

## Support and commitment to learn Welsh

Carmarthenshire County Council are committed to supporting employees to develop Welsh language skills. We will commit to funding and supporting Welsh language development up to the level required for your role. Learning above this level is considered developmental and we will support this where possible. Below is an outline of the expectations from you as a learner, your line manager and us as your employer. Please refer to the Organisational Development Policy for further information.

As a learner you will ...	Your Manager Will ...	The Council (Learning and Development) will ...
Attend 70% of the classes and at least one of the last 4 sessions	Support you fully to complete the course during working hours	Work closely with the Welsh language providers to monitor your progress
Commit to all aspects of the learning programme including homework and mentoring etc	Discuss your progress and 'Learn Welsh' journey during your 1-1	Provide advice and support to staff and managers to support them to support learning
Act as a representative of Carmarthenshire County Council at all times	Monitor your progress and improvements through learning agreements (if required)	Assess your level if and when necessary
Discuss and complete the learning log with your manager	Enable you to take 1-days study leave per exam.	Fund your Welsh course providing that you attend 70% of the course, failure to do so will result in a departmental recharge
Complete a form of assessment at the end of the course	Encourage you to use Welsh in the workplace with customers and colleagues	Manage and advise regarding resources available to maximise your learning
Speak to your manager or tutor if any problems arise		Provide you with a mentor if needed
Start using Welsh in the workplace with customers and colleagues when possible		Evaluate the impact of learning on workforce and implement improvement where necessary
		Arrange payment for your Welsh course textbooks if one is needed