



Urdd

100

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URDD Sgilio



Coleg
Cymraeg
Cenedlaethol



Llywodraeth Cymru
Welsh Government



Agored
Cymru



CROESO I URDDSGILIO!

Beth yw UrddSgilio?

Rhaglen o gyrsiau a chymwysterau trwy gyfrwng y Gymraeg neu'n ddwyieithog, gall eich helpu i ddatblygu'r sgiliau sydd eu hangen yn y byd gwaith.

Mae UrddSgilio i chi os allwch ateb "Ydw" i un neu fwy o'r canlynol:

- Ydych chi eisiau gwella eich sgiliau rhifedd / cyfathrebu / digidol?
- Ydych chi eisiau profiad yn y sector chwaraeon?
- Ydych chi eisiau gwella'r sgiliau a fydd yn eich helpu i gael swydd?

Sut i ddefnyddio'r pecyn hwn:

Gallwch ddewis gwneud y cyrsiau yn llawn er mwyn cael cymhwyster a thystysgrif neu dim ond yr elfennau bydd yn eich helpu fwyaf. Mae'r holl fanylion am y cyrsiau yn y pecyn hwn.

Ar ddiwedd y pecyn mae gwybodaeth am gost y cyrsiau a chymwysterau.

Os ydych yn ddi-waith, wedi colli swydd yn ddiweddar neu o dan hysbysiad o golli eich swydd, efallai gallwch hawlio cymorth ariannol tuag at gostau'r cyrsiau yma. Cysylltwch â ni i drafod yr opsiynau sydd ar gael i chi.

Mae'r cyrsiau'n amrywio o Lefel Mynediad 2 i Lefel 3. Mae cyrsiau Lefel Mynediad yn paratoi'r dysgwr i astudio cyrsiau lefel uwch. Mae Lefel 1 yn cyfateb i raddau TGAU D-F. Mae Lefel 2 yn cyfateb i raddau TGAU A*-C. Mae Lefel 3 yn gyfwerth â Lefel A.

Er mwyn cofrestru, ewch i [Prentisiaethau | Urdd Gobaith Cymru](#)

WELCOME TO URDDSGILIO!

What is UrddSgilio?

A programme of courses and qualifications available in Welsh or bilingually, that can help you develop the skills you need for the world of work.

UrddSgilio is perfect for you if you can answer "Yes" to one or more of the following:

- Do you want to improve your numeracy / communication / IT skills?
- Do you want experience in the sports sector?
- Do you want to improve the skills that will help you get a job?

How to you use this booklet:

You can choose to complete the courses in full to gain a qualification and get a certificate or pick the elements that will help you the most. You will find details about each course in this booklet.

You'll find the prices of each course and qualification at the end of this pack.

If you are unemployed, have recently lost a job or are under notice of redundancy, you may be able to claim financial support towards the costs of these courses. Contact us to discuss the options available to you.

Courses range from Entry Level 2 to Level 3. Entry Level courses prepare the learner to study higher level courses. Level 1 is equivalent to GCSE grades D-F. Level 2 is equivalent to GCSE grades A*-C. Level 3 is A level standard.

To register, go to [UrddSgilio | Urdd Gobaith Cymru](#)

CYNNWYS

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Sgiliau Hanfodol

Defnyddio Rhif

Lefel	Mynediad 2 - Lefel 3 (yn ddibynnol ar y cymhwyster sy'n addas i chi). Gweler y tabl isod gydag esboniad cryno o gynnwys pob lefel.
Crynodeb	Cyfes o weithdai sy'n canolbwyntio ar broblemau dyddiol sy'n ymwneud â rhif. Bydd cymysgedd o ymarferion, cwisiau a chymorth gan diwtor sgiliau hanfodol profiadol er mwyn defnyddio sgiliau a datrys problemau rhifedd yn annibynnol.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

...gwella eich sgiliau rhifedd

...datrys problemau a materion rhif yn annibynnol

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau unedau ar bynciau amrywiol yn ddibynnol ar y lefel rydych eisiau ei gyflawni. Dyma syniad bras o'r pynciau byddwch yn eu cwblhau ynghyd â'u lefelau:

Lefel	Blas o'r cynnwys	Cwrs	Cymhwyster
Mynediad 2	<ul style="list-style-type: none"> - Cyfrifo, trefnu a brasamcanu i ddatrys problemau. - Defnyddio arian. - Darllen, cofnodi a deall amser ar gloc digidol 12 awr. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Taflenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Tystysgrif
Mynediad 3	<ul style="list-style-type: none"> - Dewis offer priodol ar gyfer mesur hyd a phwysau. - Darllen tablau, diagramau a siartiau i gymharu gwybodaeth. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Taflenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Prawf cadarnhau - Tystysgrif
Lefel 1	<ul style="list-style-type: none"> - Cyfrifo, talgrynnu a threfnu rhifau mawr a negyddol. - Datrys cymarebau. - Adnabod a chanfod ffracsiynau a chanrannau. - Darllen a chyfrifo amser gan ddefnyddio cloc 12 a 24 awr. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Taflenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Prawf cadarnhau - Tystysgrif
Lefel 2	<ul style="list-style-type: none"> - Trosi rhwng arian gwahanol wledydd ac unedau mesur. - Canfod cyfartaledd i gymharu gwybodaeth. - Dangos canlyniadau posibl mwy nag un digwyddiad. 		
Lefel 3	<ul style="list-style-type: none"> - Darllen a deall rhifau a gyflwynwyd mewn gwahanol ffyrdd. - Casglu, dewis, trefnu a chofnodi data o ffynonellau. - Deall a defnyddio mesurau cyfansawdd. 		

Beth sy'n ddisgwyliedig ohonof fi?

- Ymuno yn y gweithdai.
- Cwblhau'r gwaith ymarferol i gadarnhau eich sgiliau.
- Cadw cyswllt agos gyda'ch tiwtor.
- Gofyn cwestiynau i'ch tiwtor er mwyn gwirio eich dealltwriaeth o'r pwnc fel eich bod yn hyderus ynddo.
- Os ydych am gwblhau'r cymhwyster, bydd angen ymarfer y pynciau i gyd a chwblhau cyn-bapurau cyn ceisio'r dasg ac (yn ddibynnol ar y lefel rydych yn anelu ato) cwblhau prawf i lwyddo yn y cymhwyster.

Beth nesaf?

- Dewiswch y lefel sy'n iawn i chi.
- Penderfynwch os hoffech wneud y gweithdai yn unig neu weithio tuag at gymhwyster.
- Cysylltwch gyda ni heddiw i ddechrau eich siwrnai.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 6-12 mis.

Pris y cwrs: gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Essential Skills

Using Numbers

Level	<i>Entry 2 - Level 3 (depending on the qualification most appropriate for you). See table below with a brief explanation of the content of each level.</i>
Summary	<i>A series of workshops focusing on daily problems and issues regarding numbers. There will be a variety of exercises, workshops, and help from experienced essential skills tutors for you to be able to use these skills and problem-solve numeracy issues independently.</i>

This course is a perfect fit for you if you want to...

...improve your numeracy skills

...problem-solve numeracy and number-based issues independently

What will I be doing?

You will complete units on a variety of topics depending on the level you wish to complete. Here is a brief overview of what you will complete in relation to each level:

Level	Taster of content	Course	Qualification
Entry 2	<ul style="list-style-type: none"> - Calculate, organise and approximate to solve problems. - Using money. - Read, record and understand time on a digital 12 hour clock. 	<ul style="list-style-type: none"> - Group learning workshops - Recordings of workshops - Digital resources - Personal tutor - 1:1 sessions - Terminology sheets - Feedback on tasks 	<ul style="list-style-type: none"> - Controlled task - Certificate
Entry 3	<ul style="list-style-type: none"> - Choose appropriate equipment to measure lengths and weights. - Read tables, diagrams, and charts to compare information. 		
Level 1	<ul style="list-style-type: none"> - Calculate, round up and down, organise large numbers and negatives. - Solve ratios. - Recognise and find fractions and percentages. - Read and calculate time using 12 and 24 hour clocks. 	<ul style="list-style-type: none"> - Group learning workshops - Recordings of workshops - Online resources - Personal tutor - 1:1 sessions - Terminology sheets - Feedback on tasks 	<ul style="list-style-type: none"> - Controlled task - Confirmatory test - Certificate
Level 2	<ul style="list-style-type: none"> - Convert between currencies of different countries and units of measurement. - Discover averages to compare information. - Show possible results of multiple events. 		
Level 3	<ul style="list-style-type: none"> - Read and understand numbers that are presented in different ways. - Collect, choose, organise, and record data from resources. - Understand and use composite measures. 		

What is expected of me?

- To take part in the workshops.
- To complete practical work to confirm your skills.
- To maintain communication/contact with your tutor.
- To question your tutor to check your understanding of the topic to ensure your confidence within a topic.
- If you are to complete the qualification, you'll need to practice all topics and complete past-papers before attempting the task and (dependent on the level you are aiming for) the test to achieve the qualification.

What next?

- Choose the level that best suits you.
- Decide if you would like to only complete the workshops or work towards the qualification.
- Contact us today to begin your journey.

Additional information

Course/Qualification length: 6-12 months.

Course price: see pricing list at the end of this pack.



Sgiliau Hanfodol

Defnyddio Cyfathrebu

Lefel	Mynediad 2 - Lefel 3 (yn ddibynnol ar y cymhwyster sy'n addas i chi). Gweler y tabl isod gydag esboniad cryno o gynnwys pob lefel.
Crynodeb	Cyfres o weithdai sy'n canolbwyntio ar ffyrdd amrywiol o gyfathrebu wrth ystyried y bwriad a'r gynulleidfa. Bydd cymysgedd o dasgau, cwisiau a chymorth gan diwtor sgiliau hanfodol profiadol er mwyn creu a datrys problemau cyfathrebu yn annibynnol.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

- ...hybu eich sgiliau cyfathrebu
- ...datrys problemau ysgrifenedig a llafar cyffredin yn annibynnol

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau unedau ar bynciau amrywiol yn ddibynnol ar y lefel rydych eisiau ei gyflawni. Dyma syniad bras o'r pynciau byddwch yn eu cwblhau ynghyd â'u lefelau:

Lefel	Blas o'r cynnwys	Cwrs	Cymhwyster
Mynediad 2	<ul style="list-style-type: none"> - Siarad a gwrandao ar eraill yn mynegi teimladau a barn ar bynciau cyfarwydd. - Cyfleu gwybodaeth yn ysgrifenedig wrth ystyried yr iaith a'r gynulleidfa. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Taflenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Tystysgrif
Mynediad 3	<ul style="list-style-type: none"> - Deall a dilyn cyfarwyddiadau. - Cyfleu gwybodaeth ar bynciau cyfarwydd ar lafar ac yn ysgrifenedig. - Darllen, deall a chanfod gwybodaeth amrywiol. 		
Lefel 1	<ul style="list-style-type: none"> - Trafodaeth grŵp. - Cyfleu safbwyntiau ar lafar ac yn ysgrifenedig. - Canfod gwybodaeth wrth wrando a darllen. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Taflenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Prawf cadarnhau - Tystysgrif
Lefel 2	<ul style="list-style-type: none"> - Trafodaeth ffurfiol. - Cyflwyno gwybodaeth i gynulleidfa. - Defnyddio gwybodaeth o ffynonellau amrywiol i greu darn ysgrifenedig. 		
Lefel 3	<ul style="list-style-type: none"> - Trafodaeth ffurfiol ar bynciau dwys. - Cyflwyno gwybodaeth manwl i gynulleidfa. - Creu darnau ysgrifenedig ar bynciau cymhleth. 		

Beth sy'n ddisgwyliedig ohonof fi?

- Ymuno yn y gweithdai.
- Cwblhau'r gwaith ymarferol i gadarnhau eich sgiliau.
- Cadw cyswllt agos gydag eich tiwtor.
- Gofyn cwestiynau i'ch tiwtor er mwyn gwirio'ch dealltwriaeth o'r pwnc fel eich bod yn hyderus ynddo.
- Os ydych am gwblhau'r cymhwyster, bydd angen ymarfer y pynciau i gyd a chwblhau cyn-bapurau cyn ceisio'r dasg ac (yn ddibynnol ar y lefel rydych yn anelu ato) cwblhau prawf i lwyddo yn y cymhwyster.

Beth nesaf?

- Dewiswch y lefel sy'n iawn i chi.
- Penderfynwch os hoffech wneud y gweithdai yn unig neu weithio tuag at gymhwyster.
- Cysylltwch gyda ni heddiw i ddechrau eich siwrnai.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 6-12 mis.

Pris y cwrs: gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Essential Skills

Using Communication

Level	<i>Entry 2 - Level 3 (depending on the qualification most appropriate for you). See table below with a brief explanation of the contents of each level.</i>
Summary	<i>A series of workshops that focus on a variety of communication methods with consideration given to a target audience. There will be a mixture of tasks, quizzes, and help from experienced essential skills tutors to create and solve communication problems/issues independently.</i>

This course is a perfect fit for you if you want to...

...improve your communication skills

...problem-solve written and oral problems independently

What will I be doing?

You will complete units on a variety of topics depending on the level you wish to complete, here is a brief overview of what you will complete in relation to each level:

Level	Taster of content	Course	Qualification
Entry 2	<ul style="list-style-type: none"> - Talk and listen to others expressing their feelings and opinions upon familiar topics. - Convey written information with consideration for language and the audience. 	<ul style="list-style-type: none"> - Group learning workshops - Recordings of workshops - Digital resources - Personal tutor - 1:1 sessions - Terminology sheets - Feedback on tasks 	<ul style="list-style-type: none"> - Controlled task - Certificate
Entry 3	<ul style="list-style-type: none"> - Understand and follow instructions. - Convey information orally and written around familiar topics. - Read, understand and discover various information. 		
Level 1	<ul style="list-style-type: none"> - Group discussion. - Convey written and verbal points of view. - Discover information through listening and reading. 	<ul style="list-style-type: none"> - Group learning workshops - Recordings of workshops - Online resources - Personal tutor - 1:1 sessions - Terminology sheets - Feedback on tasks 	<ul style="list-style-type: none"> - Controlled task - Confirmatory test - Certificate
Level 2	<ul style="list-style-type: none"> - Formal discussion. - Present information to an audience. - Use information from various resources to create a written piece. 		
Level 3	<ul style="list-style-type: none"> - Formal discussion on serious topics. - Present detailed information to an audience. - Create written pieces on complex topics. 		

What is expected of me?

- To take part in the workshops.
- To complete practical work to confirm your skills.
- To maintain communication/contact with your tutor.
- To question your tutor to check your understanding of the topic to ensure your confidence within a topic.
- If you are to complete the qualification, you'll need to practice all topics and complete past-papers before attempting the task and (dependent on the level you are aiming for) the test to achieve the qualification.

What next?

- Choose the level that best suits you.
- Decide if you would like to only complete the workshops or work towards the qualification.
- Contact us today to begin your journey.

Additional information

Course/Qualification length: 6-12 months.

Course price: see pricing list at the end of this pack.



Sgiliau Hanfodol

Defnyddio Llythrennedd Digidol

Lefel	Mynediad 2 – Lefel 3 (yn ddibynol ar y cymhwyster sy'n addas i chi), gweler y tabl isod gydag esboniad cryno o gynnwys pob lefel.
Crynodeb	Cyfes o weithdai sy'n canolbwyntio ar broblemau a dewisiadau dyddiol sy'n ymwneud â thechnoleg. Bydd cymysgedd o ymarferion, cwisiau a chymorth gan diwtor sgiliau hanfodol profiadol er mwyn defnyddio a datrys problemau digidol yn annibynnol.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

...hybu eich sgiliau llythrennedd digidol
...datrys problemau technoleg cyffredin yn annibynnol

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau unedau ar bynciau amrywiol yn ddibynnol ar y lefel rydych eisiau ei gyflawni. Dyma syniad bras o'r pynciau byddwch yn eu cwblhau ynghyd â'u lefelau:

Lefel	Blas o'r cynnwys	Cwrs	Cymhwyster
Mynediad 2	<ul style="list-style-type: none"> - Cadw'n ddiogel mewn byd digidol. - Defnyddio adnoddau a technolegau cyffredin i ddatrys problemau dyddiol. 	<ul style="list-style-type: none"> - Gweithdai dysgu grŵp - Recordiad o'r gweithdai - Adnoddau digidol - Tiwtor personol - Sesiynau 1:1 - Tafenni termau - Adborth ar dasgau 	<ul style="list-style-type: none"> - Tasg dan reolaeth - Trafodaeth strwythuredig - Tystysgrif
Mynediad 3	<ul style="list-style-type: none"> - Arbed gwybodaeth mewn strwythur ffolderi priodol. - Cydweithio yn ddigidol. - Creu adnodd amlgyfrwng. 		
Lefel 1	<ul style="list-style-type: none"> - Deall risgiau o ryngweithio ar-lein, yn cynnwys achosion amhriodol. - Rheoli ôl-traed digidol. - Chwilio a defnyddio gwybodaeth o'r we. 		
Lefel 2	<ul style="list-style-type: none"> - Dewis y technoleg a'r adnoddau mwyaf priodol i weithio'n ddiogel ar-lein. - Asesu a datrys problemau digidol cyffredin. - Gwneud chwiliad manwl i sicrhau bod gwybodaeth yn ddibynadwy. 		
Lefel 3	<ul style="list-style-type: none"> - Edrych ar brotocolau ar gyfrifoldeb a diogelwch digidol. - Gwerthuso y dewis o dechnoleg ac adnoddau i gwblhau tasg. - Defnyddio cyfleoedd digidol i gydweithio a datrys problemau cymhleth. 		

Beth sy'n ddisgwyliedig ohonof fi?

- Ymuno yn y gweithdai.
- Cwblhau'r gwaith ymarferol i gadarnhau eich sgiliau.
- Cadw cyswllt agos gyda'ch tiwtor.
- Gofyn cwestiynau i'ch tiwtor er mwyn gwirio eich dealltwriaeth o'r pwnc fel eich bod yn hyderus ynddo.
- Os ydych am gwblhau'r cymhwyster, bydd angen ymarfer y pynciau i gyd a chwblhau cyn-bapurau cyn ceisio'r dasg a chwblhau prawf i lwyddo yn y cymhwyster.

Beth nesaf?

- Dewiswch y lefel sy'n iawn i chi.
- Penderfynwch os hoffech wneud y gweithdai yn unig neu weithio tuag at gymhwyster.
- Cysylltwch gyda ni heddiw i ddechrau eich siwrnai.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 6-12 mis.

Pris y cwrs: gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Essential Skills

Using Digital Literacy

Level	<i>Entry 2 - Level 3 (depending on the qualification most appropriate for you), see table below with a brief explanation of the contents of each level.</i>
Summary	<i>A series of workshops focusing on daily problems and issues regarding technology. There will be a variety of exercises, workshops, and help from experienced essential skills tutors for you to be able to use these skills and problem-solve digital issues independently.</i>

This course is a perfect fit for you if you want to...

- ...improve your digital literacy skills*
- ...problem-solve common technology problems independently*

What will I be doing?

You will complete units on a variety of topics, depending on the level you wish to complete (reference the table below for a brief overview of what you will complete in relation to each level)

Level	Taster of content	Course	Qualification
Entry 2	<ul style="list-style-type: none"> - Keep safe within a digital world. - Use resources and common technology to solve daily problems. 	<ul style="list-style-type: none"> - Group learning workshops - Recordings of workshops - Digital resources - Personal tutor - 1:1 sessions - Terminology sheets - Feedback on tasks 	<ul style="list-style-type: none"> - Controlled task - Structured discussion - Certificate
Entry 3	<ul style="list-style-type: none"> - Save information in appropriate and structured folders. - Collaborate digitally. - Create a multimedia resource. 		
Level 1	<ul style="list-style-type: none"> - Understand the risks of online interactions, including inappropriate occurrences. - Managing digital footprints. - Searching and using information from the web. 		
Level 2	<ul style="list-style-type: none"> - Choose the most appropriate technology and resources to work safely online. - Assess and solve common digital problems. - Complete a detailed search to make sure information is reliable. 		
Level 3	<ul style="list-style-type: none"> - Look at protocols on digital responsibility and security. - Evaluate the choice of technology and resources to complete a task. - Use digital opportunities to collaborate and solve complex problems. 		

What is expected of me?

- To take part in the workshops.
- To complete practical work to confirm your skills.
- To maintain communication/contact with your tutor.
- To question your tutor to check your understanding of the topic to ensure your confidence within a topic.
- If you are to complete the qualification, you'll need to practice all topics and complete past-papers before attempting the task and the test to achieve the qualification.

What next?

- Choose the level that best suits you.
- Decide if you would like to only complete the workshops or work towards the qualification.
- Contact us today to begin your journey.

Additional information

Course/Qualification length: 6-12 months.

Course price: see pricing list at the end of this pack.



Cyflogadwyedd

Addysg sy'n Gysylltiedig â Gwaith

Lefel	Lefel 1
Crynodeb	Cyfes o weithdai i'ch helpu i greu argraff pan yn ceisio am swydd. Bydd cynghorydd gyrfaoedd profiadol yn eich tywys drwy amrywiaeth o weithgareddau a byddwch yn edrych ar bob cam o'r broses recriwtio. Bydd modd cael sgysiau 1:1 i'ch cynorthwyo i ddod o hyd i swydd, goresgyn rhwystrau a'ch helpu i ddeall yr hyn y mae cyflogwyr yn chwilio amdano gan ymgeiswyr.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

- ...dod o hyd i swydd
- ...gwybod beth i gynnwys mewn CV
- ...teimlo'n fwy hyderus mewn cyfweiliad swydd

Beth fyddaf i'n gwneud?**Byddwch yn:**

- Dysgu am y camau i'w cymryd wrth geisio am swydd
- Ysgrifennu CV a llythyr eglurhaol i fynd gyda chais
- Derbyn adborth ar sut i'w gwella er mwyn rhoi'r cyfle gorau i chi gael cyfweiliad swydd
- Cael ffug gyfweiliad swydd
- Dod i adnabod y sgiliau sydd gennych i'w cynnig i gyflogwyr

Uned	Canlyniadau dysgu
Llunio Curriculum Vitae (CV) Pwrpasol	<ol style="list-style-type: none"> 1. Gwybod beth yw fformat CV. 2. Gallu ysgrifennu CV. 3. Gwybod sut i addasu CV personol ar gyfer sector penodol. 4. Gallu llunio llythyr eglurhaol i fynd gyda chais.
Sgiliau cyfweiliad	<ol style="list-style-type: none"> 1. Deall sut i baratoi ar gyfer cyfweiliad. 2. Gallu cyfathrebu mewn cyfweiliad. 3. Gallu adnabod cryfderau a gwendidau personol mewn perthynas â pherfformiad mewn cyfweiliad.
Goresgyn rhwystrau i waith	<ol style="list-style-type: none"> 1. Deall y ffactorau sy'n galluogi unigolyn i gael a chadw gwaith. 2. Gallu nodi rhwystrau i gael gwaith a nodi sut i gael help i oresgyn y rhwystrau hynny. 3. Gallu cynllunio ar gyfer yr ystyriaethau ariannol sy'n berthnasol i gyflogai.
Archwilio Cyfleoedd Gwaith	<ol style="list-style-type: none"> 1. Gallu adnabod cyfleoedd gwaith priodol. 2. Gallu nodi camau i'w cymryd er mwyn cael swydd.

Beth sy'n ddisgwyliedig ohonof fi?

- Ymuno yn y gweithdai
- Cwblhau'r gwaith ymarferol
- Cadw cyswllt agos gyda'ch tiwtor

Beth nesaf?

- Penderfynwch os hoffech gymhwyster achrededig a thystysgrif.
- Cysylltwch gyda ni heddiw er mwyn dechrau eich siwrnai o hybu a defnyddio eich sgiliau cyflogadwyedd, a dod o hyd i'r swydd ddelfrydol honno!

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 1-3 mis, yn cynnwys hyd at 6 awr o amser dysgu (cymysgedd o weithdai a chymorth 1:1 gan diwtor, yn ôl yr angen).

Pris y cwrs: gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Employability

Work related education

Level	Level 1
Summary	<i>A series of workshops to help you make an impression when applying for a job. An experienced careers advisor will guide you through a variety of activities which will look at each step of the recruitment process. They will offer 1:1 conversations to help you find a job, overcome obstacles and help you understand what an employer is looking for from an applicant.</i>

This course is a perfect fit for you if you want to...

...find a job

...gain information about what to include in your CV

...feel more confident in job interviews

What will I be doing?

You will:

- learn about the steps to take when applying for a job
- write a CV and cover letter to accompany your application
- receive feedback on these to improve your chance of getting a job interview
- take part in a mock job interview
- recognise the skills you have to offer an employer
- build your confidence every time you apply for a job.

Unit	Learning outcomes
Produce a Bespoke Curriculum Vitae (CV)	<ol style="list-style-type: none"> 1. Know the format of a CV. 2. Able to write a CV. 3. Know how to customise a personal CV for a specific sector. 4. Be able to write a cover letter to accompany an application.
Interview skills	<ol style="list-style-type: none"> 1. Understand how to prepare for an interview. 2. Understand communication during an interview. 3. The ability to recognise personal strengths and weaknesses in relation to interview performance.
Overcoming Obstacles to Work	<ol style="list-style-type: none"> 1. Understand the factors that allow an individual to attain and maintain work. 2. Able to note obstacles to attaining work and note how to receive help to overcome these obstacles. 3. Able to deal with financial considerations associated with becoming an employee.
Exploring Work	<ol style="list-style-type: none"> 1. Able to recognise appropriate job opportunities. 2. Able to note the steps to take to get a job.

What is expected of me?

- To take part in the workshops
- To complete all tasks
- To maintain contact with your tutor

What next?

- Decide if you would like an accredited qualification and receive a certificate
- Contact us today to start your journey towards promoting and using your employability skills and getting that dream job!

Additional information:

Course length: 1-3 months, includes up to 6 hours of teaching time (a mixture of workshops and 1:1 support by a tutor, depending on your needs).

Course price: See pricing list at the end of this pack.



Chwaraeon

Arweinydd Chwaraeon

Lefel	Lefel 1
Crynodeb	Gweithdai sy'n canolbwyntio ar ddysgu sgiliau craidd arweinyddiaeth a fydd yn eich cynorthwyo i arwain sesiynau chwaraeon/gweithgarwch corfforol yn ddiogel a llwyddiannus. Bydd amrywiaeth o ymarferion ymarferol a chymorth gan diwtor profiadol trwy gydol y cwrs.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

- ...hybu eich sgiliau arweinyddiaeth
- ...hybu eich ymddygiadau arweinyddiaeth
- ...cynorthwyo i arwain sesiynau chwaraeon/gweithgarwch corfforol

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau dwy uned benodol.

Unedau	Cynnwys	Oriau Arweinyddiaeth
Sefydlu Sgiliau Arwain	<ul style="list-style-type: none"> - Canolbwyntio ar ba sgiliau ac ymddygiadau sy'n cael eu defnyddio mewn sefyllfaoedd gwahanol. - Datblygu sgiliau arweinyddiaeth eich hun. - Deall rôl a chyfrifoldebau arweinydd. 	0
Cynllunio a Chynorthwyo i Arwain a Gwerthuso Sesiwn Chwaraeon	<ul style="list-style-type: none"> - Canolbwyntio ar gynllunio, cynorthwyo a gwerthuso sesiynau eich hun. 	1 awr

Bydd gofyn i chi allu arddangos 1 awr o arweinyddiaeth i rŵp o blant cyn ardstio'r cymhwyster.

Beth sy'n ddisgwyliedig ohonof fi?

Er mwyn llwyddo'r cymhwyster:

- Rhaid ymuno yn y gweithdai a chwblhau'r gwaith ymarferol sy'n cael eu gosod.
- Rhaid cadw log oriau arweinyddiaeth hefyd.
- Cadwch gysylltiad agos gyda'r tiwtor.
- Gallwch hefyd ofyn cwestiynau i'ch tiwtor er mwyn gwirio eich dealltwriaeth o'r pwnc fel eich bod yn hyderus ynddo.

Beth nesaf?

- Dewiswch os ydych am wneud y cwrs i dderbyn cymhwyster achrededig a thystysgrif.
- Cysylltwch gyda ni heddiw er mwyn dechrau eich siwrnai i hybu eich sgiliau arweinyddiaeth.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 6 mis

Pris y cwrs: Gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Sports

Sport Leaders

Level	Level 1
Summary	<i>Workshops that focus on learning core leadership skills that will assist in the safe and successful leadership of sport/physical activity sessions. There will be a variety of practical exercises and help from experienced tutors throughout the course.</i>

This course is a perfect fit for you if you want to...

- ...promote your leadership skills*
- ...promote your leadership behaviours*
- ...assist in leading sports/physical activity sessions*

What will I be doing?

You will complete two specific units.

Units	Contents	Leadership hours
Establishing leadership skills	<ul style="list-style-type: none"> - Focus on what skills and behaviours are used in different situations. - Developing your own leadership skills. - Understanding the role and responsibilities of a leader. 	0
Plan and assist in leading and evaluating a sports session	<ul style="list-style-type: none"> - Focus on planning, assisting, and evaluate your own sessions. 	1 hour

It is required for you to be able to display 1 hour of leadership to a group prior to certification of this qualification.

What is expected of me?

To complete this qualification, you must:

- Participate in the workshops and complete all practical work that is set.
- Keep a log of leadership hours.
- Keep close contact with the tutor.
- You may also question your tutor to check your understanding of the topic to ensure your confidence within a topic.

What next?

- Decide if you would like to do this course and receive the accredited qualification and certificate.
- Contact us today to start your journey of promoting and using your leadership skills in sport.

Additional Information:

Course length: 6 months

Qualification price: See pricing list at the end of this pack



Chwaraeon

Arweinydd Chwaraeon Cymunedol

Lefel	Lefel 2
Crynodeb	Gweithdai sy'n canolbwyntio ar ddysgu sgiliau craidd arweinyddiaeth a fydd yn eich cynorthwyo i arwain sesiynau chwaraeon/gweithgarwch corfforol yn ddiogel a llwyddiannus. Bydd amrywiaeth o ymarferion ymarferol a chymorth gan diwtor profiadol trwy gydol y cwrs.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

...hybu eich sgiliau arweinyddiaeth

...hybu eich ymddygiadau arweinyddiaeth

...datblygu sgiliau cynllunio, arwain a gwerthuso sesiynau chwaraeon/gweithgarwch corfforol

...datblygu sgiliau cynllunio, arwain a gwerthuso digwyddiad chwaraeon

...datblygu sgiliau arwain sesiynau chwaraeon/gweithgarwch corfforol yn y gymuned

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau 4 uned benodol.

Unedau	Cynnwys	Oriau Arweinyddiaeth
1) Adeiladu sgiliau arweinyddiaeth	<ul style="list-style-type: none"> - Canolbwyntio ar ddeall pwysigrwydd y sgiliau ac ymddygiadau sy'n effeithio arweinyddiaeth effeithiol. - Rheoli datblygiad o'ch sgiliau arweinyddiaeth a gallu ymgymryd â rôl a chyfrifoldebau arweinydd chwaraeon. 	0
2) Cynllunio, arwain a gwerthuso sesiwn chwaraeon	<ul style="list-style-type: none"> - Canolbwyntio ar gynllunio, arwain a gwerthuso sesiynau cynhwysol a diogel. 	2x20 munud o arwain sesiwn chwaraeon
3) Cynorthwyo i gynllunio, arwain a gwerthuso digwyddiad chwaraeon	<ul style="list-style-type: none"> - Canolbwyntio ar ddeall y gwahanol fathau o ddigwyddiadau chwaraeon/gweithgarwch corfforol. - Gallu cynorthwyo i gynllunio, arwain a gwerthuso digwyddiad chwaraeon/gweithgarwch corfforol. 	0
4) Arwain sesiynau chwaraeon/gweithgarwch corfforol yn eich cymuned	<ul style="list-style-type: none"> - Canolbwyntio ar y sgiliau a ddysgwyd o'r holl unedau. 	5 awr o arweinyddiaeth

Bydd gofyn i chi gallu arddangos 5 awr a 40 munud o arweinyddiaeth mewn o leiaf dau leoliad gwahanol cyn ardystio'r cymhwyster.

Beth sy'n ddisgwyliedig ohonof fi?

Er mwyn llwyddo'r cymhwyster:

- Ymunwch â'r gweithdai a chwblhau'r gwaith ymarferol sy'n cael eu gosod.
- Cadwch log oriau arweinyddiaeth.
- Cadwch gysylltiad agos gyda'r tiwtor.
- Gallwch hefyd ofyn cwestiynau i'ch tiwtor er mwyn gwirio eich dealltwriaeth o'r pwnc a sicrhau eich bod yn hyderus ynddo.

Beth nesaf?

- Penderfynwch os ydych am wneud y cwrs i dderbyn cymhwyster achrededig a thystysgrif.
- Cysylltwch gyda ni heddiw er mwyn dechrau ar eich siwrnai i hybu eich sgiliau arweinyddiaeth.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 6-12 mis

Pris y cymhwyster: Gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Sports

Community Sport Leader

Level	Level 2
Summary	<i>Workshops that focus on learning core leadership skills that will assist in the safe and successful leadership of sport/physical activity sessions. There will be a variety of practical exercises and help from experienced tutors throughout the course.</i>

This course is a perfect fit for you if you want to...

- ...promote your leadership skills*
- ...promote your leadership behaviours*
- ...develop your planning skills, leading and evaluating sports / physical activity sessions*
- ...develop the skills of planning, leading, and evaluating a sports event*
- ...develop leadership skills for community-based sports / physical activity sessions*

What will I be doing?

You will complete 4 specific units.

Units	Contents	Leadership hours
1) Building leadership skills	<ul style="list-style-type: none"> - Focusing on the importance of skills and behaviours that affect effective leadership. - Managing the development of your leadership skills and the ability to take on the role and responsibilities of a sports leader. 	0
2) Plan, lead and evaluate a sports session	<ul style="list-style-type: none"> - Focus on planning, leading, and evaluating of inclusive and safe sessions. 	2x20 minutes of sports leadership sessions
3) Assist in planning, leading and evaluating a sports event	<ul style="list-style-type: none"> - Focus on understanding the different types of sports / physical activity events. - Be able to assist in the planning, leading, and evaluation of a sport / physical activity event. 	0
4) Lead sports/physical activity sessions in your community	<ul style="list-style-type: none"> - Focus on the skills learned throughout all units. 	5 hours of Leadership

It is required for you to be able to showcase 5 hours and 40 minutes of leadership in at least two different settings, prior to certification of this qualification.

What is expected of me?

To pass this qualification, you must:

- Participate in the workshops and complete all practical work that is set.
- You will also need to keep a log of leadership hours and keep in contact with the tutor.
- You may also question your tutor to check your understanding and ensure your confidence in the topic.

What next?

- Decide if you would like to undertake this course and receive this accredited qualification and certificate.
- Contact us today to start your journey of promoting and using your leadership skills in sport.

Additional Information:

Course length: 6-12 months

Qualification price: See pricing list at the end of this pack



Chwaraeon

Arweinydd Chwaraeon

Lefel	Lefel 3
Crynodeb	Gweithdai sy'n canolbwyntio ar ddysgu sgiliau craidd arweinyddiaeth a fydd yn eich cynorthwyo i arwain sesiynau chwaraeon/gweithgarwch corfforol yn ddiogel a llwyddiannus. Bydd amrywiaeth o ymarferion ymarferol a chymorth gan diwtor profiadol trwy gydol y cwrs.

Mae'r cwrs hwn yn berffaith i chi os ydych chi eisiau...

...hybu eich sgiliau arweinyddiaeth

...hybu eich ymddygiadau arweinyddiaeth

...datblygu sgiliau cynllunio, arwain a gwerthuso sesiynau chwaraeon/gweithgarwch corfforol

...datblygu sgiliau cynllunio, arwain a gwerthuso digwyddiad chwaraeon

...datblygu sgiliau arwain sesiynau chwaraeon/gweithgarwch corfforol yn y gymuned

Beth fyddaf i'n gwneud?

Byddwch yn cwblhau 6 uned benodol.

Unedau	Cynnwys	Oriau Arweinyddiaeth
1) Datblygu Sgiliau Arweinyddiaeth	- Canolbwyntio ar ddeall pwysigrwydd y sgiliau ac ymddygiadau sy'n effeithio arweinyddiaeth effeithiol. Gallu gwerthuso ac adlewyrchu sgiliau arweinyddiaeth eich hun.	0
2) Arwain sesiynau chwaraeon/gweithgarwch corfforol ddiogel	- Canolbwyntio ar y pwysigrwydd o ddiogelu cyfranogwyr. - Deall sut i leihau risgiau i'r cyfranogwyr.	0
3) Gwybod sut i gynllunio sesiynau chwaraeon/gweithgarwch corfforol cynhwysol	- Canolbwyntio ar ddeall y rhwystrau cyffredin ynglŷn â chwaraeon/gweithgarwch corfforol yn y gymuned. - Deall yr effaith o chwaraeon/gweithgarwch corfforol ar gyfranogwyr a sut i greu sesiynau cynhwysol.	0
4) Cynllunio, arwain a gwerthuso cyfres o sesiynau chwaraeon/gweithgarwch corfforol cynhwysol	- Canolbwyntio ar wybod sut i gynllunio cyfres o sesiynau cynhwysol a gallu cynllunio. - Arwain a gwerthuso cyfres o sesiynau cynhwysol.	2 x 30 munud o arwain sesiwn chwaraeon/gweithgarwch corfforol
5) Cynllunio, arwain a gwerthuso digwyddiad chwaraeon/gweithgarwch corfforol	- Canolbwyntio ar wybod y gwahanol fathau o ddigwyddiadau chwaraeon/gweithgarwch corfforol. - Gallu cynllunio, arwain a gwerthuso digwyddiad chwaraeon/gweithgarwch corfforol.	2 awr o arwain digwyddiad
6) Arwain	- Arddangosiad o arwain sesiynau cynhwysol i grwpiau o gyfranogwyr amrywiol.	12 awr o arweinyddiaeth

Beth sy'n ddisgwylidig ohonof fi?

Er mwyn llwyddo'r cymhwyster, rhaid:

- Ymuno â'r gweithdai a chwblhau'r gwaith ymarferol sy'n cael eu gosod.
- Bydd rhaid cadw log oriau arweinyddiaeth a chadw cysylltiad agos gyda'r tiwtor.
- Gallwch hefyd ofyn cwestiynau i'ch tiwtor er mwyn gwirio eich dealltwriaeth o'r pwnc a sicrhau eich bod yn hyderus ynddo.

Beth nesaf?

- Penderfynwch os ydych am wneud y cwrs i dderbyn cymhwyster achrededig a thystysgrif.
- Cysylltwch gyda ni heddiw er mwyn dechrau ar eich siwrnai i hybu eich sgiliau arweinyddiaeth.

Gwybodaeth ychwanegol:

Hyd y cwrs/cymhwyster: 12 mis

Pris y cymhwyster: Gweler y rhestr brisiau ar ddiwedd y pecyn hwn.



Sports

Sport Leaders

Level	Level 3
Summary	<i>Workshops that focus on learning core leadership skills that will assist in the safe and successful leadership of sport/physical activity sessions. There will be a variety of practical exercises and help from experienced tutors throughout the course.</i>

This course is a perfect fit for you if you want to...

- ...promote your leadership skills*
- ...promote your leadership behaviours*
- ...develop your planning skills, leading and evaluating sports / physical activity sessions*
- ...develop the skills of planning, leading and evaluating a sports event*
- ...develop leadership skills for community-based sports / physical activity sessions*

What will I be doing?

You will complete 6 specific units.

Units	Contents	Leadership hours
1) Develop leadership skills	<ul style="list-style-type: none"> - Focus on understanding the important skills and behaviours that affect effective leadership. - Evaluate and reflect on your own leadership skills. 	0
2) Lead sports / physical activity sessions safely	<ul style="list-style-type: none"> - Focus on the importance of protecting participants and understanding how to minimize risks to participants. 	0
3) Know how to plan inclusive sports / physical activity sessions	<ul style="list-style-type: none"> - Focus on understanding the common barriers surrounding sports / physical activities within the community. - Understand the effect of sports / physical activities on participants, and how to create inclusive sessions. 	0
4) Plan, lead, and evaluate a series of inclusive sports / physical activity sessions	<ul style="list-style-type: none"> - Focus on knowing how to plan a series of inclusive sessions, and be able to plan, lead, and evaluate a series of inclusive sessions. 	2 x 30 minutes of sports / physical activity leadership sessions
5) Plan, lead, and evaluate a sports / physical activity event	<ul style="list-style-type: none"> - Focus on knowing the different types of sports / physical activity events, and be able to plan, lead, and evaluate a sports / physical activity event. 	2 hours of leading an event
6) Lead	<ul style="list-style-type: none"> - A demonstration of leading inclusive sessions to groups of various participants. 	12 leadership hours

What is expected of me?

To pass this qualification, you must:

- Participate in the workshops and complete all practical work that is set.
- You will also need to keep a log of leadership hours and keep in contact with the tutor.
- You may also question your tutor to check your understanding and ensure your confidence in the topic.

What next?

- Decide if you would like to undertake this course and receive this accredited qualification and certificate.
- Contact us today to start your journey of promoting and using your leadership skills.

Additional Information:

Course length: 12 months

Qualification price: See pricing list at the end of this pack



Prisiau

Cwrs / Cymhwyster	Lefel	Cost cwrs yn unig	Cost cwrs a chymhwyster llawn
Sgiliau Hanfodol			
Defnyddio Rhif	Lefel Mynediad 2 neu 3	£220	£300
Defnyddio Rhif	Lefel 1 neu 2	£240	£310
Defnyddio Rhif	Lefel 3	£280	£350
Cyfathrebu	Lefel Mynediad 2 neu 3	£220	£300
Cyfathrebu	Lefel 1 neu 2	£240	£310
Cyfathrebu	Lefel 3	£280	£350
Llythrennedd Digidol	Lefel Mynediad 2 neu 3	£220	£300
Llythrennedd Digidol	Lefel 1 neu 2	£240	£310
Llythrennedd Digidol	Lefel 3	£280	£350
Cyflogadwyedd		Cost uned unigol (cwrs a thystysgrif)	Cost cymhwyster llawn
Addysg sy'n Gysylltiedig â Gwaith	Lefel 1	£60	£200
Chwaraeon			Cost cymhwyster llawn
Arweinwyr Chwaraeon	Lefel 1		£70
Arweinwyr Chwaraeon	Lefel 2		£90
Arweinwyr Chwaraeon	Lefel 3		£150

Prices

Course/ Qualification	Level	Price of course	Price of course and full qualification
<i>Essential skills</i>			
Using numbers	Entry Level 2 or 3	£220	£300
Using numbers	Level 1 or 2	£240	£310
Using numbers	Level 3	£280	£350
Communication	Entry level 2 or 3	£220	£300
Communication	Level 1 or 2	£240	£310
Communication	Level 3	£280	£350
Digital literacy	Entry level 2 or 3	£220	£300
Digital literacy	Level 1 or 2	£240	£310
Digital literacy	Level 3	£280	£350
<i>Employability</i>		<i>Singular unit cost (course and certificate)</i>	<i>Price of full qualification</i>
Work related education	Level 1	£60	£200
<i>Sports</i>			<i>Price of full qualification</i>
Sport leaders	Level 1		£70
Sport leaders	Level 2		£90
Sport leaders	Level 3		£150

