

## CIRCULAR

### The Coleg's Welsh Language Skills Certificate 2016/17

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To: Heads of Welsh higher education institutions, Coleg Cymraeg Advisory Group, institutional Welsh Medium Provision Co-ordinators

Respond by: No response required

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<http://www.colegcymraeg.ac.uk/circulars>

## **Introduction**

1. This circular outlines developments in the operation of the Coleg's Welsh Language Skills Certificate in 2016/17.
2. Since 2012/13, the Coleg has given students studying at universities in Wales the opportunity to work towards a Welsh Language Skills Certificate ('the Certificate'). The Certificate has become well-established in recent years, and the number of candidates has increased annually. The Coleg has developed appropriate administrative structures to manage the Certificate and to manage its examinations, and has funded a team of language tutors to provide support to students. The Coleg has also developed a collection of supporting learning resources, and has established a dedicated website for the Certificate.
3. Following discussions, and in accordance with the decision of the Coleg's Board of Directors, the Coleg has reached a legal agreement with WJEC that will mean that the qualification will be formally accredited in 2016/17. This means some changes to the management and operation of the Certificate in 2016/17, as detailed below.

## **Operation of the Language Skills Certificate in 2016/17**

### **Accreditation, assessment and registration processes**

4. In accordance with the legal agreement between WJEC and the Coleg, WJEC will accredit the Language Skills Certificate, and will be solely responsible for the examination and assessment processes of the Certificate from 2016/17.
5. In accordance with WJEC's normal processes, each university offering the Certificate will need to be approved as an 'examination centre'. The approval process will be led by WJEC and will be undertaken in collaboration with Coleg officers. Coleg branches will be responsible for facilitating that process, in collaboration with the Coleg centrally. This process will take place in September-October 2016.
6. The Coleg will be responsible for the registration of candidates, and Coleg branches will be expected to encourage registrations within their institutions as usual. Registrations will be collated centrally by the Coleg (via the Certificate's website – [www.sgiliauiaith.colegcymraeg.ac.uk](http://www.sgiliauiaith.colegcymraeg.ac.uk)), and the data will be transferred to WJEC for the purpose of planning the assessments.

7. WJEC will be responsible for making the arrangements for the Certificate's verbal and written assessments. The dates will be set in consultation with Coleg officers and branches. Branches will be expected to assist with the practical arrangements within their institutions.
8. WJEC will hold marker standardisation meetings, and will be responsible for the moderation process, as well as the subsequent awarding processes. WJEC will also deal with any queries about the results.
9. Neither the Coleg nor its officers will have any direct involvement in the assessment, examination, moderation or awarding processes under the new arrangements.
10. At the end of the award process, when the results are confirmed, the Coleg will receive the results from WJEC to distribute to candidates.
11. Those who pass the examinations will receive a certificate in the post and/or at an event organised by the Coleg for their presentation in August 2017.
12. As with the current system, the Coleg will present the Norah Isaac Memorial Award to the undergraduate student who receives the best results in the Certificate's assessments.

### **Marketing the Certificate**

13. The Coleg will be responsible for marketing arrangements for the Certificate nationally, and Coleg branches will be expected to assist the Coleg in marketing the Certificate within their institutions and beyond.
14. The Coleg will continue to maintain a central website for the Certificate, which will be a marketing tool and a homepage to host information about the qualification, and supporting resources for students.
15. The Coleg will produce marketing materials to promote the Certificate to students / potential candidates, and to employers and the general public.

### **Linguistic support for candidates**

16. The Coleg will continue to allocate funds in 2016/17 to ensure that linguistic support can be offered to students who wish to work towards the Certificate. The details of these arrangements will be provided to universities individually via direct correspondence in July 2016. In accordance with the arrangements in place since 2012/13, the Coleg will provide direct grants to some institutions, whilst arrangements

will be in place for students at other universities to receive support from the Coleg's central language tutors.

17. A full programme of language skills sessions will be available for students at each university. These sessions are not mandatory, but candidates should be encouraged to attend the sessions and take advantage of the support provided to them. Full information about these sessions will be provided to candidates by Coleg branches / through the language tutors.

### **Next Steps**

18. The Coleg and WJEC will arrange a meeting with Coleg branches in order to present a detailed procedure and timetable for the year. Details of the meeting will be confirmed in early September.