Welsh Language Standards Annual Report
August 2020 - July 2021

Introduction

This document is a report on the period from 1 August 2020 to the end of the institution's financial year on 31 July 2021.

Since 1 April 2018, Welsh universities are required to comply with the Welsh Language Standards (No. 6) Regulations 2017 which were established under the Welsh Language (Wales) Measure 2011.

The Welsh Language Standards explain how the University is expected to provide specific services through the medium of Welsh, ensuring that the Welsh language is not treated less favourably than the English language. Universities are required to publish an Annual Report on their compliance with the Standards.

In accordance with the requirements of the Standards, the annual report notes how we complied with the Welsh Language Standards, and includes the required information listed below.

- **Compliance with the Standards**
  How the University has complied with the service delivery standards, policy standards and operational standards during the year.

- **Welsh Language Skills of the Workforce**
  The number of employees who have Welsh language skills at the end of the year in question.

- **Training**
  The number of staff who attended training courses offered in Welsh during the year; and if a Welsh version of a course was offered during the year, the percentage of the total number of staff who attended the Welsh version of the course.

- **Posts**
  The number of new and vacant posts that were advertised during the year which were categorised as posts where —

➢ Welsh language skills were essential,
➢ Welsh language skills needed to be learnt on appointment to the post,
➢ Welsh language skills were desirable, or
➢ Welsh language skills were not necessary.

- **Complaints**
  The number of complaints that were received during the year which related to compliance with the service delivery standards, policy standards and operational standards.

This report has been approved by the University Council for publication on our website www.aber.ac.uk/en/cgg

Appendix 1 includes descriptions of the Welsh Language Skill Levels (A0-C2) referred to in this report, and **appendix 2** includes a description of the Learn Welsh levels.

Developments in 2020-21

Reopening Neuadd Pantycelyn

Neuadd Pantycelyn was reopened on 18 September 2020, when the students returned for the start of the new academic year.

The hall has been transformed with an investment of £16.5 million, and offers first class accommodation and a modern, contemporary hub for the University's vibrant community of Welsh-language students.

A video to promote Neuadd Pantycelyn was released in November 2020. https://www.youtube.com/watch?v=nIvyJF2Yfc0

Aberystwyth's Welsh Medium Students' Union (UMCA) office returned to the hall, and during the year the Centre for Welsh Language Services, the Coleg Cymraeg Branch and UMCA worked together to promote virtual events such as the Rights day (December 2020) and the *Shwmae Su'mae* day (October 2020).

The Welsh Language and Culture Sub-Strategy 2019-2023

This is the second year of implementing the Welsh Language and Culture Sub-Strategy 2019-2023.

The aim of the Sub-strategy is to highlight the main activities that make Aberystwyth University (AU) an ambitious bilingual institution which facilitates and promotes the use of the Welsh language.

During 2020-21 departmental language plans were developed with all AU Professional Services departments to achieve the dual aim of promoting the use of the Welsh language and promoting compliance with the requirements of the Standards.

The Sub-strategy's programme of work for 2021-22 was approved, including developing a new Welsh-medium Academic Provision Strategy and activities to promote the Welsh language as part of the University's 150th anniversary celebrations next year.

Departmental Welsh Language Plans (Professional Services)

Between November 2020 and March 2021, the Centre for Welsh Language Services met the heads of the University's Professional Services departments in order to agree departmental plans to promote the Welsh language and to ensure compliance with the Standards. Departmental plans were agreed with the heads of department based on an assessment of the current situation in each department in terms of compliance with the Standards, as well as discussions regarding the potential opportunities to promote and support the Welsh language.

Actions were agreed with the departments and opportunities were identified to promote and support the Welsh language in several departments.

Introducing a new system of departmental plans was a substantial piece of work, with the main emphasis being on compliance with the Standards during 2020-21. The plans and meetings were also an opportunity to promote the opportunities to learn and improve Welsh language skills which are available to staff members, as well as identifying opportunities for departments to promote the Welsh language within their various programmes of work.

An update on the departmental plans and the initial findings were presented to the Welsh Language Operational Group (March2021) and the University Executive (April 2021).

Plans were agreed and meetings held with the following professional services departments.

1. Human Resources
2. AberInnovation
3. The Arts Centre
4. The Academic Registry
5. Communications and Public Affairs
6. Development and Alumni Relations
7. Learn Welsh
8. Student Support and Careers Services
9. Commercial Services
10. Governance
11. Marketing and Student Recruitment
12. Finance Office
13. The Vice-Chancellor's Office
14. Research, Business and Innovation
15. Graduate School
16. Estates, Facilities and Residences

Learn Welsh Courses for Staff

Learn Welsh courses were promoted regularly during the year and staff were encouraged to register to attend courses. In addition, a member of staff from the Learn Welsh team coordinated arrangements to provide specific courses for some University departments. Specific Learn Welsh courses were provided for the staff of the Human Resources department as well as Information Services staff.

The Centre for Welsh Language Services and the Learn Welsh team worked together closely and held regular meetings to discuss, review and plan potential courses for staff. All courses were provided online via Zoom during 2020-21.

The University received funding from the Coleg Cymraeg Cenedlaethol to provide 'Work Welsh' courses for staff. An important part of the scheme is the opportunity to have a Welsh-speaking member of staff as a mentor, and staff continued to offer mentoring via Microsoft Teams, meeting regularly to speak Welsh.

A **'Dysgu ac Addysgu Cyfrwng Cymraeg'** ('Welsh-medium Learning and Teaching') **Teams site** was established for University staff and a series of Welsh-medium training sessions was organised for staff.

The **Welsh-medium Training Forum** also met regularly during the year to discuss, review and offer ideas to develop the provision.

Gŵyl Dewi Aber Awards 2020

Having had to postpone the Awards in March 2020 due to COVID-19, it was great to be able to celebrate the winners of the Gŵyl Dewi Awards 2020 on **Shwmae Su'mae** day, 15 October 2020.

Five winners were selected to receive the following awards:

- **Exceptional Learner (Staff)** – Sarah Whitehead
- **Promoting Welsh in the Workplace** – Dafydd Rhys and Fiona Reynolds
- **Welsh Medium Study** – Heledd Davies
- **Welsh Language Champion (Student)** – Rhian Williams

The winners received a personal *englyn* composed by Eurig Salisbury, a poet and lecturer in Creative Writing in the University's Department of Welsh and Celtic Studies, and a video was released to celebrate the prizes.

https://www.aber.ac.uk/en/cgg/aberystwyth-university-welsh-language-awards/dewi-2020/

Scholarships
The University's Scholarships for studying through the medium of Welsh were revamped, with students receiving £200 for studying 5 credits through the medium of Welsh and an additional £50 for every additional 20 Welsh-medium credits, up to a maximum of £400.

Videos were created to promote the Welsh-language provision and the scholarships available, and a large number of applications were received for the Coleg Cymraeg's Incentive Scholarships. Unfortunately, it was not possible to hold many in-person events due to the COVID-19 pandemic.

Veterinary Science and Nursing Provision

During the year new developments were announced in terms of veterinary science courses to start in September 2021, and a Nursing degree scheme to start in September 2022, which will include Welsh-language provision.

Health Education and Improvement Wales (HEIW) awarded a 10-year contract to the University to train adult and mental health nurses until the end of the decade.

An emphasis on the Welsh-language will be a part of the nursing schemes, and students will be supported to complete up to 50% of the course through the medium of Welsh by way of practical modules, where students will be assisted by Welsh-speaking Practice Supervisors and Practice Assessors during their clinical placements. There will be support also for those who are keen to learn Welsh, and basic lessons in health-related conversational Welsh will be a part of the programme.

Compliance with the Welsh Language Standards

Compliance Arrangements
In accordance with the Standards, the University has a document explaining the steps that we have taken to comply with all the standards - [Arrangements for Overseeing the Welsh Language Standards](#)

During 2020-2021, in order to strengthen our arrangements to monitor compliance, the Centre for Welsh Language Services met the heads of Professional Services departments in order to agree departmental language schemes. It was an opportunity to identify opportunities to promote the use of Welsh internally and to assess compliance with the Standards across the institution's Professional Services.

Centre for Welsh Language Services

The Centre for Welsh Language Services is responsible for assisting the University's departments to implement the Welsh Language Standards and offers advice to staff in order to ensure compliance across the University. The Centre includes a translation team which provides a written and simultaneous translation service to University departments.

Simultaneous interpretation arrangements in virtual meetings have now been established, and the University has specific procedures to approve the use of Zoom in meetings where simultaneous translation is required. This means that we have been able to continue to provide the simultaneous translation service during a year when the majority of our meetings were held virtually.

Both the **Shwmae Su'mae day** celebration on 15 October 2020, including the Aber Gŵyl Dewi Awards 2020, and the 'Mae gen i hawl' ('I have a right') day on 7 December 2020 were promoted via Teams in association with Coleg Cymraeg and UMCA staff.

Similarly, **Welsh Language Music Day** was promoted virtually on 5 February 2021 and the Arts Centre invited messages on Twitter nominating Welsh lyrics to be placed on the

building stairway. The Arts Centre also organised a series of online events including visual arts activities as well as live events and performances.

Advice and Guidance
Guidance on complying with the Welsh Language Standards as well as the University's policies and strategies with regard to promoting the Welsh language are available on the Centre for Welsh Language Services' website www.aber.ac.uk/en/cgg

Fourteen sets of guidance have been published, as well as a summary of the requirements of the Standards to assist University staff to comply.

A key part of the Centre's work is to provide advice and guidance to departments, and during the year members of staff offered advice on a wide range of queries regarding the Welsh language. The support includes guidance on the Welsh Language Standards as well as discussing and identifying opportunities to develop the use of the Welsh language in departments. The Centre worked closely with the provision offered by Learn Welsh Ceredigion, Powys and Carmarthenshire to support staff to develop their Welsh-language skills.

Alongside providing guidance and support to members of staff, presentations were given to several departments, including the Student Support Services, Information Services and the Finance Department.

Welsh Language Operational Group
Three meetings of the Welsh Language Operational Group were held during the academic year.

The Welsh Language Operational Group leads and monitors the University's strategies and policies to promote the Welsh language and reports on University-wide compliance with the Welsh Language Standards, developing appropriate training and advice.

During the year the University's Executive received several reports on the Group's activities. The Pro Vice-Chancellor with responsibility for Welsh-medium academic provision updates the Group on the work undertaken by the Welsh Medium Studies Committee in relation to Welsh-medium academic provision at the University.

Policy Standards
The arrangements in terms of considering the effect of policy decisions on the Welsh language have been established and are continuing. The University has a Language Impact Assessment form which is available on the Centre for Welsh Language Services' website and on the equality page of the Human Resources website. The University's cover sheet for committee reports includes a question about the implications in terms of the Welsh Language Standards and it is expected that an impact assessment is completed if implications have been identified.

The [guidance](#) on assessing the effect of policy decisions on the Welsh language includes assistance to define policy decisions, opportunities to use the Welsh language and how not to treat the Welsh language less favourably than the English language.

Developing or Adapting Academic Provision

The Welsh Medium studies met three times during the academic year. A sub-committee of the Academic Board, the committee is chaired by the Pro Vice-Chancellor with responsibility for Welsh-medium academic provision, and membership includes the Associate Deans with responsibility for the Welsh language, the AU Branch Officer of the Coleg Cymraeg Cenedlaethol, Welsh Language Services Manager, a member of the marketing team, a member of the Information Services team, the Academic Registry, and the president of UMCA.

In accordance with the requirements of Standard 104, clear processes are in place to consider the effect on opportunities to use the Welsh language as well as not treating the Welsh language less favourably than the English language with any proposed changes to the academic provision.

Policy on the Internal Use of Welsh

This is the second year of implementing our [Policy on the Internal Use of Welsh](#) which builds upon the commitments made in our Strategic Plan 2018-2023 '*Towards the Next 150 Years'* and the University's tradition of supporting bilingualism in the workplace. The policy notes the University's commitments in terms of operating bilingually and supporting staff to use the Welsh language in their work.

Policy Targets

- **90%** of the staff who are fluent in Welsh using the Welsh language daily at work (B2-C2).
- **50%** of the staff who are learning the language or who do not consider themselves fluent (A1-B1) using the Welsh language daily at work.
- **50%** of the University's Professional Services workforce having Welsh-language skills (at B1-C2 level) by 2029.

Staff language use surveys are held every two years, and the next survey is planned for **October 2021**.

As of 31 July 2021, the Welsh language skills of **37.9%** of the Professional Services workforce were at level B1-C2. It should be noted that this figure represents individuals rather than contracts, and the percentage only represents the members of staff who have noted their language skills on Aber People (**88.4%** of Professional Services staff).

The Welsh Language Operational Group receives a report at each meeting giving an update on the University's Bilingual Skills Strategy. The reports include the following data:
(a) Information on the language requirements of all posts advertised.
(b) A summary of the language skills level of those appointed.

(c) The percentage of the workforce (Professional Services) who have Welsh language skills at level B1 or above.
(d) Information about the number of staff on Welsh language courses.

Posts

A total of **644** posts were advertised by Aberystwyth University between 1 August 2020 and 31 July 2021 (not including *ABERforward* and *AberWorks* posts).

Category	Number	%
Welsh language skills essential. *Posts where (oral) Welsh language skills are essential at level A1 or above.*	**199**	**30.9%**
Welsh language skills desirable. *Posts where (oral) Welsh language skills are desirable at level A1 or above (if Welsh language skills were not essential).*	**425**	**66.0%**
Posts where Welsh language skills were not necessary. *Posts without a language requirement (A0) where Welsh skills were not necessary (essential/desirable). The ability to understand the bilingual nature of the University and an awareness of the arrangements in place to support working bilingually, is an essential requirement of all A0 posts without a language requirement.*	**20**	**3.1%**

Every post is assessed for Welsh language requirements via the *E-Recruiter* system and all assessments are checked by the Centre for Welsh Language Services in accordance with the University's Bilingual Skills Strategy and the requirements of Standard 145.

Every post is advertised bilingually and every post states either that a specific level of Welsh is an essential or desirable skill or that an awareness of the bilingual nature of the University is necessary where the ability to use the Welsh language is not an essential requirement.

Complaints

A total of **4** complaints regarding the Welsh Language Standards were received during the reporting period.

Category of Standards	Direct complaints received
Service Delivery Standards	**4**
Policy Making Standards	**0**
Operational Standards	**0**

Details of complaints are recorded and kept by the Centre for Welsh Language Services and a summary report is provided to the Welsh Language Operational Group and the University Council.

During the year a report on complaints involving the Standards and the University's Policy on Internal Use of Welsh was submitted to the University's Governance and Compliance Committee, and to the University's Executive and Council.

Details of the University's complaints procedure with regard to the Welsh Language Standards can be found on our website

Welsh Language Skills of the Workforce

On 31 July 2021 the information regarding the language skills of all staff who have updated their details was analysed. The Common European Framework of Reference for Languages (CEFR) is used for the levels – See **appendix 1**.

Number of staff with Welsh Language Skills (31 July 2021)				
Levels	**Number Oral**	**% Oral**	**Number Written**	**% Written**
A0	680	33.3%	877	43.0%
A1	350	17.2%	268	13.1%
A2	142	7.0%	79	3.9%
B1	149	7.3%	140	6.9%
B2	163	8.0%	194	9.5%
C1	91	4.5%	76	3.7%
C2	237	11.6%	167	8.2%
No Data	228	11.2%	239	11.7%
Total	**2040**	**100.0**	**2040**	**100.0**

Training

In accordance with Standard **135** the University must provide Welsh-medium training in the following areas if they are provided in English

- Recruitment and interviewing;
- Performance management;
- Complaints and disciplinary procedures;
- Induction;
- Dealing with the public; and
- Health and safety.

Course Title	Number of Courses	Number of staff who attended the session in Welsh	Number of staff who attended the session in English
Health and Safety			
Risk Assessment	1	0	8
Manual Handling	4	0	22
Fire Officers	0	0	0
Introduction to Control of Substances Hazardous to Health (COSH)	0	0	0
Using a ladder safely	6	0	34
Institution of Occupational Safety and Health (IOSH) Working Safely Course	0	0	0
IOSH Managing Safely Course	0	0	0
Fire Safety	1	0	4
First Aid at Work	2	0	10

During the reporting period, no training was provided in either Welsh or English in the following areas.

- Recruitment and interviewing
- Performance management;
- Complaints and disciplinary procedures;
- Induction;
- Dealing with the public

The University's Human Resources (HR) department managed the institution's response to the COVID-19 pandemic, and as a result there was a break in the usual training provision led by HR.

Beyond the areas listed above, staff also undertake the following training courses which are available in English and in Welsh.

Course	Number of staff who completed the training in Welsh
Data Protection (General Data Protection Regulation)	16
Information Security	8
Unconscious Bias	3
Diversity in the Workplace	4
Awareness of the Prevent Duty	27

Learn Welsh Training

Please see description of the Learn Welsh levels in **appendix 2.**

'Cymraeg Gwaith' (Work Welsh) Courses 2020-21

The Work Welsh scheme runs from April to March and is funded through the Coleg Cymraeg Cenedlaethol under the aegis of the National Centre for Learning Welsh. The aim of the scheme is to improve Welsh skills in the workplace, with a specific emphasis on applying the learning to the workplace, whether in academic or professional services job roles.

Staff were required to complete 120hours of learning annually to complete a level, through a combination of weekly courses (usually 2hours), one to one support sessions with a tutor, independent study and one day courses. As part of the scheme staff are offered a mentor (another Welsh speaking member of staff in the University) to support their learning.

Course	Number of staff registered
Mynediad / Entry	13
Mynediad + / Entry +	8
Canolradd / Intermediate	7
Uwch + / Advanced +	8
Total	**36**

In 2020-21, a specific learning Welsh course was provided to some of the University's professional services departments. Eight members of Human Resources staff attended a 30-week course (at Entry level and an Intermediate course). In addition, 22 members of Information Services staff attended a course at Entry, Foundation and Intermediate levels. Both courses are aimed at developing skills and increasing members of staff's confidence to use Welsh at work.

Learn Welsh Courses in the Community

The University's Learn Welsh Department delivers a program of community courses. The University will meet costs of these courses for staff wishing to attend. A total of 51 members of staff attended Learn Welsh courses in the community during this period.

Community Course Level	Number
Mynediad / Entry (1 and 2)	18
Sylfaen / Foundation	6
Canolradd / Intermediate	9
Uwch / Advanced	5
Hyfedredd / Proficiency	1
Gloywi / Enhancing	5
Cwrs Haf (Summer Course) 2019	5
Cymraeg Proffesiynol (Professional Welsh) course	1

Calan (New Year) course	1
Total	**51**

A total of 95 individuals studied the Coleg Cymraeg Cenedlaethol's Welsh-language Skills Certificate during 2020-21, amongst them 57 students from 2019-20 who had not been able to complete the Certificate due to COVID-19 regulations. An oral assessment was held in February and a virtual written exam in the spring.

The number of staff who registered for short online Learn Welsh courses are shown below.

Short online Learn Welsh Courses - data report up to 31 July 2021

These are short online taster courses provided by the National Centre for Learning Welsh. They are self-study courses, and are available as a self-selecting options for employers and staff across Wales.

Some courses are tailored to specific sectors e.g. retail. These are 10 hour courses (5hour each section).

Short online Learn Welsh Course	Number of staff registered on the course	Number of staff who completed the course
'Croeso' Welcome (Part 1)	175	42
'Croeso' Welcome (Part 2)	51	23
'Croeso Nol' Welcome Back (Part 1)	49	17
'Croeso Nol' Welcome Back (Part 2)	18	8
'Gwella eich Cymraeg' Improving your Welsh (Part 1)	24	3
'Gwella eich Cymraeg' Improving your Welsh (Part 2)	4	1
'Sector Gwasanaethau Brys' Emergency Services Sector	6	1
'Sector Manwerthu' Retail Sector (Part 1)	6	3
'Sector Manwerthu' Retail Sector (Part 2)	3	2
'Sector Twristiaeth' Tourism Sector (Part 1)	2	
'Gofal Cymdeithasol' Social Care (Part 1)	1	1
'Athrawon' Teachers (Part 1)	5	
'Athrawon' Teachers (Part 2)	1	

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Appendix 1 – Welsh Language Levels

Language Level	Speaking (interaction and production)	Writing
A0	I can not speak Welsh at all.	I can not write Welsh at all.
A1	I can : • interact in a simple way provided the other person is willing to speak slowly, repeat or rephrase things,as well as being willing to help me • use basic expressions and phrases, e.g. introduce myself or another person, • ask and answer questions on familiar topics e.g. 'Where do you live?'.	I can : • write a short simple message as an email or note, including the time, date and place. • fill in forms with personal details, e.g. name, address and telephone number.
A2	I can: • communicate in simple Welsh on familiar topics. • contribute to very short social conversations, even though I can't, usually, keep the conversation going myself. • use a series of phrases to describe and answer questions on my family and other people, the weather. • convey instructions or very simple telephonemessages.	I can: • write short simple notes and messages, connectingtogether simple phrases with simple connecting words such as 'and', 'but' and 'because'. • write a very simple letter or email, e.g. thanking someone for doing something.
B1	I can: • take advantage of a range of simple language to deal with most situations which are likely to arise inmy work. • understand the general meaning of emails and letters on topics of personal interest, as well as theoretical letters within the context of my work. • enter unprepared into conversation on topics thatare familiar, e.g. family, hobbies, work, travel and	I can: • take fairly accurate notes in meetings or seminarswhere the subject is familiar and foreseeable. • write letters or emails to describe events,experiences and impressions • write memoranda or informal emails to conveyinformation.

Language Level	Speaking (interaction and production)	Writing
	current events. • offer advice on simple matters to clients within thecontext of my work. • describe experiences and events, hopes and ambitions. • give reasons and explanations for my opinions andplans concisely	
B2	I can : • listen to, understand and contribute to discussionsin meetings and seminars. • take an active part in discussion in familiarcontexts. • clearly express an opinion. • present clear, detailed descriptions on a wide rangeof subjects related to work • expand and support ideas with supplementarypoints and relevant examples. • explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. • give a clear presentation on familiar topics.	I can: • write short pieces of business correspondence, as a letter or email, on a wide range of topics related to my work or my field of interest, and this in standardWelsh without using a template (but using a spellchecker, dictionary, technical resources etc. when necessary). • take notes or write reports, passing on information or giving reasons in support or against a particular point of view.
C1	I can : • express myself fluently and unprompted. • use language flexibly and effectively for social and professional purposes, and contribute confidently tomeetings and oral presentations. • formulate ideas and opinions, and ensure that mycontributions are relevant to others. • respond appropriately to different cultural and socialsituations.	I can: • write clear well-structured texts, expressing points ofview at some length. • write detailed explanations of complex subjects in theform of email, letter, essay or report, underlining thesalient issues. • write different types of texts in styles that are appropriate to the reader in mind.

		• present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion.	
C2	I can: • understand reports and articles I come across in my work, including complex ideas expressed in complexlanguage. • take part effortlessly in any discussion. • express myself fluently and convey finer shades of meaning precisely. • If I do have a problem I can revise and restructure around the difficulty so smoothly that other people are hardly aware of it. • advise on complex, difficult and contentious matters such as financial or legal matters, to the extent that my specialised knowledge allows me • present descriptions or arguments well, smoothly and clearly, in the appropriate register and context,and with a logical and effective structure which helps to draw the listeners' attention to relevant points.		I can : • take full and accurate notes and continue to take part in meetings and seminars. • write well-structured and smoothly flowing texts inthe appropriate register. • write complex technical reports or articles whichhelps the recipients to notice significant points. • write reviews of professional and/or literary works.

Appendix 2 – Learn Welsh levels

Name of level	Description	Learning levels of the Common European Framework	Recommended minimum number of contact hours
Entry	Courses for beginners, introducing simple vocabulary and linguistic patterns and everyday phrases. The emphasis is on speaking the language.	A1	120
Foundation	This level builds on Entry and requires some experience of Welsh. The main emphasis is on speaking, with an opportunity to discuss everyday subjects such as family and friends, work and hobbies.	A2	120
Intermediate	This level builds on Foundation and is suitable for those who are familiar with the main patterns of Welsh. There is an opportunity to develop conversational skills, with a little more writing, reading and listening. The main aim is to create confident speakers.	B1	120
Advanced	This is an opportunity to discuss all kinds of subjects and themes. Learners also develop their reading, writing and listening skills. The main aim is to create confident speakers.	B2	360*
Proficiency	Proficiency courses, suitable for fluent learners and first language speakers, are tailored to the needs of the class. The general aim is to further develop students' existing skills and help them gain confidence.		

National Centre for Learning Welsh

https://learnwelsh.cymru/media/10646/ad-blyn-2020-argraffu-print.pdf

* Advance level consists of 3 courses – U1, U2 and U3 (each are 120hours)