

Twlcit Mewnosod y Gymraeg

Embedding Welsh Ethos Toolkit

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Cyflwyniad

Mae'r llyfryn hwn wedi ei baratoi er mwyn cynorthwyo staff i fewnosod y Gymraeg a chefnogi myfyrwyr sy'n siarad Cymraeg, a myfyrwyr sy'n astudio trwy'r Gymraeg.

Bwriad y llyfryn yw cyflwyno gwybodaeth o dan wahanol benawdau ar wahanol agweddau, fel bod staff yn gallu cyfeirio myfyrwyr at ddarpariaeth a chymorth addas.

Mae'r llyfryn at ddefnydd pawb sy'n gweithio gyda myfyrwyr – aseswyr, darlithwyr, tiwtoriaid personol, gweinyddwyr ac yn y blaen.

Gobeithio y bydd yr wybodaeth o fudd i chi.

Introduction

This booklet has been designed to help staff to embed Welsh and support Welsh-speaking students, and those studying through the medium of Welsh.

The booklet aims to present information under various headings on different aspects, so that staff can refer students to suitable provision and support.

The booklet can be used by anyone who works with students – assessors, lecturers, personal tutors, administrators etc.

We hope that this information will be of benefit to you.

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ADRAN A SECTION A

1. ESTYN Key Questions & Quality Indicators for Welsh

Key Question 1: How good are outcomes?

1.1 Standards

1.1.5 Welsh Language

Make an overall judgement on learners' Welsh language skills, take into account the linguistic background and context of the college and Swansea as an area. Inspectors will only report on standards in the Welsh language where appropriate.

We should consider:

- ☐ the learners' starting points and the progress that they make in relation to this; and
- ☐ the progress of learners in relation to the aims and policy of the College and its Welsh Language Scheme.

Good standards: Most learners make at least the achievement and progress expected of them in relation to their previous attainment. Most learners make good progress.

Unsatisfactory standards: Many learners do not make the progress expected of them in relation to their previous attainments.

Key Question 2: How good is provision?

2.1 Learning experiences

2.1.3 Welsh language provision and the Welsh dimension

How well the college meets the needs of learners who have undertaken their education either through the medium of Welsh or bilingually in addition to extending the Welsh language skills of learners who have studied little Welsh.

Nature and type of course being followed as these will vary greatly depending on the needs of the learner and the match between their needs and the type of course that they are following. There will be considerable variation in the expectation of colleges to meet learners' Welsh language needs. Consider the college's Welsh language Scheme when coming to this judgement.

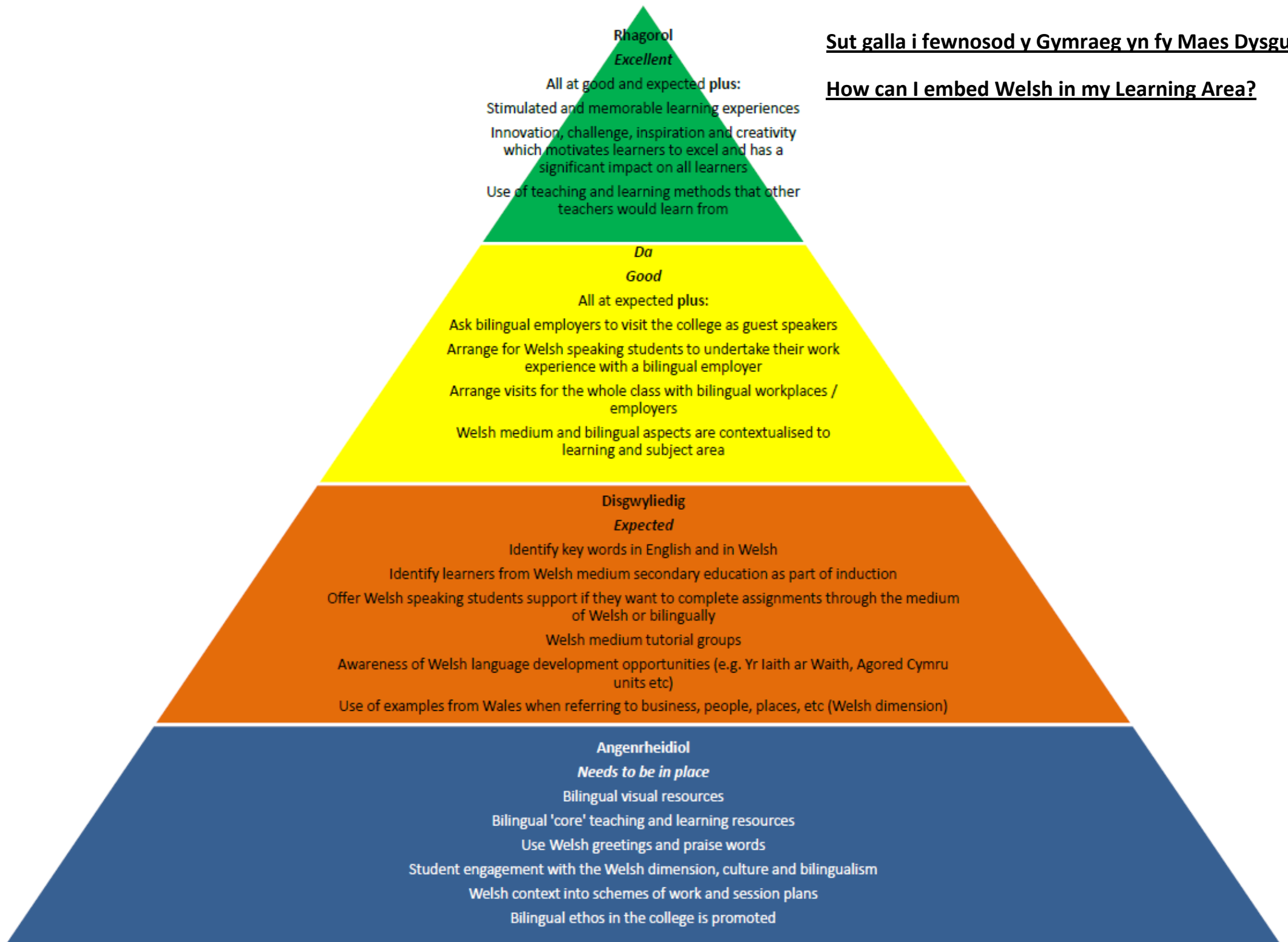
Look at the extent to which the we promote the development of learners' knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

Good learning experiences: There is a good range of enrichment activities that are accessible to all learners. Most learners have good opportunities to learn about global citizenship and sustainable development as well as to develop their knowledge of Wales and the Welsh language.

Unsatisfactory learning experiences: The college does not do enough to extend learners' knowledge of global citizenship, sustainable development as well as learners' knowledge of Wales and the Welsh language. The enrichment programme covers a very limited range of activities and very few learners take part in it.

Sut galla i fewnosod y Gymraeg yn fy Maes Dysgu?

How can I embed Welsh in my Learning Area?



4. Gwefanau defnyddiol / Useful websites

Learning Welsh

<http://www.swansea.ac.uk/undergraduate/academihywelteifi/welsh-for-adults/>

Swansea Welsh for Adults – Details on variety of courses tailored to level of learner.

<http://www.menterabertawe.org/> - **Menter Iaith Abertawe** (events, learning Welsh, courses, community, translation)

<http://www.ybont.org/> - **Y Bont** – resources for Welsh learners

<http://www.menterabertawe.org/papur-bro-wilia/> - **Wilia** – magazine for Welsh learners

<http://www.bangor.ac.uk/canolfanbedwyr/> – **Canolfan Bedwyr** – pronunciation resources for learners, common phrases, signage

<http://cymraegygyweithle.org.uk/en> - **Welsh in the Workplace** – Assessment of Welsh fluency level – to take part in assessment please use **Employer Number: QAN6613 and Employer Name: Coleg Gwyr Abertawe**

<https://site.saysomethingin.com/> - **Say Something in Welsh** – online Welsh learners course

Cwrs Sylfaen App – iTunes app for the iPad, iPhone, iPod for complete beginners, the Foundation Course of Welsh for Adults.

Cwrs Mynediad App – iTunes app for the iPad, iPhone iPod for learners, the Entry Course of Welsh for Adults.

Cwricwlwm Cymreig

<http://www.peoplescollectionwales.co.uk/> - **People's Collection Wales** - Fantastic resources that can be used to embed Welsh ethos in a variety of subjects. Videos, photos, audio, maps, stories – can all be saved in a personal scrapbook and used at a later date. Presentation of contents **S Drive> Bilingual Champion>Presentations>Peoples Collection Wales**

<http://www.dt100.info/> – Resources to celebrate **Dylan Thomas 100** year anniversary

www.s4c.co.uk/clic - **S4C Clic**- Welsh TV channel on demand service

Dictionaries

<http://www.cysgliad.com> – **Cysgliad** - Welsh spell checker and dictionary

<http://www.bbc.co.uk/wales/welshdictionary> - **BBC** bilingual dictionary

<http://techiaith.bangor.ac.uk/GeiriadurAcademi> - Geiriadur **Academi** English/Welsh dictionary

<http://www.termiaduraddysg.org> – Bilingual **Education Terminology** dictionary

5. Adnoddau dysgu fesul Maes Dysgu / Learning resources by Learning Area

Q Drive > WBL Inset > Welsh Ethos

S Drive > Bilingual Champion_Hyrwyddwr Dwyieithrwydd > Resources_Adnoddau

<https://hwb.wales.gov.uk> – HWB - Bilingual/Welsh resources for most areas of post-16 vocational teaching and learning

<https://adnoddau.porth.ac.uk/> - Y Porth - Welsh medium resources

<http://ynyffram.org/> - Yn y Ffrâm (In the Frame) resources for Welsh medium Film and Media students

<http://sgiliaith.llandrillo.ac.uk> – Sgiliaith – Embedding Welsh ethos resources

<http://www.daydreameducation.co.uk> – Daydream Education – Free glossy Welsh classroom resources for Business, Drama, Administration, PE, D&T, ICT (click on Adnoddau Cymraeg)

Bilingualism Advantages

<https://www.careerswales.com/cy/offer-ac-adnoddau/dewis-da-y-gymraeg-yn-y-gweithle/> - Careers Wales – why choose Welsh?

Apps

<http://www.ccwales.org.uk/apps> - Care Council for Wales – Apps for Android/iPhone – Code of Practice, Social Care Induction Framework, Effective supervision, Dementia Care

<http://www.apple.com/apps/itunes-u/> - iTunes U – educational resources App

Studying in Welsh at University

<http://www.colegcymraeg.ac.uk/> - Coleg Cymraeg Cenedlaethol (National Welsh College). Studying in Welsh at universities in Wales. Lecturers funded by Coleg Cymraeg, financial incentives offered to students.

<http://www.swansea.ac.uk/cy/israddedig/academihywelteifi/> - Academi Hywel Teifi – Swansea University Welsh-medium courses

6. Llyfrgell / Library – all books below available at our college libraries

To Search for Welsh books: Library Search > Search in – Series title/Language > Welsh

Health and Social Care

Iechyd a Gofal Cymdeithasol a'r Gyfraith (Health and Social Care and the Law) (2013) ISBN: 9781845215392

Iechyd a Gofal Cymdeithasol a'r Gyfraith: Canllaw i Ddeddfwriaeth i Fyfrwyr (Health and Social Care and the Law: A Guide to Legislation for Students) (2008)

Llawlyfr Iechyd a Gofal Cymdeithasol A-Y (Health and Social Care Handbook A-Z) (2010) ISBN: 9781904837251

Termau Gofal Iechyd Pobl Hŷn (Older People Healthcare Terms) (2005) ISBN: 9781842200803

Childcare

Babanod a Phlant Ifanc – Gofal ac Addysg Plant (Babies and Young Children – Child Care and Education) (2007) ISBN: 9781905617296

Gofal a Datblygiad Plant (Child Care and Development) (2008) ISBN: 9781856448932

Datblygiad Plant - Arweinyfr Darluniadol (Child Development – Illustrative Guidebook) (2008) ISBN: 9781905617661

Cyfnod Sylfaen 3-7 oed. Athroniaeth, Ymchwil ac Ymarfer (Foundation Phase 3-7 years old. Philosophy, Research and Practice) (2012) ISBN: 9780956007919

Gofal Plant a'r Gyfraith (Childcare and the Law) (2013) ISBN: 9781845215170

Termau Iechyd a Meddwl Plant a Phobl Ifanc (Child and Adolescent Mental Health Terms) (2002) ISBN: 9781842200377

Science

Gwyddoniadur Cymru: Yr Academi Gymreig (Science Encyclopedia) (2008)

Economics

Economeg a'r Unigolyn (Economics and the Individual) (1992)

Economeg Ryngwladol (International Economics) (1992)

7. Arfer Da Dwyieithrwydd mewn Darparwyr Dysgu'n Seiliedig ar Waith / Bilingual Good Practice in Work Based Learning Providers

Welsh Word/Phrase of the day/week

Many providers have introduced a Welsh word or phrase of the day or week; which is a great way of promoting the language and promoting inclusivity; as this is a good way to learn a little Welsh no matter what level of Welsh skills the staff and learners have.

If you are brave, you could have a Welsh word of the day; and then create a sentence from these words at the end of the week.

Welsh Wednesdays

You could look to introducing Welsh Wednesdays; where staff and learners are encouraged and praised for using more Welsh than they normally would do.

Weekly Welsh classes/sessions

Some providers encourage staff and/or learners to attend weekly sessions and/or classes where they can practice their skills or learn more Welsh.

Bilingual Phrase posters/Glossary of terms

Some providers have created vocabulary posters to be on walls in classrooms; or to be provided to learners to form part of their resource packs

A Welsh noticeboard and/or Welsh officer at each site

Certain providers have implemented a Welsh noticeboard at each of their sites which promote Welsh language and cultural events; and can also include the Welsh word or phrase of the day. In addition to this, some providers are looking to implement a Welsh officer at each site, which is a Welsh speaking member of staff promoting the use of Welsh at each site.

Incidental Welsh

Due to the current lack of demand for Welsh courses, many providers are making use of incidental Welsh in classrooms and as part of observations and professional discussions as a means of demonstrating its use and encouraging its use as part of the qualification.

Oral work to be completed in Welsh AND Use of digital recorders

Many learners do not want to complete written work in Welsh, despite being fluent Welsh speakers; therefore, some providers have given these learners the opportunity to complete much of, if not all, oral work through the medium of Welsh; which allows for the learner to maintain the skills that they already have. A method used to evidence this work by some providers is through using digital recorders and saving this on their system for quality and audit purposes.

Promoting Welsh Culture

As part of ESDGC, many providers are promoting Welsh culture through **Welsh culture posters**; and celebrating **Welsh cultural days** and events like Saint David's Day. Some providers even transport learners to important local **Welsh cultural sites** like St Fagans and Big Pitt.

I feel that promoting the culture is an important step to getting learners interested in Welsh/bilingual activities.

Similarly, certain providers also celebrate a **Welsh week**; where they partake in Welsh events to promote the importance of Wales and its culture.

Automatic registration

A couple of providers who are able to offer certain routes through the medium of Welsh have implemented a procedure where learners are automatically registered to complete the course in Welsh if they come from a Welsh medium school; where learners then have to opt out to complete the course in English; or to discuss bilingual provision.

Bore clonc

Certain providers have a coffee morning once a month for learners, staff and any other stakeholder that would be interested to attend in order to improve their oral communication skills with other like minded people.

Flashcards

Some providers have implemented, or are looking to implement, a set of flashcards which have useful phrases that tutors and assessors could use in relation to embedding Welsh into their learner's programmes. This demonstrates to learners that even though their assessor doesn't speak Welsh, they are making a conscious effort; which could then encourage the learner to want to use it more.

Sabbatical Scheme

There are providers within the network who have had staff attend the Welsh Language Sabbatical Scheme. The majority of the feedback from the courses is excellent and that it is a worthwhile course. However, there are difficulties in finding time and staff cover for staff to be released. Also, there are logistical concerns where the course is based in North Wales for those living in South Wales. There are three levels to the Sabbatical scheme; where there is the long course, short course and distance learning course. This is definitely something that providers ought to consider.

Welsh Awareness Training

Many providers are providing their staff with Welsh Language Awareness Training; which allows all staff, whether Welsh speaking or not, to consider the use and benefits of the Welsh language in the workplace and in the wider economy. It also demonstrates to everyone that it is the responsibility of all to encourage the use of the language.

Induction Materials

Some providers have some, if not all, their induction materials available to learners in Welsh or bilingually. This is a resource that would be great to share with the rest of the network.

10 Useful phrases for each route

Some providers have a list of useful phrases for the workplace for each occupational sector. This again helps demonstrate the flexibility and the importance of the language; as some customers prefer to speak in Welsh.

Entrepreneur Talks

Certain providers have Welsh speaking entrepreneurs in to speak to learners to demonstrate how they have succeeded; and also as to how Welsh has impacted on their work.

Welsh assessors mentoring learners

Some providers make Welsh assessors available to Welsh speaking learners as mentors to guide them through their qualification in Welsh or bilingually.

Reviews completed in Welsh

There are providers who encourage their assessors and learners to complete review paperwork in Welsh. This is an excellent way to demonstrate that Welsh is used in the workplace; however, does also mean that Welsh speaking administration staff are required when checking the quality of the paperwork submitted.

Sourcing Welsh placements

In order to encourage the use, some providers help learners source placements that are bilingual or Welsh in order that learners get the opportunity to use Welsh in the workplace. This demonstrates the fact that there are opportunities out there for learners to use their Welsh skills; and that they would be more employable if they were to continue with these skills.

Ideas from Learners (Learner Voice)

Some providers involve the learners in the decision making process for Welsh Medium/Bilingual provision/ideas as the learners are more likely to participate in ideas of their own.

Use of Moodle

In order to be more inclusive of all learners, some providers use their Moodle to promote Welsh and include Language Awareness Training for staff and learners alike.

Partnership with Welsh Medium Schools

In order to promote the uptake of Welsh/Bilingual courses, some providers are visiting Welsh Medium schools to promote the benefits of continuing with Welsh as part of their training for better employment opportunities.

Twitter – Welsh word of the day

Some providers take the Welsh word of the day further and use Twitter as a means to promote the Welsh language. It also promotes inclusivity and boosts the popularity of the language.

Use of Social Media

As above – using Welsh on Social Media will boost the status of Welsh and the culture of Wales

Writing Welsh and English in different colours

Some learners may find it difficult to differentiate between the two languages, and find it much easier to see them written in different colours. It also differentiates the two languages and highlights the importance of using both languages in the workplace and wider environment.

Contacting learners from Welsh medium schools

Some providers are contacting those learners who stipulate that they attended a Welsh medium school to promote Welsh medium/Bilingual courses

Welsh Awareness Training for Learners

Awareness training can be just as important for learners as it is for staff. Some providers ensure that learners are aware of the language and culture of Wales and its benefits.

Bilingual Receptionist and Bilingual Phone Message

Many providers have employed/placed a Bilingual receptionist to deal with queries in either language and/or have implemented a recorded message which is bilingual.

Working with Menter Iaith

Some providers have started to work with Menter Iaith on Welsh Language activities that learners can participate in. This promotes the language and how much fun it can be.

Working Welsh Badges

Many providers have taken part in the 'Working Welsh' badges scheme; where all staff able to speak Welsh and are willing to do so, wear a badge stating that they are a Welsh speaker. This promotes the wider use of the language and gets more staff, learners and visitors speaking in Welsh.

Bilingual Email Signatures

This is a simple way to demonstrate to all stakeholders that the organisation (and individual) backs the Welsh language and promotes bilingualism.

Implementation of Welsh Language Scheme

Further Education Colleges are obliged to have a Welsh Language Scheme; however, it is good practice for private WBL providers to have a Welsh Language Scheme highlighting how they will treat the Welsh Language as equal to that of the English language.

8. Cymraeg Achlysurol / Incidental Welsh

Dyma nifer o ymadroddian Gallwch ddefnyddio yn y dosbarth neu ar leoliad, gyda dysgwyr Cymraeg eu hiaith a'r di-Gymraeg.

Here are a few phrases you can use in the classroom or on site, with Welsh-medium learners or non-Welsh speakers.

Bore da	<i>Good morning</i>	Boar-eh dah
Prynhawn da	<i>Good afternoon</i>	Prin-haon dah
Sut wyt ti?	<i>How are you?</i>	Sit ooeet tee?
Coleg Gŵyr Abertawe	<i>Gower College Swansea</i>	
Da iawn ti	<i>Well done you</i>	Dah yaon tee
Ardderchog	<i>Excellent</i>	Ahr-ther-chog
Beth wyt ti'n wneud?	<i>What are you doing?</i>	Beh ooeet teen ooneid?
Ble wyt ti wedi bod?	<i>Where have you been?</i>	Bleh ooeet tee oedi bohð?
Ti'n well?	<i>Are you better?</i>	Teen ooe-ll?
Ie	<i>Yes</i>	
Na	<i>No</i>	
Ateb da	<i>Good answer</i>	Ah-teb dah
Dal ati	<i>Keep at it</i>	Dahl atee
Ti'n gwneud yn dda	<i>You're doing well</i>	Teen gooneid un tha
Diolch	<i>Thank you</i>	Dee-olch
Hwyl	<i>Good bye</i>	Hoo -il
Welai di tro nesa	<i>See you next time</i>	Ooe-lai dee troh ness-ah

ADRAN B
SECTION B

1. Defnyddio'r Gymraeg yng Ngholeg Gŵyr Abertawe

Defnyddio'r Gymraeg yng Ngholeg Gŵyr Abertawe

Y gobaith yw y bydd y Gymraeg yn rhan gwbl naturiol o fywyd Coleg Gŵyr Abertawe, fel y mae mewn rhai ardaloedd o'r ddinas. Mae Cynllun Iaith y Coleg yn sicrhau bod y Gymraeg a'r Saesneg yn cael eu trin yn gyfartal a bod cyfleoedd i fyfyrwyr ddefnyddio'r Gymraeg wrth astudio ac wrth ddefnyddio gwasanaethau'r Coleg.

Astudio drwy gyfrwng y Gymraeg

Hoffwn fod mwy o fyfyrwyr yn astudio drwy gyfrwng y Gymraeg yma. Erbyn hyn, mae modiwlau cyfrwng Cymraeg yn cael eu cyflwyno ym maes Trin Gwallt, ac Iechyd a Gofal Cymdeithasol. Y gobaith yw ehangu hyn i gynnwys Cerbydau Modur, Chwaraeon a'r Celfyddydau Perfformio yn y dyfodol agos, ac yna ar draws yr holl gwricwlwm fel cynllun tymor hir. Mae'n bwysig cofio hefyd fod gan fyfyrwyr hawl i gyflwyno eu gwaith yn y Gymraeg, hyd yn oed os mai Saesneg y mae'r modiwl yn cael ei addysgu (gweler adran 5 (b) am gyfarwyddiadau ar sut i anfon gwaith myfyrwyr i'w gyfieithu).

Gwasanaethau trwy gyfrwng y Gymraeg

Yn unol â'r Cynllun Iaith, mae gwasanaethau'r Coleg ar gael i fyfyrwyr trwy gyfrwng y Gymraeg. Er mwyn pwysleisio statws yr iaith Gymraeg yn y Coleg a rhoi hyder i fyfyrwyr ddefnyddio'r Gymraeg, mae'n arfer dda i negeseuon e-bost at grwpiau o fyfyrwyr fod yn ddwyieithog (nid yw hyn yn angenrheidiol ar gyfer e-byst yn ymwneud â modiwlau cyfrwng Saesneg). Dylai posterï ar hysbysfyrddau, llawlyfrau cwrs, cardiau cwrs, ffurflenni asesu hefyd fod yn ddwyieithog.

Os oes gennych gwestiwn am y Cynllun Iaith, mae croeso i chi gysylltu â Rhian Williams, Swyddog Iaith Gymraeg, rhian.williams@coleggwyrabertawe.ac.uk

1. Using Welsh at Gower College Swansea

Using Welsh at Gower College Swansea

We hope to make the Welsh language an integral part of life at Gower College Swansea, as it is in some parts of the city. The College's Welsh Language Scheme ensures that Welsh and English are treated on an equal basis, and that there are opportunities for students to use Welsh whilst studying and using the College's services.

Studying through the medium of Welsh

We would like to see more students studying through the medium of Welsh here. By now, there are Welsh-medium modules in the Hairdressing and Health and Social Care areas. We hope to expand on this to include Motor Vehicle, Sports and Performing Arts, in the near future, and across the whole curriculum in the long term. It is also important to remember that students have the right to submit their work in Welsh, even if the module is taught in English (see section 5 (B) for guidance on how to submit students' work for translation).

Welsh-medium services

In line with the Welsh Language Scheme, the College services are available to students through the medium of Welsh. In order to emphasise the status of the Welsh language in the College, and to give students confidence to use Welsh, it is good practice to send emails addressed to groups of students bilingually (this is not necessary in relation to emails referring to English medium modules). Posters on notice boards, course handbooks, course cards, assessment forms, should also be bilingual.

If you have any questions about the Welsh Language Scheme, you are welcome to contact Rhian Williams, Welsh Language Officer rhian.williams@gowercollegeswansea.ac.uk

2. Sut i gael gwybodaeth am fyfyrwyr sy'n siarad Cymraeg

Mae'r Hyrwyddwr Dwyieithrwydd yn paratoi rhestr o fyfyrwyr y flwyddyn 1^{af} sy'n siarad Cymraeg ym mhob Maes Dysgu. Bydd y rhestr hon yn cael ei dosbarthu i bob Maes dysgu.

Gellir hefyd edrych ar SID i weld y myfyrwyr sydd wedi nodi eu bod yn siarad Cymraeg, a bydd yr wybodaeth hon i'w gweld ar y rhestr ddosbarth.

3. Asesu dwyieithog/Cymraeg

Mae modiwlau Cymraeg mewn ambell faes ar hyn o bryd. Er enghraifft, Trin Gwallt ac Iechyd a Gofal Cymdeithasol. Y gobaith yw ehangu'r ddarpariaeth yma i feysydd y Celfyddydau Perfformio, Chwaraeon a Cherbyd Modur, ac ar draws yr holl gwricwlwm yn y tymor hir.

Fel coleg rydym eisiau annog myfyrwyr i barhau gyda'u sgiliau Cymraeg. Un ffordd o wneud hyn yw eu hannog i gwblhau asesiadau neu arolygiad yn Gymraeg.

Beth ydy manteision astudio drwy'r Gymraeg neu'n ddwyieithog?

- Ennyn gwell dealltwriaeth o'r pwnc gan fod y myfyriwr yn dysgu, i bob pwrpas mewn dwy iaith
- Cynnal sgiliau ieithyddol sydd eisoes wedi eu meithrin yn yr ysgol
- Datblygu sgiliau gwybyddol
- Datblygu cyfleoedd cyflogaeth gan fod angen pobl ddwyieithog mewn pob math o swyddi
- Rhoi sylfaen ardderchog i yrfa

Sut alla i ddarbwylllo myfyriwr sydd yn amheus o gwblhau asesiadau drwy'r Gymraeg?

Er bod sawl mantais o gwblhau asesiadau trwy'r Gymraeg, mae'r syniad yn parhau i beri pryder i rai myfyrwyr. Dyma rai o'r prif bryderon:

- Poeni nad yw eu Cymraeg yn 'ddigon da'
- Poeni na fyddant yn deall y derminoleg yn Gymraeg
- Poeni nad oes llyfrau/gwerslyfrau Cymraeg ar gael i gefnogi'r dysgu

Mae cefnogaeth ar gael ar gyfer pob un o'r pryderon hyn – gweler adran 5 am fanylion. Mae'r Hyrwyddwr Dwyieithrwydd ar gael i roi cyngor ar unrhyw agwedd ar ddysgu trwy'r Gymraeg.

2. How to obtain information on Welsh speaking students

The Bilingual Champion will prepare a list of first year students who speak Welsh in each Learning Area. This list will be distributed to each Learning Area.

You can also look on SID to identify Welsh-speaking students and this information will also appear on the class list.

3. Bilingual/Welsh-medium assessment

There are Welsh modules in certain areas at the moment. For example, Hairdressing and Health & Social Care. We hope to expand this provision to the Performing Arts, Sports and Motor Vehicle areas, and then across the whole curriculum in the long term.

As a college we want to encourage students to maintain their Welsh skills. One way of doing this is to encourage the completion of assessment or reviews in Welsh.

What are the advantages of studying through the medium of Welsh or bilingually?

- Enables a better understanding of the subject as the student learns to all intents and purposes in two languages
- Maintains language skills that have already been developed in school
- Develops cognitive skills
- Enhances employment opportunities since there is a demand for bilingual people in all kinds of jobs
- Provides an excellent basis for a career

How can I persuade a student who has doubts about completing assessments through the medium of Welsh?

Although completing assessments through the medium of Welsh offers many advantages, the idea continues to cause some students concern. Here are some of the main concerns:

- They worry that their Welsh is not 'good enough'
- They worry that they will not understand the terminology in Welsh
- They worry that there are no books/textbooks available in Welsh to support learning

There is support available for each of these concerns – see section 5 for details. The Bilingual Champion is on hand to give advice on any aspect of learning through the medium of Welsh.

4. Bwrsari cymhelliant ar gyfer myfyrwyr

Bwriedir cynnig bwrsari ar gyfer myfyrwyr sy'n dilyn rhan o'u cwrs yn Gymraeg neu yn ddwyieithog, fel ffordd o annog astudio dwyieithog. Bydd y cymhelliant yma ar ffurf talebau Amazon neu rywbeth cyfwerth.

Os hoffech gael rhagor o fanylion am y cymhelliant yma cysylltwch ag Anna Davies.

5. Cefnogaeth ieithyddol ac astudio i fyfyrwyr

Mae swyddfa'r Hyrwyddwr Dwyieithrwydd wedi ei lleoli yn Nhycoch ond mae'n gweithio ar draws pob campws. Mae croeso i fyfyrwyr a staff drefnu ei gweld am sgwrs.

Mae'r Hyrwyddwr yn cynnig cefnogaeth ieithyddol ac astudio i fyfyrwyr, gyda'r nod o ddatblygu eu hyder wrth ddefnyddio'r Gymraeg. Mae hi'n gweithio gyda meysydd ar draws y coleg, yn datblygu cyrsiau dwyieithog ac adnoddau ar gyfer darpariaeth Gymraeg.

Dyma'r math o gefnogaeth sydd ar gael ar gyfer myfyrwyr:

a) Modiwlau sgiliau iaith

Mae rhai myfyrwyr sy'n siarad Cymraeg yn teimlo nad yw eu Cymraeg llafar neu ysgrifenedig yn 'ddigon da'. Os ydynt yn poeni am safon eu Cymraeg, yn hytrach na pharhau i deimlo'n ddihyder ac ansicr, mae modd iddynt ddilyn modiwl iaith sy'n cael eu cyflwyno gan asiantaethau amrywiol. Gall y modiwlau hyn helpu'r myfyrwyr i fagu mwy o hyder wrth ddefnyddio'r Gymraeg.

Mae'r modiwlau yn canolbwyntio ar ddatblygu sgiliau iaith gofal cwsmer, a fydd o gymorth mawr i fyfyrwyr wrth gyflawni aseiniadau yn Gymraeg, ac wrth baratoi at y byd gwaith dwyieithog yng Nghymru.

Am fwy o wybodaeth, cysylltwch â'r Hyrwyddwr Dwyieithrwydd, Anna Fflur Davies - anna.davies@coleggwyrabertawe.ac.uk <<mailto:anna.davies@coleggwyrabertawe.ac.uk>>

b) Cyfieithu

Mae'r uned gyfieithu yn cyfieithu nifer fawr o ddogfennau gweinyddol ac academiaidd ar gyfer pob maes dysgu ac adran yn y coleg. Mae dau wasanaeth y gallwch sôn wrth fyfyrwyr amdanynt:

4. Bursary incentive for students

A bursary is planned for students who follow part of their course in Welsh or bilingually, as a way to encourage bilingual study. This incentive will be in the form of Amazon vouchers or equivalent.

If you would like more information about this incentive contact Anna Davies.

5. Language and study support for students

The Bilingual Champion's office is located in Tycoch, but she works across all campuses. Staff and students are welcome to arrange to meet for a chat.

The Champion offers language and study support to students, with the aim of developing their confidence in using Welsh. She works with areas across the college, developing bilingual courses and resources for Welsh delivery.

This is the kind of support that is available for students:

a) Language skills modules

Some Welsh speaking students feel that their spoken or written Welsh is not 'good enough'. If they are concerned about the standard of their Welsh, rather than continuing to lack confidence and being unsure of their Welsh, they could follow a language module delivered through a variety of agencies. These modules can help students to boost their confidence in using their Welsh.

The modules focus on the development of customer care language skills, that will be a great help to students as they complete assignments in Welsh, and as they prepare for the bilingual working world in Wales.

For more information, contact the Bilingual Champion, Anna Fflur Davies – anna.davies@gowercollegeswansea.ac.uk

b) Translation

The translation unit translates a large number of administrative and academic documents for each learning area and department in the College. Two services are available for students:

Cyfieithu traethodau myfyrwyr

Mae gan fyfyrwyr hawl i gyflwyno traethodau yn Gymraeg, hyd yn oed os nad yw'r tiwtor/aseswr yn deall Cymraeg. Cyfrifoldeb y tiwtor/aseswr yw cysylltu â'r Uned Gyfieithu i drefnu cyfieithiad i'r Saesneg.

Un o bryderon rhai myfyrwyr yw y gallai'r cyfieithiad newid ansawdd y traethawd. Gwaith cyfieithwyr yw ceisio adlewyrchu arddull, cywair a lefel iaith y cynnwys gwreiddiol, felly bydd y cyfieithiad yn adlewyrchu'r gwreiddiol mor agos â phosib.

Dyma'r camau y dylid eu dilyn i drefnu cyfieithiad o draethawd myfyrwr:

- Y tiwtor/aseswr yn gosod dyddiad ar gyfer cyflwyno'r traethawd.
- Y tiwtor/aseswr i sicrhau bod y myfyrwyr yn gwybod o'r dechrau y gallant gyflwyno'r traethawd yn Gymraeg os ydy'n well ganddynt.
- Y myfyrwyr sydd eisiau cyflwyno'r traethawd yn Gymraeg i sicrhau bod y tiwtor/aseswr yn gwybod hynny mor fuan â phosibl.
- Y tiwtor/aseswr i gysylltu â'r Uned Gyfieithu i'w rhagrybuddio y bydd traethawd/traethodau i'w cyfieithu ar y ffordd cyn y dyddiad cyflwyno/cau.
- Unwaith mae'r tiwtor/aseswr wedi derbyn y traethodau, dylid anfon y gwaith at yr Uned Gyfieithu drwy <http://intranet/welshtranslation/>, neu danfon copi caled yn y blwch mewnol Cymraeg, a thrafod dyddiad i'w dychwelyd.

Yn aml bydd modd gwneud y gwaith ynghynt, ond mae hyn yn llwyr ddibynnu ar lwyth gwaith y cyfieithydd. Er mwyn derbyn y traethawd yn ôl mewn da bryd, dylid anfon y gwaith at yr uned mor fuan â phosib.

Translating students' essays

Students have the right to submit their essays in Welsh, even if the tutor/assessor does not understand Welsh. It is the tutor/assessor responsibility to contact the Translation Unit to organise an English translation.

Some students are concerned that the translation could alter the quality of their essay. The translator's task is to try to reflect the style, register and language level of the original content, so that the translation reflects the original as closely as possible.

See below the procedure to be followed to arrange a translation of a student's essay:

- The tutor/assessor sets a date for submitting the essay.
- The tutor/assessor should ensure that students are aware from the start that they can submit their essay in Welsh if they prefer.
- Students who wish to submit their essay in Welsh should ensure that the tutor/assessor is aware of this as soon as possible.
- The tutor/assessor should contact the Translation Unit to give them advance warning that an essay will be sent for translation on the submission date deadline.
- Once the tutor/assessor has received the essays, the work should be sent to the Translation Unit via <http://intranet/welshtranslation/>, or send a hard copy through the internal WELSH Mail, and a date for their return will be discussed.

It will often be possible for the work to be completed sooner, but this completely depends on the workload of the translator. To be sure of getting the essay back in good time, the work should be sent to the unit as soon as possible.

Cyfieithu cyflwyniadau myfyrwyr

Weithiau, bydd gofyn i fyfyrwyr wneud cyflwyniad o flaen eu cyd-fyfyrwyr. Mae gan y myfyrwyr hawl i wneud cyflwyniad yn Gymraeg hyd yn oed mewn dosbarthiadau lle nad yw pawb yn deall Cymraeg. Cyfrifoldeb y aseswr/tiwtor yw trefnu bod cyfieithydd ar y pryd yno i gyfieithu i'r myfyrwyr a'r staff di-Gymraeg.

Dyma'r camau y dylid eu dilyn i drefnu cyfieithydd ar y pryd ar gyfer cyflwyniad myfyriwr:

- Y aseswr/tiwtor yn pennu dyddiad ar gyfer y cyflwyniad.
- Y aseswr/tiwtor i sicrhau bod y myfyrwyr yn gwybod o'r dechrau y gallant gyflwyno yn Gymraeg os ydy'n well ganddynt.
- Y myfyrwyr sydd eisiau cyflwyno yn Gymraeg i sicrhau bod y aseswr/tiwtor yn gwybod hynny mor fuan â phosibl.
- Y aseswr/tiwtor i gysylltu â'r Uned Gyfieithu i drefnu cyfieithydd ar y pryd ar y dyddiad penodedig mor fuan â phosibl.
- Y myfyriwr i sicrhau bod y cyfieithydd yn cael copi o'r cyflwyniad o leiaf 5 diwrnod cyn y cyflwyniad, er mwyn rhoi amser i'r cyfieithydd ddarllen y gwaith a chwilio am unrhyw dermau arbenigol.
- Y aseswr/tiwtor i anfon unrhyw bapurau eraill perthnasol (ee testun, cwestiwn), a rhoi gwybod faint o bobl fydd angen y gwasanaeth.
- Bydd y cyfieithydd yn sicrhau bod gwrandawyr yn deall sut i ddefnyddio'r offer, a sicrhau nad yw'r cyfieithu ar y pryd yn amharu ar y cyflwynydd.

Cyfeiriwch bob ymholiad am gyfieithu at Rhian Williams, Swyddog Iaith Gymraeg – Rhian.Williams@coleggwyrabertawe.ac.uk

Translating students' presentations

Sometimes students will be asked to do a presentation in front of their fellow students. Students have the right to give their presentations in Welsh even in classes where not everybody understands Welsh. It is the assessor/tutor's responsibility to ensure a simultaneous translator is present to translate for non-Welsh speaking students and staff.

See below the procedure to follow when arranging a simultaneous translator for a student presentation:

- The assessor/tutor's sets a date for the presentation.
- The assessor/tutor's should ensure that the students are aware from the outset that they can present in Welsh if they prefer.
- Students who wish to present in Welsh should ensure that the assessor/tutor's is aware of this as soon as possible.
- The assessor/tutor's should contact the Translation Unit to arrange a simultaneous translator for the appointed day, as soon as possible.
- The student should ensure that the translator receives a copy of their presentation at least 5 days in advance so that the translator has time to read the work and look up any specialist terminology.
- The assessor/tutor's should send any other relevant papers (ie topic, question), and let the translator know how many people require the service.
- The translator will ensure that the listeners know how to use the equipment, and that the simultaneous translation does not disturb the presenter.

Please direct all enquiries regarding translation to Rhian Williams, Welsh Language Officer – Rhian.Williams@gowercollegeswansea.ac.uk

c) **Cysgliad** (www.bangor.ac.uk/cysgliad)

Mae'r meddalwedd cyfrifiadurol Cysgliad yn becyn poblogaidd dros ben, ac yn hynod ddefnyddiol ar gyfer cywiro sillafu a gwallau iaith yn y Gymraeg, ac yn addas i staff a myfyrwyr fel ei gilydd. Mae'n cynnwys:

- Cysill – rhaglen sy'n gwirio sillafu a gramadeg
- Cysgeir – casgliad o eiriaduron electronig Cymraeg/Saesneg a Saesneg/Cymraeg

Mae Cysgliad ar gael ar y we <http://www.cysgliad.com/>, ac mae hefyd ar gael i'w brynu o Ganolfan Bedwyr, Prifysgol Bangor ar gyfrifiaduron personol. Mae'n syniad da i fyfyrwyr sy'n dilyn rhan o'u cwrs drwy'r Gymraeg brynu copi i'w cyfrifiaduron personol. Mae'r pecyn ar gael am bris arbennig o £20 i fyfyrwyr.

d) **Terminoleg**

Os ydy myfyrwyr neu staff yn methu â dod o hyd i'r term cywir am rywbeth, neu'n cael trafferth defnyddio termau technegol, mae'r adnoddau ar-lein isod yn fan cychwyn da. Maent yn cynnwys ystod eang o eiriaduron termau dwyieithog mewn nifer o feysydd gwahanol:

- Geiriadur yr Academi - <http://techiaith.bangor.ac.uk/GeiriadurAcademi>
- Terminoleg Addysg - <http://www.termiaduraddysg.org>

Yn ogystal, mae cymorth ar gael gan gyfieithwyr y coleg. Mae croeso i staff a myfyrwyr gysylltu â nhw drwy Rhian Williams.

e) **Cymorth ar-lein - coleggwyrabertawe.ac.uk/cymorthcymraeg**

Cymorth Cymraeg – mewn datblygiad

Ceir manylion am weithgareddau Cymraeg a dwyieithog y coleg drwy'r CGCGA, manylion cyrsiau a modiwlau sydd ar gael yn Gymraeg ac yn ddwyieithog, a gwybodaeth am y gefnogaeth sydd ar gael i fyfyrwyr sy'n dymuno parhau â'u sgiliau yn Gymraeg.

f) **Cefnogaeth astudio**

Mae'r gefnogaeth hon ar gael drwy'r Gymraeg. Cysylltwch ag Anna Davies i drefnu.

c) Cysgliad (www.bangor.ac.uk/cysgliad) – Welsh spell checker

The computer software Cysgliad is a very popular, and is extremely useful for spellchecking and identifying language errors in Welsh, it is suitable for staff and students alike. It includes:

- Cysill – a programme that corrects spelling and grammar
- Cysgeir – a collection of electronic Welsh/English and English/Welsh dictionaries

Cysgilad is available online <http://www.cysgliad.com/>, and it can also be bought from Canolfan Bedwyr, Bangor University for personal computers. It would be a good idea for students who study part of their course in Welsh to buy a copy for their personal computers. The package is available for the special price of £20 to students.

d) Terminology

If students or staff cannot find the correct term for something, or have difficulty using technical terminology, the online resources below are a good starting point. They include a wide range of bilingual dictionaries for terms in many different fields:

- Welsh Academy Dictionary - <http://techiaith.bangor.ac.uk/GeiriadurAcademi>
- Education Terminology - <http://www.termiaduraddysg.org>

Help is also available from the college translators. Staff and students are welcome to contact them through Rhian Williams.

e) Online support - gowercollegeswanssea.ac.uk/welshsupport

Welsh Support – in development

There are details on Welsh And bilingual college activities and events via through the GCSWS, courses and modules available in Welsh and bilingually, and information about the support available to students who wish maintain their skills in Welsh.

f) Study support

This support is available through the medium of Welsh. Contact Anna Davies to arrange.

6. Adnoddau Dwyieithog / Bilingual Resources

a) Moodle

Sefydlwyd adran Adnoddau Dwyieithog ar Moodle er mwyn annog rhannu adnoddau dysgu cyfrwng Cymraeg, a hwyluso'r broses o ddysgu modiwlau dwyieithog a'r Cwricwlwm Cymreig.

Mae'n cynnwys:

- **Geiriaduron**
- **Adnoddau dysgu Cymraeg**
- **Adnoddau dysgu pob Maes Dysgu**

A Bilingual Resources section has been established on Moodle to encourage the sharing of Welsh and bilingual learning resources, and to facilitate the process of teaching bilingual modules and the Curriculum Cymreig.

It includes:

- **Dictionaries**
- **Resources for learning Welsh**
- **Learning resources for each Learning Area**

b) Manylebau fesul Maes Dysgu / Specifications by Learning Area

Mae'r manylebau canlynol ar gael yn Gymraeg a gallwch eu canfod ar yr **S Drive > Hyrwyddwr Dwyieithrwydd > Adnoddau > WBL**

*The following specifications are available in Welsh on the **S Drive > Bilingual Champion > Resources > WBL***

BTEC Firsts – QCF o Medi/September 2010

L2 Art and Design

L2 Creative Media

L2 Health and Social Care

L2 Music

L2 Performing Arts

L2 Public Services

L2 Sport

BTEC Nationals – QCF o 2010

L3 Art and Design

L3 Business

L3 Creative Media

L3 Health and Social Care

L3 Music and Music Technology

L3 Sport

BTEC Firsts 2006

L2 Children's Care, Learning and Development

BTEC Nationals 2007

L3 Art and Design

L3 CCLD

L3 Health and Social Care

L3 Performing Arts

L3 Sport

L3 Uniformed Public Services

Mae'r canlynol ar gael yn Gymraeg a hefyd ar yr S Drive.

The following are also available on the S Drive.

CACHE – HSC & CCLD

Level 2 Specification Diploma HSC QCF 2013

Level 2 Optional Units HSC NCF 2011

Level 3 Candidate Booklet HSC NQF 2011

Level 3 Optional Units HSC NQF 2011

Level 3 Research Task HSC NQF 2011

Level 3 Specification Diploma HSC QCF

Level 3 Specification Extended Diploma HSC QCF

Level 5 Diploma in Leadership CCLD QCF

Business Administration – QCF Specifications – L1-6

c) S Drive

Dyma ble mae nifer o adnoddau dwyieithog yr Hyrwyddwr Dwyieithrwydd yn cael eu cadw:

Here is where a number of the Bilingual Champion bilingual resources are kept:

S Drive > Hyrwyddwr Dwyieithrwydd > Adnoddau

S Drive > Bilingual Champion > Resources

