Addysg Oedolion Cymru
Adult Learning Wales

Fy Hanfodion Dysgu
My Learning Essentials

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:

Ymholidau Cyffedinol	03300 580845
Swyddfa Bangor	01248 363940
Swyddfa Glyn Ebwy	01495 369869
Swyddfa Cyffordd Llandudno	01492 536693
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
Llandudno Junction Office	01492 536693
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 - Amy-Marie Rees

Mae stori Amy-Marie Rees yn dangos sut mae ei hymrwymiad i ddysgu a'i phenderfyniad i lwyddo wedi galluogi iddi oresgyn rhwystrau yn ddewr, llwyddo i newid llwybr ei bywyd a bod yn ysbrydoliaeth i eraill.

Roedd Amy-Marie wedi bod yn gweithio yn y gorffennol, ond yn dilyn genedigaeth ei phlentyn, newidiodd ei hamgylchiadau ac fe'i cafodd ei hun yn unig ac yn dioddef straen, gorbryder ac iselder. O ganlyniad, aeth i sesiynau cwnsela lle yr awgrymwyd y gallai cymryd rhan mewn gweithgaredd ei helpu hi yn ogystal â chynnig cyfleoedd i gymdeithasu â phobl eraill.

Roedd hyn yn codi ofn ar Amy-Marie, fel yr esboniodd: "Roedd meddwl am gerdded i mewn i ystafell yn llawn pobl ddieithr yn frawychus." Er gwaethaf hyn, sylweddolodd fod angen iddi ddod o hyd i rywbeth i'w wneud, a phan welodd hysbyseb am gwrs crefft siwgr, fe gyflwynodd gais.

Dilynodd Amy-Marie y cwrs 6 wythnos cychwynnol a oedd, yn ei dro, wedi helpu i leihau'r gorbryder a'r straen yr oedd hi'n eu teimlo. Ar ben hynny, daeth yn amlwg yn gyflym bod ganddi ddawn am grefft siwgr, ac aeth ei sgiliau, ei gwybodaeth a'i hyder o nerth i nerth.

Roedd ei phrofiad dysgu mor gadarnhaol fel y penderfynodd hi ddilyn gyrfa mewn addurno cacennau ar ôl y cwrs, gan sefydlu ei busnes ei hun o'r enw 'Cake Queens'.

Wrth sôn am ei phrofiad, dywedodd Amy-Marie, "Mae wedi fy ysbrydoli i fynd allan a dechrau gweithio eto i ennill fy nhamaid."

Dymunwn bob llwyddiant i Amy-Marie â'i busnes, ei gyrfa yn y dyfodol a'i dysgu pellach; mae hi'n ysbrydoliaeth ac yn esiampl dda i bobl eraill ac yn deilwng iawn o'n Gwobr Margaret Jones.

Learner stories - Amy-Marie Rees

Amy-Marie Rees' story demonstrates how through commitment to learning and determination to succeed, she was able to overcome barriers, change the course of her life and become an inspiration to others.

Amy-Marie had previously been in employment, but following the birth of her child, Amy-Marie's circumstances changed, and she found herself isolated and suffering from stress, anxiety and depression. As a result, she attended counselling sessions where it was suggested that becoming involved in an activity might help her as well as opening up opportunities to socialise with other people.

This was a daunting prospect for Amy-Marie as she explained: "The thought of walking into a room full of people I didn't know was terrifying." Despite this, she realised her need to find something to do, and when she spotted an advert for a sugar craft course, she applied.

Amy-Marie attended the initial 6-week course which in turn helped to reduce levels of anxiety and stress she was experiencing. And it quickly became apparent that she had a 'flair' for sugar craft, and her skills, knowledge and confidence went from strength to strength.

Her positive learning experience was such that following the course, Amy-Marie then decided to make a career out of cake decorating, setting up her own business called 'Cake Queens'. Amy-Marie commented, "It has inspired me to get out there and get back working for a living."

We wish Amy-Marie every success with her business, future career and further learning; she is an inspiration and a role model to others and truly deserving of our Margaret Jones Award.

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. Ffôniwch 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. Call 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.

Cod Ymddygiad Y Dysgwr

Rydym ni eisiau i'ch cwrs fod yn gofiadwy am y rhesymau cywir, felly pan rydych chi ar y cwrs, rydym yn gofyn ichi:

- Ymddwyn mewn ffordd gyfrifol er mwyn sicrhau eich diogelwch eich hun ac eraill
- Dilyn unrhyw reolau a pholisïau eraill gan y Ganolfan Ddysgu neu'r lleoliad
- Trin yr holl ddysgwyr, tiwtoriaid, staff a phartneriaid gyda pharch
- Parchu gwahanol gefndiroedd, diwylliannau a chredoau pobl eraill
- Parchu'r defnydd o'r Gymraeg
- Ymddwyn mewn ffyrdd sydd ddim yn gwahaniaethu yn erbyn eraill
- Peidio â defnyddio iaith a allai dramgwyddo pobl eraill, e.e. hiliol, rhywiaethol, homoffobig, oedraniaethol neu iaith sy'n sarhaus i berson gydag anabledd

Os teimlwch eich bod wedi eich trin gyda diffyg parch, wedi eich aflonyddu, neu eich gwahaniaethu, cysylltwch â naill ai Diwtor y cwrs neu swyddfa eich rhanbarth. Byddant yn gweithredu ar eich rhan.

Gall methu cydymffurfio â Chod Ymddygiad y Dysgwr beryglu parhad eich dysgu gyda ni.

Learner Code of Conduct

We want your course to be memorable for the right reasons, therefore when on a course we respectfully ask that you:

- Act in a responsible way to ensure the safety of yourself and others
- Follow any rules and policies of the Learning Centre or venue
- Treat all learners, tutors, staff and partners in a respectful manner
- 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

If you feel you have been treated with a lack of respect, harassed, or discriminated against, contact either your Tutor or your area office. They will follow this up with you.

Failure to comply with the Learner Code of Conduct could jeopardise your continued learning with us.

Gwybodaeth am Asesiadau

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 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 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 lên-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 anableddau, 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.cyllidmyfyrwyrcymru.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 Rieni • Benthyciad Cynhaliaeth • 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 dysgwr 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'
- Ymuno a'r rhith fforwm, "100 o leisiau"
- 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'
- Join the "100 voices" virtual forum
- 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 cymorth 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 the Siân Thompson 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

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's 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 terms worth of learning."

- Learner feedback

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 cyrsiau yn lleol
- Helpu i trefnu gweithgareddau neu dripiau achlysurol
- Ethol cynrychiolydd i'r Fforwm Rhanbarthol

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.

Symbol	*Ystyr*
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.

Symbol	*Means*
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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Nodiadau / Notes

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Atgoffa Wythnosol / Weekly Reminder

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Addysg Oedolion Cymru
Adult Learning Wales

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adultlearning.wales
info@adultlearning.wales

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