

The benefits of registering your Out of School Childcare Club with Care Inspectorate Wales (CIW) for businesses, parents/carers and children are typically understood. However, you may currently be continuing to offer an unregistered service due to the difficulty in meeting the requirements for appropriately qualified staff.

A flowchart to help Childcare and Playwork Settings in Wales identify the Playwork Qualifications required for staff in their Settings can be found [here](#).

I cannot access training for my staff / My staff don't work enough hours to access training.

Did you know about the variety of qualification options (that all meet the requirements for Care Inspectorate Wales registered Out of School Childcare) available through Clybiau Plant Cymru Kids' Clubs?

For staff who have a Level 3 CCLD or equivalent qualification already, we have a **fully funded Level 3 Award in Transition to Playwork (from early years)**. This is delivered online through 12 weekly sessions of 1.5 hours and can be achieved in up to 4 months. We also offer a fast track option that can be completed in 5 weeks with longer training sessions each week.

We have apprenticeships in **Level 2 and 3 Diploma in Playwork**, delivered utilising a mix of taught sessions, observations, discussions and self-study, available for:

- Staff working between 10-15.9 hours per week (or the equivalent pro rata) and
- Staff working 16 hours a week or more (or the equivalent pro rata)

The Level 2 Diploma in Playwork is suitable for staff in a non-supervisory role who have little or no experience in Playwork, and takes up to a year to complete.

The Level 3 Diploma in Playwork is for more experienced Playworkers wishing to progress to a senior role or already leading an Out of School Childcare Setting, and is the course considered best practice for Leaders and Managers. It can take up to 18 months to complete.

To express their interest, your staff can complete a brief form [here](#), and a member of our team will be in touch.

I cannot afford to pay my staff to attend training

Within the Childcare Sector, particularly the Out of School Childcare Sector, we know that you seek to keep your fees as affordable as possible for your community, and that this means that there is often insufficient funds above essential day to day expenditure to cover additional non-contact hours. Whilst good practice would be to pay for staff time to attend training, there is no legal requirement to pay for apprentices to attend training as long as they are being paid at least the National Minimum Wage (for those paid the apprenticeship rate, they must be paid to attend training).

It is important to encourage staff to recognise the personal value in continuing their professional development through accessing funded training opportunities. The offer of online delivery of training will also help to reduce personal costs of attending, such as transportation and additional travel time.

I cannot afford for staff to take time out of work to attend the workshop/meet assessor etc.

At Clybiau Plant Cymru Kids' Clubs, we seek to be flexible in our approach to training and regularly offer our training outside of the working day (from 6/6:30pm). Over the past year we have also

explored online training delivery, preventing the need to spend time travelling to a venue, although there are benefits to attending face to face sessions in terms of networking and discussions. Whilst there are observations that are required as part of our full Level 2 / Level 3 Diploma in Playwork, our Training Officers are experienced in being non-intrusive and causing minimal disruption to your session and can arrange to attend at times suitable to you.

Find out about the needs and concerns that your staff have, or that you have as a Manager, and give us a call to see how we can work together to find a solution!

My staff do not wish to undertake the necessary qualifications to enable us to register

If staff are showing reluctance to undertake the necessary qualifications, it would first be useful to determine why this is. Meet with staff (either on a one to one or group basis, depending on which feels most suitable) to discuss their reservations and whether there are any negotiations/compromises/incentives that could be made to address these. Are they concerned about how much time it will take? Could they speak to a colleague or a member of staff at another Setting for reassurance about what is involved? Have two way dialogue, with the employer/Manager providing clear information about the benefit of achieving the qualification and the difference registration will make for the Setting, children and for parents/carers.

Review the wording in the job description for each member of staff, and whether this job description includes a requirement to remain up to date with qualifications or to achieve specific qualifications (we have a template Playworker Job Description in Stepping Out on our website, available for member clubs, but this review should be relating to the job description already in place). Also review wording in staff contracts to determine whether training requirements are highlighted within this (again, a template Written Statement of Employment Particulars is included in Stepping Out for future reference).

Seek out advice and support from [ACAS](#), who specialise in employment matters and ensure you are moving forward in a legal and recommended way.

Remember, you do not need 100% of your staff to achieve qualifications, just a sufficient number to meet the requirements set out in the National Minimum Standards, and to allow for workforce planning (e.g. cover for sickness, or potential increase of childcare places).

The National Minimum Standards¹

Within the National Minimum Standards, Standard 13.6-13.7 relates to staffing qualifications:

13.6(DC): The person in charge has at least a level 3 qualification recognised on the Care Council for Wales' current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active's Integrated Qualification Framework for Play work (or any lists which supersede them), which is appropriate to the post;

13.7(DC) (a): At least 50% of the non-supervisory staff holds a qualification at least at level 2 from the Care Council for Wales' current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active's Integrated Qualification Framework for Play work (or any lists which supersede them), which is appropriate to the post. At least half of these have a qualification at level 3;

13.7(DC) (b): For full day care at least 80% of the non-supervisory staff holds a qualification at least at level 2 from the Care Council for Wales' current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active's Integrated Qualification

Framework for Play work (or any lists which supersede them), which is appropriate to the post. At least half of these have a qualification at level 3

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ⁱ Please note, these are the *minimum* qualification requirements, however to support workforce planning, future expansion and the potential impact of loss of qualified staff on ability to retain registration, it would be best practice to exceed the qualification ratios where possible and encourage all staff to consider gaining qualifications

Fel arfer, deallir y manteision i fusnesau, rhieni/gofalwyr a phlant o gofrestru eich Clwb Gofal Plant Allysgol gydag Arolygiaeth Gofal Cymru (AGC). Ond efallai eich bod yn dal i gynnig gwasanaeth heb ei gofrestru ar hyn o bryd oherwydd anhawster i ateb y gofynion am staff â'r cymwysterau priodol.

Mae siart llif i helpu Lleoliadau Gofal Plant a Gofal Plant yng Nghymru i wybod pa rai yw'r Cymwysterau Gwaith Chwarae gofynnol i staff yn eu lleoliadau [yma](#).

Nid wyf yn gallu cael mynediad at hyfforddiant i'm staff / Nid yw fy staff yn gweithio digon o oriau i gael mynediad at hyfforddiant

A wyddech chi am y gwahanol opsiynau o ran cymwysterau (a'r cyfan yn ateb gofynion Arolygiaeth Gofal Cymru parthed Gofal Plant Allysgol) sydd ar gael drwy Clybiau Plant Cymru Kids' Clubs ?

I staff sydd eisoes â Lefel 3 mewn Gofal Dysg a Datblygiad Plant neu gymhwyster cyfwerth, mae gennym **Ddyfarniad Lefel 3 mewn Trawsnewid i Waith Chwarae (o'r blynyddoedd cynnar) wedi ei ariannu'n llawn**. Mae hwn yn cael ei gyflenwi ar-lein drwy gyfrwng 13 sesiwn 1.5 awr yn wythnosol a gellir ei gyrraedd mewn hyd at 4 mis. Rydym hefyd yn cynnwys opsiwn trac cyflym y gellir ei gwblhau mewn 5 wythnos, ynghyd â sesiynau hyfforddi hirach bob wythnos.

Mae gennym brentisiaethau mewn **Diploma mewn Gwaith Chwarae Lefel 2 a 3** wedi'u cyflenwi drwy ddefnyddio sesiynau wedi'u dysgu, arsylwadau, trafodaethau a hunan-astudio yn gymysg; maent ar gael ar gyfer:

- Staff sy'n gweithio rhwng 10 a 15.9 awr yr wythnos (neu gyfwerth yn ôl y gyfradd) a
- Staff sy'n gweithio 16 awr yr wythnos neu fwy (neu gyfwerth yn ôl y gyfradd)

Mae Diploma Lefel 2 mewn Gwaith Chwarae yn addas ar gyfer staff mewn rôl nad yw'n cynnwys goruchwylio, sydd ag ychydig neu ddim profiad o Waith Chwarae, ac sy'n cymryd hyd at flwyddyn i'w gwblhau.

Mae Diploma Lefel 3 mewn Gwaith Chwarae ar gyfer Gweithwyr Chwarae mwy profiadol sy'n dymuno symud ymlaen i rôl uwch, neu rywun sydd eisoes yn arwain Lleoliad Gofal Plant Allysgol, a dyma'r cwrs a ystyrier yn arfer gorau i Arweinwyr a Rheolwyr. Gall gymryd hyd at 18 mis i'w gwblhau.

I fynegi eu diddordeb, gall eich staff gwblhau ffurflen gryno [yma](#), a bydd aelod o'n tîm mewn cysylltiad.

Ni allaf fforddio dalu fy staff i fynychu hyfforddiant

Yn y Sector Gofal Plant, yn enwedig y Sector Gofal Plant Allysgol, gwyddom eich bod yn ceisio cadw eich ffioedd mor fforddiadwy â phosibl i'ch cymuned, a bod hyn yn golygu bod arian annigonol, uwchben yr arian ar gyfer gwariant dyddiol ar hanfodion, ar gael i dalu am oriau ychwanegol digyswllt. Er y byddai'n arfer da i dalu am amser staff yn mynychu hyfforddiant, nid oes gofyniad cyfreithiol i dalu am brentisiaid i fynychu hyfforddiant cyn belled â'u bod yn derbyn o leiaf yr Isafswm Cyflog Cenedlaethol (i'r rhai a delir yn ôl cyfradd prentisiaid, rhaid iddynt gael eu talu am fynychu hyfforddiant).

Y mae'n bwysig annog staff i weld gwerth personol parhau yn eu datblygiad proffesiynol drwy gyrchu cyfleoedd hyfforddi sydd wedi eu hariannu. Bydd y cynnig o gyflenwi hyfforddiant ar-lein yn ogystal yn gymorth i leihau'r costau personol ynghylch mynychu, megis cludiant ac amser teithio ychwanegol.

Nid wyf yn gallu fforddio i'r staff gymryd amser o'u gwaith i fynychu gweithdy/cyfarfod â'u haseswr a.y.b.

Yn Clybiau Plant Cymru Kids' Clubs ceisiwn fod yn hyblyg yn ein hymagwedd at hyfforddiant ac rydym yn cynnig ein hyfforddiant y tu allan o'r diwrnod gwaith (o 6.00/6.30yh ymlaen) yn aml. Dros y flwyddyn ddiwethaf rydym hefyd wedi ymchwilio i gyflenwi hyfforddiant ar-lein, gan arbed y r angen i dreulio amser yn teithio i fan cyfarfod, er bod manteision i fynychu sesiynau wyneb-yn-wyneb o ran rhwydweithio a thrafodaethau. Er bod arsylwi yn ofynnol yn rhan o'n Diploma Lefel 2 /Lefel 3 mewn Gwaith Chwarae lawn, mae ein Swyddogion hyfforddi'n brofiadol o ran cadw draw rhag ymyrryd, ac aflonyddu cyn lleied â phosib yn eich sesiwn; gallant hefyd drefnu i fod yn bresennol ar adegau sy'n gyfleus i chi.

Dowch i wybod am yr anghenion a'r pryderon sydd gan eich staff, neu sydd gennych chi fel Rheolwr, a rhowch alwad i ni i weld sut gallwn weithio gyda'n gilydd i ddod at ddatrysiad!

Nid yw fy staff yn dymuno ymgymryd â'r cymwysterau gofynnol i'n galluogi i gofrestru

Os yw'r staff yn dangos amharodrwydd i ymgymryd â'r cymwysterau angenrheidiol, byddai'n ddefnyddiol penderfynu pam mai dyma'r achos. Mynnwch gyfarfod â'r staff (naill ai ar sail un-i-un neu fel grŵp, pa un bynnag a fyddai'n fwyaf addas) i drafod eu hamheuo ac a ellir negodi/cyfaddawdu/cynnig cymhellion a allai ateb y rhain. A ydynt yn poeni am yr amser a gymerai? A allent siarad â chydweithiwr neu aelod o staff Lleoliad arall wybod i sicrwydd beth a fyddai ymhlyg â hyn? Mynnwch ddeialog o'r ddwy ochr, a'r cyflogwr/rheolwr yn rhoi gwybodaeth glir am fantais cyrraedd y cymhwyster a'r gwahaniaeth a wnâi cofrestru i'r Lleoliad, i'r plant ac i'r rhieni/gofalwyr.

Adolygwch y geiriad yn nisgrifiadau swydd pob aelod o'r staff, i weld a yw'r disgrifiad swydd yn cynnwys gofyniad i barhau i ddiweddarau o ran cymwysterau neu i gyrraedd cymwysterau penodol (mae gennym dempled o Ddisgrifiad Swydd Gweithiwr Chwarae yn Camu Allan ar ein gwefan; y mae ar gael i glybiau sy'n aelodau, ond dylai'r adolygiad hwn fod yn gysylltiedig â'r disgrifiad swydd sydd eisoes yn ei le). Hefyd adolygwch y geiriad mewn contractau staff i weld a dynnir sylw at ofynnon hyfforddi ynddynt (unwaith yn rhagor, cynhwysir templed o Ddatganiad Ysgrifenedig o Fanylion Cyflogaeth yn Camu Allan, i gyfeirio ato yn y dyfodol).

Ceisiwch gyngor a chefnogaeth gan [ACAS](#), sy'n arabenigo mewn materion cyflogaeth, a gwnewch yn sicr eich bod yn symud ymlaen mewn ffordd gyfreithiol ac un sydd wedi ei hargymell. Cofiwch, nid oes yn rhai i 100% o'ch staff ennill cymwysterau, dim ond nifer digonol i ateb y gofynion a osodir yn y Safonau Gofynnol Cenedlaethol, ac i ganiatáu ar gyfer cynllunio'r gweithlu (e.e. staff i lenwi mewn achosion o salwch, neu'r cynnydd posibl o leoedd gofal plant).

Y Safonau Gofynnol Cenedlaethol

Yn y Safonau Gofynnol Cenedlaethol mae Safonau 13.6-13.7 yn berthnasol i gymwysterau staffio:

13.6(GD) bod gan y person â chyfrifoldeb gymhwyster ar lefel 3 o leiaf a gydnabyddir ar restr bresennol Cyngor Gofal Cymru o Gymwysterau Derbyniol ar gyfer y Gweithlu Blynyddoedd Cynnar a Gofal Plant yng Nghymru, neu Fframwaith Cymwysterau Integredig SkillsActive ar gyfer Gwaith Chwarae (neu ar unrhyw restrau sy'n eu disodli), sy'n briodol i'r swydd;

- 13.7(GD)(a) bod gan o leiaf hanner y staff nad ydynt yn goruchwyllo plant gymhwyster ar lefel 2 o leiaf sydd ar restr bresennol Cyngor Gofal Cymru o Gymwysterau Derbyniol ar gyfer y Gweithlu Blynnyddoedd Cynnar a Gofal Plant yng Nghymru, neu yn Fframwaith Cymwysterau Integredig SkillsActive ar gyfer Gwaith Chwarae (neu ar unrhyw restrau sy'n eu disodli) sy'n briodol i'r swydd. Rhaid bod gan o leiaf hanner y rhain gymhwyster lefel 3;
- (b) Yn achos gofal dydd llawn, rhaid bod gan o leiaf 80% o'r staff nad ydynt yn goruchwyllo plant gymhwyster lefel 2 o leiaf sydd ar restr bresennol Cyngor Gofal Cymru o Gymwysterau Derbyniol ar gyfer y Gweithlu Blynnyddoedd Cynnar a Gofal Plant yng Nghymru, neu yn Fframwaith Cymwysterau Integredig Skills Active ar gyfer Gwaith Chwarae (neu ar unrhyw restrau sy'n eu disodli), sy'n briodol i'r swydd. Rhaid bod gan o leiaf hanner y rhain gymhwyster lefel 3

ⁱ Nodwch os gwelwch yn dda mai dyma'r gofynion cymhwyster lleiaf, er hynny, er mwyn cefnogi cynllunio'r gweithlu, ehangu yn y dyfodol ac effaith posibl colli staff cymwysedig ar y gallu i barhau yn gofrestredig, yr arfer gorau fyddai ymestyn y cymarebau cymhwyster lle bo hynny'n bosibl ac annog yr holl staff i ystyried ennill cymwysterau.