

Come and join the team!

ADVERT

ROLE TITLE: Apprentice Flying Start Childcare Practitioner

This is an excellent opportunity for a person who enjoys working with young children and is looking to start a career in childcare. Flying Start offers high quality childcare for eligible 2 year olds.

POST ID: LFSAPPRENT

LOCATION: Caldicot and Chesptow Flying Start – Calditots or Pont Hafren Playgroup but will be required to travel to other Flying Start areas to provide staff cover. The main base may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

GRADE: £12.00 per hour

HOURS: 18 Per Week x 39 weeks (term time)

TEMPORARY: Temporary until March 2026

DBS CHECK: Enhanced

CLOSING DATE: 5pm Thursday 14th November 2024

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: **Apprentice Flying Start Childcare Practitioner**

POST ID: **LFSAPPRENT**

GRADE: **£12.00 per hour**

HOURS: **18 hours, Term Time (39 weeks)**

Welsh Language Assessment -

Welsh language skills are desirable

LOCATION: Calditots Playgroup, Caldicot or Pont Hafren Playgroup, Chepstow which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

This is an excellent opportunity for a person who enjoys working with young Children and is looking to start a career in childcare. Flying Start offers high quality Childcare for eligible 2 year olds. This role will involve working directly with children aged 2 to 3 years and supporting them to develop and learn. The right candidate will play an important role within the childcare team in developing the the physical, emotional and social skills of young children. The successful candidate will be based at Calditots Playgroup in Caldicot.

Should you require any further information regarding this post, please contact:

Beth Watkins, Flying Start Manager, bethwatkins@Monmouthshire.gov.uk

Closing Date: 12 noon Thursday 31st October 2024

Please Note that we are not able to accept CVs

Application forms can be completed online or down loaded via:

<http://www.Monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



ROLE PROFILE

ROLE TITLE: Apprentice Flying Start Childcare Practitioner

POST ID: LFSAPPRENT

GRADE: £12.00 per hour

HOURS: 18 hours

WORK PATTERN: Term time only (39 weeks) Monday 9am to 12pm. Tuesday 9am to 1pm, Wednesday to Friday 9am to 12pm

Welsh Language Assessment -

Welsh language skills are desirable

LOCATION: Calditots Playgroup, Caldicot or Pont Hafren Playgroup, Chepstow 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 - **Enhanced with Children Barred List Check**

RESPONSIBLE TO: Flying Start Manager

Our Purpose:- Flying Start aims to ensure that Wales' most deprived children aged 0 to 4 years of age reach their potential through a range of local services including high quality part-time childcare, intensive health visiting, early language support and evidence based parenting support. We want to ensure that our children to have a flying start in life.

The Purpose of this Role:- This role will form part of the key offer of Flying Start by providing 12.5 hours of high quality childcare for two year olds in targeted areas of Monmouthshire. The Flying Start childcare team work closely with other Flying Start professionals to ensure that the needs of children are met fully. Positive experiences during the very early years of a child's life are crucial and will help to set the foundations for lifelong learning and health. As a Flying Start Apprentice/Trainee childcare practitioner, you will train within a team who will support you to play a pivotal part in the child's social, physical, intellectual, cultural, emotional development of young children in the setting.

Expectation and Outcomes of this Role:-

You will need to be committed to completing your Children's Care Learning and Development qualifications (CCLD) with us and also to take part in lots of staff training sessions.

Working in a childcare setting with very young children can be demanding but lots of fun. You will need to enjoy being indoors and out, talking, playing, singing, storytelling and making a mess with children...you also need to be happy to clean up afterwards! Helping young children to become independent is also very important. Supporting them to make friends, get dressed, wash their hands and make choices is an important part of the role.

Working with a Flying Start setting will require an awareness of and a commitment to keeping information confidential.

Safeguarding and Child and Adult Protection 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. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

Your responsibilities will include:-

Supporting the childcare practitioners to:

- keep children safe in the setting
- nurture and help children to develop and grow as individuals
- provide stimulating fun activities that will help children to learn through play
- ensure that the setting meets expected hygiene standards at all times
- observe children's development to identify any areas that need more support
- work closely with parents and other professionals within Flying Start
- work as part of a busy and fun team of skilled childcare staff
- contribute to planning for the whole group and individual children

Here's what we can provide you with:-

- Support to complete your CCLD qualification and to become a qualified childcare practitioner. Ongoing support to develop your skills further, alongside regular training relevant to your role.
- The opportunity to be part of a team with a "have a go" attitude, we value creativity and innovation.
- The opportunity for you to make a positive difference to the lives of young children in your care.



monmouthshire
sir fynwy

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.

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.

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

ROLE TITLE: **Apprentice Flying Start Childcare Practitioner**

POST ID: **LFSAPPRENT**

GRADE: £12.00 per hour

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

- have a confident manner when working with young children and adults
- enjoy talking, playing, singing and reading with young children
- enjoy being creative and having fun indoors and out
- have some Welsh language skills suitable for use with young children
- enjoy working in a busy environment
- can manage your time to enable you to complete the required qualification for working in the childcare sector



Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

TEITL Y RÔL:	Ymarferydd Blynyddoedd Cynnar (Gofal Plant)
RHIF ADNABOD Y SWYDD:	LFSAPPRENT
LLEOLIAD:	Dechrau'n Deg Cil-y-Coed neu Cas-Gwent - Grŵp Chwarae Calditots neu Grŵp Chwarae Pont Hafren, ond bydd angen teithio i ardaloedd Dechrau'n Deg eraill er mwyn helpu pan fydd staff i ffwrdd o'r gwaith. Efallai y bydd prif leoliad y swydd yn newid yn y dyfodol os yw lleoliad y gwasanaeth angen newid. Os bydd hyn yn digwydd, ni fydd treuliau adleoli neu anghyfleustra yn cael eu talu.
GRADD:	£12.00 yr awr
ORIAU:	18 yr wythnos a Therm Ysgol yn Unig
DROS DRO:	tan 31ain Mawrth 2026
GWIRIAD GAN Y GWASANAETH	
DATGELU A GWAHARDD:	Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant
DYDDIAD CAU:	5pm 14/11/2024

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.



HYSBYSEB SWYDD

TEITL Y RÔL: Ymarferydd Gofal Plant Dechrau'n Deg – Prentis/Dan Hyfforddiant

RHIF ADNABOD Y SWYDD: LFSAPPRENT

GRADD: £12.00 yr awr

ORIAU: 18 awr, Term Ysgol (39 wythnos)

Asesiad o'r Gymraeg - Sgiliau yn y Gymraeg yn ddymunol

LLEOLIAD: Grŵp Chwarae Calditots, Cil-y-Coed neu Grŵp Chwarae Pont Hafren, Cas-Gwent 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.

PWRPAS Y SWYDD:

Dyma gyfle ardderchog i berson ifanc sydd yn mwynhau gweithio gyda phlant ifanc ac yn dymuno dechrau gyrfa ym maes gofal plant. Mae Dechrau'n Deg yn cynnig Gofal Plant safon uchel i blant 2 flwydd oed sydd yn gymwys. Bydd y rôl yn cynnwys gweithio yn uniongyrchol gyda phlant sydd yn 2 a'n 3 mlwydd oed ac yn eu cefnogi i ddatblygu a dysgu. Bydd yr ymgeisydd cywir yn chwarae rôl bwysig o fewn y tîm gofal plant yn datblygu sgiliau corfforol, emosiynol a chymdeithasol y plant ifanc. Bydd yr ymgeisydd llwyddiannus wedi ei leoli yn Grŵp Chwarae Wiggles a Giggles yn Fynwy.

Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda gyda:

Beth Watkins, Rheolwr Dechrau'n Deg bethwatkins@monmouthshire.gov.uk

Dyddiad Cau: 5pm 14/11/2024

[Gofynnir i chi nodi na allwn dderbyn CV](#)

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall. Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle.

Monmouthshire County Council operates a Smoke Free Workplace policy.



PROFFIL Y RÔL

TEITL Y RÔL: Ymarferydd Gofal Plant Dechrau'n Deg – Prentis/Dan Hyfforddiant

RHIF ADNABOD Y SWYDD: LFSAPPRENT

GRADD: £12.00 yr awr

ORIAU: 18 awr, Term Ysgol (39 wythnos)

PATRWM GWAITH: Dydd Llun 9am i 12pm. Dydd Mawrth 9am i 1pm, dydd Mercher i ddydd Gwener 9am i 12pm

Asesiad o'r Gymraeg - Sgiliau yn y Gymraeg yn ddymunol

LLEOLIAD: Grŵp Chwarae Calditots, Cil-y-Coed neu Grŵp Chwarae Pont Hafren, Cas-gwent 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 Troseddwyr ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd: (Nodwch lefel y gwiriad): **Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant**

YN ATEBOL I: Rheolwr Dechrau'n Deg

Ein Diben: Mae Dechrau'n Deg yn ceisio sicrhau bod plant mwyaf amddifad Cymru, sydd rhwng 0 a 4 mlwydd oed, yn gwireddu eu potensial drwy ystod o wasanaethau lleol gan gynnwys gofal plant rhan amser, ymweliadau iechyd dwys, cymorth iaith gynnar a chymorth rhianta sy'n seiliedig ar dystiolaeth. Rydym am sicrhau bod pob un plentyn yn cael dechrau teg a chyfle wrth ddechrau eu bywydau.

Pwrpas y rôl hon:- Bydd y rôl hon yn ffurfio rhan o'r cynnig allweddol o Dechrau'n Deg drwy ddarparu 12.5 awr o ofal plant safon uchel i blant sy'n ddeuflwydd yn ardaloedd penodol Sir Fynwy. Mae'r tîm gofal plant Dechrau'n Deg yn gweithio yn agos gyda gweithwyr proffesiynol Dechrau'n Deg eraill er mwyn sicrhau ein bod yn diwallu anghenion y plant. Mae profiadau positif yn ystod blynyddoedd cynnar mewn bywyd plentyn yn hanfodol ac yn helpu i osod y sylfeini ar gyfer dysgu ac iechyd gydol oes. Fel ymarferydd gofal plant Dechrau'n Deg sy'n Brentis/dan Hyfforddiant, byddwch yn hyfforddi o fwn tîm a fydd yn eich cefnogi i chwarae rôl hanfodol yn natblygiad cymdeithasol, corfforol, ymenyddol, diwylliannol ac emosiynol y plant ifanc o dan eich gofal.



Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd angen i chi ymrwymo i gwblhau eich cymwysterau Dysgu a Datblygu Gofal Plant gyda ni a chymryd rhan mewn llawer o sesiynau hyfforddi staff.

Mae gweithio gyda phlant ifanc iawn yn medru bod yn feichus ond yn llawer iawn o hwyl. Bydd angen i chi fwynhau gweithio y tu mewn ac yn yr awyr agored, yn siarad, chwarae, canu, dweud straeon a'n gwneud llanast gyda phlant...bydd rhaid i chi fod yn barod i lanhau wedyn! Mae helpu plant ifanc i ddod yn annibynnol hefyd yn bwysig iawn. Mae eu cefnogi i wneud ffrindiau, gwisgo, golchi dwylo a gwneud penderfyniadau pwysig yn rhan bwysig o'r rôl hon.

Mae gweithio o fewn uned Dechrau'n Deg yn golygu bod angen ymwybyddiaeth ac ymroddiad tuag at gadw gwybodaeth yn gyfrinachol.

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Rydym yn anelu i gefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag sydd yn bosib ac i wireddu eu potensial. Rydych yn gyfrifol am chwarae eich rhan yn lles, diogelwch ac amddiffyn plant ac oedolion sydd mewn risg. Bydd cyfrifoldeb gennych i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogel a bydd dyletswydd arnoch i gyflawni eich cyfrifoldebau personol o ran diogelu.

Bydd eich cyfrifoldebau yn cynnwys:-

Cefnogi'r ymarferwyr gofal plant i:

- cadw'r plant yn ddiogel
- meithrin a helpu plant i ddatblygu a thyfu fel unigolion
- darparu gweithgareddau sydd yn ysgogi plant a'u hannog i ddysgu drwy chwarae
- sicrhau bod yr uned yn diwallu'r anghenion o ran safonau hylendid, a hynny drwy'r amser
- arsylwi datblygiad y plant drwy'r amser er mwyn adnabod unrhyw feysydd sydd angen mwy o gefnogaeth
- gweithio yn agos gyda rhieni a gweithwyr proffesiynol o fewn Dechrau'n Deg
- gweithio fel rhan o dîm staff gofal plant sydd yn brysur, llawn hwyl a'n sgilgar
- cyfrannu at ddatblygu'r grŵp cyfan a phlant unigol



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

- Cefnogaeth i gwblhau eich cymhwyster GDDP ac i ddod yn ymarferydd gofal plant cymwys. Cefnogaeth barhaus i ddatblygu eich sgiliau ymhellach, ynghyd â hyfforddiant cyson sydd yn berthnasol i'ch rôl.
- Y cyfle i fod yn rhan o dîm sydd ag agwedd o "roi cynnig arni" ac rydym yn gwerthfawrogi creadigrwydd ac arloesedd.
- Y cyfle i wneud gwahaniaeth positif i fywydau plant ifanc yn eich gofal.

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.
- Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

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

At hyn:

Mae'r holl gyflogeion yn gyfrifol am sicrhau eu bod yn gweithredu ar bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hun ac yn eu hymddygiad cyffredinol.

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



Manyleb Person

TEITL Y RÔL: Ymarferydd Gofal Plant Dechrau'n Deg – Prentis/Dan Hyfforddiant

RHIF ADNABOD Y SWYDD: LFSAPPRENT

GRADD: £12.00 yr awr

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:-

- yn hyderus pan yn gweithio gyda phlant ifanc ac oedolion
- yn mwynhau siarad, chwarae, canu a darllen gyda phlant ifanc
- yn mwynhau bod yn greadigol y tu mewn ac yn yr awyr agored
- yn meddu ar rai sgiliau yn yr iaith Gymraeg sydd yn addas ar gyfer eu defnyddio gyda phlant ifanc
- yn mwynhau gweithio mewn awyrgylch prysur
- yn medru rheoli eich amser er mwyn eich caniatáu i gwblhau'r cymhwyster angenrheidiol ar gyfer gweithio yn y sector gofal plant

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<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>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, 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			
<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>			
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			
<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 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.</i>			
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. 	<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. 	<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 	<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

<ul style="list-style-type: none"> ➤ 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 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. 	<p>on context if the subject is familiar.</p> <ul style="list-style-type: none"> ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<p>explanation; describe an experience or situation; invite people or organise an event.</p> <ul style="list-style-type: none"> ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
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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 can 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.