

WELSH LANGUAGE SKILLS PROFICIENCY FRAMEWORK

This table illustrates the typical ability at each level in the skill areas:

| Level | LISTENING/SPEAKING | READING | WRITING |
|---|--|--|--|
| Level 0 | <ul style="list-style-type: none"> No appreciable ability | <ul style="list-style-type: none"> No appreciable ability | <ul style="list-style-type: none"> No appreciable ability |
| Level 1 Entry | <ul style="list-style-type: none"> Pronounce welsh names, place names, department names etc Greet, understand a greeting and respond to a greeting Use basic everyday words/phrases e.g., thank you, excuse me | <ul style="list-style-type: none"> Recognise welsh names, place names and department names Understand short/basic notices, information or instruction when simple language is used e.g. road signs, labels on food | <ul style="list-style-type: none"> Write Welsh names, place names and department names Write very simple short notes e.g., date, time, welsh address/venue etc Complete basic forms |
| Level 2 Foundation | <ul style="list-style-type: none"> Understand the gist of welsh conversations in the workplace Understand basic instructions, ask simple questions and understand basic answers Understand/pass on simple messages e.g., 'May I speak to....' Able to hold a conversation at basic level, using likes and dislikes | <ul style="list-style-type: none"> Understand the general meaning of simple text when reading slowly Understand basic messages and instructions with some help Understand the gist of non-routine information e.g. standard letters, leaflets. | <ul style="list-style-type: none"> Write a short, simple routine request e.g, can I have 20 please Write short simple letters/messages Write down straight forward information where the subject matter is familiar |
| Level 3 Intermediate | <ul style="list-style-type: none"> Understand much of what is said in an office, meeting etc Express opinions on a familiar topic in simple terms Respond to and offer advice on simple familiar requests | <ul style="list-style-type: none"> Understand routine and non routine correspondence, when standard language is used Scan texts and grasp main point of the text | <ul style="list-style-type: none"> Write a standard letter relating to a familiar topic, but will need to be checked by a Welsh speaker Make reasonably accurate notes from listening to somebody talk |
| Level 4 Advanced | <ul style="list-style-type: none"> Keep up a simple conversation, but may need to revert to English for complex terms Take/pass on most messages confidently | <ul style="list-style-type: none"> Understand detailed instructions or advice Understand correspondence expressed in non-standard language Read and understand information, when no unusual vocabulary or complex/technical information is involved | <ul style="list-style-type: none"> Write report/document relating to own job area, but will need to be checked by a Welsh speaker Prepare formal letters dealing with complaints, requests, applications etc Handle routine and non-routine situations in which professional services are requested |
| Level 5 Fully Proficient | <ul style="list-style-type: none"> Keep up an extended conversation including technical/specialist terms Advise on/talk about non routine or complex issues fluently | <ul style="list-style-type: none"> Understand complex ideas and information expressed in complex or specialist language in documents, correspondence, reports etc | <ul style="list-style-type: none"> Write reports/documents with confidence, but may need to be checked for minor errors in terms of spelling and grammar Write letters on any subject, with accuracy and expression |

FFRAMWAITH HYFEDREDD YN Y GYMRAEG

Mae'r tabl hwn yn dangos y gallu a ddisgwylir ar bob lefel ac yn y gwahanol sgiliau

| Lefel | GWRANDO/SIARAD | DARLLEN | YSGRIFENNU |
|--------------------------------------|--|---|---|
| Lefel 0 | <ul style="list-style-type: none"> Dim gallu amlwg | <ul style="list-style-type: none"> Dim gallu amlwg | <ul style="list-style-type: none"> Dim gallu amlwg |
| Lefel 1 Cychwynnol | <ul style="list-style-type: none"> Ynganu enwau Cymraeg ar bobl, llefydd ac adrannau etc Cyfarch, deall ac ymateb i gyfarchiad Defnyddio geiriau/ymadroddion bob dydd e.e. diolch, esgusodwch fi | <ul style="list-style-type: none"> Adnabod enwau Cymraeg ar bobl, llefydd ac adrannau Deall hysbysiadau, gwybodaeth neu gyfarwyddiadau byr/sylfaenol pan ddefnyddir iaith syml e.e. arwyddion ffordd, labeli bwyd | <ul style="list-style-type: none"> Ysgrifennu enwau Cymraeg ar bobl, llefydd ac adrannau Ysgrifennu nodiadau syml, byr e.e. dyddiadau, amser, cyfeiriadau/lleoliadau etc yn Gymraeg Llenwi ffurflenni syml |
| Lefel 2 Sylfaenol | <ul style="list-style-type: none"> Deall byrdwn sgwrs yn Gymraeg yn y gweithle Deall cyfarwyddiadau sylfaenol, gofyn cwestiynau ac atebion syml Deall/trosglwyddo negeseuon syml e.e. 'Ga' i siarad gyda' Gallu cynnal sgwrs ar lefel sylfaenol, gan ddefnyddio 'hoffi/ddim yn hoffi' | <ul style="list-style-type: none"> Deall ystyr cyffredinol tesun syml wrth ddarllen yn araf Deall negeseuon a chyfarwyddiadau syml gydag ychydig o gymorth Deall byrdwn gwybodaeth nad yw'n ymwneud â gwaith arferol e.e. llythyrau safonol, taflenni. | <ul style="list-style-type: none"> Ysgrifennu ceisiadau syml, byr e.e. ga' i 20 os gwelwch yn dda? Ysgrifennu llythyrau/negeseuon syml Ysgrifennu gwybodaeth syml sy'n ymdrin â phwnc cyfarwydd |
| Lefel 3 Canolraddol | <ul style="list-style-type: none"> Deall llawer o'r hyn sy'n cael ei ddweud yn y swyddfa, mewn cyfarfod etc Mynegi barn am bwnc cyfarwydd mewn iaith syml Ymateb i geisiadau cyfarwydd gan gynnig cyngor | <ul style="list-style-type: none"> Deall gohebiaeth arferol nad yw'n ymwneud â gwaith arferol, pan ddefnyddir iaith safonol Yn deall y prif bwyntiau wrth fwrw golwg yn gyflym dros destun | <ul style="list-style-type: none"> Ysgrifennu llythyr safonol yn ymwneud â phwnc cyfarwydd, ond yn gorfod gofyn i siaradwr Cymraeg fwrw golwg drosto Gwneud nodiadau gweddol gywir wrth wrando ar rywun yn siarad |
| Lefel 4 Uwch | <ul style="list-style-type: none"> Cynnal sgwrs syml, ond yn gorfod troi i'r Saesneg wrth sôn am dermau cymhleth Derbyn/trosglwyddo'r rhan fwyaf o negeseuon yn hyderus | <ul style="list-style-type: none"> Deall cyfarwyddiadau neu gyngor manwl Deall gohebiaeth a gyflwynir mewn iaith ansafonol Darllen a deall gwybodaeth nad yw'n cynnwys geirfa anarferol neu wybodaeth gymhleth/technegol | <ul style="list-style-type: none"> Ysgrifennu adroddiadau/dogfennau'n ymwneud â'i swydd, ond yn gorfod gofyn i siaradwr Cymraeg fwrw golwg drostynt Paratoi llythyrau ffurfiol yn ymwneud â chwynion, ceisiadau etc Ymdrin â sefyllfaoedd arferol ac anarferol sy'n galw am wasanaeth proffesiynol |
| Lefel 5 Rhugl | <ul style="list-style-type: none"> Cynnal sgwrs estynedig gan gynnwys termau technegol/arbenigol Rhoi cyngor/siarad yn rhugl am faterion cymhleth neu faterion nad ydynt yn ymwneud â gwaith arferol | <ul style="list-style-type: none"> Deall syniadau a gwybodaeth gymhleth a gyflwynir mewn iaith gymhleth neu arbenigol mewn dogfennau, llythyrau, adroddiadau etc | <ul style="list-style-type: none"> Ysgrifennu adroddiadau/dogfennau'n hyderus, ond mae'n bosibl y bydd angen i rywun fwrw golwg drostynt rhag ofn bod mân gamgymeriadau sillafu/gramedgol Ysgrifennu llythyrau am unrhyw bwnc, yn gywir a chyda mynegiant |

