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DISGRIFIAD SWYDD

Teitl y Swydd	Hyfforddwr/Aseswr
Gradd/Graddfa	6
Adrodd i:	Cydlynnydd Galwedigaethol

Pwrpas y Swydd

- Datblygu a darparu rhaglenni hyfforddiant ac asesu yn y gwaith o fewn maes arbenigedd.
- Creu perthnasau busnes lleol / rhanbarthol newydd i gynyddu gweithgareddau dysgu seiliedig ar waith ac er mwyn cynnal llwyth gwaith eich hun.
- Bydd deiliad y swydd yn gweithio o dan gyfarwyddyd y cydlynnydd ar gyfer y maes arbenigedd.

Dyletswyddau a Chyfrifoldebau Allweddol

- Hyrwyddo a chyflwyno gweledigaeth, gwerthoedd ac ymddygiadau corfforaethol y Coleg.
- Hyrwyddo cysylltiadau proffesiynol positif gyda chwsmeriaid, gan gynnwys staff a dysgwyr.
- Hyrwyddo cynllun strategol y Coleg a'i werthoedd a bod yn sbardun ar gyfer newid a menter.
- Bod yn falch o Goleg y Cymoedd a chwarae rhan weithredol mewn diwylliant "Un Coleg" sy'n canolbwyntio ar wneud y cymoedd yn gryfach trwy addysg, sgiliau a hyfforddiant rhagorol.
- Bod yn rhagweithiol, addasadwy a hyblyg i ymateb i anghenion y busnes a marchnadoedd newidiol er mwyn bod yn llwyddiannus.

- Datblygu, cyflwyno ac asesu gweithgareddau dysgu seiliedig ar waith yn unol â chymwyseddau personol.
- Cynnal archwiliadau iechyd a diogelwch cyn y lleoliad gwaith a monitro iechyd a diogelwch yn y gweithle yn barhaus.
- Cymryd rhan mewn prosesau recriwtio, asesu cychwynnol a sefydlu.
- Monitro cynnydd a pherfformiad dysgwyr i sicrhau bod targedau o fewn CDUau yn cael eu bodloni.
- Sicrhau bod y themâu trawsbynciol e.e. ADCDF, GCA, Cymraeg yn cael eu hymgorffori ym mhrosesau cyflwyno ac asesu.
- Cymryd rhan yn y broses ddilysu fewnol o fewn maes arbenigedd.
- Sicrhau bod dysgwyr yn cael eu cofrestru ar gyfer cymwysterau priodol ac yn cwblhau eu cymwysterau o fewn amserlenni a roddwyd.
- Cymryd rhan yn fframwaith ansawdd y coleg i sicrhau bod y safonau uchaf yn cael eu cyrraedd a'u cynnal o ran hyfforddi ac asesu.
- Cwblhau'r holl ddogfennaeth briodol mewn perthynas â'r contract dysgu'n seiliedig ar waith, o fewn terfynau amser ac i gydymffurfio â gofynion archwilio.
- Cysylltu â staff y coleg i gynnal cynnydd a thargedau dysgwyr mewn perthynas â fframweithiau prentisiaeth.
- Marchnata'r rhaglenni i gyflogwyr, darpar ddysgwyr ac asiantaethau allanol.
- Cynhyrchu gwybodaeth gywir ac amserol ar gyfer Cydlynnydd y maes o ran targedau a pherfformiad.
- Cefnogi Cydlynnydd y maes wrth sicrhau bod y targedau ar gyfer y Dangosyddion Perfformiad Allweddol yn cael eu cyflawni.
- Cynorthwyo Cydlynnydd y maes i gynhyrchu adroddiadau hunanasesu.
- Cefnogi Pennaeth yr Ysgol i ddatblygu strategaethau i gynnal hunaniaeth gref yn fewnol ac yn allanol i'r Coleg.
- Cydymffurfio â pholisïau, gweithdrefnau ac arferion AD.
- Cydymffurfio â pholisïau, gweithdrefnau ac arferion Iechyd a Diogelwch.

- Cydymffurfio â Rheoliadau a Gweithdrefnau Ariannol

Gweithgarwch ychwanegol

- Gweithredu i gydymffurfio â Pholisi Cyfleoedd Cyfartal y Coleg
- Cymryd rhan ym mhroses Rheoli Perfformiad ac Adolygiad y Coleg a chyfrannu at y broses honno
- Mynychu cyfarfodydd staff a dysgu a datblygu yn ôl yr angen

Mae gan holl staff a gyflogir yng Ngholeg y Cymoedd gyfrifoldeb i ddiogelu a hyrwyddo lles myfyrwyr.

Ymgymryd ag unrhyw ddyletswyddau eraill yn ôl angen rhesymol y Coleg naill ai yn eich prif leoliad gwaith neu yn adeiladau eraill y Coleg, yn gymesur â graddfa a chyfrifoldebau'r swydd.

Cytunwyd gan Ddeiliad y Swydd _____ Dyddiad

Gall dyletswyddau a chyfrifoldeb pob swydd gael eu newid o dro i dro ac addasir swydd ddisgrifiadau yn ôl yr angen i gofnodi'r newidiadau hyn sy'n gymesur â graddfa a chyfrifoldebau'r swydd.



JOB DESCRIPTION

Job Title **Trainer/Assessor**

Grade/Scale **6**

Reporting to **Vocational Coordinator**

Purpose of the job

Develop and deliver work based training and assessment programmes within area of expertise.

Generate new local/ regional business relationships to increase work based learning activities and to maintain own caseload.

The post holder will work under the direction of the coordinator for the area of expertise.

Key Duties & Responsibilities

- To promote and deliver the College vision, values and corporate behaviours.
- Promote positive professional relationships with customers including staff and learners.
- Promote the College strategic plan and its values and be a driver of change and enterprise.
- To be proud of Coleg y Cymoedd and play an active role in a “One College” culture focused on making the valleys stronger through excellent education, skills and training.
- To be proactive, adaptable and flexible to respond to the needs of the business and changing markets to be successful.
- Develop, deliver and assess work based learning activities in line with personal competencies.

- Undertake health and safety pre-placement audits and on-going monitoring of health and safety in the workplace.
- Participate in recruitment, initial assessment and induction processes.
- Monitor learner progress and performance to ensure targets within ILPs are met.
- Ensure the cross cutting themes e.g. ESDGC, ESWs, Welsh are incorporated into delivery and assessment processes.
- Participate in the internal verification process within area of expertise.
- Ensure learners are registered for appropriate qualifications and complete their qualifications within allocated timeframes.
- Participate in the college quality framework to ensure the highest standards are achieved and maintained for training and assessment.
- Complete all appropriate documentation in relation to the work based learning contract, within timescales and to comply with audit requirements.
- Liaise with college staff to maintain learners' progress and targets in relation to apprenticeship frameworks.
- Market the programmes to employers, potential learners and external agencies.
- Produce accurate and timely information to the area Coordinator regarding targets and performance.
- Support the area Coordinator in ensuring that the targets for Key Performance Indicators are achieved.
- Assist the area Coordinator to produce self-assessment reports.
- Support the Head of School to develop strategies to maintain a strong identity both internally and externally to the College.
- Comply with HR policies, procedures and practices.
- Comply with Health and Safety policies, procedures and practices.
- Comply with Financial Regulations & Procedures

Additional Activity

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.
- Attend staff meetings and learning and development as required.

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of the post

Agreed by Post Holder _____ **Date**

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the grade and responsibilities of the post.

