Swydd Ddisgrifiad: Aseswr Dysgu yn y Gweithle – Iechyd a Gofal Cymdeithasol - Oedolion	
Maes Rhaglen / Adran	Busnes@ - Iechyd a Gofal Cymdeithasol
Prif Safle	Llwyn Brain/Llanelwy/Dolgellau/Home working
Cyflog	£11,647 - £12,639 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Gontract	Parhaol
Telerau'r Contract	Rhan amser
Yn atebol i	Rheolwr Maes Rhaglen Iechyd a Gofal 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 gymwysterau Iechyd a gofal cymdeithasol.

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.

Bydd disgwyl i'r asesydd recriwtio dysgwyr a darparu amrywiaeth o gymwysterau.

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 Iechyd a Gofal Cymdeithasol o fewn 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 Iechyd a Gofal Cymdeithasol 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.
9. Gwirio'n fewnol y broses asesu Cymhwyster Iechyd a Gofal Cymdeithasol (lle yn gymwys i wneud hynny).

F: Dyletswyddau Eraill

1. Bod yn gyfrifol am hunanddatblygiad yn unol ag amcanion strategol y coleg.
2. Mynychu pob cyfarfod yn ôl y gofyn.

3. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal.
4. Datblygu, cynnal a gwella cysylltiadau â chyflogwyr, a sicrhau bod cyflogwyr yn deall ac yn darparu cymorth a chyfleoedd hyfforddi priodol i ddysgwyr
5. Marchnata a hyrwyddo darpariaeth dysgu seiliedig ar waith benodol i gyflogwyr, yn unol â blaenoriaethau'r Coleg a chyfarwyddyd rheolwr llinell.
6. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
7. Bod yn ymwybodol o holl gynlluniau'r coleg a hyrwyddo'r rhai sy'n berthnasol.
8. Cynnal cyfrinachedd cleient bob amser.
9. Cynnal safonau uchel o ymddygiad ac ymddangosiad personol.
10. Cyflawni targedau personol a thargedau tîm a osodwyd gan y Rheolwr Maes Rhaglen/Arweinydd Tîm.
11. Gallu gweithio'n hyblyg i ddiwallu anghenion cyflogwyr a rhaglenni'r Coleg.
12. Unrhyw ddyletswyddau rhesymol eraill yn unol â Phwrpas y Swydd

Manyleb Deiliad y Swydd	**Hanfodol**	**Dymunol**	**Dull Asesu**
Cymwysterau			
Cymhwyster galwedigaethol Lefel 3 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
Cymhwyster Iechyd a Diogelwch Lefel 5 neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o NVQ's 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	15 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynyddol	• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
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 in Health & Social Care - Adults	
Programme area / Department	Busnes@ - Health & Social Care
Main site	Llwyn Brain/St Asaph/Dolgellau/Home working
Salary	£11,647 - £12,639 per annum Business Support Scale 5 Points 25 – 28
Contract type	Permanent
Contract terms	Part Time
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 Health & Social Care qualifications.

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.

The assessor will be expected to recruit for and deliver a variety of qualifications.

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 Health & Social Care 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 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, 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. Plan 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.
9. Internally verify the Health & Social Care Qualification assessment process (where qualified to do so).

F: Other Duties

1. Take responsibility for self-development in line with college strategic aims
2. To attend all meetings as requested.
3. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities.
4. To develop, maintain and enhance links with employers, and ensure employers understand and provide appropriate support and training opportunities for learners.
5. To market and promote specific work-based learning provision to employers, in line with the College's priorities and with line manager direction.
6. Carry out all duties in line with college policies and procedures
7. Keep abreast of all college initiatives and promote where relevant
8. To maintain client confidentiality at all times.
9. To maintain high standards of personal behaviour and appearance.
10. To achieve personal and team targets set by the Programme Area Manager/Team Leader.
11. To be able to work flexibly to meet the needs of employers and College programmes.
12. 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
Health & Safety Level 5 Qualification or willingness to achieve within agreed period		X	Application form / Interview
Knowledge and experience			
Experience of NVQs 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	15 hours per week
Working weeks	52 weeks per year
Annual leave	● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
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.