



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Tystysgrif Raddedig Cadarnhau Ymarfer Gwaith Cymdeithasol

Graduate Certificate in the Consolidation of Social Work Practice

*Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales*

www.uwtsd.ac.uk



Cyflwyniad i PCYDDS

An introduction to UWTSD



Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

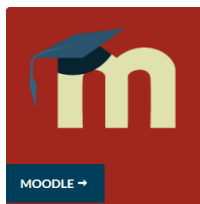
Cysylltiadau allweddol ar gyfer eich rhaglen **Key contacts for your programme**

Sarah Loxdale – s.loxdale@uwtsd.ac.uk

Darlithydd a Chyfarwyddwr Rhaglen y Dystysgrif
Raddedig / *Lecturer and Programme Director for
Graduate Certificate*



*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*



Nodyn Atgoffa i ddysgwyr

Reminder for learners

- Prior to/after each workshop please access the resources available on Moodle
www.uwtsd.ac.uk/moodle
- The Username needs to be in the following format -
studentnumber@student.uwtsd.ac.uk
e.g. If your student number is 1234567, you need to enter your Username as:-
1234567@student.uwtsd.ac.uk
- If you experience any issues with your student account password please contact the HWB team (hwb@uwtsd.ac.uk)
- We also have an IT Service Desk Team who offer 24/7/365 days a year support:-
Phone: 0300-500-5055 or
ITServiceDesk@uwtsd.ac.uk
www.uwtsd.ac.uk/moodle
- Cyn/ar ôl pob gweithdy, ewch i'r adnoddau sydd ar gael ar Moodle os gwelwch yn dda
www.pcydds.ac.uk/moodle
- Rhaid i'r Enw Defnyddiwr fod yn y fformat canlynol -rhifmyfyriwr@myfyriwr.ydds.ac.uk
e.e. Os oes gennych y rhif myfyriwr 1234567, bydd angen i chi roi eich Enw Defnyddiwr i mewn fel a ganlyn:
1234567@myfyriwr.ydds.ac.uk
- Os ydych yn cael unrhyw drafferthion gyda chyfrinair eich cyfrif myfyriwr, cysylltwch â'r tîm HWB os gwelwch yn dda (hwb@pcydds.ac.uk)
- Mae gennym hefyd Ddesg Wasanaeth TG sy'n cynnig cymorth 24/7/365 diwrnod y flwyddyn:-
Ffoniwch: 0300-500-5055 neu cysylltwch ag
ITServiceDesk@ydds.ac.uk
www.pcydds.ac.uk/moodle

Gwasanaethau Myfyrwyr PCYDDS UWTSD Student Services

I gael mynediad at
gymorth cwblhewch y
ffurflen hon / To access
support please
complete this form -

[HTTPS://FORMS.OFFICE.C
OM/E/AX0DSJM4B](https://forms.office.c
om/E/AX0DSJM4B)

Cynefino â'r Drindod Dewi Sant

Induction to Trinity St David's

- These short videos can be accessed via Moodle.
- Gallwch fynd at y fideos byr hyn drwy Moodle.

https://youtube.com/playlist?list=PLf3NhHbChuHS84_YLowSsZXTmow9gOtny



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Porth Agored

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Partneriaeth Porth Agored Partnership

- Gwynedd
- Ynys Môn
- Conwy
- Denbighshire
- Wreccsam
- Flintshire
- Powys
- Ceredigion
- Carmarthen
- Neath Port Talbot
- Pembrokeshire
- Swansea
- University of Wales
Trinity Saint David

CPEL

- Mae'r Fframwaith CPEL yn disgrifio'r trefniadau sylfaenol ar gyfer addysg a dysg barhaus gweithwyr cymdeithasol ar ôl iddynt gymhwyso i ddechrau er mwyn symud ymlaen ar y llwybr gyrfa:
- O 2016 ymlaen mae'r Rhaglen Gadarnhau wedi'i chysylltu â'r tair blynedd gyntaf yn ymarfer ac mae'n ofynnol ar gyfer cyfnod cyntaf ail-gofrestru fel gweithiwr cymdeithasol.
- The CPEL Framework describes the minimum arrangements for the continuing education and learning of social workers after initial qualification in order to progress on the career pathway:
- From 2016 onwards the Consolidation Programme has been linked to the first 3 years in practice and is a requirement for the first period of re-registration as a social worker.

Portffolio / Portfolio

Guidance

Canllawiau

- Cyflwyno'r portffolio
- Asesiad
- Datganiad cyfrinachedd
- Dyslecsia ac amgylchiadau arbennig eraill.
- Dewch o hyd i'r portffolio ar Moodle fel 5 tasg ar ffurf profforma ar wahân i'w gilydd. Mae 4 yn dasgau, a'r 5ed ar gyfer y rhestr gyfeirio a'r cytundeb dysgu.

- Presentation of portfolio
- Assessment
- Confidentiality statement
- Neurodiversity and other special circumstances.
- You access the portfolio via Moodle as 5 separate task proformas. 4 are tasks, the 5 is for the reference list and learning agreement.

Cyfrinachedd / Confidentiality

Mae'n bwysig nad oes modd adnabod unrhyw unigolyn yn uniongyrchol neu'n anuniongyrchol o'r wybodaeth sydd yn y portffolio.

Rhaid i chi:

- Gadw at y canllawiau yn y Llawlyfr Rhaglen ynglŷn â chyfrinachedd
- Peidio ag enwi eich Awdurdod Lleol
- Peidio ag enwi pobl sydd angen gofal a chymorth a/neu eu gofalwyr, yn hytrach rhaid i chi ddefnyddio **rhifau e.e., 1, 2, 3 ac ati ac nid llythrennau**
- Peidio ag ysgrifennu gwybodaeth sy'n rhoi modd adnabod unigolion sydd angen gofal a chymorth a/neu'u gofalwyr yn anuniongyrchol drwy'r disgrifiad rydych yn ei roi
- Gweler tudalen 47 yn y Llawlyfr rhaglen i gael gwybodaeth bellach.

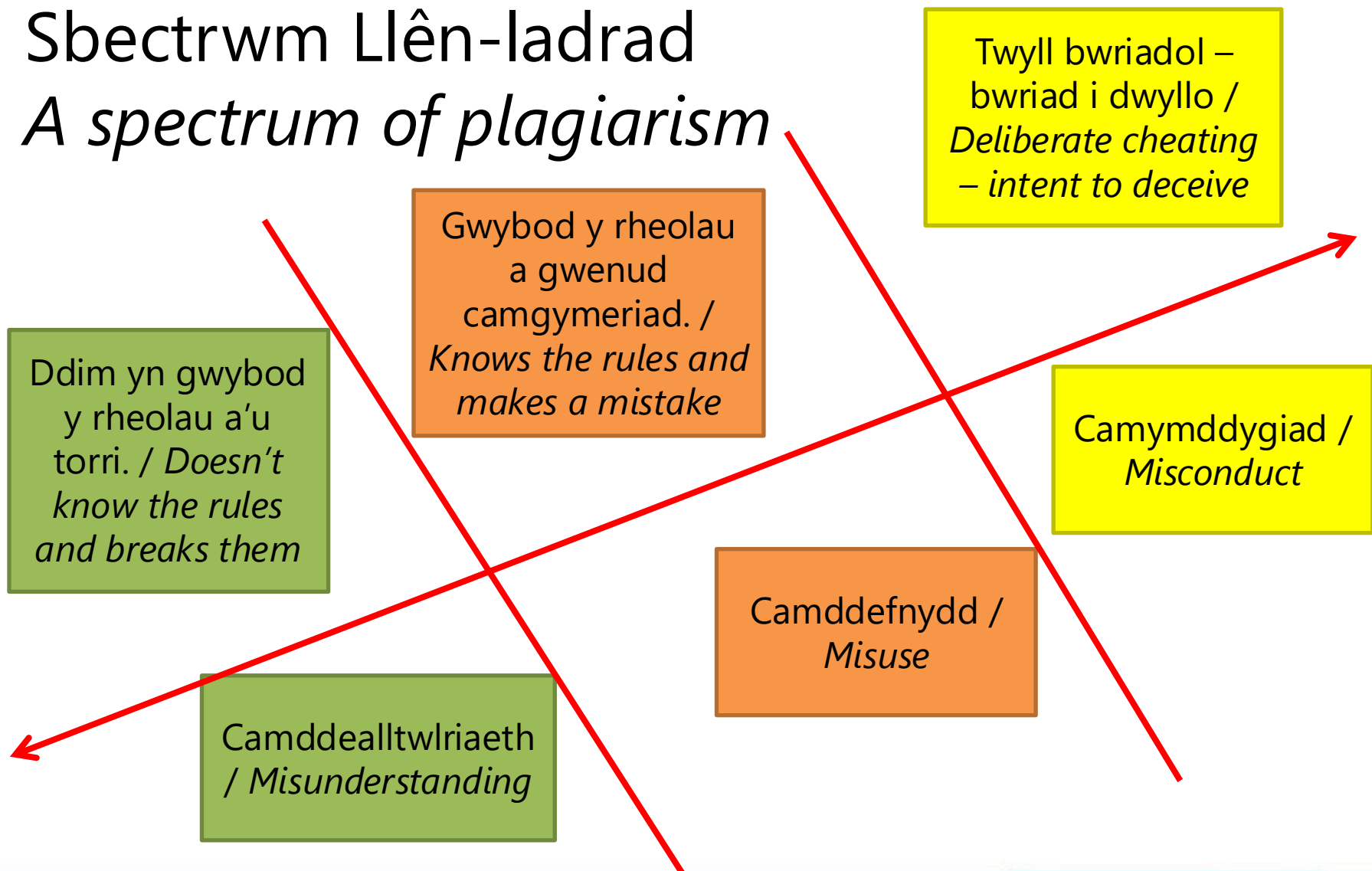
It is important that no individual can be identified either directly or indirectly from the information in the portfolio.

You must:

- Adhere to guidance in the Programme Handbook about confidentiality
- Not identify your Local Authority
- Not identify people in need of care and support and/or their carers by name, instead you must use **numbers e.g., 1, 2, 3 etc. and not letters**
- Not write information that enables people in need of care and support and/or their carers to be identified indirectly through the description you provide
- See Programme handbook page 47 for further information.

Sbectrwm Llên-ladrad

A spectrum of plagiarism



Llên-ladrad/Plagiarism

- Sylwch fod pob gwaith yn cael ei wirio drwy Turnitin, a fydd yn canfod unrhyw fath o blagio mewn gwaith academiaidd a gwaith myfyrwyr eraill.

Bydd hyn yn cynnwys

- Copïo gwaith blaenorol a gyflwynwyd gennych ar unrhyw gwrs arall
- Portffolios a gyflwynwyd gan ymgeiswyr eraill ar y cwrs hwn yn y gorffennol.

- Please be aware all work goes through Turnitin which will pick up on any plagiarism for both academic work and that of other students.

This will include

- Copying for previous work submitted by you on any other course
- Portfolios submitted by other candidates on this course in the past.

Tystysgrif Raddedig mewn Cadarnhau Ymarfer Gwaith Cymdeithasol
Graduate Certificate in Consolidation of Social Work Practice

**Portffolio yn seiliedig ar ofynion
Gofal Cymdeithasol Cymru a
deilliannau dysgu'r Safonau
Galwedigaethol Cenedlaethol:**

- Dadansoddi wrth asesu er mwyn llywio ymyriadau
- Cydweithio â phobl sydd angen gofal a chymorth, eu gofalwyr a gweithwyr proffesiynol eraill;
- Ymyriad a chymhwyso barn broffesiynol mewn sefyllfaoedd cynyddol gymhleth.

**Portfolio is based on the Social
Care Wales requirements and the
National Occupational Standards
Learning outcomes:**

- Applying analysis in assessment to inform intervention
- Working collaboratively with people in need of care and support, their carers and other professionals;
- Intervention and application of professional judgement in increasingly complex situations.

Tudalen Gynnwys / Contents Page

- Rhestr o gynnwys y portffolio (Tud.5)
- Defnyddiol ar y diwedd i sicrhau fod popeth yn eich portffolio.
- List of portfolio content (Page 5)
- Useful as a tool at the end to ensure your portfolio is complete.

Cytundeb rhwng y dysgwr a'r cyflogwr

Learner and employer agreement

Cytundeb Dysgu rhwng y Dysgwr a'r Cyflogwr (cytundeb dysgu)

1. I'w gwblhau ar ddechrau'r rhaglen a **rhaid** ei anfon at Reolwr / Cydlynnydd Hyfforddi eich Awdurdod Lleol o fewn 4 wythnos i'ch diwrnod dechrau.
2. Rhaid i'r cytundeb gael ei gwblhau gyda'ch mentor.
3. Hefyd rhaid i chi osod y Cytundeb Dysgu yn y portffolio yn adran.

Learner and employer agreement (learning agreement)

1. To be completed at the onset of the programme and **must** sent to your Local Authority Training Manager/Coordinator within 4 weeks of your start day.
2. The agreement must be completed with your mentor.
3. You must also insert the Learning Agreement into the final section of the portfolio.

Adolygiad Datblygiadol Tasg 1 Rhan a b

Developmental Review Task 1 Part a and b

Tasg 1 rhan a (Tud. 6), 750 o eiriau (+/- 10%)

- Gan ddefnyddio model myfyrio i fyfyrion feirniadol ar eich ymarfer yn y gorffennol a'ch anghenion dysgu / datblygu yn y dyfodol.
- Mewn trafodaeth â'ch rheolwr a/neu fentor, dynodwch a chyfiawnhau eich anghenion datblygu dros y 12 mis sydd i ddod dan bob un o 3 deiliant dysgu Gofal Cymdeithasol Cymru.
- Cyfeiriwch at y modd y mae'r goruchwylio, yr hyfforddiant, y dysgu a'r ymchwil wedi llywio eich ymarfer hyd yn hyn a sut bydd yn gwneud hynny yn y dyfodol.

Task 1 part a (Page 6) 750 words (+/-10%)

- Using a model of reflection to critically reflect on your past practice and future learning/development needs.
- In discussion with your manager and/or mentor identify and justify your future development needs over the coming 12 months under each of the 3 Social care Wales learning outcomes.
- Make reference to how the supervision, training, learning and research has and will inform your practice.

Question Task 1 a

- Using a reflective model critically reflect on your professional development since qualifying as a social worker. Based on this and in discussion with your mentor/supervisor/line manager go on to identify and justify your future developmental needs over the coming 12 months under **each** of the 3 Social Care Wales (SCW) learning outcomes listed below providing at least one developmental need for each of the learning outcome below:
 1. Applying analysis in assessment to inform interventions.
 2. Working collaboratively with people in need of care and support, their carers and other professionals.
 3. Intervention and application of professional judgement in increasingly complex situations.
- This task must make reference to how the supervision, training, learning and research has and will inform your practice.

Cwestiwn Tasg 1 a

- *Cwestiwn:*
- Gan ddefnyddio model adfyfyriol, myfyriwch yn feirniadol ar eich datblygiad proffesiynol ers cymhwyso'n weithiwr cymdeithasol. Ar sail hyn ac wrth drafod â'ch mentor/goruchwyliwr/rheolwr llinell, ewch ymlaen i nodi a chyfiawnhau eich anghenion datblygiadol i'r dyfodol dros y 12 mis sydd i ddod o dan **bob un** o 3 deiliant dysgu Gofal Cymdeithasol Cymru (GCC) a restrir isod, gan roi o leiaf un angen datblygiadol ar gyfer pob un o'r deilliannau dysgu isod:
 1. Dadansoddi wrth asesu er mwyn hysbysu ymyriadau.
 2. Cydweithio â phobl sydd angen gofal a chymorth, eu gofalwyr a gweithwyr proffesiynol eraill.
 3. Ymyriadau a defnyddio barn broffesiynol mewn sefyllfaoedd cynyddol gymhleth.
 - Rhaid i'r dasg hon gyfeirio at sut mae'r oruchwyliaeth, yr hyfforddiant, y dysgu a'r ymchwil wedi dylanwadu ar eich ymarfer, a sut y byddant yn gwneud hynny
 - *750 o eiriau (+/- 10%: dylech gynnwys eich cyfrif geiriau gwirioneddol ar ddiwedd pob adran).*

Adolygiad Datblygiadol – Tasg 1

Developmental Review - Task 1

Gweithgaredd

- Gan edrych yn ôl ar eich blwyddyn gyntaf o ymarfer, nodwch feysydd allweddol lle rydych yn teimlo eich bod wedi datblygu'n broffesiynol ers cymhwyso
- Pa feysydd yr ydych yn meddwl fydd yn bwysig i chi eu datblygu dros y flwyddyn nesaf? E.e. bylchau yn eich gwybodaeth neu sgiliau.

Activity

- Looking back over your first year in practice, identify key areas where you feel you have developed professionally since qualifying
- What areas do you think will be important for you to develop over the next year? E.g. gaps in your knowledge or skills.

Arsylwad – Tasg 2 / Observation - Task 2

Tasg 2 (Tud. 7)

- Angen cwblhau 1 arsylwad
- Gofynnwch am ganiatâd yr unigolyn ymlaen llaw, ar y diwrnod ac ystyriwch effaith yr arsylwad ar yr unigolyn.
- Rhaid i'r arsylwad fod am ymarfer uniongyrchol gyda defnyddiwr gwasanaeth/gofalwr, o leiaf 30 munud neu am gyfnod amser addas i fodloni'r deilliannau dysgu os ydy'n rhithiol.
- Pwyslais ar sgiliau cyfathrebu a dulliau, gwerthoedd, moeseg a'r Cod Ymarfer Proffesiynol
- Cofiwch gynnwys cyfeiriad at y Cynnig Gweithredol a Mwy na Geiriau
- Arsylwr yn gofyn am adborth gan y defnyddiwr ar ôl yr arsylwad (Tud10 y llawlyfr /Fersiwn hawdd ei ddarllen ar Moodle).

Task 2 (Page 7)

- Need to complete 1 observation
- Seek the individual's permission before hand, at the time and consider the impact of the observation on the individual
- The observation must be direct work with individuals/families/carers and least 30 minutes long or of a suitable duration to meet the learning outcomes if virtually.
- Emphasis is on communication skills and methods, values, ethics and the Code of Professional Practice
- Include reference to the Active offer and More than just Words.
- Observer gets feedback from individual, following the observation (Page 10 handbook/easy read version on Moodle).

Question Task 2

Context

- Set out the social work objectives and give a brief description of the situation including geographical and legislative contexts and any relevant cultural, ethnicity and language issues, including how consent was gained and how you have considered the impact of the observation on the individual in need of care and support and/or their carers. (300 words +/- 10%)

Critical Reflection

- Critically reflect on your communication methods and skills during the observation; including how you identified whether you had the necessary communication skills to work with the individual in need of care and support and/or their carers. You must use a person-centred approach to demonstrate the integration of social work ethics, values and the Code of Professional Practice. This must include culturally and linguistically sensitive practice and the principles of the “Active Offer” and make reference to “*More than just words: Welsh language plan in health and social care 2022 to 2027*” (Welsh Government, 2022; last updated 2026). 1300 words +/- 10%.

Cwestiwn Tasg 2

Cyd-destun

- Nodwch yr amcanion gwaith cymdeithasol a rhowch ddisgrifiad byr o'r sefyllfa gan gynnwys y cyd-destunau daearyddol a deddfwriaethol ac unrhyw faterion perthnasol o ran diwylliant, ethnigrwydd ac iaith, gan gynnwys sut y cafwyd cydsyniad a sut rydych chi wedi ystyried effaith yr arsylwi ar yr unigolyn sydd angen gofal a chymorth a/neu'i ofalwyr. (300 o eiriau +/- 10%). Myfyriwch yn feirniadol ar eich dulliau a'ch sgiliau cyfathrebu yn ystod yr arsylwi, gan gynnwys sut y gwnaethoch nodi os oedd gennych y sgiliau cyfathrebu angenrheidiol i weithio gyda'r unigolyn sydd angen gofal a chymorth a/neu'i ofalwyr.
- Rhaid i chi ddefnyddio dull sy'n canolbwyntio ar yr unigolyn i ddangos eich bod wedi integreiddio moeseg a gwerthoedd gwaith cymdeithasol a'r Cod Ymarfer Proffesiynol. Rhaid i hyn gynnwys ymarfer sy'n dangos sensitifrwydd at ddiwylliant ac iaith ac egwyddorion y "Cynnig Rhagweithiol" a chyfeirio at "Mwy na geiriau: Cynllun y Gymraeg mewn iechyd a gofal cymdeithasol 2022 i 2027" (Llywodraeth Cymru, 2022; diweddarwyd ddiwethaf 2026). (1300 o eiriau = +/- 10%).

Diogelu -Tasg 3/Safeguarding Task 3

Tasg 3 (Tudalen 11)

- 4000 o eiriau (+/- 10%)
Astudiaeth achos yn myfyrio'n feirniadol wedi'i seilio ar asesiad yn ymwneud â diogelu plant neu oedolion yn eich prif faes gwaith.
- Rhaid i hyn gwmpasu'r cyd-destun deddfwriaethol, damcaniaeth gwaith cymdeithasol, y cyd-destun yng Nghymru a bod yn gysylltiedig â 3 deilliant dysgu Gofal Cymdeithasol Cymru.

Task 3 (Page 11)

- 4000 words (+/- 10%)
- Critically reflective case study based on an assessment concerning the safeguarding of children or adults in **your** main area of work.
- This must cover legislative context, social work theory, Welsh context and be linked to the SCW 3 learning outcomes.

Safeguarding

Question Task 3

Complete a critically reflective case study based on an assessment that you have undertaken with others, in your own area of work, concerning the safeguarding of either an adult or a child.

You must demonstrate how the case relates to or could relate to safeguarding legislation, policies, strategies and procedures (including demonstrating an understanding of the interface between social services provision in Wales with the United Kingdom, the European Union (EU) and outside the EU).

You must demonstrate your understanding of the integration of analysis in assessment, collaborative working and professional judgements in increasingly complex situations and the use of social work theories. You must refer to the specific dimensions of working in Wales. *(4000 words +/- 10 %)*

Diogelu - Cwestiwn Tasg 3

Cwblhewch astudiaeth achos myfyriol, beirniadol ar sail asesiad a wnaed gydag eraill, yn eich maes gwaith chi, sy'n ymwneud â diogelu un ai oedolyn neu blentyn.

Dangoswch sut mae'r achos yn berthnasol, neu sut y gallai fod yn berthnasol, i ddeddfwriaeth, polisïau, strategaethau a gweithdrefnau'n ymwneud â diogelu (gan gynnwys dangos dealltwriaeth o'r rhyng-gysylltiad rhwng darparu gwasanaethau cymdeithasol yng Nghymru o fewn y Deyrnas Unedig, yr Undeb Ewropeaidd (UE) a'r tu allan i'r UE).

Rhaid i chi ddangos eich dealltwriaeth o integreiddio dadansoddi wrth asesu, cydweithio a chymhwyso barn broffesiynol mewn sefyllfaoedd cynyddol gymhleth a'r defnydd o theoriâu gwaith cymdeithasol. Rhaid i chi gyfeirio at agweddau penodol o weithio yng Nghymru. *(4000 o eiriau +/- 10 %)*

Diogelu/Safeguarding

Tasg 4/Task 4

Tasg 4

- Arddangos gwybodaeth a dealltwriaeth o ddiogelu oedolion neu blant mewn maes nad yw'n brif ffocws eich gwaith.
- Bydd disgwyl i ddysgwyr gwblhau hyfforddiant diogelu yn y maes oedolion a phlant.

Task 4

- Demonstrate knowledge and understanding of safeguarding adults or children in an area that is not the main focus of your work.
- Learners are advised to undertake training in both adult and children's safeguarding.

Diogelu/Safeguarding

Cwestiwn Tasg 4/ Question Task 4

Cwestiwn a:

- Mewn maes **nad yw'n brif ffocws i'ch gwaith** (gweler y canllawiau uchod) eglurwch y ddeddfwriaeth berthnasol, a'r polisiau a'r gweithdrefnau cenedlaethol, lleol a sefydliadol ar gyfer diogelu. (500 o eiriau).

Cwestiwn b:

- Myfyriwch ar y gwahaniaeth rhwng diogelu ym maes gwaith oedolion a gwaith plant. (400 o eiriau).

Question a:

- In an area **that is not your main focus of work** (see guidance above), explain the relevant legislation, and the national, local and organisational policies and procedures for safeguarding (500 words).

Question b:

- Reflect on the difference between safeguarding in adults' and children's work (400 words).

Adolygiad Datblygiadol Tasg 1 rhan b

Developmental Review Task 1 part b

Tasg 1 rhan b (Tud. 13) Cyfanswm o 750 o eiriau (+/- 10%) – 2 ran i'r cwestiwn.

- Gan fyfyrion feirniadol ar eich datblygiad proffesiynol dros gyfnod y rhaglen dan 3 deiliant dysgu Gofal Cymdeithasol Cymru, ar sail eich myfyrion ar gyfer Tasg 1 rhan a.
- Dylech gynnwys cyfeiriad at hyfforddiant, dysgu, ymchwil a goruchwyliaeth a dynodi anghenion dysgu i'r dyfodol (650 o eiriau (+/-10%)).
- Gan fyfyrion ar adborth a gawsoch gan unigolion sydd angen gofal a chymorth, esboniwch sut mae'r wybodaeth hon wedi helpu i lunio eich ymarfer a'ch datblygiad proffesiynol i'r dyfodol (100 o eiriau +/-10%).

Task 1 part b (Page 13), 750 words total (+/- 10%) – 2 parts to the question.

- Critically reflecting on the learning needs your professional development over the duration of the programme under 3 SCW learning outcomes based on your reflection in Task 1 part a.
- Include reference to training, learning, research and supervision and identify future learning needs (650 words (+/- 10%)).
- Reflecting on feedback you have received from individuals in need of care and support and explain how this information has helped shape your practice and future professional development (100 words +/-10%).

Developmental Review - Question Task 1 part b

Question

- Use a reflective model to critically reflect on the learning needs you identified in task 1 part a under each of the 3 SCW learning outcomes.
- This must include reference to training, learning, research and supervision and reflection with your mentor/supervisor/line manager on the extent to which your learning outcomes has been achieved.
- Identify your learning needs to support your development in the transition to becoming an experienced practitioner in your future career following the completion of this programme. 650 words (+/- 10%:

Question

- Reflect on feedback that you have received from individuals in need of care and support and/or their carers and explain how this information has helped shape your practice and future professional development. 100 words (+/- 10%)
- *Total word count for Task 1 part b is 750 words (+/- 10 %)*

Adolygiad Datblygiadol Cwestiwn

Tasg 1 rhan b

Cwestiwn

- Defnyddiwch fodel adfyfyriol i fyfyrion feirniadol ar yr anghenion dysgu a nodwyd gennych yn nhasg 1 rhan A o dan bob un o 3 deiliant dysgu GCC.
- Rhaid i hyn gynnwys cyfeiriad at hyfforddiant, dysgu, ymchwil a goruchwyliaeth a myfyrio gyda'ch mentor/goruchwyliwr/rheolwr llinell ar y graddau yr ydych wedi cyflawni eich deilliannau dysgu.
- Nodwch eich anghenion dysgu i gefnogi eich datblygiad yn y broses o drawsnewid i ddod yn ymarferydd profiadol yn eich gyrfa at y dyfodol ar ôl cwblhau'r rhaglen hon. 650 o eiriau (+/- 10%: dylech gynnwys eich cyfrif geiriau gwirioneddol ar ddiwedd pob adran).

Cwestiwn

- Myfyriwch ar yr adborth rydych chi wedi'i dderbyn gan unigolion sydd angen gofal a chymorth a/neu eu gofalgwyr ac eglurwch sut mae'r wybodaeth hon wedi helpu i ddylanwadu ar eich arfer a'ch datblygiad proffesiynol i'r dyfodol. 100 o eiriau (+/- 10%: *dylech gynnwys eich cyfrif geiriau gwirioneddol ar ddiwedd pob adran*).
- *Cyfanswm tasg 1 rhan B, 750 o eiriau (+/- 10%).*

Adroddiad y Mentor a Gwiriad y Rheolwr Llinell

Mentor's Report and Line Managers Verification

Mae cyflwyno adroddiad Mentor ynghyd â gwiriad Rheolwr Llinell yn ofyniad gorfodol ar gyfer cyflwyno'r gwaith.

Bydd methu â chynnwys adroddiad Mentor wedi'i lofnodi ynghyd â gwiriad Rheolwr Llinell yn arwain at fethu'r rhaglen.

Submission of a Mentor's report together with Line Manager's verification is a compulsory requirement of the submission.

Failure to include a signed Mentor's report together with Line Manager's verification will result in failure of the programme.

Adroddiad y Mentor a Gwiriad y Rheolwr Llinell

Mentor's Report and Line Managers Verification

Bydd adroddiad y Mentor ynghyd â gwiriad y Rheolwr Llinell yn darparu tystiolaeth o Ymarfer Proffesiynol, goruchwyliaeth broffesiynol ac arsylwi ymarfer sydd wedi'u cyflawni wrth ddilyn llwybr y Dystysgrif Raddedig mewn Cadarnhau Ymarfer Gwaith Cymdeithasol, sydd yn cyfateb i 7,000 o eiriau.

The Mentor's report together with the Line Manager's verification will provide evidence of Professional Practice, professional supervision and observation of practice that has been undertaken whilst following the Graduate Certificate in the Consolidation of Social Work practice pathway, which is equivalent to 7,000 words.

Adrannau Terfynol y Portffolio

Final Sections of Portfolio

- Rhestr gyfeiriadau - deunydd sydd wedi'i gyfeirnodu'n unig
- Manylion y gweithdai a fynychwyd (mae'r rhain yn orfodol)
- Adroddiad y Mentor
- Manylion y dysgwr, llofnodion, llofnod y Mentor a gwiriad y rheolwr llinell
- Cytundeb Dysgu rhwng y Dysgwr a'r Cyflogwr.
- Reference list - referenced material only
- Detail of workshops attended (these are mandatory)
- Mentors report
- Learner's details signatures, signature of Mentor and line managers verification
- Learner and Employer Learning Agreement.

Rolau a Chyfrifoldebau

Roles and Responsibilities

Cytundeb rhwng y dysgwr a'r cyflogwr

Learner and employer agreement

Cytundeb Dysgu rhwng y Dysgwr a'r Cyflogwr (cytundeb dysgu)

1. I'w gwblhau ar ddechrau'r rhaglen a'i anfon at Reolwr / Cydlynnydd Hyfforddi eich Awdurdod Lleol.
2. Rhaid ei gwblhau yn y sesiwn gynefino neu cyn gynted â phosib wedi'r dyddiad hwn (o fewn 4 wythnos i'ch diwrnod dechrau).
3. Rhaid i'r cytundeb gael ei gwblhau gyda'ch mentor.
4. Mae'r ddogfen yn nodi'r disgwyliadau ar gyfer pawb sy'n rhan o'r broses.
5. Hefyd rhaid i chi osod y Cytundeb Dysgu yn y portffolio yn adran.

Learner and employer agreement (learning agreement)

1. To be completed at the onset of the programme and sent to your Local Authority Training Manager/Coordinator.
2. This must be completed at induction or as soon as possible after this date (within 4 weeks of your start day).
3. The agreement must be completed with your mentor.
4. The document sets out the expectations of everyone involved in the process.
5. You must also insert the Learning Agreement into the final section of the portfolio.

Rôl yr Uned Hyfforddi

Role of Training Department

- Rheoli'r broses o wneud cais
- Ymdrin â gweinyddu a thalu ffioedd
- Trefniadau ar gyfer cyflwyno'r portffolio
- Darparu cefnogaeth ychwanegol e.e. mynediad i adnoddau; cyfleoedd hyfforddi; hwyluso trefniadau cynefino a gweithdai cadarnhau, cyngor, arweiniad a chefnogaeth gyffredinol.
- Manage the application process
- Deal with administration and payment of fees
- Arrangements for portfolio submission
- Provide additional support e.g. access to resources; training opportunities; facilitate induction arrangements and consolidation workshops, general advice, guidance and support.

Cyfrifoldebau'r Dysgwr

Learner Responsibility

- Ymrwymo'n llawn i ofynion y rhaglen.
- Cwblhau'r rhaglen o fewn y cyfnod o 12 mis.
- Gwneud cais am unrhyw raglenni hyfforddi a gytunwyd
- Mynychu'r cynefino a'r 4 diwrnod gweithdy gorfodol
- Hysbysu'r Adran Hyfforddi / PCYDDS ar unwaith am unrhyw newid mewn amgylchiadau a allai effeithio ar gwblhau'r rhaglen.
- Commit fully to the programme requirements.
- Complete the programme within the timescale of 12 months
- Apply for any agreed training programmes
- Attend induction and the 4 mandatory workshop days
- Notify the Training Department/UWTSD immediately of any change in circumstances which may affect the completion of the programme.

Rôl y Mentor / Mentor Role

- Cwblhewch y Cytundeb Dysgu gyda'r Dysgwr cyn gynted â phosib wedi'r cynefino
- Sicrhau mentora rheolaidd trwy gydol y rhaglen i gefnogi'r dysgwr
- Arsylwi neu sicrhau bod person addas ar gael i wneud hyn.
- Complete the Learning Agreement with Learner as soon as possible after induction
- Ensure regular mentoring takes place for the duration of the programme to support the learner
- Carry out observation or ensure a suitable person is available to do this.

Rôl y Mentor / Mentor Role

- Cefnogi'r dysgwr i gadw at derfynau amser
- Darparu adroddiad mentor ar gynnydd y dysgwr
- Darparu manylion a llofnodion y gwiriad.
- Support the learner to keep to deadlines
- Provide mentor's report on the learner's progress
- Provide details and verification signatures.

Trefniadau'r Rhaglen

Arrangements for Programme

Mae 5 diwrnod gorfodol ar y rhaglen y mae'n ofynnol i chi eu mynychu

Anwytho – diwrnod 1

- Sesiwn hanner diwrnod a hanner diwrnod ar gyfer hunan astudio- i ymgyswyo a'r rhaglen.
- Bydd **pedwar** gweithdy rhanbarthol mandadol yn cael eu cynnal dros gyfnod y rhaglen. Mae'r rhain yn ddiwrnodau hyfforddi llawn- ar adegau ni fydd y gweithdai yn para am ddiwrnod llawn, a disgwylir i chi ddefnyddio gweddill yr amser ar gyfer hunan-astudio.
- *Gweler rhagor o fanylion ar Moodle. Amser astudio (diwrnodau llawn). I'w cymryd yn ystod y rhaglen i gwblhau'r gwaith portffolio.

There are 5 mandatory programme days you are required to attend

Induction – 1 day

- Half day taught session and half day for self-study – to familiarize yourself with the programme.

Workshops - 4 days

- Four full day mandatory workshops undertaking regionally that will be held over the duration of the programme. These are usually full days -occasionally workshops do not last the full day, it is expected you use the rest of the time for self-study.

See further details on Moodle.

Study allowance

- **3 study days** (full working days) to be taken over the course of the programme to complete the portfolio work.

Tystysgrif Raddedig mewn Cadarnhau Ymarfer Gwaith Cymdeithasol - Sesiynau galw heibio / Graduate Certificate in the consolidation of Social Work Practice - Drop in sessions

- Bydd y Drindod yn cynnig cyfres o sesiynau galw heibio dros y 12 mis nesaf i'ch helpu gydag unrhyw ymholiadau a allai fod gennych
- Trinity will be offering a series of drop-in sessions over the next 12 months to help you with any queries you may have.

Strategaethau Dysgu

Learning Strategies

- Pa strategaethau gallech chi eu hystyried er mwyn cynorthwyo eich dysgu a'ch datblygiad ar y rhaglen?
- What strategies could you consider to aid your learning and development on the programme?

Cyflwyno'r Portffolio Portfolio Submission

Dyddiad Cyflwyno:

Gweler Moodle

Submission:

Please see Moodle

Cynllun Gweithredu

- 7 diwrnod
- 1 mis
- 3 mis
- 6 mis

Action Plan

- 7 days
- 1 month
- 3 months
- 6 months

Gwerthuso / Evaluation

- Fel rhaglen Porth Agored rydym yn eich annog i gymryd rhan yn y broses werthuso yma
- Os ydych yn hapus i gymryd rhan a wnewch chi gwblhau'r ffurflenni gwerthuso os gwelwch yn dda.
- The Porth Agored programme we encourage you to partake in the evaluation process
- If you are happy to take part, please complete the evaluation forms.

Gwerthuso'r sesiwn

Evaluation of the session

Byddwn nawr yn eich gadael am ychydig o funudau. A wnaiff un myfyriwr gymryd cyfrifoldeb am gasglu barn y lleill ac am roi'r crynodeb yn y blwch trafod yma neu ei anfon drwy e-bost at yr hyfforddwr wedyn. Diolch.

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Beth oedd yn fwyaf defnyddiol i chi?
Beth oedd yn dda am y sesiwn?



Oes rhywbeth yr hoffech ei weld yn cael ei wella / ei ddatblygu?

We will now leave you for a few minutes. Please could one student take responsibility for gathering the others' views and putting the summary into the discussion box here or email it to the trainer afterwards. Thankyou.

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What did you find most useful?
What was good about the session?



Anything you would like to see improved/developed?