



YMESTYN YN EHANGACH

Canllaw i Gyflogwyr ar Brentisiaethau Uwch

REACH HIGHER

An Employer Guide to Higher Apprenticeships



Eich canllaw chi ar brentisiaethau uwch

Your guide to higher apprenticeships

Er mwyn llwyddo mewn marchnad gystadleuol mae'n hanfodol cyflogi gweithwyr medrus sy'n diwallu anghenion eich busnes a'ch cwsmeriaid.

In a competitive marketplace, having highly skilled employees who meet the needs of your business and your customers is key to success.

1 Hyfforddiant am ddim. Bydd Llywodraeth Cymru'n talu'r holl gostau hyfforddi.
No cost training. The Welsh Government cover the full cost of the training.

2 Yn agored i bob oedran. Gall unrhyw weithiwr cyflogedig gael ei hyfforddi.
Open to any age group. Any employee can take part in the training.

3 Gwella sgiliau gweithwyr cyfredol. Rhoi mantais gystadleuol i'ch sefydliad.
Upskill existing employees. Give your organisation a competitive advantage.

Bydd prentisiaethau'n eich helpu i feithrin y gweithwyr talentog yn eich sefydliad sydd ag uchelgais i fod yn rheolwyr. Mae'r cynlluniau cost effeithiol a blaengar hyn yn darparu hyfforddiant real sydd wedi'i gynnllunio i fod o fudd i'ch busnes yn awr ac yn y dyfodol.

Darllenwch ymlaen i gael gwybod sut y gall prentisiaethau uwch roi i'ch busnes y fantais gystadleuol sydd ei hangen i dyfu a llwyddo.

Higher apprenticeships will help you to develop those talented employees within your organisation who aspire to become the next generation of managers. These cost-effective and progressive courses provide real-life training, designed to directly benefit your business in the short and long-term.

Read on to find out how higher apprenticeships can give your business the competitive advantage needed to drive growth and success.

25%

Dangosodd astudiaeth gan ICM Research fod cyflogwyr yn Lloegr o'r farn bod prentisiaid uwch 25 y cant yn fwy cyflogadwy na rhai a ddilynodd lwybr arall i waith.

A study by ICM Research reveals that employers in England rate qualified higher apprentices as 25 per cent more employable than those who took an alternative route into work.



Mae dirprwy reolwr mewn meithrinfa ym Môn, sef Ellen Evans sy'n 27 oed, wedi cael ei disgrifio gan ei chyflwyn fel "esiampl i bawb". Symblywyd Ellen i ymrwymo i Brentisiaeth Uwch Lefel 5 mewn Arweinyddiaeth a Rheolaeth, gan gynnwys cewblhau Diploma FfCCh mewn Gofal, Dysgu a Datblygiad Plant, gan aseswr ei chwrs BTEC Lefel 3.

Roedd yn mwynhau cynyddu ei gwybodaeth o ofalu am blant mewn modd holistig, a dod i ddeall mwy am egwyddorion a gwerthoedd y sector gofal plant. Drwy rannu ei gwybodaeth ag aelodau eraill o'r staff mae wedi gwella systemau arfarnu a goruchwyllo. Mae hefyd wedi gwneud newidiadau yn y feithrinfa sy'n rhoi mwy o gyfrifoldeb i staff iau. Mae hyn wedi arwain at feithrinfa sy'n gweithio'n fwy effeithlon, plant a staff hapusach, a rhieni bodlon.

Ellen Evans
Dirprwy Reolwr,
Meithrinfa Môn
Prentis Uwch y Flwyddyn 2015

Deputy Manager of an Anglesey nursery,
Ellen Evans, 27, of Llandegfan, Menai Bridge, has
been described by her employers as an "inspirational
role model". Ellen was motivated to enrol onto a Level 5
Higher Apprenticeship in Leadership and Management,
including a QCF Diploma in Children's Care, Learning
and Development, by her assessor, after having
previously completed a BTEC Level 3.

She enjoyed increasing her knowledge and
understanding of holistic child care and the principles
and values of the childcare sector. Sharing knowledge
with fellow staff, she has improved appraisals and
supervision and made changes in the nursery to give
junior staff more responsibility. The result is a more
efficient nursery, happier children, satisfied parents
and more contented staff.

Ellen Evans
Deputy Manager,
Anglesey Nursery
Higher Apprentice of the Year 2015

Prentisiaethau uwch - y ffeithiau

Higher apprenticeships - the facts

Beth yw prentisiaeth uwch?

Mae prentisiaeth uwch yn cyfuno hyfforddiant yn y gweithle ag astudio tuag at gymhwyster lefel uchel a gaiff ei gydnabod gan ddiwydiant. Mae'n darparu llwybr gwahanol i'r un addysg uwch traddodiadol i weithwyr cyflogedig sydd am barhau i ddatblygu'n broffesiynol.

Bydd dysgwyr yn ennill cymhwyster Lefel 4 neu 5 ar ein rhagleni prentisiaeth uwch. Bydd y cymhwyster yn un dysgu seiliedig ar waith, ac mewn rhai achosion yn cynnwys cymhwyster uwch megis tystysgrif diploma cenedlaethol neu radd sylfaen.

Fel rhan o'r cymhwyster bydd dysgwyr hefyd yn astudio sgiliau sylfaenol gan gynnwys rhifedd a llythrennedd.

Beth yw'r gofynion mynediad?

Fel arfer mae ar unigolion angen cymwysterau mynediad Lefel 3 a swydd sy'n bodloni gofynion y rhaglen dan sylw.

Gall prentisiaid fod yn gweithio'n gyfan gwbl yn y maes maent yn dymuno ei astudio, ond nid oes rhaid iddynt fod yn gwneud hyn. Rhaid i ymgeiswyr ddod am gyfweliad a bodloni'r meini prawf mynediad ar gyfer y rhaglen.

Sut caiff yr hyfforddiant ei gyflwyno?

Mae hyn yn ddibynnol ar y sector - gall fod yn gymsgedd o ddosbarthiadau dydd neu nos ynghyd ag asesiadau yn y gweithle.

Beth yw'r gost?

Caiff prentisiaethau uwch eu hariannu'n llawn gan Lywodraeth Cymru.

What is a higher apprenticeship?

A higher apprenticeship combines on-the-job training with studying towards an industry-recognised high level qualification. It provides an alternative to traditional higher education academic study for employees who are keen to progress their professional development.

Learners will gain a Level 4 or Level 5 qualification on our higher apprenticeship programmes. This will be a work-based learning qualification and in some cases, a knowledge-based qualification such as a higher national certificate or foundation degree.

Learners will also study essential skills, including literacy and numeracy, as part of the qualification.

What are the entry requirements?

Individuals typically need to have entry qualifications at Level 3 and a job role that satisfies the requirements of the individual programme.

Apprentices may or may not work exclusively in the field of the desired study subject. Acceptance is subject to interview and meeting the programme entry criteria.

How is the training delivered?

Depending on the sector followed, it is a mixture of day or evening classroom-based work alongside work-based assessment.

What is the cost?

Higher apprenticeships training is fully-funded by Welsh Government.



Mae traean o fusnesau (33%) yn nodi anhawster i gael staff gyda sgiliau priodol fel un o'r prif rwystrau i'w twf - cynnydd sylweddol o'r 12% a nododd yr un peth yn 2014.

A third of businesses (33%) report that finding appropriately skilled staff is one of their greatest barriers to growth, significantly up from just 12% reporting the same in 2014.

Ffederasiwn Busnesau Bach (2015) / Federation of Small Businesses (2015)



Gan fod Peter eisoes wedi cwblhau cymhwyster ILM ar Lefel 3 roedd yn gam naturiol iddo barhau â'i astudiaethau drwy gyfrwng Prentisiaeth Uwch Arwain a Rheoli ar Lefel 5.

Fel rhan o'r cwrs roedd Peter yn gallu rhannu profiadau â rheolwyr eraill o wahanol adrannau a diwydiannau. Gallai wedyn gymhwys o'r wybodaeth hon, ynghyd â'r hyn a ddysgodd o'i astudiaethau, i wella'i waith.

Meddai Peter: "Mi wnes i wirioneddol y profiadau dysgu a gefais. Yn sgil ansawdd uchel y dysgu roedd gennfyd y wybodaeth roeddwn ei hangen i gwblhau'r aseiniadau i safon uchel. Roedd y dull addysgu a'r deunyddiau yn gynhwysfawr, ac roedd y darlithydd bob amser yn darparu adborth adeiladol ar aseiniadau gan sicrhau nad oeddwn yn gwyro oddi ar y pwnc.

"Rydw i eisoes yn hyrwyddo hyfforddiant ac yn annog y staff yr wyf yn rheolwr llinell arnynt i ddatblygu eu sgiliau a'u harbenigedd."

Peter Bell
Rheolwr Arlwo Cynorthwyol,
Bwrdd Iechyd Prifysgol Betsi Cadwaladr

Peter had previously completed the ILM Level 3 qualification and so it was a natural progression for him to continue his studies to the Higher Apprenticeship in Leadership & Management ILM Level 5.

As part of his course, Peter was able to share and listen to the experiences of other managers from different departments and industries. He was then able to apply this knowledge he had gained, along with his academic studies, to improve his work.

Peter said: "I really enjoyed the learning experience I had. The high level of teaching gave me the knowledge necessary to complete the assignments to a high level. The teaching style and materials were comprehensive, and the lecturer would always provide constructive feedback on assignments that ensured I didn't deviate from the objectives.

"I am already an advocate for training and I encourage the staff that I line manage to develop their skills and expertise."

Peter Bell
Assistant Catering Manager,
Betsi Cadwalader University Health Board



Fel Dirprwy Oruchwyliwr yng Nghylch Chwarae Abergele cwblhaodd Alison Scott Diploma Lefel 5 mewn Gofal, Dysgu a Datblygiad Plant er mwyn datblygu darpariaeth greadigol ar sail gwell dealltwriaeth o ddatblygiad plant.

Fel rhan o'i datblygiad proffesiynol parhaus roedd y cwrs yn galluogi Alison i wella'r ffordd roedd yn cyfathrebu gyda'r plant, eu rhieni a'i chydweithwyr ac yn ei helpu i wella'r ddarpariaeth o ran cefnogi teuluoedd.

Wrth gymhwys o'r hyn roedd wedi ei ddysgu i sefyllfaeodd real galodd Alison ddod â budd i'r cylch chwarae yn ogystal â'r plant oedd yn ei fynychu.

Wedi iddi gwblhau'r cymhwyster dywedodd Alison: "Wrth gwrs, roedd y cyfleusterau modern yn wych, ond yr hyd a fanteisiais fwyafrif arno oedd gwybodaeth yr asesyyd a'r ffordd roedd yn fy ysgogi yn ystod ei hymweliadau asesu. Roedd yr adolygiadau asesu a chynllunio yn rhoi adborth cynhwysfawr iawn i mi.

"Byddaf yn sicr yn defnyddio'r sefydliad ar gyfer hyfforddiant pellach ym maes gofal, dysgu a datblygiad plant."

**Alison Scott
Dirprwy Oruchwyliwr,
Cylch Chwarae Abergele**

As Deputy Supervisor at Abergele Playgroup, Alison Scott undertook the Level 5 Diploma in Children's Care Learning and Development with the aim of developing creative provision through a greater understanding of children's development.

As part of her continual professional development, the course allowed Alison to improve communication with the children, parents and colleagues and helped to develop provision for family support.

By applying what she learnt during her course to real-world situations, Alison was able to bring benefits to both the organisation and the children who attend.

On completing her qualification, Alison said: "Obviously the modern, state-of-the-art facilities were great, but the key benefit was the assessor with her depth of knowledge and encouraging style of supervision during her assessment visits. The assessment and planning reviews gave excellent comprehensive feedback.

"I will look to the organisation for future training in childcare learning & development."

**Alison Scott
Deputy Supervisor,
Abergele Playgroup**

Fframweithiau ar gyfer prentisiaethau uwch

Higher apprenticeship frameworks

Mae prentisiaethau uwch ar gael ar hyn o bryd yn y meysydd galwedigaethol canlynol:

Lefel 4:

- Cyfrifydda (Cymdeithas y Technegwyr Cyfrifydda)
- Gweinyddu Busnes
- Rheoli ar Safleoedd Adeiladu
- Peirianneg
- Trin Gwallt
- Rheoli ym maes Lletygarwch
- Gwybodaeth, Cyngor ac Arweiniad
- Gweithio ym maes TG, Meddalwedd, y We a Thelathrebu
- Rheoli (yn cynnwys cymwysterau ILM)
- Rheoli Prosiectau (rhaid i ddysgwyr fod yn gweithio ar brosiectau cyfredol)
- Rheoli ym maes Manwerthu
- Rheoli Cadwyn Gyflenwi
- Cyfryngau Cymdeithasol a Marchnata Digidol

Lefel 5:

- Ymarfer Uwch (Gofal Cymdeithasol/Gofal Plant)
- Arloesi a Thwf ym maes Busnes
- Rheoli ym maes Gofal Plant
- CIPD - Rheoli Adnoddau Dynol
- Rheoli ym maes Iechyd a Gofal Cymdeithasol
- Arwain a Rheoli (Gofal Cymdeithasol/Gofal Plant)
- Rheoli (yn cynnwys cymwysterau ILM)

Higher apprenticeships are currently available in the following vocational routes:

Level 4:

- Accounting (Association of Accounting Technicians)
- Business Administration
- Construction Site Management
- Engineering
- Hairdressing
- Hospitality Management
- Information Advice & Guidance
- IT, Software, Web & Telecoms Professional
- Management (including ILM)
- Project Management (learners must be working on live projects)
- Retail Management
- Supply Chain Management
- Social Media & Digital Marketing

Level 5:

- Advanced Practice (Social Care/Child Care)
- Business Innovation & Growth
- Childcare Management
- CIPD - Human Resource Management
- Health & Social Care Management
- Leadership & Management (Social Care/Child Care)
- Management (including ILM)

Mae 42% o aelodau Ffederasiwn Busnesau Bach Cymru yn darparu hyfforddiant ffurfiol/wedi'i dalu amdano sy'n arwain at gymwysterau achrededig.

42% of FSB Wales members provide formal/paid for training that leads to accredited qualifications.

42%

Arolwg Ffederasiwn Busnesau Bach Cymru (2014) / [FSB Wales Members Survey \(2014\)](#)



Yn 2014-15, dechreuodd 4,130 ar Brentisiaethau Uwch yng Nghymru - cynnydd o 43% ers 2013/14.

In 2014/15, there were 4,130 Higher Apprenticeship starts across Wales, an increase of 43% on 2013/14.

[Llywodraeth Cymru \(2015\)](#) / [Welsh Government \(2015\)](#)

Y manteision i'ch busnes

The benefits to your business

Gall prentisiaethau uwch ddod ag amrywiaeth o fanteision i'ch busnes:
Higher apprenticeships can bring a wide range of benefits to your business:

- 1** Sicrhau bod eich busnes yn ymwybodol o'r technegau a'r dechnoleg ddiweddaraf, gan **arwain at well cynhyrchiant.**
Keeping your business up-to-date with the latest techniques and technology, leading to increased productivity.
- 2** Hyfforddiant staff sy'n **gost-effeithiol** gan mai Llywodraeth Cymru sy'n talu'r holl gostau.
Training for staff which is cost-effective, as the training cost is fully met by the Welsh Government.
- 3** Denu **gweithiwr cyflogedig o ansawdd**, yn ogystal â galluogi gweithwyr presennol i ddatblygu.
Attracting higher calibre employees, as well as enabling existing employees to progress.
- 4** Llenwi bylchau mewn **sgiliau lefel uwch** yn effeithlon ac yn effeithiol drwy deilwra'r dysgu i anghenion eich sefydliad.
Filling higher level skills gaps efficiently and effectively by tailoring the learning to your organisation's needs.
- 5** Gwella **ysgogiad, sgiliau a chynhyrchiant staff** drwy roi cyfreiddio iddynt ennill cymwysterau cydnabyddedig.
Improved staff motivation, skills and productivity through them gaining recognised qualifications.
- 6** Darparu **llwybrau datblygu clir** o ran sgiliau crefft, sgiliau technegol a sgiliau proffesiynol a rheolaethol drwy symud ymlaen o brentisiaethau canolradd i brentisiaethau uwch.
Providing clear progression routes, from craft to technician to professional and managerial skills, mapped out by the progression through intermediate, advanced and higher apprenticeships.

63%

Mae 63% o gyflogwyr yn rhagweld y bydd arnynt angen rhagor o staff gyda sgiliau arwain a rheoli yn ystod y blynnyddoedd nesaf.

63% of employers expect to need more staff with leadership and management skills in the years ahead.

*Arolwg CBI/Pearson, Yr Adran Addysg a Sgiliau (2013)
CBI/Pearson, Education and Skills Survey (2013)*



Cwblhaodd Stacey gwrs Cyfrifydda Lefel 4 Cymdeithas y Technegwyr Cyfrifydda fel rhan o'i swydd yn lard Gychod Caergybi.

Gan gyfuno'i hastudiaethau â'i gwaith bob dydd gallodd Stacey feithrin ei sgiliau cyfrifydda er mantais iddi'i hun a'r busnes; cafodd hyd yn oed gyfle i gymryd rhan yn y gystadleuaeth WorldSkills.

Wedi iddi gwblhau'r cymhwyster, dywedodd Stacey: "Roedd tiwtoriaid y cwrs yn gyfeillgar, brwd frydig a bob amser yn gefnogol tu hwnt. Roeddent yn deall bod gan nifer ohonom swyddi llawn amser yn ogystal â gwaith cwrs i'w gwblhau ac roeddent bob amser yn barod i gynnig cyngor ac arweiniad pan oedd angen.

"Rydw i eisoes wedi argymhell y cwrs i nifer o bobl. Ni waeth beth fo'ch oedran na maint eich profiad, bydd y tiwtoriaid bob amser yn rhoi amser i'ch croesawu a gwneud i chi deimlo'n gartrefol ar y cwrs. Dyma'n bendant un o'r penderfyniadau gorau i mi eu gwneud erioed ac mi wnes i wir fwynhau fy hun ar y cwrs."

Stacey Williams
Rheolwr Cyfrifydda dan Hyfforddiant,
lard Gychod Caergybi

Stacey completed the Level 4 Accounting (Association of Accounting Technicians) course as part of her role at Holyhead Boatyard.

Working alongside studying, Stacey was able to develop her accounting skills to the benefit of both the business and herself; even having the opportunity to take part in the WorldSkills competition.

On completing her studies, Stacey said: "The tutors on the course were friendly, enthusiastic and always really supportive. They understood that many of us had full-time jobs to complete, as well as the course work and always offered assistance and guidance whenever we needed it."

"I have already recommended the course to a number of people. No matter how old you are or how much experience you have, the tutors will always take their time to make you feel comfortable and welcomed on the course. It was definitely one of the best decisions I ever made and I thoroughly enjoyed the time on my course."

Stacey Williams
Trainee Management Accountant,
Holyhead Boatyard

Y manteision i'r gweithiwr

The benefits for the employee

Mae prentisiaethau uwch yn caniatáu i'ch gweithwyr feithrin eu sgiliau tra maent yn parhau i weithio.

Mae'r manteision iddynt yn cynnwys:

Higher apprenticeships allow your employees to develop their skills whilst continuing to work.

The benefits for them include:

- 1** Y potensial i ennill **cymwysterau lefel uwch** wrth ennill cyflog.
The potential to achieve higher level qualifications whilst learning and earning.
- 2** Cyfraniad o **100%** gan Lywodraeth Cymru tuag at y costau hyfforddi, ni waeth beth fo oedran y dysgwr.
100% funding by the Welsh Government towards the training costs, regardless of age.
- 3** Dull unigryw o feithrin sgiliau rheoli **penodol i swydd** tra hefyd yn parhau i fod yn gyflogedig.
A unique way of developing management level, job-specific skills whilst remaining in employment.
- 4** Cyfle i gyflawni eu potensial a gwella eu cyfle **i symud ymlaen yn eu gyrfa**.
An opportunity to fulfil their potential and improve their career progression.
- 5** Cyfle i ennill **achrediad proffesiynol** a/neu aelodaeth.
The chance to gain professional accreditation and/or membership.
- 6** Dim o'r dyledion a gysylltir â llwybrau addysg uwch mwy traddodiadol.
None of the debt that is accrued through traditional higher education pathways.



Mae adroddiadau diweddar yn amcangyfrif y gallai cwblhau prentisiaeth uwch ar Lefel 4 arwain at gynnydd o £150,000* yn eich enillion oes.

Recent reports estimate that completing a Level 4 higher apprenticeship could result in increased lifetime earnings of around £150,000.*

*Ffynhonnell - University Education: Is this the best route into employment? (AAT a Cebr, Chwefror 2013)

*Source University Education: Is this the best route into employment? AAT and Cebr, Feb 2013



Treuliodd Carly Rogers o Hen Golwyn ddeng mlynedd yn gweithio ym maes marchnata, cyn penderfynu sefydlu ei busnes dylunio gwefannau a marchnata digidol ei hun, "WilliCreative", gyda ffrind, James Brands o Landrillo-yn-Rhos.

Yn wreiddiol, dilynodd Carly gwrs HND mewn Cyfrifiadureg yn 2004. Wedi sawl blwyddyn y tu allan i fyd addysg, dychwelodd i astudio at Brentisiaeth Uwch mewn Cyfryngau Creadigol a Digidol.

Dywedodd Carly: "Daeth y busnes i fod yn sgil fy niddordeb brwd mewn marchnata digidol ac mewn ffasiynau a thechnolegau newydd. Mae busnesau'n dechrau sylweddoli pwysigrwydd cael cymaint o sylw â phosib ar y cyfryngau digidol.

"Cefais yr un tiwtor ysbrydoledig ar fy nau gwrs, er bod bron i 10 mlynedd rhwng y ddau. Bu ei chyngor a'i hanogaeth yn allweddol i lwyddiant y cwmni yn y tymor byr. Roedd y cwrs cyfryngau digidol yn ardderchog, a mwynheais yn arbennig ein tripiau i gynadleddau digidol yn Llundain a Chaerdydd lle gwnaethon ddysgu gymaint a chyfarfod llawer a oedd yn gweithio yn y diwydiant."

Carly Rodgers
Owner,
WilliCreative

Carly Rogers from Old Colwyn spent 10 years working in marketing, before deciding to create her own web design and digital marketing business, 'WilliCreative', with friend, James Brands from Rhos-on-Sea.

Carly originally studied for a HND in Computing in 2004. After several years away from education, she returned to study for the Higher Apprenticeship in Creative & Digital Media.

Carly said: "The business was born out of a passion for digital marketing, together with emerging trends and technologies. Businesses are starting to realise the importance of maximising their digital presence.

"During my studies, I had the same inspirational tutor, for both my courses, even though they were nearly 10 years apart. Her advice and encouragement has been instrumental in the company's short-term success. The digital media course was excellent, and I especially enjoyed our trips to digital conferences in London and Cardiff where we learned so much and met so many industry insiders."

Carly Rodgers
Owner,
WilliCreative

Am ragor o wybodaeth: For more information:



**Busnes@
LlandrilloMenai**

08445 460 460
busnes@gllm.ac.uk
gllm.ac.uk/busnes

[f BusnesatLlandrilloMenai](#)
[t BusnesLLM](#)



01286 677 275
enquiry@adt-ltd.com
adt-ltd.com

[f ADTWALES](#)
[t adt_wales](#)



01492 543 431
info@nwtraining.co.uk
nwtraining.co.uk

[f NWalesTraining](#)
[t NWalesTraining](#)



Cronfa Gymdeithasol Ewrop
European Social Fund

Ariennir y Rhaglen Brentisiaethau, a arweinir gan Lywodraeth Cymru,
drwy Gronfa Gymdeithasol Ewrop.

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