

Assessment of the Welsh language skills requirements of a new or vacant post

This form has six parts; please ensure you complete them all. If you have not done already, please refer to the Instructions and FAQs before you attempt to complete this form.

*The text in yellow boxes will help you to move through the form. **Please read these carefully.***

Part 1: Job details

Recruitment type

New post

Post reference (filename you have saved the form with): WLA-27-6-22-KG

Post title: Senior Finance Assistant (Capital and Financial Management Support)

Contract type (e.g. full time, secondment): Full time

Part 2: Tasks of the role

Indicate below which, if any, of these tasks will be involved as part of the role to be advertised. Later on you will be assessing what level of language is required, referring to the [Welsh language skills guide](#).

Nature of the role – spoken communication

Y

N

Answering telephone calls as first point of contact on a main telephone number, helpline, or call centre or national number ([Standards 8-16](#))

N

Greeting visitors and/or members of the public face-to-face in a reception area ([Standards 50-53](#))

N

*These are services that need to be carried out through the medium of Welsh to comply with the Welsh Language Standards. Part 3 will help you to decide whether you currently have the Welsh language skills capacity to achieve this, or whether your new post will need to be designated as Welsh **essential**.*

Delivering education courses (e.g. training to groups as part of a health intervention programme) to members of the public (people acting in a private capacity) ([Standard 63](#))

N

Carrying out clinical consultations (e.g. one-on-one counselling as part of Help Me Quit, screening appointments) with members of the public (people acting in a private capacity) ([Standards 110 and 111A](#))

N

Interacting with service users as part of a health improvement programme (e.g. healthy schools), particularly in areas of higher need for Welsh-language services		N
<p><i>We need to provide courses under Standard 63 in Welsh if our assessments indicate a need; at the same time, we need to be actively working towards increasing our capacity to offer a Welsh language service during clinical consultations (Standards 110 and 111A).</i></p> <p><i>In addition, we are striving to increase our Welsh language provision in user-facing activities across the board.</i></p> <p><i>The need for this might be increased depending on geographical coverage and/or demographic profile of your service users (see the FAQs for priorities here; you can also talk to the Welsh language officers for more advice on how these factors affect your service). Part 3 will help you to decide whether you currently have the capacity to achieve this, or whether your new post will need to be designated as Welsh essential or desirable. Clinical needs are paramount.</i></p>		
Nature of the role – written communication	Y	N
Responding to written correspondence external to PHW (answering queries and enquiries, etc.)		N
Drafting written materials (PowerPoint slides, signage, invitations, advertisements, etc.) for events and similar		N
Posting messages on social media		N
<p><i>There will need to be Welsh-language versions of all of these written materials. Translation is available but might incur delay and cost so it might help your workflow to have someone on your team who can draft texts bilingually. This is particularly true for anything that is time sensitive (e.g. social media posts). Part 3 will help you to decide whether you currently have the Welsh language skills capacity to achieve this, or whether your new post will need to be have some level of Welsh designated to it.</i></p>		
<p><i>If you have answered No to all the above questions, and you are sure that you are currently meeting all your team's obligations under the Standards and More Than Just Words, then you are likely to be able to designate the role as Welsh language skills are not necessary. You might still wish to designate as Welsh desirable, if you think having additional support will be beneficial to your team.</i></p>		

*If you will designate the role as **Welsh essential**, **desirable** or **to be learnt in post**, please proceed to **Part 3** on the next page.*

*If you will designate the role as **Welsh language skills are not necessary**, you can proceed straight to **Part 4**.*

Part 3: Your Team		
Alternative arrangements	Y	N
1. Are there already enough Welsh speaking members of your team for you to be able to fulfil the tasks selected above at all times (bearing in mind shifts, holidays, sickness cover, etc.)?	Y	
<ul style="list-style-type: none"> • If Yes, go to question 2. • If No, go to question 3. 		
2. Is it likely that this situation will change in the foreseeable future (e.g. impending retirement or maternity leave)?		N
<ul style="list-style-type: none"> • If No, and you are sure that you are meeting your statutory requirements under the Welsh Language Standards at all times, you might consider that an assessment of Welsh language skills are not necessary is appropriate for this post. (If you would like further advice on your obligations under the Standards contact the Welsh language officers.) If this is the case, you can now go straight to Part 4. • If Yes, go to question 3. 		
3. Are there others in the team (not considered in question 1 above) whose Welsh language skills could be improved enough to provide the necessary service?		
<ul style="list-style-type: none"> • If Yes, go to question 4. (You can contact the Welsh language officers for help in putting a training plan in place.) • If No, it's likely that some level of Welsh language skills are required for this post – either essential or desirable, depending on the level of provision that you already have. 		
4. Can the work/team be re-structured or re-distributed so that the Welsh language aspects of the role can be covered by Welsh speaking staff who currently undertake other duties?		
<ul style="list-style-type: none"> • If Yes, go to question 5. • If No, it's likely that Welsh language skills are required for this post – either essential or desirable, depending on the level of provision that you already have. 		
5. Can this arrangement be a long-term solution? In other words is redistributing the work to existing Welsh speaking officers a viable solution in the long term?		
<ul style="list-style-type: none"> • If Yes, then Welsh language skills may not be essential, though you may want to consider an assessment of desirable in order to reduce the need to re-distribute work or re-structure the team. • If No, then Welsh language skills are likely to be essential for this post. However, you should also consider whether you have sufficient Welsh language capacity in the team in the short term to allow you to assess the vacancy as 'Welsh to be learnt when appointed'. 		
<p>Note here any other factors that should be considered when determining the language requirements of this post (e.g. specialist translation skills needed).</p>		

Please proceed to Part 4 on the next page.

Part 4: Designation

The Welsh language requirements of the post have been identified as (choose an item from the drop-down box):

Welsh language skills are desirable

Please note the required skills level for each of the below categories (Reading, Speaking and Writing). Using the [Welsh language skills level guide](#), think objectively about what the post-holder will need to be able to do, and which description most closely matches the level of language required for each type of task.

Skill	Speaking	Reading	Writing
Select rating (0–5)	1	1	1
If not level 0, give example(s) of tasks to be carried out in Welsh	Replying to general finance queries	Replying to general finance queries	Replying to general finance queries

Note here any additional, specialist Welsh language needs you have identified:

Part 5: Administration

Completed by:	Kelly Gibbons
Directorate:	Finance
Contact details:	Email: Kelly.gibbons@wales.nhs.uk
	Phone: 02920 104384
Date Assessment Completed:	11/04/2024

Please proceed to Part 6 (Feedback) on the next page.

Once you have completed Part 6 refer back to the Instructions document to find out where you need to send/upload this form.

Part 6: Feedback

1	Instructions and FAQs for managers in relation to assessing the Welsh language skills requirements of Public Health Wales posts
a	<p>How helpful were the Instructions and FAQs at explaining the process?</p> <p>4 - quite helpful</p> <p>Any additional comments?</p>
b	<p>Did the Instructions and FAQs tell you everything you needed to know?</p> <p>4 - quite, although I had one or two questions</p> <p>Any additional comments? (e.g. something you needed that wasn't on the FAQs; a part that was particularly helpful)</p>
2	Assessment tool
a	<p>How easy was the tool to use?</p> <p>4 - quite easy</p> <p>Any additional comments?</p>
b	<p>Was there anything else that you needed to take into account that wasn't on the tool? (If so, please give details.)</p>
c	<p>How helpful was the tool in identifying the Welsh language skill requirements of the post objectively?</p> <p>3 - neutral</p> <p>Any additional comments?</p>
3	Any further additional comments?

Welsh language skills level guide

At these levels a person can:

	0	1	2	3	4	5
Speaking	<ul style="list-style-type: none"> not speak or understand any Welsh. 	<ul style="list-style-type: none"> pronounce Welsh words, names, etc. use and understand greetings understand and use basic everyday words and phrases: e.g. thank you, please, excuse me, may I speak to. 	<ul style="list-style-type: none"> understand the gist of Welsh conversations in work. understand, ask and respond to simple job related requests, questions and instructions. express opinions in a limited way as long as the topic is familiar. 	<ul style="list-style-type: none"> understand much of what is said in the workplace. keep up a simple conversation or answer simple questions on a work related topic but may need to revert to English to discuss complex or technical issues. offer advice on simple job related matters. 	<ul style="list-style-type: none"> keep up an extended casual work related conversation. give a presentation with a good degree of fluency but may need to revert to English to answer unpredictable questions or explain complex points. 	<ul style="list-style-type: none"> advise on/talk about routine, non-routine, complex, contentious or sensitive issues related to own experience. give a presentation/ demonstration and deal confidently with hostile or unpredictable questions.
Reading	<ul style="list-style-type: none"> not read or understand any Welsh. 	<ul style="list-style-type: none"> understand simple key words and sentences on familiar/ predictable matters relating to own job area, e.g. on signs, in letters. 	<ul style="list-style-type: none"> understand factual, routine information and the gist of non-routine information on familiar matters relating to own job area, e.g. in standard letters, leaflets. 	<ul style="list-style-type: none"> scan texts for relevant information. understand a fair range of job related routine and non-routine correspondence, factual literature, etc. when standard language is used. 	<ul style="list-style-type: none"> read and understand information fairly quickly as long as no unusual vocabulary is used and no complex or technical information is involved. 	<ul style="list-style-type: none"> understand complex ideas and information expressed in complex or specialist language in documents, reports, correspondence, articles, etc.

Writing	<ul style="list-style-type: none"> not write in Welsh. 	<ul style="list-style-type: none"> fill in simple forms, note down simple information (e.g. Welsh name, address, date) 	<ul style="list-style-type: none"> write short notes/letters/messages on a limited range of predictable topics related to own personal experience or own job area. 	<ul style="list-style-type: none"> write a detailed/descriptive letter relating to own job area, but will need to have it checked. make reasonably accurate notes while someone is talking. 	<ul style="list-style-type: none"> prepare formal letters of many familiar types such as an enquiry, complaint, request and application. take reasonably accurate notes in meetings or straightforward dictation. write a report/document relating to own job area but will need to have it checked. 	<ul style="list-style-type: none"> write letters on any subject. write full/accurate notes of meetings while continuing to follow discussions and participate in them. write reports/documents with confidence but they may need to be checked for minor errors of spelling and grammar.
----------------	---	---	---	---	---	---