



Date: 05/05/2011

To All Course Instructors,

Hereby we announce the next training schedule for the Course Instructors.

CI Training Schedule Reference No.: CI/17/2011

LEVEL			DATE	DAY	TIME
Level – 2	ELEMENTARY	A	31-05-2011	Tuesday	10:00 to 3:00pm
Level – 3 & Level – 4	ELEMENTARY & INTERMEDIATE	B A	01-06-2011	Wednesday	10:00 to 3:00pm
Level – 5 & Level - 6	INTERMEDIATE & HIGHER	B A	02-06-2011	Thursday	10:00 to 3:00pm
Level – 7 & Level - 8	HIGHER & ADVANCE	B	03-06-2011	Friday	10:00 to 3:00pm
Level – 9 & Level - 10	GRAND LEVEL & GRAND LEVEL	1 & 2	06-06-2011	Monday	10:00 to 3:00pm
Level - 1	Basic		22-06-2011 & 23-06-2011	Wednesday & Thursday	10:00 to 3:00pm

Note: Corporate office reserves the right to make changes on the date & time

- The Training will be held at U C MAS (UK) LTD. 2nd Floor, Hillingdon House, 386-388 Kenton Road, Harrow, Middx. HA3 9DP. There will not be any change in the date and timing on request.
- Completion of 5 classes in the previous level is recommended, to take the next level training.
- CI'S must bring the completed set of previous level books, while coming for the next level training.
- Confirm your participation for the training on or before 20-05-11 by submitting the CI training form.
- Please ensure that all eligible CI's should intimate in the specified CI training form without fail to attend their respective levels of training through email/fax/post
- Course Instructors must be present 5 to 10 minutes prior to the training start time and ensure that they are thorough with the previous level so that they are comfortable with the next level training.
- Course Instructors will be assessed before proceeding on to the next level training.
- **Course Instructors must have passed Abacus Grade 8 & Grade 6 to take up the Higher & Grand level training respectively.**

For any queries or clarifications please feel free to contact us.

FOR U C MAS (UK) LTD
 Dr. Geetha Saravanan
 Chief Course Moderator