



Agored
Cymru

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

Agored Cymru Entry Level Award in
Welsh as a Second Language

Using Welsh in the Workplace



Agored Cymru Entry Level Award in Welsh as a Second Language: Using Welsh in the Workplace (501/0315/5)

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

Contents

Introduction	4
Agored Cymru	4
Agored Cymru Qualifications	4
Qualification Summary	4
Qualification target group	4
Entry requirements	5
Delivery Languages	5
Structure and content	5
Rules of combination	5
Funding	7
Offering the Qualification	7
Units	8
Quality Assurance Processes	49
Assessment	49
Internal Verification	49
External Verification	49
Exemptions	49
Retention of evidence	50
Standardisation	50
Certification	50
Charges	50
Progression opportunities	50
Access to Fair Assessment	51
Embedding Education for Sustainable Development and Global Citizenship (ESDGC)	51
National Occupational Standards (NOS)	51

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 Entry Level Award 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 Entry Level Award 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 Entry Level Award in Welsh as a Second Language: Using Welsh in the Workplace is composed of 20 optional units, 16 at entry 3 and 4 at level 1. 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 therefore any combination of units that add up to **12 credits** can be chosen to achieve the qualification.

The Qualification consists of the following Optional units:

QCA Accreditation Code	Agored Cymru Unit Code	Unit Title	Optional/Mandatory Unit	Credit Value	Level
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
Y/601/8582	FN3E3CY036	Using Welsh in the Workplace: Understanding Information	Optional	1	Entry3
L/601/8580	FN3E3CY035	Using Welsh in the Workplace: Understanding Health and Safety	Optional	1	Entry3
L/601/8577	FN3E3CY034	Using Welsh in the Workplace: People and Roles	Optional	1	Entry3

F/601/8575	FN3E3CY033	Using Welsh in the Workplace: Listening to Work-related Information	Optional	1	Entry3
A/601/5738	FN3E3CY016	Using Welsh in the Workplace: Solving Problems	Optional	1	Entry3
K/601/5718	FN3E3CY015	Using Welsh in the Workplace: Requests and Needs	Optional	1	Entry3
T/601/5771	FN3E3CY014	Using Welsh in the Workplace: Reception Skills	Optional	1	Entry3
K/601/5721	FN3E3CY013	Using Welsh in the Workplace: Introductions and Social Contexts	Optional	1	Entry3
M/601/5767	FN3E3CY012	Using Welsh in the Workplace: Giving and Receiving Instructions	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
H/601/5720	FN3E3CY008	Using Welsh in the Workplace: Welcoming new Colleagues	Optional	1	Entry3
F/601/8589	FN31CY729	Using Welsh in the Workplace: Asking and Answering Questions	Optional	1	One
K/601/5962	FN31CY632	Using Welsh in the Workplace: Talking about the Past	Optional	1	One
H/601/5958	FN31CY631	Using Welsh in the Workplace: Talking about the Future	Optional	1	One
Y/601/5942	FN31CY630	Using Welsh in the Workplace: Reception Skills	Optional	1	One

Funding

This qualification sits within the Welsh for Adults framework and is recognised and endorsed by DCELLS.

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: Using Numbers
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY039
QCA Unit Reference Code:	K/601/8585

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Use numbers from 1 – 100. (CILTBASE, CILTBASER)	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. (CILTBASEU, CILTBASE)	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

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand spoken prices in work-related contexts. (CILT BASSU)	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. (CILT BASSU, CILT BASS)	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

Purpose and Aim of the Unit	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.
------------------------------------	--

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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 Information
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY036
 QCA Unit Reference Code: Y/601/8582

Purpose and Aim of the Unit	This unit covers the skills required to understand simple 'written' information, together with selecting and answering simple work related questions in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand simple information contained in predictable written formats. (CILTBASR)	1.1 Identify 3 items of simple information about each of 2 people, from written information contained in predictable formats such as forms, lists, brief memos etc. 1.2 Identify 4 items of simple information from simple statements about one or more events or activities, for example training, a meeting, a social activity etc.
2. Be able to select and give simple information in work-based contexts. (CILTBASU , CILTBASS)	2.1 Answer 2 simple questions using given information, about another person. 2.2 Answer 2 simple questions using given information, about events or activities.

Unit Title:	Using Welsh in the Workplace: Understanding Information
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY036
QCA Unit Reference Code:	Y/601/8582

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

Purpose and Aim of the Unit	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
------------------------------------	--

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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: People and Roles
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY034
 QCA Unit Reference Code: L/601/8577

Purpose and Aim of the Unit	This unit covers the skills required to relay information regarding people and roles within an organisation in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	--

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand and use information about job roles and responsibilities. (CILTBASS)	1.1 State own job role within the organisation. 1.2 State simply what activity the job entails. 1.3 Give 2 further details about the job role, for example, where it is located, what the working hours are, the number of colleagues, etc. 1.4 Name at least 2 other job roles within the organisation. 1.5 State simply what activity each job role entails. 1.6 Give one further detail about each job role.

Unit Title:	Using Welsh in the Workplace: People and Roles
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY034
QCA Unit Reference Code:	L/601/8577

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: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY033
 QCA Unit Reference Code: F/601/8575

Purpose and Aim of the Unit	This unit covers the skills required to extract specific work place related information in Welsh. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	--

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand information about familiar work-place activities and people. (CILT BASU)	1.1 Extract 6 simple details about tasks, events or activities, from spoken sources. 1.2 Extract 3 simple details about each of 2 people, for example, patients, customers, visitors or colleagues, in familiar situations, from spoken sources.

Unit Title:	Using Welsh in the Workplace: Listening to Work-related Information
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY033
QCA Unit Reference Code:	F/601/8575

Assessment Information and Guidance

There are no prescribed assessment activities for this unit.

Unit Title: Using Welsh in the Workplace: Solving Problems
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY016
 QCA Unit Reference Code: A/601/5738

Purpose and Aim of the Unit	This unit covers the skills required to discuss and offer solutions to simple problems in Welsh found within a given work related contexts. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	--

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to talk about problems within a work-based context. (CILTBASU, CILTBASS)	1.1 State 5 simple problems which could occur in a given work context, e.g. a machine / window / lock is broken, a colleague is ill / absent, etc. 1.2 Ask another person for help, stating what the problem is. 1.3 Express thanks for help given. 1.4 Identify 5 simple problems from a spoken source.
2. Know how to offer solutions to problems within a work-based context. (CILTBASU , CILTBASS)	2.1 Ask another person what problem they have. 2.2 Make an offer of help. 2.3 Offer solutions to 5 simple problems, starting 'I can...' 2.4 Suggest another person to ask for help.

Unit Title: Using Welsh in the Workplace: Solving Problems
Level: Entry 3
Credit Value: 1
Unit Code: FN3E3CY016
QCA Unit Reference Code: A/601/5738

Assessment Information and Guidance

The following assessment tasks must be used with this unit.

Role play/simulation

Unit Title: Using Welsh in the Workplace: Requests and Needs
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY015
 QCA Unit Reference Code: K/601/5718

Purpose and Aim of the Unit	This unit covers the skills required to understand and make basic work related requests. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	---

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand and make basic requests in a work-based context. (CILT BASU , CILT BASS)	1.1 Use standard conventions to open and close conversation(s) in a typical work context where items are routinely requested, e.g. cafeteria, office store, workshop etc. 1.2 Ask another person for help using a standard phrase. 1.3 Ask for at least 5 common items, using at least 2 different opening phrases, e.g. I should like, may I have, I need, do you have etc. 1.4 State one item that is not needed. 1.5 Identify requests for at least 5 further common items from a spoken source.

Unit Title: Using Welsh in the Workplace: Requests and Needs
Level: Entry 3
Credit Value: 1
Unit Code: FN3E3CY015
QCA Unit Reference Code: K/601/5718

Assessment Information and Guidance

The following assessment tasks must be used with this unit.

Role play/simulation

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

<p>Purpose and Aim of the Unit</p>	<p>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.</p>
---	--

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner will:</p>	<p>The learner can:</p>
<p>1. Know how to open and close conversations with visitors to the workplace, or on the telephone. (CILTBASS)</p>	<p>1.1 Greet/welcome a visitor or telephone enquirer appropriately, according to social conventions and in a sequence appropriate to the context, using :</p> <ul style="list-style-type: none"> 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. <p>1.2 End the conversation appropriately.</p>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>2. Know how to conduct face-to-face or telephone conversations in basic work contexts. (CILTBASS)</p>	<p>2.1 Carry out either a telephone conversation or 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"> • Ask one question • Give one basic piece of information relevant to the enquiry, e.g. names of people/roles, where to find them, telephone number, etc.

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

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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: Giving and Receiving Instructions
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY012
 QCA Unit Reference Code: M/601/5767

Purpose and Aim of the Unit	This unit introduces the skills required to express and understand simple commands and give basic instructions in Welsh within a work related contexts. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	--

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand basic commands in a work-based context. (CILTBASS , CILTBASU)	1.1 Identify at least 6 basic commands from a spoken source and in a singular form, which use a limited range of common verbs and items, e.g. sit down, shut the door, answer the telephone etc.. 1.2 Identify at least 6 basic commands from a spoken source and addressed to more than one person, using a limited range of common verbs and items.
2. Understand and give basic instructions in a work-based context (CILTBASS , CILTBASU)	2.1 Identify 3 simple, spoken instructions about a common work process or processes, e.g. asking for leave, switching off a machine etc. 2.2 In a chosen work context, give 2 basic instructions to another person about a common process, using either a direct command or 'You must..' as appropriate

Unit Title:	Using Welsh in the Workplace: Giving and Receiving Instructions
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY012
QCA Unit Reference Code:	M/601/5767

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: Describing Objects and People
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY011
 QCA Unit Reference Code: R/601/5759

Purpose and Aim of the Unit	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.
------------------------------------	--

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand and use names of objects and people within a work-based context. (CILTBASS)	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

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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

Unit Title: Using Welsh in the Workplace: Welcoming new Colleagues
 Level: Entry 3
 Credit Value: 1
 Unit Code: FN3E3CY008
 QCA Unit Reference Code: H/601/5720

Purpose and Aim of the Unit	This unit covers the skills required to introduce one self, greet and give basic work related information in Welsh to a new colleague. Well enough to be understood by a sympathetic Welsh speaker.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Welcome a new colleague/colleagues (CILTBASS)	1.1 Greet a new colleague /group of colleagues appropriately. 1.2 Welcome him/her/them to the relevant workplace.
2. Know how to give basic instructions to a new colleague / colleagues. (CILTBASS)	2.1 Select and prepare 5 simple pieces of information relevant to a chosen context, for example: <ul style="list-style-type: none"> • A Health and Safety instruction; • Times of or place of work; • Canteen details; • Appointments with other colleagues; • Where to get help, etc. 2.2 Present the chosen information orally to one or more people, as appropriate.

Unit Title:	Using Welsh in the Workplace: Welcoming new Colleagues
Level:	Entry 3
Credit Value:	1
Unit Code:	FN3E3CY008
QCA Unit Reference Code:	H/601/5720

Assessment Information and Guidance

The following assessment tasks must be used with this unit.

Role play/simulation

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

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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: Talking about the Past
 Level: One
 Credit Value: 1
 Unit Code: FN31CY632
 QCA Unit Reference Code: K/601/5962

Purpose and Aim of the Unit	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.
------------------------------------	--

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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: Talking about the Future
 Level: One
 Credit Value: 1
 Unit Code: FN31CY631
 QCA Unit Reference Code: H/601/5958

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 1 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to talk about events in the future. (CILTPRES , CILTPREU)	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: Reception Skills
 Level: One
 Credit Value: 1
 Unit Code: FN31CY630
 QCA Unit Reference Code: Y/601/5942

Purpose and Aim of the Unit	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.
------------------------------------	---

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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

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:

- 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 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 (FN3E3CY003) exemption , - Sgiliau Goddefol , - Manylion Personol (FN3E3CY011)
- Defnyddio'r Gymraeg yn y Gweithle : Sgiliau Derbynfa (FN3E3CY014) exemption , - Siarad , - Sgiliau Ffon (FN3ECY064)

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 £25

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.

- Defnyddio'r Gymraeg yn y Gweithle - Award Level 1 (Agored Cymru)
- Defnyddio'r Gymraeg yn y Gweithle – Certificate Level 1 (Agored Cymru)
- NVQ Cymraeg i Oedolion levels 1 and 2
- Defnyddio'r Gymraeg Sylfaen (WJEC)
- 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 Entry Level Award in Welsh as a Second Language: Using Welsh in the Workplace (501/0315/5)

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