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| **Work Welsh** **Learner agreement**  | Clients and testimonials  |
| **Name:** |  |
| **Course:**  |  |
| **Day and time of course:** |  |
| **Email:** |  |
| **Job title:** |  |
| **Department:** |  |
| **Line manager:**  |  |
| **Line manager email:** |  |
| **Further information:** | The Council’s Welsh Language Policy or by contacting Sarian Thomas-Jones, Work Welsh Co-ordinator – sthomas-jones@valeofglamorgan.gov.uk or Elyn Hannah, Welsh Language Officer, EHannah@valeofglamorgan.gov.uk |

The Vale of Glamorgan Council strongly encourages staff to learn Welsh – there are so many benefits for you, for the organisation, for our customers, and for our community.

Work Welsh is not just for learners but also for Welsh speakers who want to improve their language skills and gain confidence to use their Welsh more in the workplace.

OPEN – PROUD – AMBITIOUS – TOGETHER

We are proud to be a Welsh public body.

We welcome our staff learning Welsh and taking pride in our country and heritage.

We support our staff to be ambitious in their personal and professional development.

We want our staff to work together to achieve.

Work Welsh courses

* Courses are free of charge to Vale of Glamorgan staff.
* Courses are classed as ‘work’ and are held during the working day.
* Staff do not need to use their own time (e.g. annual leave/toil/flexi time) to attend classes.
* Staff do not need to ‘work back’ the time spent in Welsh class.
* Courses run for the academic year. Revision classes or reading groups may take place during holidays. Catch-up sessions and social groups may also continue during holidays.
* Courses are 4 hours per week during the academic year.
* This is made up of:
	+ 2 ½ hour lessons every week during the academic year. Classes will be at the same set day and time each week.
	+ 1 ½ hours of preparation work every week during the academic year. The preparation work does not need to be completed all in one go – the learner can spend 10-20 minutes each day if easier.
* Further homework may be assigned by the tutor to be completed in the learner’s own time
* If the learner misses a lesson, a catch-up session is offered with the tutor.
* If the catch-up session is attended, and the preparation work and homework completed, the learner won’t be marked as absent from the lesson that week
* Attendance is required for over 85% of classes to ensure the course is completed.
* Examinations are held during the year which learners can enter. The cost is covered by the Work Welsh scheme. Attendance for the examination will need to be arranged with the learner’s manager. We would encourage managers to allow learners to attend exams.

**Unexpected Situations / Situations that arise at short notice**

\*We understand that situations can arise at short notice / unexpectedly, which are reasonable and acceptable for not attending training / completing self-study units e.g. sickness, bad weather, technical problems etc.

We must stress that ‘Work demands’, ‘not enough staff’ or ‘other members of the team’s leave’ are **not** reasonable reasons.

By signing below, the Line Manager confirms that they are supporting the learner by allowing the learner to attend the training and/or allowing the learner to have time to self-study, in accordance with the Welsh Language Standards and the Council’s Welsh Language Policy.

**Your agreement**

Learner

1. I agree to make every reasonable effort to attend every lesson / session with the tutor / follow the learning programme / the self-study units (whether that is through attending classes and/or time to self-study, through on-line courses or self-study courses, on Teams/Zoom or face to face in the classroom / combined courses / with a tutor).
2. I agree to complete any homework and/or self-study units which is part of the training programme, according to the timetable set.
3. I agree to let the Tutor know if I cannot attend any session by giving an explanation and the reason for the absence (or arrange for my Line Manager to do so on my behalf).
4. If I miss 3 consecutive lessons, without explanation, the tutor will contact me and we will discuss the way forward.
5. If I miss a significant amount of sessions / do not complete the self-study units in accordance with the timetable or withdraw from the training programme above without a reasonable reason \*, then my Line Manager will be informed.
6. If I do not make satisfactory progress within a reasonable amount of time, then I understand that the Welsh Tutor will try to resolve the situation by discussing this directly with me or my Line Manager if needed. If there is not a satisfactory solution, then the Work Welsh Co-ordinator has the right to terminate the training programme.

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| Name: |  |
| Signature: |  |
| Date: |  |

Line Manager

1. You understand that the Work Welsh course is considered ‘work’.
2. You consent to the learner named above to commit to 4 hours of study each week. This is likely to be made up of a 2 ½ hour lesson which is at a set time each week and 1 ½ hour preparation work which can be completed throughout the week.
3. You understand that if the learner named above misses 3 consecutive lessons, without explanation, that the tutor will contact them to discuss the way forward.
4. You understand that if the learner named above misses a significant amount of sessions / does not complete the self-study units in accordance with the timetable or withdraws from the training programme above without a reasonable reason\*, then you will be informed.
5. You understand that if the learner named above does not make satisfactory progress within a reasonable amount of time, then the Welsh Tutor will try to resolve the situation by discussing this directly with the learner or will contact you if needed. If there is not a satisfactory solution, then the Work Welsh Co-ordinator has the right to terminate the training programme.

When supporting the learner named above to complete the training programme above, I confirm that I am willing to allow the learner to have time to complete the programme as well as supporting the learner to develop skills in the workplace.

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| Name: |  |
| Job Title:  |  |
| E-mail Address: |  |
| Signature: |  |
| Date: |  |

VALE OF GLAMORGAN COUNCIL / WORK WELSH COORDINATOR

I agree that the Council will support and monitor the learner’s progress for the duration of the programme.

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |