Clybiau Plant Cymru Kids' Clubs

www.clybiauplantcymru.org

Learner & Employer Newsletter

Croeso i newyddlen dysgwr a chyflogwr gyntaf Clybiau Plant Cymru Kids' Clubs . Gobeithio y gallwn eich cadw'n gyfamserol ynghylch newidiadau yn ogystal â darparu gwybodaeth a allai fod yn ddefnyddiol i chi; p'un a ydych yn ddysgwr neu'n cefnogi cyflogai wrth iddo symud ymlaen drwy eu cymhwyster. Os oes gennych unrhyw gwestiynau neu adborth, yna cofiwch roi gwybod i ni drwy ddefnyddio'r manylion cysylltu isod.

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Welcome to the first Clybiau Plant Cymru Kids' Clubs learner and employer newsletter. We hope to be able to keep you informed and up to date with changes as well as provide information you may find useful; whether you are a learner or you are supporting an employee as they progress through their qualification. If you ever have any questions, comments or feedback, then please let us know using the contact details below.

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Newyddlen Dysgwr & Chyflogwr

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

act

Llywodraeth Cymru Welsh Government

Cambrian Training Hyfforddiant Cambrian

Reviews

These are ongoing and essential as part of the qualification and will be undertaken monthly by the Training Officer who will come out to see the learner in the setting. Reviews as well as being mandatory due to funding requirements are also a valuable opportunity for the Training Officer, learner and employer to meet and discuss progress made, challenges and forward planning. Reviews will cover all areas of the qualification including:

- the main Playwork qualification,
- essential skills or numeracy and literacy development,
- learner health and wellbeing,
- safeguarding topics,
- training undertaken
- as well as wider skills development and interests.

Reviews **must** be signed and commented on, promptly, on the day completed by Training Officer, learner **AND** employer, this then agrees all actions and provides an opportunity for two-way feedback. When reviews go unsigned funding can be withdrawn and the qualification terminated.

Adolygiadau

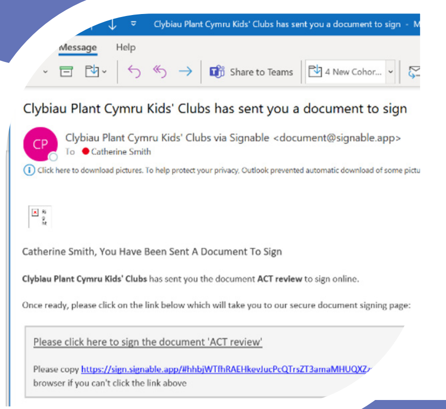
Mae'r rhain yn rhan barhaus a hanfodol o'r cymhwyster, ac fe'u cynhelir yn fisol gan y Swyddog Hyfforddi a fydd yn dod allan i weld y dysgwr yn y lleoliad. Mae adolygiadau, yn ogystal â bod yn orfodol oherwydd y gofynion ariannu, hefyd yn gyfle gwerthfawr i'r Swyddog Hyfforddi, y dysgwr a'r cyflogwr i gyfarfod a thrafod y cynnydd a wnaed, yr heriau a'r cynllunio i'r dyfodol. Bydd yr adolygiadau'n cwmpasu pob maes o'r cymhwyster, yn cynnwys:

- y prif gymhwyster Gwaith Chwarae,
- y sgiliau hanfodol neu ddatblygiad rhifedd a llythrennedd,
- iechyd a llesiant dysgwyr
- pynciau diogelu
- yr hyfforddi a wneir
- yn ogystal â datblygiad sgiliau ehangach a diddordebau.

Rhaid llofnodi adolygiadau a **rhaid** eu bod wedi derbyn sylwadau, yn brydlon, ar y diwrnod y'u cwblhawyd gan y Swyddog Hyfforddi, y dysgwr **A'R** hyfforddwr; mae hyn yn arwydd o gytundeb â'r holl gamau a gymerwyd ac yn rhoi cyfle am adborth o'r ddau gyfeiriad. Os nad yw adolygiadau wedi'u llofnodi gellir tynnu'r ariannu yn ôl a rhoi terfyn ar y cymhwyster.

Signable

New Welsh Government initiative now requires from 1st August 2022, that all paperwork be completed electronically. Clybiau Plant Cymru Kids' Clubs has invested in Signable as a method of doing this. Signable is an online secure platform that sends an "envelope" containing the Individual Learning Plan (ILP) to all parties to be signed electronically. If you or your employee are doing their apprenticeship via our partnership with ACT the review will also be completed using signable. Below is an example of what an email may look like from signable.



Signable

Ers Awst 1af 2022 ar gais cynllun newydd o eiddo Llywodraeth Cymru, y mae'n ofynnol bod yr holl waith papur yn cael ei gwblhau'n electronig. Mae Clybiau Plant Cymru Kids' Clubs wedi buddsoddi yn Signable fel dull o wneud hyn. Platfform ar-lein diogel yw Signable, y mae'n anfon "amlen" yn cynnwys y Cynllun Dysgu Unigol (CDU) i bob parti, i'w llofnodi'n electronig. Os ydy'ch cyflogai, neu os ydych chi'n gwneud prentisiaeth trwy ein partneriaeth ag ACT, bydd yr adolygiad hefyd yn cael ei gwblhau drwy ddefnyddio Signable. Gwelir isod enghraifft o'r math o e-bost a allai gyrraedd oddi wrth Signable.

iPEGS

For those learners undertaking their qualification and signed up with Cambrian Training, iPEGS is the secure platform that is being used. Sign up, health and safety monitoring, Progress Achievement Record (PAR - Reviews) and change of circumstance forms will all be completed online via the platform and will need to be signed by the Training Officer, learners and employers. Dates for signing will be set and reminders can also be given.

For signups it is vital that all documentation is gathered prior to the date due to sign up including information to support with completing the health and safety monitoring. All learners and employers will have to register as a user of iPEGS so that you are able to sign in to the platform to comment and sign off documents.

iPEGS

I'r dysgwyr hynny sy'n ymgymryd â'u cymhwyster ac wedi cofrestru gyda Hyfforddiant Cambrian, iPEGS yw'r platform diogel sy'n cael ei ddefnyddio. Caiff y cofrestru, y monitro iechyd a diogelwch, y Cofnod Cyflawni Cynnydd (CCC[PAR]) a'r ffurflenni newid amgylchiadau oll yn cael eu cwblhau ar y platform ar-lein a bydd angen iddynt gael eu llofnodi gan y Swyddog Hyfforddi, y dysgwr a'r cyflogwyr. Pennir y dyddiadau llofnodi a gellir rhoi atgoffiadau yn ogystal.

Yn achos cofrestru y mae'n hanfodol bwysig bod yr holl ddogfennau'n wedi'u casglu ynghyd cyn y dyddiad a fydd wedi'i bennu ar gyfer cofrestru; hyn i gynnwys gwybodaeth i gefnogi'r monitro iechyd a diogelwch. Bydd yn rhaid i bob dysgwr a chyflogwr gofrestru fel defnyddiwr iPEGS er mwyn i chi allu cofrestru ar y platform a llofnodi bod dogfennau wedi'u cwblhau.

Ecordia

Ecordia yw platform e-bortffolio ar-lein Clybiau Plant Cymru Kids' Clubs, a ddefnyddir i uwchlwytho'r holl dystiolaeth, ac i'r Swyddog Hyfforddi ei ddefnyddio i roi adborth i'r dysgwr ac olrhain y cynnydd a wnaed. Rhoddir manylion mewngofnodi i bob dysgwr i'w galluogi i gyrchu eu portffolios, a gellir gwneud hyn nail ai drwy wefan ecordia neu drwy eu ap. Bydd hefyd angen i ddysgwyr dderbyn adborth a llofnodi yn erbyn unedau a gwblhawyd er mwyn dangos y cynnydd ar ecordia. Anfonir e-byst atoch i roi gwybod i chi y bydd angen gweithredu ar hyn, neu gallwch ddod o hyd i hyn yn adran dasgau eich tudalen hafan ar ecordia.

Ecordia

Ecordia is Clybiau Plant Cymru Kids' Clubs online e-portfolio platform that is used to upload all evidence and for the Training Officer to provide feedback to the learner and track progress made. All learners will be provided with a log in to access their portfolios and this can be done either through ecordia's website or through their app. Learners will also need to accept feedback and sign off units to show progression on ecordia, you will be sent emails to let you know this needs to be actioned or you can find it on the task section on your ecordia homepage.

Terminoleg y Maes

Atal dros dro – gallai fod adegau'n deillio o amgylchiadau personol neu salwch pan fydd angen atal dysgwr dros dro. Bydd hyn yn golygu rhoi terfyn dros dro ar y dysgu a gall bara am hyd at 13 wythnos. Trafodir ataliad-dros-dro dysgwr gyda'r Swyddog Hyfforddi, y cyflogwr a'r Rheolwr Hyfforddiant Cenedlaethol i weld hefyd a oes angen rhoi unrhyw gefnogaeth ychwanegol yn ei lle.

PECYN CYMORTH SGILIAU HANFODOL CYMRU – dyma system sydd wedi'i dylunio yn gyntaf i asesu lefelau sgiliau dysgwyr mewn rhifedd a llythrennedd er mwyn rhoi i Swyddogion Hyfforddi ddarlun clir o ba gefnogaeth neu addasiadau y bydd eu hangen, ac yn ail fel platfform y gall dysgwyr ei ddefnyddio i adeiladu ar sgiliau a chynyddu hyder a lefelau.

SHC – sef Sgiliau Hanfodol Cymru, sy'n cyfeirio at y cymwysterau rhif a chyfathrebu sy'n rhan o gwblhau'r brentisiaeth. Oni bai eich bod yn gallu darparu tystysgrifau'n dangos eich bod wedi ymgymryd â chymhwyster SHC neu TGAU (mewn Mathemateg, Saesneg neu Gymraeg) mae'n ofynnol i bob dysgwr ymgymryd â'r sgiliau hyn yn llwyddiannus er mwyn cwblhau eu prentisiaeth. Bydd angen i ddysgwyr Lefel 2 mewn Gwaith Chwarae gwblhau o leiaf Lefel 1 SHC, a bydd angen i ddysgwyr Lefel 3 a Lefel 5 mewn Gwaith Chwarae gwblhau o leiaf Lefel 2 SHC.

Terminology of the Quarter

Suspension – there may be times due to personal circumstances or illness that a learner will need to be put into suspension. This means a temporary stop on learning and can last for up to 13 weeks. Suspension of a learner is discussed with the Training Officer, employer and learner as well as the National Training Manager to also see if any additional support is needed to be put into place.

WEST – stands for the Wales Essential Skills Toolkit and is a system designed to firstly assess learners' skills levels in numeracy and literacy in order to give Training Officers a clear picture as to what support or adaptions may be needed and secondly as a platform that learners can use to build on essential skills and increase confidence and levels.

ESW – stands for Essential Skills Wales and refers to the application of number and communication qualifications that are part of completing an apprenticeship. Unless you can provide certificates of previously undertaking an ESW or GSCE (Maths, English or Welsh) qualification all learners are required to undertake these skills to successfully complete their apprenticeship. Level 2 Playwork learners will need to complete Level 1 ESW as a minimum, and for Level 3 Playwork and Level 5 Playwork learners a minimum of Level 2 ESW need to be completed.

Expectations of learners at Level 2 & Level 3

In order to be assessed at that standard the apprentice needs to be given opportunities to gain experience at that level and take responsibility at that level, along with mentoring, advice and reflection to help them improve.

At Level 2

Your employees should be demonstrating skills related to playwork practice and appropriate responses and relationships with children as well as good team working and reflection.

At Level 3

Your employees at this level should be demonstrating skills that would satisfy the assessor that they could take responsibility as Person in Charge of a club. Learning and work opportunities should reflect this level of competence and responsibility and they should be acting the role of person in charge during assessment.

Level 2 Opportunities	Level 3 Opportunities
Conversations and support in understanding the Playwork Principles and how they define the focus of their work	To design and carry out consultations with children and families, using various and inclusive methods, act on them and feedback to children, staff and families on the results – We have a learner project that will assist with this.
Conversations and support in Understanding the U.N Convention on the rights of the child and how the convention is enacted upon in club	Be responsible for promoting and acting on children's rights in line with the U.N.C.R.C
Encouragement to plan play spaces and opportunities for the children & YP (including finding resources) • As part of the team • Involving the children • Alone	Plan and provide a variety of play spaces and opportunities, using the team, working with the children or acting alone
Help in understanding fundamental theories relating to our work, including: • The Play Cycle • The Theory of Loose parts • Intervention styles	Understand, and put into regular practice, fundamental theories relating to our work, including: • The Play Cycle • The Theory of Loose parts • Intervention styles
To be part of supporting children in accessing risk, stimulation and challenge while they play	Undertake risk/benefit assessments and be able to record risk assessments for play opportunities, buildings and people as necessary
To develop their dynamic risk benefit assessing skills	Review risk assessments and policies as required by timelines and changing circumstances
To understand risk/benefit analysis	Plan and provide for the children to access risk, stimulation and challenge while they play, helping them and staff understand their various responsibilities and how to manage risks.
To know their responsibilities towards safeguarding procedures	Manage record keeping and paperwork, including registers, medical/dietary information, accident forms and providing information to families
Regular 1:1 supervisions and appraisal as required under NMS standard 13.11	Take part in reflections and team meetings, taking a lead on topics, as well as taking part in regular 1:1 supervisions and appraisal as required under NMS standard 13.11

Referencing

Whichever level qualification you are undertaking, referencing and evidence of further reading and research is important to evidence and strengthen your work.

At **Level 2** it is **desirable** that you include references and a bibliography in your work

At **Level 3** and **Level 5** it is **essential** that you show wider reading and research by including quotes and references in your work as well as a bibliography.

This also includes referencing and using quotes as part of any discussions that should be planned and prepared for. Whilst research and use of references is important it is also vital that you make it clear where any references have come from so that it shows clearly your own work and that it isn't plagiarised and being passed off as your own.

References not identified could be considered plagiarism and will need to be reported to NCFE as the awarding body.

For support with how to reference your work, please refer to the full Referencing and Bibliography Guide and also speak to your Training Officer for support.

Y Disgwyliadau i ddysgwyr ar Lefel 3 a Lefel 3

Er mwyn cael eu hasesu ar y safon honno mae angen i'r prentis gael cyfleoedd – a chymryd cyfrifoldeb – ar y lefel honno, ynghyd â mentora, cyngor a myfyrio i'w helpu i wella.

Ar Lefel 2

Dylai'ch cyflogeion fod yn arddangos sgiliau sy'n berthynol i arferion gwaith chwarae ac ymatebion a pherthnasoedd priodol â phlant, ynghyd â gwaith tîm da a myfyrdod.

Ar Lefel 3

Dylai'ch cyflogeion ar y lefel hon fod yn arddangos sgiliau a fyddai'n bodloni'r aseswr y gallant gymryd y cyfrifoldeb o fod yn Berson â Gofal mewn clwb. Dylai'r cyfleoedd dysgu a gwaith adlewyrchu'r lefel hon o allu a chyfrifoldeb, a dylent fod yn cymryd rôl y person â gofal yn ystod yr asesiad.

Cyfleoedd ar Lefel 2	Cyfleoedd ar Lefel 3
Sgyrsiau a chefnogaeth i ddeall yr Egwyddorion Gwaith Chwarae a sut maent yn diffinio ffocws eu gwaith.	Dylunio a chynnal ymgynghoriadau gyda phlant a theuluoedd, gan ddefnyddio dulliau amrywiol a chynhwysol, gweithredu arnynt ac adrodd yn ôl i'r plant, y staff a'r teuluoedd ar y canlyniadau. Mae gennym brosiect dysgwyr a fydd yn gymorth gyda hyn.
Sgyrsiau a chefnogaeth i ddeall Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (UNCRC) a sut y rhoddir y confensiwn ar waith yn y clwb.	Bod yn gyfrifol am hyrwyddo a rhoi ar waith hawliau plant yn unol â'r U.N.C.R.C.
Anogaeth i gynllunio mannau chwarae a chyfleoedd ar gyfer y plant a'r bobl ifanc (yn cynnwys dod o hyd i adnoddau). Yn rhan o'r tîm • Gan gynnwys y plant • Ar eu pennau eu hunain	Cynllunio a darparu amrywiaeth o leoedd a chyfleodd chwarae, gan ddefnyddio'r tîm, gweithio gyda'r plant neu ar eu pennau eu hunain.
Help i ddeall y damcaniaethau sylfaenol sy'n berthynol i'n gwaith, yn cynnwys: • Y Cylch Chwarae • Damcaniaeth Rhannau Rhydd • Dulliau ymyrryd	Deall, a rhoi ar waith yn rheolaidd, ddamcaniaethau sylfaenol perthynol i'n gwaith, yn cynnwys: • Y Cylch Chwarae • Damcaniaeth Rhannau Rhydd • Dulliau ymyrryd
Bod yn rhan o gefnogi plant wrth asesu risg, ysgogi a herio wrth iddynt chwarae	Ymgymryd ag asesiadau risg/budd a bod yn gallu cofnodi asesiadau risg ar gyfer cyfleoedd chwarae a phobl fel y bo'r angen.
Datblygu eu sgiliau asesu o ran risg-budd deinamig	Adolygu asesiadau risg a'r polisïau yn ôl yr hyn sy'n ofynnol gan linellau amser ac amgylchiadau newidiol
Deall dadansoddiad risg/budd	Cynllunio a darparu fel bo'r plant yn cael mynediad at risg, ysgogiad a her tra byddant yn chwarae; a'u helpu nhw a'r staff ddeall eu gwahanol gyfrifoldebau a sut i reoli risgiau.
Gwybod eu cyfrifoldebau tuag at weithdrefnau diogelu	Rheoli cadw cofnodion a gwaith papur, yn cynnwys cofrestrau, gwybodaeth feddygol/deietegol a ffurflenni damweiniau, a rhoi gwybodaeth i deuluoedd.
Goruchwyliadau ac arfarniadau 1:1 rheolaidd yn ôl gofyniad Safon 13.11 y Safonau Gofynnol Cenedlaethol (SGC)	Cymryd rhan mewn myfyrdodau a chyfarfodydd tîm, cymryd rôl arweinol ar bynciau, ynghyd â chymryd rhan mewn goruchwyliadau ac arfarniadau yn ôl gofyniad Safon 13.11 y Safonau Gofynnol Cenedlaethol.

Cyfeirio

Pa lefel bynnag o gymhwyster yr ydych yn ymgymryd â hi, mae cyfeiriadau a thystiolaeth o ddarllen pellach ac ymchwil yn bwysig i roi tystiolaeth o'ch gwaith a'i atgyfnerthu.

Ar **Lefel 2, dymunir** ichi gynnwys cyfeiriadau a llyfryddiaeth yn eich gwaith.

Ar **Lefel 3** a **Lefel 5** y mae'n **hanfodol** eich bod yn dangos tystiolaeth o ddarllen ehangach a gwaith ymchwil drwy gynnwys dyfyniadau a chyfeiriadau yn eich gwaith, yn ogystal â llyfryddiaeth.

Mae hyn hefyd yn cynnwys cyfeiriadaeth a defnyddio dyfyniadau yn rhan o unrhyw drafodaethau y dylid cynllunio a pharatoi ar eu cyfer.

Er pwysiced gwaith ymchwil a'r defnydd o gyfeiriadau, y mae hefyd yn hollbwysig eich bod yn ei gwneud yn glir darddiad unrhyw gyfeiriadau er mwyn dangos eich gwaith eich hun yn glir, ac nad oes llên-ladrad wedi digwydd a cham-gyflwyno gwaith fel hynny o'ch eiddo.

Gellid ystyried cyfeiriadau heb nodi'u tarddiad yn llên-ladrad a bydd yn rhaid adrodd arnynt i NCFE, sef y corff dyfarnu.

Am gymorth ar sut i gynnwys cyfeiriadau yn eich gwaith, gwelwch yr arweiniad llawn ar gyfeirio a llyfryddiaeth, sef y Referencing and Bibliography Guide, os gwelwch yn dda, a hefyd siaradwch â'ch Swyddog Hyfforddi os ydych am gefnogaeth.

Eich adborth i ni...

Rydym yn gwerthfawrogi'ch adborth yn fawr iawn er mwyn i ni allu parhau i addasu, datblygu a gwella'r gwasanaethau hyfforddi o ansawdd y mae dysgwyr a chyflogwyr yn eu cael, ac wedi dod i'w disgwyl gan Clybiau Plant Cymru Kids' Clubs. Rydym yn cymryd pob adborth o ddifrif, felly os oes gennych chi unrhyw adborth ar ein cyfer, neu os hoffech gysylltu â ni, cysylltwch â ni trwy ddefnyddio'r manylion a roddir ar y tudalen blaen.

Dywedodd 100% o'r cyflogwyr a arolygwyd y byddent yn argymell Clybiau Plant Cymru Kids' Clubs.

"Roedd y Swyddog Hyfforddi'n hynod barod i gynorthwyo."

Dangosodd un gymhorthfa dysgwyr yn ddiweddar nad yw pob dysgwyr yn ymwybodol o'u dyddiad gorffen. Rydym yn gwneud newidiadau o'r cofrestru a sut y mae hyn yn cael ei gyfathrebu, er mwyn i'r dysgwyr fod yn ymwybodol o'r dyddiadau gorffen y mae angen iddynt weithio tuag atynt. O'r foment y mae dysgwyr wedi cofrestru:

- Mae gan ddysgwyr ar Lefel 2 12 mis o'u cofrestru i gwblhau eu cymhwyster
- Mae gan ddysgwyr ar Lefel 3 15 mis o'u cofrestru i gwblhau eu cymhwyster
- Mae gan ddysgwyr ar Lefel 5 24 mis o'u cofrestru i gwblhau eu cymhwyster

Your feedback to us...

We really value your feedback so that we can continue to adapt, develop and improve the quality training services that learners and employers are provided with and have come to expect from Clybiau Plant Cymru Kids' Clubs. We take all feedback seriously, both the good and the bad, so if you have any feedback or would like to get in touch, please contact us using the details provided on the front page.

100% of employers surveyed says that they would recommend Clybiau Plant Cymru Kids' Clubs.

"The Training Officer has been very helpful"

Our learner surgery completed recently showed that not all learners are aware of when their end date is. We are making changes to sign up and how this is communicated so that learners are aware of end dates that they need to work towards. From the moment learners are signed up:

- Level 2 learners have 12 months from sign up to complete their qualification
- Level 3 learners have 15 months from sign up to complete their qualification
- Level 5 learners have 24 months from sign up to complete their qualification

Sicrwydd Ansawdd Allanol

Fel unrhyw ddarparydd hyfforddiant cawn ein harchwilio'n rheolaidd i wirio ein hansawdd a'n prosesau. Yn ein harchwiliad diweddar gan NCFE (CACHE gynt) yr ymgymerwyd ag ef ym Medi 2022, graddiwyd Clybiau Plant Cymru Kids' Clubs yn Rhagorol ar draws pob maes. Rydym yn ymroddedig i fyfyrio ar yr hyn sydd gennym i'w gynnig ac edrych ar ffyrdd o wella fel bod pob dysgwr unigol yn cael profiad unigryw, o ansawdd.

External Quality Assurance

Like any training provider we are inspected regularly to check on our quality and processes. In our recent inspection by NCFE (previously CACHE) which was undertaken in September 2022, Clybiau Plant Cymru Kids' Clubs was rated Excellent across all areas. We are dedicated to reflecting on what we offer and looking at ways to improve so that each individual learner has a unique and quality experience.