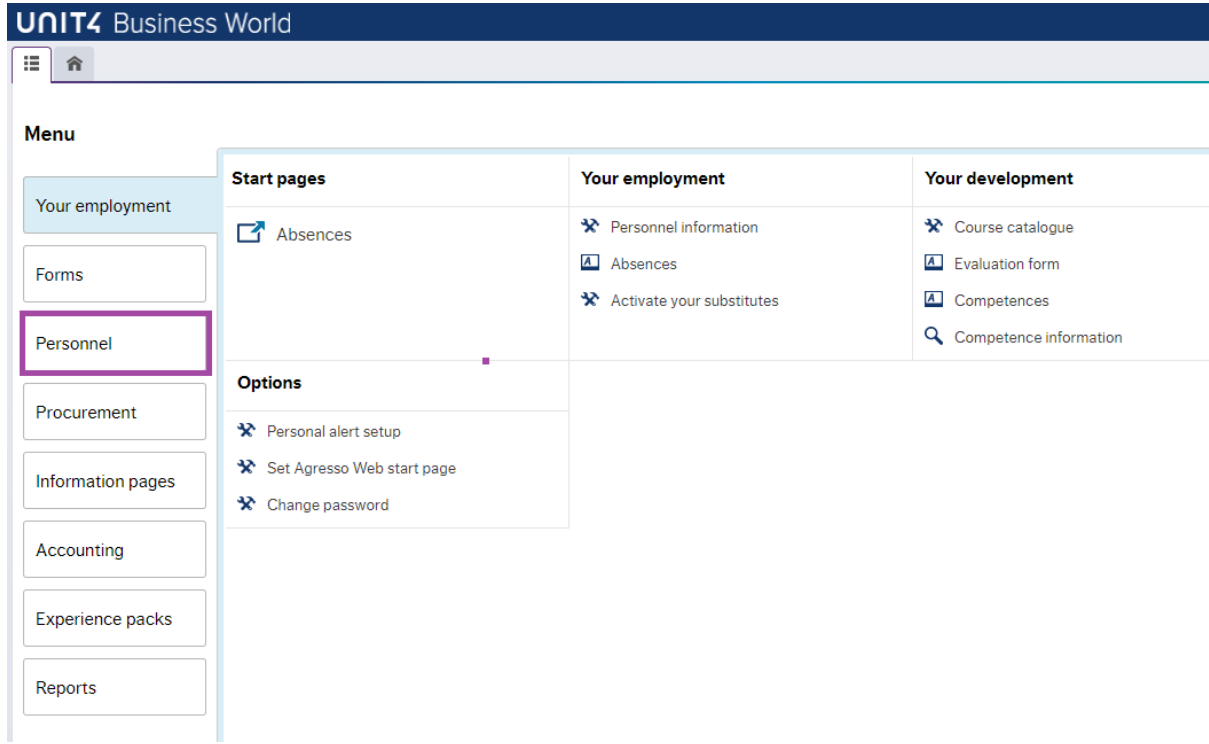


To Update Welsh Language Levels

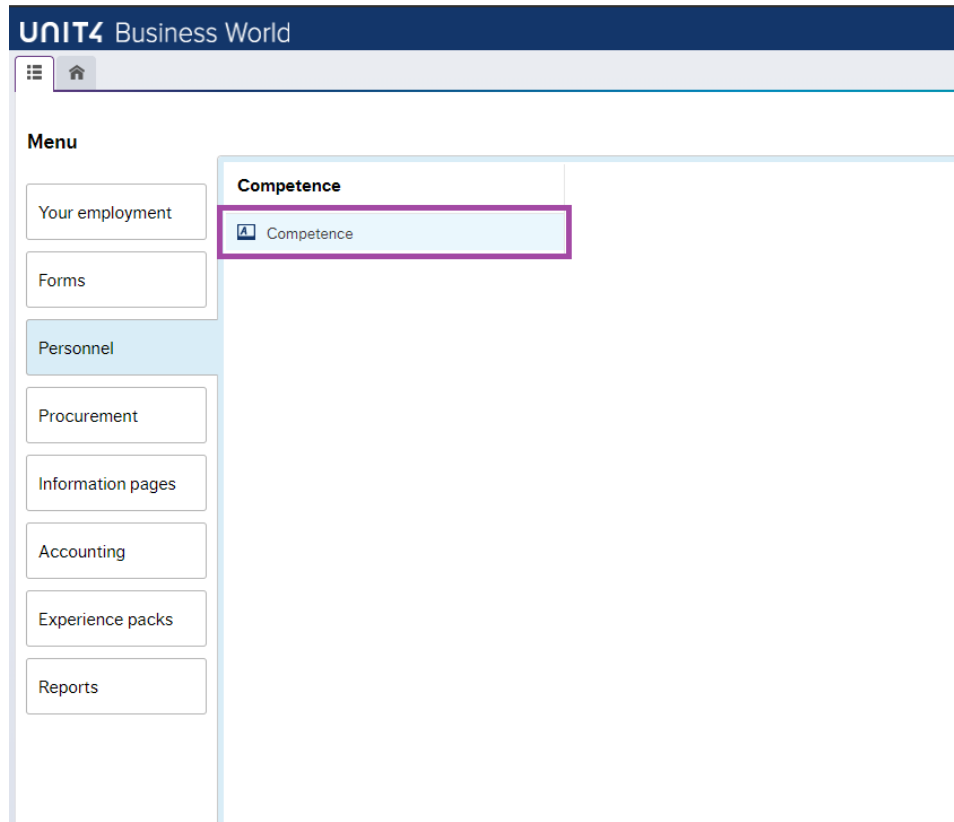
Log in to PoblAberPeople by going to abw.aber.ac.uk or myhr.aber.ac.uk.

Click on “Personnel”



The screenshot shows the UNIT4 Business World interface. At the top, there is a dark blue header with the text "UNIT4 Business World". Below the header is a navigation bar with a home icon and a menu icon. On the left side, there is a vertical "Menu" with several options: "Your employment", "Forms", "Personnel", "Procurement", "Information pages", "Accounting", "Experience packs", and "Reports". The "Personnel" option is highlighted with a purple border. To the right of the menu, there is a main content area with three columns: "Start pages", "Your employment", and "Your development". The "Start pages" column contains "Absences". The "Your employment" column contains "Personnel information", "Absences", and "Activate your substitutes". The "Your development" column contains "Course catalogue", "Evaluation form", "Competences", and "Competence information". Below these columns, there is an "Options" section with "Personal alert setup", "Set Agresso Web start page", and "Change password".

Then click on “Competence”



The screenshot shows the UNIT4 Business World interface after clicking on "Personnel". The "Personnel" option in the left menu is now highlighted in light blue. The main content area shows a sub-menu titled "Competence" with a single option "Competence" highlighted with a purple border.

This will take you into your competence record. Select either Oral Welsh Skill or Written Welsh Skill from the drop down field highlighted in purple.

The screenshot shows the 'UNIT4 Business World' interface. The page title is 'Competence'. There are several sections: 'Name' with a text input field, 'Competence type' with a dropdown menu set to 'Oral Welsh Language Skill', a table with columns 'Competence', 'Date Updated', and 'Info', and 'Competence entry' with a text input field. The table contains one row: 'Level A0 Oral Welsh'. There are 'Add' and 'Delete' buttons below the table.

By clicking on this field the level currently recorded will appear as shown below. You then have three options:

1. Amend the level already recorded.
2. Delete the level recorded.
3. Add a new level.

The screenshot shows the 'UNIT4 Business World' interface. The page title is 'Competence'. There are several sections: 'Name' with a text input field, 'Competence type' with a dropdown menu set to 'Written Welsh Language Skill', a table with columns 'Competence', 'Date Updated', and 'Info', and 'Competence entry' with a dropdown menu, a text input field, and a comment field. The table contains one row: 'Level A0 Written Welsh'. There are 'Add' and 'Delete' buttons below the table. A purple arrow points from the 'Level A0 Written Welsh' row to the 'Competence entry' section.

If you need any help identifying what level you are able to communicate at please use the helpful 'I can' information available on the following webpage:

<https://www.aber.ac.uk/en/hr/policy-and-procedure/welsh-standards/>