

**Swydd Fewnol/Allanol: Cydlynnydd Galwedigaethol Dysgu Seiliedig ar Waith
Llenwch bob rhan o'r ffurflen gais a'i dychwelyd jobs@cymoedd.ac.uk**

Cwmni	Coleg Y Cymoedd	Dyddiad Hysbysebu	11/11/2020
Rôl	Cydlynnydd Galwedigaethol Dysgu Seiliedig ar Waith	Oriau / Hyd	Llawn Amser/Parhaol 37 awr y wythnos
Cyflog	Graddfa SO1 (£29,619 - £ 31,584)	Lleoliad	Campws Ystrad Mynach (ond efallai bydd gofyn gweithio ar Gampws Aberdâr, Nantgarw neu Gampws y Rhondda)
Dyddiad cau	25/11/2020 12:00PM (Ni chaiff ceisiadau a dderbynnir ar ol 12:00PM eu hystyried)	Dyddiad y cyfweiliad	08/12/2020

Os ydych chi'n gallu ysgogi'ch hun ac yn llawn brwdfrydedd ac os oes gennych brofiad o gyflwyno rhaglenni prentisiaeth, yna mae gennych yr hyn sydd ei angen i fod yn Gydlynnydd Galwedigaethol Dysgu Seiliedig ar Waith. Dyma gyfle gwych i weithio i gwmni sydd wedi'i hen sefydlu ac sy'n gwerthfawrogi'ch cyfraniad, yn cefnogi'ch datblygiad personol ac yn eich herio i wneud eich gorau glas i'n dysgwyr.

Y SWYDD

Rydym yn ceisio penodi Cydlynnydd Adeiladwaith Dysgu Seiliedig ar Waith i ymuno â'n hadran DSW ffyniannus a gydnabyddir gan y sector. Bydd gan yr ymgeisydd llwyddiannus awydd gwirioneddol i chwarae rhan ganolog wrth ddarparu a chreu prentisiaethau. Bydd yr ymgeisydd llwyddiannus yn ymuno â ni ar gontract parhaol, llawn amser ar ein campws Ystrad Mynach ac yn derbyn nifer o fuddion a chyflog cystadleuol o oddeutu £29,619 - £ 31,584 y flwyddyn. Bydd gan yr ymgeisydd delfrydol wybodaeth gadarn am ddarpariaeth dysgu seiliedig ar waith a phrofiad o gefnogi uwchsgilio'r gweithlu. Hefyd, byddant yn meddu ar y sgiliau angenrheidiol i gydlynu tîm o aseswyr.

Y CWMNI

Mae'n gyfnod cyffrous iawn i Goleg y Cymoedd - mae canlyniadau dysgwyr wedigwella'n sylweddol, gydag enghreifftiau o ymarfer sy'n arwain y sector mewn rhai ysgolion, a rhaglenni academaidd a galwedigaethol yn ennill canlyniadau sy'n cyd-fynd â'r cymaryddion cenedlaethol. Rydym wedi buddsoddi'n sylweddol yn yr ystâd gan gynnwys dau gampws newydd yn Aberdâr a Nantgarw a nifer o ganolfannau rhagoriaeth ar gyfer diwydiannau penodol, a gefnogir gan ystod o gyflogwyr proffil uchel. Mae'r Adran yn ymgysylltu â dros 800 o gyflogwyr, gan gynnig rhaglenni hyfforddi a phrentisiaeth ar draws ystod eang o bynciau. Mae'r adran wedi ymrwymo i brentisiaethau ac i ymgysylltu â chyflogwyr ac mae'n ymfalchïo mewn sicrhau cyllid ychwanegol i'r coleg a gweithio mewn partneriaeth â busnesau proffil uchel yn lleol ac yn rhanbarthol.

Y LLEOLIAD

Lleolir y Cydlynnydd Llwybrau ar ein Campws Ystrad Mynach sydd oddeutu 15 milltir i'r gogledd o Gaerdydd. Mae Ystrad Mynach yn dref ym Mwrdeistref Sirol Caerffili. Mae'r campws oddeutu 5 milltir o dref Caerffili ac oddeutu 12 milltir o Gaerdydd. Mae'n hawdd cyrraedd y campws mewn car, ar fws ac ar drên. Pwll Penallta gerllaw oedd y pwll glo olaf yn y cwm i gau. Heddiw, yn ogystal â'r coleg, mae'r dref yn gartref i swyddfeydd y cyngor, ysbyty cymunedol a nifer o ysgolion. Mae Bwrdeistref Sir Caerffili hefyd wedi buddsoddi'n helaeth mewn Canolfan Rhagoriaeth Chwaraeon mewn ymgais i greu diwylliant chwaraeon ffyniannus yn y rhanbarth.

KEY RESPONSIBILITIES

- To liaise competently and professionally with employers, and other customers, in providing high quality apprenticeship programmes
- To work closely with the WBL Operations Manager and other coordinators and assessors ensuring high quality construction apprenticeship programmes are provided for employers and stakeholders
- To coordinate and support construction competent assessors within own area of delivery
- Generate new local/regional business relationships, to increase Construction work based learning activities
- Lead the programme area team, ensuring assessor caseloads are maintained in line with contracts
- Coordinate the work of assessors in Construction and complete quality and performance monitoring activities.
- Coordinate the delivery of external contracts to include CITB, Construction Wales Innovation Centre (CWIC) and other Welsh Government Funded Programmes

CYFRIFOLDEBAU ALLWEDDOL

- Cysylltu'n fedrus ac yn broffesiynol â chyflogwyr, a chwsmeriaid eraill, wrth ddarparu rhaglenni prentisiaeth o ansawdd uchel
- Gweithio'n agos gyda Rheolwr Gweithrediadau Dysgu Seiliedig ar Waith a chydlynwyr ac aseswyr eraill i sicrhau bod rhaglenni prentisiaeth adeiladwaith o ansawdd uchel yn cael eu darparu i gyflogwyr a rhanddeiliaid.
- Cydlynu a chefnogi aseswyr adeiladwaith cymwys yn eu maes eu hunain
- Creu cysylltiadau busnes lleol / rhanbarthol newydd, i gynyddu gweithgarwch dysgu seiliedig ar waith ym maes Adeiladwaith
- Arwain tîm y rhaglen, gan sicrhau bod llwyth achosion aseswyr yn cael eu cynnal yn unol â contractau
- Cydlynu gwaith aseswyr ym maes Adeiladwaith a chwblhau gweithgareddau monitro ansawdd a pherfformiad.
- Cydlynu darpariaeth contractau allanol gan gynnwys CITB, Canolfan Arloesi Adeiladwaith Cymru (CWIC) a rhaglenni eraill a ariennir gan Lywodraeth Cymru.

GOFYNION ALLWEDDOL

- Cymhwyster Lefel 3 o leiaf
- Profiad o addysgu / hyfforddi / asesu mewn disgyblaeth berthnasol
- Mae profiad o weithio mewn amgylchedd Dysgu Seiliedig ar Waith yn hanfodol
- Mae'r gallu i gwrdd â therfynau amser a gweithio dan bwysau yn hanfodol
- Gwybodaeth gadarn o ofynion hyfforddi ac asesu
- Mae dealltwriaeth o Gyfle Cyfartal ac ymrwymiad i'r egwyddor honno yn hanfodol
- Bod yn rhagweithiol ac yn hyblyg wrth ymateb i anghenion yr adran

YR HYN YR YDYM YN EI GYNNIG

Mae'r coleg yn cynnig ystod o fuddion lles a chydbwysedd bywyd a gwaith i gydnabod a gwobrwyo'r cyfraniad hanfodol y mae ein staff yn ei wneud i'n llwyddiant a'n twf. Ymhlith y buddion y bydd gennych fynediad atynt mae:

- **Cynlluniau pensiwn cyflog terfynol**
- **Parcio am ddim ar ein holl gampysau**
- **Aelodaeth hamdden am bris gostyngedig**
- **Rhaglen Cymorth i Weithwyr (EAP)**
- **Gwyliau blynyddol hael**

- Polisiau cyfeillgar i deuluoedd
- Mynediad at Wi-Fi a Microsoft Office 365 am ddim
- Gwobrau cydnabod staff
- Cyfleoedd i ddatblygu

RHESYMAU DROS YMGEISIO

- Cyflog cystadleuol
- Canolfannau rhagoriaeth ar gyfer diwydiannau penodol
- Coleg a thîm arobryn
- Pecyn buddion cystadleuol iawn
- Cyfleoedd rhagorol ar gyfer twf a datblygiad

AMSERLEN RECRIWTIO

Y dyddiad cau ar gyfer ceisiadau yw 25/11/2020 am hanner dydd (rhoddir gwybod i ymgeiswyr ar y rhestr fer yn ystod yr wythnos sy'n dechrau 30/11/2020). **Os na fyddwch yn clywed gan y coleg erbyn 04/12/2020, dylech dybio bod eich cais wedi bod yn aflwyddiannus y tro hwn.**

Cynhelir y cyfweiliad ar 08/12/2020, drwy Microsoft Teams gyda Tracy Hall, Marc Lasseter a Beth Jones.

Os hoffech inni gynnal y cyfweiliad gael yn Gymraeg, rhowch wybod inni wedi ichi gyrraedd y rhestr fer.

Sylwer: Bydd y coleg fel arfer yn casglu geirdaon cyn gwahodd ymgeiswyr i gyfweiliad.

SUT I WNEUD CAIS

Llenwch bob rhan o'r ffurflen gais a'i dychwelyd at **jobs@cymoedd.ac.uk** Sicrhewch eich bod yn defnyddio'r **Disgrifiad Swydd** a'r **Fanyleb Person** i egluro sut mae'ch sgiliau, eich profiad a'ch rhinweddau yn eich gwneud yn addas ar gyfer y swydd. Mae angen hanes cyflogaeth llawn, gan gynnwys manylion unrhyw fylchau mewn cyflogaeth. **Peidiwch â chynnwys CV.** Os ydych yn dymuno postio'r cais yn lle, anfonwch y cais at:

Yr Adran Adnoddau Dynol, Coleg y Cymoedd, Campws y Rhondda, Llwynypia, Tonypany, RhCT, CF40 2TQ

Os cewch eich gwahodd i'r cam nesaf ar ôl cyrraedd y rhestr fer, a hoffech i'r cyfweiliad gael ei gynnal yn Gymraeg, rhowch wybod inni.

Am drafodaeth anffurfiol am y swydd hon, cysylltwch â'r Rheolwr Gweithrediadau Dysgu Seiliedig ar Waith Tracy Hall ar 07766521707

I gael rhagor o wybodaeth am y coleg, edrychwch ar ein Gwefan, Facebook, Twitter, Instagram a LinkedIn.

HAWL I WAITH YN Y DU

Mae adran 8 Deddf Lloches a Mewnfudo 2008 yn ei gwneud yn drosedd i gyflogwr gyflogi gweithiwr newydd y mae eu statws mewnfudo yn eu hatal rhag cael gwaith. Os cewch eich gwahodd i ddod i gyfweiliad gofynnir ichi gynhyrchu tystiolaeth ddogfennol wreiddiol a chyfredol o'ch hawl i weithio yn y DU.

DIOGELU DATA

Bydd unrhyw ddata amdanoch yn cael ei gadw'n ddiogel, gyda mynediad wedi'i gyfyngu i'r rhai sy'n ymwneud â delio â'ch cais yn y broses ddethol. Trwy lofnodi a chyflwyno'ch ffurflen gais rydych yn rhoi caniatâd i brosesu'ch data.

EUOGFARNAU TROSEDDOL

Mae sefydliadau addysg yn y DU wedi'u heithrio o Ddeddf Adsefydlu Troseddwyr 1974. Yn ymarferol, mae hyn yn golygu bod yn rhaid i bob ymgeisydd roi gwybod i'r coleg am unrhyw gollfarnau sydd wedi'u disbyddu ac sydd heb eu disbyddu ar eu ffurflen gais ac wrth lenwi ffurflen Datgelu a Gwahardd. Gall methu â darparu'r wybodaeth hon arwain at ddiswyddo. Ceir gwiriad rhestr 99 hefyd ar gyfer unrhyw un a fydd yn gweithio gyda dysgwyr neu'n dod i gysylltiad â dysgwyr, a rhaid i'r coleg ei dderbyn cyn y gall y gyflogaeth ddechrau.

CYDRADDOLDEB AC AMRYWIAETH

Rydym yn cydnabod manteision cael gweithlu amrywiol - rydym yn ystyried ein hunain yn gyflogwr o ddewis ac wedi ymrwymo i ddileu gwahaniaethu yn y gweithle.

GOFYNION ARBENNIG

Os oes angen addasiadau rhesymol arnoch cyn eich cyfweliad, cysylltwch â jobs@cymoedd.ac.uk

Internal/External Post: WBL Occupational Coordinator
Please complete and return applications to jobs@cymoedd.ac.uk

Company	Coleg Y Cymoedd	Advertising date	11/11/2020
Job Role	WBL Occupational Co-ordinator	Hours/Duration	Full-time/Permanent 37 hours per week
Salary	Grade SO1 (£29,619 - £ 31,584)	Location	Ystrad Mynach Campus (but will be required to work at our Aberdare, Nantgarw and Rhondda Campus)
Closing date	25/11/2020 12:00PM (Applications received after 12:00PM will NOT be considered)	Interview date	08/12/2020

If you are self-motivated, enthusiastic and have experience of apprenticeship programme delivery then you have what it takes to become a Work Based Learning Occupational Co-ordinator. This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

THE POSITION

We are seeking to appoint a highly motivated Work Based Learning Occupational Coordinator to join our thriving and sector-recognised WBL department. The successful applicant will have a genuine desire to play a pivotal role in apprenticeship delivery and demand. Based at our Ystrad Mynach Campus the successful candidate will join us on a full time, permanent contract and will receive a number of benefits and a competitive salary of circa £29,619 - £31,584 per annum. The ideal candidate will have a sound knowledge of work based learning provision and experience of supporting the up-skilling of the workforce, whilst possessing the necessary skills to coordinate a team of assessors.

THE COMPANY

This is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence, supported by a range of high profile employers. The Department engages with over 800 employers, offering training and apprenticeship programmes across a wide range of subjects. The department is committed to apprenticeship and employer engagement and prides itself on securing additional funding for the college and working in partnership with high profile businesses both locally and regionally.

THE LOCATION

The Occupational Coordinator will be based at our Ystrad Mynach campus which is approximately 15 miles north of Cardiff. Ystrad Mynach is a town in the County Borough of Caerphilly. The campus is approximately 5 miles from Caerphilly town and is approximately 12 miles from Cardiff. The campus is easily accessible by car, bus and train. The nearby Penallta Colliery was the last coal mine in the valley to close. Today, as well as the college, the town houses council offices, a community hospital and a number of schools. Caerphilly County Borough have also invested heavily in a Centre for Sporting Excellence in a bid to create a thriving sporting culture within the region.

KEY RESPONSIBILITIES

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KEY REQUIREMENTS

- Completion of a minimum Level 3 Qualification
- Experience of teaching/training/assessing in a relevant discipline
- Experience of working within a WBL environment is essential
- Ability to meet deadlines and work under pressure is essential
- Sound Knowledge of training and assessment requirements
- An understanding of and commitment to Equal Opportunities is essential
- To be proactive, adaptable and flexible to respond to the needs of the department

WHAT WE OFFER

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- **Final salary pension schemes**
- **Free on-site parking on all our campuses**
- **Discounted leisure membership**
- **Employee Assistance Programme (EAP)**
- **Generous annual leave entitlement**
- **Family friendly policies**
- **Access to free Wi-Fi and Microsoft Office 365**
- **Staff recognition awards**
- **Opportunities for development**

WHY YOU SHOULD APPLY

- **Competitive salary**
- **Industry specific centres of excellence**
- **Award winning college and team**
- **Very competitive benefits package**
- **Excellent opportunities for growth and development**

RECRUITMENT SCHEDULE

The closing date for applications is: 25/11/2020 at 12 noon (shortlisted candidates to be advised week commencing 30/11/2020. **If you do not hear from the college by 04/12/2020, you should assume that your application has been unsuccessful on this occasion.**

The interview will take place on 08/12/2020 via Microsoft Teams with Tracy Hall, Marc Lasseter and Beth Jones.

If you are shortlisted and would like the interview to be conducted in Welsh, please let us know.

Please note: The college would normally obtain references before applicants are invited to interview.

HOW TO APPLY

Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk
Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.** If you wish to the post the application instead, please send to:

The Human Resources Department, Coleg y Cymoedd, Rhondda Campus, Llwynypia, Tonypany, RCT, CF40 2TQ

If after shortlisting, you are invited to the next stage and would like the interview to be conducted in Welsh please let us know.

For an informal discussion about this post please contact **Work Based Learning Operations Manager Tracy Hall on 07766521707.**

For more information on the college take a look at our [Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

RIGHT TO WORK IN THE UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

DATA PROTECTION

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

CRIMINAL CONVICTIONS

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

EQUALITY AND DIVERSITY

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

SPECIAL REQUIREMENTS

If you require reasonable adjustments prior to your interview, please contact jobs@cymoedd.ac.uk

