



SWYDD DDISGRIFIAD

ASESYDD DYSGU SEILIEDIG AR WAITH – CYMWYSTERAU MEWN IECHYD A GOFAL CYMDEITHASOL

Cyflog Gradd/Pwynt	Graddfa 5, £24,352- £26,425 y flwyddyn Pwyntiau 25 -28
Hawl i wyliau	28 diwrnod yn codi i 32 ar ôl 5 mlynedd o gyfnodau gwyliau llawn
Adran	Busnes@, Dysgu yn y Gweithle. Iechyd a Gofal Cymdeithasol.
Lleoliad	Lleoliad Business@core (Bangor, Abergele, Dolgellau, Llangejni). Gellir ystyried rhai elfennau o weithio o gartref. Lleoliad i'w gytuno.
Yn atebol i'r	Rheolwr Maes Rhaglen Iechyd a Gofal Cymdeithasol Dysgu yn y Gweithle

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 Iechyd a Gofal Cymdeithasol - i ddarparu hyfforddiant o ansawdd uchel i ymarferyddion mewn amrywiaeth o sefyllfaoedd Iechyd a Gofal Cymdeithasol, sy'n arwain at ganlyniadau positif. Medrusrwydd galwedigaethol a phrofiad yn hanfodol. A1, TAQA neu'r hyn sy'n cyfateb hefyd yn hanfodol, er y bydd hyfforddiant a chefnogaeth i gyflawni'r rhain yn cael ei ddarparu i ymgeiswyr addas gyda'r profiad a'r sgiliau clinigol iawn. Mae'r gallu a'r parodrwydd i deithio yn hanfodol ar gyfer y rôl hon, gan y bydd teithio o amrywiaeth o Leoliadau yn ofynnol ar draws Gogledd Cymru.

Bydd gofyn i'r ymgeisydd llwyddiannus weithio fel rhan o dîm o aseswyr ym maes rhaglen Dysgu Seiliedig ar Waith Iechyd a Gofal Cymdeithasol i gefnogi ac asesu dysgwyr mewn amrywiol leoliadau Gofal am Oedolion, gan gynnwys - gofal Preswyl/Nyrsio/Dementia/Cartref neu leoliadau ar gyfer Oedolion ag Anabledau,

problemau iechyd meddwl ac awtistiaeth. Gall hefyd fod yna angen i asesu mewn lleoliadau clinigol megis meddygfeydd Ymarferwyr Cyffredinol ac ysbytai GIG i gyflawni cymwysterau Fframwaith ar gyfer y Cymwysterau Lefel 2/3 mewn Iechyd a Gofal Cymdeithasol. Bydd yr aseswr yn cynnal llwyth gwaith o ddysgwyr y byddant yn eu cefnogi drwy eu Cymwysterau wrth ddysgu yn seiliedig ar waith, gan gynnig cefnogaeth 1-1 wedi ei deilwra i'r unigolyn yn ogystal â gweithio'n agos gyda'r cyflogwr i gefnogi eu hanghenion. Mae hefyd yn ofyniad gan y swydd hon fod aseswyr yn cytuno i ddiweddarau eu Datblygiad Proffesiynol Parhaus yn unol gyda newidiadau Deddfwriaethol sector 7.

PRIF DDYLETSWYDDAU

A: Asesu Anghenion 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 cychwynnol a nodi unrhyw anghenion dysgu arbennig neu gymorth.
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 cefnogaeth o ran gwybodaeth greiddiol, os dynodwyd bod angen hynny yng Nghynllun Dysgu'r Unigolyn.

C: Asesu canlyniadau dysgu a chyflawniadau dysgwyr

1. Defnyddio strategaethau asesu sy'n briodol i raglenni dysgu, yn unol â gofynion cyrff dyfarnu, a chyfleu'r rhain i'r dysgwyr.
2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy.
3. Sicrhau bod dysgwyr yn cael adborth ysgrifenedig a llafar, sy'n glir ac yn adeiladol, o fewn cyfnod priodol.
4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol e.e. cydweithwyr, 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, cofrestrï 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 adolygu'r holl raglenni'n flynyddol a chynorthwyo'r Arweinydd Tîm i gwblhau holl ddogfennau adolygu a gwerthuso blynyddol y coleg.
5. Cyfrannu at system Hunanasesu Blynyddol 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 chyrff dyfarnu.
8. Cynorthwyo'r Arweinydd Tîm i sicrhau bod gofynion Dilysu Allanol yn cael eu cwrdd.

F: 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 Chyfle 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 DEILIAD Y SWYDD
ASESYDD SEILIEDIG AR WAITH – IECHYD A GOFAL CYMDEITHASOL (OEDOLION)**

	Hanfodol	Dymunol
Cymwysterau	Lefel 3 Iechyd a Gofal Cymdeithasol	Cymhwyster Lefel 4 neu 5 TAQA / A1 Dyfarnwr Aseswr D32, D33 neu yn gweithio tuag at SAM, IV D34
Profiad	O leiaf dair blynedd o brofiad mewn unrhyw amgylchedd Gofal fel a ganlyn : Gofal Preswyl i Oedolion, Nyrso Oedolion, Gofal ar gyfer Oedolion ag Anabledau neu Ofal yn y Cartref i Oedolion, lleoliadau Iechyd Clinigol	Cymhwyster Iechyd a Diogelwch
Nodweddion personol	Yn hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol	Profiad o weithio gyda QCF yn y gweithle
	Yn gallu ysgogi eraill	Yn gallu cynrychioli'r Coleg yn hyderus mewn cylchoedd allanol
	Yn cadw at safonau proffesiynol a moesegol uchel	Profiad o fod yn fentor gweithle neu yn Dyst Arbenigol
	Yn drefnus iawn	
	Y gallu i weithio'n effeithiol fel rhan o dîm ac i ddangos blaengarwch	
	Parodrwydd i deithio ar draws Gogledd Orllewin Cymru	
Sgiliau	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg NODER OS GWELWCH YN DDA - Ystyrir ceisiadau gan ymgeiswyr gyda phrofiad addas a all ddangos dealltwriaeth sylfaenol o'r Gymraeg neu â pharodrwydd i wella eu sgiliau Cymraeg.	
	Sgiliau rheoli amser rhagorol	
	Yn gallu cynorthwyo dysgwyr/hyfforddeion i gyflawni eu hamcanion	
	Yn gallu cynllunio gwaith a rheoli amser yn effeithiol	
	Sgiliau TG o'r radd flaenaf	
	Trwydded yrru lawn	
* Mae hyfforddiant ar gael gan y Grŵp i wella sgiliau siarad ac ysgrifennu yn y Gymraeg		



JOB DESCRIPTION

WORK BASED ASSESSOR – HEALTH AND SOCIAL CARE QUALIFICATIONS,

(Adults)

Salary Grade/Point	Grade 5 - £24,352- £26,425 per annum points 25 to 28
Holiday Entitlement	28 days rising to 32 after 5 full holiday years
Department	Busnes@Grwp Landrillo Menai - Work Based Learning Health & Social Care
Location	A Bunes@core location (Bangor, Abergele, Dolgellau, Llnagefni) Some elements of home working may be considered. Location to be agreed.
Responsible to	Health and Social Care Programme Area Manager

JOB PURPOSE

Busnes@ LlandrilloMenai delivers training for businesses across North Wales, including short courses, professional qualifications, Work based Learning Apprenticeships and degrees. We are currently looking to recruit a Health & Social Care Assessor – To deliver high quality training to practitioners in a variety of Health & Social Care 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, as traveling from a variety of Settings will be required across North Wales.

The successful applicant will be required to Work as a member of the team of assessors within Health and Social Care WBL Programme Area to support and assess learners in various Adult Care settings, including – Residential/Nursing/Dementia/Domiciliary care or settings for

Adults with Disabilities, mental health problems and autism. There may also be the need to assess in clinical settings such as General Practitioners surgeries and NHS hospitals to achieve Framework qualifications for the Level 2/3 Qualifications in Health and Social Care. The assessor will maintain a workload of learners of who they will support through their Qualifications in a work based learning capacity, offering 1-1 individualised support as well as working closely with the employer in order to support their needs. It is also a requirement of this post that assessors agree to update their own Continued Professional Development in line with sector 7 Legislative changes.

The assessor will ensure that the service provided to the learner is:

- ❖ Of the highest possible quality
- ❖ Providing value for money
- ❖ Meeting the needs of the employer and the students under training
- ❖ Reflecting the mission, values and aims of the college.

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.

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.

PERSON SPECIFICATION

**WORK BASED ASSESSOR – HEALTH AND SOCIAL CARE Qualifications ,
(ADULTS)**

	Essential	Desirable
Qualifications	Level 3 in Health and Social Care	Level 4 or 5 qualification
		TAQA / A1 Assessors Award D32, D33 or working towards IQA, IV D34
Experience	At least three years' experience in any of the following care settings:- Adult Residential Care, Adult Nursing, Care for Adults with Disabilities or Adult Domiciliary Care , clinical Health settings	Health & Safety Qualification
Personal attributes	Confident and able to cope in a range of situations	Experience of working with QCF in the workplace
	Able to motivate others	Able to represent the college confidently in external circles
	Adheres to high professional and ethical standards	Experience of being a workplace mentor or Expert Witness
	Well-organised	
	Ability to work effectively as part of a team and to work on own initiative	
	Ability and Willingness to travel across North Wales	
Skills	Ability to communicate through the medium of Welsh PLEASE NOTE - Applications will be considered from suitably experienced applicants that can demonstrate a basic understanding of Welsh or would be willing to improve their Welsh language skills.	
	Excellent time management skills	
	Ability to support learners/trainees to achieve their objectives	
	Able to plan work and manage time effectively	
	Well-developed I.T. skills	
	Full driving license	
* The Grŵp will be able to provide training to improve Welsh speaking and writing skills		

