

COMPLIANCE WITH RECORD KEEPING STANDARDS

STANDARD No.	STANDARD	HOW THE COLLEGE INTENDS TO COMPLY
Standard 154	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	All complaints follow a laid down procedure, which includes not treating the Welsh language less favourably and retains all evidence of the complaint itself and all related correspondence/documentation until the procedure comes to its conclusion.
Standard 155	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	
Standard 156	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	
Standard 157	You must keep a record of the steps that you have taken in order to ensure compliance with the policymaking standards with which you are under a duty to comply.	
Standard 158	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with Std 134,) of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skills level of those employees.	Human Resources conduct annual reviews and analysis of the Welsh language skills of all staff.
Standard 159	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses provided in Welsh (in accordance with std 145), and (b) if a welsh version of a course was provided in accordance with std 135, the percentage of the total number of staff attending the course who attended that version.	Human Resources keep a record of all Welsh training completed by all members of staff.
Standard 161	You must keep a copy of every assessment that you carry out (in accordance with std 145), in respect of the Welsh language skills that may be needed in relation to a new or vacant post.	Relevant forms are completed and kept for auditing purposes in relation to the Welsh skills that may be needed for every post.
Standard 162	You must keep a record, in relation to each financial year, of the number of new and vacant posts which were categorised (in accordance with std 145) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed ot the post; (c) Welsh language skills arte desirable; or (ch) Welsh language skills are not necessary.	

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