

<b>Swydd:</b>	<b>ASESYDD YN Y GWEITHLE - TRYDANOL</b>
<b>Maes Rhaglen:</b>	<b>ADEILADWAITH</b>
<b>Lleoliad:</b>	<b>LLANGEFNI</b>
<b>Cyflog:</b>	<b>GRADDFA 5 - £22, 149 - £24, 035 Y FLWYDDYN (YN DDIBYNNOL AR GYMWYSTERAU A PHROFIAD)</b>
<b>Gwyliau:</b>	<b>28 DIWRNOD YN CODI I 32 AR ÔL 5 MLYNEDD O WASANAETH (YN OGYSTAL Â GŴYL Y BANC A DIWRNODAU EFFEITHLONRWYDD)</b>

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**PWRPAS Y SWYDD:**

Yn atebol i'r Rheolwr Maes Rhaglen Adeiladu. Gweithio fel aelod o'r Tîm Trydanol i gefnogi ac asesu gwaith ymarferol a phortffolio dysgwyr er mwyn iddynt ennill eu cymhwyster Fframwaith NVQ/Dysgu Seiliedig ar Waith. 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. Mae'r swydd yn golygu teithio i wahanol weithleoedd i gyfarfod gyda dysgwyr/cyflogwyr. Bydd yna hefyd peth gwaith asesu o fewn y coleg yn dibynnu ar strwythur y rhaglen hyfforddi.

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 a phortffolio.

**PRIF DDYLETSWYDDAU**

- 1. Asesu Anghenion Dysgwyr**
  - 1.1 Cynghori ac arwain myfyrwyr ynglŷn â'r lefel mwyaf priodol o astudiaeth a threfnu/cynnal cyfweiliadau fel sy'n briodol.
  - 1.2 Cysylltu â'r Arweinydd Tîm perthnasol parthed cofrestru, Cynllun Dysgu Unigol, gofynion fframwaith ac anghenion penodol.
  - 1.3 Trefnu ac arolygu'r broses gynefino, unrhyw brofion dewis angenrheidiol neu asesiad cychwynnol megis WEST a chysylltu gyda staff ynglŷn ag unrhyw anghenion cefnogaeth.
  - 1.4 Cynorthwyo dysgwyr i ddatblygu sgiliau a fydd yn eu galluogi i gwblhau eu gwaith ymarferol a phortffolio.
  - 1.5 Helpu i gynorthwyo dysgwyr sydd ag anghenion penodol i sicrhau eu bod i gyd wedi eu hintegreiddio i'w gweithle neu yn y coleg wrth ymgymryd â thasgau asesu ymarferol. Yn cynorthwyo eraill i ddyfeisio a gweithredu rhaglenni wedi eu teilwrio fel sy'n ofynnol.
  - 1.6 Arolygu ac asesu dysgwyr sy'n cyflawni gweithgareddau arbenigol neu mewn amgylcheddau gwaith gwirioneddol neu wedi eu hefelychu o fewn y gweithle a/neu'r coleg fel sy'n briodol.

## **2. Monitro a Chefnogi Cyflawniadau'r Dysgwyr**

- 2.1 Monitro a chefnogi dysgwyr i gyflawni'u cymwysterau drwy gynlluniau Hyfforddi/Dysgu Unigol.
- 2.2 Sicrhau bod yr holl adolygiadau angenrheidiol yn cael eu cwblhau o fewn yr amser gofynnol.
- 2.3 Rhoi adborth i'r Arweinydd Tîm ac i gyflogwyr ar gynnydd dysgwyr.
- 2.4 Cysylltu â staff perthnasol yn y coleg i gefnogi'r gwaith o ddatblygu a darparu cymwysterau yn y gweithle.
- 2.5 Sicrhau bod yr holl ddysgwyr yn derbyn cefnogaeth, ac yn cyflwyno tystiolaeth yn eu dewis iaith.
- 2.6 Sicrhau bod sgiliau sylfaenol, Sgiliau Allweddol ac elfennau eraill y Fframwaith yn cael eu hintegreiddio i raglenni dysgu fel y bo'r galw.
- 2.7 Dethol amrywiaeth o ddulliau dysgu sy'n addas i ddysgwyr/hyfforddeion unigol.
- 2.8 Darparu cefnogaeth o ran gwybodaeth greiddiol, os dynodwyd bod angen hynny yng Nghynllun Dysgu'r Unigolyn.

## **3. Asesu canlyniadau dysgu a chyflawniadau dysgwyr**

- 3.1 Arolygu ac asesu dysgwyr sy'n cyflawni gweithgareddau arbenigol neu mewn amgylcheddau gwaith gwirioneddol neu wedi eu hefelychu o fewn y gweithle a/neu'r coleg a chynghori'r Arweinydd Tîm staff a'r Rheolwr Maes Rhaglen perthnasol.
- 3.2 Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy.
- 3.3 Cadw cofnodion asesu yn unol â gweithdrefnau coleg a darparu gwybodaeth i randdeiliaid perthnasol e.e. cyflogwyr, cydweithwyr, cyrff dyfarnu.
- 3.4 Cysylltu â staff perthnasol, Arweinydd Tîm a'r gyda Rheolwr Maes Rhaglen parthed cynnydd y dysgwyr.
- 3.5 Gwneud gwaith monitro ffurfiol o leoliad gwaith dysgwyr gan gynnwys unrhyw elfennau o asesiadau seiliedig ar waith sy'n ofynnol.
- 3.6 Darparu gwybodaeth ar gyfer a chydweithredu yn y broses Sicrhau Ansawdd Mewnol ac Allanol

## **4. Cynnal prosesau Ansawdd**

- 4.1 Sicrhau bod yr holl systemau cofnodi yn cael eu cynnal e.e. cynlluniau hyfforddi ac adolygiadau, ffeiliau rhaglenni, cofrestrï a/neu system dracio'r coleg, cofnodion cyfarfodydd, dogfennau adolygu a gwerthuso ac ati.
- 4.2 Sicrhau bod gweithdrefnau mewnol o ran sicrhau ansawdd yn cael eu dilyn ac yn cyfrannu at y broses fel sy'n ofynnol.
- 4.3 Cynorthwyo'r Arweinydd Tîm i gynnal ansawdd cyffredinol y rhaglenni.
- 4.4 Cyfrannu at adolygu'r holl raglenni'n flynyddol a chynorthwyo'r Arweinydd Tîm i gwblhau holl ddogfennau adolygu a gwerthuso blynyddol y coleg.
- 4.5 Cyfrannu at system Hunanasesu flynyddol y Maes Rhaglen.
- 4.6 Datblygu perthynas gadarnhaol gyda chyflogwyr a chael adborth ganddynt i helpu i ddatblygu ymhellach a gwella'r ddarpariaeth.
- 4.7 Cynorthwyo'r Arweinydd Tîm i sicrhau y cydymffurfir â gweithdrefnau Sicrhau Ansawdd y coleg a gweithdrefnau sicrhau ansawdd mewnol y corff dyfarnu.
- 4.8 Cynorthwyo'r Arweinydd Tîm i sicrhau bod gofynion Dilysu Allanol yn cael eu cwrdd.

## 5. **Cyflawni gweithrediadau iechyd a diogelwch.**

- 5.1 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.
- 5.2 Rhoi gwybod am beryglon a diffygion a chynnig cymorth i staff yr Ystadau a'r Swyddog Iechyd a Diogelwch pan fo'r gofyn yn cynnwys cynorthwyo gydag archwiliadau, cynnig gwybodaeth a chasglu data.
- 5.3 Cynnal gweithdrefnau iechyd a diogelwch cyffredinol ardaloedd lleoliadau gwaith a'u cynnwys e.e. offer a deunyddiau os yn gweithio yno.

## 6. **Dyletswyddau Eraill**

- 6.1. Bod yn gyfrifol am hunanddatblygiad yn unol ag amcanion strategol y coleg.
- 6.2. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal.
- 6.3. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
- 6.4. Bod yn ymwybodol o holl fentrau'r coleg a'u hyrwyddo pan yn berthnasol
- 6.5. Unrhyw ddyletswyddau rhesymol eraill yn unol â Phwrpas y Swydd

**ASESYDD YN Y GWEITHLE – TRYDANOL**
**MANYLEBAU'R PERSON**

	<b>Hanfodol</b>	<b>Dymunol</b>
<b>Cymwysterau</b>	Cymhwyster galwedigaethol Lefel 3 (neu uwch), neu'r hyn sy'n cyfateb mewn disgyblaeth Gosod Trydan.	Cymhwyster perthnasol Gosod Trydan
	Cymhwyster Asesu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd	Cymhwyster Asesu Cymhwyster Iechyd a Diogelwch
<b>Profiad</b>	Profiad o weithio mewn proffesiwn Trydanol perthnasol gydag o leiaf 3 blynedd o brofiad	Profiad o weithio gydag ymgeiswyr NVQ /prentisiaid/ hyfforddeion Profiad o wneud asesiadau risg.
<b>Priodoleddau Personol</b>	Hunan gymhelliant	
	Gallu i weithio o dan bwysau ac i gyfarfod gyda dyddiadau cau	
	Gweithio i safonau proffesiynol a moesegol uchel	
	Trefnus	
	Gallu i weithio yn effeithiol fel rhan o dîm	
<b>Sgiliau</b>	Cyfathrebwr effeithiol ar lafar ac yn ysgrifenedig	
	Medru cyfathrebu yn rhugl yn y Gymraeg a'r Saesneg	
	Gallu i gefnogi hyfforddeion i gyflawni eu hamcanion	
	Medru cynllunio gwaith a rheoli amser yn effeithiol	
	Sgiliau arwain pobl a sgiliau gweithio gydag eraill	
	Sgiliau TG datblygedig	Cymhwyster TG perthnasol



## JOB DESCRIPTION

<b>Post:</b>	<b>WORKBASED LEARNING ASSESSOR - ELECTRICAL</b>
<b>Programme Area:</b>	<b>CONSTRUCTION</b>
<b>Location:</b>	<b>LLANGEFNI</b>
<b>Salary:</b>	<b>GRADE 5 - £22, 149 - £24, 035 PER ANNUM (DEPENDANT ON QUALIFIATIONS AND EXPERIENCE)</b>
<b>Holiday entitlement</b>	<b>28 DAYS RISING TO 32 DAYS AFTER 5 YEARS' SERVICE ( IN ADDITION TO BANK HOLIDAYS AND EFFICIENCY DAYS)</b>

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### JOB PURPOSE:

Responsible to the Construction Programme Area Manager. Work as a member of the Electrical team to support and assess learners practical and portfolio work for them to achieve their NVQ/WBL Framework qualification. The post involves working with learners mainly within the workplace and to ensure that instructing and assessment is of a consistently high standard. The post involves travelling to different workplaces to meet with learners/employers. There will also be some assessing work within the college depending on the structure of the training programme.

In agreement with the Programme Area Manager the Assessor may be asked to provide training and instruction to groups of learners carrying out practical activities as well as assessment of their practical and portfolio work.

### MAIN DUTIES:

#### 1. Assessing learners needs

- 1.1 Advise and guide learners regarding the most appropriate level of study and arrange/conduct interviews as appropriate.
- 1.2 Liaise with the relevant Team Leader regarding enrolment, Individual Learning Plan, framework requirements and specific needs
- 1.3 Arrange and supervise the induction process, any necessary selection tests or initial assessment such as WEST and liaise with staff regarding any support needs.
- 1.4 Assists learners to develop skills that will enable them to complete their practical and portfolio work.
- 1.5 Help to assist learners who have specific needs to ensure that all are integrated into their workplace or at college undertaking practical assessment tasks. Assists others to devise and implement customised programmes as required.

1.6 Supervise and assess learners carrying out specialist activities in actual or simulated work environments within the workplace and/or college as appropriate.

## **2 Monitor and Support Learner Achievement**

2.1 Monitor and support learners to achieve their qualifications through Individual Training/Learning Plans.

2.2 Ensure that all necessary reviews are completed within required timescales.

2.3 Provide feedback to Team Leader and employers on the progress of learners.

2.4 Liaise with relevant college staff to support the development and delivery of qualifications in the workplace.

2.5 Ensure that all learners are supported and produce evidence in the language of their choice.

2.6 Ensure that Basic Skills, Essential Skills and all other Framework elements are embedded into learning programmes as required.

2.7 Select a range of learning methods to suit individual learners/trainees.

2.8 Provide underpinning knowledge support if identified within the Individual's Learning Plan

## **3 Assesses the outcomes of learning and learners' achievements**

3.1 Formally or informally carry out assessment of individual learners in actual or simulated practical work experience situations in the workplace and/or college and advise relevant staff Team Leader and Programme Area Manager.

3.2 Use a range of appropriate assessment methods to conduct fair and reliable assessment.

3.3 Maintain assessment records in accordance with college procedures and report to relevant stakeholders e.g. employers, colleagues, awarding bodies.

3.4 Liaise with relevant staff, Team Leader and Programme Area Manager regarding the learners' progress

3.5 Carry out formal monitoring of learners' work placement including any elements of work-based assessments required.

3.6 Provide information for and co-operate in the Internal and External Quality Assurance process.

## **4 Maintain Quality processes**

4.1 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.

4.2 Ensure Internal Quality Assurance procedures are followed as required by college and contribute to the process as required.

4.3 Support the Team Leader in maintaining the general quality of programmes.

4.4 Contribute to the annual review of all programmes and support the Team Leader in completing all college annual review and evaluation documentation.

4.5 Contribute to the Programme Area Annual Self-Assessment system.

4.6 Develop a positive professional relationship with employers and elicit feedback from them to help further develop and improve the provision

4.7 Support the Team Leader in ensuring compliance with college and awarding body IQA procedures.

4.8 Support the Team Leader to ensure External Quality Assurance requirements are met.

## **5 Carry out health, safety and security functions.**

- 5.1 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.
- 5.2 Report hazards and defects and assist Programme Area staff, Estates staff and Health and Safety Officer when required, including; assisting with inspections; supplying information and gathering data.
- 5.3 Maintain Health and Safety procedures and general security of workshop areas and contents i.e. equipment and materials if working in there.

## **6. Other Duties**

- 6.1. Take responsibility for self-development in line with college strategic aims.
- 6.2. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities.
- 6.3 Carry out all duties in line with college policies and procedures.
- 6.4 Keep abreast of all college initiatives and promote where relevant.
- 6.5 Any other duties which can be reasonably expected in line with the Job role.

**WORKBASED ASSESSOR - ELECTRICAL  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Vocationally related Level 3 (or higher) or equivalent qualification in Electrical installation.	Relevant Electrical Installation qualification
	Assessor qualification or willingness to achieve within agreed period	Health & Safety Qualification Assessor Qualification
<b>Experience</b>	Experience of working in a relevant Electrical profession with minimum 3 years experience	Experience of working with NVQ candidates/apprentices/trainees. Experience of undertaking risk assessments.
<b>Personal attributes</b>	Self-motivated	
	Ability to work under pressure and to meet deadlines	
	Working to high professional and ethical standards	
	Well-organised	
	Ability to work effectively as part of a team	
<b>Skills</b>	Effective communicator both orally and in writing	
	Able to communicate effectively in both Welsh and English	
	Ability to support learners to achieve their objectives	
	Able to plan work and manage time effectively	
	People leadership skills and team working skills	
	Well-developed I.T. skills	I.T. related qualification