

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Foundation Skills Questions

Cwestiynau Sgiliau Sylfaenol

* 1. Rate your own digital confidence. 1 = low confidence, 5 = high confidence.

Rhowch sgôr i'ch hyder digidol eich hun. 1 = ddim yn hyderus, 5 = hyderus iawn

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 2. Let us know what you can do with the devices list. Select all that apply.

Rhowch wybod i ni beth allwch chi ei wneud gyda'r rhestr dyfeisiau.
Dewiswch bopeth sy'n berthnasol.

Smartphone /
iPhone
Ffôn clyfar /
iPhone

Tablet / iPad
Tabled / iPad

Desktop
computer
Cyfrifiadur

Laptop
Gliniadur

None
Dim un o'r
uchod

Can you turn
on the
following
devices?

Allwch chi droi
y dyfeisiau
canlynon
ymlaen?

Can you use
accessibility
tools on your
device to
make it easier
to use? e.g.
increase text
size.

Allwch chi
ddefnyddio
offer

hygyrchedd ar
eich dyfais i'w
gwneud hi'n
haws i'w
defnyddio?
e.e. cynyddu
maint y
testun.

Can you use
the controls on
your device?
e.g. turn up
the
volume/using
a keyboard.

Allwch chi
ddefnyddio'r
rheolyddion ar
eich dyfais?
e.e. troi'r sain i
fyny.

Can you
interact with
the home
screen? e.g. I
can locate text
messages or
emails.

Allwch chi
ryngweithio â'r
sgrin gartref ar
eich dyfais?
e.e. Ddod o
hyd i
negeseuon
testun.

Can you
connect a
device to a
safe and
secure Wi-Fi
network? E.g. I
can connect to
Wi-Fi in my
home.

A allwch chi
gysylltu'ch
dyfais â
rhwydwaith
Wi-Fi diogel?
e.e. Gallaf
gysylltu â Wi-
Fi yn fy nhŷ.

* 3. Do you own or have access to any of the below personal devices?
Select all that apply

Ydych chi'n berchen ar unrhyw un o'r dyfeisiau personol isod, neu oes modd i chi ddefnyddio unrhyw rai ohonynt? Dewiswch bob un perthasol.

Smartphone / iPhone
Ffôn clyfar / iPhone

Laptop
Gliniadur

Tablet / iPad
Tabled / iPad

Desktop Computer
Cyfrifiadur

Other (please specify)
Arall (nodwch)

None of the above
Dim un o'r uchod



New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol

* 4. If you don't currently use digital devices are there any reasons you don't? Are the barriers to you being online? Select all that apply.

Os nad ydych chi'n defnyddio dyfeisiau digidol ar hyn o bryd, oes unrhyw resymau nad ydych chi? Dewiswch bob un perthasol.

- Don't own/have access to a device.
Does dim dyfais y gallaf fi ei defnyddio.
- Don't know how to use a device.
Dwi ddim yn gwybod sut i ddefnyddio dyfais.
- Lack confidence using the internet.
Diffyg hyder yn defnyddio'r rhyngwyd.
- Poor broadband/internet connection.
Cysylltiad band eang/rhyngwyd gwael.
- Other (please specify).
Arall (nodwch).

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Essential Skills: Communication.

Sgiliau Hanfodol: Cyfathrebu.

The skills required to communicate, collaborate, and share information.

Y sgiliau i gyfathrebu, cydweithredu, a rhannu gwybodaeth.

* 5. Do you use any of the below social media sites? Select all that apply.

Ydych chi'n defnyddio unrhyw un o'r gwefannau cymdeithasol isod?
Dewiswch bob un sy'n berthnasol.

Facebook

TikTok

Twitter

Snapchat

Instagram

LinkedIn

WhatsApp

Other (please specify).

Arall (nodwch).

None of the above.

Dim o'r uchod.

* 6. Which of the following can you confidently do?

Pa un o'r canlynol allwch chi ei wneud yn hyderus?

	Yes Gallaf	No Na	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Can you send an email? Allwch chi anfon e-byst?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you able to add attachments to emails? Ydych chi'n gallu ychwanegu atodiadau i e-byst?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you able to view or download attachments to emails you receive? Ydych chi'n gallu gweld neu lawrlwytho yr atodiadau e-byst rydych chi'n eu derbyn?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you able to create an account on websites that require a username and password? Ydych chi'n gallu creu cyfrif ar wefannau sydd angen enw defnyddiwr a chyfrinair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*** 7. Can you use the following video calling platforms?**

Allwch chi ddefnyddio'r platfformau galwadau fideo canlynol?

	Yes Gallaf	No Na	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Zoom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facetime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WhatsApp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facebook Messenger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skype	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Hangouts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*** 8. Are you comfortable hosting online meetings and events?**

Ydych chi'n gyffyrddus yn cynnal cyfarfodydd a digwyddiadau ar-lein?

- Yes
Ydw
- No
Nac-ydw
- With help
Gyda rhywfaint o help
- I'd like to learn how to do this
Hoffwn ddysgu sut i wneud hyn

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Essential Skills: Handling Information and Content.

Sgiliau Hanfodol: Trin Gwybodaeth a Chynnwys.

* 9. Which of the following can you confidently do?

Pa un o'r canlynol allwch chi ei wneud yn hyderus?

	Yes Gallaf / Ydw	No Na / Nac-ydw	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Are you able to download a file from the internet, save it and find it later?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gallu llawrlwytho ffeil o'r we, ei gadw a'i ddarganfod yn nes ymlaen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you able to add a webpage to your list of bookmarks or favourites?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gallu ychwanegu tudalen we i'ch rhestr o nodau tudalen neu i'ch ffefrynnau?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you use digital tools to manage your health and				

well-being
online? E.g.
using smart
devices (smart
watches);
booking health
appointments
online; using
mental health
apps etc.

Ydych chi'n
defnyddio
adnoddau
digidol i
reoli'ch iechyd
a'ch lles ar-
lein? E.e.
defnyddio
dyfeisiau
clyfar (oriawr
clyfar); trefnu
apwyntiadau
iechyd ar-lein;
defnyddio
apiau iechyd
meddwl ac ati.





New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol

Essential Skills: Transacting.

Sgiliau Hanfodol: Trafod.

The skills required to register and apply for services, buy and sell goods and services, and administer and manage transactions online.

Y sgiliau i gofrestru a gwneud cais am wasanaethau, prynu a gwerthu nwyddau a gwasanaethau, a gweinyddu a rheoli trosglwyddiadau arian ar-lein.

* 10. Which of the following can you confidently do?

Pa un o'r canlynol allwch chi ei wneud yn hyderus?

	Yes Gallaf / Ydw	No Na / Nac-ydw	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Are you able to purchase items online?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gallu prynu eitemau ar-lein?				
Are you able to use the internet to save money or to manage day-to-day expenses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gallu defnyddio'r rhyngrwyd i arbed arian neu i reoli costau o ddydd i ddydd?				
Are you comfortable managing your money online, e.g. online banking, applying for financial support etc.?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gyffyrddus yn rheoli'ch arian ar-lein, e.e. bancio arlein, gwneud cais am gymorth ariannol ac ati?				

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Essential Skills: Problem Solving.

Sgiliau Hanfodol: Datrys Problemau.

The skills required to find solutions to problems using digital tools and online services.

Y sgiliau i ddod o hyd i atebion i broblemau gan ddefnyddio offer digidol a gwasanaethau ar-lein.

* 11. How confident are you at finding information using a search engine?
E.g. Google, Bing. 1 = low confidence, 5 = high confidence

Pa mor hyderus ydych chi i ddod o hyd i wybodaeth gan ddefnyddio peiriant chwilio? E.e. Google, Bing. 1 = ddim yn hyderus, 5 = hyderus iawn.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 12. Which of the following can you confidently do?

Pa un o'r canlynol allwch chi ei wneud yn hyderus?

	Yes Gallaf	No Na	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Can you use online chat to ask for help with a website or app?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allwch chi ddefnyddio sgwrsio ar-lein i ofyn am help gyda gwefan neu ap?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Can you use the internet to find out how to fix

something
around your
home?

Allwch chi
ddefnyddio'r
we i
ddarganfod
sut i drwsio
rhywbeth o
amgylch eich
cartref?

Are you able
to fill out a
form online?

Ydych chi'n
gallu llenwi
ffurflen ar-
lein?

Are you able
to use online
maps to find
local places
and
attractions?

Ydych chi'n
gallu
defnyddio
mapiau ar-lein
i ddod o hyd i
lefydd ac
atyniadau
lleol?

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Health and Wellbeing

Iechyd a Lles

* 13. Do you use the following digital tools to manage your health and well-being online?

Ydych chi'n defnyddio'r adnoddau digidol canlynol i reoli'ch iechyd a'ch lles ar-lein?

	Yes Ydw	No Nac-ydw	With help Gyda rhywfaint o help	I would like to learn Hoffwn ddysgu sut i wneud hyn
Mental health, e.g. Mindfulness apps, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Iechyd meddwl, e.e. apiau Ymwybyddiaeth Ofalgar, ac ati	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical health, e.g. exercise or tracking apps, Smart Watches etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Iechyd corfforol, e.e. apiau ymarfer neu dracio, oriawr clyfar ac ati	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy eating Bwyta'n iach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health advice, e.g. NHS 111 Wales, symptom checkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cyngor ar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

iechyd, e.e. GIG
111 Cymru,
gwirio
symptomau

Health services,
e.g. GP
appointments,
prescriptions,
etc.

Gwasanaethau
iechyd, e.e.
apwyntiadau
meddyg teulu,
presgripsiynau,
ac ati



Can you use
technology
and/or the
internet to help
you manage
day to day life?

Ydych chi'n
gallu defnyddio
technoleg
a/neu'r
rhyngwrwyd i'ch
helpu chi i reoli
eich bywyd bob
dydd?



New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol

Helping Others.

Helpu Eraill.

* 14. Would you be interested in supporting others to get the most of being online?

A fyddai gennych chi ddiddordeb mewn cynorthwyo eraill i fynd ar-lein?

- Yes
Byddai
- No
Na fyddai

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Helping Others.

Helpu Eraill.

* 15. How confident are you when helping others with their computers and devices? 1 = low confidence, 5 = high confidence.

Pa mor hyderus ydych chi wrth helpu eraill gyda'u cyfrifiaduron a'u dyfeisiau? 1 = ddim yn hyderus, 5 = hyderus iawn.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 16. Would you be interested in supporting others to get online?

A fyddai gennych chi ddiddordeb mewn cynorthwyo eraill i fynd ar-lein?

Yes - Family
Do - Teulu

Yes - Friends
Do - Ffrindiau

Yes - Colleagues
Do - Cydweithwyr

Yes - Members of the public

Other (please specify).
Arall (nodwch).

* 17. Do you or the people you support have any accessibility needs when using Digital devices?

Oes gennych chi neu'r bobl rydych chi'n eu cefnogi unrhyw anghenion hygrychedd wrth ddefnyddio dyfeisiau digidol?

Yes
Oes

No
Nac oes

* 18. Do you support people who communicate in English as a second Language?

Ydych chi'n cefnogi pobl sy'n cyfathrebu yn Saesneg fel ail iaith?

Yes
Ydw

No
Nac-ydw

* 19. Rate your critical thinking skills, e.g. problem-solving, researching online etc. 1 = low skills, 5 = high skills.

Sgoriwch eich sgiliau meddwl critigol, e.e. datrys problemau, ymchwilio ar-lein ac ati. 1 = ddim yn hyderus, 5 = hyderus iawn.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 20. Could you support someone else to carry out a job search online?

Allech chi gefnogi rhywun arall i chwilio am swydd ar-lein?

Yes Gallaf	No Na	With help Gyda rhywfaint o help	I'd like to learn how to do this Hoffwn ddysgu sut i wneud hyn
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Inspiring Activities.

Gweithgareddau Ysbrydoli.

* 21. Which of the following can you confidently do?

Pa un o'r canlynol allwch chi ei wneud yn hyderus?

	Yes Gallaf / Ydw / Oes	No Na / Nac-ydw / Nac oes	With help Gyda rhywfaint o help	I would like to learn how to do this Hoffwn ddysgu sut i wneud hyn
Are you comfortable using innovative technologies to encourage people to get online? E.g. Virtual Reality, Smart Speakers, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ydych chi'n gyffyrddus yn defnyddio technoleg arloesol i annog pobl i fynd ar-lein? E.e. Realiti Rhithwr, Siaradwyr Craff, ac ati.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you interested in reminiscence or keeping occupied tools that are available online? E.g. Accessing music, television, and

films; Using tools and resources for hobbies, etc.

Oes gennych chi ddiddordeb mewn hel atgofion neu mewn cadw offer defnyddiol sydd ar gael ar-lein? E.e. gwrando ar gerddoriaeth, a gweld teledu a ffilmiau; defnyddio offer ac adnoddau ar gyfer diddordebau ac ati

Are you comfortable creating online content, or helping others do the same to encourage online engagement?

Ydych chi'n gyffyrddus yn creu cynnwys ar-lein, neu'n helpu eraill i wneud yr un peth i annog pobl i gysylltu â'i gilydd ar-lein?

Can you access music and video services online?

Allwch chi ddefnyddio gwasanaethau cerddoriaeth a fideo ar-lein?

New Version - Digital Skills Audit Template | Templed Archwilio Sgiliau Digidol Welsh Language

Yr Iaith Gymraeg

* 22. Are you a Welsh language speaker?

Ydych chi'n siaradwr Cymraeg?

- Yes - Fluent / Conversational
Ydw - Rhugl / Llafar
- Yes - Learner
Ydw - Dysgwr
- No
Nac ydw
- I'd like to learn
Hoffwn ddysgu

* 23. How often do you do the following? 1 = never, 5 = all of the time.

Pa mor aml ydych chi'n gwneud y canlynol? 1 = byth, 5 = drwy'r amser.

1 2 3 4 5

Use the internet through the medium of Welsh.

Defnyddio'r rhyngrwyd drwy gyfrwng y Gymraeg.

Choose to use Welsh versions of websites if available.

Dewis ddefnyddio fersiynau Cymraeg o wefannau os ydynt ar gael.

* 24. Would you like to learn how to find more Welsh resources online?

Fyddech chi'n hoffi dysgu sut i ddod o hyd i fwy o adnoddau Cymraeg ar-lein?

- Yes
Byddwn
- No
Na fyddwn