

Framework For Denoting Language Requirements of Posts and Staff

	Basic GS1	Intermediate GS2	Able GS3	Fluent GSRh
Listening and Speaking	Able to follow instructions and understand a simple conversation in both English and Welsh on familiar matters and respond to simple requests for information	Able to conduct a simple conversation in the daily context of the job in both English and Welsh by using specific words and language which occur regularly in order to convey information and discuss specific issues <u>If relevant</u> Able to make a simple presentation which has been prepared and respond to questions In both English and Welsh	Able to follow a conversation or on a professional level discussion in both English and Welsh and discuss general work topics in order to convey information or provide an opinion <u>If relevant</u> Able to make a presentation which has been prepared and answer any questions which arise in both English and Welsh	Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
	D1	D2	D3	DRh
Reading and Understanding	Able to read and understand very simple letters, messages, leaflets, signs and articles in both English and Welsh on familiar day to day matters in order to transfer the information to another person	Read and understand simple memoranda and information literature in both English and Welsh relevant to the post and understand reports on familiar subjects in Plain Welsh	Able to glean information from a variety of sources such as letters, reports, articles in both English and Welsh in order to fulfill the requirements of the post	Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
	Y1	Y2	Y3	YRh
Writing	Able to complete a standard form and write a short memo or letter in both English and Welsh by using a set number of familiar phrases in order to convey a simple message	Able to write letters, memos, and short reports in both English and Welsh by using simple sentences and phrases familiar to the individual's work	Present written information confidently in the form of a letter, more technical report and respond to written requests by conveying information, opinion and ideas in both English and Welsh (Help available to check written work)	Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader

Listening and Speaking

Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh.

Reading and Understanding

Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post.

Writing

Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader.