

Level 1 - Entry	Level 2 - Foundation	Level 3 - Intermediate	Level 4 - Advanced	Level 5 - Proficiency
Management Posts				
Managers with teaching & learning responsibilities should also refer to the descriptors above.				
Speaking				
<p>Can use some familiar everyday expressions and greetings e.g. bore da, diolch.</p> <p>Can pronounce names of places, people and organisations correctly.</p> <p>Can talk about themselves and others in an informal situation e.g. interests, family, work, activities, what you did yesterday, what you will be doing.</p> <p>Can talk about basic topics, e.g., the weather, time, prices.</p> <p>Can pronounce some familiar industry specific/ subject specific/ management terminology accurately.</p> <p>May need some help e.g. English words to aid understanding and may use some English words when speaking.</p>	<p>Can hold a basic conversation with someone on a common everyday topic, provided the other speaker helps</p> <p>Can ask and answer questions on familiar topics e.g. work, hobbies, preferences, things which have happened or future plans.</p> <p>Can express a basic opinion regarding familiar topics including work, hobbies, interests.</p> <p>Able to pronounce and use some familiar industry specific/ subject specific/ management terminology accurately</p> <p>May need some help e.g. English words to aid understanding, may use some English words when speaking.</p>	<p>Can hold an extended conversation with a fluent speaker on a familiar topic e.g. interests or work, can contribute to work meetings and events bilingually, may use some English words when conversing.</p> <p>Can express an opinion and exchange information on a range of topics to do with everyday life e.g., hobbies, travel or immediate work-related topics.</p> <p>Can use relevant terminology (subject specific/ management) appropriately.</p> <p>Can use a variety of tenses to discuss familiar topics.</p> <p>Able to discuss wellbeing matters bilingually with learners and staff.</p> <p>Able to hold extended conversations with learners, parents and staff about educational matters.</p>	<p>Can talk confidently with fluent speakers on familiar topics related to everyday life or work.</p> <p>Can express views, engage in discussion, and speak at length about general topics, e.g. personal interests, in a meeting or in a one-to-one situation</p> <p>Able to chair and contribute bilingually to meetings or in a one to one situation.</p> <p>Able to provide additional information to learners and staff and answer their questions accurately.</p> <p>Able to provide support and guidance to learners and staff e.g. oral feedback on work submitted, referrals for additional support, deal with disciplinary matters bilingually.</p>	<p>Able to express yourself fully and precisely, even when discussing complex issues.</p> <p>Can adapt language style according to the audience, e.g., when speaking in a formal context or talking to friends.</p> <p>Can speak at length about a complex issue, present arguments and lead discussions.</p> <p>Can confidently lead team and departmental meetings and staff one to ones wholly in Welsh or bilingually.</p> <p>Able to liaise with colleagues and other departments in Welsh.</p> <p>Able to discuss a variety of both familiar and unfamiliar topics.</p> <p>Able to answer learner and staff questions accurately and where appropriate provide complex information.</p>

		<p>Able to hold extended conversations with colleagues and team members.</p> <p>Able to liaise with other departments.</p> <p>Able to contribute to discussion during meetings.</p>	<p>Can use a variety of tenses fairly confidently to discuss topics fluently.</p> <p>Can use a variety of tenses to discuss topics fluently.</p>	<p>Able to deal with disciplinary matters bilingually or wholly in Welsh.</p> <p>Able to accurately use a variety of language patterns and tenses in both familiar and unfamiliar situations.</p> <p>Can confidently discuss a variety of topics with external agencies and stakeholders.</p>
Understanding				
<p>Can understand everyday expressions and very basic phrases if the speaker is talking slowly.</p> <p>Can understand simple conversations about familiar topics e.g. where someone lives, works, what they like doing, what they did.</p> <p>Can usually pick out the main information when someone is giving details about events, such as time and place.</p> <p>Able to understand basic, everyday requests.</p> <p>Able to recognise some subject/ area specific and management terminology or common phrases.</p>	<p>Can usually understand when people talk about everyday situations e.g. personal information, work, what they have done or would do, provided they talk slowly.</p> <p>Can usually understand when people ask you or others to do something, and when they're asking about future plans e.g., requesting and planning a meeting.</p> <p>Able to recognise and understand some subject/ area specific and management terminology or common phrases.</p> <p>Some English words may be required to aid understanding.</p>	<p>Can understand information being given about common or familiar topics, or when things to do with work are being discussed e.g. in conversation, or in small group meetings.</p> <p>Can usually understand the main message and details, provided people speak clearly, e.g., when announcements are made or when listening to news bulletins.</p> <p>Able to understand the greater part of predictable, everyday conversations with staff and learners.</p> <p>Can usually follow bilingual meetings, may make notes of words or phrases to look up following a meeting.</p>	<p>Can usually follow most conversations or discussions, even on topics you're not familiar with.</p> <p>Can understand most TV and radio programmes intended for first language Welsh speakers, unless the speaker has a strong, unfamiliar accent.</p> <p>Able to understand professional discussions and relevant technical terms.</p> <p>Able to follow and contribute to bilingual meetings with staff and learners.</p> <p>Usually able to understand standard messages, announcements and information</p>	<p>Can easily follow all conversations and discussions between others, on all sorts of topics.</p> <p>Can understand all kinds of spoken Welsh, including lectures or complex discussions.</p> <p>Able to understand information shared both internally and externally by other agencies and stakeholders.</p> <p>Able to understand subject/ area specific and management terminology and common phrases.</p> <p>Able to understand and contribute to meetings with staff,</p>

<p>Some English words may be required to aid understanding.</p>		<p>Some English words may be required to understand unfamiliar/ more complex topics or requests.</p>	<p>shared by external agencies and stakeholders. May need to look up/ confirm understanding of new or complex terminology.</p>	<p>learners and external agencies and stakeholders.</p>
Literacy				
<p>Can understand very short phrases, and can guess what some notices mean.</p> <p>Can understand short texts where people are giving basic information about themselves or others.</p> <p>Can usually find details, such as time and cost, in advertisements or notices.</p> <p>Can write very simple phrases or sentences about yourself or others.</p> <p>Can pass on a simple message or make a simple request using familiar language patterns, e.g., by e-mail.</p> <p>Able to read common institutional signage.</p> <p>Able to read simple organisational notices/ emails including familiar language patterns.</p>	<p>Can understand written messages about everyday things, and some very basic letters or emails about familiar topics, e.g., asking for something, or asking to pass a message on.</p> <p>Can understand short pieces of texts about familiar topics or simple books. May use a dictionary tool to aid/ confirm understanding of some words.</p> <p>Can write notes for personal use e.g. following a meeting. May include some English words or need to check the meaning of some Welsh words following the event.</p> <p>Can write a short note to a friend or colleague, asking for something, thanking them or briefly explaining something, e.g., absence from work, planning a meeting.</p>	<p>Can understand straightforward, short articles on everyday topics of interest, or to do with work.</p> <p>Can guess what words mean from the context, when the topic is familiar.</p> <p>Can understand most e-mails and work-related documents.</p> <p>Can understand most meeting minutes and agendas, may use a dictionary to confirm understanding of unfamiliar terminology particularly if not present at the previous meeting.</p> <p>Able to write informal emails and notes to friends and colleagues and for personal use accurately.</p> <p>Can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event using a</p>	<p>Can understand most correspondence, and scan through long texts to find details.</p> <p>Can read and understand most work-related reports particularly where the subject matter is familiar.</p> <p>Can understand most newspaper articles and reports aimed at first language Welsh speakers, with the aid of a dictionary.</p> <p>Can understand novels and other texts, provided they are not written in a very formal or very colloquial style.</p> <p>Can accurately use a variety of tenses and language patterns in writing to accurately convey tone and meaning.</p> <p>Can write a short article, review or report on a variety of subjects of a general nature, or which are</p>	<p>Can read and understand almost all written Welsh texts with ease, with only occasional references to a dictionary.</p> <p>Can read long texts, e.g., reports, articles, to find relevant details and understand almost all styles of writing, e.g., formal or informal.</p> <p>Can write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader.</p> <p>Can write in formal or informal Welsh as necessary.</p> <p>Can use a variety of tenses and grammatical structures accurately when writing.</p> <p>Can write with a high degree of grammatical accuracy on a wide range of topics.</p> <p>Can complete staff and learner records accurately in Welsh.</p>

<p>Able to write very simple instructions, e.g. notes from a telephone conversation on a predictable subject.</p> <p>Able to use a dictionary to select an appropriate Welsh word when writing or to confirm the meaning of unfamiliar words when reading.</p>	<p>Can write a short text about a familiar topic, e.g., personal experience, or work-related experience.</p> <p>Can read and write in Welsh using a variety of simple sentence structures including use of different tenses.</p> <p>May ask a colleague/ friend to proof- read and/ or use dictionary tools to translate some content.</p>	<p>variety of language patterns fairly accurately.</p> <p>Can write fairly accurately on most familiar topics, e.g., related to interests or work-related using a variety of language patterns and tenses.</p> <p>Able to read standard and predictable texts, such as letters and emails.</p> <p>Able to use standard comments to complete standard forms and documentation (staff performance review, learner disciplinary records etc.)</p> <p>May ask a colleague/ friend to proof- read.</p> <p>May be able to use spell check/ grammar checking software i.e. Cysill to check accuracy of written documents.</p>	<p>work-related, with fairly accurate grammar.</p> <p>Can complete standard documentation fairly accurately in Welsh included staff and learner records.</p> <p>Can write detailed and well-structured texts, which are appropriate for the reader.</p> <p>Can collate information into a bilingual report for consideration at management meetings.</p> <p>Can respond accurately to most types of correspondence from colleagues or external contacts.</p> <p>Able to read extended texts (i.e. letters, reports, complex emails).</p> <p>Able to use Welsh language software (i.e.: spellchecker etc) to produce a range of texts, e.g.: standard letters, emails and minutes of meetings.</p>	<p>Able to use Welsh language software (i.e.: spellchecker etc) to produce a range of texts.</p>
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