

L1 - Cyn Mynediad		
GWRANDO a SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> • Dweud enwau llefydd ac enwau personol yn gywir. • Cyfarch cwsmeriaid mewn derbynfa neu ar y ffôn. • Agor a chloi sgwrs. 	<ul style="list-style-type: none"> • Deall testun byr ynglŷn â phwnc cyfarwydd pan wedi ei gyfleu mewn iaith syml, e.e. arwyddion syml, cyfarwyddiadau syml, deall cynnwys agenda. 	<ul style="list-style-type: none"> • Ysgrifennu enwau personol, enwau llefydd, teitlau swyddi ac enwau adrannau'r Cyngor.
L2 – Mynediad		
GWRANDO a SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> • Deall sgwrs syml. • Derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais i siarad gyda rhywun. • Agor a chloi sgwrs a chyfarfod yn ddwyieithog. 	<ul style="list-style-type: none"> • Deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, â bod digon o amser wedi ei ganiatáu. 	<ul style="list-style-type: none"> • Llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu berson cyfarwydd y tu allan i'r Cyngor.
L3 – Sylfaen		
GWRANDO a SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> • Deall a chymryd rhan yn y rhan fwyaf o sgrysiâu arferol o ddydd i ddydd yn y swyddfa. • Cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. • Cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. 	<ul style="list-style-type: none"> • Deall y rhan fwyaf o'r adroddiadau, dogfennau a gohebiaeth y byddai disgwyl eu trafod yn y swydd. 	<ul style="list-style-type: none"> • Llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
L4 – Canolradd		
GWRANDO a SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> • Cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. • Deall gwahaniaethau tôn iaith a thafodiaith. • Dadlau o blaid ac yn erbyn achos penodol. • Cadeirio cyfarfodydd ac ateb cwestiynau yn hyderus 	<ul style="list-style-type: none"> • Deall gohebiaeth ac adroddiadau pwnc sydd yn cynnwys iaith dechnegol a chymhleth 	<ul style="list-style-type: none"> • Llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd hyrwyddo gyda chymorth golygu.
L5 -Uwch/hyfedredd		
GWRANDO a SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> • Cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd yn y gwaith, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. • Cyfrannu i gyfarfodydd a darparu cyflwyniadau yn rhugl a hyderus. 	<ul style="list-style-type: none"> • Deall adroddiadau, dogfennau ac erthyglau y byddai disgwyl eu darllen fel rhan arferol y gwaith, gan gynnwys cysyniadau cymhleth. 	<ul style="list-style-type: none"> • Llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd hyrwyddo i safon dderbyniol gyda chymorth offer iaith safonol e.e. Cysill • Llunio nodiadau manwl wrth gymryd rhan lawn mewn cyfarfod.

L1 – Pre Entry		
LISTENING and SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Pronounce place names and personal names correctly. • Greet customers at reception or on the phone. • Open and close a conversation. 	<ul style="list-style-type: none"> • Understand short text about a familiar topic when it is communicated in plain language, e.g. basic signs, simple instructions, includes agendas. 	<ul style="list-style-type: none"> • Write personal names, place names, job titles and names of council departments.
L2 - Entry		
LISTENING and SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Understand the core conversation. • Receive and understand simple messages on normal patterns, e.g. time and place of a meeting, request to talk with someone. • Convey basic information and simple instructions. • Open and close conversations and meetings bilingually. 	<ul style="list-style-type: none"> • Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed. 	<ul style="list-style-type: none"> • Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed.
L3 – Foundation		
LISTENING and SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Understand and participate in most normal day-to-day conversations in the office. • Offer advice to the public on issues relating to the post. Referring to specialised or technical terms in English. • Contribute to a meeting or a presentation on general issues relating to the post; referring to specialised or technical terms in English. 	<ul style="list-style-type: none"> • Understand most of the reports, documents and correspondence that would be expected to be discussed in the normal course of work. 	<ul style="list-style-type: none"> • Prepare informal messages and reports for internal use.
L4 – Intermediate		
LISTENING and SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Contribute effectively in internal and external meetings in the context of the work subject. • Understand differences in tone and dialect. • Argue for and against a particular case. • Chair meetings and answer questions confidently. 	<ul style="list-style-type: none"> • Understand formal correspondence and reports. 	<ul style="list-style-type: none"> • Produce business correspondence, short reports, e-mails and promotional literature with editing assistance.
L5 – Advanced / Proficiency		
LISTENING and SPEAKING	READING	WRITING
<ul style="list-style-type: none"> • Contribute fluently and confidently regarding all aspects of daily work, including negotiating and advising on technical, specialised or sensitive areas. • Contribute to meetings and provide presentations fluently and confidently. 	<ul style="list-style-type: none"> • Understand reports, documents and articles linked to the normal course of work, including complex concepts expressed in complex language. 	<ul style="list-style-type: none"> • Produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools. E.g. Cysill • Draw up detailed notes while taking a full part in the meeting.

Sut i gyrraedd y lefel nesaf?

0 → **1**

CANOLFAN DYSGU CYMRAEG CENEDLAETHOL
'Croeso' Cymraeg Gwaith: Cwrs ar-lein 10 awr
'Croeso'n ôl' Cymraeg Gwaith: Cwrs ar-lein 10 awr

ARALL:
 Apiau
 Mentora
 Paned a
 Sgwrs

1 → **2**

CYRSIAU MYNEDIAD (DEWIS UN)

CANOLFAN DYSGU CYMRAEG CENEDLAETHOL (amser tymor):
 Mynediad Dwys: 30 wythnos, 2 awr yr wythnos
 Hunan-astudio: 60 awr (ar-lein)
 Adeiladu Hyder: 10-15 wythnos, 2 awr yr wythnos

ARALL:
 Apiau
 Paned a
 Sgwrs

2 → **3**

CYRSIAU SYLFAEN (DEWIS UN)

CANOLFAN DYSGU CYMRAEG CENEDLAETHOL (amser tymor):
 Sylfaen Dwys: 30 wythnos, 2 awr yr wythnos
 Hunan-astudio: 60 awr (ar-lein + cymorth tiwtor)
 Adeiladu Hyder: 10-15 wythnos, 2 awr yr wythnos

ARALL:
 Apiau
 Paned a
 Sgwrs

3 → **4**

CYRSIAU CANOLRADD (DEWIS UN)

CANOLFAN DYSGU CYMRAEG CENEDLAETHOL (amser tymor):
 Canolradd Dwys: 30 wythnos, 2 awr yr wythnos
 Cwrs 'Defnyddio': Cwrs preswyl 5 diwrnod
 Gwella Cymraeg: Cwrs ar-lein 10 awr

ARALL:
 Apiau
 Paned a
 Sgwrs

4 → **5**

CYRSIAU UWCH/HYFEDREDD (DEWIS UN)

CANOLFAN DYSGU CYMRAEG CENEDLAETHOL (amser tymor):
 Uwch/Hyfedredd Dwys: 30 wythnos, 2 awr yr wythnos
 Cwrs 'Defnyddio': Cwrs preswyl (5 diwrnod)
 Gwella Cymraeg: Cwrs ar-lein 10 awr

ARALL:
 Apiau
 Paned a
 Sgwrs

How to reach the next level...

0 → 1

NATIONAL CENTRE FOR LEARNING WELSH:

[Work Welsh 'Welcome'](#): 10 hours online

[Word Welsh 'Welcome Back'](#): 10 hours online

OTHER:
Mobile Apps
Mentoring
Paned a
Sgwrs

1 → 2

ENTRY COURSES - (CHOOSE ONE)

[NATIONAL CENTRE FOR LEARNING WELSH](#)

(term time):

Entry Intensive: 30 weeks, 2 hours per week

Self-study: 60 hours (online) Confidence

Building: 10-15 weeks, 2 hours per week

OTHER:
Mobile Apps
Paned a
Sgwrs

2 → 3

FOUNDATION COURSES - (CHOOSE ONE)

[NATIONAL CENTRE FOR LEARNING WELSH](#)

(term time):

Foundation Intensive: 30 weeks, 2 hours per week

Self-study: 60 hours (online)

Confidence Building: 10-15 weeks, 2 hours per week

OTHER:
Mobile Apps
Paned a
Sgwrs

3 → 4

INTERMEDIATE COURSES – (CHOOSE ONE)

[NATIONAL CENTRE FOR LEARNING WELSH](#)

(term time):

Intermediate Intensive: 30 weeks, 2 hours per week

'Use' course: Residential Course (5 days)

Improving your Welsh: 10-hour online course

OTHER:
Mobile Apps
Paned a
Sgwrs

4 → 5

HIGHER/PROFICIENCY COURSES – (CHOOSE ONE)

[NATIONAL CENTRE FOR LEARNING WELSH](#)

(term time):

Higher/Proficiency Intensive: 30 weeks, 2 hours per week

'Use' Course: Residential course (5 days)

Improving your Welsh: 10-hour online course

OTHER:
Mobile Apps
Paned a
Sgwrs

Contact Gerallt Lyall, Welsh Language Officer to discuss your options further
gerallt.lyall@denbighshire.gov.uk 01824 708269