

Welsh Language Skills Guidelines

	Listening/Speaking	Understanding/Reading	Writing
Level 0	No current Welsh language skills.	No current Welsh language skills.	No current Welsh language skills.
Level 1 Entry (Courtesy)	<p style="text-align: center;">I can:</p> Pronounce familiar Welsh words, place names, department names, etc. Greet others and understand a greeting. Use basic every day words and phrases, e.g. please, thank you, excuse me, etc.	<p style="text-align: center;">I can:</p> Understand simple key words and sentences on familiar/predictable matters relating to my own job area, e.g. on sign, in letters.	<p style="text-align: center;">I can:</p> Fill in simple forms, note down simple information, e.g. date and venue of a meeting with Welsh address, etc.
Level 2 Foundation	<p style="text-align: center;">I can:</p> Understand the gist of Welsh conversation in work. Respond to simple job-related requests and request for factual information when simple language is used at a slow pace. Ask simple questions and understand simple responses Understand instructions said slowly using simple language.	<p style="text-align: center;">I can:</p> Understand factual, routine information, on familiar matters related to my own job area, e.g. in standard letters, leaflets, etc.	<p style="text-align: center;">I can:</p> Write short simple notes/messages on a limited range of predictable topics related to my personal experiences or y own job area.
Level 3 Intermediate	<p style="text-align: center;">I can:</p> Understand much of what is said in the office, meetings, etc. 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. Answer predictable or factual questions. Take and pass on most messages that require attention. Offer advice on simple job-related matters. Express opinions in a limited way as long as the topic is familiar.	<p style="text-align: center;">I can:</p> Scan texts for relevant information. Understand a fair range of job-related routine and non-routine text when standard language is used.	<p style="text-align: center;">I can:</p> Write a formal letter relating to my own job area, but will need to have it checked by a Welsh speaker. Make notes while someone is talking.
Level 4 Advanced	<p style="text-align: center;">I can:</p> 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. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.	<p style="text-align: center;">I can:</p> Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved.	<p style="text-align: center;">I can:</p> Prepare formal letters of many familiar types such as enquiry, complaint, request and application. Take reasonably accurate notes in meetings or straightforward dictation. Write a straightforward report/document relating to my own job area, but will need to have it checked by a Welsh speaker.
Level 5 Proficiency	<p style="text-align: center;">I can:</p> Advise on/talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences. Give a presentation/demonstration. Deal confidently with hostile or unpredictable questions. Carry out negotiations using complex/technical terms. Give media interviews.	<p style="text-align: center;">I can:</p> Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc.	<p style="text-align: center;">I can:</p> Write letters on any subject. Write full/accurate notes of meetings while continuing to follow discussions and participate in them. Write reports/documents with confidence but they may need to be checked for minor errors in terms of spelling rog rammer.