



**Western Cape
Government**


Agriculture

LANGUAGE POLICY FOR THE ELSENBURG AGRICULTURAL TRAINING INSTITUTE

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Approval of Language Policy

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	:	
Approved By	:	HEAD OF DEPARTMENT: AGRICULTURE
	:	
Signature	:	

Please note that the implementation of the Language Policy contained in this document is subject to approval and signature of the delegated authority.

ABBREVIATIONS

ATIs Agricultural Training Institutes
EATI Elsenburg Agricultural Training Institute

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1. PREAMBLE

The Elsenburg Agricultural Training Institute of the Western Cape Department of Agriculture ("the Department") facilitates and provides structured agricultural education to students in the agricultural sector. In order to establish a knowledgeable, prosperous and competitive sector, the Elsenburg Agricultural Training Institute is committed to educate and train all students in the agricultural industry.

Elsenburg Agricultural Training Institute ("the Institute") is a multilingual institution that promotes the use of the three official languages of the Western Cape, namely Afrikaans, English and Xhosa. It adheres to the constitutional principle of affording students, lecturers and the public the right to use their language of choice within the parameters of the Western Cape Provincial Languages Act (Act 13 of 1998) and the Western Cape Government Language Policy (2005).

2. PURPOSE

This Language Policy represents a cascading down of the principles set out in the Western Cape Government Language Policy (2005) and the adaptation thereof to suit the specific circumstances at the Institute. It aims to promote diversity and equity by adopting a multilingualism approach in support of all three official languages of the Western Cape, namely Afrikaans, English and Xhosa.

Each and every student must be able to communicate and be communicated to in the language of his/her choice with due consideration of practicalities (e.g. the facilitator's language capability or whether interpreting and/or translation services are available). This is very important especially in dealing with complex subject specific issues.

3. SCOPE

This Language Policy applies to all students registered for higher education qualifications at the Institute and all employees of the Institute.

4. APPLICABLE LEGISLATION AND POLICIES

- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The Constitution of the Western Cape (Act 1 of 1998)

- Western Cape Provincial Languages Act (Act 13 of 1998)
- The Language Policy of 2005 that was accepted by Western Cape Government as the official Language Policy of the Western Cape.

5. PRINCIPLES

5.1 Flexibility, functionality and tolerance

This Language Policy underlines a tolerant, flexible approach to matters concerning language. The emphasis is on practicality. Wherever necessary, the functional mixing, concurrent or interchanging use of languages will be permitted (e.g. the students may pose questions in the language of their choice). All staff will be made aware of this approach, with the focus on the management of the class situation by the lecturers.

5.2 The language of teaching, learning and assessment

The Institute will follow an inclusive multilingual approach where effective communication takes precedence over language preference, with linguistic interventions such as interpreting and translation services being made available, where possible, to optimise teaching and learning.

This will apply to:

- Language used in lectures, tutorials and practicals;
- Language used in the setting and writing of tasks, assignments, tests and examinations (i.e. all tasks, assignments, tests and examinations shall be made available in Afrikaans and English, and where possible in Xhosa).

Promotion of multilingualism and access to academic and professional discourse:

- Students will be assisted to develop their academic literacy in Afrikaans, English and Xhosa as far as possible. The Institution will actively develop terminology and avail learning material in Afrikaans, English and Xhosa through translation.
- Students and staff will be encouraged to improve proficiency in Afrikaans, English and Xhosa through language acquisition courses.

5.3 Student Learning

Study notes will be available in Afrikaans and English. Students may ask questions in their language of choice and have them interpreted where possible to allow all students to participate in the discussions.

The following additional support is currently being sourced in order to ensure that our commitment to inclusive and quality education continues to be prioritised:

- Tutorial classes;
- Interpreters in classes, as required;
- Interpreting equipment;
- Language service to translate study material.

5.4 Student Assessment

In line with the multilingual approach, students will also be allowed to answer tests and complete assignments in Afrikaans, English or Xhosa.

6. PROVISIONS

6.1 The Practical Implications for the Institution

- Explanations and group discussion (tutorial assistance) may take place in any appropriate language outside of formal lectures, to add value to formal lectures
- Tutorial classes are to be introduced to assist students.

6.2 Objectives and practical implications of the language of management and administration internal communication:

The main languages of internal communication for academic and administrative purposes will be Afrikaans and English. The Institute will progressively also make all information available in Xhosa.

In spoken debate and deliberation, the objective is to be understood by everyone present. If a speaker prefers to use a language of his/her choice, which might not be understood by everyone, use should be made of interpreting services, as and when the need may arise and where operationally possible.

The Institution will avail staff to attend to enquiries in Afrikaans, English and Xhosa, particularly during advisory sessions and at registration and examination time.

Arrangements should be made for South African Sign Language interpreting, where possible, if timeous notice (preferably at least five days) is given.

The Institution will endeavour to continuously promote multilingualism, linguistic diversity and mutual respect at the Institute.

External communication:

External communication should be in the language of the client's preference.

Signage:

Signage must be in Afrikaans, English and Xhosa.

International communication:

International communication will be in English.

7. MONITORING AND EVALUATION

Monitoring and evaluation of the application of the Language Policy will be conducted by the Management of the Institute.

8. DISPUTE RESOLUTION

Any dispute in relation to the Language Policy, its application and implementation shall be managed in line with the dispute resolution and grievance mechanisms of the Department or of the Institute.

9. DEVIATIONS

Deviations to the Language Policy will be submitted to the relevant delegated authority for consideration.

10. REVIEW

The Language Policy will be reviewed every three years or whenever it is deemed necessary.

5 May 2016