

Come and join the team!

ADVERT

ROLE TITLE: Cleaning & Hygiene Operative (Permanent)

ADVERT TEXT: Monlife Outdoor Adventure are looking to recruit a enthusiastic person to join the dynamic team based at Gilwern Outdoor Adventure Centre.

The successful applicant will be required to undertake cleaning tasks such as washing floors and walls, sweeping, vacuuming, dusting, and emptying of litterbins.

POST ID: LLLOECLEG

LOCATION: Gilwern Outdoor Adventure Centre

GRADE: BAND A SCP 1-3 (£18,333 - £18,887) pro rata (£9.50-£9.79 per hour)

HOURS: 6hrs per week (plus additional hours)

TEMPORARY: No

DBS CHECK: No

CLOSING DATE: 5pm on Thursday 26th May 2022

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: Cleaning & Hygiene Operative

PERMANENT:

POST ID: LLLOECLEG

GRADE: BAND A SCP 1-3 (£18,333 - £18,887) pro rata (£9.50-£9.79 per hour)

HOURS: 6hrs per week (plus additional hours)

WORK PATTERN: Monday and Wednesday 9:30am to 12:30pm

LOCATION: Gilwern Outdoor Adventure Centre. Ty Mawr Lane Gilwern NP7 0EB which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO: Outdoor Centre Manager

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable;

Who are we?

MonLife is a service group that delivers leisure, youth and outdoor activities, countryside, tourism, destination development, arts, museums and attractions. We provide leisure services from four sites within Monmouthshire and offer adventurous outdoor activities from our Gilwern site we have seven other sites which incorporate our attractions, museums and also promote tourism information. Monlife offer some of the most impressive buildings with historical interest and activities to engage all ages.

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the wellbeing, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

Monlife Outdoor Adventure aims to deliver high quality outdoor learning through residential and outreach programmes.

The Purpose of this Role:-

To ensure that the site is maintained to a high level of hygiene and cleanliness.

The successful candidate will be required to undertake cleaning tasks such as washing floors and walls, sweeping, vacuuming, dusting and emptying of litterbins.

Expectation and Outcomes of this Role:-

To represent Monmouthshire in a professional manner whilst ensuring the building remains clean and presentable at all times

Your responsibilities are to-

1. To complete cleaning tasks of washing floors and walls, sweeping, emptying litter bins, polishing and dusting.
2. To undertake the cleaning of sanitary areas.
3. To safely operate vacuum cleaners and polishing/scrubbing machines.
4. To maintain adequate stock of cleaning materials.
5. To report all faults of cleaning equipment to the supervisor.
6. To ensure the correct use of chemicals at all times.
7. To undertake any necessary training for the post.
8. To observe Health and Safety regulations, as laid down by the authority to ensure the safety of themselves and others.
9. To abide by the principals and practice of equal opportunity as laid down in the Council's Equal Opportunities Policy

10. To be able to work as an individual or as part of a team

Here's what we can provide you with:-

MonLife encompasses Leisure, Tourism, Sports Development, Youth, Outdoor Education, and Green Infrastructure, Museums, Attractions and more.

We can offer:

- You will be provided with quality in house training opportunities.
- A full and comprehensive induction process.
- Ongoing support and development opportunities.
- Access to our staff membership package.

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate, you will have demonstrated:-

Area	Essential	Desirable
Qualifications	Previous Cleaning Experience (A)	Previous experience in a leisure Centre Setting (A)
Knowledge, skills, and Competencies	<p>Ability to communicate effectively, both verbally and in writing with colleagues and customers (I)</p> <p>Ability to be confident and assertive when occasion demands, yet fully committed to the principles of good customer service (I)</p> <p>Flexibility and Versatility in order to work under pressure and meet the required standard in a designated time frame (I)</p> <p>Ability to ensure the safety of themselves and others at all times (I)</p>	<p>Understanding of Health and Safety in an Outdoor Centre environment. (A/I)</p> <p>Knowledge of COSHH and Cleaning Chemicals (A/I)</p> <p>Knowledge and understanding of Child Protection Policies in an Outdoor Centre environment (I)</p>
Experiences	Maintaining a high standard of customer service (I)	
Personal Attributes	<p>Self-motivated and punctual (I)</p> <p>Show high levels of professionalism in manner and dress (I)</p> <p>Be able to show commitment to continuous personal development (A/I)</p>	

	<p>To be able to work unsupervised and use own initiative. (I)</p> <p>Ability to work as part of a team. (A/I)</p>	
Other	<p>Ability to work flexible hours(A)</p> <p>Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of MonLife (I)</p>	

(I) Interview (A) Application

**Should you require any further information regarding this post,
please contact: Stuart Lovell - Centre Manager Tel: 01873 735485**

Closing Date: 5pm on Thursday 26th May 2022

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ○ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ○ Can pronounce place names and personal names correctly. ○ Can greet individuals face to face or over the phone ○ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ○ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ○ Can open and close an e-mail or letter ○ Can write personal names, place names, job titles ○ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ○ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ○ Can understand when people ask you do something 	<ul style="list-style-type: none"> ○ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ○ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ○ Can hold a short conversation with an individual or exchange relatively straightforward information ○ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ○ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ○ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ○ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or emails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ○ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ○ Can understand a discussion at a meeting if the subject is familiar. ○ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ○ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ○ Can hold a conversation with an individual or exchanging relatively straightforward information. ○ Can contribute to a meeting but need to revert to English for specialist terms. ○ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ○ Can understand most e-mail messages or letters concerning day to day work. ○ Can guess the meaning of a word based on context if the subject is familiar. ○ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ○ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ○ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ○ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ○ Can contribute effectively to internal and external meetings in a work context. ○ Can converse comfortably with individuals and exchange information as required. ○ Can argue for and against a specific case. ○ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ○ Can read most correspondence and scan long texts to find details. ○ Can understand most newspaper articles and reports with the aid of a dictionary. ○ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ○ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ○ Can follow all conversations and discussions with individuals or colleagues. ○ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ○ Can express yourself fully in detail, even when discussing complex issues. ○ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ○ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ○ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ○ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ○ Can write formal or informal Welsh as required. ○ Can write a range of documents accurately and with confidence.

Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL Y RÔL: Gweithredydd Glanhau a Hylendid (Parhaol)

TESTUN YR HYSBYSEB: Mae Antur Awyr Agored Monlife yn awyddus i recriwtio person brwdfrydig i ymuno â'r tîm deinamig yng Nghanolfan Antur Awyr Agored Gilwern.

Bydd gofyn i'r ymgeisydd llwyddiannus ymgymryd â thasgau glanhau megis golchi lloriau a waliau, ysgubo, defnyddio sugnwyr llwch, glanhau a thynnu llwch a gwagio biniau sbwriel.

RHIF ADNABOD Y SWYDD: LLLOECLEG

LLEOLIAD: Canolfan Antur Awyr Agored Gilwern

GRADD: BAND A SCP 1-3 (£18,333 - £18,887) pro rata (£9.50-£9.79 yr awr)

HOURS: 6 awr yr wythnos (ynghyd ag oriau ychwanegol)

DROS DRO: Na

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Nac Oes

DYDDIAD CAU: 5pm ar 26/05/2022

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.

- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awtistiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.

PROFFIL Y RÔL

TEITL Y RÔL: Gweithredydd Glanhau a Hylendid

PARHAOL:

RHIF ADNABOD Y SWYDD: LLLOECLEG

GRADD: BAND A SCP 1-3 (£18,333 - £18,887) pro rata (£9.50-£9.79 yr awr)

ORIAU: 6 awr yr wythnos (ynghyd ag oriau ychwanegol)

PATRYMAU GWAITH: Dydd Llun a dydd Mercher 9:30am i 12:30pm

LLEOLIAD: Canolfan Antur Awyr Agored Gilwern. Lôn Tŷ Mawr, Gilwern, NP7 0EB, a allai newid yn y dyfodol os oes angen adleoli'r gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

YN ATEBOL I'R: Rheolwr y Ganolfan Awyr Agored

ASESIAD Y GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol;

Pwy ydym ni?

Mae MonLife yn grŵp gwasanaeth sy'n darparu gweithgareddau hamdden, ieuencid ac awyr agored, cefn gwlad, twristiaeth, datblygu cyrchfannau, y celfyddydau, amgueddfeydd ac atyniadau.

Rydym yn darparu gwasanaethau hamdden o bedwar safle yn Sir Fynwy ac yn cynnig gweithgareddau awyr agored anturus o'n safle yng Ngilwern mae gennym saith safle arall sy'n ymgorffori ein hatyniadau, amgueddfeydd a hefyd hyrwyddo gwybodaeth twristiaeth.

Mae Monlife yn cynnig rhai o'r adeiladau mwyaf trawiadol gyda diddordeb hanesyddol a gweithgareddau i ymgysylltu â phob oedran.

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn lles, diogelwch ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Ein Pwrpas:-

Nod Antur Awyr Agored Monlife yw darparu dysgu awyr agored o ansawdd uchel drwy raglenni preswyl ac allgymorth.

Pwrpas y Rôl hon:-

Sicrhau bod y safle'n cael ei gynnal a'i gadw i lefel uchel o hylendid a glendid.

Bydd yn ofynnol i'r ymgeisydd llwyddiannus ymgymryd â thasgau glanhau megis golchi lloriau a waliau, ysgubo, defnyddio sugnwyr llwch, glanhau a thynnu llwch a gwagio biniau sbwriel.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Cynrychioli Sir Fynwy mewn modd proffesiynol tra'n sicrhau bod yr adeilad yn parhau i fod yn lân a thaclus bob amser

Bydd eich cyfrifoldebau'n cynnwys:-

11. Cwblhau tasgau glanhau o olchi lloriau a waliau, ysgubo, gwagio biniau sbwriel, caboli a thynnu llwch.
12. Glanhau ardaloedd glanweithiol.
13. Gweithredu sugnwyr llwch a pheiriannau sgleinio/sgwrio yn ddiogel.
14. Cynnal stoc ddigonol o ddeunyddiau glanhau.
15. Rhoi gwybod i'r goruchwyliwr am bob nam ar yr offer glanhau.
16. Sicrhau bod cemegau'n cael eu defnyddio'n gywir bob amser.
17. Ymgymryd ag unrhyw hyfforddiant sy'n angenrheidiol ar gyfer y swydd.
18. Nodi rheoliadau lechyd a Diogelwch, fel y'u pennwyd gan yr awdurdod er mwyn sicrhau diogelwch eu hunain ac eraill.

19. Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor
20. Gallu gweithio fel unigolyn neu fel rhan o dîm.

Dyma beth y gallwn ei rhoi i chi:-

Mae MonLife yn cwmpasu Hamdden, Twristiaeth, Datblygu Chwaraeon, Ieuenctid, Addysg Awyr Agored, a Seilwaith Gwyrdd, Amgueddfeydd, Atyniadau a mwy.

Gallwn gynnig:

- Byddwch yn cael cyfleoedd hyfforddi mewnol o ansawdd.
- Proses sefydlu lawn a chynhwysfawr.
- Cyfleoedd cymorth a datblygu parhaus.
- Mynediad i'n pecyn aelodaeth staff.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw:

Gwaith Tîm:	Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.
Bod yn agored:	Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
Hyblygrwydd:	Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.
Tegwch:	Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ogystal:

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy, yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg ac mae'n rhaid i bob cyflogai cydymffurfio â hyn.

Manyleb Person

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-

Ardal	Hanfodol	Dymunol
Cymwysterau	Profiad Glanhau Blaenorol (FfG)	Profiad blaenorol mewn Lleoliad Canolfan hamdden (FfG)
Gwybodaeth, Sgiliau a Chymwyseddau	<p>Y gallu i gyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig gyda chydweithwyr a chwsmeriaid (Cyf)</p> <p>Y gallu i fod yn hyderus ac yn bendant pan fydd gofynion achlysurol, ond eto wedi ymrwymo'n llwyr i egwyddorion gwasanaeth cwsmeriaid da (Cyf).</p> <p>Hyblygrwydd o ran gweithio o dan bwysau a bodloni'r safon ofynnol o fewn cyfnod amser dynodedig (Cyf)</p> <p>Y gallu i sicrhau diogelwch eu hunain ac eraill bob amser (Cyf).</p>	<p>Dealltwriaeth o lechyd a Diogelwch mewn amgylchedd Canolfan Awyr Agored. (FfG / Cyf)</p> <p>Gwybodaeth am COSHH a Chemegau Glanhau (FfG / Cyf)</p> <p>Gwybodaeth a dealltwriaeth o Bolisiâu Amddiffyn Plant mewn amgylchedd Canolfan Awyr Agored (Cyf)</p>
Profiad	Cynnal safon uchel o wasanaeth i gwsmeriaid (Cyf)	
Nodweddion Personol	<p>Hunanysgogol a phrydlon (Cyf)</p> <p>Dangos lefelau uchel o broffesiynoldeb o ran agwedd a gwisg (Cyf)</p> <p>Gallu dangos ymrwymiad i ddatblygiad personol parhaus. (FfG / Cyf)</p>	



	Y gallu i weithio heb oruchwyliaeth a defnyddio'ch menter eich hun. (Cyf) Gallu gweithio mewn tîm. (FfG / Cyf)	
Arall	Y gallu i weithio oriau hyblyg (FfG) Deall a dangos parodrwydd i hyrwyddo Polisi Cyfle Cyfartal MonLife yn gadarnhaol (Cyf)	

(Cyf) Cyfweiliad (FfG) Ffurflen Gais

Os bydd angen rhagor o wybodaeth arnoch am y swydd hon,
cysylltwch â: **Stuart Lovell - Rheolwr y Ganolfan Ffôn: 01873 735485**

Dyddiad Cau: 5pm ar 26/05/2022

FFRAMWAITH SGILIAU IAITH GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> Gall ynganu enwau lleoedd ac enwau personol yn gywir. Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> Gall agor a chau neges e-bost neu lythyr. Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol. Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth. 	<ul style="list-style-type: none"> Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges. 	<ul style="list-style-type: none"> Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod. Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad.

LEFEL 3:

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ○ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ○ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ○ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ○ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ○ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ○ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. ○ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ○ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ○ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ○ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ○ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad. ○ Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ○ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ○ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ○ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ○ Gall ddadlau dros ac yn erbyn achos penodol. ○ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ○ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ○ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ○ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ○ Yn gallu cynhyrchu gohebiaeth o bob math, adroddiadau, dogfennau a llenyddiaeth byr gyda chymorth cymhorthion cyfieithu Cymraeg ee. Cysgeir, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ○ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ○ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ○ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth. ○ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ○ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ○ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ○ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllynydd gyda chefnogaeth offer cymorth iaith electronig. ○ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ○ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.

