



Task	Responsible Officer	Achievements	Action required	Completion
Provide Language awareness training for staff with regard to the requirements of the Scheme	HR	Scheme is incorporated within the induction process and information in relation to requirements of the Scheme is provided. On inception Welsh Language scheme was uploaded to the intranet (bi-lingual) to raise awareness and increase accessibility.	Continue to include as part of Cantref induction	Completed September 2010 On going
Include requirements of scheme in individual work plans / personal development plans	HR and Managers	Any requirements are included within individual PDP and any necessary training actioned by HR	Appraisal System – Welsh Language Awareness training be included within the list of core training for all staff	Annually in June

<p>a. Identify staff's needs for Welsh language training and relevant resources and</p> <p>b. Organise an improvement programme based on the needs identified</p>	HR	<p>5 staff successfully completed the course</p> <p>3 members of staff successfully passed the "Mynediad" Entry examination</p> <p>4 members of staff will continue with training and proceed to Foundation Level</p> <p>Current improvement programme includes training for new learners as identified below. Welsh Language training identified in all Personal Development Plans</p>	<p>Undertake staff Language Profiling to ascertain level of verbal and written skills by April 2012</p> <p>Profiling will enable development of an improvement programme for all levels</p>	<p>Completed September 2010 – On going</p>
Allocate sufficient budget for language training	Finance	Funding provided successful training	To review and assess the need on an annual basis in line with annual budgeting	<p>Completed September 2010</p> <p>On going annually (March)</p>
Clearly define the language requirement of	HR/ Manager	Each post is reviewed as and when a post	To continue with commitment	On going

<p>all positions in the recruitment advertisement and job description</p>		<p>becomes vacant</p> <p>Short statement in relation to the Language policy is included within the job description pack which includes a firm undertaking of Cantref's commitment to assist staff to train and improve their Welsh Language Skills</p> <p>All advertisements, job descriptions and personal specifications are bilingual</p>		
<p>Include Welsh Language Scheme in induction programme for new staff</p>		<p>Actioned to all staff over the past 12 months</p>	<p>To continue with commitment</p>	<p>On going</p>
<p>Monitor conditions of employment and learning targets if an appointment is made subject to learning Welsh</p>		<p>Improvement Programme for new learner:-</p> <ul style="list-style-type: none"> • Attended intensive course prior commencement of employment at Nantgwrtheyrn 	<p>Include a development programme for Welsh, First language employees (where it be a requirement of the post) to gain confidence in written communication and translation skills</p>	<p>On going – Completion Date June 2012</p>

		<p>/Aberystwyth</p> <ul style="list-style-type: none"> • Undertook internal 22 week training programme • Will receive an annual review at Nantgwrtheyrn/ Aberystwyth • Encouraged to remain on continual programme 		
Compose a standard bilingual greeting for all publicised telephone numbers and personal voicemail numbers	Assistant to the Chief Executive	Adhoc checks to ensure all personal voicemail numbers are bilingual	Continue with adhoc checks and monitor new recruits	Completed July 2010 – on going
Conduct an audit of the Association's public signage	Assistant to the Chief Executive and Managers	<p>Audit undertaken and completed at Llys Cantref and Aberystwyth Office</p> <p>80% of Sheltered Accommodation and Projects completed</p>	Will continue to comply with this commitment	To complete audit and address any non compliance by April 2012

Prepare annual monitoring report to the Board and the Welsh Language Board	Chief Executive / Assistant to the Chief Executive	Reported to the Board of Management 22/09/11	To publish annual monitoring report on our website bilingually following Board approval	Completed September 2011 and annually thereafter in line with Scheme requirements