Swydd Ddisgrifiad: Aseswr Dysgu yn y Gweithle – Nyrsio Deintyddol	
Maes Rhaglen / Adran	Busnes@ - Iechyd a gofal cymdeithasol
Prif Safle	De cymru, lleoliad i'w gytuno
Cyflog	£17.81 - £19.32 yr awr Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Gontract	Dros dro, Hyd at 16 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
Telerau'r Contract	Talu fesul awr
Yn atebol i	Rheolwr Maes Rhaglen Iechyd a g6)ofal cymdeithasol

Pwrpas y Swydd

Golyga'r swydd hon fod yn gyfrifol am recriwtio, cadw a rheoli llwyth achosion safonol o ddysgwyr sydd wedi dewis cofrestru ar gymwyster Nyrsio Deintyddol.

Mae'r Asesydd yn gyfrifol am ddarparu hyfforddiant, asesu, a sicrhau ansawdd gwaith y dysgwyr. Bydd yr asesydd yn goruchwylio dealltwriaeth a chymhwysedd ymarferol y dysgwyr yn y gweithle.

O ddydd i ddydd bydd y swydd yn golygu cyfarfod â dysgwyr a chyflogwyr mewn lleoliadau gwaith gwahanol. Ar y cyfan, bydd hyn yn digwydd yn ddigidol ond bydd peth teithio'n ddisgwyliedig, gan weithio'n annibynnol i sicrhau cydymffurfiaeth â gofynion cymwysterau. Bydd gofyn i'r asesydd feddu ar y sgiliau i gynllunio ymweliadau mewn modd rhesymegol o ran cyfyngu ar deithio a gwneud y defnydd gorau o amser. Yn ogystal, bydd yn darparu adnoddau a chefnogaeth i fodloni anghenion unigol pob dysgwr yn ei ddewis iaith.

Bydd yr asesydd yn cynrychioli tîm aseswyr Busnes a Digidol busnes@gllm a bydd disgwyl iddo hyrwyddo'r cyrsiau a gynigir er mwyn annog dysgwyr i gofrestru arnynt. Byddai'r gallu i addysgu grwpiau bach mewn sesiynau gweithdy ym maes Nyrsio Deintyddol yn fanteisiol. Bydd yr asesydd yn sicrhau bod y gwasanaeth a ddarperir i'r dysgwyr:

- ❖ O'r ansawdd uchaf posibl
- ❖ Yn darparu gwerth am arian
- ❖ Yn diwallu anghenion y cyflogwr ac anghenion y myfyrwyr sy'n derbyn hyfforddiant
- ❖ Yn adlewyrchu cenhadaeth, gwerthoedd ac amcanion y coleg

Prif Ddyletswyddau a Chyfrifoldebau

A: Asesu Anghenion Y Dysgwyr

1. Darparu cyngor ac arweiniad priodol i ddarpar ddysgwyr/hyfforddeion a chyflogwyr.
2. Asesu profiadau dysgu a chyflawniadau blaenorol y dysgwyr mewn perthynas â'r rhaglen ddysgu ddynodedig.
3. Cynnal cyfweliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen.
4. Ymgymryd ag asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu gefnogaeth arbennig.
5. Cysylltu â'r Arweinydd Tîm perthnasol parthed gweithgareddau myfyrwyr (cofrestru, cynlluniau hyfforddi, fframwaith, ac ati).
6. Os nad ydynt eisoes wedi'u cofrestru drwy'r Uned Hyfforddi, sicrhau bod dysgwyr wedi'u cofrestru gyda'r coleg.
7. Sicrhau bod dysgwyr wedi'u cofrestru gyda'r holl gyrff dyfarnu perthnasol.

8. Cynnal y sesiynau cynefino angenrheidiol gyda phob dysgwr er mwyn eu paratoi ar gyfer eu rhaglenni hyfforddi

B: Monitro a Chefnogi Cyflawniadau'r Dysgwyr

1. Monitro a chefnogi dysgwyr/hyfforddeion i gyflawni eu cymwysterau drwy gyfrwng cynlluniau hyfforddi unigol.
2. Sicrhau bod yr holl adolygiadau angenrheidiol yn cael eu cwblhau o fewn yr amser gofynnol.
3. Rhoi adborth i'r Arweinydd Tîm ac i gyflogwyr ar gynnydd dysgwyr/hyfforddeion.
4. Cysylltu â staff perthnasol yn y coleg i gefnogi'r gwaith o ddatblygu a darparu cymwysterau yn y gweithle.
5. Sicrhau bod yr holl ddysgwyr/hyfforddeion yn cael eu hannog i gyflwyno tystiolaeth yn yr iaith o'u dewis.
6. Sicrhau bod sgiliau sylfaenol, Sgiliau Allweddol ac elfennau eraill y Fframwaith yn cael eu hintegreiddio i raglenni dysgu fel y bo'r angen.
7. Dethol amrywiaeth o ddulliau dysgu sy'n addas i ddysgwyr/hyfforddeion unigol.
8. Darparu gwybodaeth greiddiol gefnogol os dynodwyd hynny mewn Cynllun Dysgu Unigol.

C: Asesu'r deilliannau dysgu a chyflawniadau'r dysgwyr

1. Gweithredu strategaethau asesu sy'n briodol i raglenni dysgu, yn unol â gofynion cyrff dyfarnu, a chyfleu'r rhain i ddysgwyr.
2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy.
3. Sicrhau bod dysgwyr yn derbyn adborth ysgrifenedig a llafar clir ac adeiladol o fewn cyfnod priodol.
4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol. e.e. cyd-weithwyr,rhieni, cyflogwyr, cyrff dyfarnu.
5. Trosglwyddo pob gwybodaeth ynghylch cynnydd dysgwyr i'r Arweinydd Tîm.

D: Cynnal Systemau Ansawdd

1. Sicrhau bod yr holl systemau cofnodi yn cael eu cynnal e.e. cynlluniau hyfforddi ac adolygiadau, ffeiliau rhaglenni, cofrestri a/neu system dracio'r coleg, cofnodion cyfarfodydd, dogfennau adolygu a gwerthuso ac ati.
2. Sicrhau bod gweithdrefnau Dilysu Mewnol yn cael eu dilyn yn unol â systemau'r coleg.
3. Cynorthwyo'r Arweinydd Tîm i gynnal ansawdd cyffredinol y rhaglenni.
4. Cyfrannu at adolygiad blynyddol o'r holl raglenni a chynorthwyo'r Arweinydd Tîm i gwblhau holl ddogfennau adolygu a gwerthuso blynyddol y coleg.
5. Cyfrannu at system Hunanasesu Flynyddol y coleg.
6. Sicrhau bod y nifer gofynnol o ymweliadau monitro iechyd a diogelwch yn cael eu cynnal yn achos pob dysgwr yn flynyddol, a bod y manylion yn cael eu trosglwyddo i'r Uned Hyfforddi.
7. Cynorthwyo'r Arweinydd Tîm i sicrhau y cydymffurfir â gweithdrefnau Dilysu Mewnol y coleg a chyrff dyfarnu.
8. Cynorthwyo'r Arweinydd Tîm i sicrhau bod gofynion Dilysu Allanol yn cael eu cwrdd.

F: Dyletswyddau Eraill

1. Bod yn gyfrifol am hunanddatblygiad yn unol ag amcanion strategol y coleg.
2. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal.
3. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
4. Bod yn ymwybodol o holl gynlluniau'r coleg a hyrwyddo'r rhai sy'n berthnasol.
5. Unrhyw ddyletswyddau rhesymol eraill yn unol â Phwrpas y Swydd

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster galwedigaethol Lefel 3(neu uwch) neu gymhwyster cyfatebol mewn maes perthnasol	X		Ffurflen Gais
Dyfarniad Asesu TAQA (neu A1/D32/D33) neu barodrwydd i'w ennill o fewn cyfnod penodol.	X		Ffurflen Gais
Cymhwyster Asesu Mewnol TAQA (neu V1/D34 neu barodrwydd i'w ennill o fewn cyfnod penodol		X	Ffurflen Gais / Cyfweliad
Rhaid cofrestru gyda'r Cyngor Deintyddol Cyffredinol a chadw i fyny oriau DPP.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o hyfforddi/mentora yn y gweithle		X	Ffurflen Gais / Cyfweliad
O leiaf 3 blynedd o brofiad mewn diwydiant	X		Ffurflen Gais / Cyfweliad
Profiad o addysgu mewn dosbarth		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Yn hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol	X		Ffurflen Gais / Cyfweliad
Gweithio i safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Yn drefnus a chywir gyda'r gallu i roi sylw i fanylion mewn prosesau gweinyddu a monitro	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Sgiliau TG o'r radd flaenaf	X		Ffurflen Gais / Cyfweliad
Y gallu i gynorthwyo dysgwyr/hyfforddeion i gyflawni eu hamcanion	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
Gofynion Gorfodol			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.			

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddaru'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service. O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau	
Oriau Gwaith	Hyd at 16 awr yr wythnos. Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd. Bydd canran ychwanegol o 10% yn cael ei gymhwyso i'r oriau cytundebol a weithiwyd i adlewyrchu paratoi a marcio.
Wythnos Waith	Hyd at 45 o wythnosau'r flwyddyn
Gwyliau Blynyddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academaidd (1 Medi i 31 Awst), sy'n cynnwys hawl pro-rata i 8 Gŵyl Banc a Gwyliau Cyhoeddus a welir fel arfer yng Nghymru a hawl pro-rata o hyd at 5 o wyliau effeithlonrwydd (sylwer y gall hyn newid yn flynyddol). Mae gwyliau blynyddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 46 diwrnod sydd wedi'i gynnwys yn y gyfradd fesul awr a delir.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Work Based Assessor - Dental Nursing	
Programme area / Department	Busnes@ - Health & Social Care
Main site	South Wales, location to be agreed
Salary	£17.81 - £19.32 per hour Business Support Scale 5 Points 25 – 28
Contract type	Temporary, Up to 16 hours per week (Work pattern to be agreed dependant on availability)
Contract terms	Part time hourly paid
Reporting to	Health & Social Care Programme Area Manager

Job purpose

This role involves being responsible for the recruitment, retention and completion of a standardised caseload of learners that have chosen to enrol on the Dental Nursing qualification.

The Assessor is responsible for delivery of training, assessment and quality assurance of learners' work. The assessor will be overseeing learners' knowledge and practical competence in the workplace setting.

On a daily basis the role involves meeting with learners and employers within different workplace settings, predominantly remotely but with some travel expected, working independently ensuring compliance with qualification requirements. The assessor requires the skills to plan visits in a logical manner with due regard to restricting travelling, in order to make the best use of time as well as providing resources and support to meet the individual needs of each and every learner in the language of their choice

The assessor will be representing the Health & Social Care team of assessors within Busnes@GLLM and will be expected to promote the courses offered, to encourage recruitment. The ability to teach small group workshop sessions in Dental Nursing would be beneficial. The assessor will ensure that the service provided to the learner is:

- Of the highest possible quality
- Providing value for money
- Meeting the needs of the employer and the students under training
- Reflecting the mission, values and aims of the college

Main duties and responsibilities

A: Assessing Learners' Needs

1. Provide prospective students/trainees and employers with appropriate advice and guidance
2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme.
3. Conduct interviews with prospective students and administer any necessary selection tests..
4. Undertake initial assessments and identify any special learning or support needs.
5. Liaise with the relevant Team Leader in regard to student activities (enrolment, training plans, framework, etc).
6. Ensure learners are enrolled in college if they have not already been enrolled through the Training Unit.
7. Ensure learners are registered with all relevant awarding bodies.

8. Carry out the necessary induction with all learners for their training programmes.

B: **Monitor and Support Learner Achievements**

1. Monitor and support learners/trainees to achieve their qualifications through individual training plans.
2. Ensure that all necessary reviews are completed within required timescales.
3. Provide feedback to Team Leader, manager and employers on the progress of learners/trainees.
4. Liaise with relevant college staff to support the development and delivery of qualifications in the workplace.
5. Ensure that all learners/trainees are encouraged to produce evidence in the language of their choice.
6. Ensure that basic skills, Essential Skills and all other Framework elements are embedded into learning programmes as required.
7. Select a range of learning methods to suit individual learners/trainees.
8. Provide underpinning knowledge support if identified within the Individual's Learning Plan.

C: Assessing the outcomes of learning and learners' achievements

1. Carry out appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to learners.
2. Use a range of appropriate assessment methods to conduct fair and reliable assessments.
3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale.
4. Maintain accurate and up to date records and provide information to relevant stakeholders e.g. colleagues, employers, awarding bodies.
5. Communicate with Team Leader all information regarding learners' progress

D: Maintain Quality Systems

1. Ensure that all recording systems are maintained e.g. training plans and reviews, programme files, registers and /or college tracking system, minutes of meetings, review and evaluation documents etc.
2. Ensure Internal Verification procedures are followed as required by college systems.
3. Support the Team Leader in maintaining the general quality of programmes.

4. Contribute to the annual review of all programmes and support the Team Leader in completing all college annual review and evaluation documentation.

5. Contribute to the college Annual Self Assessment system.

6. Ensure that the required number of health and safety monitoring visits is carried out for every learner annually and that the details are passed to the Training Unit.

7. Support the Team Leader in ensuring compliance with college and awarding body IV procedures.

8. Support the Team Leader to ensure External Verification requirements are met.

F: Other Duties

1. Take responsibility for self-development in line with college strategic aims
2. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities
3. Carry out all duties in line with college policies and procedures
4. Keep abreast of all college initiatives and promote where relevant
5. Any other duties which can be reasonably expected in line with the Job role.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Vocationally related Level 3 (or higher) or equivalent in a related area	X		Application form
TAQA Assessor Award (or A1/D32/33) Assessor Qualification or willingness to achieve within agreed period	X		Application form / Interview
TAQA Internal Verification (or V1/D34) or willingness to achieve within agreed period		X	Application form / Interview
Must be registered with The General Dental Council & keep up CPD hours.	X		Application form / Interview
Knowledge and experience			
Experience of training/mentoring in the workplace		X	Application form / Interview
At least 3 years' experience in industry	X		Application form / Interview
Experience of classroom based delivery.		X	Application form / Interview
Skills and attributes			
Confident and able to cope in a range of situations	X		Application form / Interview
Working to high professional and ethical standards	X		Application form / Interview

Well-organised and accurate with attention to detail in administration and monitoring processes.	X		Application form / Interview
Additional requirements			
Well-developed I.T. skills	X		Application form / Interview
Ability to support learners/trainees to achieve their objectives	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		On-line assessment / Interview
Welsh Speaking	Intermediate		On-line assessment / Interview
Welsh Literacy	Intermediate		On-line assessment / Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			

Mandatory requirements

In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

Summary of the terms and conditions	
Working hours	Up to 16 hours per week. Work pattern to be agreed depending on availability. An additional percentage of 10% will be applied to the contracted hours worked to reflect preparation and marking.
Working weeks	Up to 45 weeks per year
Annual leave	There will be an entitlement to pro rata paid holiday in each academic year (1st September to 31st August), which includes pro-rata entitlement of 8 Bank and Public Holidays normally observed in Wales and a pro-rata entitlement of up to 5 efficiency days (please note this can change annually). Annual leave is derived from a pro rata full time equivalent entitlement of 46 days which is included in the hourly rate paid.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.

	Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.