

Framework for Designating Linguistic Level of Posts and Staff

	GS1 ENTRY	GS2 FOUNDATION	GS3 INTERMEDIATE	GSRh ADVANCED
Listening and Speaking	<p>Able to pronounce the names of places and people correctly.</p> <p>Able to follow instructions and understand simple conversation through the medium of Welsh and English on familiar matters and respond to simple requests for information</p>	<p>Able to maintain a simple conversation through the medium of Welsh and English in the everyday context of the post, using specific vocabulary that arises regularly, in order to present information.</p> <p>Able to present simple information through the medium of Welsh and English that hasn't been prepared beforehand, and respond to questions.</p>	<p>Able to maintain a fluent conversation on a number of various everyday topics, and discuss cases involving the field of work.</p> <p>Able to follow a discussion in Welsh, in Clear Welsh, on familiar matters relating to the post. Able to contribute to the conversation and answer questions.</p>	<p>Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general everyday topics in the field in order to present information and express opinion.</p> <p>Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.</p>
Reading and Comprehension	D1 ENTRY	D2 FOUNDATION	DS3 INTERMEDIATE	DRh ADVANCED
	<p>Able to read and understand short and simple letters, e-mails, leaflets, and signs in Welsh and English on familiar everyday issues, in order to convey them to someone else.</p>	<p>Read and understand simple messages and information leaflets associated with the post through the medium of Welsh and English, and understand short and simple reports on familiar topics.</p>	<p>Understand everyday correspondence on familiar issues at work.</p> <p>Understand longer reports in Clear Welsh and able to pick up the main points (Help may be required with the vocabulary).</p>	<p>Able to understand standard written Welsh and English; both formal and informal.</p> <p>Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.</p>
Writing	Y1 ENTRY	Y2 FOUNDATION	Y3 INTERMEDIATE	YRh ADVANCED
	<p>Able to write simple messages requesting or giving information about familiar everyday issues in the workplace.</p>	<p>Able to complete simple forms and compose a letter or short e-mail through the medium of Welsh and English by using a number of familiar phrases in order to convey a simple message.</p>	<p>Able to write letters for a specific purpose, e-mails and short reports in Welsh and English, using vocabulary and simple phrases that are familiar to the field of work (They will need to be checked before being sent out).</p>	<p>Present written information confidently by letter, more detailed and technical report formats and respond to written requests conveying information, ideas and opinion in Welsh and English. (Assistance is available to check the language)</p>

For further information or guidance, contact: