



SWYDD DDISGRIFIAD

HYFFORDDWR / ASESYDD DYSGU YN Y GWEITHLE - ARLWYO A LLETYGARWCH

Telerau-	Llawn Amser (37 awr yr wythnos), Parhaol
Cyflog -	£24,352.17 - £26,425.91 y flwyddyn
Gwyliau –	28 diwrnod y flwyddyn yn codi i 32 ar ôl 5 mlynedd o wasanaeth yn ogystal â Gŵyl y Banc a diwrnodau effeithlonrwydd
Lleoliad -	Campws Llangefni neu Parc Menai, Bangor.

Yn atebol i: Rheolwr Maes Rhaglen Lletygarwch, Dysgu Seiliedig ar Waith (DSW)

PWRPAS SWYDD:

Mae'r rôl hon yn cynnwys bod yn gyfrifol am recriwtio, cadw a chwblhau llwyth achosion safonol o ddysgwyr sydd wedi dewis cofrestru ar gyfer cymhwyster Lletygarwch.

Mae'r aseswr yn goruchwyllo fframwaith unigol y dysgwr. Mae hyn yn cynnwys hyfforddi, cyflwyno ac asesu gwybodaeth a chymhwysedd ymarferol dysgwr yn y gweithle neu mewn leoliad

Bydd disgwyl i'r aseswr gyflwyno amrywiaeth o gymwysterau ar lefelau 2,3 a/neu 4 yn amrywio o Goginio Proffesiynol, Gwasanaethau Lletygarwch, Cynhyrchu Bwyd a Fframwaith Trwyddedu Personol.

Mae tasgau dyddiol yn cynnwys gweithio'n annibynnol i gynllunio a threfnu ymweliadau dyddiol a chyfarfodydd wyneb yn wyneb neu o bell gyda dysgwyr. Mae angen y sgiliau ar yr aseswr i gynllunio ymweliadau mewn modd rhesymegol er mwyn gwneud y defnydd gorau o amser yn ogystal â darparu adnoddau a chefnogaeth i gwrdd ag anghenion unigol pob dysgwr yn eu dewis iaith.

Disgwylir i'r asesydd feithrin perthnasoedd effeithiol gyda chyflogwyr newydd a phresennol gan sicrhau bod eu hanghenion a'u gofynion unigol yn cael eu bodloni.

Mae'r aseswr hefyd yn gyfrifol am sicrhau bod y corff dyfarnu a gofynion y cymhwyster yn cael eu bodloni.

Bydd yr aseswr gweithio fel aelod o dîm aseswyr Lletygarwch Busnes@ o fewn gangen Busnes@GLLM. Bydd yr aseswr yn sicrhau bod y gwasanaeth a ddarperir i'r dysgwr :

*O ansawdd uchaf posibl

*Yn darparu gwerth am arian

*Yn diwallu anghenion y cyflogwr a'r myfyrwyr dan hyfforddiant

*Yn adlewyrchu cenhadaeth, gwerthoedd a nodau'r coleg

PRIF DDYLETSWYDDAU

A: Asesu Anghenion Dysgwyr

1. Darparu Cyngor ac Arweiniad priodol i ddarpar fyfyrwyr/hyfforddeion.
2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas gyda'r rhaglen ddysgu ddynodedig.
3. Cynnal cyfweiliadau gyda darpar fyfyrwyr a gweinyddu unrhyw brofion dethol angenrheidiol.
4. Gwneud asesiadau cychwynnol a chanfod unrhyw anghenion dysgu neu hyfforddiant arbennig.
5. Cysylltu gyda'r Arweinydd Tîm perthnasol mewn perthynas gyda gweithgareddau Myfyrwyr (cofrestru, cynlluniau hyfforddi, fframwaith ac ati).
6. Sicrhau fod dysgwyr wedi eu cofrestru yn y coleg os nad ydynt eisoes wedi eu cofrestru drwy'r Uned Hyfforddi.
7. Sicrhau fod dysgwyr wedi eu cofrestru gyda'r holl gyrff sy'n dyfarnu perthnasol.
8. Gwneud y cyflwyno angenrheidiol gyda'r holl ddysgwyr ar gyfer eu rhaglenni hyfforddi.

B: Monitro a Chefnogi Cyflawniadau Dysgwyr

1. Monitro a chefnogi dysgwyr/hyfforddeion i gyflawni eu cymwysterau drwy gynlluniau dysgu unigol.
2. Sicrhau fod yr holl adolygiadau angenrheidiol yn cael eu cwblhau o fewn yr amserlenni gofynnol.
3. Darparu adborth i'r Arweinydd Tîm a chyflogwyr o gynnydd dysgwyr/hyfforddeion.
4. Cysylltu gyda staff coleg perthnasol i gefnogi datblygiad a chyflwyniad cymwysterau yn y gweithle.
5. Sicrhau fod yr holl ddysgwyr/hyfforddeion yn cael eu cefnogi, a chynhyrchu tystiolaeth yn yr iaith o'u dewis.

6. Sicrhau fod sgiliau sylfaenol, Sgiliau Hanfodol ac elfennau Fframwaith eraill wedi eu mewnblannu i raglenni dysgu yn ôl y gofyn.
7. Dewis ystod o ddulliau dysgu i weddu i ddysgwyr /hyfforddeion unigol.
8. Darparu cefnogaeth gwybodaeth danategol os y'i dynodwyd o fewn y Cynllun Dysgu Unigol.

C: Asesu canlyniadau cyflawniadau dysgu a ddysgwyr

1. Gweithredu strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol gyda gofynion cyrff sy'n dyfarnu a chyfathrebu'r rhain i ddysgwyr.
2. Defnyddio ystod o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy.
3. Sicrhau y darperir adborth ysgrifenedig a llafar clir ac adeiladol i ddysgwyr o fewn amserlen briodol.
4. Cynnal cofnodion asesu a darparu gwybodaeth i ddeiliaid diddordeb perthnasol ee cydweithwyr, rhieni, cyflogwyr, cyrff yn dyfarnu.
5. Cyfathrebu i'r Arweinydd Tîm yr holl wybodaeth ynglŷn â chynnydd dysgwyr.

CH: Cynnal Systemau Ansawdd

1. Sicrhau fod yr holl systemau cofnodi yn cael eu cynnal ee cynlluniau hyfforddi ac adolygiadau, ffeiliau rhaglen, cofrestrï a/neu system olrhain y coleg, cofnodion o gyfarfodydd, dogfennau adolygu a gwerthuso ac ati.
2. Sicrhau fod trefniadaethau Dilysu Mewnol yn cael eu dilyn fel sy'n ofynnol gan systemau coleg.
3. Cefnogi'r Arweinydd Tîm i gynnal ansawdd cyffredinol rhaglenni.
4. Cyfrannu at adolygiad blynyddol yr holl raglenni a chefnogi'r Arweinydd Tîm i gwblhau holl ddogfennau adolygiadau blynyddol a gwerthuso'r coleg.
5. Cyfrannu at system Hunan Asesu Blynyddol y coleg.
6. Sicrhau fod y nifer gofynnol o ymweliadau monitro iechyd a diogelwch yn cael eu cyflawni ar gyfer pob dysgwr yn flynyddol a bod manylion yn cael eu pasio i'r Uned Hyfforddi.
7. Cefnogi'r Arweinydd Tîm i sicrhau cydymffurfïad gyda threfniadau DM y coleg a'r corff sy'n dyfarnu.
8. Cefnogi'r Arweinydd Tîm i sicrhau fod gofynion Dilysu Allanol yn cael eu cyfarfod.

D: Dyletswyddau Eraill

1. Cymryd cyfrifoldeb am hunanddatblygiad yn unol gydag amcanion strategol y coleg
2. Cyflawni'r holl ddyletswyddau gan roi ystyriaeth lawn i drefniadaethau iechyd a Diogelwch a Chyfleoedd Cyfartal
3. Marchnata a recriwtio i'r ddarpariaeth yn bositif.
4. Cyflawni dyletswyddau yn unol gyda pholisïau a threfniadaethau'r coleg

5. Bod yn ymwybodol o holl fentrau'r coleg a hybu lle'n berthnasol
6. Unrhyw ddyletswyddau eraill y gellir yn rhesymol eu disgwyl yn unol gyda Phwrrpas y Swydd.

MANYLEB PERSON

**ASESWR(WRAIG) / HYFFORDDWR DYSGU YN Y GWEITHLE -
ARLWYO A LLETYGARWCH**

	Hanfodol	Dymunol
Cymwysterau	Cymhwyster Lefel 3 galwedigaethol mewn Coginio Proffesiynol 7033 neu gymhwyster Paratoi Bwyd a Choginio 7061/2.	Cymhwyster Dilysu Mewnol TAQA neu barodrwydd i'w ennill o fewn cyfnod penodol o amser.
	Cymhwyster Dyfarniad Aseswr TAQA neu gymhwyster Asesu A1/D32/D33 Parodrwydd i weithio tuag at Dyfarniad Aseswr TAQA	Cymhwyster hyd at Lefel 4 mewn Rheoli Cymhwyster Iechyd a Diogelwch Dyfarniadau BIIAB mewn Lletygarwch Trwyddedig
Profiad	O leiaf dair blynedd o brofiad yn y diwydiant, yn gweithio fel Chef mewn cegin broffesiynol.	● Profiad o weithio gyda NVQs yn y gweithle ● Profiad o addysgu mewn dosbarth
Nodweddion personol	● Hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol. ● Medru ysgogi eraill ● Yn glynu at safonau proffesiynol a moesegol uchel ● Yn drefnus iawn ● Y gallu i weithio'n effeithiol yn rhan o dîm ● Gallu i weithio o'ch pen a'ch pastwn eich hun	Yn gallu cynrychioli'r coleg yn hyderus mewn cylchoedd allanol
Sgiliau	● Sgiliau T.G o'r radd flaenaf	Profiad o weithio gydag e-bortffolio

	• Y gallu i gynllunio gwaith a rheoli amser yn effeithiol • Y gallu i gefnogi dysgwyr/hyfforddeion i gyflawni eu hamcanion	
Cymraeg	Yn meddu ar sgiliau gyfathrebu effeithiol i gynnwys gallu sylfaenol i gyfathrebu ar lafar yn y Gymraeg Gallu deall ceisiadau sylfaenol bob dydd. Gallu cyfarch staff, dysgwyr ac ymwelwyr. Gallu darllen arwyddion sefydliadol cyffredin. Gallu ysgrifennu cyfarwyddiadau syml iawn, e.e. nodiadau o sgwrs ffôn ar bwnc rhagweladwy. Ymrwymiad i wella eich gallu yn y Gymraeg drwy'r cymorth sydd ar gael.	Yn gallu i gyfathrebu'n effeithiol ar lafar ac yn ysgrifennedig, yn y Gymraeg a'r Saesneg Yn gallu deall y rhan fwyaf o sgysiau rhagweladwy gyda staff a dysgwyr. Gallu cymryd rhan mewn sgysiau syml gyda staff a dysgwyr. Gallu ymateb yn briodol i gyfarwyddiadau a cheisiadau syml, wyneb yn wyneb a thros y ffôn. Gallu darllen testunau safonol a rhagweladwy, fel llythyrau ac e-byst. Gallu ysgrifennu testun anffurfiol syml, e.e. Ystod o sylwadau safonol ar waith dysgwyr E-byst anffurfiol Ffurflenni safonol Ymrwymiad i wella eich gallu yn y Gymraeg drwy'r cymorth sydd ar gael.



JOB DESCRIPTION

WORK BASED LEARNING ASSESSOR / INSTRUCTOR – HOSPITALITY AND CATERING

Terms-	Full Time (37 hours per week), Permanent
Salary -	£24,352.17 - £26,425.91 per annum
Holidays –	28 days a year increasing to 32 days after 5 years of service as well as bank holidays and efficiency days.
Location –	Bases at Llangefni and Parc Menai Bangor.

Responsible to: Hospitality WBL Manager

ADDITIONAL INFORMATION / JOB PURPOSE

This role involves being responsible for the recruitment, retention and completion of a standardised caseload of learners that have chosen to enroll on a Hospitality qualification.

The assessor oversees the learner's individual framework. This consists of training, delivering and assessing a learner's knowledge and practical competence in the workplace or placement

The assessor will be expected to deliver a variety of qualifications at levels 2,3 and/or 4 ranging from Professional Cookery, Hospitality Services, Food Production and Personal Licensing Frameworks.

Daily tasks include working independently to plan and arrange daily visits and face to face or remote meetings with learners. The assessor requires the skills to plan visits in a logical manner in order to make the best use of time as well as providing resources and support to meet the individual needs of each and every learner in the language of their choice.

The assessor is also responsible for forging effective relationships with new and existing employers making sure that their individual needs and requirements are met.

The assessor is also responsible for ensuring that the Awarding body and qualification requirements are met.

The assessor will also be working as a member of the Busnes@ Hospitality team of assessors within Busnes@GLLM. 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 Team Leader in regard to student activities (enrolment, training plans, framework, etc).
6. Ensure learners are enrolled in college by working collaboratively with the work placement officer or by completing the necessary paperwork with the learner yourself.
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 to 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. Implement 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. Implement 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. Recruiting and Marketing the provision positively.
4. Carry out all duties in line with college policies and procedures
5. Keep abreast of all college initiatives and promote where relevant
6. Any other duties which can be reasonably expected in line with the Job role.

PERSON SPECIFICATION

**WORK BASED LEARNING ASSESSOR / INSTRUCTOR –
HOSPITALITY AND CATERING**

	Essential	Desirable
Qualifications	Vocationally related Level 3 Professional Cookery 7033 qualification OR Food Preparation and Cooking 7061/2 qualification	Management qualification at level 4 Health & Safety Qualification Licensed Hospitality Award BIIAB
	TAQA Assessor Award (or A1/D32/33) Assessor Qualification A willingness to work towards TAQA assessor's award	TAQA Internal Verification or willingness to achieve within agreed period
Experience	At least three years' industrial experience working as a Chef in a professional kitchen	Experience of working with NVQs in the workplace. Experience of classroom based delivery.
Personal attributes	● Confident and able to cope in a range of situations ● Able to motivate others ● Adhere to high professional and ethical standards ● Well-organised ● Ability to work effectively as part of a team ● Ability to work using own initiative	Able to represent the college confidently in external circles
Skills	● Well-developed I.T. skills ● Able to plan work and manage time effectively ● Ability to support learners/trainees to achieve their objectives	Experience with e-portfolio

Welsh language	● Able to understand basic, everyday requests. ● Able to greet staff, learners and visitors. ● Able to read common institutional signage. ● Able to write very simple instructions, e.g. notes from a telephone conversation on a predictable subject. ● Commitment to improve own Welsh Language abilities through the support available.	● Able to understand the greater part of predictable, everyday conversations with staff and learners. ● Able to participate in simple conversations with staff and learners. ● Able to respond appropriately to simple directions and requests, both face-to-face and over the phone. ● Able to read standard and predictable texts, such as letters and emails. ● Able to write simple informal text, e.g. ○ A range of standard comments on learners' work ○ Informal emails ○ Standard forms ● Commitment to improve own Welsh Language abilities through the support available.
We welcome applications from applicants who may not currently fulfill the essential criteria for the post, but who have the aspiration to develop to the required level. Where successful applicants don't fully meet the criteria on application, we would expect them to achieve this within an agreed period of time and support would be provided.		