



**REVISED
WELSH LANGUAGE SCHEME**

Revised Welsh Language Scheme prepared under the 1993 Welsh Language Act

**This revised Scheme received the approval of the Welsh Language Board
under Section 14 (1) of the Act on 13 July 2006**

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INTRODUCTION

WJEC has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This revised Scheme sets out how WJEC will implement that principle in the provision of services to the public in Wales.

WJEC recognises that individuals can express their views and needs better in their preferred language and that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place them at a real disadvantage. WJEC will therefore offer the public the right to choose which language to use in all dealings with it and will also apply this principle to its expectations of the other bodies that assist WJEC in undertaking its work.

1. Foreword

WJEC/CBAC Ltd. is a company limited by guarantee. The company is controlled by all the local authorities of Wales through the Board of Directors. Members of the Board are nominated by local authorities. The trading name of the company is the Welsh Joint Education Committee/Cyd-bwyllgor Addysg Cymru (WJEC/CBAC).

WJEC has just under 200 members of full-time staff and just under 50 part-time members.

The main office of WJEC is located at 245 Western Avenue, Cardiff. Most of the staff of the Examinations Board, the Educational Resources department, National Grid for Learning Cymru, Welsh Baccalaureate, the Expressive Arts Unit and the WJEC Secretariat are located at this address. The Print and Distribution Units and the Examination Question Papers Section are located at Upper Boat.

WJEC is the examination board of Wales. It offers examinations through the medium of Welsh at all levels, Entry Level, GCSE, GCE AS and Advanced (as well as AEA in Welsh, Welsh Second Language and Geography) according to demand: a Welsh version of an examination paper will be prepared when one or more candidates wish to sit a particular examination in Welsh. WJEC is responsible for marking optional Standard Assessment Tasks (SATs) at Key Stage 3 (KS3) and in 2005 the WJEC won the contract to accredit teacher assessments at the end of Key Stage 3 in the schools of Wales.

On behalf of local authorities in Wales, WJEC provides services in connection with the Welsh language and culture of Wales and the expressive arts.

2. Contact

A notice will be placed in WJEC reception to inform members of the public that copies of the Welsh Language revised Scheme are available in reception. The revised Scheme also appears on the website.

Anyone who wishes to discuss this revised Scheme should contact,

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245 Western Avenue
Cardiff
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3. SERVICE PLANNING AND DELIVERY

3.1 New policies and initiatives

The aim of the WJEC bilingual policy, adopted in 1992, is "to implement a comprehensive bilingual policy that would include allowing people who came into contact with WJEC to do so in their preferred language". As new policies and initiatives are considered, WJEC will ensure that they are consistent with the principles adopted by WJEC and follow the requirements of the 1993 Welsh Language Act. WJEC commits itself not to amend the Welsh Language revised Scheme without prior consultation with the Welsh Language Board nor to amend the revised Scheme if it affects the schemes of other institutions.

3.2 Delivery of services

3.2.1 The revised Scheme will apply to all offices and buildings of the WJEC and notices to this effect will be displayed. Any costs will be included in unit/sectional budgets.

3.2.2 The standard of service provided in Welsh and English will be equal and WJEC commits itself to provide a translation service, where appropriate.

3.2.3 The Board of Directors of WJEC/CBAC will be responsible for ensuring that the revised Scheme will be followed and the WJEC Strategy and Management Team will be responsible for ensuring the implementation of the revised Scheme.

3.2.4 Each member of WJEC staff will receive a copy of the revised Scheme to be placed in the WJEC Staff Handbook.

3.2.5 The WJEC Strategy and Management Team will consider the effectiveness of the revised Scheme and will be responsible for administration on a day-to-day basis.

3.2.6 WJEC staff and outside agencies will be informed of the necessity to comply with the WJEC Language revised Scheme when publishing bilingually.

4. DEALING WITH THE PUBLIC

4.1 Correspondence

- 4.1.1 Members of the public are welcome to correspond with WJEC in either Welsh or English.
- 4.1.2 Correspondence received in either Welsh or English will be answered within the same period of time.
- 4.1.3 WJEC will respond to all correspondence received in the language of the original correspondence.
- 4.1.4 All public circulars and letters will be bilingual.
- 4.1.5 After meetings or discussions in Welsh, correspondence will be in Welsh.
- 4.1.6 In initiating any correspondence, WJEC will use the language of the recipient of the letter if this is known. If it is not known, members of the public will be invited to reply in either Welsh or English.
- 4.1.7 By including a copy of the revised Scheme in the Staff Handbook, WJEC will direct staff how to implement the policy relating to correspondence and will offer directions on how to obtain assistance in operating the revised Scheme.
- 4.1.8 Information included on the WJEC Website will be bilingual and correspondence received by e-mail will be answered in the language of the original correspondence.
- 4.1.9 The preferred language of the correspondent will be recorded and up-dated as necessary.
- 4.1.10 These measures are regularly monitored by sample exercises agreed in advance with Bwrdd yr Iaith Gymraeg (The Welsh Language Board).

4.2 Telephone communication

- 4.2.1 Members of the public are welcome to contact WJEC by telephone in either Welsh or English.
- 4.2.2 Callers will be greeted bilingually to show that they are welcome to use Welsh.
- 4.2.3 Permanent messages on telephone answering machines will be bilingual.
- 4.2.4 WJEC is pledged to providing bilingual staff in order to promote the revised Scheme fully in answering the telephone in the main reception of WJEC and Welsh language skills will be an essential qualification for the posts.
- 4.2.5 If there are no Welsh-speakers available to discuss a matter in Welsh, the receptionist will offer to transfer the call to a Welsh-speaker or take the name and number and arrange for a Welsh-speaker to return the call as soon as possible.
- 4.2.6 A list of Welsh-speaking members of staff will be available at the main switchboard to enable calls to Welsh-speakers to be transferred.
- 4.2.7 These measures are regularly monitored by sample exercises agreed in advance with Bwrdd yr Iaith Gymraeg (The Welsh Language Board).

4.3 Meetings

- 4.3.1 When meetings and standing committees are held by WJEC itself, (apart from INSET sessions when the language of communication is established beforehand and the training is provided in either Welsh or English) it will be made clear to members that they are welcome to contribute in Welsh or English. This information will be included in papers inviting members to attend meetings.
- 4.3.2 WJEC is committed to providing the requisite facilities to enable the public to communicate with WJEC in either Welsh or English.
- 4.3.3 Contributions in Welsh or English will be welcome during meetings and standing committees arranged by WJEC and if the chair/main speaker is able to speak in Welsh, we will ensure that they will create a bilingual context to the presentation.
- 4.3.4 In order to facilitate contributions in Welsh and/or English at meetings apart from INSET sessions when the language of communication is established before hand, contributors will be invited to inform WJEC in advance in which language they wish to contribute to discussions to enable translation facilities to be provided.

4.4. Examinations and assessment

4.4.1 Relationship with awarding bodies

Welsh versions of papers are provided for a number of subjects which are not offered by WJEC but are offered by other awarding bodies.

4.4.2 The cost of providing Welsh-medium examinations

Since WJEC is now in competition on the open market with other awarding bodies to supply the needs of examination centres, financial considerations are of the utmost importance. It is known that examinations through the medium of Welsh form a very small proportion of the market, so small in fact that a considerable financial loss is made to secure the provision. In order to enable WJEC to compete fairly with other boards, application is made annually to the Department of Children, Education, Lifelong Learning and Skills (DCELLS) within the Welsh Assembly Government for financial support to provide Welsh versions of papers. If WJEC invited other bodies to arrange INSET activities related to examinations, WJEC would make every effort to ensure Welsh-medium provision within financial constraints.

4.4.3 Papers in two languages

WJEC provides examinations in both English and Welsh in all the subjects offered by WJEC and requested by schools. Complete English versions of examination papers are sent for the information of Welsh-medium candidates; candidates are permitted to use both versions side by side during the examination in accordance with the school's policy.

4.4.4 Examinations support materials

It is the policy of WJEC's Examination Board that every circular and all supplementary materials for examination centres (schools and colleges for the most part) should be bilingual. The examination officers and heads of department in the Examination Board are conscious of the importance of having everything translated in good time to meet the monthly deadlines for circulars to examination centres.

All circulars are bilingual. Usually, supplementary materials will be produced separately in Welsh and English; Welsh copies of these materials will be sent to the centres that teach through the medium of Welsh.

Welsh versions of specifications will be produced, as well as sample papers, instructions to teachers etc., at the same time as English versions. However, exceptionally, if the Government is undertaking a major review of specifications it might not be possible to publish the Welsh versions at the same time as the English versions but WJEC will ensure that the Welsh versions will reach examination centres at least two months before any course commences.

Circulars and materials regarding English as a subject will not be produced in Welsh. In the same way, English versions of materials dealing with Welsh as a subject will not usually be produced unless there are good reasons for doing so (e.g. examination officers who are unable to speak Welsh administering Welsh as a Second Language examinations). Chief examiners' reports produced in English and marking schemes will not usually be translated.

4.4.5 Correspondence with Welsh-speaking examiners will be bilingual excluding subject-specific mark schemes.

4.4.6 Welsh-medium in-service training will be available following requests from individual examination centres, local authorities and consortia whenever possible. The same fees will apply for both Welsh-medium and English-medium training.

4.5 Service Level Agreement: Welsh and the Culture of Wales

- 4.5.1 One of WJEC's main aims is to promote Welsh-medium education on behalf of local authorities of Wales. This aim is achieved through a Service Level Agreement between WJEC and local authorities in Wales. The Agreement contributes to a national framework that develops, promotes and supports education in the Welsh language. Local authorities are represented by language advisers on the Agreement's working parties and panels.
- 4.5.2 WJEC sponsors the publication of Welsh reading books and resources on behalf of the local authorities of Wales under this Service Level Agreement. Sponsorship is given in the form of an initial guaranteed sale to publishers: this guarantee is based on the needs of all local education authorities in Wales. Sponsorship is extended to Welsh and Welsh Second Language and Welsh-medium resources including mathematics, science, history, geography, religious education, design and technology, drama, music, information technology and catering.

In-service training is provided through the National Welsh and Welsh-medium INSET Programmes on these resources. In addition, the agreement enables WJEC to publish resources to support teachers of English to develop and promote a cwricwlwm Cymreig. The Service Level Agreement also provides the management of the National Welsh and Welsh-medium INSET Programmes.

The details of the Agreement are decided by the following working parties:

- WJEC INSET Working Parties
(Welsh language advisers, representatives of the Association of the Directors of Education Wales [ADEW] and the Office of Her Majesty's Chief Inspector of Schools in Wales [Estyn])
- WJEC Publications Working Party
(Welsh language advisers)
- WJEC English in Wales Panel

4.5.3 WJEC Publications Scheme

On behalf of the local authorities of Wales, WJEC offers an initial guaranteed sale to publishers. This guarantee ensures that the work is published and promotes the work of the local authorities in providing education in Welsh. To fulfil these objectives, WJEC's staff provides editorial, design, illustration, management and administrative assistance. The essence of this support by the local authorities is that it is more sensible to produce some resources on a national scale.

WJEC co-operates with DELLS and the Welsh Books Council and commercial publishers in this respect.

4.5.4 National Welsh and Welsh-medium INSET Programmes

National Welsh and Welsh-medium In-Service Training Programmes are administered by WJEC (on behalf of the local authorities of Wales) and the Welsh Assembly Government (through the Better Schools Fund). The Programmes are financially supported on an annual basis. The Programmes support a National Expert Trainer and assistant trainers who supplement the work of the Programmes. In-service training is provided for primary and secondary teachers of Welsh as a first and second language and teachers who teach through the medium of Welsh. Training materials are published as part of the Programmes.

4.6 Partnerships

In co-operation with the local authorities, WJEC creates partnerships with other bodies, including Bwrdd yr Iaith Gymraeg (the Welsh Language Board), DELLS and the Welsh Books Council and co-operates closely in order to avoid duplication of effort and to ensure that the development of education in the Welsh language is both effective and efficient and to promote Welsh education in general.

4.7 Other responsibilities

Under a Service Level Agreement with local authorities in Wales, the WJEC administers the National Youth Orchestra of Wales and the National Youth Theatre of Wales. WJEC is pledged to the provision of theatrical opportunities in the Welsh language to members of the National Youth Theatre of Wales. The administration of the Orchestra and Theatre is bilingual.

5. WJEC'S PUBLIC FACE

5.1 Corporate identity

5.1.1 The Welsh Joint Education Committee (WJEC) is the trading name of WJEC/CBAC Ltd., a company limited by guarantee and controlled by the local authorities of Wales

5.1.2 The corporate commitment of WJEC will be presented bilingually, such as the name of the institution, its address, its logo, identity badges, exhibitions, publications, signs, vehicles, buildings, headed notepaper, fax cover sheets, business cards, compliment slips and any other printed matter produced by WJEC.

5.2 Signs

5.2.1 Official signs within all WJEC offices will be bilingual.

5.2.2 Official signs within the boundaries of WJEC premises will be bilingual.

5.2.3 If separate signs should have to be used for the two languages, the signs would be equal in terms of size, format, quality, clarity and visibility.

5.2.4 A sign will be placed in reception showing that reception staff is bilingual.

5.2.5 Official signs will be checked for their accuracy by designated WJEC staff e.g. the translator.

5.3 Publications

5.3.1 WJEC pledges that any publication to market WJEC that is intended for the public will be in Welsh and English. Documents are produced bilingually unless it is impracticable to do so due to their size. If material prepared by WJEC appears in Welsh and English, and is offered for sale, the price will be the same for both versions.

5.3.2 WJEC forms, posters, cheques, timetables, receipts, invoices and maps will be bilingual.

5.3.3 WJEC pledges to employ bilingual staff in WJEC Bookshop in order to promote the revised Scheme and Welsh language skills will be an essential qualification for the posts.

5.3.4 If reasonable and practicable, Welsh and English versions will be published at the same time when WJEC does not have to rely on external agencies.

5.4 Press notices

Press notices will be issued bilingually.

5.5 Advertising

5.5.1 In the English/bilingual press, advertisements will appear bilingually.

5.5.2 In Welsh-only publications, advertisements will appear in Welsh only including an explanatory sentence in English.

5.5.3 The WJEC will provide bilingual publicity material for the public. This principle will also apply to publicity campaigns by the WJEC as a company.

5.5.4 All questionnaires will be bilingual. The response to the results of publicity/marketing campaigns will be in accordance with WJEC's Welsh Language revised Scheme.

5.6 Website

5.6.1 Members of the public will have access to information on the WJEC website, in Welsh and English.

5.6.2 The website will provide clear language options. WJEC acknowledges that the best way of providing linguistic guidance is to provide a preferred language option on each page where the alternative language version is also provided.

5.6.3 The Welsh and English language pages on the website will be evaluated and updated at the same time.

5.6.4 All documents, reports, forms which are available on the website will be provided in both languages with information that is easily downloaded in both languages.

5.6.5 All resources and provision in Welsh and English will be consistent in their updating, accuracy, prominence, clarity and quality.

5.6.6 Staff, advisers, designers and publishers will receive written direction (e.g. Canllawiau Dylunio Dwyieithog [Bilingual Design Guidance]) to assist them in compiling and handling bilingual material.

6. IMPLEMENTATION AND MONITORING

6.1 Implementation

6.1.1 The WJEC Board of Directors has supported the revised Welsh Language Scheme.

6.1.2 Publicity will be given to the approval of the revised Scheme by the Welsh Language Board and its adoption by WJEC in accordance with the guidelines of the Welsh Language Board by means of signs and advertisements and by placing the revised Scheme on the WJEC website.

6.1.3 When WJEC offers contracts that involve contact with the public, such as theatrical productions, WJEC will ensure that the conditions of the revised Scheme are followed.

6.2 Staffing

6.2.1 WJEC pledges to ensure that it will have sufficient numbers of Welsh-speakers with the necessary skills to enable WJEC to provide a complete service in Welsh.

6.2.2 All units/sections will have a sufficient number of staff who are able to speak Welsh.

6.2.3 The WJEC commits itself to designate posts where the ability to speak Welsh is essential and to ensure that this is included in job descriptions.

6.2.4 If there are insufficient numbers of staff who are able to speak Welsh in those posts where the ability to speak Welsh is essential, suitable staff will be transferred, training opportunities will be provided and Welsh-speakers will be appointed when suitable opportunities arise.

6.2.5 WJEC management responsible for appointing, training and supervision of staff will ensure that the revised Scheme is followed in this context.

6.2.5 WJEC management will supervise the administration of the revised Scheme and will take appropriate action if the number of Welsh speakers in posts which facilitate the administration of the revised Scheme decreases.

6.3 Learning Welsh

- 6.3.1 To ensure, over a period of time, that WJEC is able to provide services through the medium of Welsh to a high standard, effectively and efficiently, it will adopt a Linguistic Skills Strategy as part of the human resources planning processes. This Strategy will enable WJEC to gain an overview of the resources and the linguistic requirements, by co-ordinating training and recruitment to promote the aims of the revised Scheme. These measures will be part of this Strategy.
- 6.3.2 To enact the above commitment, WJEC will hold a review of the services, provisions and staff in order to ascertain:
- which work or service situations has contact with the public in Wales and the nature of that contact
 - bilingual skills of present staff and to what extent staff are interested in improving their skills
- 6.3.3 Having undertaken and analysed the above review, WJEC will denote those posts where Welsh is essential, desirable or where it is not needed. Job descriptions will be revised accordingly.
- 6.3.4 Each new post and each present post which becomes vacant will be considered in accordance with the requirements of this revised Scheme. In doing so, WJEC will be aware of the need to take advantage of every opportunity to address any deficiencies in the provision of services provided in the Welsh language
- 6.3.5 In monitoring the implementation of the revised Scheme, WJEC will react positively to redress the situation if the number of Welsh speakers in posts which are linked to the revised Scheme begin to fall.
- 6.3.6 An annual linguistic audit will be held in order to ascertain the distribution and location of members of staff who speak Welsh to ensure that the aims of the revised Scheme are achieved.
- 6.3.7 A suitable training programme will be drawn up following the linguistic audit amongst staff. Staff will be encouraged to follow the programme.
- 6.3.8 The WJEC agrees to offer the opportunity for members of staff to learn or improve their Welsh to facilitate the implementation of the revised Scheme.

6.4 Staff appointments

- 6.4.1 The WJEC Strategy and Management Team (which includes the Human Resources Manager) will ensure that the revised Scheme is adhered to in appointing staff and consider the proficiency needed to implement the revised Scheme. If the numbers of Welsh-speakers decrease and endanger the effective implementation of the revised Scheme, the numbers will be restored in considering the job descriptions of advertised posts.
- 6.4.2 Posts for which the ability to speak Welsh is (a) essential and (b) desirable will be earmarked and this information will be included in the job description and advertisements for posts if the posts need to be filled.
- 6.4.3 Application forms for posts within WJEC will invite applicants to state their ability in Welsh and the job description will note, if necessary, the level of linguistic proficiency needed in the Welsh language for the advertised post.

6.5 Vocational training

- 6.5.1 Staff will be encouraged to follow courses that are relevant to the work place and to gain suitable qualifications to ensure that WJEC has sufficient staff with relevant skills to provide a bilingual service.

6.6 Administrative arrangements

- 6.6.1 WJEC will ensure that each member of staff has a copy of the revised Scheme in their WJEC Staff Handbook (provided for each member of staff). The administration of the revised Scheme will be provided by the WJEC Strategy and Management Team by giving guidance through meetings and leadership.
- 6.6.2 If any unit/section does not have sufficient numbers of staff who speak Welsh, clear guidelines will be provided for staff who do not speak Welsh on how to respond to members of the public who wish to communicate in Welsh.
- 6.6.3 The WJEC Board of Directors has approved this revised Scheme and the WJEC Strategy and Management Team will ensure that the revised Scheme is implemented.
- 6.6.4 A copy of this revised Scheme will be presented to each member of WJEC staff for insertion in their WJEC Staff Handbook emphasising the contribution of each member of staff to the success of implementing the revised Scheme, whether they are Welsh-speaking or not.

- 6.6.5 Written guidelines will be provided for members of staff on the administration of the revised Scheme. These written guidelines will be particularly useful for staff who do not speak Welsh as they reply to correspondence in Welsh or respond to communication in Welsh from members of the public.
- 6.6.6 The WJEC Information Technology and Communications Department will ensure that WJEC computer equipment will enable WJEC staff to implement the revised Scheme in full by providing suitable computer programmes, to include a Welsh version of Microsoft Office Word, Cysill/Cysgair and Y Terriadur and WJEC will follow the guidelines and IT standards of the Welsh Language Board in developing new systems.
- 6.6.7 In arranging translations, WJEC will control quality by commissioning work from translators who have the relevant qualifications and by checking work on receipt.
- 6.6.8 WJEC Strategy and Management Team, which represents all aspects of the WJEC's work, will ensure that the revised Scheme is implemented in a comprehensive and consistent way across the whole WJEC.

6.7 Services by other parties

- 6.7.1 In any agreement or arrangement that involves the provision of services by contractors, those agreements will be consistent with the conditions of the revised Scheme.
- 6.7.2 Contractors will be requested to co-operate with WJEC when it considers the effectiveness of the revised Scheme.
- 6.7.3 Written instructions will be provided for staff regarding directing the work of external contractors to ensure that tendering documents and contracts produced and offered by WJEC will be bilingual.

6.8 Monitoring

- 6.8.1 WJEC will monitor the revised Scheme and ensure that it will be an on-going, structured activity.
- 6.8.2 WJEC will delegate responsibility for implementing and reviewing the revised Scheme to one of its chief officers (see 2) and to the WJEC Strategy and Management Team.
- 6.8.3 To assist WJEC in implementing the revised Scheme effectively, the public will be invited to offer suggestions on the standard of service in Welsh through correspondence, telephone or through the website.

6.8.4 WJEC will publish an annual report, not only on the implementation of the revised Scheme, but also on the public response to the implementation of the revised Scheme by WJEC and how WJEC responds to the suggestions offered.

6.8.5 WJEC will submit an annual report on the performance against the standards and targets set for the revised Scheme and will submit a report to the WJEC Board of Directors on such matters as forward planning, organising and delivering services, dealing with the Welsh-speaking public, the WJEC's public face, staffing, agents and contractors, time-table and grievances.

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6.8.6 An annual report will be submitted to Bwrdd yr Iaith Gymraeg (the Welsh Language Board) following the Board's guidelines.

7. TARGETS

7.1 The WJEC Board of Directors set a target of ensuring that the revised Scheme is operational in accordance with the agreed timetable.

7.2 To achieve the target set out in 7.1, the WJEC will issue guidelines to staff and will inform the public that the policy had been adopted. If there is any need to change the revised Scheme for good reason, this will not be done without WJEC consulting Bwrdd yr Iaith Gymraeg (the Welsh Language Board).

7.3 The effectiveness of the administration of the revised Scheme will be assessed annually by the WJEC Strategy and Management Team and a report will be included in the annual report submitted.

7.4 In order to ensure response from the public to the administration of the revised Scheme by WJEC, all members of WJEC staff will be directed to convey the response to the member of staff mentioned in 2 above.

7.5 The public's response to the revised Scheme is welcomed orally, by letter or on the WJEC website and the response will be carefully considered in administering the revised Scheme in the future.

7.6 The administration of this revised Scheme, as noted in the relevant sections and outlined in the implementation timetable, will be set against targets which relate to the measures in this document. Targets will include,

- time taken to respond to correspondence received in Welsh
- percentage of telephone calls and letters answered in Welsh
- comparison of quality, timing and availability of bilingual or Welsh/English documents
- percentage of relevant publications available bilingually.

7.7 Publishing Information

The WJEC will publish information comparing the performance against set targets. If the WJEC will not reach standards and targets, it will outline necessary steps to redress the situation.

8. TIMETABLE

8.1 WJEC already follows the principles of this revised Scheme and will formally accept them after the content of the draft revised Scheme has been approved.

8.2 WJEC has complied with the revised Scheme as from 13 July 2006.

9. PUBLICISING THE SERVICE

The revised Scheme is available free of charge from WJEC, 245 Western Avenue, Cardiff CF5 2YX (029 2026 5007) and on the WJEC website, www.wjec.co.uk

IMPLEMENTATION TIMETABLE

ACTION	TIMESCALE YEAR 1 OCTOBER 2006 – SEPTEMBER 2007
1. Sampling telephone calls and correspondence	One month
2. Placing revised WJEC Welsh Language Scheme on the new WJEC website	September 2006
3. Assessment of training needs through appraisal and offering suitable training when necessary	September – December 2006
4. Survey of posts where knowledge of Welsh is essential/desirable	September – December 2006
5. Bilingual presentation of WJEC following re-branding	September 2006 onwards
	Year 2
6. Review of Year 1 action	October 2007 – September 2008
	Year 3
7. Review of Year 2 action	October 2008 – September 2009

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