

**GUIDELINES – DEFINITION OF LANGUAGE SKILLS WHEN WELSH IS ESSENTIAL/DESIRABLE FOR
A POST**

Non-teaching and learning posts

The status of Welsh as an essential or desirable skill and the level of Welsh language skills required will be noted in the **job description/person specification**.

Skill	Fluent	Intermediate	Basic
Under-standing	Able to understand professional discussions, and relevant technical terms.	Able to understand the greater part of predictable, everyday conversations with staff and learners.	Able to understand basic, everyday requests.
Speaking	Able to initiate and take part in professional discussions with a range of staff, learners and members of the public, using relevant technical terms as necessary.	Able to participate in simple conversations with staff and learners. Able to respond appropriately to simple directions and requests, both face-to-face and over the phone.	Able to greet staff, learners and visitors.
Literacy	Able to read	Able to read	Able to read common

	<p>extended texts (ie letters, reports, complex emails).</p> <p>Able to use Welsh language software (ie spellchecker etc) to produce a range of texts, eg:</p> <ul style="list-style-type: none"> • Standard letters • Emails • Minutes of meetings 	<p>standard and predictable texts, such as letters and emails.</p> <p>Able to write simple informal emails and notes for personal use.</p>	<p>institutional signage.</p> <p>Able to write very simple instructions, eg notes from a telephone conversation on a predictable subject.</p>
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