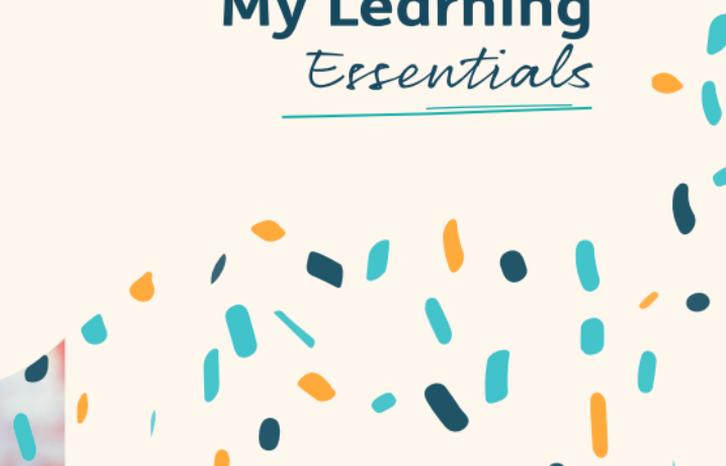




Fy Hanfodion
Dysgu

My Learning
Essentials



Cynnwys

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Addysg Oedolion Cymru | Adult Learning Wales

Yn gweithio mewn partneriaeth ar draws Cymru

Working in partnership across Wales

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Llongyfarchiadau ar ddechrau eich cwrs newydd.

Rydym ni eisiau i chi fwynhau dysgu gyda ni, felly cadwch y canllaw bach hwn gyda chi, gan ei fod yn cynnwys gwybodaeth ddefnyddiol y bydd ei hangen arnoch yn ystod eich cwrs.

Rydym yn awgrymu eich bod yn defnyddio'r gofod hwn i gofnodi gwybodaeth cysylltu ddefnyddiol.

Enw fy nhiwtor:

Enw fy nghyswllt lleol:

Rhif fy nghyswllt lleol:

Ymholiadau Cyffedinol	03300 580845
Swyddfa Bangor	01248 363940
Swyddfa Glyn Ebwy	01495 369869
Swyddfa'r Drenewydd	01686 610270
Swyddfa Caerdydd	02920 382431
Swyddfa Abertawe	01792 467791
Swyddfa Wrecsam a'r Fflint	01978 806044
Cyflawni Cenedlaethol	029 20 382431

Ebost: info@addysgoedolion.cymru

Congratulations on starting your new course.

We want you to enjoy your learning with us, so please keep this mini-guide handy as it contains useful information that you may need during your course.

We suggest you use this space to record useful contact information.

My tutor's name:

My local contact's name:

My local contact's No.:

General Enquiries	03300 580845
Bangor Office	01248 363940
Ebbw Vale Office	01495 369869
Newtown Office	01686 610270
Cardiff Office	029 20 382431
Swansea Office	01792 467791
Wrexham & Flintshire Office	01978 806044
National Delivery	029 20 382431

Email: info@adultlearning.wales

Straeon Dysgwr - Philip Beacall

Mae stori Philip Beacall yn un o benderfyniad a dyfalbarhad, gan ennill cymwysterau achrededig a sgiliau digidol creadigol wrth wella ei les.

Mae gan Philip - neu Phil i'w ffrindiau - barlys yr ymennydd. Mae hyn yn effeithio ar ei leferydd a symudiad ar ochr dde ei gorff. Mae Phil wedi ymddiddori mewn ffotograffiaeth ers tro, ond mae ei gyflwr wedi ei gwneud yn anodd iddo ddefnyddio offer camera yn gyfforddus - gan ei fod wedi'i lunio ar gyfer pobl lawdde. Er yn ddefnyddiol, nid oedd sesiynau tiwtorial YouTube yn esbonio technegau mor llawn ag y byddai wedi hoffi.

Felly aeth Phil i gyrsiau mewn coleg AB lleol ond canfu nad oedd yn gallu cyflawni ei botensial llawn; roedd yn dal i gael trafferth wrth ddefnyddio'r offer yn ogystal â chwblhau'r gwaith papur angenrheidiol. Ond roedd Phil yn benderfynol o ddilyn ei ddiddordeb mewn ffotograffiaeth ac i ddysgu sgiliau newydd, felly ymunodd â chwrs gyda ni.

Ar y dechrau roedd yn teimlo'n bryderus oherwydd ei brofiadau ar gyrsiau blaenorol, ond ers ymuno, mae wedi gwneud cynnydd rhagorol. Mae Phil wedi dangos penderfyniad a dyfalbarhad i oresgyn heriau wrth gwblhau gwaith papur trwy gael cymorth gan ysgrifennydd. Mae'r ffaith bod y cyrsiau'n cael eu cynnal mewn lleoliad cymunedol gyda mynediad da hefyd yn fantais yn ogystal â thiwtor sy'n deall ei anghenion yn llawn gan gynnig atebion llwyddiannus ac ymarferol.

Yn ogystal â'i sgiliau ffotograffiaeth ddigidol newydd, mae Phil wedi cynyddu ei ddefnydd a'i ddealltwriaeth o dechnoleg arall er mwyn ei gynorthwyo gyda thasgau ymarferol pob dydd. Mae Phil wedi darganfod bod ei hyder wedi cynyddu ac mae ei iechyd a'i les wedi gwella. Dymunwn yn dda iddo ar gyfer y dyfodol a'i lwybr dysgu o hyn ymlaen.

Chwiliwch ein gwefan am "Storiau'r Dysgwr" i wylïo stori Philip.

Learner stories - Philip Beacall

Philip Beacall's story is one of determination and perseverance, gaining accredited qualifications and creative digital skills while enhancing his well-being.

Philip - or Phil to his friends - has cerebral palsy. This affects his speech and the movement of the right side of his body. Phil has long held an interest in photography, but his condition has made it difficult to use camera equipment comfortably - this being designed for right-handed people. Although useful, YouTube tutorials didn't explain techniques as fully as he would have liked.

So Phil attended courses at a local FE college but found he wasn't able to achieve his full potential; he still struggled with using the equipment as well as completing the necessary paperwork. But Phil was determined to pursue his interest in photography and to learn new skills, so he signed up to a course with us.

At first he felt apprehensive due to his previous course experiences, but since joining he made outstanding progress. Phil has shown determination and perseverance to overcome challenges with completing paperwork by having assistance from a scribe. The fact that the courses are held in a community venue with good access is also a plus as is a tutor who fully understands his needs offering successful, practical solutions.

In addition to his new-found Digital Photography skills, Phil has increased his use and understanding of other technology to aid with everyday practical tasks. Phil has found that his confidence has increased and his health and well-being have improved. We wish Phil well for his future and future learning.



Search our website for "Learner Stories" to watch Philip's story.

Cymorth i Ddysgwyr

Rydym eisiau i chi gael profiad cadarnhaol a chael y gorau allan o'ch cwrs. Fodd bynnag, rydym yn cydnabod y gall oedolion wynebu pob math o broblemau a heriau ar amseroedd gwahanol yn eu bywydau. Ein nod yw bod mor anffurfiol a hyblyg â phosibl, ac os oes problemau gan unrhyw un o'n dysgwyr, rydym eisiau gwybod amdanynt.

Os oes gennych broblem sy'n rhwystr i'ch dysgu, boed yn gysylltiedig â gofal plant, gofal dibynnol, trefniadau teuluol, anawsterau teithio, prynu deunyddiau, ac ati, siaradwch â'ch tiwtor os gwelwch yn dda.

Os ydych yn poeni am unrhyw agwedd o'ch cwrs ac yn dymuno trafod y mater yn gyfrinachol gyda rhywun, cysylltwch â ni, rydym yn barod i wrando.

Siaradwch â ni!

Ffôn: 0300 580845

neu ebost: learnerservices@addysgoedolion.cymru.

Os hoffech siarad â rhywun, cysylltwch â'ch Rheolwyr Dysgu, eich Swyddog Cyflawni Cwricwlwm lleol, neu aelod o'r tîm Gwasanaethau Dysgwyr. Byddwn yn ymdrechu i wneud pob dim o fewn ein gallu i ddelio â'ch pryderon.

Learner Support

We want you to have a positive experience and get as much as possible out of your course. However, we recognise that adults can face all sorts of problems and challenges at different times in their lives. We aim to be as informal and flexible as possible and if any of our learners are having problems we want to know about them.

If you have any sort of problem that is proving a barrier to your learning, whether this is to do with childcare, dependent care, domestic arrangements, travel difficulties, buying materials, etc. please talk to your course tutor.

If you are worried about any aspect of your course and would like to talk things over with someone confidentially, please get in touch, we're ready to listen.

Talk to us!

Phone: 0300 580845

or email: learnerservices@adultlearning.wales.

People you could talk to include Learning Managers, your local Curriculum Delivery Officer, or a member of the Learner Services team. Rest assured that we will do everything we can to deal with your concerns.

Cytundeb Dysgu a Chod Ymddygiad Dysgwyr

Rydym ni'n dymuno sicrhau y gwnewch chi elwa'n llawn o'ch cwrs gydag Addysg Oedolion Cymru | Adult Learning Wales. Er mwyn sicrhau bod yr holl gyfleoedd dysgu yn cyflawni'r safonau uchaf un, mae gofynion penodol y gallwch chi ddisgwyl i'r sefydliad eu cyflawni, ac yn yr un modd, bydd gan y sefydliad ddisgwyliadau penodol o ran eich ymddygiad chi fel dysgwr.

Cyfrifoldebau - *Y Sefydliad*

Fel darparwr eich dysgu, bydd Addysg Oedolion Cymru | Adult Learning Wales yn:

- Rhoi gwybodaeth angenrheidiol i chi am y cwrs cyn i chi gychwyn, a sicrhau bod y cwrs yn addas i chi a'r hyn rydych chi'n dymuno'i gyflawni.
- Darparu amgylchedd diogel ar gyfer eich dysgu a sicrhau y byddwch yn teimlo eich bod yn cael eich parchu a'ch gwerthfawrogi.
- Ymdrin ag unrhyw bryderon yn ymwneud â Diogelu a Prevent fel materion brys.
- Hybu cydraddoldeb ac amrywiaeth a sicrhau ein bod ni'n defnyddio dull gweithredu cynhwysol ym mhob agwedd o'n gwaith.
- Eich cynorthwyo chi â'ch anghenion dysgu ac yn darparu unrhyw gymorth ychwanegol i'r graddau y bydd hynny yn bosibl o fewn rheswm.
- Darparu tiwtoriaid cymwys, profiadol a chefnogol a wnaiff eich hysbysu chi'n rheolaidd am eich cynnydd a'ch cyflawniadau.
- Rhoi gwybodaeth i chi am ddod yn aelod o Addysg Oedolion Cymru | Adult Learning Wales a chyfranogi yng ngwaith y sefydliad a'n Canghennau.
- Gofyn yn rheolaidd i chi beth yw eich barn am eich cwrs, a gweithredu i wneud gwelliannau ble gellir gwneud hynny.
- Rhoi gwybodaeth a chyngor i chi ynghylch sut gallwch chi barhau i ddysgu ar ôl cwblhau eich cwrs.
- Ymdrin ag unrhyw gwynion a wneir am eich cwrs neu'r sefydliad yn gyflym ac yn effeithiol, yn unol â'r Drefn Gweithredu Cwyyon.

Learner Agreement and Learner Code of Conduct

We want you to get the most from your course with us (Addysg Oedolion Cymru | Adult Learning Wales). In order to ensure that all learning opportunities are of the highest possible standard, there are certain requirements that you can expect the organisation to fulfil and, in return, the organisation will have certain expectations regarding your behaviour as a learner.

Responsibilities - The Organisation

As your learning provider, Addysg Oedolion Cymru | Adult Learning Wales will:

- Provide you with the information you need about the course before you join, and make sure the course is suitable for you and what you want to achieve.
- Provide a safe and secure environment for your learning and ensure you feel respected and valued.
- Deal with any concerns relating to Safeguarding and Prevent as a matter of urgency.
- Promote equality and diversity and ensure that we take an inclusive approach in all that we do.
- Support you with your learning needs and provide any extra help required as far as is reasonably possible.
- Provide qualified, experienced and supportive tutors who will keep you informed about your progress and achievement.
- Provide you with information about becoming a member of Addysg Oedolion Cymru | Adult Learning Wales and getting involved with the organisation and our Branches.
- Regularly ask you what you think about your course, and take action to make improvements wherever possible.
- Provide you with information and advice about how you could continue your learning after your course .
- Deal with any complaints made about your course or the organisation promptly and effectively, in line with the Complaints Procedure

Cytundeb Dysgu a Chod Ymddygiad Dysgwyr

Cyfrifoldebau - Y Dysgwyr

Fel un o ddysgwyr Addysg Oedolion Cymru | Adult Learning Wales, dylech chi:

- Ymddwyn yn gyfrifol er mwyn cynnal eich diogelwch chi a diogelwch pobl eraill.
- Trin pob dysgwr, tiwtor, aelod o staff a phartner yn barchus.
- Hysbysu eich tiwtor yn syth os bydd gennych chi unrhyw bryderon ynghylch Diogelu neu Prevent (trowch at Bolisi Diogelu'r sefydliad i gael rhagor o wybodaeth).
- Cadw at unrhyw reolau a pholisïau sydd gan y Ganolfan Dysgu neu'r lleoliad.
- Parchu cefndiroedd, diwylliannau a chredoau gwahanol pobl eraill.
- Parchu'r defnydd o'r Gymraeg.
- Ymddwyn mewn modd sydd ddim yn gwahaniaethu yn erbyn pobl eraill.
- Peidio defnyddio iaith a allai dramgwyddo pobl eraill, e.e. iaith sy'n hiliol, rhywiaethol, homoffobig, yn gwahaniaethu ar sail oedran neu'n tramgwyddo pobl sydd ag anabledd.
- Mynychu gwersi yn rheolaidd ac yn brydlon, a hysbysu eich tiwtor os bydd yn rhaid i chi fethu gwrs.
- Hysbysu eich tiwtor os oes gennych chi unrhyw anghenion dysgu penodol, neu os oes amoch chi angen unrhyw gymorth neu gefnogaeth ychwanegol i gwblhau eich cwrs.
- Talu unrhyw ffioedd cyrsiau sy'n ofynnol yn brydlon.

Byddir unrhyw fethiant i gydymffurfio â'r disgwyliadau uchod yn derbyn ymateb fydd yn unol â'r Weithdrefn ynghylch Ymddygiad Annerbyniol gan Ddysgwyr, a gallai niweidio eich gallu i barhau i ddysgu gydag Addysg Oedolion Cymru | Adult Learning Wales.

Learner Agreement and Learner Code of Conduct

Responsibilities - *The Learner*

As an Addysg Oedolion Cymru | Adult Learning Wales learner, you should:

- Act in a responsible way to ensure the safety of yourself and others.
- Treat all learners, tutors, staff and partners in a respectful manner.
- Inform your tutor straight away if you have any concerns relating to Safeguarding or Prevent (see the organisation's Safeguarding Policy for further information).
- Follow any rules and policies of the Learning Centre or venue.
- Respect the different backgrounds, cultures and beliefs of others.
- Respect the use of the Welsh language.
- Act in ways that do not discriminate against others.
- Do not use language which could offend others, e.g. racist, sexist, homophobic, ageist or language offensive to people with a disability.
- Attend lessons regularly and on time, and tell your tutor if you need to miss a lesson.
- Tell your tutor if you have any particular learning needs, or if you need any extra help or support to complete your course.
- Pay any course fees required promptly.

Failure to comply with the expectations above will be addressed in line with the Unacceptable Learner Behaviour Procedure, and may jeopardise your continued learning with Addysg Oedolion Cymru | Adult Learning Wales.

Cadw'n Ddiogel

Ein nod yw sicrhau bod ein dysgwyr yn teimlo'n ddiogel, yn cael eu gwerthfawrogi a'u parchu, a bod ein dysgwyr yn cael eu hamddiffyn rhag niwed wrth ddysgu gyda ni.

Mae hyn yn golygu ein bod yn eich amddiffyn rhag camdriniaeth, esgeulustod, gwahaniaethu neu erledigaeth ynghyd â bod â mesurau ar waith i atal damweiniau, digwyddiadau a bwlio rhag digwydd ac i ddelio â nhw'n effeithiol pe byddent yn digwydd.

Ynghyd â hyn, mae ein dyletswydd diogelu yn cynnwys amddiffyn ein dysgwyr rhag y risg o radicaliaid ac eithafiaeth; gelwir hyn yn "*Atal Dyletswydd*" (*Prevent Duty*).

Rydym wedi ymrwmo i ddarparu amgylchedd dysgu diogel a chroesawgar lle bydd rhaid i bob dysgwr ymddwyn mewn ffordd sy'n gyson â gwerthoedd rhyddid, cyfiawnder, democratiaeth a pharch i naill at y llall ym Mhrydain.

I gael mwy o wybodaeth am y Ddyletswydd Atal, ac i gael rhagor o wybodaeth am eich diogelwch wrth ddysgu gyda ni, gweler ein tudalen we "*Cadw'n Ddiogel*":

www.adultlearning.wales/cym/cymorth-i-ddysgwyr/cefnogaeth/cadwn-ddiogel

Os oes gennych unrhyw bryderon, gofid neu ymholiadau ynghylch eich diogelwch neu'ch lles, neu unrhyw bryderon ynghylch Atal, radicaliaid neu eithafiaeth, cysylltwch ein **arweinydd Diogelu dynodedig**. **Ebostiwrch ein Swyddogion Diogelu'r**: safeguarding@addysgoedlion.cymru neu **ffoniwrch**: 02920 235277/ 07931 204613.

Staying Safe

We aim to ensure that our learners feel safe, secure, valued and respected, and that our learners are protected from harm when learning with us.

This involves us protecting you from abuse, neglect, discrimination or victimisation along with having measures in place to prevent accidents, incidents and bullying from occurring and to deal with them effectively should they occur.

Along with this, our safeguarding duty includes protecting our learners from the risk of radicalisation and extremism; this is called the “*Prevent Duty*”.

We are committed to providing a safe and welcoming learning environment in which all learners will be treated and must also behave in a way that is consistent with the positive values of liberty, justice, democracy and mutual respect in Britain.

For more information on the Prevent Duty, and for further information regarding your safety while learning with us, please see our “*Staying Safe*” webpage:

www.adultlearning.wales/en/learner-support/support/staying-safe

If you have any concerns, worries or queries regarding your safety or wellbeing, or any concerns regarding Prevent, radicalisation or extremism, please contact our **designated Safeguarding lead**.

Email our Safeguarding Officers: safeguarding@adultlearning.wales
or phone: 02920 235277/ 07931 204613.

Gwybodaeth am Aseidiadau

Er mwyn llwyddo ar eich cwrs ac ennill y cymhwyster, bydd rhaid i chi gwblhau nifer o dasgau a asesir. Caiff y rhain eu nodi a'u hegluro'n glir i chi wrth i'r cwrs fynd rhagddo.

Rhaid i bob dysgwr fynychu o leiaf 80% o'r cwrs i gyflawni'r cymhwyster.

Os byddwch yn credu fod unrhyw amgylchiadau yn eich rhwystro rhag cyflwyno aseiniadau erbyn y dyddiadau cau, bydd disgwyl i chi siarad â'ch tiwtor aseidiadau gan egluro unrhyw amgylchiadau lliniarol a gofyn am estyniad.

Sicrhewch eich bod yn manteisio ar unrhyw gyngor a gewch gan eich tiwtor, er mwyn gallu cyflawni meini prawf yr asesiad a chyflwyno'r gwaith ar amser, a chofiwch hysbysu eich tiwtor am unrhyw anghenion am gymorth sydd gennych.

**“Cymerodd y tiwtor amser i esbonio beth
oedd ei angen, a gwnaeth yn siwr nad
oedd neb yn cael ei adael ar ôl”**

- Adborth dysgwyr

Assessment Information

In order to succeed on your course and achieve the qualification you will be expected to complete a number of assessed tasks. These will be clearly identified and explained and will be set as the course progresses.

All learners must attend at least 80% of the course sessions to achieve the qualification.

If there are any circumstances which you feel may prevent you from meeting assessment deadline dates, you will be expected to talk to your assessment tutor in order to explain any extenuating circumstances and ask for an extension.

Please ensure that you take advantage of any advice given to you by your tutor in order to meet the assessment criteria and deadline date and keep your tutor informed of any support needs you may have.

“The tutor took time to explain what was required and made sure no one was left behind”

- Learner feedback

Llen-ladrad a Chamymddwyn

Mae gennym gyfrifoldeb i'r cyrff dyfarnu sy'n dosbarthu eich tystysgrifau i sicrhau bod y gwaith a gyflwynir wedi ei greu gennych chi. Felly, caiff eich gwaith ei wirio am lèn-ladrad neu gamymddwyn.

Mae hyn yn golygu:

- Ni ddylid copïo gwaith a'i gyflwyno fel eich gwaith eich hun
- Ni ddylid ail-greu syniadau a barn pobl eraill heb gydnabod y ffynhonnell
- Ni ddylid defnyddio offer cyfieithu ar-lein i gopïo gwaith eraill
- Ni ddylech gynllwynio trwy weithio gyda dysgwyr eraill i greu gwaith a gyflwynir fel gwaith dysgwr unigol. (Nid yw hyn yn golygu na allwch wneud gwaith grŵp.)
- Ni ddylech esgus mai rhywun arall ydych chi er mwyn creu gwaith dros unigolyn arall
- Ni ddylech drefnu bod unigolyn arall yn cymryd eich lle mewn asesiad, arholiad neu brawf
- Ni ddylech ffugio canlyniadau a/neu dystiolaeth

Yn fyr, ni ddylech dwyllo er mwyn cael mantais annheg.

Plagiarism and Malpractice

We have a responsibility to the awarding bodies who issue your certificates to ensure that the work presented has been produced by you. Therefore your work will be checked for plagiarism or malpractice.

This means that:

- Work must not be copied and passed off as your own
- Other people's ideas and opinions are not reproduced without acknowledging the source
- Online translation tools must not be used to copy the work of others
- You must not collude by working with other learners to produce work that is submitted as an individual learner's work. (This does not mean that you cannot do group work.)
- You must not pretend to be someone else in order to produce the work for another person
- You must not arrange for another person to take your place in an assessment, examination or test
- You must not fabricate results and/or evidence

In short you must not cheat to gain an unfair advantage.

Ariannu Eich Dysgu

Efallai eich bod yn gymwys i wneud cais am gyllid i gynorthwyo eich dysgu. Fodd bynnag, bydd y swm rydych yn ei dderbyn yn dibynnu ar eich amgylchiadau personol, eich oedran, incwm cyfan y teulu a lefel y cwrs rydych yn bwriadu ei astudio.

Cronfa Ariannol Wrth Gefn

Gan ddibynnu ar eich amgylchiadau personol, efallai eich bod yn gymwys i wneud cais am gymorth o'r Gronfa Ariannol Wrth Gefn (FCF). Mae'r gronfa hon yn rhoi cymorth gyda chostau yn ymwneud ag anabledau, llyfrau, ffioedd gofal plant cofrestredig, trafnidiaeth, deunydd ysgrifennu, ffioedd cysylltiedig, ac ymweliadau addysgol. Mae ffurflenni cais ar gael yn eich swyddfa ardal neu gan eich Swyddog Cyflawni Cwricwlwm.

Cyllid Myfyrwyr Cymru

Os ydych yn bwriadu astudio ar un o'n cyrsiau lefel uwch, neu os ydych yn meddwl am wneud cais am le mewn coleg neu brifysgol, efallai byddwch yn gymwys i ymgeisio am gyllid gan Gyllid Myfyrwyr Cymru. Ewch i www.cyllidmyfyrwyr.cymru.co.uk i ddarganfod a ydych yn gymwys ar gyfer un o'r ffyrdd canlynol o gyllido: LCA 16—18 • Benthyciad Ffioedd Dysgu • Grant Cwrs • Grant Oedolion Dibynnol • Grant Gofal Plant • Lwfans i Fyfyrwyr Anabl • Lwfans Dysgu i Rienï • Benthyciad Cynhaliath • Grant Cymorth Arbennig • Grant Dysgu Llywodraeth Cymru - Addysg Bellach

Funding Your Learning

You may be eligible to apply for funding to support your learning. However the amount you can get may depend on your personal circumstances, your age, joint family income and the level of course that you intend to study.

Financial Contingency Fund

Depending on your personal circumstances you may be eligible to apply for support through our Financial Contingency Fund (FCF). This fund supports assistance with disability costs, books, equipment, registered childcare fees, transport, stationery, associated fees and educational visits. Application forms are available from area offices or your Curriculum Delivery Officer.

Student Finance Wales

If you intend to study one of our higher level courses or you are thinking of applying to a college or university you may be eligible to apply for funding from Student Finance Wales. Visit www.studentfinancewales.co.uk to find out if you qualify for one of these forms of funding: EMA 16—18 • Tuition Fee Loan • Course Grant • Adult Dependents' Grant • Childcare Grant • Disabled Student Allowance • Parents' Learning Allowance • Maintenance Loan • Special Support Grant • Welsh Government Learning Grant - Further Education

Yr Iaith Gymraeg

Wrth ddysgu gyda ni, mae gennych yr hawl i:

- anfon a derbyn gohebiaeth unigol yn Gymraeg
- gwneud a derbyn galwadau ffôn yn Gymraeg (oni bai bod angen i aelod o staff nad ydynt yn siarad Cymraeg ffonio chi ynglŷn â phwnc penodol)
- defnyddio'r Gymraeg mewn cyfarfodydd amdanoch chi neu ag eraill
- mynediad at feddalwedd cyfrifiadurol ar y Moodle dysgwyr am wirio sillafu a gramadeg yn Gymraeg
- cyflwyno gwaith ysgrifenedig yn Gymraeg

Er nad yw eich hawliau cyfreithiol i ddefnyddio'r Gymraeg ar hyn o bryd yn cynnwys derbyn deunyddiau cwrs a chael eich dysgu trwy gyfrwng y Gymraeg, mae Addysg Oedolion Cymru | Adult Learning Wales yn ymrwymedig i gynyddu'r ddarpariaeth dysgu dwyieithog a Chymraeg y mae'n ei gynnig ac i ddod yn ddarparwr rhagorol o wasanaethau'r iaith Gymraeg.

Llais Y Dysgwr

Rydym yn awyddus i chi fwynhau eich dysgu a chael y gorau allan o'ch amser a rydym yn eich annog i rannu eich profiadau gyda ni. Mae eich adborth yn bwysig oherwydd, fel dysgwr, gallwch effeithio sut y mae eich dysgu'n cael ei gyflenwi a dylanwadu ar y penderfyniadau a wneir gan lywodraethwyr a staff.

- Ffyrdd i roi adborth

- Anfon e-bost at learnervoice@addysgoedolion.cymru
- Mynychu fforwm lleol neu ranbarthol
- Cyflwyno sylw ar ein gwefan trwy'r dudalen 'rhannu profiad'
- Ffonio 02921 678 726

Welsh Language

When learning with us, you have the right to:

- send and receive individual correspondence in Welsh
- make and receive telephone calls in Welsh (unless it's necessary for a member of staff who does not speak Welsh to phone you on a specific subject)
- use Welsh in meetings about you or with others
- access computer software on the learner Moodle for checking spelling and grammar in Welsh
- submit written work in Welsh

Although your legal rights to use Welsh do not currently include receiving course materials and being taught in Welsh, Addysg Oedolion Cymru | Adult Learning Wales is committed to increasing the amount of Welsh medium and bilingual learning it offers and to becoming an exemplary provider of Welsh language services.

Learner Voice

We want you to enjoy your learning and get the most out of your time and we encourage you to share your experience with us. Your feedback is important because as a learner you can shape the way that your learning is delivered and influence the decisions made by governors and staff.

- Ways to feedback

- Email learnervoice@adultlearning.wales
- Attend a local or regional forum
- Submit a comment on our website via 'share your experience'
- Phone 02921 678 726

Sgiliau Hanfodol

Rydym eisiau sicrhau bod pob dysgwr yn gallu llwyddo hyd eithaf eu gallu, hyd yn oed os rhwystrwyd nhw yn y gorffennol gan eu sgiliau darllen, ysgrifennu neu rif.

Oeddech chi'n gwybod — Mae cymorth ar gael i gefnogi dysgwyr gyda darllen ac ysgrifennu cyfrwng Cymraeg neu Saesneg neu rifedd drwy gydol y cwrs. Gellir darparu hyn gan eu tiwtor ond os ydym yn cael gwybod o flaen llaw, gallwn wneud trefniadau i weithiwr cymorth ychwanegol gael ei neilltuo i'r dosbarth. Mae gennym staff sy'n gallu cynnig cyngor ac arweiniad ynglŷn â chymorth i ddatblygu Sgiliau Hanfodol o fewn a thu allan i'r dosbarth.

Nid yw datblygu'ch sgiliau wedi ei anelu at unrhyw lefel benodol, mae'n berthnasol i'r holl gyrsiau a lefelau a ddarperir gennym. Felly, os teimlwch fod arnoch angen ychydig o help, siaradwch â'ch Tiwtor, Swyddog Cyflawni Cwricwlwm neu'r tîm Gwasanaethau Dysgwyr. Gwnawn ein gorau glas i helpu.

Llythrennedd Digidol

Fel gyda sgiliau hanfodol eraill, rydym eisiau rhoi pob cyfle posibl i'n dysgwyr i ennill a datblygu sgiliau digidol wrth ddysgu gyda ni. Ein nod yw cynnig cymorth a chyfarpar digidol pan fydd hynny'n bosibl i'n dysgwyr er mwyn eich helpu i ddatblygu'r sgiliau llythrennedd digidol sydd eu hangen arnoch er mwyn gwella a chefnogi eich dysgu a'ch bywyd pob dydd.

Essential Skills

We want to ensure that all our learners are able to achieve their best even if their reading, writing or number skills have held them up in the past.

Did you know — Help is available to support learners with Welsh or English medium reading, writing or numeracy throughout our courses. The support may be provided by the tutor, but if we are told in advance we can make arrangements for an additional support worker to be assigned to a class. We also have staff who can give advice and guidance regarding help in developing Essential Skills both inside and outside the classroom.

Developing your skills is not aimed at any one level, but is applicable to all the courses and levels that we provide. So, if you feel you could do with some help, please talk to your Tutor, Curriculum Delivery Officer or the Learner Services team. We will do our very best to help.

Digital Literacy

As with other essential skills, we want to provide our learners with every possible opportunity to gain and improve digital skills whilst learning with us. We aim to provide support and digital equipment where possible to help you to develop the digital literacy skills you need to enhance and support your learning and everyday life.

Straeon Dysgwyr - Mohammed, Fouad, Ramez a Hassan

Mae grŵp a ddaeth o Syria yn sgil y rhyfel yno wedi ailgartrefu gyda'u teuluoedd eu hunain a theuluoedd eraill yn Ystradgynlais.

Mae eu hanes yn dangos eu hymrwymiad i'w dysgu, er mwyn goresgyn rhwystrau sylweddol rhag integreiddio i'r gymuned a chyflogaeth.

Yn Syria, roedd gan ein dysgwyr swyddi, gyrfaoedd a busnesau, ond bu'n rhaid iddynt ddechrau o'r newydd ar ôl cyrraedd Cymru. Roeddent yn siarad fawr ddim Saesneg, os o gwbl, ac yn dod dros sawl trawma yn sgil eu profiadau yn Syria.

Mynychont ddosbarthiadau SSIE a ddarparwyd gan Addysg Oedolion Cymru | Adult Learning Wales, a wnaeth help i feithrin eu hyder a'u medrau iaith.



Mae'r dysgwyr wedi cael cymorth helaeth gan y gymuned, i raddau helaeth oherwydd eu rhyngweithio cadarnhaol â phobl leol. Hefyd, maent wedi defnyddio'u dysgu i helpu cynnig

cymorth i eraill sydd mewn sefyllfa debyg ac i sicrhau bod eu plant yn integreiddio i ysgolion lleol.

Meddai'r tiwtor SSIE, Amel Cherif, "Mae awydd y dysgwyr i ehangu eu haddysg a chael gwaith wedi bod yn glodwiw. Maent yn enghraifft wych o'r modd y gall dewrder a hunan-gred, ynghyd ag ewyllys da a help cymuned gefnogol, adfer bywyd cadarnhaol a llawn gobaith i deuluoedd sydd wedi dioddef cymaint."

Llongyfarchiadau i bawb am dderbyn ein Gwobr Siân Thomason, a dymunwn bob llwyddiant i'r grŵp a'u teuluoedd ar gyfer y dyfodol.

Learner stories - Mohammed Fouad, Ramez and Hassan

A group originating from war-torn Syria have resettled with their own and other families in Ystradgynlais.



Their story demonstrates the commitment they have made to their learning, in order to overcome significant barriers to community integration and employment.

In Syria our learners had jobs, careers and businesses, but on arriving in Wales had to start all over again. They spoke little or no English and were recovering from various traumas wrought by their experiences in Syria.

They attended ESOL classes provided by Addysg Oedolion Cymru | Adult Learning Wales which helped to build their confidence and language skills.

The support that the learners have received from the local community has been widespread due in no small part to their positive interaction with locals. They have also used their learning to help offer support to others who are in a similar situation and to ensure the integration of their children in local schools.

ESOL tutor Amel Cherif observed, "The learners' desire to further their education and achieve employment has been commendable. They are a shining example of how courage and self-belief, with the good will and help of a supportive community, can bring such devastated families back to a life that is positive and hopeful."

Our congratulations to all on winning our Siân Thomason award and we wish the group and their families every success for their futures.

Aelodaeth

Nid ydym yn debyg i ddarparwyr addysgol eraill gan ein bod yn annog ein dysgwyr i gymryd perchnogaeth o'u haddysg ac i sefydlu Fforwm Dysgwyr er mwyn trafod eu hanghenion. Fel dysgwr, mae tri math o aelodaeth y gallwch eu hystyried – Aelodaeth Cangen, Aelodaeth Fforwm Dysgwr ac Aelodaeth Unigol.

I ddod yn aelod, gallwch naill ai roi tic yn y blwch ar eich ffurflen gofrestru, ffonio 03300 580845 neu e-bostio: aelod@addysgoedolion.cymru

“Amrywiaeth ardderchog o sgiliau wedi’u gwasgu i dymor o ddysgu.”

- Adborth Dysgwyr

Fforwm Dysgwyr

Mae’n hawdd i unrhyw grŵp o ddysgwyr a phartneriaid cymunedol sefydlu Fforwm Dysgwyr er mwyn trafod eu hanghenion addysgol neu drefnu digwyddiadau. Gall eich Swyddog Cyflawni Cwricwlwm eich helpu i sefydlu fforwm er mwyn:

- Trafod darpariaeth yn eich cymunedau
- Hysbysu gweithwyr o’r anghenion lleol
- Helpu i hysbysebu’r cysiau yn lleol
- Helpu i drefnu gweithgareddau neu dripiâu achlysurol
- Ethol cynrychiolydd i’r Fforwm Rhanbarthol

Membership

We are not like other educational providers as we encourage our learners to take ownership of their education and to set up a Learner Forum to discuss their needs. As a learner there are three forms of membership that you can consider – Branch Membership, Learner Forum Membership and Individual Membership.

To become a member, either tick the box on your enrolment form, phone 03300 580845 or email: aelod@adultlearning.wales

"A fantastic variety of skills squeezed into a term's worth of learning."

- Learner feedback

Learner Forum

A Learner Forum can easily be set up by any group of learners who want to discuss their educational needs or organise events. Your Curriculum Delivery Officer can help you set this up in order to:

- Discuss provision in your community
- Inform staff of local needs
- Help advertise courses locally
- Help organise occasional activities or trips
- Elect a Regional Forum representative

Canllaw Cywiro Llythrennedd

Mi fydd eich Tiwtor yn defnyddio'r symbolau canlynol i helpu chi gyda chywirdeb eich gwaith ysgrifenedig.

<i>Symbol</i>	<i>Ystyr</i>
S	Gwall sillafu
PL	Prif lythyren
A	Atalnodi
SB	Strwythur brawddeg
?	Dryslyd/aneglur
GA	Wedi defnyddio gair anghywir
Ail	Ailadrodd (gair, ymadrodd neu syniad)
F	Amser y ferf
/	Dechrau brawddeg newydd
//	Dechrau paragraff newydd
^	Gair ar goll
✓	Adran wedi ei hysgrifennu'n dda. Cynnwys da
✓✓	Adran wedi ei hysgrifennu'n dda iawn. Cynnwys da iawn

Literacy Marking Guide

Your tutor will use the following symbols to help you improve the accuracy of your written work.

<i>Symbol</i>	<i>Means</i>
Sp	Spelling mistake
C	Capital letter
P	Punctuation
SS	Sentence structure
?	Confusing/unclear
WW	Wrong word used
R	Repetition (of a word, phrase or idea)
T	Tense
/	Start new sentence
//	Start new paragraph
^	Word missing
✓	Well written section. Good content
✓✓	Very well written section. Very good

Nodiadau / Notes

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Atgoffa Wythnosol / Weekly Reminder

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03300 580845

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info@adultlearning.wales

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