Grŵp Llandrillo Menai

Datganiad ynghylch Hawliau Digidol Dysgwyr a Staff

Medi 2021

1. Cyflwyniad

Mae meithrin sgiliau digidol yn hanfodol i bopeth a wnawn yng Ngrŵp Llandrillo Menai (y Grŵp). Er mwyn gwneud hyn, dylai'r holl staff gael mynediad at offer priodol i ymgymryd â'u rôl yn ddigidol. Mae Covid-19 wedi newid y ffordd mae'r Grŵp yn darparu cyfleoedd addysg i ddysgwyr.

Mae elfennau cynyddol o fywyd y coleg yn troi'n 'naturiol ddigidol' gan ddisgwyl y bydd dysgwyr yn mynd fwyfwy ar-lein i gyfathrebu, i gyrchu gwybodaeth am eu cyrsiau ac i gael cefnogaeth. Mae'r trawsnewid hwn yn cynnig gwasanaeth mwy dealladwy, hygyrch ac ymatebol i ddysgwyr. Ond, er mwyn gallu darparu cyrsiau ar-lein a gwasanaethau cymorth yn llwyddiannus rhaid i ddysgwyr allu cael mynediad atynt a rhyngweithio â hwy mewn ffyrdd sy'n gweddu i'w hanghenion. Mae'r ddibyniaeth gynyddol ar dechnoleg ddigidol nid yn unig yn gofyn i ddysgwyr allu cysylltu â'r rhyngrwyd a chael mynediad at ddyfeisiau priodol, ond hefyd yn golygu y bydd angen iddynt ddefnyddio sgiliau digidol penodol i fynd ar-lein a chymryd rhan yn eu cyrsiau.

Mae'r datganiad hwn yn amlinellu dull y Grŵp o ymdrin â hawliau digidol dysgwyr sy'n golygu cael yr adnoddau, y sgiliau a'r cymhelliant i fynd ar-lein yn hyderus i gyflawni yn eich addysg.

2. Rhychwant y datganiad hwn

Mae'r datganiad hwn yn berthnasol i bob dysgwr ac aelod staff. Fodd bynnag, effeithir yn neilltuol ar rai grwpiau o staff a dysgwyr, gyda rhai grwpiau demograffig penodol yn fwy tueddol o gael eu hallgau'n ddigidol.

Mae'r rhai sydd wedi'u hynysu'n gymdeithasol yn tueddu i gael mynediad mwy cyfyngedig i'r rhyngrwyd, a dyfeisiau a gwasanaethau ar-lein, ac felly'n gwneud llai o ddefnydd ohonynt. Mae mynediad y rhai sydd dan anfantais economaidd hefyd yn gyfyngedig. Mae pobl ag anableddau'n llai tebygol o ddefnyddio'r rhyngrwyd neu gael mynediad i'r rhyngrwyd yn y cartref na phobl heb anableddau. Y tu allan i'r ddau grŵp hyn, mae eraill hefyd yn cael eu heffeithio mewn ffyrdd gwahanol gan allgau digidol. Mae isadeiledd band eang neu delathrebu gwael, neu ddiffyg cysylltiad o gwbl, yn fwy tebygol mewn ardaloedd diarffordd, sy'n cynnwys ardaloedd gwledig. Mae hyn yn ystyriaeth benodol i goleg sy'n darparu addysg i ddysgwyr mewn ardal ddaearyddol wledig a gwasgaredig iawn.

Mae cynhwysiant digidol yn cael effaith ar bobl ifanc. Yn 2018, dywedodd 12% o'r rhai rhwng 11 a 18 oed (700,000) yn y DU nad oedd ganddynt fynediad i'r rhyngrwyd gartref o gyfrifiadur neu gyfrifiadur llechen, ac nid oedd gan 60,000 ychwanegol fynediad i'r rhyngrwyd gartref o gwbl Swyddfa Ystadegau Cenedlaethol, 2019).

Yn ddiweddar, ychwanegodd Mynegai Amddifadedd Lluosog Cymru (MALIC) fesur ar gyfer diffyg argaeledd canrannol band eang ar 30Mb/s mewn cartrefi yng Nghymru (2019) sy'n cael ei bwysoli fel 10% o'r sgôr mynegai cyffredinol ar gyfer ardaloedd. Mae'r mesur hwn wedi'i gynnwys ym maes 'Mynediad at Wasanaethau' y mynegai.

O'r 0-10% Ardal Cynnyrch Ehangach Haen Is (ACEHI) yng Nghymru yn y maes Mynediad at Wasanaethau mae:

- 20 o fewn Awdurdod Lleol Gwynedd sy'n cyfrif am 27.4% o ardaloedd yr Awdurdod Lleol ac 1.0% o ardaloedd Cymru
- 9 o fewn Awdurdod Lleol Conwy sy'n cyfrif am 12.7% o ardaloedd yr Awdurdod Lleol ac 0.5% o ardaloedd Cymru
- 8 o fewn Awdurdod Lleol Dinbych sy'n cyfrif am 13.8% o ardaloedd yr Awdurdod Lleol ac 0.4% o ardaloedd Cymru

- 7 o fewn Awdurdod Lleol Ynys Môn sy'n cyfrif am 15.9% o ardaloedd yr Awdurdod Lleol ac 0.4% o ardaloedd Cymru

Bydd y datganiad yn egluro sut y bydd GLlM yn blaenoriaethu anghenion y dysgwyr hynny sydd ag anghenion dysgu penodol neu sydd angen cymorth ychwanegol am eu bod yn byw mewn ardal o amddifadedd.

3. Hawliau Digidol

Bydd y datganiad hwn yn egluro sut y bydd GLlM yn diwallu anghenion dysgwyr a staff yn y meysydd canlynol:

- Hawl dysgwyr i gefnogaeth i sicrhau eu bod yn gallu cyrchu eu cwrs yn ddigidol
- Hawl staff i gefnogaeth i sicrhau eu bod yn gallu darparu eu rhaglenni'n ddigidol
- Hawl staff i gefnogaeth i gyflawni eu swydd a darparu gwasanaeth yn ddigidol

4. Hawliau Dysgwyr

- Sicrhau bod gan ddysgwyr fynediad at offer a chysylltedd digidol y gallant eu defnyddio i ddilyn eu cyrsiau gartref
- Cefnogi dysgwyr i feithrin sgiliau digidol
- Darparu cefnogaeth ddigidol ar-lein i ddysgwyr
- Cyrchu eu cwrs drwy ystafell ddosbarth ddigidol
- Cael disgwyliadau clir ynghylch sut y dylai dysgwyr Ddysgu o Bell Ar-lein yn eu cartrefi

5. Hawliau Staff

- Bydd gan yr holl staff ddyfais ddigidol briodol i'w cefnogi i gyflawni eu swydd
- Y holl staff i gael mynediad at wasanaethau'r Grŵp o bell
- Sicrhau bod ystafelloedd dosbarth yn cefnogi dysgwyr i ddysgu o bell yn eu cartrefi
- Yr holl staff i gael mynediad at DPP i'w galluogi i ymgymryd â'u swydd yn ddigidol
- Cael disgwyliadau clir ynghylch sut y dylid darparu Dysgu Hybrid o Bell Ar-lein
- Cael disgwyliadau clir sy'n galluogi staff i ymgymryd â'u swydd yn ddigidol

Atodiad A - Cynnydd hyd fis Medi 2020

Hawliau Dysgwyr

Y Weledigaeth	Camau a Gymerwyd 2020/21	Camau Gweithredu 2021/22
• Sicrhau bod gan ddysgwyr fynediad at offer a chysylltedd digidol y gallant eu defnyddio i gyrchu eu cyrsiau'n ddigidol yn eu cartref	• Darparu offer digidol i ddysgwyr AB llawn amser sydd eu hangen fwyaf. 1000 o ddysgwyr AB wedi'u cael cymorth drwy'r gronfa Allgau Digidol • Adnabod dysgwyr haen 2 nad ydynt yn cyrraedd y trothwy ar gyfer Credyd Cynhwysol ond sydd angen offer • Mae'r dysgwyr yn cael blaenoriaeth wrth archebu adnoddau TG yn y llyfrgell i gyrchu sesiynau ar-lein. • Nodi'r offer digidol hanfodol y mae ar ddysgwyr eu hangen ar gyfer pob rhaglen (gweler atodiad 2)	• Blaenoriaethu cyllid ar gyfer dyfeisiau ychwanegol • Adolygu sut y gellir cefnogi dysgwyr Dysgu Seiliedig ar Waith/Rhan-amser/AU (cefnogaeth TGCh y llyfrgell) • Nodi datrysiadau rhyngrwyd symudol i ddysgwyr eu defnyddio mewn ardaloedd diarffordd (wedi rhannu 50 dyfais Mifi)
• Cefnogi dysgwyr i feithrin sgiliau digidol	• Cwrs ar-lein ar E-ddiogelwch a Sgiliau Astudio Digidol yn rhan o sesiynau Cynefino. • Dysgu ac Addysgu Hybrid - Canllawiau i Ddysgwyr • Mae'r llyfrgelloedd yn awr yn darparu cefnogaeth gyda sgiliau digidol ar-lein ac ar y campws • Cyflwyniad strwythuredig i sgiliau TGCh/digidol • Penodi mentoriaid dysgwyr i gefnogi sgiliau digidol • Sicrhau bod y gefnogaeth yn ddwyieithog	• Adolygu prosesau cynefino i sicrhau bod dysgwyr yn cael cyfarwyddiadau ynghylch sesiynau ar-lein.
• Darparu cefnogaeth ddigidol ar-lein i ddysgwyr	• Cymorth dysgu ar-lein, cymorth lles a llesiant yn cael ei ddarparu ar-lein	• Datblygu tîm ar-lein yn y llyfrgelloedd fydd yn gallu cefnogi dysgwyr a staff (yn cael ei adolygu)
• Cyrchu eu cwrs drwy ystafell ddosbarth ddigidol	• Y Strategaeth TGD a'r Strategaeth Dysgu ac Addysgu wedi diffinio'r safonau gofynnol	• Sicrhau bod gennym ddull gweithredu cyson • Defnyddio partneriaethau i brynu adnoddau digidol o ansawdd uchel sy'n addas ar gyfer y sector

● Cael disgwyliadau clir ynghylch sut y dylai dysgwyr Ddysgu o Bell Ar-lein yn eu cartrefi	● Y disgwyliadau/safonau o ran astudio ar-lein yn cael eu rhannu gyda staff a dysgwyr	

Hawliau Staff

Y Weledigaeth	**Camau a Gymerwyd 2020/21**	**Camau Gweithredu 21/22**
● Bydd gan yr holl staff ddyfais ddigidol briodol i'w cefnogi i gyflawni eu swydd	● 50 dyfais wedi'u prynu dros yr haf i ymateb i'r angen ● Nodi pa ddyfais (chromebook neu liniadur) sydd ei angen ar bob aelod o staff.	● Yr holl staff i gael dyfais ddigidol briodol gydag ategolion priodol os bydd ei hangen arnynt at ddibenion gwaith.
● Yr holl staff i gael mynediad at wasanaethau'r Grŵp o bell	● Wedi prynu offer ychwanegol i staff ● Holl wasanaethau'r Grŵp ar gael drwy'r we. ● .	● Pob gwasanaeth y gellir ei ddarparu ar-lein i fod ar gael ar-lein
● Sicrhau bod ystafelloedd dosbarth yn cefnogi dysgwyr i ddysgu gartref	● Manylebau gofynnol ar gyfer: Stiwdios Addysgu, Ystafelloedd Dosbarth Hybrid a Gweithdai Hybrid ● Ystafelloedd wedi'u diweddaru'n unol â'r gofynion ● Camerâu, seinyddion a microffonau ar gael ym mhob ystafell ddosbarth a gall dysgwyr sy'n gweithio gartref glywed a gweld y wers.	● Pob ystafell a ddynodwyd ar gyfer dysgu ac addysgu hybrid i gael yr holl offer sydd ei angen i gefnogi dysgu o bell yn y cartref. ● Hyn i gael ei dreialu mewn 4 ystafell ar draws GLIM dros y Nadolig ● Ymestyn hyn i weddill yr ystafelloedd hybrid ● Adolygu gweddill yr ystafelloedd a'r offer fel y bo'n briodol.
● Yr holl staff i gael mynediad at DPP i'w galluogi i ymgymryd â'u swydd yn ddigidol	● Rhaglen helaeth o DPP wedi'i chysylltu â safonau dysgu ac addysgu hybrid ● Yr holl staff addysgu i gael cefnogaeth i gyrraedd lefel graidd o ran gallu i gynnig darpariaeth ddigidol/ar-lein ● Cefnogaeth i staff ar gael drwy dimau TGCh/Llyfrgell/TGD.	● Yr holl staff i gyrraedd y lefel ryngweithiol neu gydweithredol o ran gallu i gynnig darpariaeth ddigidol/ar-lein ● TGCh/Llyfrgell/TGD i barhau i ddarparu cefnogaeth.
● Cael disgwyliadau clir ynghylch sut y dylid darparu Dysgu Hybrid o Bell Ar-lein	● Safonau Dysgu ac Addysgu Hybrid wedi'u cytuno. ● Yr holl staff addysgu i gyrraedd y lefel ryngweithiol neu gydweithredol o ran gallu i gynnig darpariaeth	● Galluogi staff i wirio eu cynnydd yn erbyn y safonau, a chael cynnig cyfleoedd hyfforddi ar sail hynny. ● Darparu hyfforddiant dilynol

	ddigidol/ar-lein ● Disgwyliadau ynghylch sut y dylai Arweinwyr Rhaglenni a Darlithwyr ddefnyddio'r safonau	
● Cael disgwyliadau clir sy'n galluogi staff i ymgymryd â'u swydd yn ddigidol	● Yr holl gyfarfodydd staff yn cael eu cynnal yn ddigidol ● Pan fo staff yn gallu gweithio gartref, fe'u galluogir i wneud hynny ● Offer TG ychwanegol wedi'i brynu i alluogi staff i weithio gartref	● Adolygu swyddi i alluogi staff i gwblhau eu dyletswyddau'n ddigidol.

Learner and Staff Digital Entitlement Statement

September 2021

1. Introduction

Developing digital skills is essential to all that we do at Grŵp Llandrillo Menai (the Grŵp). In order to do this all staff should have access to appropriate equipment to undertake their role digitally. Covid-19 has changed the way the Grŵp is delivering education opportunities to learners.

More strands of college life are becoming 'digital by default' in the expectation that learners will increasingly go online to communicate, to access information about their courses, and access support. This transformation offers learners a more intuitive, accessible and responsive service delivery. However, successful delivery of online courses and support services will rely on the ability of learners to access and interact with them in ways that suit their needs. The increasing reliance on digital technology not only requires learners to be able to connect to the internet and have access to appropriate devices, but also means that they will need to utilise specific digital skills in order to get online and take part in their courses.

This statement outlines the Grŵp's approach to learner digital entitlement which is about having the access, skills and motivation to confidently go online to achieve in your education.

2. Scope of this statement

This statement applies to all learners and staff, however, some groups of staff and learners are particularly affected, with a concentration of certain demographics within the digitally excluded.

The socially isolated tend to have more limited access to, and use of, the internet, devices and online services. The economically disadvantaged also have limited access. People with disabilities are less likely to use the internet or have access at home than people without. Outside of these two groups others are also affected by digital exclusion in different ways. Poor (or no) broadband and mobile infrastructure is more likely to be experienced in remote areas, which includes those in rural areas. This is a particular factor for a college Grŵp that provides education to learners in a very geographically dispersed and rural area.

Digital inclusion has an impact on younger people. In 2018, 12% of those aged between 11 and 18 years (700,000) across the UK reported having no internet access at home from a computer or tablet, and a further 60,000 had no internet access at home at all (ONS, 2019).

The Welsh Index of Multiple Deprivation (WIMD) has recently added a measure of percentage unavailability of broadband at 30Mb/s within households (2019) which is weighted at 10% of the overall index score for areas. This measure is included under the 'Access to Services' domain of the index.

Of the 0-10% most deprived Lower-layer Super Output Areas(LSOAs) in Wales within the Access to Services domain:

- 20 are within the Gwynedd Local Authority which accounts for 27.4% of those in the Local Authority and 1.0% of those in Wales
- 9 are within the Conwy Local Authority which accounts for 12.7% of those in the Local Authority and 0.5% of those in Wales
- 8 are within the Denbighshire Local Authority which accounts for 13.8% of those in the Local Authority and 0.4% of those in Wales
- 7 are within the Isle of Anglesey Local Authority which accounts for 15.9% of those in the Local Authority and 0.4% of those in Wales

The statement will explain how GLLM will prioritise the needs of those learners who have specific learning needs or who require additional support because they live in an area of deprivation.

3. Digital Entitlement

This statement will explain how GLLM will meet the digital needs of learners and staff in the following areas:

- Learner entitlement to support to ensure they are able to access their course digitally
- Staff entitlement to support to deliver a programme digitally
- Staff entitlement to undertake their job and deliver a service digitally

4. Learner Entitlement

- Ensure all learners will have access to digital equipment and connectivity which they can use to undertake their course at home
- Supporting learners to develop digital learning skills
- Providing learners with online digital support
- Accessing their course through a digital classroom
- Having clear expectations about how learners should undertake Online Remote Learning from home

5. Staff Entitlement

- All staff will have an appropriate digital device which supports them to undertake their role
- All staff to have access to Grwp services remotely where needed
- Ensuring teaching rooms support learners remotely learning from home
- All staff to have access to CPD to enable them to undertake their role digitally
- Having clear expectations about how Hybrid Online Remote Learning should be delivered
- Having clear expectations which enable Staff to undertake their role digitally

Annex A - Progress to September 2020

Learner entitlement

Entitlement Vision	Action Taken 2020/21	Actions 2021/22
• Ensure all learners will have access to digital equipment and connectivity which they can use to access their course digitally at home	• Providing digital equipment to FE Full-time learners who are in the greatest need. 1000 FE learners supported via Digital Exclusion fund. • Identifying tier 2 learners who do not meet Universal Credit threshold but do require equipment • Learners have priority booking for library IT to access online sessions. • Identify essential digital equipment which learners requires for each programme (see annexe 2)	• Prioritise funding for additional devices • Review how WBL/PT/HE learners can be supported (library ICT support) • Identify mobile internet solutions for learners for use in remote areas (issued 50 Mifi)
• Supporting learners to develop digital learning skills	• Online e-Safety & Digital Study skills covered during Induction. • Hybrid Teaching and Learning - Learner Guidance • Libraries now provide online & campus digital skills support • Structured ICT/digital skills induction • Appoint learner mentors to support digital skills • Ensure support is bilingual	• Review induction to ensure it inducts learners into their online sessions.
• Providing learners with online digital support	• Online learning support, welfare/wellbeing support is provided online	• Develop online team in libraries who can support learners and staff (under review)
• Accessing their course through a digital classroom	• ILT Strategy & Hybrid Teaching and Learning Standards defined minimum standards	• Ensure we have a consistent approach • Use partnerships to buy sector specific high quality digital resources
• Having clear expectations about how learners should undertake Online Remote Learning from home	• Learner Studying online expectations/standards shared with staff and learners	

Staff entitlement

Entitlement Vision	Action Taken 2020/21	Actions 21/22
● All staff will have an appropriate digital device which supports them to undertake their role	● 50 devices have been purchased over the summer to respond to need ● Identify which device each staff member (chromebook or laptop) requires.	● All staff to be provided with an appropriate digital device with appropriate accessories should they require it for work purposes.
● All staff to have access to Grwp services remotely	● Purchased additional equipment for staff ● All Grŵp services accessible via web. ● .	● All services which can be provided online to be delivered/accessed online
● Ensuring teaching rooms support learners learning from home	● Minimum specifications for; Teaching Studio, Hybrid Classroom and Hybrid Workshop ● Teaching rooms updated to spec ● Cameras speakers and microphones available in all teaching rooms and learners working from home can hear and see lesson.	● All designated Hybrid rooms to be fully equipped to support a mix of home and remote learning. ● Pilot to take place in 4 rooms across GLLM by Xmas ● Rollout of solution to remaining hybrid rooms ● Review the remaining rooms and equipment as appropriate.
● All staff to have access to CPD to enable them to undertake their role digitally	● Extensive programme of CPD in linked to the hybrid teaching and learning standards ● All teaching staff to be supported to reach the core level of digital/online delivery ● Staff support provided via ICT/Library/ILT teams.	● All staff to reach the interactive or collaborative level of digital/online delivery ● ICT/ Library/ ILT to continue to provide support.
● Having clear expectations about how Hybrid Online Remote Learning should be delivered	● Hybrid teaching & learning standards agreed. ● All teaching staff to reach the interactive or collaborative level of digital/online delivery ● Expectations of how Programme Leaders and Lecturers should use the standards	● Enable staff to check their progress vs standards, and follow-up training needs. ● Deliver follow-up training
● Having clear expectations which enable Staff to undertake their role digitally	● All group staff meetings are held digitally ● Where staff can work from home, they are enabled to do so	● Review roles to enable staff to complete their role digitally.

	● Additional IT has been purchased to enable staff to work from home	