



Agored  
Cymru

Creu cymwysterau, gwobrwyo cyrhaeddiad i Gymru  
Creating qualifications, rewarding achievement for Wales

Agored Cymru Level 1 Certificate in  
Welsh as a Second Language

**Using Welsh in the Workplace**



## **Agored Cymru Level 1 Certificate in Welsh as a Second Language: Using Welsh in the Workplace (501/0317/9)**

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3-4 Ash Court  
Parc Menai  
Bangor  
Gwynedd  
LL57 4DF

**Phone:** 01248 670011  
**Fax:** 01248 673469

**Web:** [www.agored.org.uk](http://www.agored.org.uk)

## Contents

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<b>Introduction</b> .....	<b>4</b>
Agored Cymru .....	4
Agored Cymru Qualifications .....	4
<b>Qualification Summary</b> .....	<b>4</b>
Qualification target group .....	4
Entry requirements .....	5
Delivery Languages .....	5
Structure and content .....	5
Rules of combination .....	5
Funding .....	8
Offering the Qualification .....	8
<b>Units</b> .....	<b>9</b>
<b>Quality Assurance Processes</b> .....	<b>73</b>
Assessment .....	73
Internal Verification .....	73
External Verification .....	73
Exemptions .....	73
Retention of evidence .....	74
Standardisation .....	74
<b>Certification</b> .....	<b>74</b>
<b>Charges</b> .....	<b>74</b>
<b>Progression opportunities</b> .....	<b>74</b>
<b>Access to Fair Assessment</b> .....	<b>75</b>
<b>Embedding Education for Sustainable Development and Global Citizenship (ESDGC)</b> .....	<b>75</b>
<b>National Occupational Standards (NOS)</b> .....	<b>75</b>

## Introduction

### Agored Cymru

#### Agored Cymru Qualifications

Agored Cymru is a QCF Awarding Organisation offering a range of flexible and responsive provision designed to help learners of every age achieve their potential. We are approved to develop qualifications, uniquely tailored to the needs and priorities of individuals, communities, employers and the national aims of a modern Wales.

All our units and qualifications are credit based and flexible enough to reach learners in any setting – from schools to FE and from offender learning to training in the workplace.

Agored Cymru offers its recognised centres the opportunity to deliver effective lifelong learning, widen opportunity and enable progression with current education and training frameworks.

#### Qualification Summary

Agored Cymru Level 1 Certificate in Welsh as a Second Language: Using Welsh in the Workplace was developed in response to a growing need to promote recognition of Welsh as a skill in the Workplace.

'Using Welsh in the Workplace' will offer coherent, flexible, transferable credit based units that form an effective SSC endorsed Qualification at both entry 3 and level 1, meeting the needs of both learners and employers in Wales. Building on sound foundations already laid and working in partnership with the six dedicated Welsh language centres, DCELLS, and the SSC's. 'Using Welsh in the Workplace' supports and bolsters key Welsh strategies and initiatives, improving opportunities for robust linguistic progression within a wide range of vocational areas.

Agored Cymru Level 1 Certificate in Welsh as a Second Language: Using Welsh in the Workplace meets the requirements of the following policies and strategies:

- 'Welsh medium Education Strategy' (April 2010), Welsh Assembly Government
- 'One Wales' A progressive agenda for the government of Wales
- 'Iaith Pawb' A national action plan for a bilingual Wales, Welsh Assembly Government
- 'Skills that Work for Wales', Welsh Assembly Government

#### Qualification Target Group

- Learners of Welsh as a second language in the workplace

## Entry requirements

Learners must be:

- 16 years of age or older as this will be offered in a work based setting

## Delivery languages

This qualification is available in Welsh only.

## Structure and content

Agored Cymru Level 1 Certificate in Welsh as a Second Language: Using Welsh in the Workplace is composed of 31 optional units, 22 at Level 1 and 9 at Entry 3. Individual units from the qualification can be awarded separately.

## Rules of combination

All units have a value of a single credit. There are no mandatory units. To be awarded the qualification the learner must achieve **24 credits**. A minimum of 16 credits must be achieved at Level 1.

The Qualification consists of the following Optional units

QCA Accreditation Code	Agored Cymru Unit Code	Unit Title	Optional/Mandatory Unit	Credit Value	Level
J/601/5872	FN31CY619	Using Welsh in the Workplace: Reading for Work	Optional	1	One
K/601/5864	FN31CY620	Using Welsh in the Workplace: Booking Accommodation	Optional	1	One
F/601/5871	FN31CY621	Using Welsh in the Workplace: Conveying the Gist of a Message	Optional	1	One
T/601/5933	FN31CY622	Using Welsh in the Workplace: Giving and Receiving Instructions	Optional	1	One
Y/601/5892	FN31CY623	Using Welsh in the Workplace: Listening to Work-Related Information	Optional	1	One

J/601/5886	FN31CY624	Using Welsh in the Workplace: Making Travel Arrangements	Optional	1	One
M/601/5896	FN31CY625	Using Welsh in the Workplace: Place and Directions	Optional	1	One
M/601/5977	FN31CY626	Using Welsh in the Workplace: Public Speaking	Optional	1	One
Y/601/5990	FN31CY627	Using Welsh in the Workplace: Writing for Work	Optional	1	One
K/601/6982	FN31CY628	Using Welsh in the Workplace: Writing Instructions	Optional	1	One
R/601/5874	FN31CY629	Using Welsh in the Workplace: Reading Job-Related Texts	Optional	1	One
Y/601/5942	FN31CY630	Using Welsh in the Workplace: Reception Skills	Optional	1	One
H/601/5958	FN31CY631	Using Welsh in the Workplace: Talking about the Future	Optional	1	One
K/601/5962	FN31CY632	Using Welsh in the Workplace: Talking about the Past	Optional	1	One
T/601/5950	FN31CY633	Using Welsh in the Workplace: Telephone Skills	Optional	1	One
H/601/5880	FN31CY634	Using Welsh in the Workplace: Using Prices and Ordering Goods	Optional	1	One
M/601/5882	FN31CY635	Using Welsh in the Workplace: Wishes and Preferences	Optional	1	One
J/601/5984	FN31CY636	Using Welsh in the Workplace: Writing about the Past	Optional	1	One
M/601/8586	FN31CY728	Using Welsh in the Workplace: Giving Information	Optional	1	One

F/601/8589	FN31CY729	Using Welsh in the Workplace: Asking and Answering Questions	Optional	1	One
T/601/8590	FN31CY730	Using Welsh in the Workplace: Taking and Passing On Messages	Optional	1	One
A/601/8591	FN31CY731	Using Welsh in the Workplace: Translating and Conveying the Gist of a Message	Optional	1	One
K/601/8585	FN3E3CY039	Using Welsh in the Workplace: Using Numbers	Optional	1	Entry3
K/601/5749	FN3E3CY038	Using Welsh in the Workplace: Using Money	Optional	1	Entry3
D/601/8583	FN3E3CY037	Using Welsh in the Workplace: Understanding the Organisation	Optional	1	Entry3
L/601/8580	FN3E3CY035	Using Welsh in the Workplace: Understanding Health and Safety	Optional	1	Entry3
K/601/5721	FN3E3CY013	Using Welsh in the Workplace: Introductions and Social Contexts	Optional	1	Entry3
T/601/5771	FN3E3CY014	Using Welsh in the Workplace: Reception Skills	Optional	1	Entry3
R/601/5759	FN3E3CY011	Using Welsh in the Workplace: Describing Objects and People	Optional	1	Entry3
F/601/5742	FN3E3CY010	Using Welsh in the Workplace: Using Days and Times	Optional	1	Entry3
D/601/5716	FN3E3CY009	Using Welsh in the Workplace: Common Signs and Notices	Optional	1	Entry3

## **Funding**

This qualification is on the approved database of qualifications in Wales.

## **Offering the Qualification**

This qualification is only available through Agored Cymru recognised centres. If you would like to find out more about either becoming a recognised centre or working in partnership with a recognised centre please access the 'join us' area of the website or contact a member of the Business Development team for more information.

## Units

Unit Title:	Using Welsh in the Workplace: Reading for Work
Level:	One
Credit Value:	1
Unit Code:	FN31CY619
QCA Unit Reference Code:	J/601/5872

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to read, identify and extracts factual information in Welsh within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Extract information from simple texts in a work-related context. (CILTPRER)	From 2 different sources: 1.1. Extract 4 pieces of simple, factual information about a work-related event, plan or process, in a familiar context, from a text of approximately 50 words. 1.2. Identify 3 simple requests or instructions relating to a work-related event, plan or process, in a familiar context.

Unit Title:	Using Welsh in the Workplace: Reading for Work
Level:	One
Credit Value:	1
Unit Code:	FN31CY619
QCA Unit Reference Code:	J/601/5872

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Booking Accommodation  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY620  
 QCA Unit Reference Code: K/601/5864

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to make bookings either in person or on the telephone, responding appropriately and effectively in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to book hotel accommodation. (CILTPRES)	<b>Either</b> in person <b>or</b> on the telephone: 1.1. Request a room/ rooms in a hotel, specifying type(s) of room, days and lengths of stay. 1.2. Answer one simple question related to options for the stay, e.g. choice of room, parking, dinner reservation etc.
2. Know how to book meeting rooms. (CILTPRES)	2.1. Request a room booking, specifying day and time, number of people and facilities required. 2.2. Respond to one simple question about the booking. e.g. types of refreshments, parking etc.

Unit Title:	Using Welsh in the Workplace: Booking Accommodation
Level:	One
Credit Value:	1
Unit Code:	FN31CY620
QCA Unit Reference Code:	K/601/5864

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Conveying the Gist of a Message  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY621  
 QCA Unit Reference Code: F/601/5871

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills to convey the gist of a simple message from Welsh to English / English to Welsh in a work based contexts. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and convey the gist of simple information in Welsh to an English speaker. (CILTPREU)	1.1. Convey in English the gist of a spoken message in Welsh about everyday work matters, containing 4 - 6 simple points expressed in brief sentences.
2. Understand and convey the gist of information in English to a Welsh speaker. (CILTPRES)	2.1. Convey in Welsh the gist of a spoken message in English about everyday work matters, containing 4 - 6 simple points expressed in brief sentences.

Unit Title:	Using Welsh in the Workplace: Conveying the Gist of a Message
Level:	One
Credit Value:	1
Unit Code:	FN31CY621
QCA Unit Reference Code:	F/601/5871

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Giving and Receiving Instructions  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY622  
 QCA Unit Reference Code: T/601/5933

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to identify and relay simple information from a spoken and written source in Welsh within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand simple instructions in a work-related context. (CILTPREU , CILTPRER)	1.1. Identify 5 instructions from a spoken source relating to a common work event or process e.g. training session / meeting, use of equipment etc. 1.2. Identify 5 instructions/requests from a written message from a colleague, about actions requested within a familiar work context. 1.3. Identify 3 negative instructions or requests.
2. Know how to give simple, spoken instructions in a work-based context. (CILTPRES)	2.1. Give 5 simple instructions about a familiar work process or system, e.g. using machinery, following a procedure, etc. work process.

Unit Title:	Using Welsh in the Workplace: Giving and Receiving Instructions
Level:	One
Credit Value:	1
Unit Code:	FN31CY622
QCA Unit Reference Code:	T/601/5933

### Assessment Information and Guidance

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Listening to Work-Related Information  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY623  
 QCA Unit Reference Code: Y/601/5892

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to extract and record specific work related information in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand simple work-related messages. (CILTPREU)	1.1. Extract 4 – 6 specific details from a simple, recorded message lasting approximately one minute, e.g. answer phone, about a work-related task, meeting etc. 1.2. Extract 4 – 6 details from a simple conversation relating to routine work matters, e.g. event, product, process, including at least one opinion.

Unit Title:	Using Welsh in the Workplace: Listening to Work-Related Information
Level:	One
Credit Value:	1
Unit Code:	FN31CY623
QCA Unit Reference Code:	Y/601/5892

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Making Travel Arrangements  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY624  
 QCA Unit Reference Code: J/601/5886

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to request information and identify simple problems whilst making travel arrangements in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to make travel arrangements. (CILTPRES)	1.1. Ask for information about a journey, specifying day, possible time(s) and destination(s). 1.2. Ask for prices of tickets for a specific journey. 1.3. Select and request a ticket for a specific journey and time, from the information given.
2. Understand information related to travel problems. (CILTPREU)	2.1. Identify two simple pieces of information about problems with a journey, from announcements about e.g. delays, changes of platform/gate, cancellation etc.

Unit Title:	Using Welsh in the Workplace: Making Travel Arrangements
Level:	One
Credit Value:	1
Unit Code:	FN31CY624
QCA Unit Reference Code:	J/601/5886

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Place and Directions  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY625  
 QCA Unit Reference Code: M/601/5896

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to identify and locate specific work related items, directing effectively and appropriately in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and use expressions describing where things are. (CILTPREU, CILTPRES)	1.1. Identify the location of 6 items, from spoken information in one chosen context, e.g. in the office, in the building, or in an area. 1.2. Use a range of standard expressions to say where 6 things are, in one chosen context. 1.3. Ask where to find a given article.
2. Understand and use simple directions. (CILTPREU, CILTPRES)	2.1. Give another person 3 simple directions to a given place. 2.2. Identify the location of a specified place from three spoken directions.

Unit Title:	Using Welsh in the Workplace: Place and Directions
Level:	One
Credit Value:	1
Unit Code:	FN31CY625
QCA Unit Reference Code:	M/601/5896

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Public Speaking  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY626  
 QCA Unit Reference Code: M/601/5977

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills required to prepare and present simple work related material / information to a group in Welsh responding to a simple question regarding content. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to prepare simple material related to work events, processes or products for oral presentation. (CILTPREW)	1.1. Gather and prepare simple information for presentation to a group of colleagues, customers etc., containing at least 5 points, and sufficient for a presentation / announcement lasting approximately 1 minute. 1.2. Prepare prompt notes or bullet points.
2. Know how to present simple material orally to a chosen, work-related group. (CILTPRES)	2.1. Present prepared information to an audience in a speech lasting approximately 1 minute. 2.2. Respond to at least one simple question about the material.

Unit Title:	Using Welsh in the Workplace: Public Speaking
Level:	One
Credit Value:	1
Unit Code:	FN31CY626
QCA Unit Reference Code:	M/601/5977

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Writing for Work  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY627  
 QCA Unit Reference Code: Y/601/5990

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to complete and record work related pro forma, together with writing work related messages using commonly use phrases / terminology in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to record simple, work-related information in a predictable format. (CILTPREW)	1.1. Complete a form requiring brief, predictable points of information in answer to at least 4 simple questions, e.g. leave request, sickness notification, stationery request. 1.2. Complete a list of 6 items, tasks, events etc. related to a specific work-related context.
2. Be able to write simple communications relating to work matters, using a limited range of commonly used phrases. (CILTPREW)	2.1. Write a continuous message of approximately 40 - 50 words, e.g. e-mail, fax, phone message, containing at least one main point and one question.

Unit Title:	Using Welsh in the Workplace: Writing for Work
Level:	One
Credit Value:	1
Unit Code:	FN31CY627
QCA Unit Reference Code:	Y/601/5990

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Writing Instructions  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY628  
 QCA Unit Reference Code: K/601/6982

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to write simple instructions appropriately and effectively in Welsh within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to write simple instructions for work purposes. (CILTPREW)	1.1. Opening and closing the text appropriately, write a message to a colleague, containing at least 5 simple instructions to be carried out relating to work matters in a chosen context. 1.2. Write at least 5 instructions for a given process, event or task, suitable for display or dissemination to a wider audience.

Unit Title:	Using Welsh in the Workplace: Writing Instructions
Level:	One
Credit Value:	1
Unit Code:	FN31CY628
QCA Unit Reference Code:	K/601/6982

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Reading Job-Related Texts  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY629  
 QCA Unit Reference Code: R/601/5874

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to read and extract job / work related information effectively in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand simple texts related to job roles and tasks in a chosen workplace. (CILTPRER)	1.1. From a text of approximately 80 – 100 words, based on a job description or person specification, extract at least 4 factual details relating either to the job role or to the skills and experience required for a specific role. 1.2. From a text of approximately 60 - 70 words, extract at least 4 factual details relating to a task within a chosen work role.

Unit Title:	Using Welsh in the Workplace: Reading Job-Related Texts
Level:	One
Credit Value:	1
Unit Code:	FN31CY629
QCA Unit Reference Code:	R/601/5874

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Reception Skills  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY630  
 QCA Unit Reference Code: Y/601/5942

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to meet and greet visitors appropriately in English and Welsh according to social convention. Responding effectively to simple questions and recording details. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to open and close conversations with visitors to the workplace. (CILTPRES)	1.1. Greet/welcome a visitor appropriately, according to social conventions and in a sequence appropriate to the context, using: a) appropriate tone and form of address; b) appropriate greetings for time of day; c) question and answer in English and Welsh, as appropriate, to establish the language of the conversation; d) an offer to help
2. Know how to respond as the professional in common situations in a work-based context. (CILTPRES, CILTPREU , CILTPREW)	In 2 different contexts: 2.1. Ask for personal details appropriate to the context. 2.2. Ask 3 simple questions related to the situation. 2.3. Record details of the answers given. 2.4. Suggest a solution or further action. 2.5. Give one instruction.

Unit Title:	Using Welsh in the Workplace: Reception Skills
Level:	One
Credit Value:	1
Unit Code:	FN31CY630
QCA Unit Reference Code:	Y/601/5942

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Talking about the Future  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY631  
 QCA Unit Reference Code: H/601/5958

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to ask questions regarding future intentions and respond to questions regarding future intentions in Welsh within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to talk about events in the future. (CILT PRES , CILT PREU)	1.1. Ask questions about another person's intentions, using at least 5 expressions of time implying the future, e.g. next week, tomorrow, on Thursday. 1.2. Respond to questions about future intentions, giving details of at least 5 plans for future events, e.g. meeting, work plan, leisure activity, appointment etc.

Unit Title:	Using Welsh in the Workplace: Talking about the Future
Level:	One
Credit Value:	1
Unit Code:	FN31CY631
QCA Unit Reference Code:	H/601/5958

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Talking about the Past  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY632  
 QCA Unit Reference Code: K/601/5962

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to relay and describe past events undertaken within a work related context in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to talk about work-related events in the past. (CILTPRES)	1.1. Give a simple account of actions taken during a past event or events, in the first person, listing at least 5 main actions, e.g. On Monday I went to ... etc. 1.2. Give a simple description of an event or events in the past, e.g. a meeting, accident, interview etc., giving at least 5 simple actions carried out by another person or persons.

Unit Title:	Using Welsh in the Workplace: Talking about the Past
Level:	One
Credit Value:	1
Unit Code:	FN31CY632
QCA Unit Reference Code:	K/601/5962

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Telephone Skills  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY633  
 QCA Unit Reference Code: T/601/5950

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to open and close telephone conversations in the caller's language of choice according to social convention. Asking for and giving information when required, recording / documenting information collated within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to open and close conversations on the telephone. (CILTPRES,CILTPREU)	1.1. Greet a telephone enquirer appropriately, according to social conventions and in a sequence appropriate to the context, using : a) appropriate tone and form of address; b) appropriate greetings for time of day; c) question and answer in English and Welsh, as appropriate, to establish the language of the conversation. d) an offer to help. 1.2. End the conversation appropriately.

Unit Title: Using Welsh in the Workplace: Telephone Skills  
Level: One  
Credit Value: 1  
Unit Code: FN31CY633  
QCA Unit Reference Code: T/601/5950

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Using Prices and Ordering Goods  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY634  
 QCA Unit Reference Code: H/601/5880

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to enquire about prices of specific work related items / goods, describing them appropriately and record information in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to ask for prices and simple specifications of goods within a work-related context. (CILTPREU, CILTPRES)	1.1. From a simple, given brief, find out the price of a specific item or items conforming to 4 specified criteria e.g. size, colour, quantity in a pack etc. 1.2. Request and record prices for varying numbers of items, e.g. with or without discounts etc. 1.3. Place an order for the required number. 1.4. Establish a delivery time.

Unit Title:	Using Welsh in the Workplace: Using Prices and Ordering Goods
Level:	One
Credit Value:	1
Unit Code:	FN31CY634
QCA Unit Reference Code:	H/601/5880

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Wishes and Preferences  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY635  
 QCA Unit Reference Code: M/601/5882

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to prepare brief notes outlining a programme of events taking account of wishes and preferences in Welsh within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to express wishes, intentions and preferences. (CILTREW)	1.1. Prepare simple notes for a chosen work activity, team session (training, outing, meal, business idea etc.) outlining the programme, and including: <ul style="list-style-type: none"> <li>• 2 definite activities or aspects;</li> <li>• 2 other options, stating a preference;</li> <li>• 1 thing which you wish / hope to include;</li> <li>• 1 thing you definitely do not intend to include, with a reason.</li> </ul>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
<p>2. Understand wishes, intentions and preferences. (CILTPRER)</p>	<p>2.1. Identify from a simple outline proposal / plan, of no more than 100 words:</p> <ul style="list-style-type: none"> <li>• Definite activities or aspects;</li> <li>• At least 1 aspect that the writer wishes / hopes to include;</li> <li>• At least 1 aspect that the writer prefers to other options;</li> <li>• At least 1 aspect that the writer definitely does not intend to include, with the reason.</li> <li>• 1 other detail.</li> </ul>

Unit Title:	Using Welsh in the Workplace: Wishes and Preferences
Level:	One
Credit Value:	1
Unit Code:	FN31CY635
QCA Unit Reference Code:	M/601/5882

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Writing about the Past  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY636  
 QCA Unit Reference Code: J/601/5984

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to write a simple account of work related actions taken (first person), together with describing the past actions of others (third person) in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Write simple texts in the past tense, relating to work matters. (CILTPREW)	1.1. Write a simple account in the first person of at least 5 actions taken, relating to an event or events in the past, e.g. I went to the meeting; I spoke to Mr Jones etc. 1.2. Write a simple description of an event or events in the past, listing at least 5 actions and using the third person, e.g. the meeting was on Thursday, four people attended etc.

Unit Title: Using Welsh in the Workplace: Writing about the Past  
Level: One  
Credit Value: 1  
Unit Code: FN31CY636  
QCA Unit Reference Code: J/601/5984

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Report**

Unit Title: Using Welsh in the Workplace: Giving Information  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY728  
 QCA Unit Reference Code: M/601/8586

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to give simple information in Welsh within a work placed context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to give simple information about everyday workplace activities. (CILTPRES)	1.1. Give at least 5 pieces of simple information, as to a peer or superior, e.g. reporting a problem, situation or need about equipment, staff or tasks. 1.2. Give at least 5 pieces of simple information as to a customer or service user, e.g. details of a product, options for food or drink, details of an arrangement.

Unit Title: Using Welsh in the Workplace: Giving Information  
Level: One  
Credit Value: 1  
Unit Code: FN31CY728  
QCA Unit Reference Code: M/601/8586

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Asking and Answering Questions  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY729  
 QCA Unit Reference Code: F/601/8589

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to ask and respond to simple work related questions in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to use simple question forms in a work-based context. (CILTPRES)	1.1. Ask at least 3 simple questions in the present tense, and related to simple tasks, for example, when asking a colleague for information. 1.2. Ask at least 3 simple questions in the present tense related to others' needs or choices, for example, food on a menu, comfort needs, meeting refreshments.
2. Be able to give simple answers to questions about everyday work activities. (CILTPRES)	2.1. Give appropriate, present tense responses to at least 6 simple questions about everyday work tasks or others' needs, for example, questions beginning 'how?', 'where?', 'when? 'who?', 'what?'

Unit Title:	Using Welsh in the Workplace: Asking and Answering Questions
Level:	One
Credit Value:	1
Unit Code:	FN31CY729
QCA Unit Reference Code:	F/601/8589

### Assessment Information and Guidance

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Taking and Passing On Messages  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY730  
 QCA Unit Reference Code: T/601/8590

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to extract and relay a range of simple spoken messages in Welsh within a work based context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and use information to pass on simple messages in a work-based context. (CILT PRES, CILT PREU)	1.1. Extract practical information from at least 3 spoken messages, noting at least 2 details in each, for example, names, times, a place. 1.2. Give at least 3 messages, each containing at least 2 practical details, to another person, from own written notes.

Unit Title:	Using Welsh in the Workplace: Taking and Passing On Messages
Level:	One
Credit Value:	1
Unit Code:	FN31CY730
QCA Unit Reference Code:	T/601/8590

### Assessment Information and Guidance

The following assessment tasks must be used with this unit.

**Written Description**

**Practical demonstration**

Unit Title: Using Welsh in the Workplace: Translating and Conveying the Gist of a Message  
 Level: One  
 Credit Value: 1  
 Unit Code: FN31CY731  
 QCA Unit Reference Code: A/601/8591

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills required to convey the gist of a message from English to Welsh / Welsh to English within a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and convey the gist of simple information in Welsh to an English speaker. (CILTPREU)	1.1. Convey in English the gist of a spoken message in Welsh about everyday work matters, containing 4 - 6 simple points expressed in brief sentences.
2. Understand and convey the gist of information in English to a Welsh speaker. (CILTPRES)	2.1. Convey in Welsh the gist of a spoken message in English about everyday work matters, containing 4 - 6 simple points expressed in brief sentences.

Unit Title:	Using Welsh in the Workplace: Translating and Conveying the Gist of a Message
Level:	One
Credit Value:	1
Unit Code:	FN31CY731
QCA Unit Reference Code:	A/601/8591

### **Assessment Information and Guidance**

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Using Numbers  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY039  
 QCA Unit Reference Code: K/601/8585

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills required to identify and use money appropriately in Welsh in a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Use numbers from 1 – 100. (CILTBASS, CILTBASR)	1.1. Say numbers 1-10. 1.2. Say numbers from 10 -100, in tens. 1.3. Read and say 5 randomly selected numbers between 1 and 10. 1.4. Read and say 5 randomly selected numbers in tens between 10 and 100.
2. Understand and apply numbers from 1 - 100 in work-based contexts. (CILTBASU, CILTBASS)	2.1. Identify 4 telephone numbers from a spoken source. 2.2. Give 4 telephone numbers for people or places. 2.3. Identify the location of 2 people or places within a chosen context, identified by simple details such as building number, floor or room number, from a spoken source. 2.4. On 2 occasions, request or state the number of items in a given context, for example, refreshments, supplies, people or equipment.

Unit Title:	Using Welsh in the Workplace: Using Numbers
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY039
QCA Unit Reference Code:	K/601/8585

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Using Money  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY038  
 QCA Unit Reference Code: K/601/5749

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills required to identify and use money appropriately in Welsh in a work related context. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand spoken prices in work-related contexts. (CILTBASSU)	1.1. Identify 4 prices of specific items costing less than £100. 1.2. Identify 2 prices of items costing more than £100. 1.3. Identify 3 prices of multiple items, for example, pens, sandwiches, tickets.
2. Use prices in work-related contexts. (CILTBASSU, CILTBASS)	2.1. Read and say 4 prices. 2.2. Ask the price of 2 single items in one or more chosen contexts. 2.3. Ask for 2 prices of multiple items. 2.4. Give 5 prices, including at least one each of single items, multiple items and items over £100.

Unit Title: Using Welsh in the Workplace: Using Money  
Level: Entry 3  
Credit Value: 1  
Unit Code: FN3E3CY038  
QCA Unit Reference Code: K/601/5749

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Understanding the Organisation  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY037  
 QCA Unit Reference Code: D/601/8583

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to identify and relay simple key information relating to an organisation in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand information relating to an organisation. (CILTBASR)	1.1. Identify at least 5 simple, key facts about an organisation, for example, name, nature, role, location, who works there, size etc., from written information.
2. Be able to give simple information about an organisation. (CILTBASS)	2.1. Present a simple profile of an organisation to another person, giving at least 4 facts.

Unit Title:	Using Welsh in the Workplace: Understanding the Organisation
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY037
QCA Unit Reference Code:	D/601/8583

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral Question and Answer**

Unit Title: Using Welsh in the Workplace: Understanding Health and Safety  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY035  
 QCA Unit Reference Code: L/601/8580

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to identify and understand basic health and safety rules / instructions in Welsh in a work related context. Well enough to be understood by a sympathetic Welsh speaker
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand basic Health and Safety rules/instructions in work-based contexts. (CILT BASS, CILT BASU, CILT BASR)	1.1. Identify at least 3 basic rules/instructions, or aspects of them, relating to one or more workplace environments, from either written or spoken sources. 1.2. Identify at least 3 basic rules/instructions in total, or aspects of them, related to one or more work-place roles or activities, from either written or spoken sources. 1.3. State at least 3 basic Health and Safety rules relating to one or more work-place environments. 1.4. State at least 3 basic Health and Safety rules in total, relating to one or more work-place roles or activities.

Unit Title:	Using Welsh in the Workplace: Understanding Health and Safety
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY035
QCA Unit Reference Code:	L/601/8580

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Reception Skills  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY014  
 QCA Unit Reference Code: T/601/5771

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to meet and greet visitors effectively in both Welsh and English, by telephone or face to face according to social convention. Responding appropriately to work related questions / enquiries and relaying information. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to open and close conversations with visitors to the workplace, or on the telephone. (CILTBASS)	1.1. Greet/welcome a visitor or telephone enquirer appropriately, according to social conventions and in a sequence appropriate to the context, using : a) appropriate tone and form of address; b) appropriate greetings for time of day; c) question and answer in English and Welsh, as appropriate, to establish the language of the conversation. d) an offer to help. 1.2. End the conversation appropriately.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
<p>2. Know how to conduct face-to-face or telephone conversations in basic work contexts. (CILT BASS)</p>	<p>2.1. Carry out <b>either</b> a telephone conversation <b>or</b> a face-to-face conversation within a given role appropriate to the workplace, and within the framework above.</p> <ul style="list-style-type: none"> <li>• Ask one question</li> <li>• Give one basic piece of information relevant to the enquiry, e.g. names of people/roles, where to find them, telephone number, etc.</li> </ul>

Unit Title: Using Welsh in the Workplace: Reception Skills  
Level: Entry 3  
Credit Value: 1  
Unit Code: FN3E3CY014  
QCA Unit Reference Code: T/601/5771

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Introductions and Social Contexts  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY013  
 QCA Unit Reference Code: K/601/5721

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to introduce one self and others, respond appropriately together with using everyday vocabulary and conventional comments in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to make introductions. (CILTBASU, CILTBASS)	1.1. Greet another person and introduce him/herself. 1.2. Respond to another's greeting and/or introduction using a conventional phrase. 1.3. State one fact about him/herself, e.g. job role, where he/she lives etc. 1.4. Introduce another person. 1.5. State one fact about the other person, e.g. job role, where he/she lives etc.
2. Be able to use everyday vocabulary in a social context. (CILTBASS)	2.1. Offer a person refreshment, giving options from a limited selection. 2.2. Accept or decline refreshment offered. 2.3. Make one conventional comment, e.g. about weather, venue or occasion. 2.4. Express thanks and say goodbye.

Unit Title:	Using Welsh in the Workplace: Introductions and Social Contexts
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY013
QCA Unit Reference Code:	K/601/5721

### Assessment Information and Guidance

The following assessment tasks must be used with this unit.

**Role play/simulation**

Unit Title: Using Welsh in the Workplace: Describing Objects and People  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY011  
 QCA Unit Reference Code: R/601/5759

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to understand and use names of objects and people in Welsh within a work based contexts. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and use names of objects and people within a work-based context. (CILT BASS)	1.1. Give the names of 20 common objects within a chosen work-related context. 1.2. Describe 10 common objects using one appropriate descriptor/adjective. 1.3. Identify at least 4 job roles within a chosen work-related context. 1.4. Give affirmative or negative responses to 10 simple questions about names/descriptions of objects or roles.

Unit Title:	Using Welsh in the Workplace: Describing Objects and People
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY011
QCA Unit Reference Code:	R/601/5759

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Using Days and Times  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY010  
 QCA Unit Reference Code: F/601/5742

<b>Purpose and Aim of the Unit</b>	This unit introduces the skills required to understand and use basic “times of the day and week” in Welsh, in a work related contexts. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 2 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and use basic times. (CILTBASS, CILTBASU)	1.1. Ask another person the time. 1.2. Give the time using the hour, half past, quarter to and quarter past. 1.3. Identify the time from a spoken source, as on the hour, half past, quarter to and quarter past. 1.4. Give 6 main times as on a 12 hour digital clock, e.g. 5.15, 6.30.8.45. 1.5. Identify the main times time as on a digital clock, from a spoken source.
2. Understand and use days and time in context. (CILTBASS, CILTBASU, CILTBASR)	2.1. Identify the days of the week from a spoken source. 2.2. Identify the days of the week written as words. 2.3. Identify 5 opening days and times from a spoken source, appropriate to a chosen work context, e.g. office, shop, clinic etc.

Unit Title:	Using Welsh in the Workplace: Using Days and Times
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY010
QCA Unit Reference Code:	F/601/5742

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Oral question and answer**

Unit Title: Using Welsh in the Workplace: Common Signs and notices  
 Level: Entry 3  
 Credit Value: 1  
 Unit Code: FN3E3CY009  
 QCA Unit Reference Code: D/601/5716

<b>Purpose and Aim of the Unit</b>	This unit covers the skills required to identify and create simple common signs and notices in Welsh typically found in a work related contexts. Well enough to be understood by a sympathetic Welsh speaker.
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This unit has 1 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand and create common signs and notices in a work-based context. (CILTBASR, CILTBASW)	1.1. Identify a range of 15 – 20 common signs or notices found in a chosen contexts or contexts, e.g. town, office, hospital etc. 1.2. Construct 5 simple notices or signs appropriate to chosen context, e.g. Health and Safety warning, instruction, office label for a door, cupboard etc.

Unit Title:	Using Welsh in the Workplace: Common Signs and Notices
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY009
QCA Unit Reference Code:	D/601/5716

### **Assessment Information and Guidance**

The following assessment tasks must be used with this unit.

**Written Description**

## Quality Assurance Processes

### Assessment

The qualification is assessed within the centre and is subject to Agored Cymru's quality assurance processes including internal and external verification.

Assessors must:

- must be working in the occupational area they are assessing and have a minimum of three years experience in the role
- have a sound understanding of the current National Occupational Standards (NOS)
- have direct or related relevant experience in assessment

### Internal Verification

The qualification must be scrutinised through the Recognised Centre's internal quality assurance processes as part of the license agreement with Agored Cymru.

Internal Verifiers must:

- have direct or related relevant experience in assessment and verification

### External Verification

The qualification will be subject to external verification processes as part of the delivery Recognised Centre's license agreement with Agored Cymru.

External Verifiers:

- Must be working in the occupational area they are assessing, or have or working towards the 'National Qualification for Tutors of Welsh for Adults'
- have a sound understanding of the current National Occupational Standards (NOS)
- have direct or related relevant experience in assessment and verification

### Exemptions

Learners can claim exemption from some of the achievement requirements of this qualification, using evidence of certificated, non-QCF achievement deemed to be of equivalent value

The following exemptions apply

- Defnyddio'r Gymraeg yn y Gweithle : Gwrando ar wybodaeth cysylltiedig a gwaith (FN31CY623) exemption - Gwrando, - gwybodaeth pob dydd (FN31CY119)
- Defnyddio'r Gymraeg yn y Gweithle :Siarad am y dyfodol (FN31CY631) exemption - Siarad, - Trafod cynlluniau yn y dyfodol (FN31CY147)

## Retention of evidence

External Verifiers will select two pieces of assessment evidence from each centre each year and Agored Cymru will retain this evidence for the life of the qualification or five years.

## Standardisation

Recognised Centres delivering this qualification will be required to attend an annual standardisation event.

## Certification

Certificates will be sent to centres within 25 working days of receipt of correctly completed recommendation for award of credit (RAC) forms.

It is the responsibility of the centre to distribute certificates to learners.

## Charges

The qualification will cost £50

## Progression opportunities

Units can be undertaken on their own with a view to building up to the full qualification allowing for flexibility in the delivery of the qualification. Following achievement of the qualification, learners can progress onto a range of 'Welsh for Adults' programmes available at levels 1, 2, and 3.

- NVQ Cymraeg i Oedolion level 2
- Defnyddio'r Gymraeg Canolradd (WJEC)
- Defnyddio'r Gymraeg Uwch (WJEC)
- Tystysgrif mewn Hyfedredd Iaith (WJEC)
- NOCN level 1, 2 and 3 Award & Certificate in language skills – Welsh (NOCN)

## Access to Fair Assessment

Agored Cymru has systems and procedures in place to make sure that the assessment strategies for qualifications enable valid, reliable and consistent judgements to be made about the achievement of all learning outcomes against the stated assessment criteria. In order to ensure that inclusive assessment strategies are in place, that respond to individual learner needs, it may be necessary for centres to adapt assessments. Centres should consult the guidance within the 'Access to Fair Assessment' policy (available within the centre handbook) which provides clear guidelines about the way in which reasonable adjustments and special considerations can be applied to Agored Cymru qualifications.

## Embedding Education for Sustainable Development and Global Citizenship (ESDGC)

Agored Cymru is committed to encouraging the embedding of ESDGC within learning activities in Wales. ESDGC recognises that everyone's actions are interlinked; that the decisions and lifestyles of learners impact on the lives of other people throughout the world. The integration of ESDGC within the curriculum offers opportunities for tutors/teachers to present impartial and practical views that allow learners to make informed choices. ESDGC is not an 'additional subject'; it should be integrated into all areas of the curriculum wherever possible. Seven interconnected key themes have been identified within ESDGC:

- Identity and Culture
- Climate Change
- Wealth and Poverty
- Health
- Consumption and Waste
- The Natural Environment
- Choices and Decisions

## National Occupational Standards (NOS)

The units in this qualification have been mapped to the National Language Standards (Revised 2010)

### **Agored Cymru Level 1 Certificate in Welsh as a Second Language: Using Welsh in the Workplace (501/0317/9)**

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Accreditation start date: 01/09/2010  
Accreditation end date: 31/08/2015  
Certification end date: 31/08/2016

3-4 Ash Court  
Parc Menai  
Bangor  
Gwynedd  
LL57 4DF

**Phone:** 01248 670011  
**Fax:** 01248 673469

**Web:** [www.agored.org.uk](http://www.agored.org.uk)