LEARNERS’ HANDBOOK 2016-17
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1. Introduction

Welsh for Adults, Cardiff

Welcome to the course! We are delighted that you have decided to learn Welsh this year. You are joining hundreds of other students in Cardiff on the exciting journey to become a fluent Welsh speaker.

Welsh for Adults is part of the School of Welsh, Cardiff University. We are responsible for providing Welsh for Adults courses throughout the capital, attracting around 3,000 enrolments annually.

Our goal is to put learners first as we collaborate with other providers all over Wales to produce new speakers.

We hope you will find that learning Welsh with us is fun and enjoyable. We very much look forward to helping you to become Welsh speakers and to use Welsh in your everyday lives.

For those with need for the facility, this handbook can be provided in alternative formats (e.g. large print, on disk, audio tape, Braille) upon request by contacting the Centre’s reception on (029) 2087 4710.

Asking for help
We hope that you find this Handbook is very helpful but remember to ask for help at any time during the course, either by your tutor or by the office staff. We are very happy to help.
2. **2016-17 Term Dates**

<table>
<thead>
<tr>
<th>Term</th>
<th>Begin</th>
<th>Half term</th>
<th>End</th>
<th>30 week courses end in week commencing 15/05/2017 or 05/06/2017 (if Mon courses).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2017</td>
<td>03/01/2017</td>
<td>20/02/2017</td>
<td>24/02/2017</td>
<td>07/04/2017</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>24/04/2017</td>
<td>29/05/2017</td>
<td>02/06/2017</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the start and end dates apply for courses starting in September only.
3. Financial Assistance

If you experience any difficulties in paying for your course, please contact the Professional Services Office at the School of Welsh for more information on flexible payment. Please find below details of some financial assistance, for which you, as a learner, may be eligible:

**SPECIAL OFFERS** - Throughout the year, we will have numerous special offers e.g. 10% off the cost of the full course fee by enrolling early, prizes for attending some non-formal learning events, prizes for Learner of the Year winners etc. Please keep an eye on our website, our marketing emails and our Learners Programme for the offers available.

**REDUCTIONS** - There are reductions on course fees. Further information can be found on the enrolment form, in the prospectus and on our website. Please contact us directly if you have difficulty paying for your course.

**‘REACT’ GRANT** - If you are currently unemployed, the Government offers grants to pay for any training which may assist you in finding a job. If you are learning Welsh to improve your employment opportunities, you may apply for a REACT grant. Please contact the Professional Services Office at the School of Welsh for further details.

4. Accessibility

The Welsh language is for everyone – a warm welcome to all who wish to learn Welsh! We aim to offer a fair and equal service to all its learners, regardless of their sex, ethnic origin, age, sexuality, religion or disability. We are able to offer additional support to learners who may benefit from extra help.

We are committed to creating an inclusive culture based on equality and diversity, and we aim to make our courses as accessible as possible for all learners, both at the School of Welsh and in other locations within Cardiff, whether in terms of access to buildings or aids to learning such as Braille, large print, class work on coloured paper etc. We also support our tutors in developing inclusive teaching strategies.

If you have any additional needs, please contact the Professional Services Office in the School of Welsh. During the year, remember that you are welcome to raise any matters you may wish to discuss with your tutor. All tutors have the additional needs form in their course packs and if necessary an Individual Additional Needs Plan (PEEP) can be completed.

If you have any questions on ‘Accessibility’ for our courses, or if you wish to discuss individual support or adjustments for additional learning needs please contact the Professional Services Office at the School of Welsh. Information about the University’s accessibility policy can be found on the website: [http://www.cardiff.ac.uk/help/accessibility](http://www.cardiff.ac.uk/help/accessibility)
5. Important Relevant Policies and Information

You can find information about Cardiff University’s policies on the website. It is your responsibility to ensure that you read and follow the policies.

Equality and Diversity Policy
http://www.cardiff.ac.uk/public-information/equality-and-diversity

Safeguarding Vulnerable Adults Policy
http://www.cardiff.ac.uk/public-information/equality-and-diversity

Personal Safety
https://www.cardiff.ac.uk/__data/assets/pdf_file/0017/240209/Personal-Safety-Guide.pdf

University Requirements and Expectations
http://www.cardiff.ac.uk/for/current/requirements/index.html

IT Policy
https://www.cardiff.ac.uk/public-information/policies-and-procedures/it-regulations
For further IT information please also refer to the information on ‘Y Bont’ under the ‘Teaching Materials’ section. For any advice and guidance please contact Angharad Davies.

Unfair Practice
Any allegation of unfair practice including plagiarism and collusion - whether on a social networking site or through other media - will be considered under the terms of the Unfair Practice Procedure
https://www.google.com/url?q=http://www.cardiff.ac.uk/regis/sfs/regs/1.10%2520-%2520Unfair%2520Practice%2520Procedure.doc&sa=U&ved=0ahUKEwimhZLA4onPAhXCBZ oKHTUWASMQFggEMAA&client=internal-uds-cse&usg=AFQjCNEIueOePo3AanoCVv9ctlL8WSQX81zw and the University’s Student Disciplinary Code:
https://www.google.com/url?q=http://www.cardiff.ac.uk/regis/sfs/regs/0910academicregs/docs/3.01%2520Student%2520Discipline%2520Procedure%25202009-10.doc&sa=U&ved=0ahUKEwjdsdzj4onPAhWpBzoKHVVwwCkgQFggEMAA&client=internal-uds-cse&usg=AFQjCNG8h8-Si0YyKOG0M_aWvmBsZ79NFg
6. Health, Safety and the Environment

University Security Services are provided 24 hours a day, 7 days a week. They aim to encourage and ensure, as far as reasonably practicable, safe and secure environments for all users of the University. They also offer help and advice in a number of areas, including a Personal Safety and Security Guide. You can call the 24-hour control room on 02920 874444 or visit the Security Control Centre, which is located directly opposite 52-53 Park Place, or speak to the University’s Campus Patrol Officers.

https://intranet.cardiff.ac.uk/students/campus-life/personal-safety-and-security

Health and Safety

Martin Gwynedd (Professional Services Office) is the School’s Health and Safety officer. Health and safety issues should be directed to him in the first instance. In the case of the School of Welsh, Cardiff University is responsible for health and safety matters. For any workplace based courses, the employer is responsible.

There is also a responsibility on the learner to behave in an appropriate manner at all times to avoid endangering the health and safety of anyone else, and to follow the guidance and instructions given to them by the tutor.

The tutor should inform you of the fire exits and first aid arrangements at your teaching location during your first lesson.

An annual health and safety audit is carried out for each of the external teaching locations used by the Centre, Cardiff University on an annual basis. The tutor reports back any matters that arise from the audit. However, if you are concerned about any health and safety matters in your teaching location during the year please let your tutor know immediately. The tutor will then inform the Centre.

Accidents and Incidents

If there is an accident or an incident, you should complete the accident/incident form with your tutor.

Emergency Telephone Number!

On the enrolment form there is a section for you to include contact details in the event of an emergency. Please let us know if your contact details change or the contact details of the person named on your enrolment form as the contact in the event of an emergency.
7. Practice your Welsh

Do you want to become fluent? In order to succeed in learning Welsh, there is a need to practice your Welsh outside class.

You will receive an Individual Learning Plan in order to set your own personal learning objectives and to plan how you are going to practice Welsh outside class.

On courses totalling 60 and 120 hours, there is an expectation that you complete 18 hours of practice outside class. For more intestine courses, such as block courses and the summer course, there is a need to complete 36 hours of practice outside class.

8. Basic Skills

All Welsh for Adults learners on Entry courses of 5 hours or more per week and lasting more than 1 week in length, will need to complete a Basic Skills Assessment. Literacy Skills in English are the only skills that are assessed. This affects the Entry course – 1 day every month course, the Entry – 2 week course, and the Summer course: Entry 1 Level (British citizens only).

The assessment will be arranged by a tutor, who will have been trained and will arrange this to take place during the induction session in the first lesson. The assessment will last 20 minutes and the tutor will explain to you the purpose of the assessment before commencing. Everybody is expected to undertake the assessment but there is no obligation to do so. The purpose of this is to help the learner in situations where there may be a literacy problem and it is possible to refer you to some useful assistance.

The tutor will mark the test and if any learner is below the threshold the tutor will provide information on the services available in Cardiff and the Vale of Glamorgan if you wish to improve your literacy skills. This will not affect your ability to stay on the course. Please find the contact details below in order to improve your Basic Skills:

CAERDYDD / CARDIFF
Cardiff Basic Skills Service, The Friary Community Education Centre, The Friary
Caerdydd CF10 3FA
Cy swlt / Contact: Janet Sims
Tel: (029) 2022 7472
E-bost / E-mail: jsims@cardiff.gov.uk
9. Homework and Assessment

The emphasis in our courses is on the quality of the teaching, speaking Welsh and enjoyment.

Celebrating and Awarding
An award ceremony is held every year to award our learners for completing a course – therefore, if you have completed 80% or more contact hours, you will have a Cardiff University certificate for completing the course.

Homework
As you work through the Entry, Foundation, Intermediate, Uwch 1 and Uwch 2 courses, you have the opportunity to complete some homework. These are simple tasks which revise the work undertaken in class. It gives you the opportunity to practise outside of the class your level of understanding of the work by working by yourself. Please give your homework to your tutor to mark and you will receive feedback on your development. You will be encouraged to complete the homework as part of the effective teaching process.

Certificates
You will receive a Cardiff University certificate for completing the course if you have:
- Attended at least 80% of the classes
- Completed homework.
- And your tutor has testified that you have successfully completed the course.

Assessment for Learning
During the course your tutor will give you feedback on your performance and what you need to do to continuously improve. For written work, you will receive an assessment for learning template which sets personal target(s) in order for you to focus on things to improve.

Examinations (Optional)
You will also have the opportunity, should you so wish, to sit WJEC examinations – ‘Defnyddio’r Gymraeg’ - Entry, Foundation, Intermediate, and Higher.

Learners who sit examinations feel that they give them a focus to work hard and they also give them a sense of satisfaction when passing, or indeed excellence. This is a very good feeling!

If you wish to enrol for any examination, the Centre has copies of the examination information booklets. Also examination preparation courses have been arranged. These courses look back at past examination papers and they prepare you especially for the examination which you will be taking!

For more information on examinations, please contact Professional Services Office in the School of Welsh.
Please note below the examination dates for 2016/17:

**Defnyddio'r Gymraeg - Entry / Mynediad - £40**
27 January 2017 (Friday)
8 June 2017 (Thursday night)
9 June 2017 (Friday)
The exam is appropriate for those at the end of the WJEC Entry course or the Welsh for Adults intensive Entry course or those half way through the Sylfaen 1 or those who have completed a third of the Develop Confidence Course.
**Closing date for registration:** 9 December 2017 for the January 2016 examination and 24 February 2017 for the June 2017 examinations

**Defnyddio'r Gymraeg - Foundation / Sylfaen - £42**
16 June 2017 (Friday)
This exam is appropriate for learners at the end of the WJEC or the Welsh for Adults Foundation course or started Canolradd 1.
**Closing date for registration:** 24 February 2016

**Defnyddio'r Gymraeg - Intermediate / Canolradd - £44**
7 June 2017 (Wednesday)
This exam is appropriate for learners at the end of the WJEC or the Welsh for Adults Intermediate course and those started Uwch 1.
**Closing date for registration:** 24 February 2016

**Defnyddio'r Gymraeg - Higher / Uwch - £52**
14-15 June 2017 (Wednesday and Thursday morning)
This exam is appropriate for learners at the end of the Advanced 2 course.
**Closing date for registration:** 24 February 2016

These examinations are not mandatory but they give you a special aim to work towards.

Please note, if you complete an enrolment form to sit an examination, the full fee for that examination is payable, even if you decide, at a later date, not to sit the examination.
10. Planning your Learning

During the first lesson, you will receive 2 plans or schemes:
1. A Scheme of Work
2. An Individual Learning Plan

Scheme of Work
The scheme of work will show you what you will be doing from hour to hour throughout the year. The scheme of work will be especially useful to you if you have to miss lessons, so that you will be able to see which work and Agored Cymru / WJEC assessments you have missed.

Individual Learning Plan (ILP)
At the start of the course you will complete an ILP which will note your personal aims, what you will be learning during the course, which assessments you will be doing and which other additional things you will be doing outside the course. You and your tutor will revise your plan twice a year to see how you are progressing.

How do you learn a language best?
Do you know which is the best way to learn Welsh? How do you learn best?

During the first lesson, the tutor will explain to you what you should expect from how we teach and how the course works. However, remember to explain to the tutor how you learn best – this will be valuable information to the tutor.

11. Classroom Visitors - Lesson Observation

It is possible that someone will come into the class from time to time to observe the tutor teaching.

The visits by peers, learners and school pupils are not to observe the learners but to observe the tutors and materials, and they will not interrupt the lessons in any way. However, managers, verifiers and inspectors will look at how well you are progressing and the managers and inspectors would like to speak to you as a class for the last 10 minutes of the lesson. We would like to ask you in advance for your co-operation with regards to this. The process guarantees quality assurance and continuing improvement.

In addition, learners on the National Qualification have to complete a teaching practice, therefore, we would appreciate your co-operation in advance if a trainee-tutor teaches you.

In addition, occasionally, radio and television crews will ask permission to film in some classes and we would also like to ask for your co-operation in advance for this.
12. Teaching Materials

The University’s Entry, Foundation, Intermediate, Advanced and Proficiency course books are inclusive in the course fees. Also, you can download sound files from the website, for free, or ask a tutor for some CDs.

For Welsh for the Family coursebooks you will need to buy the course books and homework book.

**Y Bont - Moodle Site**

‘Y Bont’ is the e-learning platform for learners [http://caerdydd.ybont.org](http://caerdydd.ybont.org). The site includes blended learning courses, resources and additional activities.

On our website, there are numerous additional resources for you free of charge! There are quizzes, fun exercises, and tasks. There are opportunities for you to practise your Welsh outside of the classroom, especially during the holidays! Please have a look at the website above to see what is on offer.

**Course Resources – Welsh for the Family**

Please note that Welsh for the Family 1 and 2 course prices do not include course materials. These can be purchased in class, or from WJEC:

[https://www.wjec.co.uk/index.php?nav=shop&langID=2&bask=Xq3NCPaISZBg4BWMMMBUnMDM2](https://www.wjec.co.uk/index.php?nav=shop&langID=2&bask=Xq3NCPaISZBg4BWMMMBUnMDM2) or [www.gwales.com](http://www.gwales.com)

**Resource Prices are as follows:**

- Welsh for the Family 1 course book (South Wales Version) - £10.95
- Welsh for the Family 2 course book (South Wales Version) - £10.95
- Welsh for the Family 1 CD (South Wales Version) - £8.95
- Welsh for the Family 2 CD (South Wales Version) - £8.95
- Welsh for the Family Activity Book (South Wales Version) - £5.00
- Welsh for the Family Board Games pack - £18.00

Also, additional electronic materials are available for free on ‘Y Bont’.
13. Non-formal Learning: Having Fun whilst Practicing your Welsh!

It’s important that you practise your Welsh outside of the classroom in a more informal context. The more you speak Welsh, the more successful you will be in learning Welsh!

It is important that you use every opportunity you may have to speak Welsh and this is why we have arranged a full programme of activities for you each term. Come and have fun by speaking Welsh and make new friends with other learners from all levels.

**Activities**

The Non-formal Learning Tutor arranges a variety of activities and events to suit everyone’s taste. Below is an example of some very informal activities which we normally arrange, please take advantage of them:

- quizzes, coffee mornings or evenings, evenings in the pub, walks, cycling, reading clubs, lectures, trips, dramas

**Reading Courses**

Join the Reading Clubs. There are Clubs available on all levels and normally arranged an hour before the mainstream course. They are extremely popular and a very effective way in which to improve your Welsh.

**Weekend Courses**

There will also be residential courses or Saturday courses nearly every month therefore please come along and enjoy these, it is an excellent opportunity to further revise and practise your Welsh. We visit interesting locations at these times.

**The Learners Programme and getting to know what is available to you**

Every term you will receive a Learners Programme which will be full of these activities. The first magazine will be in your welcome pack so make sure you take time to have a good read through it. If you would like more information about these activities you’re very welcome to contact our Non-formal Learning Tutor.

Please also look at the noticeboards in the University and other large teaching locations, where regular information can be found regarding what’s on.

Keep an eye out for the Non-formal Learning Tutor’s messages on Facebook and Twitter for all the latest news.
14. Recording of Lectures and Copying Teaching Materials

During your time studying at Cardiff University, you will have access to various learning and teaching events and materials which may, in some way, be protected by UK copyright and Data Protection laws. It is essential that you understand that you will need to observe the law when using these materials.

If you are considering recording lectures, you should bear the following in mind:

SUMMARY OF KEY POINTS

- Any recording made of any teaching event must be notified to the tutor concerned in advance.
- No recording may be published or used in any way other than for private study purposes without the lecturer’s written permission.
- Any reasonable adjustment requirements should be discussed with the tutor in advance.
- All copying of teaching materials and recording of teaching events must comply with the law, including the Copyright Designs and Patents Act 1988 and Data Protection Act 1998.

More information can be found on the following websites:

http://copyrightuser.org/topics/faqs/
https://www.gov.uk/topic/intellectual-property/copyright
15. Use of the University Library and Computers

**Welsh for Adults, Cardiff’s Library**

It is possible to borrow books from the Library at Welsh for Adults, Cardiff. All the books have been labelled by level therefore it is possible for you to start reading immediately, on the Entry level even. During normal office hours, (9.00am-5.00pm), the School receptionist keeps the key to the library; outside of normal office hours, the tutor has Access to the library if a learner wishes to borrow a book/books.

Any learner can borrow a book / books from the library and 3 books can be borrowed at one time. Please follow the following guidelines if you wish to borrow any book / books from the library:

- take the book(s) to the School of Welsh’s receptionist/the tutor to record the details of the book(s) and the borrowers details (e.g. name, contact details, course code, date of loan); if you are borrowing a book(s) outside office hours your tutor will record the relevant information;
- books can be taken out for a period of up to 3 weeks;
- Once you have finished with your book(s), please return them either to the receptionist (within normal office hours) or to the tutor (outside office hours) who will record the relevant information.

No books should be taken without the consent of the receptionist / tutor and the completion of a book(s) loan form.

Books can be borrowed for up to 3 weeks. It is very important that you return any book(s) within this timescale. **The School of Welsh will charge you for a book(s) which hasn’t / haven’t been returned in time. If you do not return the book, you will have to pay a fee.**

**University Library**

Access to the University’s main library is possible. For this purpose, you will need an identification card and a learner number as well as a passport photo in order to obtain the id card. Please contact the Professional Services Office at the School of Welsh for Adults Centre for further information.
16. Important general information

1. **Unable to attend a lesson / lessons**
   Learners are expected to let the course provider know, either through their tutor or by contacting the Professional Services Office at the School of Welsh if they are unable to attend a lesson / lessons. This is also important with regards to distributing certificates to learners at the end of their course. To obtain an attendance certificate on an intensive course, a learner must have been present on the course 80% of the time. However, sickness, holiday etc. will be taken into consideration if the learner has informed the tutor in advance of these incidents. These will be recorded by the tutor on the class register.

2. **What to do when your tutor is absent**
   For courses run by Cardiff University, if your tutor is ill or if he or she goes on a training course, we usually arrange for a supply tutor to come in to teach you. However, this is not always possible and therefore, under these circumstances, this is what you should do if your tutor hasn’t arrived after 10 minutes:
   - If the lesson is between 9:00-5:00 from Monday to Friday, phone the Professional Services Office at the School of Welsh on (029) 2087 4710.
   - Outside office hours, if your tutor hasn’t arrived after 10 minutes you may leave and contact the Office on the next working day.

3. **Parking**
   Parking is available in many of our external teaching locations, please contact the locations direct for further information or ask your tutor.

4. **The Data Protection Act**
   Cardiff University is a 'Data Controller', which means that it is registered with the Information Commissioner to process personal data for specific purposes (Registration Z6549747). Personal data is any data from which a living individual can be identified.

   The processing of personal data is covered by the Data Protection Act 1998. This governs what personal data the University can collect, how it may use the data and to whom it can disclose the data - the 8 data protection principles. The Act also gives individuals the right to see their own personal data held by any Data Controller and other rights in respect of the processing of their personal data.
17. Learners Disciplinary Code

All matters arising out of your enrolment as a learner at the Cardiff and the Vale of Glamorgan, Welsh for Adults Centre, Cardiff University will be governed and construed in accordance with the law of England and Wales and both you and the Centre will submit to the exclusive jurisdiction of the University Visitor (or, but only so far as is permitted by the law of England and Wales, the English and/or Welsh Courts) in relation to any matters arising out of your enrolment as a learner.

Code of Behaviour for the Cardiff and the Vale of Glamorgan Welsh for Adults Centre Learners, Cardiff University

1. A learner must not engage in conduct which may involve an offence against a person; cause a nuisance; damage, deface, misappropriate or misuse any property of the University; or otherwise behave in a manner likely to bring the University into disrepute or likely to cause offence to others;

2. A learner must not engage in conduct which disrupts or is likely to disrupt teaching, study, examining, research, administration or social activities in the University or which obstructs or is likely to obstruct any learner in pursuit of his / her studies or person employed by the University in the performance of his / her duty;

3. A learner must leave any premises of the University, or any other premises officially used by the University, when reasonably requested to do so by any person employed by the University;

4. A learner must not engage in, or act as a party to, any academically improper or dishonest practice;

5. A learner must comply with all requirements as to safety;

6. The University shall maintain a constructive relationship with the Police, shall co-operate fully in any Police enquiry, and shall report any matter which appears to constitute a serious criminal offence, or where otherwise the University deems it appropriate to do so, directly to the Police.

Where a possible breach of the above Code of Behaviour has taken place the Disciplinary Procedure set out below shall apply.

https://www.google.com/url?q=http://www.cardiff.ac.uk/regis/sfs/regs/0910academicregs/docs/3.01%2520Student%2520Discipline%2520Procedure%25202009-10.doc&sa=U&ved=0ahUKEwjjsdzj4onPAhWpBZoKHWvwCkgQFggEMAA&client=internal-uds-cse&usg=AFQjCNG8h8-SiOYyK0G0M_aWvmBsZ79NFg

18. When things go wrong

The procedure for submitting a grievance

We will make every effort to ensure that your time as a learner with Welsh for Adults, Cardiff is a positive experience. However, from time to time, things can go wrong. In those cases you have the right to submit a grievance. If you wish to submit a grievance, contact the School of Welsh Professional Services Office for details on the process.
19. Electronic resources available to help you / Other useful Websites, Links and Contacts

There is a wide variety of materials now available on our website and E-learning platform to help you.

These will be valuable resources for you to work on-line at home to practise and revise.

Other useful websites are:
There are a large number of websites of interest to Welsh learners, from BBC and S4C subsites to the Welsh Government and sites aimed at parents.

www.ybont.org/
www.caerdydd.ybont.org/
www.s4c.co.uk/dysgwyrr/
www.memrise.com/home/
www.geiriadur.net/
http://techiaith.bangor.ac.uk/GeiriadurAcademi/?lang=en

You can also create your own resources here:
http://quizlet.com/create-set

Specifically for Entry Level :
www.bbc.co.uk/wales/learnwelsh
www.bbc.co.uk/wales/colinandcumberland
www.bbc.co.uk/wales/learnwelsh/bigwelshchallenge
www.bbc.co.uk/wales/catchphrase

Specifically for Foundation level :
www.bbc.co.uk/wales/learnwelsh
www.bbc.co.uk/wales/catchphrase/ysbyty_brynaber/
www.bbc.co.uk/wales/catchphrase
www.bbc.co.uk/wales/welshathome
www.bbc.co.uk/wales/welshintheworkplace

Specifically for Intermediate level :
www.bbc.co.uk/wales/learnwelsh
www.bbc.co.uk/wales/catchphrase/ysbyty_brynaber/
www.bbc.co.uk/wales/catchphrase
20. Other Contacts

WJEC
Welsh for Adults Department
245 Western Avenue, Cardiff, CF5 2YX
Tel: (029) 2026 5007

Learners Officer, National Eisteddfod
40 Parc Tŷ Glas, Llanishen, Cardiff, CF14 5DU
0845 4090 300
maesd@eisteddfod.org.uk

National Centre for Learning Welsh
University of Wales Trinity St David, Carmarthen Campus
01267 225114
www.learnwelsh.cymru