

Come and join the team!

ADVERT

ROLE TITLE: Care Support Worker



Would you like to join a fabulous team of people?

We are looking for a caring compassionate person, to enhance the peoples lives we support. We provide oppertunities within the community and support people to attend things of interest to them, such as singing for the brain, lucheon clubs, church groups.

Our aim is to support people with Dementia to engage into community activities, and improve wellbeing.

POST ID: SAS156
LOCATION: Severn View Chepstow (Community Working)
GRADE: BAND D SCP £21,269 – SCP £23,023 (Pro Rata)
HOURS: 0 Per Week, 12 Month Temporary Contract (Then to be reviewed)
TEMPORARY: Yes
DBS CHECK: Yes (Disclosure & Barring Service Check)
CLOSING DATE: 12pm 11/07/2022

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: Care Support Worker

POST ID: SAS156

GRADE: BAND D SCP £21,269 – SCP £23,023 (Pro Rata)

HOURS: 0 Hours Per Week 12 Month Temporary Contract (Then to be reviewed)

TEMPORARY: Yes

WORK PATTERN: Monday to Friday. Between 9am-4pm (5 Hours daily)
Occasional weekend and evening work.

LOCATION: Severn View Chepstow (Community Working) which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check,;
Enhanced with Adults Barred List Check

RESPONSIBLE TO: Louise Frost Team Leader Day Services

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

Social Care and Health.

Who are we?



We are a fabulous team of Carers that enable people to engage in community activities. Helping to maintain Wellbeing and independence. We are looking for smiley happy people to pass on positivity and friendships to the people we support.

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 well-being, 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:-

Is to provide care and support to people with Dementia, living in their own homes, giving opportunities to engage in activities Coffee mornings , maintaining friendships and relationships.

Expectation and Outcomes of this Role:-

We aim to provide a quality bespoke service to the people we support. Led by the individual, based on their aspirations, likes and dislikes. Achieving the best outcome for the person.

- **Your responsibilities are to:-** To bring yourself; your personality, a big smile and a sense of fun. You need to understand that 100% is the minimum commitment.
- To ensure centre based services and activities look, sound and feel focussed on the individual; inviting, lively, active and stimulating. This will include working with the team lead to match specific days to specific needs depending on where someone is in their journey with dementia.
- To work with people in a way that continually demonstrates a focus on being person centred and relationship focussed. You will need to spend time getting to know the people we support and developing a relationship that supports your role as an 'attached professional' rather than someone who is 'detached'
- To support people to do as much for themselves as possible working in a way that promotes ability and does not foster dependency.
- To provide care and support to people that is at all times sensitive, confidential and upholds the person's dignity.

Here's what we can provide you with:-

Full training, full induction, regular opportunities to speak with manager. Professional development. A supportive team that will share their experiences. 45p per mile. Weekend enhancements. £10.83 per hour. Full PPE provided. Opportunity for Covid vaccine.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And 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:-

Person Specification	
Overall experience is not necessary but you will be someone who clearly demonstrates their commitment, enthusiasm and their caring nature. Caring is about supporting someone to live well and to live a natural life. This means that the support we provide will always focus on how a person feels....	
Relationships	You will understand the importance of relationships and that to support people we need know the person; their experiences, their life and who they are now.
Enabling	You will be able to work in way that involves the person to participate fully in their lives assisting them to set and achieve their personal outcomes and goals whatever this may be
Approach	You will adopt an individual approach to each person based on who they are and how they feel. You will adjust and adapt continually to stay in the moment and to support someone according to what matters.
Availability & Flexibility	You will need to work at times of the day that people need support and that you understand that this will change on any given day according to how that person feels. This means being focussed on the individual and not a routine.
Self	You will be someone who is comfortable being yourself at work and you are self-aware and open.
Feeling	You will be emotionally warm, offering closeness and empathy to each individual
Together	You are someone able to be a friend to the people we support; with no them and us.
Inspiring	You will be passionate and positive; able to make a connection with people that makes a difference.
Nurturing	You will be someone who can provide comfort, security and a sense of belonging
Accepting	You will be able to be positive about a person's reality and understanding of the fact that feelings can be displayed as actions or words.
Spontaneous	You will be someone who can create opportunities that will provide occupation and stimulation. You will be able to think on your feet and change the moment.
Team	You will understand the importance of your contributing to the team understanding that the outcomes for the people we support improve when the team work well together. You will have the ability to communicate openly and listen to the ideas of others
Supporting	You will be comfortable to express your own emotions and support others with theirs.
Growing	You will need to be open to learning, challenge and self-reflection.
Driving	Use of a car and full UK driving license

- **Welsh Desirable.**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

**Should you require any further information regarding this post, please contact:
Recruiting Manager Louise Frost Tel: 01291 638921**

Closing Date: 12pm 11/07/2022

Dewch i ymuno gyda'r tîm!

HYSBYSEB

TEITL Y RÔL: Gweithiwr Gofal Cymorth



A hoffech ymuno gyda thîm gwyb o bobl?

Rydym yn chwilio am berson gofalgwr a thosturiol, er mwyn gwella bywydau'r bobl yr ydym yn eu cefnogi. Rydym yn cynnig cyfleoedd o fewn y gymuned ac yn cefnogi'r bobl i wneud pethau sydd o ddiddordeb iddynt, fel canu ar gyfer yr ymennydd, clybiau cinio, grwpiau eglwys.

Ein nod yw cefnogi pobl sydd â Dementia i gymryd rhan mewn gweithgareddau cymunedol a gwella eu llesiant.

RHIF ADNABOD Y SWYDD: SAS156

LLEOLIAD: Severn View Cas-gwent (Gweithio yn y gymuned)

GRADD: BAND D SCP £21,269 – SCP £23,023 (Pro Rata)

ORIAU: 0 Yr Wythnos, Cytundeb Dros Dro am 12 mis (l'w adolygu wedi hyn)

DROS DRO: Ydy

GWIRIAD GAN Y GWASANAETH:

DATGELU A GWAHARDD: Mae angen gwiriad (Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: 12pm 11/07/2022

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

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

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.



Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y RÔL

TEITL Y RÔL: Gweithiwr Gofal Cymorth

RHIF ADNABOD Y SWYDD: SAS156

GRADD: BAND D SCP £21,269 – SCP £23,023 (Pro Rata)

ORIAU: 0 Yr Wythnos, Cytundeb Dros Dro am 12 mis (l'w adolygu wedi hyn)

DROS DRO: Ydy

PATRWM GWAITH: Dydd Llun – Dydd Gwener. Rhwng 9am a 4pm (5 awr bob dydd). Bydd angen weithio weithiau ar y penwythnos a gyda'r nos.

PATRWM GWAITH: Severn View, Cas-gwent (Gweithio yn y Gymuned) ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwy ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gydag Oedolion

YN ATEBOL I: Louise Frost, Arweinydd Tîm Gwasanaethau Dydd

ASESIAD O'R GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

Gofal Cymdeithasol ac Iechyd.

Pwy ydym ni?



Rydym yn dîm ffantastig o Ofalwyr sydd yn caniatáu pobl i gymryd rhan mewn gweithgareddau cymunedol. Yn helpu cynnal Lles ac Annibyniaeth. Rydym yn chwilio am bobl hapus sydd yn gwenu er mwyn rhannu'r positifrwydd a'r cyfeillgarwch gyda'r bobl yr ydym yn cefnogi.

DIOGELU:

Mae Diogelu ac Amddiffyn 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 rhan yng ngwaith lles, diogelu 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 Diben:-

Yn darparu gofal a chymorth i bobl sydd â Dementia, i fyw yn eu cartrefi eu hunain, yn rhoi cyfleoedd i ymgysylltu mewn gweithgareddau fel boreau coffi, cynnal cyfeillgarwch a pherthynas ag eraill.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Rydym yn ceisio anelu i ddarparu gwasanaeth teilwredig o i'r bobl yr ydym yn cefnogi. Yn cael ei arwain gan yr unigolun, yn seiliedig ar eu dyheadau, yr hyn y maent yn hoffi a'r hyn nad ydynt yn hoffi. Yn sicrhau'r canlyniadau gorau ar gyfer y person.

Bydd eich cyfrifoldebau yn cynnwys:-

- Rwyf am i chi ddod â'ch hyn i'r rôl hon; eich personoliaeth, gwên fawr ac elfen o hwyl. Rwyf angen i chi ddeall ein bod yn disgwyl o leiaf 100% o ran ymdoddiad.
- Yn sicrhau bod gwasanaethau a gweithgareddau'r ganolfan yn edrych, swnio ac yn ffocysu ar yr unigolyn; yn eu denu, yn fywiog, yn weithgar ac yn diddanu. Bydd yn cynnwys gweithio ag arweinydd y tîm i i baru dyddiadau penodol gydag anghenion penodol lle y mae pawb ar eu taith gyda dementia.
- Yn gweithio gyda phobl mewn ffordd sydd yn arddangos ffocws parhaus ar ganoli ar y person a'n ffocysu ar berthynas. Bydd angen i chi dreulio amser yn dod i 'nabod y bobl yr ydym yn eu cefnogi ac yn datblygu perthynas sydd yn cefnogi eich rôl fel y 'gweithiwr proffesiynol atotedig' yn hytrach na rhywun sydd yn 'datgysylltiedig'
- Cefnogi pobl i wneud cymaint ag sydd yn bosib dros eu hunain, gan weithio mewn ffordd sydd yn hyrwyddo gallu a'n ymatal rhag meithrin dibyniaeth.
- Darparu gofal a chymorth i bobl sydd yn sensitif bob tro, yn gyfrinachol ac yn cynnal urddas y person.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

Hyfforddiant llawn, rhaglen anwytho lawn, cyfleoedd cyson i siarad gyda'r rheolwr. Datblygiad proffesiynol. Tîm cefnogol a fydd yn rhannu eu profiadau. Rhaglen anwytho alwn, cyfleoedd cyson i siarad gyda'r rheolwr. Lwfans teithio o 45c y filltir. Taliadau ychwanegol ar y penwythnos. £10.83 yr. Byddwn yn darparu Cyfarpar Diogelu Personol. Y cyfle i gael brechlyn Covid.

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.

Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.

Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

<p>Nid oes angen profiad cyffredinol ond byddwch yn rhywun sy'n amlwg yn dangos eu hymrwymiad, brwdfrydedd a'u natur ofalgar. Mae gofalu yn ymwneud â chefnogi rhywun i fyw'n dda ac i fyw bywyd naturiol. Mae hyn yn golygu y bydd y gefnogaeth a ddarparwn bob amser yn canolbwyntio ar sut mae person yn teimlo....</p>	
Perthnasoedd	Byddwch yn deall pwysigrwydd perthnasoedd a bod angen adnabod y person, eu profiadau, eu bywyd a phwy ydynt yn awr er mwyn cefnogi pobl.
Galluogi	Bydd angen i chi allu gweithio mewn ffordd sy'n cynnwys y person i gymryd rhan lawn yn eu bywydau gan eu cynorthwyo i osod a chyflawni eu canlyniadau a'u nodau personol beth bynnag yw hyn.
Dull	Byddwch yn defnyddio dull unigol at bob person yn seiliedig ar bwy ydynt a sut maent yn teimlo. Byddwch yn addasu'n barhaus i aros yn y foment ac i gefnogi rhywun yn ôl yr hyn sy'n cyfri.
Argaeledd a Hyblygrwydd	Bydd angen i chi weithio ar adegau o'r dydd pan mae pobl angen cefnogaeth a byddwch yn deall y bydd hyn yn newid ar unrhyw ddiwrnod penodol yn dibynnu ar sut mae'r person yn teimlo. Mae hyn yn golygu canolbwyntio ar yr unigolyn ac nid trefn.
Hunan	Byddwch yn rhywun sy'n gysurus gyda'ch hunan yn y gwaith ac yn hunanymwybodol ac agored.
Teimlad	Byddwch yn emosiynol gynnes, gan gynnig agosatrwydd a chydymdeimlad i bob unigolyn.
Dod Ynghyd	Byddwch yn rhywun a all fod yn ffrind i'r bobl a gefnogwn, heb ddim ni a nhw
Ysbrydoli	Byddwch yn angerddol ac yn gadarnhaol; yn gallu gwneud cysylltiad gyda phobl sy'n gwneud gwahaniaeth
Meithrin	Byddwch yn rhywun a all roi cysur, sicrwydd ac ymdeimlad o berthyn
Derbyn	Byddwch yn gallu bod yn gadarnhaol am realaeth person a deall y ffaith y gall teimladau gael eu dangos fel gweithredoedd neu eiriau
Digymell	Byddwch yn rhywun a all greu cyfleoedd fydd yn rhoi pethau i'w gwneud ac ysgogiad
Tîm	Byddwch yn deall y pwysigrwydd i gyfrannu i'r tîm, yn deall bod y canlyniadau ar gyfer y bobl yr ydym yn cefnogi yn gwella pan fydd y tîm yn gweithio gyda'i gilydd. Byddwch yn meddu ar y gallu i gyfathrebu yn agored a gwrandao ar syniadau pobl eraill.
Cefnogi	Byddwch yn gysurus i fynegi eich emosiynau eich hun a chefnogi pobl eraill gyda'u hemosiynau hwythau.
Tyfu	Bydd angen i chi fod yn agored i ddysgu, herio a hunanfyfrio.
Gyrru	Car a thrwydded yrru ar gyfer y DU.



Y Gymraeg yn Ddymunol

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Rheolwr Recriwtio Louise Frost Ffôn: 01291 638921

Dyddiad Cau: 12pm 11/07/2022

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

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.

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

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.

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

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 e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

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.