



Clybiau
Plant Cymru
Kids' Clubs

www.clybiauplantcymru.org

Learner & Employer Newsletter

Spring 2024

Newyddlen Dysgwyr & Chyflogwyr

Gwanwyn 2024

Cwmni cyfyngedig drwy warant 4296436 | Elusen Gofrestredig
1093260 | Yn gweithio mewn partneriaeth â:



Llywodraeth Cymru
Welsh Government



Cambrian
Training
Hyfforddiant
Cambrian

It's amazing to think that we are a third of the way through the year already, but time does fly. When you are undertaking a qualification, you may start off feeling like a month, 3 months, a year, 18 months, 2 years, sounds like plenty of time, but time has a way of speeding up and disappearing. Which is why it is important to agree achievable goals with your Training Officer that you are confident you will meet, and to also know when your end date is so you can work to meet it. Your Training Officer is there throughout the whole process to support and guide you, to adapt assessment methods for you, but ultimately you must put the work in to get there.

Mae'n anhygoel meddwl ein bod ni draean o'r ffordd drwy'r flwyddyn yn barod, ond mae amser yn hedfan. Pan fyddwch yn dilyn cymhwyster, efallai y byddwch yn dechrau teimlo bod mis, 3 mis, blwyddyn, 18 mis, 2 flynedd, yn swnio'n ddigon o amser, ond mae gan amser ffordd o gyflymu a diflannu. Dyna pam ei bod yn bwysig cytuno ar nodau cyraeddadwy gyda'ch Swyddog Hyfforddiant, rhai yr ydych yn hyderus y byddwch yn eu bodloni, a hefyd i wybod pryd mae'ch dyddiad gorffen fel y gallwch weithio i'w gyflawni. Mae eich Swyddog Hyfforddi yno drwy gydol yr holl broses i'ch cefnogi a'ch arwain, i addasu dulliau asesu ar eich cyfer, ond yn y pen draw mae'n rhaid i chi roi'r gwaith i mewn i gyrraedd yno.



What is Signable?

For those undertaking shorter courses such as **Level 2 Award in Playwork Practice** and **Level 3 Award in Transition to Playwork** we gather registration and sign-up information through a useful tool called Signable.

Signable is an online method of securely completing and signing forms through the sending of 'envelopes'.

What to expect:

Beth yw Signable?

I'r rhai syn ymgymryd â chysiau byrrach megis y **Dyfarniad Lefel 2 mewn Arferion Gwaith Chwarae** a'r **Dyfarniad Lefel 3 mewn Trawsnewid i Waith Chwarae** rydym yn casglu gwybodaeth parthed cofrestru ac ymrwymo drwy'r erfyn defnyddiol, Signable.

Dull ar-lein o gwblhau a llofnodi ffurflenni drwy anfon 'amlenni' yw Signable.

Beth i'w ddisgwyl:

Signable <hello@signable.app>
Fri 03/03/2023 14:39
To: Training <Training@clybiauplantcymru.org>

3 attachments (3 MB)

We sent you safe versions of your files; ACT review.pdf; Standard ILP page.pdf;

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Kim Wilson Signed ACT review and ILP Pages- [REDACTED]

We're just emailing you to let you know that a document you sent out via Signable has been signed by all parties involved. Your document will always be available via your account or via the address below:

[Click here to download a copy of your document](#)

Kind regards, [Signable](#)

Why we have the paperwork and the benefit:

There are a few reasons that we have paperwork in place:

1. This is how we claim funding for your course
2. It is how we check you are eligible to undertake the course
3. It provides us with your contact details so your Training Officer can contact you, we can register you with the awarding body and set up ecordia for you if you need it
4. It shows your learning journey, what has been achieved and targets going forward

Pam fod gennym y gwaith papur a manteision hynny:

Mae ychydig o resymau pam fod gennym waith papur yn ei le:

1. Dyma sut rydym yn hawlio cyllid i'ch cwrs
2. Dyma sut rydym yn gwirio a ydych yn gymwys i ymgymryd â'r cwrs
3. Mae'n rhoi inni eich manylion cysylltu fel y gall eich Swyddog Hyfforddi gysylltu â chi, gallwn eich cofrestru â'r corff dyfarnu a rhoi Ecordia yn ei le i chi os oes ei angen arnoch
4. Mae'n dangos eich taith ddysgu, yr hyn sydd wedi ei gyflawni a'r targedau wrth symud ymlaen

Supervisions and appraisals

- What are they?

Looking Back (Reflection) vs Planning for the Future

Supervision: planned, accountable, two-way process. Regular disciplined monthly contact between a supervisor and supervisee to check progress, prioritise individual tasks, provide/seek guidance and support, to identify areas of work that need improving.

Appraisal: the framework within which supervision is conducted, allowing job and individual development objectives and plans (with milestones) to be agreed for ongoing review through supervision.

Why are they important?

They are not a tick box exercise! It is good supervision and appraisals that makes a difference to the quality of the provision. Supervision and appraisals, as well as being a requirement for Care Inspectorate Wales (CIW), helps staff members to feel recognised for their contributions to the team and helps them to agree areas for improvement.

Regular engagement with your team can support the development of strong team relationships and prevent any niggles or disagreements from escalating into disputes. It can make team members feel valued and listened to and gives them a platform to share ideas as well as any concerns or training needs they may have.

Goruchwyliaidau ac arfarniadau

- Beth yw'r rhain?

Edrych yn ôl (Adfyfrio) vs Cynllunio ar gyfer y Dyfodol

Goruchwyllo: proses ddwyffordd sydd wedi'i chynllunio ac sy'n cynnwys atebolrwydd. Cyswllt rheolaidd, disgybledig, misol rhwng goruchwylwr a goruchwylai i wirio cynnydd, blaenoriaethu tasgau unigol, darparu/ceisio arweiniad a chefnogaeth, er mwyn gweld y rhannau o'r gwaith y mae angen eu gwella.

Arfarniad: y fframwaith y cynhelir y goruchwyllo o'i fewn, sy'n caniatáu i amcanion datblygu a chynlluniau o ran y swydd, ac o ran yr unigolyn (ynghyd â cherrig milltir,) gael eu cytuno, i'w hadolygu'n barhaus drwy gyfrwng goruchwyliaid.

Pam fod y rhain yn bwysig?

Nid mynd-trwy'r-camau mo hyn! Goruchwyliaeth a gwerthusiadau da sy'n gwneud gwahaniaeth i ansawdd y ddarpariaeth. Mae goruchwyllo ac arfarnu, yn ogystal â bod yn ofynnol gan Arolygaeth Gofal Cymru (AGC), yn helpu aelodau o'r staff deimlo eu bod yn cael eu cydnabod am eu cyfraniadau i'r tîm ac yn eu helpu i gytuno ar feysydd i'w gwella.

Gall ymgysylltu'n rheolaidd â'ch tîm gefnogi datblygiad perthnasoedd tîm cryf ac atal unrhyw fân anghytundeb rhag datblygu'n anghydfod. Gall wneud i aelodau tîm deimlo eu bod yn cael eu gwerthfawrogi a bod rhywun yn gwrando arnynt, ac yn rhoi llwyfan iddynt rannu syniadau yn ogystal ag unrhyw bryderon neu anghenion hyfforddi sydd ganddynt.



Safeguarding

Safeguarding is everyone's responsibility and ensuring that your training and knowledge is up to date is important as part of your ongoing responsibility. Have you signed up to receive updates through NSPCC so you are aware of any changes or recommendations that may impact your practice and setting? Are staff clear on the safeguarding procedure and who to contact if they have any concerns? Do you know how to contact your local safeguarding board?

Diogelu

Mae diogelu yn gyfrifoldeb ar bawb, ac mae sicrhau bod eich hyfforddiant a'ch gwybodaeth yn gyfredol yn rhan bwysig o'ch cyfrifoldeb parhaus. Ydych chi wedi cofrestru i dderbyn diweddariadau drwy'r NSPCC fel eich bod yn ymwybodol o unrhyw newidiadau neu argymhellion a allai effeithio ar eich arferion a'ch lleoliad? A yw'r staff yn glir ynghylch y weithdrefn ddiogelu a phwy i gysylltu â nhw os oes ganddynt unrhyw bryderon? Ydych chi'n gwybod sut i gysylltu â'ch bwrdd diogelu lleol?



Policy reviews

Reviewing policies for any setting is essential to ensure that you are up to date legislatively as well as that policies and procedures reflect current practice and the needs and rights of the children attending the setting. But reviewing policies can also provide excellent evidence for learner qualifications.

Does your setting have a review schedule in place for policies?

If any policies and procedures need reviewing, consider using this as evidence towards your qualification. Send the original document, annotated plus the amended policy to your training officer and they can use this as evidence towards your qualification.

Adolygiadau polisi

Mae adolygu polisiâu ar gyfer unrhyw leoliad yn hanfodol er mwyn sicrhau eich bod yn gyfredol o ran deddfwriaeth yn ogystal ag oherwydd bod polisiâu a gweithdrefnau'n adlewyrchu arferion cyfredol ac anghenion a hawliau'r plant sy'n mynychu'r lleoliad. Ond gall adolygu polisiâu hefyd ddarparu tystiolaeth ragorol i ddysgwyr ar gyfer eu cymwysterau.

A oes gan eich lleoliad amserlen adolygu ar gyfer polisiâu?

Os oes angen adolygu unrhyw bolisiâu a gweithdrefnau, ystyriwch ddefnyddio hyn fel tystiolaeth tuag at eich cymhwyster. Anfonwch y ddogfen wreiddiol wedi'i hanodi, ynghyd â'r polisi diwygiedig, at eich swyddog hyfforddi er mwyn iddo allu eu defnyddio fel tystiolaeth ar gyfer eich cymhwyster.

Employing younger staff – things to consider

We understand that learners who are under 18 may be more vulnerable than their more experienced peers. We also acknowledge that workers under 18 have additional rights in the workplace.

Clybiau Plant Cymru Kids' Clubs will take all reasonable actions to safeguard the learner and ensure they are working in a safe and supportive environment. As part of this commitment, we will implement a specific induction completed with the Training Officer.

In addition to this we will also:

- Provide information to the learner's parent/carers on what to expect from an apprenticeship/the training and their child's rights/responsibilities
- Provide the learners parents/carers with a point of contact if they have concerns about the learner whilst they are on their apprenticeship
- Ensure that the learner has a full induction at their workplace and are aware of key policies and procedure
- Ensure that the employer has a young employee policy and are clear on the rights of the young adult

Legal rights of employees under 18 years old

- 2 full days off work in a 7 day week
- Have 12 hours off between each work day
- In shifts longer than 4.5 hours they must have at least a 30 minute break
- Must not work more than 8 hours in any day or 40 hours in a week

Employers should also consider

Young employees may not have the experience and understanding of risk assessing and hazards or how to manage some equipment. Employers should check their employees understanding and make a judgement on whether additional training is needed.

Young trainees should always work under the supervision of an experienced member of staff.

Cyflogi staff iau – pethau i'w hystyried

Rydym yn deall y gall dysgwyr dan 18 oed fod yn fwy agored i niwed na'u cyfoedion mwy profiadol. Rydym hefyd yn cydnabod bod gan weithwyr o dan 18 oed hawliau ychwanegol yn y gweithle.

Bydd Clybiau Plant Cymru Kids' Clubs yn cymryd pob cam rhesymol i ddiogelu'r dysgwr a sicrhau ei fod yn gweithio mewn amgylchedd diogel a chefnogol. Fel rhan o'r ymrwymiad hwn, byddwn yn gweithredu cyfnod sefydlu penodol a gwblhawyd gyda'r Swyddog Hyfforddiant.

Yn ogystal â hyn byddwn hefyd yn:

- Darparu gwybodaeth i riant/gofalwyr y dysgwr ar yr hyn i'w ddisgwyl o brentisiaeth/yr hyfforddiant a hawliau/cyfrifoldebau eu plentyn
- Darparu pwnt cyswllt i rieni/gofalwyr y dysgwyr os oes ganddynt bryderon am y dysgwr tra byddant ar eu prentisiaeth
- Sicrhau bod y dysgwr yn cael cyfnod sefydlu llawn yn ei weithle a'i fod yn ymwybodol o bolisiâu a gweithdrefnau allweddol
- Sicrhau bod gan y cyflogwr bolisi gweithwyr ifanc a'i fod yn glir ynghylch hawliau'r oedolyn ifanc

Hawliau cyfreithiol gweithwyr dan 18 oed

- 2 ddiwrnod llawn i ffwrdd o'r gwaith mewn wythnos 7-diwrnod
- Cael 12 awr i ffwrdd rhwng pob diwrnod gwaith
- Mewn shifftiau dros 4.5 awr o hyd mae'n rhaid iddynt gael egwyl o 30 munud o leiaf
- Rhaid iddynt beidio â gweithio mwy nag 8 awr mewn unrhyw ddiwrnod neu 40 awr mewn wythnos

Dylai cyflogwyr ystyried hefyd

Efallai na fydd gan weithwyr ifanc y profiad a'r ddealltwriaeth o asesu risg a pheryglon na sut i weithredu rhai eitemau o gyfarpar. Dylai cyflogwyr wirio dealltwriaeth eu gweithwyr a barnu a oes angen hyfforddiant ychwanegol.

Dylai hyfforddeion ifanc weithio o dan oruchwyliaeth aelod profiadol o'r staff ar bob adeg.

