express the appropriate courtesies;
- if the appointee has not demonstrated this level during the recruitment process, it is acceptable for this to be achieved during the probationary period, with support and training being provided whenever appropriate;
- a Welsh language assessment must be completed and qualified as passed before probation can be confirmed as successful.

Level 3

- Welsh listening and speaking skills may be required for middle manager roles and above, and will be identified on job advertisements as appropriate;
- if the appointee does not already hold this level of Welsh language ability, it must be reached during the probationary period;
- in the case of an internal appointment, it must be achieved within an individually-agreed and reasonable timescale;
- support and training will be provided where appropriate to assist the individual in achieving this level.

Level 4 or 5

- Welsh listening, reading, writing and speaking skills will be required for certain roles;
- these skills will have to be demonstrated prior to appointment at the recruitment and selection stage.
- at the Service's discretion, an applicant who demonstrates the ability to achieve Level 4 within the probationary period may be appointed;
- these levels characterise the individual as having the ability to communicate fully and confidently through the medium of Welsh.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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