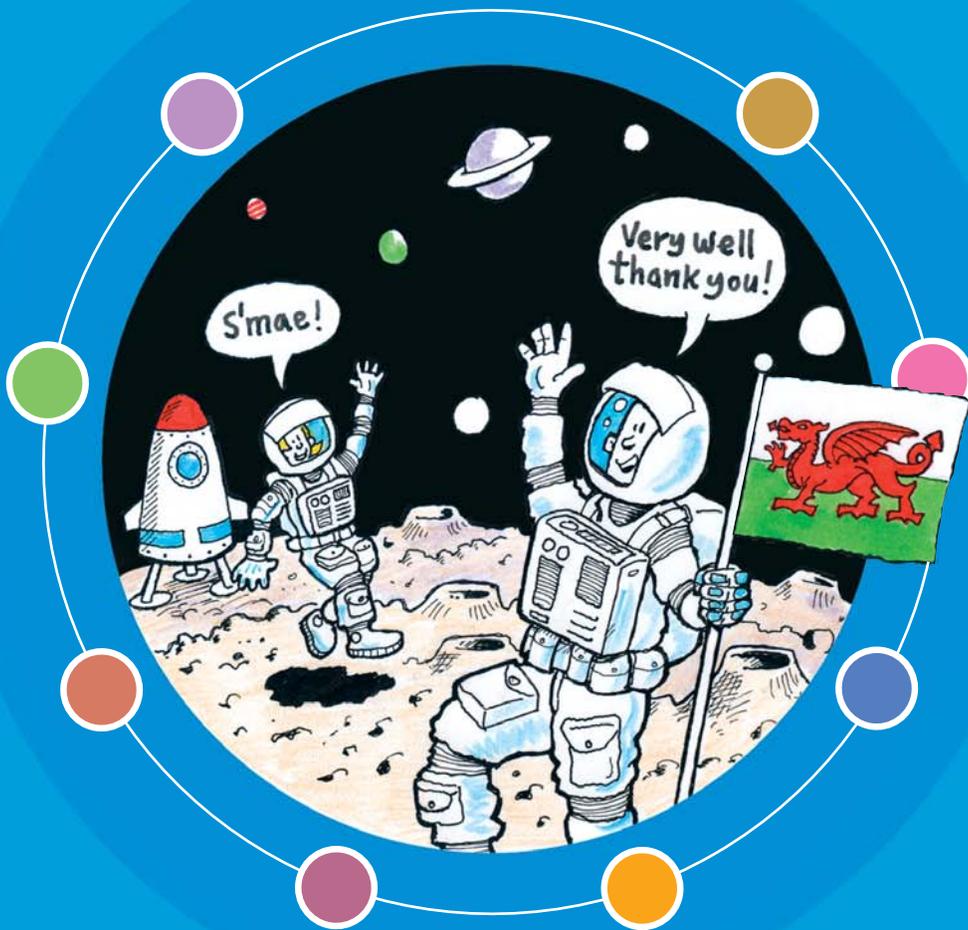


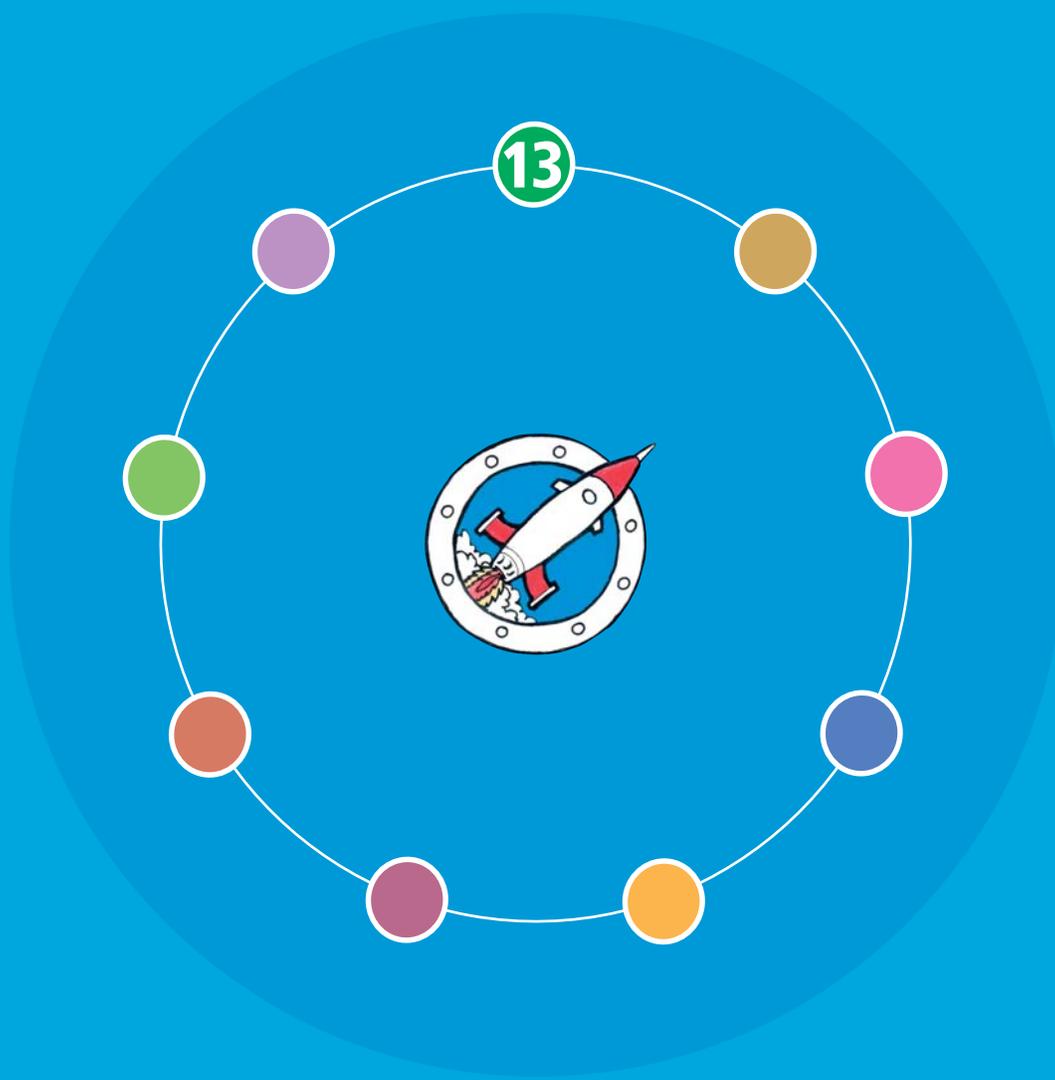


GUIDES TO INCREASING PARTICIPATION
OF CHILDREN AND YOUNG PEOPLE

13

ENCOURAGING BILINGUAL
(WELSH/ENGLISH) PARTICIPATION





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? What will this guide tell me?

This guide considers the responsibility we have whilst promoting children and young people's participation to provide a language choice. It will identify the barriers to their participation and challenge some of the most common misconceptions about working bilingually. The aims of this guide are to;

- encourage you to include the Welsh language in your practices
- provide some examples of good practice
- provide you with a good starting point
- signpost you to other sources of help and information.

? Why is it important to promote children and young people's participation bilingually?

All children and young people in Wales have a right to express their opinions and be respected, for their opinion to have an effect and to take part in decision-making at all levels. This right is enshrined in Article 12 of the United Nations Convention on the Rights of the Child (UNCRC). Full and meaningful participation by children and young people helps them to be active citizens and to develop skills, experience and self-confidence as well as gain access to opportunities. Providing opportunities for children and young people to participate fully in this way also has benefits for organisations and individuals by helping us to develop more effective policies and services for children and young people in Wales.

In order for children and young people to be able to participate as fully and meaningfully as possible, they must be able to do this without discrimination and be able to choose the language in which they participate. As Article 30 of the UNCRC states 'You have a right to learn and use the language and customs of your family whether or not these are shared by the majority of the people in the country where you live.' (see **Guide 2: Making the Case**)

The approach outlined in this guide emphasises that in order for children and young people to participate through the medium of the Welsh language it may require changes in the way organisations work as well as the encouragement of children and young people to engage with what is on offer. The National Children and Young People's Participation Standards for Wales include a standard on 'No discrimination' and ensuring that children and young people feel welcome and be able to get involved if they want to be. (see **Guide 8: Monitoring, Evaluation and Audit**)

To work bilingually can sometimes seem like asking you to do the impossible – however it is possible, and for young people it is especially important that the Welsh language is heard and seen around them.



The Welsh language is increasingly a part of our children and young people's lives. In 2007 there were 591,846 children and young people in Wales who were able to speak Welsh. As we move towards becoming the "truly bilingual Wales" that the Welsh Assembly Government envision, this number is increasing. The demand for Welsh language education is also on the increase – and therefore the numbers of children and young people who are able to speak Welsh will increase. We have a duty to cater for these children and young people in a way which is both suitable and sustainable.

Whether your work is with a high or low number of individuals who are Welsh speakers, it is important to show that your organisation has considered how best to provide for their needs. It is also important that any Welsh speakers who use your organisation in any way are made to feel they are able to speak Welsh if they should wish.



What is the law for providing a bilingual service?

The Welsh Language Act 1993 states that the Welsh and English language should be treated on the basis that they are equal. The way in which the statutory requirements of this Act affect you and your organisation depends entirely on the status of your organisation. It's always worth checking to see if you have a language scheme in place and if so what is expected of you. Please remember, if you are working with your local council, you will be expected to comply with their language scheme, as is the case with some grant giving bodies. Providing both an English and Welsh language service also complies with a number of other key policies and documents such as the Youth Work Curriculum Statement for Wales and Extending Entitlement.



What are the benefits of working bilingually?

- demonstrates respect to the identity of the child/young person
- increases the inclusiveness of services or activities by allowing young people to express themselves in their language of choice
- raises the profile of the organisation and recognises ownership by Welsh speakers and non Welsh speakers alike
- gives wider access to activities
- gives recognition to the bilingual nature of Wales
- strengthens the appeal of the organisation
- provides a more effective service
- strengthens the fundraising appeal of the organisation
- ensures conformity to the linguistic and cultural specifications in other legislation
- offers a better service to Welsh speakers
- demonstrates good will
- attracts Welsh speaking volunteers
- supports a contribution to belonging to a bilingual country.



Case Study - Reorganising your staff to better serve the children and young people you work with

A development officer with the Duke of Edinburgh Award found it difficult to work with some of the schools in her ward due to them being Welsh language schools and she was unable to speak Welsh. By working with local Menter Iaith officers and a Welsh language Development Officer through the Award, she now has a number of young people completing the Award through the medium of Welsh. The language is no longer a barrier and the young people are engaged in an enjoyable activity which will enrich their lives.



What are the barriers to children and young people using the Welsh language?

There are a number of factors which can become barriers to providing a Welsh language service and indeed for the children and young people who access this provision. These can include;

- lack of confidence
- feeling like they've been put on the spot
- fear of failure
- their language choice and ability differs from that of their friends – they don't want to be seen as the odd one out- Not all Welsh speakers speak Welsh all the time
- being the token 'Welshie' of the group
- fear of correction if they make a mistake
- acceptability – knowing it's ok to speak Welsh.

These barriers and fears are not just felt by the child or young person; it's common for anyone who is not used to using the Welsh language in a new setting– even the leaders and practitioners. This will improve with experience and by developing techniques to raise children and young people's confidence; this will ensure everyone's contribution. (see Guide 7: Ensuring Inclusion)



Nuts & Bolts: Principles



If you would like to encourage the participation of children and young people who are also Welsh speakers

effectively, you must give consideration to and be committed to following principles:

1. Respect for the child or young person and their language choice.
2. Champion the child or young person's right to express themselves freely in their language of choice.
3. Treat both 1st and 2nd language Welsh speakers the same.
4. Ensure that resources are accessible and accurate – (see translation 'do's and don'ts')
5. Make children and young people aware of the history and culture of Wales by reinforcing their identity.
6. Never draw attention to a child or young person for speaking or not speaking Welsh.
7. Allow children and young people to have ownership over their language and the way in which they use it.
8. Involve children and young people in the process of creating a bilingual image for the organisation.
9. Organise – reach out to other groups. Urdd Gobaith Cymru, Mentrau Iaith and the Young Farmers Clubs of Wales all work with young Welsh speakers, work with them to assess the needs of young Welsh speakers in your area.
10. Be supportive – reinforce the idea that children and young people can use Welsh in a way that they feel comfortable with.

Nuts & Bolts: Process



Initial Contact – First Impressions Count!

It is important that children and young people are made to feel that both English and Welsh are equally important and have a place in your organisation from the start. (See **Process Checklist**)

First impressions are incredibly important and will set the norm for the child or young person for the entire duration of their involvement with you. To create a bilingual atmosphere easily, you could try the following;

- have bilingual signs, posters and literature available
- have a bilingual greeting as phones are answered
- begin initial conversations in Welsh
- think about how you correspond with children and young people – could you do this bilingually?



Process checklist



Think	What sort of activity/consultation/event
Plan	How will you involve young Welsh speakers and use the Welsh language?
First Impressions	Think about communication, people and places.
Skills	Who has got them? Think about staff, volunteers and services that may need to be bought in such as translators.
Implement	You should be all set, the challenge now is keeping up the pace!

Public Events and Meetings

- where possible, choose a chairperson who is bilingual. This will kick your event off and set the standard for the day.
- if you require simultaneous translation equipment – put headsets on chairs/tables rather than asking people if they require them.
- bilingual presentations – even if the speaker doesn't speak Welsh it is good practice to have bilingual slides.
- ask attendees for their language choice in advance – if there will be Welsh speakers attending you will know in advance and be able to arrange translation equipment on their behalf.
- sending out notices, invitations and papers bilingually will encourage anyone attending to let the organisers know beforehand that they wish to participate in Welsh.
- consider developing a database of staff and volunteers with Welsh language skills who would be willing to help out at such occasions.
- if you are stuck for Welsh speakers and need some advice perhaps you could contact your local Welsh Language Initiative or Urdd Gobaith Cymru representative for further advice and support.
- if you are planning a consultation event with children or young people you should consider the need for this consultation to take place in Welsh and the consultants' ability to this should be factored in before hand to agreeing any contract.

As well as public events, you could also give the Welsh language a place on your agenda in a meeting in order to discuss provision, planning and any issues that arise.



Case Study - Young Farmers Clubs - Carmarthenshire County Youth Forum

The Young Farmers Clubs sub-committee advises all the other Young Farmers sub-committees on the view of the younger members within the organisation. It's a group for members up to 18 years old and an excellent platform for members to get a taste of decision making. Younger members are brought together to express their opinions and ensure that they have a voice in the way their organisation is run and that the clubs are fulfilling their requirements. This is vitally important to the Young Farmers Clubs as the clubs are run by members for members and decisions are made democratically in all aspects of the organisations work. Language is not an issue here as the group meets, socialises and has plenty of fun in their language of choice. It's not so much about the formalities – it's about what comes naturally.

Translation- Do's and Don'ts

Information that is not in the first language of a child or young person can be a key barrier to their participation in decision making. Effective children and young people friendly translation helps guard against this. The information that a child or young person receives may be the first impression they may have of your organisation or service and it's vital that these are bilingual. The documents, posters, e-mails, or marketing products you produce should give a clear message to children and young people that they can, should they wish, participate in their language of choice.

More often than not you won't actually get to meet the person responsible for translating your documents face to face. Some organisations will organise translations via e-mail. Care needs to be taken to write the document in a way that doesn't appear boring or 'stiff' for children or young people. This is just as important to young Welsh speakers, try and keep the following in mind.



GUIDE 13: ENCOURAGING BILINGUAL (WELSH/ENGLISH) PARTICIPATION

✓	Do use a recognised qualified translator see - http://www.welshtranslators.org.uk/ for further advice.
✗	Don't use a well meaning member of the team, translation is a skill – not everyone can do it just because they can speak Welsh!
✓	Do use a member of staff and when possible a child or young person to proof read any documents before agreeing a final copy.
✓	Do be clear about what you want and provide examples if possible of work that you like or has been successful before.
✗	Don't be tempted to send the document on without preparing some guidance – 5 minutes of your time to explain who the target audience is and the general feel you want the document to have will pay dividends later on.
✓	Do collect examples of work that has been translated well and in a children and young people friendly format ask around and get feedback – especially from children and young people!
✓	Do set a standard and stick to it! Provide both languages on the same document – a style guide will help you think about the layout.
✓	Do use simple Welsh – try to avoid using too much jargon or abbreviations and being overly formal.
✗	Don't provide Welsh copies by request only – it sends the wrong message!
✓	Do leave plenty of time for translation and get someone to proof read the document before publishing.
✓	Do - get it translated for free – if it's under 30 words long the LinkLine to Welsh is a fantastic service which could help with the translation of posters and short notices.
✓	Do experiment with bilingual presentations – Even if the speaker doesn't speak Welsh it is good practice to have a bilingual presentation.
✗	Don't redirect web users to broken links for the Welsh language version of documents.
✓	Do ensure that for each English language document the Welsh equivalent is easy to find.
✗	Don't lose meaning through literal translation of words – a good translator will suggest alternative wording that have the same or a similar meaning.



It shows lack of respect for the language when links to the Welsh language documents are no longer working or when the documents are badly presented or carelessly spelt. Get the document checked!

Training

To ensure that everyone fully understands what working in Welsh or bilingually is all about and the reasons why it's so important you may want to organise a Welsh language awareness training course or session for your organisation. This can be done in-house with the use of packages such as "*They all speak English too*" or by organising for a training company to deliver sessions. Further information on these sessions appears under the resources and further information sections.



Case Study - Training Team 'Llais Pobl Ifanc', Participation Unit

The Participation Unit based at Save the Children has developed a young volunteers' led training team called 'Young People Say', which is funded to deliver training in participation to adults across Wales. **The Young People Say**...project was set up by a young person in order to offer young people aged 16-21 a chance to influence children and young people's participation across Wales. The Participation Unit felt it was important to have a corresponding Welsh language young volunteers' led training team and through funding from Estyn Llaw, developed the 'Llais Pobl Ifanc' Project. The 'Young People Say'/'Llais Pobl Ifanc' project have trained Divisional Link Officers in the Welsh Assembly Government, Torfaen Youth Service Officers, Welsh Women's Aid, Local Councillors amongst others. For more information about this project, please contact the Participation Unit at Save the Children.

Research

Who are "the Welsh Speakers", where are they and how do you go about working together and providing for them? It's possible that among the children and young people that you see each day whilst going about your work, that some of them are Welsh speakers. Young Welsh speakers have the same needs and wants as everyone else of course – they'd just like to access them in Welsh occasionally. So, how do you identify them? Ask them of course! Who has parents or family members who are Welsh speakers? Who attends a Welsh medium school? Do an informal audit, this will help you identify any groups or individuals who speak and communicate in Welsh and enable you to address any gaps in provision that may exist.



This could lead to increasing the provision you already have available or make you think about your current situation. Could you offer anything you already do, in Welsh? What about your staff – do you know if any of them are able to speak Welsh? It may sound simple but acknowledging these children and young people’s language skills is a simple step in the right direction – maybe you could offer a Welsh medium activity once in a while or provide bilingual information or offer a language choice during consultation? Ensuring that they are made to feel included could make it easier for these children and young people to participate.



Case Study - Newport Welsh Language Youth Project

This project is the fruit of engaging young people in a participation project to find out how many services and activities they could access in the city through the medium of Welsh. The young people took to this task with vigour and produced a DVD which showed the lack of services and activities available to young people in the area along with gathering the opinions and suggestions of their peers.

Their findings were presented to the Children and Young People’s Framework, along with recommendations about the needs of the young people in the area. In 2008 a young people’s officer was appointed to develop Welsh medium provision in the area. To find out more contact the Children and Young people’s Partnership for Newport.



FAQs



Where do I start?

Linking up with other groups such as the Urdd Gobaith Cymru, Mentrau Iaith or Young Farmers could be a great place to start introducing the Welsh language into your provision. Details of how to get in touch with these organisations are on the contacts page.



I don't have the staff or the resources. How can I provide Welsh language services and activities?

This may be difficult but it needn't be the greatest barrier of all. Perhaps you could link up with other organisations as suggested above or even establish a consultation group through your local Welsh language school. Where possible you could even offer training on the UNCRC and Participation training for Welsh language staff.



I'd love to be able to produce everything bilingually – but the cost of translation is unrealistic! Is there any help for this kind of thing available?

If you're looking to translate a short announcement or poster, check out the LinkLine to Welsh service under resources for a fantastic free resource. Consideration should be given to any additional costs such as translation and should be built in to your project budgets at the beginning.

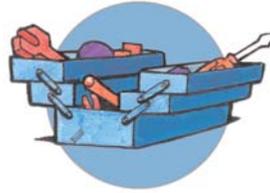


My Welsh isn't up to scratch, how do I improve it?

Many people feel they'd like to improve their Welsh language skills. There are classes all over Wales for people who would like to brush up their Welsh, or who understand Welsh but don't feel confident enough to speak it.

All the information you require is available on the Welsh for Adults Information Line - 0871 230 0017. You could also visit the Welsh Assembly Government's website for Welsh learners and improvers.

<http://new.wales.gov.uk/topics/educationandskills/wfasub/welshforadults/?lang=en>



RESOURCES

The **Link Line to Welsh** offers a free translation service! This is useful for posters, short messages and memo's;

- translates up to 30 words
- edits up to 75 words
- translates menus of every kind
- provides information on all aspects of Wales and the Welsh language
- advises on place-names in Wales.

Telephone – 0845 607 6070

Send a text message - +44 (0)762 480 4130

Send a Fax - +44 (0)1248 725 735

Or e-mail your document to: linkline@byig-wlb.org.uk

Opening Both Doors – An Introduction to Bilingual Youth Work

Published in 2008 this handbook is aimed at youth workers and youth work managers in all sectors of youth provision. It sets the scene for bilingual work within Wales and aims to offer practical advice and guidance on how to promote bilingual practice within the mainstream of youth work provision in Wales. This handbook looks at the practical way in which you could use the language as well – such as producing literature, using Welsh in an informal environment and organising bilingual activities. To get your copy of this handbook visit the publications section of the Estyn Llaw website at – www.estynllaw.org

On the computer and free of charge!

There are more opportunities than ever to use Welsh in Information Technology, the Welsh Language Board has worked in partnership with Microsoft for a number of years and have jointly created free Welsh Language Interface Packs for Microsoft Windows XP & Vista and Office 2003 & 2007. For more information about the use of the Welsh language and information technology go to; <http://www.byig-wlb.org.uk>



National Children and Young People's Participation Standards Do we meet your standards? Having a voice - having a choice!

These resources have been produced by the Participation Unit on behalf of the Children and Young People's Participation Consortium for Wales to inform children and young people of their right to have a say in decisions that affect them and what they can expect from adults that work with them. The National Participation Standards are relevant to any organisation that works with or has an affect on children and young people. A kite mark is due to be developed.

<http://www.participationworkerswales.org.uk/participation>

Breathing Fire into Participation

By Trudy Aspinwall and Cath Larkins for The Children and Young People's Assembly for Wales (Funky Dragon) and Welsh Assembly Government, 2002. This Funky Dragon Guide to Participation is intended to help develop the effective participation of children and young people in decision-making in Wales. <http://www.funkydragon.org>

Participation Spice it Up! Practical tools for engaging children and young people in planning and consultations

By Carol Shephard, Dynamix Ltd and Phil Treseder, Save the Children Wales. This fun and lively manual provides more than 40 tried-and-tested activities and games to get children and young people involved in the decision-making process.

http://www.savethechildren.org.uk/en/54_2346.htm

Blast Off Guides

The Blast Off series was developed by the Participation Unit on behalf of the Children and Young People's Participation Consortium for Wales. They are a series of good practice guides based on the experiences of participation workers in Wales. There are currently 9 good practice guides, with more planned in the future, and topics range from introducing participation to focusing in on participation.

<http://www.participationworkerswales.org.uk/participation>

Children and Decision Making, Toolbox and Training Pack

Written by Nigel Thomas, Julia Phillipson, Clare O'Kane and Elaine Davies at the University of Swansea, 1999

This is a guidance and training pack was developed to assist practitioners and managers to involve looked after children in decision-making that affects them. The pack is bilingual (English and Welsh) and based on research funded by the Nuffield Foundation.



Democracy Cookbook

The Democracy Cookbook is an extensive educational tool aimed at youth workers, teachers and other democracy practitioners for use with young people. It provides both the ingredients and recipes to explain how our democracy works.

<http://www.dopolitics.org.uk/toolbox-index/toolbox2/d-f/democracy-cookbook>

'They all Speak English Anyway 2'

They all Speak English anyway, was first published in 1994 with the aim of raising awareness about the Welsh language and language sensitivity – particularly in the field of social work and care. This is the updated version, renewed following the success of the first publication. In a handy and user friendly format it is easy to use for all in the sector and beyond. You can download a copy from the Care Council Wales website;

<http://www.ccwales.org.uk/DesktopDefault.aspx?tabid=366>



Contacts

Participation Unit

The Participation Unit's main aim is to help children and young people (0-25) in Wales to participate in issues that directly affect their lives. We also want to change the views of adults to make it easier for children and young people to participate. The Unit is hosted by Save the Children on behalf of the Participation Consortium, is steered by the Consortium, and acts as its delivery 'arm'.

http://www.savethechildren.org.uk/en/961_2255.htm

e-mail: participationunit@savethechildren.org.uk

Phone: 02920 396 838

Save the Children

Save the Children believes that children and young people have a right to participate in issues that directly affect their lives. By involving them in our research, policy and campaigning work, we can ensure that our activities truly reflect the day-to-day reality of their lives and make a difference. Save the Children hosts a Participation Unit on behalf of the Children and Young People's Participation Consortium for Wales.

<http://www.savethechildren.org.uk/wales>

Phone: 02920 396 838

The Welsh Language Board

The Welsh Language Board is a statutory body, funded by public money. Its main function is to promote and facilitate the use of the Welsh language. The Board was established by the Welsh Language Act 1993, primarily to implement that act. It is responsible for overseeing the process of preparing statutory Welsh language schemes, for their approval and for monitoring their implementations.

The Board's work includes: offering advice and information to central government and to the public; ensuring that public sector bodies treat the Welsh and English languages equally in their services; keeping an overview on all aspects of Welsh language education and training; encouraging and assisting private companies and voluntary organisations to use more Welsh; distributing grants to promote and facilitate the use of Welsh; and developing resources and services which make it easier to use Welsh.

<http://www.byig-wlb.org.uk>

Phone: 029 2087 8000

Fax: 029 2087 8001

Urdd Gobaith Cymru

The Urdd as Wales's largest youth organisation are responsible for offering a number of opportunities for young people to socialise through the medium of the Welsh language. The Urdd aim to ensure that all young people in Wales have the opportunity to develop as individuals nurturing personal and social skills and are able to foster constructive roles in society and live full and fulfilling lives through the medium of the Welsh Language.

This is accomplished in a variety of ways including the operation of the local and national eisteddfod, experiences in the three residential camps, Glanllyn, Llangrannog and Cardiff, through the production of magazines, the provision of sporting opportunities and a programme of youth and community activities throughout Wales.

<http://www.urdd.org>



Mentrau iaith

What is a Menter iaith?

A Menter (pl. Mentrau) iaith, or language initiative, is a local organisation which offers support to communities to increase and develop their use of the Welsh language.

A Menter iaith usually services a whole county, and it reflects the wish of local people to make more use of the language. A Menter will offer advice and assistance to individuals, organisations and businesses, and will organise activities to raise the profile of the Welsh language.

You will find information about Welsh and bilingual services and provision in your area, and how to find it. This is the one-stop-shop for the Welsh language in your area!

By now there is a network of Mentrau iaith across Wales, and it's very likely there is a Menter in your area – use the above link to find out more about what's on in your area.

What do the Mentrau iaith do?

Your Menter will offer you practical advice and help which is often free of charge.

Each Menter offers a variety of services, depending on local requirements, such as –

Advice

- to new parents on raising their children bilingually
- to public and voluntary organisations on how to increase their use of Welsh
- to businesses eager to begin to offer a bilingual service to their customers
- On Welsh medium education.

Activities

- social and leisure opportunities for children and young people to use their Welsh
- opportunities for Welsh learners to use their Welsh outside the classroom
- undertaking short translation work or putting you in touch with a translator
- working in partnership with local organisations to offer social activities.

<http://www.mentrau-iaith.com>

Welsh for Adults Centres

Contact your local Welsh for Adults Centre for more information about courses in your area, or alternatively, contact Learndirect on 0800 100 900 or info@welshforadults.org if you'd like independent information about courses, careers or possible funding for your learning. <http://www.welshforadults.org>

Duke of Edinburgh Award Scheme

At present nearly 20,000 young people are participating in the Duke of Edinburgh Award throughout Wales through the medium of both Welsh and English. The Welsh Language Development Officer has responsibility in Wales for establishing and supporting groups of young people who wish to complete part or the whole of the Duke of Edinburgh award through the medium of Welsh. If you fancy giving this a go in your area please contact the Welsh Language Development Officer at;

Duke of Edinburgh Award Wales, Ty Derw, 12 Y Gwrthglawdd, Brecon, Powys,
LD3 7AD

Or call - 01874 623 086



Estyn Llaw

Estyn Llaw, which roughly translates as 'helping hand' is available to offer practical support and advice to voluntary and community groups wishing to increase their use of Welsh in order to be able to offer service users a comprehensive language choice. The website has some great resources and publications, including a checklist for bilingualism and can provide you with advice and guidance free of charge should you require it.

e-mail: ymhol@estynllaw.org

Phone: (0800) 9177 969 / (01239) 711668

Further Guidance

Iaith Pawb - A National Action Plan for a Bilingual Wales 2003.

This document by the Welsh Assembly government sets out a national policy framework, clearly defining its role in providing political and strategic leadership, the goals to be achieved and the broad strategies by which a "truly bilingual nation" can be achieved.

'a range of opportunities for young people and teenagers to use the language in leisure and social situations everyday.'

<http://wales.gov.uk/topics/welshlanguage/iaithpawb/?lang=en>

The United Nations Convention on the Rights of the Child

On November 20th, 1989 the United Nations General Assembly promised certain things to children by formally adopting the United Nations Convention on the Rights of the Child (also known as the CRC). The CRC provides the framework for the promotion and protection of the basic human rights for all children, everywhere, all the time.

This includes the right to grow up in their own family, culture, language and religion whenever possible. <http://www.unicef.org.uk/youthvoice/crc.asp>

Youth Work Curriculum Statement for Wales

The Youth Work Curriculum Statement requires:

- That all professionals are aware of the values of youth work and establishes the main purposes of youth work in Wales;
- A framework which points the way for the development of coherent youth work training and practice across Wales
- A framework which addresses the quality of training
- A means by which progress can be measured.

'Acknowledge the importance of the Welsh Language and its heritage, other languages and various cultures in Wales' and encourage them to express their 'cultural identity, bilingualism and the value of their own language'

Extending Entitlement

"Support should be drawn up for young people of Wales on the right of our young people to a range of services in the language of their choice, to promote their achievements and development as individuals"

Many Thanks

We would like to thank everyone who agreed to be featured in this good practice guide and also all those who have contributed their views and shared their practice with us.