Swydd Ddisgrifiad: Asesydd Seiliedig ar Waith (Cerbydau Modur)	
Maes Rhaglen / Adran	Peirianneg
Prif Safle	Rhyl
Cyflog	£28, 729 - £31, 176 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25 - 28
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Maes Rhaglen

Pwrpas y Swydd

Fel Aseswr byddwch yn cefnogi, hyfforddi ac asesu dysgwyr i gyflawni cymwysterau galwedigaethol yn y meysydd perthnasol. Bydd yr Asesydd yn sicrhau bod y gwasanaeth a ddarpar i'r dysgwyr:

- 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 Grŵp.

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 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 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.

E: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol

1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

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 Lefel 3 neu cyfatebol ym maes galwedigaethol perthnasol	X		Ffurflen Gais
Dyfarniad Asesu TAQA (neu A1/D32/D33) neu barodrwydd i'w ennill o fewn cyfnod penodol o 2 flwyddyn.	X		Ffurflen Gais / Cyfweliad
Cymhwyster Asesu Mewnol TAQA (neu V1/D34 neu barodrwydd i'w	X		Ffurflen Gais / Cyfweliad

ennill o fewn cyfnod penodol o 4 blwyddyn)			
Cymhwyster Lefel 4 mewn maes galwedigaethol perthnasol		X	Ffurflen Gais / Cyfweliad
Cymhwyster Iechyd a Diogelwch neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
O leiaf dair blynedd o brofiad o weithio yn y Sector Atgyweirio	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gydag ymgeiswyr NVQ /prentisiaid/ hyfforddeion		X	Ffurflen Gais / Cyfweliad
Profiad o gynnal asesiadau risg		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhyngbersonol a chyfathrebu ardderchog	X		Ffurflen Gais / Cyfweliad
Lefel uchel o lythrennedd a rhifedd.	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdrin yn effeithiol â staff ar bob lefel, dysgwyr a chleientiaid allanol	X		Ffurflen Gais / Cyfweliad
Yn gallu cynorthwyo dysgwyr/hyfforddeion i gyflawni eu hamcanion	X		Ffurflen Gais / Cyfweliad
Defnyddiwr cymwys o becynnau TG	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygu a gweithredu Methodolegau Dysgu ac Addysgu Hybrid o ansawdd uchel.	X		Ffurflen Gais / Cyfweliad
Hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol	X		Ffurflen Gais / Cyfweliad
Gallu cynllunio gwaith a rheoli amser yn effeithiol a threfnus	X		Ffurflen Gais / Cyfweliad
Gallu a pharodrwydd i wneud penderfyniadau ac ysgwyddo cyfrifoldeb	X		Ffurflen Gais / Cyfweliad
Cadw at safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n effeithiol fel rhan o dîm ac i ddangos blaengarwch	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Mynediad at ddulliau cludo hyblyg a dibynadwy gan y bydd angen teithio’n sylweddol rhwng yr holl safleoedd.	X		Ffurflen Gais / Cyfweliad
Ymrwymiadau i werthoedd y Grŵp	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	Cwrteisi Ieithyddol		Cyfweliad
Yn siarad Cymraeg	Cwrteisi Ieithyddol		Cyfweliad
Llythrennedd Cymraeg	Cwrteisi Ieithyddol		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	37 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 (Motor Vehicle)	
Programme area / Department	Engineering
Main site	Rhyl
Salary	£28, 729 - £31, 176 per annum Business Support Scale 5 Points 25 – 28
Contract type	Permanent
Contract terms	Full Time
Reporting to	Engineering Programme Area Manager

Job purpose

As an Assessor you will support, train and assess learners in a work-based environment to achieve qualifications in relevant vocational areas. 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 Grŵp.

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.

E: Reflecting upon and evaluating one's own performance and planning future practice

1. Evaluate your own practice in relation to learners' and programme needs
2. Use feedback from quality assurance systems to improve your own practice
3. Keep up to date with current development within your own specialist field
4. Participate in the college Performance Review system in order to evaluate own performance and identify development needs
5. Engage in relevant continuous professional development

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 vocational area	X		Application form
TAQA Assessor Award (or A1/D32/33) Assessor Qualification or willingness to achieve within agreed period of 2 years)	X		Application form / Interview
TAQA Internal Verification (or V1/D34) or willingness to achieve within agreed period of 4 years)	X		Application form / Interview
Level 4 Qualification in related vocational area		X	Application form / Interview
Health & Safety Qualification or willingness to achieve within agreed period	X		Application form / Interview
Knowledge and experience			
At least three years' experience working in the Automotive Repair Sector	X		Application form / Interview

Experience of working with NVQ candidates/apprentices/trainees		X	Application form / Interview
Experience of undertaking risk assessments.		X	Application form / Interview
Skills and attributes			
Excellent interpersonal and communication skills.	X		Application form / Interview
A high standard of literacy and numeracy.	X		Application form / Interview
The ability to deal effectively with staff at all levels, learners and external clients.	X		Application form / Interview
Ability to support learners / trainees to achieve their objectives	X		Application form / Interview
Competent user of IT packages	X		Application form / Interview
Commitment to developing and implementing high quality Hybrid Teaching & Learning Methodologies	X		Application form / Interview
Confident and able to cope in a range of situations	X		Application form / Interview
Well-organised and able to plan work and manage time effectively	X		Application form / Interview
Willing and able to make decisions and undertake responsibility.	X		Application form / Interview
Adheres to high professional and ethical standards	X		Application form / Interview
The ability to work effectively as part of a team and to show initiative	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Commitments to the Grŵp values	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	Linguistic courtesy		Interview
Welsh Speaking	Linguistic courtesy		Interview
Welsh Literacy	Linguistic courtesy		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.			

Grŵp Llandrillo Menai

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	37 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.