



Prague IT Technology Center

Language courses for internal employees & agency workers



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Corporate approach to external language education for IT division employees

This document outlines the conditions under which employees of the IT division at MSD Czech Republic s.r.o. (hereafter referred to as MSD) may participate in language courses that are organized and partially funded by the company. It also defines the parameters of the language courses, the approach to language education, and the payment structure.

To ensure consistency and assess the proficiency of employees in the languages taught, proficiency levels will be determined in accordance with the Common European Framework of Reference for Languages (CEFR) established by the Council of Europe. The CEFR is widely used across the EU to evaluate language proficiency.

MSD supports language education (in English and Czech) only under the specific conditions outlined in this document.

Nominations and registration of employees

Internal employees and agency workers¹ of the IT division of MSD Czech Republic (hereinafter referred to as MSD), who are employed for full-time work, who are not in probation or notice period or who are not on maternity/paternity leave are eligible for language courses.

Registration for training must be approved by the direct manager/supervisor based on an agreement with the employee and should be in line with the development plan of the employee.

Nominations for language training must meet the following conditions:

It is a business need of the company MSD for the respective employee to improve or maintain their current level of language proficiency. The employee agrees on this need with their direct manager/supervisor during the development plan setting process within the performance management process.

¹Agency employees = temporarily assigned employees of a staffing agency (Agile 1) to work for another legal entity or individual, i.e., for the user, in our case, the company MSD Czech Republic s.r.o.



Approval is possible particularly in the following cases:

- Improving knowledge of the required language is included in the development plan.
- The employee uses English on a daily basis, improving the level of Czech language among employees is in the overall interest of the company. The learning of other languages is not supported by the company.
- The primarily goal is to prepare employees for a new job position that requires a different level of language skills.

Enrollment in the course is possible throughout the year, the beginning of the course depends on the availability of the required course (based on the required parameters and availability of creating a language group). The total length of the course is not pre-defined and depends mainly on the progress achieved by individual participants, their decision and/or compliance with the conditions set out in this document. The employee's participation in the courses is terminated only upon the employee's withdrawal from the course, or in case of non-compliance with the conditions described in this document, MSD reserves the right to carry out the withdrawal independently. Both the employee and the language courses provider are informed of the change accordingly.

The employee registers for language courses with the approval of their direct manager or supervisor using the form available on the company's internal website ([go/languages/](#)). All relevant information is provided on the website, and employees are required to review it before enrolling.

Once the employee completes the initial language test and provides the necessary information, the supplier will either create a new study group or integrate the employee into an existing one, select a lecturer, and begin the lessons as soon as possible.

Attendance and progress

Employee participation in language education is voluntary, and lessons take place during their free time. According to this internal regulation, attending language lessons is not considered work performance, and employees are not entitled to wages or wage compensation for the time spent in lessons.



The total absence of the employee must not exceed 30% of the total number of lessons (pre-approved absence due to vacation and work-related obstacles is considered absence for this purpose).

- **Progress and its testing**

Employees are required to take language tests upon enrollment and at the end of each semester to assess their current level of language proficiency.

- **Test upon the enrollment in a course**

Nominated employees undergo language testing to assess their current level of proficiency.

- **Midterm test** (January)

A knowledge test, prepared by the course instructor, will assess the percentage of course content mastered by the student. Additionally, the instructor will provide a written evaluation of each student. This test does not apply to students who have been in the course for less than two months.

- **Test at the end of the training year** (June)

This comprehensive test, developed by methodologists at the language school, covers all language levels and is the same for all course participants. It evaluates passive language knowledge (e.g., grammar and vocabulary) and also includes active skills (such as speaking, listening comprehension, and the ability to respond), which are assessed by instructors through written comments. The results are used to monitor language proficiency progress: for new employees, progress is compared with the initial language level, while for those continuing their professional training, progress is compared with results from the previous year.

All students are required to participate in the testing. The test results are provided to the individuals responsible for coordinating language education at MSD and, upon request, can be made available for review by the employee's manager. The results are used to evaluate progress and determine the employee's eligibility for continued language education. Failure to participate in the testing, and consequently not demonstrating progress, may lead to the employee being excluded from further language training.



Language courses parameters

Language education is offered through regular group courses with a maximum of six participants. The company does not support other forms of language education. **The company only provides support for English language education (available to all employees) and Czech language education for non-Czech employees.**

The standard intensity of language education is 1x90-minute session per week. Language education follows the regular school year, starting in September and ending in June. The academic year is divided into two periods/semesters: September–January and February–June. Education is scheduled based on the students' time preferences, and courses are not considered working hours.

New courses begin only at the start of one of the semesters, when a suitable group is formed. Courses may continue during the summer period (July and August) if students arrange directly with the instructors.

Courses can be held either online or in person, depending on the agreement between students and the instructor. For in-person courses at MSD premises, their organization must not disrupt the company's regular operations, and students are responsible for securing a suitable space for the lessons.

Each participant is responsible for covering the cost of teaching materials. The supplier company is responsible for ordering and delivering textbooks to the employees.

Cancellation of lessons

Course participants must notify the cancellation of lessons for the entire group at least 24 hours before the lesson starts for it to be considered properly canceled by the school or instructor. If the day prior to the lesson is a non-working day (weekend or public holiday), the group must notify cancellation by 3:00 PM on the last working day before. The same rules apply to instructors. Participants must cancel lessons through the language school's information system by individually excusing themselves from the planned session.

If the entire group cannot attend a lesson, it must be rescheduled by agreement with the instructor at another time outside the regular lesson schedule. A properly canceled lesson can be rescheduled within 30 days with the current instructor or using the language catalog provided by the school.



Individual absences from group lessons must also be excused through the information system. However, the absence of an individual from a lesson does not entitle the participant to a makeup lesson or financial compensation.

Payment for language courses (valid from 4/2025)

MSD Czech Republic and employees participating in language lessons, based on nomination or agreement with their direct manager/supervisor, share the cost of the courses equally (50% each). The exact amount to be paid depends on the number of students in the group.

For example, if the lesson cost is 1,000 CZK, the company covers 500 CZK, and the remaining 500 CZK is divided among the students. In the case of two participants, each would pay 250 CZK; in the case of six participants, each would pay 84 CZK. The amount is multiplied by the number of lessons in the paid period.

Students will be informed of the total amount for the entire paid period in advance, directly by the language training provider. Payment options include:

- Payment/transfer to the account of the language education provider
- Payment/transfer using Edenred benefits
- A combination of the above

The payment method will be agreed directly with the provider, and payment must be made before the course starts, following the provider's instructions. Payment is always made for three months in advance. If a participant withdraws from the course, the remaining unused amount will not be refunded to avoid increasing costs for the other participants.

If any participant fails to pay the agreed amount, the course will not commence for the entire group.