

Welsh Language Training Policy

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Version	Date	Description
0.1		Inherited policy
1.0	Aug 06	Policy updated for HEFCW
2.0	Feb 08	Policy updated to reflect OD, style guide and EIA

The following options for providing Welsh Language training are available to all employees, depending on demand. The chosen option/s must meet the needs of HEFCW and individual and be the most cost effective method:

In accordance with Welsh Language Strategy, training needs for employees are identified and a variety of teaching styles are used to fulfil needs.

- Language classes can be held at times to suit the group of learners and should not be held during lunch hours unless requested by the learners.
- HEFCW will provide payment of fees and time off will be given for attendance at public courses held during the day. These may be intensive residential courses, intensive non residential courses, regular day time courses.
- HEFCW will provide payment of fees to attend evening classes but undertaken in own time.
- Provision of open learning materials such as language tapes and books.

Prior to HEFCW agreeing to fund and support employees the following must take place:

- employees who have expressed an interest in learning Welsh who are beginners or intermediate speakers must attend awareness sessions. These will clearly explain the time scales, number of classes, importance of attendance, amount of self study and levels of commitment required to become fluent;
- line managers and Heads of Teams must make a firm commitment to allow staff time during working hours to study if appropriate. Arrangements must be put in place, where appropriate, to ensure work is not unduly disrupted during the employee's attendance at classes;
- an assessment of levels of fluency will take place for all intermediate speakers to establish most suitable method/level of learning;
- if open learning is the preferred option the individual will agree time scales for loan of materials with HR.

Regular evaluation will be carried out by HR and updates on progress will be supplied by providers.

Evaluation of provision and effectiveness of programmes in increasing the numbers of Welsh language speakers who use the language in the work place will be monitored through an annual Welsh language Audit.