SWYDD DDISGRIFIAD

SWYDD:	**ASESYDD DYSGU SEILIEDIG AR WAITH – ADEILADU CYFFREDINOL (sy'n cwmpasu nifer o grefftau e.e. gwaith brics, gwaith tir, teilo a thoi)**
STATWS:	**PARHAOL LLAWN AMSER**
ORIAU GWAITH:	**37 AWR YR WYTHNOS**
GRADDFA:	**GRADDFA 5 - £23, 933- £25, 971 Y FLWYDDYN**
LLEOLIAD:	**LLANDRILLO-YN-RHOS**

TROSOLWG

Bydd yr Asesydd yn gyfrifol am ddarparu hyfforddiant, asesu, a lle y bo'n briodol, dilysu gwaith dysgwyr mewn adeiladu cyffredinol.

Dyrennir grŵp o ddysgwyr i'r aseswr a bydd disgwyl iddo ef/hi fonitro cynnydd pob dysgwr a gweithio gyda'r goruchwyliwr neu'r rheolwr yn y gweithle, Rheolwr Dysgu Seiliedig ar Waith y Coleg a'r Dilysydd Mewnol i sicrhau bod yr hyfforddiant a'r cymhwyster a ddilynir yn cael eu cwblhau'n llwyddiannus. Mae'n hanfodol i'r rôl bod yr asesydd yn sicrhau bod yr holl ddogfennau priodol yn cael eu cwblhau a'u cyflwyno'n gywir ac ar amser. Rhaid i'r asesydd sicrhau ei bod/fod yn adlewyrchu cenhadaeth, gwerthoedd ac amcanion y Grŵp.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Darparu hyfforddiant ac asesu a lle y bo'n briodol dilysu diplomas FfCCh (Fframwaith Cymwysterau a Chredydau - QCF).

2. Rhoi cyngor, arweiniad a chefnogaeth i ddysgwyr ar raglenni seiliedig ar waith.

3. Adnabod gofynion hyfforddi unigol.

4. Asesu a datblygu dysgwyr drwy sesiynau 1 i 1 a grwpiau fel y bo angen. Defnyddio systemau portffolio ar-lein fel "One File" ar y cyd â'r dysgwyr.

5. Cynllunio, paratoi a chyflwyno elfennau o'r wybodaeth greiddiol i raglenni FfCCh.

6. Dilysu'n fewnol y broses asesu ar gyfer diploma FfCCh (os yn gymwys i wneud hyn).

7. Adolygu cynnydd dysgwyr yn unol â'r dyddiadau a nodwyd, a chofnodi manylion adolygiadau o'r fath yn brydlon a chywir.

8. Darparu gweithdai cynefino, cofrestru a chyflwyno gwybodaeth greiddiol i grwpiau o ddysgwyr fel y bo angen.

9. Sicrhau bod dysgwyr/hyfforddeion i gyd yn cael eu cefnogi, ac yn cyflwyno tystiolaeth yn eu dewis iaith.

10. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar sy'n glir ac adeiladol o fewn terfynau amser priodol.

11. Adolygu, datblygu a lle y bo angen cydarwyddo neu ddilysu gwaith i aseswyr eraill.

12. Darparu asesiad teithiol yn ôl y gofyn.

13. Monitro a chofnodi'n gywir gynnydd y dysgwyr sy'n rhan o'ch baich achosion personol.

14. Cadw'r holl gofnodion dysgwyr a chofnodion eraill sy'n ofynnol gan y coleg gan gydymffurfio â'r contractau a ddyfarnwyd gan sefydliadau allanol.

15. Cynorthwyo i integreiddio ac asesu Sgiliau Hanfodol Cymru mewn rhaglenni seiliedig ar waith.

16. Cynnal asesiad o sgiliau sylfaenol yr holl ddysgwyr gan eu cyfeirio ar gyfer cymorth pellach fel y bo angen.

17. Cynnal a gwella cysylltiadau gyda chyflogwyr, a sicrhau bod cyflogwyr yn deall ac yn darparu cymorth a chyfleoedd hyfforddi priodol i'r holl ddysgwyr.

18. Marchnata a hyrwyddo darpariaeth dysgu seiliedig ar waith penodol i gyflogwyr, yn unol â blaenoriaethau'r Coleg o dan gyfarwyddiaeth y rheolwr llinell.

19. Ymgynghori â chyflogwyr ar gynnydd dysgwyr gan sicrhau bod y Rheolwr Dysgu Seiliedig ar Waith/Arweinydd Tîm yn cael ei friffio am drafodaethau a chynnydd.

20. Cymryd rhan lawn yng ngweithdrefnau a pholisïau ansawdd y coleg.

21. Adolygu iechyd, diogelwch a chyfleoedd cyfartal dysgwyr yn y gweithle a rhoi camau unioni ar waith lle y bo angen.

22. Gweithredu polisïau'r coleg ar Iechyd a Diogelwch, Diogelu, Cydraddoldeb ac Amrywiaeth a Chydraddoldeb Hil, ayb gan argymell camau i'w cymryd ac adrodd yn ddi-oed am unrhyw achosion.

23. Cadw cyfrinachedd cleient bob amser.

24. Cynnal safonau uchel o ran ymddygiad personol ac ymddangosiad.

25. Cyflawni targedau personol a thargedau tîm a bennwyd gan y Rheolwr Maes Rhaglen / Pennaeth Cynorthwyol

26. Mynychu pob cyfarfod yn ôl y galw.

27. Gwerthuso a datblygu eich arfer eich hun.

28. Mynychu hyfforddiant datblygu personol a hyfforddiant diweddaru yn ôl y galw.

29. Cydymffurfio'n llwyr â'r holl bolisïau a gweithdrefnau a gyhoeddir o bryd i'w gilydd gan Gyrff Dyfarnu, Grŵp Llandrillo Menai ac asiantaethau eraill.

30. Gallu gweithio'n hyblyg i ddiwallu anghenion cyflogwyr a rhaglenni'r Coleg.

31. Chwarae rhan fel aelod o'r Tîm Dysgu Seiliedig ar Waith ac ymgymryd â dyletswyddau rhesymol eraill yn ôl y galw.

MANYLEB PERSON

NODWEDDION HANFODOL

1. Profiad blaenorol o weithio gyda phrentisiaid yn y sector adeiladu cyffredinol neu diddordeb brwd mewn hyfforddiant.

2. Profiad perthnasol yn y sector adeiladu cyffredinol.

3. Meddu ar gymwysterau asesu a dilysu mewnol perthnasol neu'n barod i weithio tuag at ei gyflawni o fewn 12 mis

4. Wedi cofrestru gyda'r Education Workforce Council (EWC) neu yn barod i neud.

5. Meddu ar gymhwyster NVQ 3 galwedigaethol perthnasol neu gymhwyster cyfwerth, neu gymhwyster proffesiynol.

6. Bod yn drefnus a chywir gyda'r gallu i roi sylw i fanylion mewn prosesau gweinyddu a monitro.

7. Meddu ar gymwysterau iechyd a diogelwch a chymorth cyntaf, neu barodrwydd i'w hennill o fewn 12 mis.

8. Gallu defnyddio rhaglenni Microsoft Office a systemau TG eraill.

9. Gallu i deithio rhwng safleoedd sy'n rhan o'r Rhwydwaith Dysgu ac at gyflogwyr.

NODWEDDION DYMUNOL

1. Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg.

2. Yn ddelfrydol bydd yr ymgeisydd llwyddiannus yn friciwr cymwys neu'n barod i weithio tuag ato.

3. Meddu ar gymhwyster Lefel 3 mewn Cefnogi Sgiliau Hanfodol, neu barodrwydd i ennill y cymhwyster

4. Cefnogi a datblygu sgiliau llythrennedd a/neu rifedd/digidol.

JOB DESCRIPTION

POST:	**WORK-BASED LEARNING ASSESSOR - GENERAL CONSTRUCTION (Covering a range of trades e.g. brick, ground works, tiling and roofing)**
STATUS:	**PERMANENT FULL TIME**
HOURS OF WORK:	**37 HOURS PER WEEK**
GRADE:	**GRADE 5 - £23, 933- £25, 971 PER ANNUM**
LOCATION:	**RHOS**

OVERVIEW

The Assessor is responsible for delivery of training, assessment and where appropriate verification of learners' work in general construction.

S/he will be allocated a group of learners, and is expected to monitor the progress of each learner and work with the workplace supervisor or manager, the College's WBL Manager and the Internal Verifier to ensure the satisfactory completion of training and the attainment of the qualification pursued. It is essential to the role that the assessor ensures the accurate and timely completion and submission of all appropriate documentation. The assessor should also ensure that he/she reflects the mission, values and aims of the Grŵp.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide training and assessment and where appropriate verification of QCF diplomas.
2. To provide advice, guidance and support to learners on work based programmes.
3. Identify individual training requirements.
4. Assess and develop learners through 1 to 1 sessions and groups as necessary. Use of online portfolio systems such as "One file" in conjunction with learners.
5. To plan, prepare and deliver elements of underpinning knowledge for QCF programmes
6. Internally verify the QCF diploma assessment process (where qualified to do so).
7. To review learners' progress in accordance with dates specified, and promptly and accurately record details of such reviews.

8. To provide induction, enrolment and underpinning knowledge workshops to groups of learners as required.

9. Ensure that all learners/trainees are supported, and produce evidence in the language of their choice.

10. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale.

11. To review, develop and where necessary countersign or verify work for other assessors.

12. To provide peripatetic assessment as requested.

13. To monitor and accurately record progress of personal case load of learners.

14. To maintain all learners and other records as required by the College, and in compliance with contracts awarded by external organisations.

15. To deliver Essential Skills Wales into work based programmes.

16. To carry out basic skills assessment for all learners and identify and refer for further support as necessary.

17. To maintain and enhance links with employers, and ensure employers understand and provide appropriate support and training opportunities for learners.

18. To market and promote specific work-based learning provision to employers, in line with the College's priorities and with line manager direction.

19. To consult with employers regarding the progress of learners ensuring that the Work Based Manager/Team Leader is briefed as to discussions and progress.

20. To participate fully in the College's quality procedures and policies.

21. To review the health, safety and equal opportunities of learners in the workplace, and initiate corrective actions where necessary.

22. To implement College policies on Health and Safety, Safeguarding, Equality & Diversity and Race Equality, etc, recommending action and reporting any incidents without delay.

23. To maintain client confidentiality at all times.

24. To maintain high standards of personal behaviour and appearance.

25. To achieve personal and team targets set by Programme Area Manager/ Assistant Principal

26. To attend all meetings as requested.

27. To evaluate and develop own practice.

28. To attend professional development training and updating as required.

29. To fully comply with all policies and procedures issued from time to time by Awarding Bodies, Grŵp Llandrillo Menai and other agencies.

30. To be able to work flexibly to meet the needs of employers and College programmes.

31. To participate as a member of the Work-based Team and to undertake other duties as reasonably requested.

PERSON SPECIFICATION

ESSENTIAL QUALITIES

1. Previous experience of working with apprentices in the general construction sector or a keen interest in training.

2. Relevant experience in the general construction sector.

3. Hold relevant assessor and internal verifier's qualifications **or** work towards achieving it within 12 months.

4. Registered with the Education Workforce Council (EWC) or willingness to do so.

5. Hold an occupational related NVQ 3 or equivalent, or a professional qualification.

6. Be well-organised and accurate with attention to detail in administration and monitoring processes.

7. To hold, or achieve within 12 months, a health and safety, and first aid qualification.

8. Be able to use Microsoft Office applications and other IT systems.

9. Be able to travel between sites within the Learning Network and to employers' premises.

DESIRABLE QUALITIES

1. The ability to communicate through the medium of Welsh and English.

2. The ideal applicant will be a qualified bricklayer or willing to work towards it.

3. In possession of or willingness to obtain Level 3 Supporting Essential Skills qualification

4. Support and develop adult literacy and/or numeracy/digital skills.