

## **SWYDD DDISGRIFIAD**

<b>SWYDD:</b>	<b>ASESYDD DYSGU SEILIEDIG AR WAITH MEWN SECTOR GOFAL IECHYD CLNIGOL</b>
<b>CYFLOG:</b>	<b>£23, 213 - £25, 190 Y FLWYDDYN (yn ddibynnol ar gymwysterau a phrofiad) Graddfa 5 pwyntiau 25 – 28</b>
<b>HAWL GWYLIAU:</b>	<b>28 DIWRNOD Y FLWYDDYN YN CODI I 32 AR ÔL 5 MLYNEDD AR BEN 8 DYDD GWYL BANC A CHYHOEDDUS YNG NGHYMURU A HYD AT 5 DIWRNOD EFFEITHIOLRWYDD</b>
<b>ORIAU GWAITH:</b>	<b>37 AWR YR WYTHNOS, FODD BYNNAG, BYDDEM YN YSTYRIED CEISIADAU I WEITHIO LLAI O ORIAU NEU I RANNU SWYDD YN BOSITIF.</b>
<b>CAMPWS:</b>	<b>LLANGEFNI /LLANDRILLO YN RHOS</b>

## **PWRPAS Y SWYDD**

Mae Busnes@LlandrilloMenai yn darparu hyfforddiant i fusnesau ar draws Gogledd Cymru, gan gynnwys cyrsiau byrion, cymwysterau proffesiynol, prentisiaethau a chysiau gradd. Rydym am benodi Asesydd NVQ - Gofal Iechyd Clinigol i ddarparu hyfforddiant o ansawdd uchel i ymarferyddion mewn sefyllfaeod iechyd clinigol, sy'n arwain at ganlyniadau positif. Mae medrau galwedigaethol a phrofiad yn hanfodol. Mae cymwysterau A1, TAQA hefyd yn hanfodol, er y bydd hyfforddiant a chefnogaeth i gyflawni'r rhain ar gael i ymgeiswyr addas gyda'r profiad a'r sgiliau clinigol iawn. Mae'r gallu a'r parodrwydd i deithio yn hanfodol i'r swydd hon.

**BYDD Y CYMWYSTERAU I'W ASESU YN CYNNWYS O LEIAF UN O'R CANLYNOL:**

Diploma mewn Gwasanaethau Cefnogi Iechyd Clinigol Lefel 1 a 2  
Diploma mewn Cefnogaeth Mamolaeth a Phediatreg Lefel 3  
Diploma mewn Gwasanaethau Cymorth Iechyd Lefel 2 a 3  
Diploma mewn Iechyd a Gofal Cymdeithasol (mewn lleoliad GIG) Lefel 2 a 3  
Diploma mewn Cymorth Cyndriniaethol Lefel 3  
Diploma mewn Cymorth Gofal Iechyd Cynradd

## **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 cychwynol 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, cofrestru 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 chyrrff dyfarnu.
8. Cynorthwyo'r Arweinydd Tîm i sicrhau bod gofynion Dilysu Allanol yn cael eu cwrdd.

### **E: 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 Y PERSON

### ASESYDD DYSGU SEILIEDIG AR WAITH MEWN GOFAL IECHYD CLINIGOL

	Hanfodol	Dymunol
<b>Cymwysterau</b>	<ul style="list-style-type: none"> <li>• Meddu ar gymhwyster NVQ3 galwedigaethol perthnasol neu gymhwyster cyfwerth, neu gymhwyster proffesiynol mewn iechyd clinigol neu gymhwyster nyrsio penodol</li> <li>• TAQA / A1 Dyfarnwr Aseswr D32, D33 neu yn gweithio tuag ato</li> <li>• Wedi cofrestru gyda'r Education Workforce Council (EWC)</li> </ul>	<ul style="list-style-type: none"> <li>• IQA, V1/ D34</li> </ul>
<b>Profiad</b>	<ul style="list-style-type: none"> <li>• O leiaf dair blynedd o brofiad mewn amgylchedd gofal iechyd clinigol / nyrsio perthnasol e.e. Ysbyty, Meddygfa ac ati</li> </ul>	<ul style="list-style-type: none"> <li>• Cymhwyster Iechyd a Diogelwch</li> </ul>
<b>Nodweddion personol</b>	<ul style="list-style-type: none"> <li>• Hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol</li> <li>• Gallu ysgogi eraill</li> <li>• Cadw at safonau proffesiynol a moesegol uchel</li> <li>• Yn drefnus iawn</li> <li>• Y gallu i weithio'n effeithiol fel rhan o dîm ac i ddangos blaengarwch</li> <li>• Gallu i deithio rhwng safleoedd sy'n rhan o'r Rhwydwaith Dysgu ac at gyflogwyr.</li> </ul>	<ul style="list-style-type: none"> <li>• Profiad o weithio gyda NVQs yn y gweithle</li> <li>• Yn gallu cynrychioli'r Coleg yn hyderus mewn cylchoedd allanol</li> </ul>
<b>Sgiliau</b>	<ul style="list-style-type: none"> <li>• Yn gallu cynorthwyo dysgwyr/hyfforddeion i gyflawni eu hamcanion</li> <li>• Gallu cynllunio gwaith a rheoli amser yn effeithiol</li> <li>• Sgiliau TG o'r radd flaenaf</li> <li>• Trwydded Yrru Lawn</li> </ul>	<ul style="list-style-type: none"> <li>• Yn gallu cyfathrebu'n rhugl yn y Gymraeg a'r Saesneg</li> <li>• Yn meddu ar sgiliau effeithiol i gyflwyno ac asesu ar lafar ac yn ysgrifenedig yn y Gymraeg a'r Saesneg.</li> </ul>

## **JOB DESCRIPTION**

**JOB:** WORK BASED ASSESSOR IN CLINICAL HEALTH CARE SECTOR

**SALARY:** £23, 213 - £25, 190 PER ANNUM  
(Dependent on Qualifications And Experience)  
Grade 5 points 25 - 28

**LEAVE ENTITLEMENT:** 28 DAYS PER ANNUM, RISING TO 32 AFTER 5 YEARS IN ADDITION TO BANK AND PUBLIC HOLIDAYS IN WALES AND UP TO 5 EFFICIENCY DAYS

**WORKING HOURS:** 37 HOURS PER WEEK. HOWEVER WE WILL POSITIVELY CONSIDER APPLICATIONS FROM THOSE REQUIRING FEWER HOURS OR A JOB SHARE.

**CAMPUS:** LLANGEFNI /RHOS-ON-SEA

### **JOB PURPOSE**

Busnes@ LlandrilloMenai delivers training for businesses across North Wales, including short courses, professional qualifications, apprenticeships and degrees. We are currently looking to recruit an NVQ Assessor – Clinical Health Care to deliver high quality training to practitioners in clinical health settings, resulting in positive outcomes. Occupational competence and experience is essential. A1, TAQA or equivalent is also essential, although training and support to achieve these will be provided to suitable candidates with the right experience and clinical skills. The ability and willingness to travel is essential for this role.

QUALIFICATIONS TO BE ASSESSED WILL INCLUDE A MINIMUM OF 1 OF THE FOLLOWING:

Level 2 and 3 Diploma in Clinical Health Support Services  
Level 3 Diploma in Maternity and Paediatric Support  
Level 2 and 3 Diploma in Health Support Services  
Level 2 and 3 Diploma in Health and Social Care (in an NHS setting)  
Level 3 Diploma in Preoperative Support  
Level 3 Diploma in Primary Health Care Support

### **MAIN DUTIES**

#### **A: Assessing Learners' Needs**

1. Provide prospective students/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: 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

### WORK BASED ASSESSOR IN CLINICAL HEALTH CARE

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Hold an occupational related NVQ 3 or equivalent, or a professional qualification in Clinical health or specifically nursing qualification.</li> <li>● TAQA / A1 Assessors Award D32, D33 or working towards</li> <li>● To become registered with the Education Workforce Council (EWC)</li> </ul>	<ul style="list-style-type: none"> <li>● IQA, V1/ D34</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● At least three years' experience in a relevant clinical health care / nursing environment e.g. Hospital, GP Practice etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Health &amp; Safety Qualification</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>● Confident and able to cope in a range of situations</li> <li>● Able to motivate others</li> <li>● Adheres to high professional and ethical standards</li> <li>● Well-organised</li> <li>● Ability to work effectively as part of a team and to work on own initiative</li> <li>● Be able to travel between sites within the Learning Network and to employers' premises.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with NVQs in the workplace</li> <li>● Able to represent the college confidently in external circles</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Ability to support learners/trainees to achieve their objectives</li> <li>● Able to plan work and manage time effectively</li> <li>● Well-developed I.T. skills</li> <li>● Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>● Able to communicate fluently in Welsh and English</li> <li>● Effective skills to deliver and assess in Welsh and English both orally and in writing</li> </ul>