

## **SWYDD DDISGRIFIAD**

**SWYDD: CYDLYNYDD CYRSIAU BYR (CYRSIAU MASNACHOL)**

**STATWS: LLAWN AMSER, CYFNOD MAMOLAETH**

**GRADDFA: GPTACH: GRADDFA 5 PWYNTIAU 25-28**

**LLEOLIAD: CAMPWS LLANDRILLO-YN-RHOS**

### **YN ATEBOL I:**

Pennaeth Cynorthwyol

Rheolwyr Maes Rhaglen:

Cyfrifiadura a Chyfryngau, Adeiladwaith a Pheirianeg.

### **TROSOLWG**

Mae'r Pennaeth Cynorthwyol yn rheolwr atebol i'r tri Rheolwr Maes Rhaglen ar gyfer; Cyfrifiadura a Chyfryngau, Adeiladwaith a Pheirianeg. Mae rhai o'r meysydd hyn yn cynnig "cyrsgiau byr" neu "hyfforddiant masnachol" yn ychwanegol i'w cwricwlwm AB llawn amser. Cyflwynir y rhan fwyaf o'r cyrsiau byr yn y meysydd canlynol: nwy, gwaith gosod trydanol, peirianeg forol, a pheirianeg ynni. Bydd yr "Cydlynnydd Cyrsgiau Byr" drwy agwedd ragweithiol tuag at ymgysylltu gyda rheolwyr llinell, Ymgynghorwyr Datblygu Busnes (YDB) a chwmnïau, yn sicrhau fod marchnata a chyflwyno'r cyrsiau byr a enwir uchod yn cael ei gyd-lynu mewn modd proffesiynol. Lle y canfyddir anghenion hyfforddiant newydd sydd yn delio gyda blaenoriaethau coleg datblygir astudiaeth achos busnes a'i gyflwyno i Reolwr y Maes Rhaglen perthnasol. Rhaid datblygu darpariaeth newydd gan lynu at bolisi coleg a'i hybu fel y cyfarwyddir gan weithdrefnau coleg. Bydd gohebiaeth gyda chyrff yn dyfarnu yn ofynnol i ganfod cyrsiau a achredwyd a chydlynu achrediad canolfan ar gyfer cymwysterau newydd.

### **PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU**

1. Sicrhau fod Ymgynghorwyr Datblygu Busnes yn gwbl ymwybodol ac wedi eu diweddarau ynglŷn â'r holl gyrsiau byr a wnaed ar gael gan y Meysydd Rhaglen.
2. Helpu sefydliadau i nodi anghenion addysg a hyfforddiant staff a thynnu sylw ar y cyfleoedd ar gael o ran cyrsiau byr.
3. Hybu digwyddiadau "agored" seiliedig yn y coleg a digwyddiadau allanol perthnasol i hybu'r cyrsiau byr.

4. Annog y datblygiad o ddarpariaeth lle mae anghenion hyfforddiant newydd gan gyflogwyr yn cael eu hadnabod a blaenoriaethau coleg yn cael eu cyfarfod.
5. Cysylltu â chyflogwyr a chyfranogwyr drwy ffôn, e-bost neu yn bersonol i sicrhau y canlynol;
  - a. anghenion hyfforddi unigol yn cael eu trafod a'u cytuno gan y ddwy ochr;
  - b. manylion y cwrs byr yn cael eu deall yn llawn gan y cyflogwr a'r cyfranogwr;
  - c. gwaith papur wedi ei gwblhau yn gywir;
  - ch. ffioedd a chyfleoedd am gyllid wedi eu diffinio yn glir.
6. Cynnal a gwella cysylltiadau gyda chyflogwyr, a sicrhau bod cyflogwyr yn deall ac yn darparu cymorth a chyfleoedd hyfforddi priodol i'r hyfforddeion.
7. Diweddarau'r adran farchnata gyda'r holl wybodaeth berthnasol am y cyfleodd "addysg a hyfforddiant" presennol a newydd o fewn yr "Hyb Technoleg".
8. Amserlennu ac ail-amserlennu "cyrsiau" gyda chytundeb gan staff Addysgu a Rheolwyr Maes Rhaglen i sicrhau darpariaeth effeithiol o raglenni "addysg a hyfforddiant" ar gyfer y flwyddyn academaidd
9. Cymryd archebion a hysbysu cyflogwyr/cyfranogwyr o gyfleodd hyfforddi ehangach yn yr "Hyb Technoleg".
10. Cymryd rhan lawn yng ngweithdrefnau a pholisïau ansawdd y Coleg.
11. Cefnogi staff Addysgu i adolygu iechyd, diogelwch a chyfleoedd cyfartal dysgwyr yn y gweithle a rhoi camau unioni ar waith lle y bo angen.
12. Cefnogi Staff Addysgu i weithredu polisïau'r coleg ar Iechyd a Diogelwch, Diogelu, Cydraddoldeb ac Amrywiaeth a Chydraddoldeb Hil, etc gan argymhell camau i'w cymryd ac adrodd am unrhyw achosion heb oedi.
13. Cadw cyfrinachedd cleient bob amser.
14. Cynnal safonau uchel o ran ymddygiad personol ac ymddangosiad.
15. Cyflawni targedau personol a thargedau tîm a bennwyd gan y Pennaeth Cynorthwyol a Rheolwyr Maes Rhaglen.
16. Mynychu pob cyfarfod yn ôl y galw.
17. Gwerthuso a datblygu eich arfer eich hun.

18. Mynychu hyfforddiant datblygu personol a hyfforddiant diweddarau yn ôl y galw.
19. Cydymffurfio'n llwyr â'r holl bolisiau a gweithdrefnau a gyhoeddir o bryd i'w gilydd gan Gyrrff Dyfarnu, Grŵp Llandrillo Menai ac asiantaethau eraill.
20. Gallu gweithio'n hyblyg i ddiwallu anghenion cyflogwyr a rhaglenni'r Coleg.
21. Bod yn rhagweithiol a brwdfrydig yn yr holl weithgareddau ymgysylltu yr ymgymerir â nhw.
22. Chwarae rhan fel aelod o'r Tîm "Hyb Technoleg" ac ymgymryd â dyletswyddau rhesymol eraill yn ôl y galw.

### **DYLETSWYDDAU A CHYFRIFOLDEBAU ERAILL** - cefnogi Dysgu ac Addysgu

1. I ddarparu hyfforddiant ac asesu a lle y bo'n briodol;
  - a. Rhoi cyngor, arweiniad a chefnogaeth i ddysgwyr ar gyrsiau byr.
  - b. Adnabod gofynion hyfforddi unigol.
  - c. Asesu a datblygu dysgwyr drwy sesiynau 1 i 1 a grwpiau fel y bo angen.  
Ch.Cyflwyno rhai o'r elfennau sy'n sail i'r wybodaeth ar gyfer rhaglenni cyrsiau byr.
  - d. Asesu a dilysu'n fewnol (lle yn ofynnol ac os yn gymwys i wneud hynny).
2. Adolygu presenoldeb a chynnydd y dysgwyr yn unol â'r dyddiadau a fanylwyd.
3. Darparu gweithdai cynefino, cofrestru a chyflwyno gwybodaeth greiddiol i grwpiau o ddysgwyr fel y bo angen.
4. Darparu asesiad teithiol yn ôl y gofyn.
5. Monitro a chofnodi'n gywir gynnydd y dysgwyr.
6. Cadw'r holl gofnodion dysgwyr a chofnodion eraill sy'n ofynnol gan y Coleg gan gydymffurfio â'r contractau a ddyfarnwyd gan sefydliadau allanol.
7. Ymgynghori â chyflogwyr o ran cynnydd dysgwyr yn ôl y gofyn gan lynu at bolisiau a gweithdrefnau coleg ynglŷn â chyfrinachedd dysgwyr.

## **MANYLEB DEILIAD Y SWYDD**

### ***NODWEDDION HANFODOL***

- Tair blynedd o brofiad diweddar yn y maes (meysydd) galwedigaethol
- Meddu ar gymhwyster NVQ 3 galwedigaethol perthnasol neu gymhwyster proffesiynol cyfwerth
- Gwybodaeth o'r gymuned fusnes leol
- Profiad o weithio mewn amgylchedd technegol neu fusnes perthnasol
- Gwybodaeth o'r cyfleoedd uwch-sgilio ac ail-sgilio o fewn y Coleg.
- Gallu defnyddio rhaglenni Microsoft Office a systemau TG eraill.
- Y gallu i deithio rhwng safleoedd sy'n rhan o'r Rhwydwaith Dysgu ac at gyflogwyr.
- Sgiliau llafar, ysgrifenedig a chyflwyno ardderchog.

### ***NODWEDDION DYMUNOL***

- Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg.
- Meddu ar gymhwyster Dyfarniad Aseswr a Dilysydd Mewnol perthnasol
- Profiad fel Asesydd.
- Meddu ar Gymhwyster Iechyd a Diogelwch

## **JOB DESCRIPTION**

**POST: SHORT COURSE COORDINATOR (COMMERCIAL COURSES)**

**STATUS: FULL-TIME, MATERNITY COVER**

**GRADE: APT&C: SCALE 5 POINTS 25 - 28**

**LOCATION: RHOS CAMPUS**

### **LINE MANAGEMENT ACCOUNTABILITY TO:**

Assistant Principal  
Programme Area Managers:  
Computing & Media, Construction & Engineering.

### **OVERVIEW**

The Assistant Principal is line manager to the three Programme Area Managers for; Computing & Media, Construction & Engineering. Some of these areas offer 'short courses' or 'commercial training' in addition to their full time FE curriculum. The majority of the short courses are delivered in the following areas; gas, electrical installation, marine engineering and energy engineering. The Short Course Coordinator will, through a proactive approach to engagement with line managers, Business Development Advisors (BDAs) and companies, ensure that marketing and delivery of the above mentioned short courses is coordinated in a professional manner. Where new training needs, that address college priorities, are identified a business case study will be developed and presented to the relevant Programme Area Manager. New provision must be developed with adherence to college policy and promoted as instructed by college procedures. Correspondence with awarding bodies will be required to identify accredited courses and coordinate centre accreditation for new qualifications.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Ensure that Business Development Advisors are fully aware and updated as to all the short courses made available by the Programme Areas.
2. Help organisations identify staff education and training needs and highlight the short course opportunities available.
3. Attend college based 'open' events and relevant external events to promote the short courses.

4. Encourage the development of provision where new employer training needs are identified and college priorities met.
5. Liaise with employers & participants by telephone, e-mail or in person to ensure the following;
  - a. training needs are fully identified & appreciated by both parties;
  - b. short course details are fully understood by the employer and participant;
  - c. paperwork is completed accurately;
  - d. fees and funding opportunities clearly defined.
6. To maintain and enhance links with employers, and ensure employers understand the need to provide appropriate support and training opportunities for trainees.
7. Update the marketing department with all relevant information about existing and new 'education and training' opportunities within the 'Technology Hub'.
8. Schedule and re-schedule 'courses' with agreement from Teaching staff & Programme Area Managers to ensure an effective delivery of 'education & training' programmes for the academic year.
9. Take bookings and advise employers/participants of wider training opportunities in the 'Technology Hub'.
10. Participate fully in the College's quality procedures and policies.
11. To support Teaching Staff in the review of health, safety and equal opportunities of learners in the workplace to initiate corrective actions where necessary.
12. To support Teaching Staff in the implementation of College policies on Health and Safety, Equality & Diversity and Race Equality, etc, recommending action and reporting any incidents without delay.
13. To maintain client confidentiality at all times.
14. To maintain high standards of personal behaviour and appearance.
15. To achieve personal and team targets set by Assistant Principal & Programme Area Managers.
16. To attend all meetings as requested.

17. To evaluate and develop own practice.
18. To attend professional development training and updating as required.
19. To fully comply with all policies and procedures issued from time to time by Awarding Bodies, Grŵp Llandrillo Menai and other agencies.
20. To be able to work flexibly to meet the needs of employers and College programmes.
21. Be proactive & enthusiastic in all engagement activities undertaken.
22. To participate as a member of the 'Technology Hub' Teams, and to undertake other duties as reasonably requested.

**OTHER DUTIES AND RESPONSIBILITIES** - to support Teaching & Learning

1. To provide training and assessment where appropriate;
  - a. To provide advice, guidance and support to learners on short course programmes.
  - b. Identify individual training requirements.
  - c. Assess and develop learners through 1 to 1 sessions and groups as necessary.
  - d. To deliver elements of underpinning knowledge for short course programmes.
  - e. Assess and internally verify (where required and qualified to do so).
2. To review learner attendance and progress in accordance with dates specified.
3. To provide induction, enrolment, underpinning knowledge workshops to groups of learners as required.
4. To provide peripatetic assessment as requested.
5. To monitor and accurately record progress of learners.
6. To maintain all learner and other records as required by the College, and in compliance with contracts awarded by external organisations.
7. To consult with employers regarding the progress of learners as requested while adhering to college policies & procedures about learner confidentiality.

## **PERSON SPECIFICATION**

### ***ESSENTIAL QUALITIES***

- Three years recent experience in the occupational area(s)
- Hold an occupational related NVQ Level 3 or an equivalent professional qualification.
- Knowledge of the local business community.
- Experience of working in a relevant technical or business environment.
- Knowledge of the up-skilling and re-skilling opportunities within the College.
- Be able to use Microsoft Office applications and other IT systems.
- Be able to travel between sites within the Learning Network and to employers' premises.
- Have excellent oral, written and presentation skills.

### ***DESIRABLE QUALITIES***

- The ability to communicate through the medium of Welsh and English.
- Hold a relevant Assessor & Internal Verifier Award qualification.
- Experience as an Assessor.
- Hold a Health and Safety Qualification.