



Learning Disability Wales
Anabledd Dysgu Cymru



**BWRDD YR IAITH
GYMRAEG • WELSH
LANGUAGE BOARD**

Learning Disability Wales

Welsh Language Plan



Our Plan to offer more of our services in Welsh

April 2010 – March 2013

Easy Read Summary of our 'Welsh Language Scheme'

Learning Disability Wales, August 2010

About this Plan

A Welsh Language Scheme is a document that says how we will use the Welsh Language in our work.

Learning Disability Wales have written a new Welsh Language Scheme.



The Welsh Language Board helped us write our Welsh Language Scheme.



The Welsh Language Board helps promote the Welsh Language.

This is an easy read summary of our Welsh Language Scheme. It does not contain everything that the full version does.

If you want to see our full Welsh Language Scheme you can visit our website or phone us and ask for us to send you one.



029 2068 1160



www.learningdisabilitywales.org.uk



Learning Disability Wales
41 Lambourne Crescent
Cardiff Business Park
Llanishen, Cardiff
CF14 5GG

What do we believe in?

Learning Disability Wales wants every child and adult with a learning disability to be valued and included.



To help you to be valued and included, we want to make sure you are able to get our services in both Welsh and English.

We believe that Welsh and English should be treated equally.

This means we want you to get our services in the language you **choose**.



We believe that making sure you can speak in the language you choose is helping you to achieve your rights and status.

If your first language is Welsh, we understand you may have problems if you have to:

- speak in English
- read a document in English
- listen to someone speaking in English

Where are we now?

For many years we have offered all of our services in English and as much as we can in Welsh.

We have been working hard over the past few years to offer more of our services in Welsh.

What do we want to do in the next 3 years?

If you want to speak to us in Welsh or receive services from us in Welsh, we aim to be able to do this.

We also want our member organisations to treat Welsh and English equally.

Our plan says:

- what we already do in both languages.
- what new things we will do in both languages.
- what we will do this year, in 2011, 2012 and 2013.
- who will be doing the work.



Here are some of the things that we plan to do:



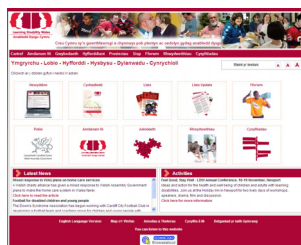
Our Image

Learning Disability Wales
Anabledd Dysgu Cymru

Our logo, letter headed paper and signs at our offices are already in both languages.

All information signs at conferences and events will be in both languages.

Printed documents, Documents sent by Email and Website



We already do most documents in both languages, such as our magazine Llais, Annual Report and Leaflets.

We already do some of our website in Welsh. We now want to do all our website in both languages.

When we do a document separately in English and Welsh, we will let you know that you can get it in the other language.

We will make sure our documents are ready in both languages at the same time.

We will do our newsletter Llais Update in both languages.



People calling us by phone

We already answer the phone in both languages.

We will make sure that you can carry on your phone conversation in Welsh if you want to. This will mean that staff may need more training in learning Welsh.



People writing us a letter or sending an email

If you write to us in Welsh, we will reply in Welsh.



Training courses and events

We want to make sure that you are able to participate at our training and events in the language of your choice.

We already use some Welsh at our events.

When you book to come on an event or training course we will ask you about your choice of language. We will then try and make sure we meet your language needs.



Working on projects and working with other organisations

We will make sure that all our projects and work with other organisations promote the use of Welsh.

We will support our members to provide their services in both languages.



Training for staff and our trustees

Staff already answer the phone in both languages and have useful words and sentences in Welsh.

Staff have already had basic training in Welsh.

We will encourage staff to go on courses to learn Welsh.

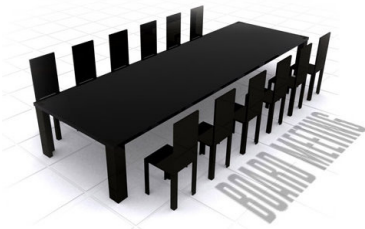


Recruiting new staff

All recruitment information is already done in both languages.

If we want to recruit a new member of staff, we will see if being a Welsh speaker is needed to do the job.

We will then do the advert, job details and interview based on the level of Welsh needed.



Recruiting trustees to our management committee

We will always have at least one Welsh speaker on our management committee.