

Welsh Language Scheme Guidance on Recruitment

Cardiff and Vale University Health Board

Staffing and Recruitment

- The UHB will consider language ability as one of the many relevant skills when appointing staff.
- For clinical workplaces, teams, and posts where the desirability or need to appoint a Welsh speaker has been identified, UHB will advertise and recruit to the post on that basis provided that all other professional qualifications and experience are suitable.
- To increase the number of Welsh speakers, Directorate Managers will prioritise posts where there is the greatest need for vocational and in-service training in the Welsh language.

When do you need Welsh speaking skills as part of the job description

You should consider including Welsh speaking skills as part of the job description when if:

your team provide healthcare for the following groups:

- Children and Young People
- Older People
- Mental Health Service Users
- People with Learning Disabilities

They would be expected to talk with patients/service users on a day-to-day basis. For example, will they be:

- talking with patients/ service users regarding their health care
- discussing patient's anxieties, or when they
- providing palliative care

They would be expected to write text for the patient to read.

For example:

- Write notes of advice/guidance on patient treatment.

How you can include the Welsh language into the job specification?

Describe what kind of Welsh speaking skills you need, try to explain how the language skill will be used in a clinical/healthcare setting:

- using language skills to talk with patients
- Using their skills to write in documents aimed towards for patients.

Here are some examples of how you could write the skills specification:

Ward Nurse The ability to conduct simple conversations with

	patients in Welsh is desirable for this post.
Physiotherapist	The ability to give instructions and advice in Welsh is essential for this post and the ability to write in Welsh is desirable.
Psychologist	The ability to conduct psychological assessments through the medium of English and Welsh and the ability to present written information in both languages is essential for this post.
Receptionist	The ability to speak Welsh with our customers is desirable for this post.
Appointments Clerk	The ability to converse at ease with customers in Welsh is essential for the post.