

Learners Handbook

INTRODUCTION

Welcome to you as one of the North Wales Welsh for Adults Centre's 6,000 learners!

The North Wales Welsh for Adults Centre was established on 1 April 2006, and is responsible for Welsh for Adults provision throughout North Wales, including Anglesey, Gwynedd (except Meirionnydd) and Conwy county in the west, and Denbighshire, Flintshire and Wrexham county in the east. This involves a territory stretching from the Llŷn Peninsula in the west to Wrexham in the east, and as far as Meirionnydd and the northern borders of Montgomeryshire to the south.

The Centre works in partnership with 8 providers that provide Welsh courses for you on behalf of the Centre. The 8 providers are

- Bangor University
- Popeth Cymraeg/Welsh Unlimited
- Deeside College
- Coleg Llandrillo
- Coleg Harlech/WEA
- Coleg Iâl/Yale College
- Coleg Menai
- Nant Gwrtheyrn

and you will have enrolled on a course with one of these.

The Centre's mission is “*to enable an increasing number of learners every year to cultivate fluency in Welsh, as well as the confidence to use the language from day to day*”, and we shall do our best to assist you, whatever your needs and personal aspirations.

Among its goals for 2011/2012, the Centre places substantial emphasis on improving the quality of the provision for you as a learner. Offering courses of the highest possible quality is extremely important to us, and another aim we have, in order to assist us in achieving this, is to gather your views on our provision so that we can make continual improvements.

The purpose of this Handbook is to provide concise information about a range of educational and administrative matters you need to be aware of, and I hope it will be of assistance to you. Naturally, if you need assistance with a matter not included in this Handbook, please contact your course tutor or the Tutor Organiser in the first instance.

I very much hope you will enjoy your experience of studying with one of our partners. Good luck with the learning!

Ifor Gruffydd
Director
North Wales Welsh for Adults Centre

1. Staff of the Centre

Ifor Gruffydd | Director

Haydn Hughes | Deputy Director

Siân Eirian Davies | Training and Quality Officer

Pam Evans-Hughes | Development Officer (Wrexham) | Phone: 07825 420 552

Meira Evans | Development Officer (Anglesey, Gwynedd, Conwy, Denbigh, Flint)

Gary Smith | Data Manager

Siwan Hywel | Correspondence Officer

Hunydd Andrews | Researcher

Ellen Roberts | Office Manager

Ceri Llwyd | Secretary

To contact the Centre,

☎ 01248 383928 ✉ learncymraeg@bangor.ac.uk 💻 learncymraeg.org

2. Providers

	Provider	Description of the provision
1	Bangor University  PRIFYSGOL BANGOR UNIVERSITY ☎ 01248 382 752 🌐 www.bangor.ac.uk	Intensive Anglesey, Gwynedd, Conwy, Denbighshire , Flintshire and Wrexham All levels
2	Coleg Harlech / WEA  ☎ 01352 744 052 🌐 www.harlech.ac.uk	Non-intensive, specifically for the Family Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham Entry level
3	Nant Gwrtheyrn  nant gwrtheyrn ☎ 01758 750 334 🌐 www.nantgwrtheyrn.org	Residential/Intensive Serves the whole region, and nationally and beyond, at all levels
4	Coleg Menai  ☎ 01286 673 450 🌐 www.menai.ac.uk	Non-intensive Anglesey and Arfon All levels
5	Llandrillo College (including Coleg Meirion Dwyfor)  ☎ 01492 546 66 🌐 www.llandrillo.ac.uk	Non-intensive Gwynedd (Llŷn and Dwyfor), Conwy and Denbighshire, but makes provision on its main campuses at Llandrillo, Rhyl, Abergele and Coleg Meirion Dwyfor Entry and Foundation levels
6	Deeside College, (including Llysfasi College)  ☎ 01244 831 531 🌐 : enquiries@deeside.ac.uk 	Non-intensive Flintshire and South Denbighshire All levels
7	Yale College  ☎ 01978 311 794 🌐 www.yale-wrexham.co.uk	Non-intensive Wrexham County Entry, Foundation and Intermediate levels
8	Popeth Cymraeg  ☎ 01745 812 287 🌐 www.popethcymraeg.com	Intensive (De Suggestiopedia) and Non- intensive Conwy County, Denbighshire and Flintshire All levels

3. The Website

‘Is your one stop shop for learning Welsh in North Wales’

You will have information about:-

- courses in the community
- in the workplace
- home and family
- register for information of learners’ events in your area
- latest news
- information about the Centre

4. Informal Learning

The Welsh for Adults Centre offers a full programme of social activities:-

- learners' clubs
- cuppa and chat
- national events
- community sessions
- Learners' Eisteddfod

This provides an opportunity for you to practise your Welsh outside the classroom. All kinds of activity are available in North Wales. You can see what's on in your area on the website

learncymraeg.org

There is an opportunity for you to register to receive information about events in your area. Ask your tutor for details

5. Taith Iaith

The Taith Iaith has been designed to support your learning.

At the start of the course, your tutor will explain to you how to use it. It is an opportunity for you to note where and when you use Welsh outside the classroom. You can also note your progress and which assessments you will be doing. Your tutor will discuss the ‘Waw Ffactor’ with you from time to time.

6. The Process of Classroom Observation

We will be observing classes annually.

We observe classes to ensure that you have the best possible learning experience

When we observe classes we will ask you about your experience of learning Welsh.

We will also ask your opinion about:-

- the course
- the location
- the resources
- the opportunity to practice your Welsh outside the classroom

and anything else you may like to share

We will let your tutor know how we deal with the situation/problem

7. Financial Assistance

Here is the financial assistance that is available to you as learners.

- Concessions:-** Some providers offer reductions for the cost of courses. Please ask your provider for more information.
- Financial contingency fund:-** A fund which contributes towards support costs such as travel, childcare and learning resources (but not course fees) for learners from low income households. Ask your course provider for an application form.
- Bursary:-** A fund which contributes towards course fees for learners who do not qualify for the above. To apply, write to Bursary, Welsh for Adults Centre, Dean Street, Bangor, LL57 1UT (10248 383798) explaining why you need assistance.

All the above information will remain strictly confidential

8. Health and Safety

North Wales Welsh for Adults Centre is committed to provide a safe and healthy environment for all of its' learners. We have ensured that every provider have their own Health and Safety policy. To ensure the safety and welfare of Welsh for Adults learners, each tutor has undergone a CRB check.

9. Learner Voice

Your opinion as a learner of Welsh is very important to us. A number of opportunities will arise during your course to express your opinion about your experience of learning Welsh, and we would like to encourage you to take advantage of some of those opportunities (there are details below). By doing this, you will help us to improve our provision continually. We would like to emphasise, however, that this will not be a one-way process, as we shall give your comments full consideration and will report back to you on what we shall be changing or improving, or sometimes explain why we cannot act on some of your suggestions or requests.

10. Complaints

Should you have any complaints about anything whilst on your course, tell your tutor in the first instance. If your tutor is unable to deal with your complaint then, he/she will refer your complaint to the Tutor Organiser. In more serious cases, you will be able to write to the Senior Tutor Organiser or to the Director of The Welsh for Adults Centre, Ifor Gruffydd. We will deal with every complaint individually according to the University policy.