

Swydd Ddisgrifiad: Aseswr Dysgu yn y Gweithle Sgiliau Byw'n Annibynnol	
Maes Rhaglen / Adran	Sgiliau Byw'n Annibynnol
Prif Safle	Dolgellau
Cyflog	£18.44 - £20.00 yr awr gan gynnwys tal gwyliau Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Contract	Dros Dro, Blwyddyn Academaidd 2025/26
Telerau'r Contract	Talu fesul awr (5.5 awr yr wythnos)
Yn atebol i	Rheolwr Maes Rhaglen Sgiliau Byw'n Annibynnol
Pwrpas y Swydd	
Yn atebol i'r Rheolwr Maes Rhaglen bydd yr Aseswr yn cefnogi pobl ifanc ag anableddau neu anawsterau dysgu ac/neu awtistiaeth i ddatblygu y sgiliau, profiad a'r cymwysterau sydd eu hangen i'w galluogi i symud i gyflogaeth gyda thâl. Mae'r swydd yn golygu gweithio gyda dysgwyr yn bennaf yn y gweithle gan sicrhau bod yr hyfforddiant a'r asesu o'r safon uchaf yn gyson. Rôl aseswr yw arsylwi ar brentisiaid yn cyflawni ystod o swyddi yn y gweithle a sicrhau bod y gwaith a wneir yn cyfarfod gyda safonau diwydiannol/proffesiynol. Mae llwyddiant y rhaglen dros y blynyddoedd diwethaf wedi arwain at ganran uchel o'r dysgwyr yn cael gwaith cyflogedig. Drwy gytundeb gyda'r Rheolwr Maes Rhaglen gellir gofyn i'r Aseswr ddarparu hyfforddiant a chyfarwyddyd i grwpiau o ddysgwyr sy'n cyflawni gweithgareddau ymarferol yn ogystal ag asesu eu gwaith ymarferol.	
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 cyfweiliadau â darpar fyfyrwr 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 myfyrwr (cofrestru, cynlluniau hyfforddi, fframwaith, ac ati). 6. Os nad ydynt eisoes wedi'u cofrestru, 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 interniaeth. 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 derbyn cefnogaeth, ac yn cyflwyno tystiolaeth yn eu dewis iaith. 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 perthnasol.
7. Cynorthwyo'r Arweinydd Tîm i sicrhau y cydymffurfir â gweithdrefnau Dilysu Mewnol y coleg a chyrrff 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 Phwrrpas y Swydd

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Lefel 3 neu gymhwyster cyfatebol ym maes perthnasol	X		Ffurflen Gais
Cymhwyster asesu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd		X	Ffurflen Gais / Cyfweliad
Cymhwyster Iechyd a Diogelwch neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Y gallu i uniaethu â gwahanol ddysgwyr, ac ymrwymiad i gyfle cyfartal		X	Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach / Uwch.		X	Ffurflen Gais / Cyfweliad
Profiad o gynnal asesiadau risg		X	Ffurflen Gais / Cyfweliad

Sgiliau a Phriodweddau			
Gallu i weithio o dan bwysau ac i gyfarfod gyda dyddiadau cau	X		Ffurflen Gais / Cyfweliad (dileu)
Gweithio i safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad (dileu)
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Uwch		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Uwch		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Uwch		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 lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 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 diweddarau'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 Mewnffudo 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	5.5 awr yr wythnos		
Wythnos Waith	31 wythnos y flwyddyn		
Gwyliau Blyneddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academiaidd (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 blyneddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 28 diwrnod (yn codi i 32 diwrnod ar ôl pum mlynedd llawn o wasanaeth di-dor) 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, Cynhaliath ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio lechyd (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 lechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.		

Job description: Work Based Assessor in Independent Living Skills	
Programme area / Department	Independent Living Skills
Main site	Dolgellau
Salary	£18.44 - £20.00 per hour inclusive of holiday pay Business Support Scale 5 Points 25 - 28
Contract type	Temporary, 2025/26 Academic Year
Contract terms	Hourly Paid (5.5 hours per week)
Reporting to	Independent Living Skills Programme Area Manager
Job purpose	
Accountable to the Programme Area Manager, the Assessor will support young people with disabilities or learning difficulties and/or autism to develop the skills, experience and qualifications needed to enable them to move into paid employment. The job involves working with learners mainly in the workplace ensuring that the training and assessment are of the highest standard consistently. The role of an assessor is to observe apprentices carrying out a range of jobs in the workplace and to ensure that the work carried out meets industrial/professional standards. The success of the program over the last few years has led to a high percentage of the learners getting paid work. By agreement with the Programme Area Manager the Assessor can be asked to provide training and guidance to groups of learners who carry out practical activities as well as assessing their practical work.	
Main duties and responsibilities	
A: Assessing Learners' Needs 1. Provide prospective learners/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 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 supported, and 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 assessment records and provide information to relevant stakeholders e.g. colleagues, parents, 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			
Level 3 or equivalent qualification in a related area	X		Application form
Assessor qualification or willingness to achieve within agreed period		X	Application form / Interview
Health & Safety Qualification or willingness to achieve within agreed period		X	Application form / Interview
Knowledge and experience			
Empathy with diverse learners and commitment to equal opportunities		X	Application form / Interview
Experience of working within an FE/HE environment		X	Application form / Interview
Experience of undertaking risk assessments.		X	Application form / Interview
Skills and attributes			
Ability to work under pressure and to meet deadlines	X		Application form / Interview
Working to high professional and ethical standards	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	Advanced	On-line assessment / Interview
Welsh Speaking	Advanced	On-line assessment / Interview
Welsh Literacy	Advanced	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	5.5 hours per week
Working weeks	31 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 28 days (rising to 32 days after 5 full holiday years' continuous service) 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.