

SWYDD DDISGRIFIAD

ASESYDD DYSGU SEILIEDIG AR WAITH – FFERYLLOL

Adran:	Busnes@LlandrilloMenai, Dysgu Seiliedig ar Waith - Iechyd a Gofal Cymdeithasol
Campws:	Lleoliad Craidd Busnes@LlandrilloMenai (Bangor, Abergele, Llangefni, Dolgellau). Efallai bod elfennau o weithio o'r cartref yn bosib.
Oriau:	Rhan Amser Talu Fesul Awr, Oriau Hyblyg
Cyflog:	Graddfa 5 - £15.10 – £16.38 yr awr (sy'n cynnwys hawl gwyliau)
Yn atebol i:	Rheolwr Maes Rhaglen Iechyd & Gofal Cymdeithasol

PWRPAS Y SWYDD

Gweithio fel rhan o dîm o aseswyr Dysgu Seiliedig ar Waith i:

- hybu'r cwrs o fewn y meysydd proffesiynol ac chymryd rhan mewn gweithgareddau recriwtio a dethol;
- darparu elfennau gwybodaeth cwrs Principles and Practice for Pharmacy Support Staff (L2)
 - <https://qualifications.pearson.com/en/qualifications/btec-specialist-and-professional-qualifications/health-optical-and-pharmacy/btec-specialist-principles-and-practice-for-pharmacy-support-staff-l2.html>
 - Principles and Practice for Pharmacy Technicians (L3)
 - <https://qualifications.pearson.com/en/qualifications/btec-specialist-and-professional-qualifications/health-optical-and-pharmacy/btec-specialist-principles-and-practice-for-pharmacy-technicians-l3.html>
- cynllunio ar gyfer, asesu a rhoi adborth i ddysgwyr, a bod yn pwynt cyswllt i ddysgwyr, cyflogwyr a staff;
- cysylltu a chydweithio gyda sefydliadau fel cyrff dyfarnu, sefydliadau proffesiynol a darparwyr lleoliadau;
- cynnal gwybodaeth broffesiynol gyfredol a dealltwriaeth o ddatblygiadau cwricwlwm;
- cynorthwyo i ddatblygu cynlluniau darparu ac asesu ar gyfer y cwrs;
- sicrhau fod dogfennau perthnasol i'r cwrs yn cael eu cynnal yn unol â gofynion Busnes@LlandrilloMenai, y Maes Rhaglen a'r Corff Dyfarnu;
- darparu cyrsiau byrion eraill perthnasol, gall hyn gynnwys darparu gyda'r nos o dro i dro ac mewn lleoliadau hyfforddi allanol.

Mae'r gallu a'r parodrwydd i deithio yn hanfodol i'w swydd hon.

Fel asesydd, byddwch yn sicrhau fod y gwasanaeth a ddarperir:

- ❖ O'r ansawdd gorau posib
- ❖ Yn darparu gwerth am arian
- ❖ Yn cwrdd ag anghenion y cyflogwr ac anghenion y myfyrwyr sy'n derbyn hyfforddiant
- ❖ Yn adlewyrchu cenhadaeth, gwerthoedd ac amcanion y Coleg.

PRIF DDYLETSWYDDAU

A: Asesu Anghenion Y Dysgwyr

1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr/hyfforddeion a chyflogwyr.
2. Asesu profiadau dysgu a chyflawniadau blaenorol y dysgwyr mewn perthynas â'r rhaglen ddysgu ddynodedig.
3. Cynnal cyfweiliadau 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. Sicrhau bod dysgwyr wedi'u cofrestru yn unol â gofynion y Grŵp a'u cofrestru gyda'r holl gyrff dyfarnu perthnasol.
7. 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 derbyn cefnogaeth, ac yn cyflwyno tystiolaeth yn eu dewis iaith.
6. Sicrhau bod sgiliau sylfaenol, Sgiliau Hanfodol ac elfennau eraill fframwaith y brentisiaeth yn cael eu hintegreiddio i raglenni dysgu fel y bo'r angen.
7. Dethol amrywiaeth o ddulliau dysgu sy'n addas i ddysgwyr 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 Grŵp.
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 Grŵp 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 Grŵp.
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

G: Cyffredinol

1. O dan Reoliadau Cyngor y Gweithlu Addysg (Prif Swyddogaethau) (Cymru) 2015, mae cofrestru'n ofyniad statudol ar gyfer ymarferwyr dysgu seiliedig ar waith.

MANYLEB Y PERSON

ASESYDD DYSGU SEILIEDIG AR WAITH – NYRSIO DEINTYDDOL

Asesir ymgeiswyr yn erbyn y meini prawf canlynol ar gyfer rhestr fer a chyfweliad.

MEINI PRAWF	Hanfodol	Dymunol
1. Cymwysterau		
1.1 Diploma neu Dystysgrif Genedlaethol fferyllol	x	
1.2 Cymhwyster addysgu, neu o leiaf PASDGO (<i>PTLLS</i>)		x
1.3 D32/33/A1/TAQA neu'n barod i'w hennill		x
1.4 D34/V1 neu'n barod i'w hennill		x
2. Profiad		
2.1 Profiad o asesu a hyfforddi yn y maes i Lefel 3 neu uwch		x
2.2 Profiad / gwybodaeth o weithio yn y sector perthnasol	x	
2.3 Profiad o weithio gyda a rheoli llwyth gwaith o nifer o ymgeiswyr		x
3. Sgiliau / Galluoedd		
3.1 Gallu darparu addysg a hyfforddiant wyneb yn wyneb a thrwy amryw o ddulliau addysgu arlein (dysgu cymysg)	x	
3.2 Cyfathrebu'n effeithiol	x	
3.3 Gallu gweithio o dan bwysau a chwrdd â dyddiadau cwblhau a thargedau	x	
4. Rhinweddau		
4.1 Parodrwydd i weithio mewn tîm a gweithredu polisiau Grŵp	x	
4.2 Hyblygrwydd i ddarparu hyfforddiant ac asesiadau mewn lleoliadau hyfforddi allanol gyda'r nos o dro i dro	x	
4.3 Parodrwydd i gymryd rhan mewn datblygiadau newydd	x	
4.4 Gwir ddealltwriaeth ac ymrwymiad i Gyfleoedd Cyfartal ymarferol	x	
6. Gallu'r Iaith Gymraeg*		
Er yr ystyrir fod y gallu'r Gymraeg yn hanfodol i'r swydd hon, mi wnawn ni ystyried ymgeiswyr gydag arbenigedd diwydiannol perthnasol cyn belled â'u bod yn fodlon ymdrechu i wella eu Cymraeg. Mi fyddwn yn cefnogi'r ymgeisydd iawn i ddysgu a gwella eu sgiliau siarad ac ymgrifennu Cymraeg.		
6.1 Yn gallu deall y rhan fwyaf o sgyrsiâu amlwg bob dydd gyda staff a dysgwyr.	x	

6.2 Yn gallu siarad Cymraeg yn ddigonol i ddarparu ac asesu'n ddwyieithog	x	
6.3 Yn gallu ysgrifennu a darllen Cymraeg yn ddigonol i ddarparu ac asesu'n ddwyieithog		x
6.4 Yn gallu ysgrifennu cyfarwyddiadau syml, e.e. nodiadau o sgwrs ffôn ar bwnc cyfarwydd	x	
6.5 Ymrwymiad i wella eich gallu Iaith Gymraeg gyda chymorth.	x	
5. Arall		
5.1 Bod yn gofrestredig gyda'r Cyngor Fferyllol Cyffredinol	x	
5.2 Meddu ar drwydded gyrru DU heb ddim arnodiadau difrifol a'r defnydd o gerbyd.	x	
5.3 Parodrwydd a'r gallu i deithio er mwyn cyflawni'r swydd	x	

JOB DESCRIPTION

WORK-BASED ASSESSOR - Pharmaceutical

Department:	Busnes@LlandrilloMenai, Work-based Learning - Health & Social Care
Location:	A Busnes@LlandrilloMenai Core Location (Bangor, Abergele, Llangefni, Dolgellau). Some elements of home working may be possible.
Hours:	Part Time Hourly Paid, Flexible Hours
Salary:	Grade 5 - £15.10 – £16.38 per hour (inclusive of holiday pay)
Reporting to:	Programme Area Manager - Health & Social Care

JOB PURPOSE

Be part of a team of Work-based Learning assessors to:

- promote the course within the professional areas and participate in recruitment and selection activities;
- deliver knowledge elements of Principles and Practice for Pharmacy Support Staff (L2)
 - <https://qualifications.pearson.com/en/qualifications/btec-specialist-and-professional-qualifications/health-optical-and-pharmacy/btec-specialist-principles-and-practice-for-pharmacy-support-staff-l2.html>
 - Principles and Practice for Pharmacy Technicians (L3)
 - <https://qualifications.pearson.com/en/qualifications/btec-specialist-and-professional-qualifications/health-optical-and-pharmacy/btec-specialist-principles-and-practice-for-pharmacy-technicians-l3.html>
- plan for, assess and give feedback to learners, providing a point of communication for learners, employers and staff;
- liaise and work co-operatively with organisations such as awarding bodies, professional organisations, and placement providers;
- maintain professional updating and understanding of curriculum developments;
- assist in developing delivery and assessment plans for the course;
- ensure that course related documentation is maintained in accordance with Busnes@LlandrilloMenai, Programme Area and Awarding Body requirements;
- deliver other short courses as relevant, which may include some evenings and at external training venues.

The ability and willingness to travel is an essential part of this role.

As an assessor, you will ensure that the service provided 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 Grŵp Llandrillo Menai.

MAIN DUTIES

A: Assessing Learners' Needs

1. Provide appropriate advice and guidance to prospective learners and employers.
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 line with Grŵp procedures and registered with all relevant awarding bodies.
7. 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 the Team Leader and employers on the progress of learners.
4. Liaise with relevant staff to support the development and delivery of qualifications in the workplace.
5. Ensure that all learners are supported and able to learn in the language of their choice.
6. Ensure that basic skills, Essential Skills and all other apprenticeship framework elements are embedded into learning programmes as required.
7. Select a range of learning methods to suit individual learners.
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 the 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 tracking system, minutes of meetings, review and evaluation documents etc.
2. Ensure Internal Quality Assurance (IQA) procedures are followed as required by Grŵp 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 Grŵp and awarding body IQA procedures.
8. Support the Team Leader to ensure External Quality Assurance requirements are met.

F: Other Duties

1. Take responsibility for self-development in line with Grŵp 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.

G: General

1. In accordance with the Education Workforce Council (Main Functions) (Wales) Regulations 2015, as amended, registration is a statutory requirement for all Work-based learning practitioners.

PERSON SPECIFICATION

WORK-BASED ASSESSOR - Pharmaceutical

Candidates will be assessed for shortlist and interviewed against the following criteria.

CRITERIA	Essential	Desirable
2. Qualifications		
1.1 Relevant pharmaceutical Qualification	x	
1.2 Hold a teaching qualification, minimum of PTLLS or equivalent		x
1.3 Hold a D32/33/A1/TAQA or willing to work towards		x
1.4 Hold a D34/V1 or willing to work towards		x
2. Experience		
2.1 Experience of assessing and training in the subject area to Level 3 or above		x
2.2 Experience /knowledge of working within the relevant sector	x	
2.3 Experience of managing caseloads of candidates		x
2.4 Must be Occupationally and Vocationally competent	x	
2.5 Experience of being a workplace mentor/supervisor		x
3. Skills/Abilities		
3.1 Be able to deliver teaching and learning in person and via a range of online delivery platforms (blended learning), if required.	x	
3.2 Effective communication	x	
3.3 Ability to work under pressure and meet deadlines and targets	x	
4. Qualities		
4.1 Willingness to work within a team to implement Grŵp policies.	x	
4.2 Flexibility in delivering training and assessments at external training venues during some evenings.	x	
4.3 Prepared to actively participate in new developments	x	
4.4 Genuine understanding of a commitment to Equal Opportunities in practice	x	
6. Welsh Language Abilities*		
Although Welsh Language Abilities are considered essential for this role, we will consider applicants with relevant industry expertise providing they are willing to learn and improve their Welsh skills. We will support the right candidate to learn and improve their spoken and written Welsh skills.		

6.1 Able to understand the greater part of predictable, everyday conversations with staff and learners.	x	
6.2 Able to speak Welsh in order to deliver and assess bilingually	x	
6.3 Read and write Welsh in order to deliver and assess bilingually		x
6.4 Able to write very simple instructions, e.g. notes from a telephone conversation on a predictable subject	x	
6.5 Commitment to improve own Welsh Language abilities through the support available.	x	
5. Other		
5.1 Must be registered with the General Pharmaceutical Council (GPhC)	x	
5.2 UK Driving licence free of major endorsements and the use of a vehicle.	x	
5.3 Ability & willingness to travel to carry out the role	x	