

## Welsh Language Skills Guidelines

	Listening/Speaking	Understanding/Reading	Writing
<b>Level 0</b>	<ul style="list-style-type: none"> <li>No current Welsh language skills.</li> </ul>	<ul style="list-style-type: none"> <li>No current Welsh language skills.</li> </ul>	<ul style="list-style-type: none"> <li>No current Welsh language skills.</li> </ul>
<b>Level 1 – Entry (Courtesy)</b>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Pronounce familiar Welsh words, place names, department names, etc.</li> <li>Greet others and understand a greeting.</li> <li>Use basic every day words and phrases, e.g. please, thank you, excuse me, etc.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Understand simple key words and sentences on familiar/predictable matters relating to my own job area, e.g. on sign, in letters.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Fill in simple forms, note down simple information, e.g. date and venue of a meeting with Welsh address, etc.</li> </ul>
<b>Level 2 – Foundation</b>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Understand the gist of Welsh conversation in work.</li> <li>Respond to simple job-related requests and request for factual information when simple language is used at a slow pace.</li> <li>Ask simple questions and understand simple responses</li> <li>Understand instructions said slowly using simple language.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Understand factual, routine information, on familiar matters related to my own job area, e.g. in standard letters, leaflets, etc.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Write short simple notes/messages on a limited range of predictable topics related to my personal experiences or y own job area.</li> </ul>
<b>Level 3 – Intermediate</b>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Understand much of what is said in the office, meetings, etc.</li> <li>Keep up a simple conversation on a work-related topic, but may need to revert to English to discuss/report on complex or technical information.</li> <li>Answer predictable or factual questions.</li> <li>Take and pass on most messages that require attention.</li> <li>Offer advice on simple job-related matters.</li> <li>Express opinions in a limited way as long as the topic is familiar.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Scan texts for relevant information.</li> <li>Understand a fair range of job-related routine and non-routine text when standard language is used.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Write a formal letter relating to my own job area, but will need to have it checked by a Welsh speaker.</li> <li>Make notes while someone is talking.</li> </ul>
<b>Level 4 – Advanced</b>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Keep up an extended casual work-related conversation with a good degree of fluency and range of expression but may need to revert to English to answer unpredictable questions or explain complex points or technical information.</li> <li>Contribute effectively to meetings and seminars within own area of work.</li> <li>Argue for/against a case.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Prepare formal letters of many familiar types such as enquiry, complaint, request and application.</li> <li>Take reasonably accurate notes in meetings or straightforward dictation.</li> <li>Write a straightforward report/document relating to my own job area, but will need to have it checked by a Welsh speaker.</li> </ul>
<b>Level 5 – Proficiency</b>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Advise on/talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences.</li> <li>Give a presentation/demonstration.</li> <li>Deal confidently with hostile or unpredictable questions.</li> <li>Carry out negotiations using complex/technical terms.</li> <li>Give media interviews.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc.</li> </ul>	<p style="text-align: center;">I can:</p> <ul style="list-style-type: none"> <li>Write letters on any subject.</li> <li>Write full/accurate notes of meetings while continuing to follow discussions and participate in them.</li> <li>Write reports/documents with confidence but they may need to be checked for minor errors in terms of spelling rog rammer.</li> </ul>