

## **CARDIFF CENTRE FOR LIFELONG LEARNING** **Level 2 Courses and the Diploma of Higher Education**

The Centre offers a **Diploma of Higher Education** at Level 2, in addition to the Foundation Certificates and Certificate of Higher Education at Level 1. The Diploma is broadly equivalent to the second year of an undergraduate degree and is based on specific subject choices rather than the more general basis of the Certificate of Higher Education.

You will not need to register for the Diploma to enrol for Level 2 courses. Whilst certain courses require a level of expertise, all are welcome on the courses.

However, if you do decide that you wish to study towards the Diploma, you will need to enrol officially and so there are a number of things you need to know:

The Diploma is made up of a series of subject-blocks which can themselves be taken as **Level 2 Certificates of Advanced Study**. The subject blocks are as follows:

French (2 blocks)  
German (2 blocks)  
Computing (3 blocks)  
Italian (2 blocks)  
Spanish (2 blocks)

Each subject block consists of courses which have been specifically validated for use in the Diploma programme (see separate sheet for current list). The Diploma is awarded when you have gained 60 credits in each of two separate subject-blocks.

To qualify for enrolment on the Diploma you must already have one of the following:

- The Certificate of Higher Education
- 120 credits at Level 1
- 120 credits at Levels 1 and 2, none of which you wish to use towards a level 2 award
- An award which is, or includes, the equivalent of the Certificate (e.g. another 120 credit Level 1 award, a HNC, HND, degree etc.)

In some cases there may also be preliminary requirements, in the form of appropriate level 1 courses or practical experience, that you will need to possess before you can proceed to study a particular level 2 course. If you are in doubt as to exactly what is required then please contact the appropriate Co-ordinating Lecturer or the Director of Studies.

### ***Some questions answered:***

#### ***What if I already have some Level 2 credits?***

Provided these have not been already counted towards a Level 1 award (e.g. the Certificate of Higher Education), these may be eligible for inclusion towards a Diploma or Level 2 Certificate of Advanced Study. Please seek advice from your course tutor or the Co-ordinating lecturer in your subject.

#### ***What if I wish to go in for a 60-credit subject certificate but do not want a Diploma?***

This is perfectly in order. The Diploma has been created in such a way that those wanting a 60-credit certificate in a particular subject area can achieve this. Tell your course tutor that you are seeking a 60-credit Level 2 certificate, but do not enrol for the Diploma.

#### ***I want to enrol for the Diploma. How do I do this?***

Ask your tutor or the Centre Reception (029-20870000; [Learn@cardiff.ac.uk](mailto:Learn@cardiff.ac.uk)) for an enrolment form. As the Diploma can be awarded only to those who already have 120 credits at Level 1 or their equivalent, the form will ask you for details.

***I want to enrol on a Level 2 course but am not certain that I wish to proceed to a Diploma?***

This is perfectly in order. Enjoy the course. When and if you feel ready to commit yourself to the Diploma, ask for the relevant form (see above). However, you should be aware that the last opportunity to enrol for the Diploma occurs when you have gained 60 credits at Level 2.

***How do I find out what courses have preliminary requirements?***

Many (but not all) Level 2 courses require you to have undertaken Level 1 work in the same subject, or show some equivalent expertise. The course entries in *Choices* should indicate any requirements for enrolment on the course. Further details will be found on the course fact sheets.

***What will gaining the Diploma cost me?***

Our Diploma courses are charged in the same way as all our other courses. There is no extra charge for enrolling on the Diploma.

***If I enrol on the Diploma is there a time limit for completion?***

There is a time limit of ten years for all University awards. In the case of the Diploma, this is because the subject blocks need to be both coherent units and up-to-date and, although not all knowledge dates, most thinking about that knowledge certainly will. If you think this may give you a problem, please consult the Centre.

***Will all Diploma courses be available every year?***

No. Some level 2 courses are part of a cycle which is repeated over a number of years. We shall do our best to put on as wide a range of Diploma/Level 2 courses as we can, but not all will be available in any one year and all are subject to the usual laws of demand – there are minimum numbers for courses below which they are liable to be cancelled for reasons of cost.

***How do I get advice about Level 2 and Diploma Courses?***

If you are already a member of a course, then your course tutor may be able to help. If you are not a member of a course or want more advice, then the Co-ordinating Lecturers in each subject area should be able to help you. You can contact them by telephone or email.

***The subject in which I am interested does not appear on the list of Diploma subject-blocks. What should I do?***

The Centre will be adding to the list of subject blocks as time goes on. Ask the relevant Co-ordinating lecturer if there are plans for a Level 2 block. Even if this is not the case, it may still be possible to combine your subject interests with something from a related subject block. To explore this possibility, contact the Director of Studies Dr Zbig Sobiesierski.