

**Swydd Ddisgrifiad: Aseswr Dysgu yn y Gweithle - Gosodiad Trydanol**

<b>Maes Rhaglen / Adran</b>	Adeiladwaith
<b>Prif Safle</b>	Llandrillo Yn Rhos
<b>Cyflog</b>	£28, 729 - £31,176 y flwyddyn Cymorth Busnes Graddfa 5 Pwynt 25 - 28
<b>Y Math o Contract</b>	Parhaol
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Rheolwr Maes Rhaglen

**Pwrpas y Swydd**

Yn atebol i'r Rheolwr Maes Rhaglen Adeiladwaith. Gweithio fel aelod o'r tîm adeiladwaith i gefnogi ac asesu gwaith ymarferol a phortffolio dysgwyr trydanol er mwyn iddynt ennill eu cymhwyster NVQ

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. Rôl aseswr yw arsylwi ar brentisiaid yn cyflawni ystod o swyddi trydanol yn y gweithle a sicrhau bod y gwaith a wneir gan y prentis/gweithiwr yn cyfarfod gyda safonau diwydiannol/proffesiynol.

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 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 cyfweiliadau 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.

- Darparu gwybodaeth greiddiol gefnogol os dynodwyd hynny mewn Cynllun Dysgu Unigol.

#### **C: Aseu'r deilliannau dysgu a chyflawniadau'r dysgwyr**

- Gweithredu strategaethau aseu sy'n briodol i raglenni dysgu, yn unol â gofynion cyrff dyfarnu, a chyfleu'r rhain i ddysgwyr.
- Defnyddio amrywiaeth o ddulliau aseu priodol i gynnal asesiadau teg a dibynadwy.
- Sicrhau bod dysgwyr yn derbyn adborth ysgrifenedig a llafar clir ac adeiladol o fewn cyfnod priodol.
- Cadw cofnodion aseu a darparu gwybodaeth i randdeiliaid perthnasol. e.e. cyd-weithwyr, rhieni, cyflogwyr, cyrff dyfarnu.
- Trosglwyddo pob gwybodaeth ynghylch cynnydd dysgwyr i'r Arweinydd Tîm.

#### **D: Cynnal Systemau Ansawdd**

- 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.
- Sicrhau bod gweithdrefnau Dilysu Mewnol yn cael eu dilyn yn unol â systemau'r coleg.
- Cynorthwyo'r Arweinydd Tîm i gynnal ansawdd cyffredinol y rhaglenni.
- Cyfrannu at adolygiad blynyddol o'r holl raglenni a chynorthwyo'r Arweinydd Tîm i gwblhau holl ddogfennau adolygu a gwerthuso blynyddol y coleg.
- Cyfrannu at system Hunanasesu Flynyddol y coleg.
- 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.
- Cynorthwyo'r Arweinydd Tîm i sicrhau y cydymffurfir â gweithdrefnau Dilysu Mewnol y coleg a chyrrff dyfarnu.
- Cynorthwyo'r Arweinydd Tîm i sicrhau bod gofynion Dilysu Allanol yn cael eu cwrdd.

#### **F: Dyletswyddau Eraill**

- Bod yn gyfrifol am hunanddatblygiad yn unol ag amcanion strategol y coleg.
- Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal.
- Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
- Bod yn ymwybodol o holl gynlluniau'r coleg a hyrwyddo'r rhai sy'n berthnasol.
- Unrhyw ddyletswyddau rhesymol eraill yn unol â Phwrpas y Swydd

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Aseu
<b>Cymwysterau</b>			
Cymhwyster galwedigaethol Lefel 3 (neu uwch) neu gymhwyster cyfatebol mewn disgyblaeth Gosod Trydan.	X		Ffurflen Gais
Cymhwyster aseu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd		X	Ffurflen Gais / Cyfweliad
Cymhwyster Iechyd a Diogelwch neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Profiad o weithio mewn proffesiwn Trydanol perthnasol gyda lleiafswm o 3 blynedd o brofiad	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
<b>Sgiliau a Phriodweddau</b>			
Y gallu i ddefnyddio systemau a rhaglenni TG.	X		Ffurflen Gais / Cyfweliad
Gallu i weithio o dan bwysau ac i gyfarfod gyda dyddiadau cau	X		Ffurflen Gais / Cyfweliad
Gweithio i safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Cwrteisi leithyddol		Ffurflen Gais / Cyfweliad
<b>Yn siarad Cymraeg</b>	Cwrteisi leithyddol		Ffurflen Gais / Cyfweliad
<b>Llythrennedd Cymraeg</b>	Cwrteisi leithyddol		Ffurflen Gais / Cyfweliad
<b>Noder os gwelwch yn dda</b> - 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.			
<b>Gofynion Gorfodol</b>			
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 Troseddwy'r 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 diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .			
O dan adran 8 Deddf Mewnffudo 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.			
<b>Crynodeb o'r Telerau a'r Amodau</b>			
<b>Oriau Gwaith</b>	37 awr yr wythnos		
<b>Wythnos Waith</b>	52 o wythnosau'r flwyddyn		
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• 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.</li> </ul>		
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		

<p><b>Teithio</b></p>	<p>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.</p> <p>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.</p>
<p><b>Sgrinio Iechyd</b></p>	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>

**Job description: Work Based Assessor – Electrical Installation**

<b>Programme area / Department</b>	Construction
<b>Main site</b>	Rhos on Sea
<b>Salary</b>	£28, 729 - £31,176 per annum Business Support Scale 5 Points 25 – 28
<b>Contract type</b>	Permanent
<b>Contract terms</b>	Full Time
<b>Reporting to</b>	Programme Area Manager

**Job purpose**

Responsible to the Construction Programme Area Manager. Work as a member of the construction team to support and assess Electrical learners' practical and portfolio work for them to achieve their NVQ 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. The role of an assessor is to observe apprentices carrying out a range of Electrical tasks in the workplace and ensuring that the work carried out by the apprentice/operative meets industrial/professional standards.

There will also be some assessing work within the college depending on the structure of the training programme.

By 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 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.

#### **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.

<b>Person specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
<b>Qualifications</b>			
Vocationally related Level 3 (or higher) or equivalent qualification in Electrical Installation	X		Application form
Assessor qualification or willingness to achieve within agreed period		X	Application form / Interview
Health & Safety Qualification or willingness to achieve within agreed period		X	Application form / Interview
<b>Knowledge and experience</b>			
Experience of working in a relevant Electrical profession with minimum 3 years' experience	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
<b>Skills and attributes</b>			
Ability to use IT systems and applications.	X		Application form / Interview
Ability to work under pressure and to meet deadlines	X		Application form / Interview

Working to high professional and ethical standards	X		Application form / Interview
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Linguistic Courtesy		Application form / Interview
<b>Welsh Speaking</b>	Linguistic Courtesy		Application form / Interview
<b>Welsh Literacy</b>	Linguistic Courtesy		Application form / Interview
<b>Please note:</b> 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.			
<b>Mandatory requirements</b>			
<p>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.</p> <p>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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>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.</p>			
<b>Summary of the terms and conditions</b>			
<b>Working hours</b>	37 hours per week		
<b>Working weeks</b>	52 weeks per year		
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>		
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		
<b>Travel</b>	<p>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.</p> <p>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.</p>		
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.		

