

## Guidance Notes For 2017/2018 Enrolment Form

**Gender:** This question relates to the learners self identified gender. This may not match to the sex they were assigned at birth. For example, a person who identifies as a transgender male was assigned female at birth but fully identifies as male now. They will want to tick 'Male' as that is the gender they now identify as. If you have a learner who is going through transition, or who identifies as something other than purely Male or Female support them to identify as Other. Remember to advise the learner that this isn't just a token option and does allow learners to identify themselves outside of the binary (male or female).

### Ethnicity

11 White, 21 Black-Caribbean, 22 Black-African  
29 Other Black Background  
31 Asian-Indian, 32 Asian-Pakistani,  
33 Asian-Bangladeshi, 39 Other Asian Background,  
41 Mixed - White and Black Caribbean,  
42 Mixed - White and Black African  
43 Mixed - White and Asian  
49 Other Mixed background  
50 Arab, 80 Other Ethnic Background, 34 Chinese

### Examples of Qualifications

No formal qualifications  
GCSE/O Level, A Level, AS Level  
First Diploma, National Diploma  
First Certificate, National Certificate  
Welsh Bacc Foundation, Welsh Bacc Intermediate,  
Welsh Bacc Advanced  
OCN, BTEC, HND, HNC, NVQ, Key Skills  
Foundation Degree, HE First Degree, Bachelors Degree  
Masters Degree, PhD, PGCE  
HE Postgraduate, Dip HE

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### Fee Codes/Concessions

**Fee Code 1** - Full Fee (£3/hour)

**Fee Code 2** - 2/3 reduction (£1/hour)

Learners in receipt of the following benefits:

Income Support, Job Seekers Allowance / Employment Support Allowance, Pension Credit, Disability Living Allowance, Incapacity Benefit, Disabled Persons Tax Credit, Carers Allowance, Housing Benefit, Council Tax Benefit, Statutory Maternity/Paternity/Adoption Pay, Statutory Sick Pay (If not in receipt of additional Company allowance)

**Fee Code 3** - 1/3 reduction (£2/hour)

Learners in receipt of the following benefits:

State Pension, Working Tax Credit, Attendance Allowance, Industrial Injuries Benefit, War Pension/Armed Forces Compensation Scheme, Severe Disablement Allowance

**Fee Code 4** - No fee

**Fee Code 5** - Fee paid by other body

**(AOC/ALW reserves the right to request proof of entitlement to concessions)**

**Nationality:** WAL Welsh, ENG English, SCO Scottish, IRE Irish, BRI British, OTH Other

### Disabilities/Conditions

21 Visual Impairment, 22 Hearing Impairment,  
23 Physical and/or Medical difficulties,  
24 Behavioural, emotional and social difficulties,  
25 Multi-sensory impairment  
26 Autistic spectrum disorders  
27 Speech, language and Communication difficulties  
28 Moderate Learning difficulties,  
29 Severe Learning Difficulties  
30 Profound and Multiple Learning Difficulties  
32 SPLD - Dyslexia, 33 SPLD - Dyscalculia  
34 SPLD - Dyspraxia,  
35 SPLD - Attention Deficit Hyperactivity Disorder,  
36 General Learning Difficulties

## Arweiniad ar gyfer Ffurflen Gofrestru 2017/2018

**Rhywedd:** Mae'r cwestiwn hwn yn berthnasol i hunaniaeth rhywedd y dysgwyr. Efallai na fydd yn cyfateb i'r rhyw a bennwyd iddynt pan gawsant eu geni. Er enghraifft, efallai bod rhywun sydd â hunaniaeth gwryw trawsryweddol wedi cael ei bennu'n fenyw pan gafodd ei eni, ond mae ganddo hunaniaeth lawn fel gwryw yn awr. Bydd yr unigolyn yn ticio 'Gwryw', gan mai dyma yw ei hunaniaeth ryweddol erbyn hyn. Os yw dysgwr yn mynd trwy'r broses drawsnewid, ac mae iddo/iddi hunaniaeth ryweddol ar wahân i Wryw yn unig neu Fenyw yn unig, dylech ei annog i nodi hunaniaeth Arall. Cofiwch gynghori'r dysgwr nad opsiwn symbolaidd yn unig yw hwn, a'i fod yn galluogi dysgwyr i bennu eu hunaniaeth eu hunain y tu allan i'r ddau rywedd deuaidd (gwryw a benyw).

### Ethnigrwydd

11 Gwyn, 21 Du Caribiaidd, 22 Du Affricanaidd  
29 Cefndir Du Arall, 31 Asiaidd-Indiaidd  
32 Asiaidd-Pacistanaid, 33 Asiaidd-Bangladeshaid  
39 Cefndir Asiaidd Arall,  
41 Cymysg – Gwyn a Du Caribiaidd,  
42 Cymysg – Gwyn a Du Affricanaidd  
43 Cymysg – Gwyn ac Asiaidd, 49 Cefndir cymysg arall  
50 Arabaidd, 80 Cefndir Ethnig Arall, 34 Tsieinaidd

### Engheirfftau o Gymwysterau

Dim cymwysterau ffurfiol  
TGAU/Lefel 0, Lefel A, Lefel AS  
Diploma Cyntaf, Diploma Cenedlaethol  
Tystysgrif Gyntaf, Tystysgrif Genedlaethol  
Diploma Sylfaen Bagloriaeth Cymru, Diploma Canolradd  
Bagloriaeth Cymru, Diploma Uwch Bagloriaeth Cymru  
OCN, BTEC, HND, HNC, NVQ, Sgiliau Allweddol  
Gradd Sylfaen, Gradd Gyntaf Addysg Uwch, Gradd Baglor  
Gradd Meistr, PhD, TAR  
Gradd ôl-raddedig Addysg Uwch, Diploma Addysg Uwch

### Codau ffioedd/Gostyngiadau

**Cod ffi 1** - Ffi lawn (£3 yr awr)

**Cod ffi 2** – gostyngiad o 2/3 (£1 yr awr)

Dysgwyr sy'n derbyn y budd-daliadau canlynol:

Cymhorthdal Incwm, Lwfans Ceisio Gwaith / Lwfans Cyflogaeth a Chymorth, Credyd Pensiwn, Lwfans Byw i'r Anabl, Budd-dal Analluogrwydd, Credyd Treth i Bobl Anabl, Lwfans i Ofalwyr, Budd-daliadau Tai, Budd-daliadau Treth Cyngor, Tâl Mamolaeth/Tadolaeth/ Mabwysiadu Statudol, Tâl Salwch Statudol (os nad ydynt yn derbyn lwfans Cwmni ychwanegol)

**Cod ffi 3** – gostyngiad o 1/3 (£2 yr awr)

Dysgwyr sy'n derbyn y budd-daliadau canlynol:

Pensiwn y Wladwriaeth, Credyd Treth Gwaith, Lwfans Gweini, Budd-daliadau Anafiadau Diwydiannol, Pensiwn Rhyfel/ Cynllun Iawndal y Lluoedd Arfog, Lwfans Anabledd Difrifol

**Cod ffi 4** – Dim ffi

**Cod ffi 5** – Ffi'n cael ei thalu gan gorff arall

**(Mae AOC/ALW yn cadw'r hawl i ofyn am dystiolaeth o hawl i dderbyn gostyngiad)**

**Cenedligrwydd:** CYM Cymro/Cymraes, SAES Sais/Saesnes, ALB Albanwr/Albanes, GWY Gwyddel/Gwyddeles, PRY Prydeiniwr/Prydeinwraig, ARALL Arall

### Anableddau/Cyflyrau

21 Nam ar y golwg, 22 Nam ar y clyw,  
23 Anawsterau corfforol a/neu feddygol  
24 Anawsterau ymddygiadol, emosiynol a chymdeithasol  
25 Nam aml-synnwyr, 26 Anhwylder ar y sbectrwm awtistig,  
27 Anawsterau iaith, y llafaredd a chyfathrebu  
28 Anawsterau dysgu cymedrol, 29 Anawsterau dysgu difrifol, 30 Anawsterau dysgu dwys a lluosog  
32 Anawsterau dysgu penodol - Dyslecsia, 33 Anawsterau dysgu penodol - Dyscalcwlia  
34 Anawsterau dysgu penodol - Dyspracia,  
35 Anawsterau dysgu penodol - Anhwylder diffyg canolbwytio a gorfywiogrwydd (ADHD)  
36 Anawsterau dysgu cyffredinol

**Hysbysiad Preifatrwydd Cofnod Dysgu Gydol Oes Cymru:** Bydd y wybodaeth sydd gennym amdanoch chi yn cael ei hanfon at Lywodraeth Cymru ac yn cael ei defnyddio yn y ffyrdd canlynol: 1. Gan Lywodraeth Cymru a chyrrff cyhoeddus eraill er mwyn ariannu, cynllunio, monitro ac arolygu dysgu, ac i gynhyrchu cyhoeddiadau ystadegol. 2. Gan drydydd partion a ddewisir, gan gynnwys sefydliadau ymchwil cymdeithasol, er mwyn gwneud gwaith ymchwil, dadansoddi neu fonitro cyfle cyfartal yn gysylltiedig â'ch addysg a hyfforddiant. 3. Gan Lywodraeth Cymru a thrydydd partion sy'n gweithredu ar ei rhan, er mwyn helpu i gysylltu eich cofnodion â ffynonellau data at ddibenion ymchwil ystadegol. 4. Gall Lywodraeth Cymru rannu eich enw, dyddiad geni, cyfeiriad a'ch cod post â swyddogion cofrestru etholiadol sy'n cymryd rhan mewn cynlluniau peilot paru data er mwyn gwella cywirdeb cofrestrau etholiadol. 5. Mae'n bosibl y bydd eich manylion cyswllt yn cael eu trosglwyddo i gontractwyr sy'n gweithredu ar ran Llywodraeth Cymru (gan gynnwys Swyddfa Cyllid Ewropeaidd Cymru) er mwyn ymgymryd â chyfweiliadau neu arolygon o ddysgwyr presennol a blaenorol, fel rhan o werthusiadau ffurfiol o raglenni a ariennir gan Lywodraeth Cymru. Bydd contractwyr yn cysylltu â sampl o unigolion. Efallai byddant yn cysylltu â chi i ofyn i chi gymryd rhan mewn gwerthusiad o'ch profiad personol o weithgaredd dysgu. Os byddant yn cysylltu â chi, bydd diben y cyfweiliad neu arolwg yn cael ei esbonio i chi, a chewch ddewis i gytuno neu wrthod cymryd rhan. Bydd contractwyr yn defnyddio eich manylion at ddibenion y gwerthusiad yn unig, a hynny yn unol â'r Ddeddf Diogelu Data. Bydd eich manylion yn cael eu dileu pan fydd y cytundeb gwerthuso wedi'i gwblhau. **Eich Hawliau:** Dan Ddeddf Diogelu Data 1998, mae gennych hawl i gael mynediad at y data sydd gan Lywodraeth Cymru amdanoch. Efallai bydd angen i chi dalu ffi fach er mwyn gwneud hyn. Am ragor o wybodaeth, anfonwch neges e-bost at llwr@wales.gsi.gov.uk. Am ragor o fanylion am yr uchod, ewch i'n gwefan ar www.wales.gov.uk/llwr. **Hysbysiad Preifatrwydd AOC/ALW:** Yn unol â Ddeddf Diogelu Data 1998 (anfonwch neges e-bost at info@adultlearning.wales), gall AOC/ALC brosesu'r data a ddarperir ar y ffurflen hon at y dibenion a ddarperir. Efallai bydd gan drydydd partion hawl i ofyn am fanylion am ganlyniadau cyrsiau. Bydd yr Asiantaeth Ariannu Sgiliau'n defnyddio'r wybodaeth a ddarperir er mwyn dosbarthu Rhif Dysgwr Unigryw. Gallwch weld rhagor o fanylion am sut caiff eich data ei brosesu a'i rannu ar www.learningrecordsservice.org.uk a Gov.UK.