Llywodraeth Cymru
Welsh Government

PORTH SGILIAU
SKILLS GATEWAY

Cymorth sgiliau a recriwtio i gyflogwyr

Skills and recruitment support for employers

Chwiliwch **Porth Sgiliau**
Search **Skills Gateway**
03000 6 03000

Undeb Ewropeaidd
European Union
Llywodraeth Cymru
Welsh Government
Cronfa Gymdeithasol Ewrop
European Social Fund

Cynnwys

01 **Tyfu eich gweithlu**
- Prentisiaethau 8-9
- ReAct 10-11
- Y Rhaglen Sgiliau Cyflogadwyedd 12-15
- Y Gwasanaeth Di-waith 16-17

02 **Chwilio am dalent newydd**
- Hyfforddeiaethau 20-21
- Rhaglenni Cyflogadwyedd Cymunedol 22-23
- Twf Swyddi Cymru 24-25
- Kickstart 26-27
- GO Wales 28-29

03 **Gweithlu mwy amrywiol**
- Prentisiaethau cynhwysol 32-33
- Hyrwyddwyr Cyflogaeth Pobl Anabl 36-37
- Hyderus o ran Anabledd 38-39
- Mynediad i Waith 40-41

04 **Datblygu sgiliau eich gweithlu**
- Prentisiaethau 44-45
- Cyfrifon Dysgu Personol 46-47
- Cronfa Ddysgu Undebau Cymru 48-49
- Rhaglen Sgiliau Hyblyg 50-51

05 **Cefnogi iechyd a lles eich gweithlu**
- Gwasanaeth cymorth yn y gwaith 54-55
- Cymru Iach ar Waith 56-57

06 **Adnoddau i gyflogwyr**
- Cymorth diswyddo 60-61
- Gweithio gydag ysgolion 62-63
- Bwletin swyddi 64-65
- Busnes Cymru 66-67
- Pecyn Cymorth Cyflogwyr: Cymru sy'n Fwy Cyfartal - Canllaw ymarferol i gyflogwyr ynglŷn â chyflogi pobl anabl 68-69

Contents

01 **Grow your workforce**
- Apprenticeships 8-9
- ReAct 10-11
- Employability Skills Programme 12-15
- Out of Work Service 16-17

02 **Scout new talent**
- Traineeships 20-21
- Community Employability Programmes 22-23
- Jobs Growth Wales 24-25
- Kickstart 26-27
- GO Wales 28-29

03 **Diversify your workforce**
- Inclusive apprenticeships 32-33
- Disabled Peoples Employment Champions 36-37
- Disability confident 38-39
- Access to Work 40-41

04 **Develop the skills of your workforce**
- Apprenticeships 44-45
- Personal Learning Accounts 46-47
- Wales Union Learning Fund 48-49
- Flexible Skills Programme 50-51

05 **Support the health and wellbeing of your workforce**
- In-work support service 54-55
- Healthy working wales 56-57

06 **Resources for employers**
- Redundancy support 60-61
- Working with schools 62-63
- Job bulletin 64-65
- Business Wales 66-67
- Employer toolkit: a more equal wales - guide to employing disabled people 68-69

Cyflwyniad

Porth ar-lein i fusnesau ar draws Cymru yw'r Porth Sgiliau i Fusnes i gael mynediad at gyngor a chefnogaeth i'w helpu i **dyfu a ffynnu.** O ddatblygu sgiliau gweithwyr cyfredol i raglenni cymorth recriwtio a hyfforddi, mae'r Porth Sgiliau i Fusnes yn cynnig amrywiaeth o atebion i fodloni anghenion busnes unigol.

Drwy'r Porth Sgiliau i Fusnes, gallwch greu eich **proffil sgiliau**, cael gwybod mwy am y **gefnogaeth sydd ar gael** yn eich ardal leol ac i siarad â **chynghorwyr Busnes Cymru** ymroddedig a fydd yn eich helpu i ddod o hyd i'r ateb cywir ar gyfer eich busnes.

Yn y llyfryn hwn, bydd gwybodaeth ar yr ystod eang o gefnogaeth sydd ar gael, yn ogystal â meini prawf cymhwysedd, i'ch helpu ar eich taith datblygu sgiliau.

Introduction

Skills Gateway for Business is an online portal for businesses across Wales to access advice and support to help them **grow and thrive**. From developing the skills of existing employees to recruitment support and training programmes, Skills Gateway for Business offers a range of solutions to meet individual business needs.

Through Skills Gateway for Business you can create your **skills profile**, find out more about **support available** in your local area and speak to dedicated **Business Wales advisers** who will help you find the right solution for your business.

In this brochure you'll find information on the wide range of support available, as well as eligibility criteria, to help you on your skills development journey.

01

Tyfu eich gweithlu
Rhaglenni i'ch helpu i recriwtio

Grow your workforce
Programmes to help you recruit

Prentisiaethau
Apprenticeships

Beth yw e?

Mae prentisiaethau yn **ateb perffaith** sy'n cynnig **opsiwn recriwtio cost-effeithiol**, gan eich helpu i greu cronfa o **dalent newydd**, llenwi **bylchau sgiliau** a **thyfu eich busnes**. Rydych yn gyfrifol am dalu cyflogau'r prentis, gyda'r costau hyfforddi yn cael eu hysgwyddo gan y rhaglen brentisiaeth.

Rydym yn darparu llwybrau prentisiaeth sydd wedi'u cyllido'n llawn mewn 23 o sectorau mewn pedair lefel...

1. Prentisiaeth Sylfaen

NVQ Lefel 2 sy'n gyfwerth â 5 pas TGAU da.

2. Prentisiaeth

NVQ Lefel 3 sy'n gyfwerth â 2 pas Safon Uwc

3. Prentisiaeth Gradd

Gradd baglor llawn. Llwybrau'n cael eu cynnig ar hyn o bryd mewn TGCh/ Digidol a Pheirianneg / Uwch-Weithgynhyrchu

4. Prentisiaeth Uwch

Lefel Tystysgrif Genedlaethol Uwch/ Diploma Cenedlaethol Uwch / Gradd Sylfaen

What is it?

Apprenticeships are a **genius decision** offering a **cost-effective recruitment** option, helping you create a pool of **new talent**, fill **skills gaps and grow your business.** You're responsible for paying the apprentice's wages, with training costs covered by the apprenticeship programme.

We provide fully funded apprenticeship routes in 23 sectors available at four levels...

1. Foundation Apprenticeship

Level 2NVQ Level 2 and equivalent to 5 good GCSE passes

2. Apprenticeship

NVQ Level 3 equivalent to 2 A-level passes

3. Higher Apprenticeship

HNC/ HND/ Foundation Degree level

4. Degree Apprenticeship

Full bachelor's degree. Routes are currently offered in ICT/ Digital and Engineering / Advanced Manufacturing

Pwy sy'n gymwys?

- Mae busnesau **o bob maint ac ar draws pob sector** yn gymwys i gymryd rhan yn Rhaglen Brentisiaethau Cymru.

Who's eligible?

- Businesses of **all sizes and across all sectors** are eligible to take part in Wales' Apprenticeship Programme.

Beth yw'r manteision?

Byddwch un cam ar y blaen i'r gystadleuaeth wrth chwilio am dalent newydd ac ar yr un pryd yn siapio sgiliau a phrofiad eich gweithlu drwy **hyfforddiant wedi'i gynllunio i ddiwallu'ch anghenion penodol chi.** Yn ogystal ag ysgwyddo costau hyfforddi eich recriwt newydd, bydd pob cyflogwr yn derbyn **£3,000** tuag at gostau cyflogaeth pob prentis newydd sy'n cael ei gyflogi cyn belled â bod y prentis rhwng 16 a 24 oed.

Defnyddiwch ein **Gwasanaeth Prentisiaethau Gwag** newydd i hysbysebu prentisiaethau gwag am ddim ac i gefnogi eich proses recriwtio.

What are the benefits?

Get ahead of the competition in the search for new talent while shaping the skills and experience of your workforce through **training designed to meet your specific needs.** As well as having the training costs for your new recruit covered, all employers currently receive up to **£3,000** towards employment costs for each new apprentice they hire provided they are aged 16-24.

Use our new **Apprenticeship Vacancy Service** to advertise vacancies for free and support your recruitment process.

ReAct

Beth yw e?

Mae ReAct yn helpu busnesau i gyflogi pobl sydd **newydd golli eu swyddi, neu sy'n ddi-waith am resymau eraill heblaw am y swydd yn dod i ben,** gan helpu i l**enwi bylchau sgiliau a chadw costau recriwtio'n isel.** Pan fyddwch yn cyflogi recriwt cymwys, byddwn yn rhoi hyd at £3,000 i chi mewn rhandaliadau chwarterol am y 12 mis cyntaf i helpu i dalu eu cyflogau, yn ogystal â hyd at **£1,000** am unrhyw hyfforddiant sgiliau sydd ei angen ar gyfer y swydd.

What is it?

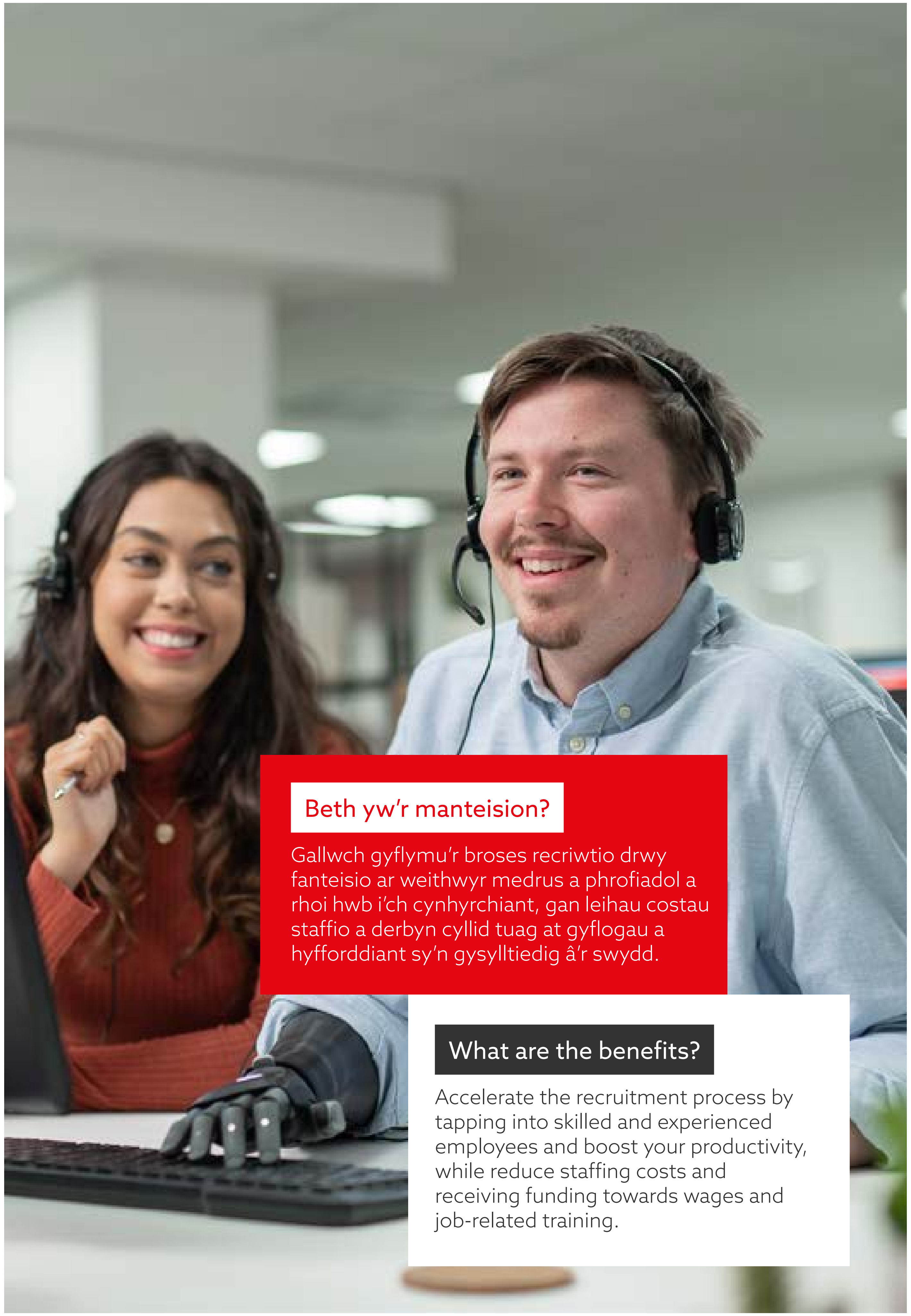
ReAct supports businesses to employ people who have **recently been made redundant**, helping to **fill skills gaps** and **keep recruitment costs down**. When you employ a qualifying recruit, we'll give you up to **£3,000** in quarterly instalments for the first 12 months to help cover their wages, as well as up to **£1,000** for any job-related skills training needed to bring them up to speed.

Pwy sy'n gymwys?

- Gall busnesau o **unrhyw faint mewn unrhyw ddiwydiant** gyflogi rhywun drwy ReAct, cyhyd nad ydyn nhw wedi cyrraedd y trothwy 'de minimis' ar gyfer Cymorth Gwladwriaethol. Mae'n rhaid i'r person rydych chi am ei gyflogi fod **dros 16 oed,** yn **byw yng Nghymru** a bod ganddo'r **hawl i fyw a gweithio yn y DU** a naill ai dan hysbysiad colli swydd ffurfiol, neu wedi colli ei swydd - neu'n ddi-waith am reswm arall - ers 1 Ionawr 2020.

Who's eligible?

- Businesses of **any size in any industry** can employ someone through ReAct, as long as they haven't reached the 'de minimis' threshold for State Aid. The person you want to employ must be **over the age of 16**, a **resident of Wales** with the **right to work and live in the UK** and either under formal notice of redundancy, or have been made redundant – or unemployed for any other reason – since 1 January 2020.



Beth yw'r manteision?

Gallwch gyflymu'r broses recriwtio drwy fanteisio ar weithwyr medrus a phrofiadol a rhoi hwb i'ch cynhyrchiant, gan leihau costau staffio a derbyn cyllid tuag at gyflogau a hyfforddiant sy'n gysylltiedig â'r swydd.

What are the benefits?

Accelerate the recruitment process by tapping into skilled and experienced employees and boost your productivity, while reduce staffing costs and receiving funding towards wages and job-related training.

Y Rhaglen Sgiliau Cyflogadwyedd
Employability Skills Programme

Beth yw e?

Mae'r Rhaglen Sgiliau Cyflogadwyedd yn cefnogi oedolion di-waith **i wella eu sgiliau cyflogadwyedd** ac i ddod o hyd i **gyflogaeth gynaliadwy** drwy fynediad at amrywiaeth o **gefnogaeth a hyfforddiant**. Mae cyflogwyr yn gweithio gyda Chanolfan Waith leol a darparwr hyfforddiant i ddod o hyd i'r ymgeisydd cywir ac i greu cynllun ar gyfer profiad gwaith neu hyfforddiant ystyrlon i'w helpu i ddatblygu'r sgiliau sydd eu hangen ar eich busnes.

What is it?

The Employability Skills Programme supports unemployed adults **to improve their employability skills** and find **sustainable employment** through access to a range of **support and training.** Employers work with a local Job Centre and training provider to find the right candidate and create a plan for meaningful work experience or training to help them develop the skills your business needs.

Pwy sy'n gymwys?

- Mae busnesau **o bob maint, mewn unrhyw sector**, yn gymwys i gymryd rhan cyn belled â'u bod yng Nghymru ac yn gallu cynnig profiad **cynaliadwy ac ystyrlon** yn y gweithle.

Who's eligible?

- Businesses **of any size, in any sector**, are eligible to take part as long as they're based in Wales and can provide a **sustainable and meaningful** workplace experience.

Beth yw'r manteision?

Bod un cam ar y blaen i'r gystadleuaeth wrth **chwilio am dalent newydd**, gyda chyfle i **ddod i adnabod darpar weithiwr** cyn cynnig rôl barhaol iddyn nhw o fewn eich busnes. Mae gweithwyr yn cael eu **meithrin a'u hyfforddi** i weddu i'ch anghenion, a gellir siapio eu datblygiad o amgylch eich busnes. Bydd busnesau sy'n cyflogi unigolion drwy'r Rhaglen Sgiliau Cyflogadwyedd hefyd yn cyfrannu at yr economi leol drwy **gefnogi datblygiad sgiliau**.

What are the benefits?

Get ahead of the competition in the **search for new talent**, with an opportunity to **get to know a potential employee** before offering them a permanent role within your business. Employees are **nurtured and trained** to suit your needs, and their development can be shaped around your business. Businesses who employ individuals through the Employability Skills Programme will also be contributing to the local economy by **supporting skills development**.

"Hyd yn hyn, rydym wedi gweld bod yr unigolion sy'n dod atom drwy leoliadau gwaith yn llawn cymhelliant ac yn gweithio'n galed ac rydym wedi bod yn falch iawn o allu eu helpu i gael eu troed ar yr ysgol yrfa."

Becky Johnson,
Planet Gymnastics

"So far, we have found the individuals who come to us through work placements to be highly motivated and hard-working and we've been delighted to be able to help them get their foot onto the career ladder."

Becky Johnson,
Planet Gymnastics

Y Gwasanaeth Di-waith
Out of Work Service

Beth yw e?

Mae'r Gwasanaeth Di-waith yn darparu **cymorth cyflogadwyedd a mentora cymheiriaid i** helpu pobl sy'n gwella ar ôl camddefnyddio sylweddau a/neu salwch meddwl, er mwyn eu helpu i **ddod o hyd i swydd ac aros mewn gwaith.** Mae'n gweithio gyda chyflogwyr i gynnig cyfleoedd, gan gynnwys hyfforddiant, lleoliadau, datblygu sgiliau a chyflogaeth.

Mae'r gwasanaeth yn croesawu ymgeiswyr 16-24 oed sydd **wrthi'n gwella a ddim mewn addysg, cyflogaeth na hyfforddiant** (NEET) neu'n 25+ oed ac nad ydyn nhw wedi bod yn chwilio am waith neu sydd wedi bod yn ddi-waith **am fwy na 12 mis.**

Mae cymorth ar gael hefyd i bobl yn y De-ddwyrain sy'n ddi-waith yn y tymor byr **yn sgil COVID-19.**

Pwy sy'n gymwys?

- Gall unrhyw fusnes yn y De-ddwyrain gynnig cyfleoedd cyflogaeth i rywun sydd wedi'i atgyfeirio drwy'r Gwasanaeth Di-waith. Mae'n rhaid i ymgeiswyr fod yn 16-24 oed a ddim mewn addysg, cyflogaeth na hyfforddiant neu'n 25+ oed a heb fod yn chwilio am waith neu sydd wedi bod yn ddi-waith am fwy na 12 mis ac sydd wrthi'n gwella.

What is it?

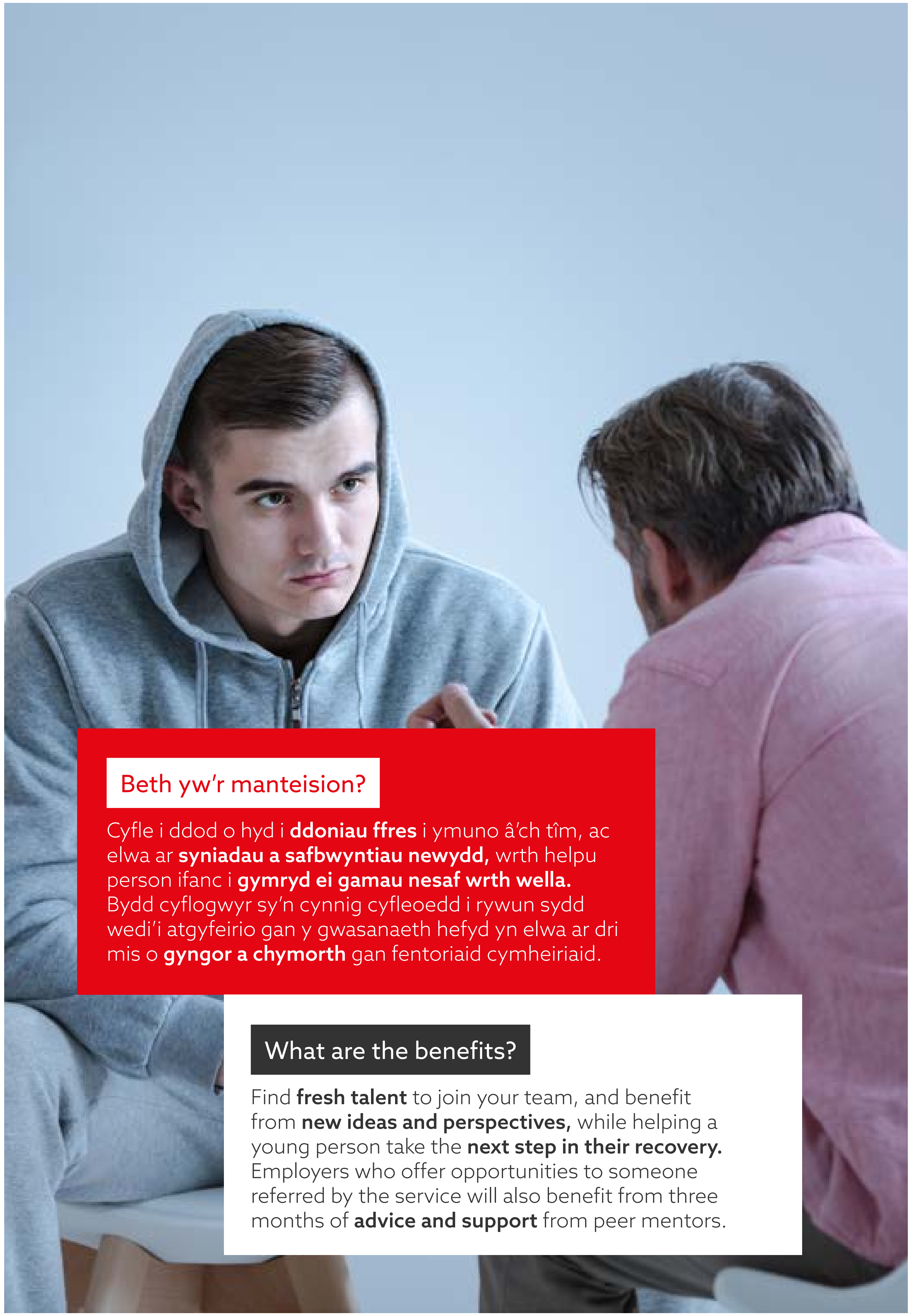
The Out of Work Service provides **peer mentoring and employability support** to people who are in recovery from substance misuse and/or mental ill-health, to help them **find a job** and **stay in work.** It works with employers to offer opportunities including training, placements, skills development and employment.

The service takes applicants who are **in recovery** and aged **16-24** and **not in education, employment or training** (NEET) or aged 25+ who have not been looking for work or have been unemployed for **longer than 12 months.**

Support is also available for people in South East Wales who have become short-term unemployed **as a consequence of COVID-19.**

Who's eligible?

- Any business in South East Wales can offer employment opportunities to someone referred through the Out of Work Service. Candidates must either be aged 16-24 who are Not in Education, Employment or Training (NEET) and aged 25+ who have not been looking for work or have been unemployed for longer than 12 months who are in recovery.



Beth yw'r manteision?

Cyfle i ddod o hyd i **ddoniau ffres** i ymuno â'ch tîm, ac elwa ar **syniadau a safbwyntiau newydd,** wrth helpu person ifanc i **gymryd ei gamau nesaf wrth wella.** Bydd cyflogwyr sy'n cynnig cyfleoedd i rywun sydd wedi'i atgyfeirio gan y gwasanaeth hefyd yn elwa ar dri mis o **gyngor a chymorth** gan fentoriaid cymheiriaid.

What are the benefits?

Find **fresh talent** to join your team, and benefit from **new ideas and perspectives,** while helping a young person take the **next step in their recovery.** Employers who offer opportunities to someone referred by the service will also benefit from three months of **advice and support** from peer mentors.

02

Chwilio am dalent newydd
Rhaglenni i'ch helpu i ddod o hyd i dalent newydd

Scout new talent
Programmes to help you find new talent

Hyfforddeiaethau
Traineeships

Beth yw e?

Mae hyfforddeiaethau yn rhoi sgiliau **i bobl ifanc 16-18 oed** i gael eu **swydd gyntaf** neu i symud ymlaen at hyfforddiant pellach fel **prentisiaeth**. Byddwch yn gweithio gyda darparwr hyfforddiant i gynllunio rhaglen o brofiad gwaith sy'n gweithio i chi a'ch hyfforddai. Ar ddiwedd eu lleoliad gwaith efallai y byddwch chi'n dewis cynnig prentisiaeth neu gyfle gwaith arall iddyn nhw.

What is it?

Traineeships give **young people aged 16-18** the skills to get their first job or progress to further training such as an **apprenticeship**. You'll work with a training provider to design a work experience programme that works for you and your trainee. At the end of their placement you might choose to offer them an apprenticeship or other job opportunity.

Pwy sy'n gymwys?

- Mae busnesau **o unrhyw faint**, **mewn unrhyw sector**, yn gymwys i gymryd rhan cyn belled â'u bod yng Nghymru ac yn gallu cynnig profiad **cynaliadwy ac ystyrlon** yn y gweithle.

Who's eligible?

- Businesses of **any size, in any sector**, are eligible to take part as long as they're based in Wales and can **provide a sustainable and meaningful** workplace experience.

Beth yw'r manteision?

Chwilio am dalent newydd a chadw un cam ar y blaen i'r gystadleuaeth, gyda chyfleoedd i **ddatblygu staff cyfredol** drwy hyfforddiant a mentora, yn ogystal â'ch helpu i siapio sgiliau a phrofiad eich gweithlu ar gyfer y dyfodol. Gellir cynllunio hyfforddiant i **weddu i'ch anghenion penodol**, a'ch helpu i wireddu eich amcanion busnes.

What are the benefits?

Scout new talent and stay one step ahead of the competition, with opportunities **develop existing staff** through training and mentoring, as well as helping you shape the skills and experience of your workforce for the future. Training can be designed to **suit your specific needs**, helping you to meet your business objectives.

Rhaglenni Cyflogadwyedd Cymunedol
Community Employability Programmes

Beth yw e?

Mae Rhaglenni Cyflogadwyedd Cymunedol **yn cefnogi pobl sy'n wynebu rhwystrau i gael swydd,** gan gynnwys **diweithdra hirdymor, gofal plant** a'r **rheini sydd mewn tlodi neu mewn perygl o dlodi.**

Gall cyflogwyr ddefnyddio nifer o raglenni i gyflenwi eu gweithlu sy'n gweithredu ar draws Cymru, gyda thimau cyflenwi lleol ym mhob ardal. Mae'r rhain yn cynnwys Cymunedau am Waith, Cymunedau am Waith a Mwy, a Rhieni, Gofal Plant a Chyflogaeth.

Mae **cymorth arbenigol** ar gael i chi a'r unigolyn gan **dimau lleol** sy'n gweithio'n ddiwyd gyda'u cyfranogwyr i'w helpu **i oresgyn eu rhwystrau,** boed hynny'n hyfforddiant, gofal plant, teithio neu unrhyw beth arall sy'n eu rhwystro rhag cael swydd.

Byddwch yn gweithio gyda swyddogion a fydd yn **cefnogi eich anghenion recriwtio** ac yn canfod cyfranogwyr sydd â'r **sgiliau sy'n addas i anghenion eich busnes.**

Os oes gennych nifer o swyddi gwag, gallent ddatblygu rhaglen bwrpasol i gyflenwi nifer o ymgeiswyr sydd wedi'u hyfforddi'n briodol i chi.

Pwy sy'n gymwys?

- Busnesau o unrhyw faint mewn unrhyw sector yng Nghymru

What is it?

Community Employability Programmes **support people facing barriers to gaining a job,** including **long term unemployment, childcare** and **those in or at risk of poverty.**

Employers can access a number of programmes to supply their workforce which operate across Wales, with local delivery teams in each area. These include Communities for Work, Communities for Work Plus and Parents and Childcare and Employment.

Specialist support is available for both the employer and individual from the **local teams** who work intensively with participants to help them **overcome their barriers,** from training and childcare to travel or anything else preventing them gaining employment.

You will work with officers who will **support your recruitment needs,** identify participants with **skills which suit your business.**

If you have multiple vacancies, they could **develop a bespoke programme** to supply you with a number of appropriately trained candidates.

Who's eligible?

- Businesses of any size in any sector in Wales.

Beth yw'r manteision?

Mae busnesau sy'n recriwtio pobl drwy'r rhaglenni hyn yn **helpu'r bobl hynny sydd bellaf i ffwrdd o'r farchnad lafur** i gael gwaith. Byddwch yn cael **unigolion llawn cymhelliant** sy'n benderfynol o wneud y mwyaf o'r cyfle i ymuno â'r farchnad lafur, gyda chymorth gan Swyddog Cyswllt Cyflogwyr a mentoriaid a fydd yn dod o hyd i gyfranogwyr.

What are the benefits?

Businesses who take on individuals through these programmes will be **helping those furthest from the labour market** to enter employment. You'll be able to tap into **motivated individuals** who are determined to make the most of an opportunity to enter the labour market, with support from an Employer Liaison Officer and mentors who will identify participants.

Twf Swyddi Cymru
Jobs Growth Wales

Beth yw e?

Mae Twf Swyddi Cymru yn cynnig cyfleoedd i bobl ifanc ddi-waith i gymryd eu **cam cyntaf ar yr ysgol yrfa** drwy weithio gyda chyflogwyr i ysgwyddo hyd at 50% o gostau cyflogaeth pob person ifanc ar gyfer y chwe mis cyntaf.

What is it?

Jobs Growth Wales provides opportunities for young, unemployed people to take their **first step on the career ladder** by working with employers to meet up to 50% of each young person's employment costs for the first six months.

Pwy sy'n gymwys?

- Mae busnesau **o unrhyw faint mewn unrhyw ddiwydiant** yn gymwys i gymryd rhan. Yn gyfnewid, gofynnwn i chi addo ambell beth; rhaid i'r swydd fod am **25-40 awr yr wythnos** am **chwe mis** o leiaf, rhaid i unrhyw swyddi a grëir fod yn ychwanegol at anghenion eich gweithlu presennol a dylech fod yn **ymrwymedig i gadw eich gweithiwr** y tu hwnt i'r cyfnod o chwe mis.

Who's eligible?

- Businesses of **any size in any industry** are eligible to take part. In return, we ask for a few guarantees from you; the job must be for **25-40 hours a week** for a minimum of **six months,** any jobs created must be additional to your existing workforce needs and you should be **committed to retaining your employee** beyond the six-month period.

Beth yw'r manteision?

Yn ogystal â **chyngor a chymorth recriwtio am ddim**, a hysbysebu eich swydd wag i bobl ifanc frwdfrydig sy'n barod am waith drwy wefan Gyrfa Cymru, byddwch yn derbyn **cyfraniad o 50% tuag at gyflogau'r** person ifanc a gyflogwch, wedi'i dalu gennym ni, ar gyfer y **chwe mis cyntaf**.

What are the benefits?

As well as **free recruitment advice and support**, and your vacancy advertised to work-ready and enthusiastic young people through the Careers Wales website, you'll receive a **50% contribution towards the wages** of the young person that you take on, paid by us, for the **first six months**.

Kickstart

Beth yw e?

Mae'r cynllun Kickstart yn dod o hyd i **leoliadau gwaith chwe mis** i bobl ifanc 16-24 oed sy'n hawlio Credyd Cynhwysol ac **mewn perygl o ddiweithdra hirdymor**, gyda'r bwriad o gefnogi cyfranogwyr i ddatblygu'r sgiliau a'r profiad sydd eu hangen arnyn nhw i ddod o hyd i waith ar ôl cwblhau'r cynllun.

What is it?

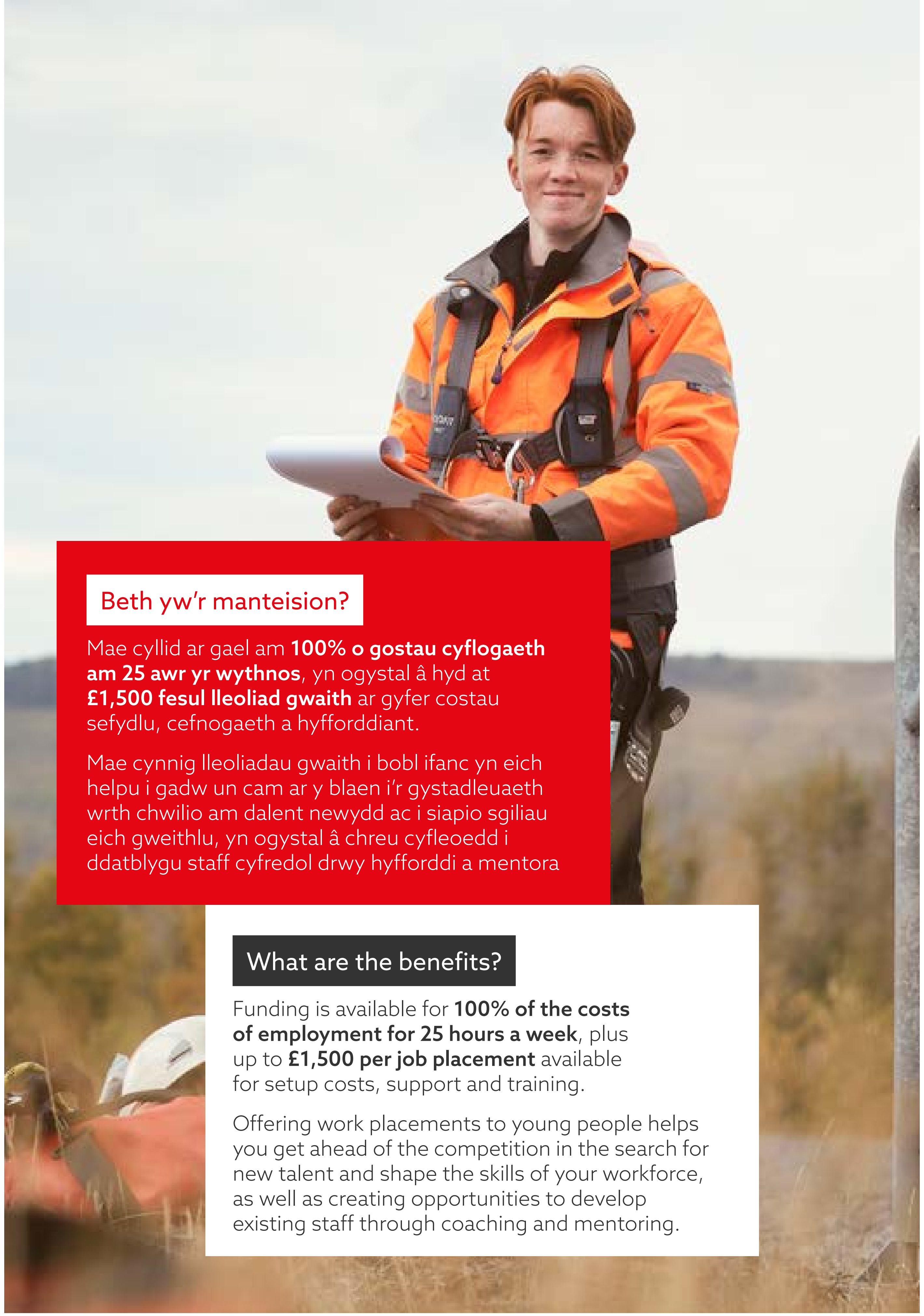
The Kickstart scheme finds **six-month job placements** for young people aged 16-24 who are claiming Universal Credit and **at risk of long-term unemployment**, with the aim of supporting participants to develop the skills and experience they need to find work after completing the scheme.

Pwy sy'n gymwys?

- Gall **unrhyw sefydliad**, beth bynnag fo'i faint, wneud cais. Mae'n rhaid i'r lleoliadau gwaith sy'n cael eu creu gan Kickstart fod yn **swyddi newydd**. Rhaid i'r rolau fod am isafswm o **25 awr yr wythnos am 6 mis**, talu'r Isafswm Cyflog Cenedlaethol o leiaf am eu grŵp oedran ac ni ddylai fod angen hyfforddiant sylweddol cyn i'r lleoliad gwaith ddechrau.

Who's eligible?

- **Any organisation**, regardless of size, can apply. The job placements created with Kickstart funding **must be new jobs**. Roles must be for a minimum of **25 hours per week for 6 months**, paid at least the National Minimum Wage for their age group and should not require extensive training before the job placement can begin.



Beth yw'r manteision?

Mae cyllid ar gael am **100% o gostau cyflogaeth am 25 awr yr wythnos**, yn ogystal â hyd at **£1,500 fesul lleoliad gwaith** ar gyfer costau sefydlu, cefnogaeth a hyfforddiant.

Mae cynnig lleoliadau gwaith i bobl ifanc yn eich helpu i gadw un cam ar y blaen i'r gystadleuaeth wrth chwilio am dalent newydd ac i siapio sgiliau eich gweithlu, yn ogystal â chreu cyfleoedd i ddatblygu staff cyfredol drwy hyfforddi a mentora

What are the benefits?

Funding is available for **100% of the costs of employment for 25 hours a week**, plus up to **£1,500 per job placement** available for setup costs, support and training.

Offering work placements to young people helps you get ahead of the competition in the search for new talent and shape the skills of your workforce, as well as creating opportunities to develop existing staff through coaching and mentoring.

GO Wales - Llwyddo drwy brofiad gwaith
GO Wales - Achieve through work experience

Beth yw e?

Mae GO Wales yn gweithio gyda **myfyrwyr mewn addysg uwch** sy'n wynebu rhwystrau wrth ddod o hyd i brofiad gwaith i'w helpu i ganfod **cyfleoedd cysgodi, blasu a lleoliadau gwaith** gyda chyflogwyr lleol.

What is it?

GO Wales works with **students in higher education** facing barriers to securing work experience to help them find **work shadowing, taster and placement opportunities** with local employers.

Pwy sy'n gymwys?

- Gall busnesau o **unrhyw faint mewn unrhyw sector** yng Nghymru gymryd unigolyn drwy GO Wales. Os ydych yn ymgymryd â lleoliad gwaith â thâl, disgwylir i chi dalu'r Isafswm Cyflog Cenedlaethol o leiaf i'r myfyriwr.

Who's eligible?

- Businesses of **any size in any sector** in Wales can take an individual on through GO Wales. If you host a paid placement, you'll be expected to pay the student at least the National Minimum Wage.

Beth yw'r manteision?

Dod o hyd i **ddarpar weithwyr y dyfodol a magu persbectif newydd** ar eich busnes drwy gefnogi myfyriwr i wella **sgiliau sy'n gysylltiedig â gwaith**. Byddwch yn derbyn cefnogaeth drwy gydol y lleoliad gwaith i sicrhau ei fod yn brofiad positif i chi a'r myfyriwr, ac efallai y byddwch yn gymwys am gymhorthdal o **50% o'r cyflogau** sy'n cael eu talu drwy gydol y rhaglen.

What are the benefits?

Find **potential future employees** and gain a **new perspective** on your business while supporting a student to improve their **work-related skills**. You'll receive support throughout the placement to ensure it's a positive experience for you and the student, and you may be eligible for a subsidy of **50% of the wages** paid throughout the programme.

03

Gweithlu mwy amrywiol

Rhaglenni i'ch helpu i ddod o hyd i dalent newydd

Diversify your workforce

programmes to help benefit your business

Prentisiaethau cynhwysol
Inclusive apprenticeships

Beth yw e?

Mae'r rhaglen brentisiaeth yn ffordd ardderchog i'ch helpu i feithrin dull rhagweithiol o chwalu rhwystrau a chofleidio manteision gweithlu amrywiol.

Bydd y doniau disgleiriaf yn chwilio am lefydd sy'n groesawgar lle maen nhw'n rhydd i fynegi eu hunain. Gallwch ddefnyddio prentisiaethau i sicrhau bod eich busnes yn manteisio ar y gronfa dalent ehangaf bosibl.

Mae cyflogi gweithwyr anabl yn cynnig llu o fanteision, gan gynnwys sgiliau a brwdfrydedd gwerthfawr yn y rôl. Bydd Llywodraeth Cymru yn darparu cymorth i sicrhau profiad cadarnhaol i'r cyflogwr a'r prentis ill dau, gan gydnabod bod angen cymorth ychwanegol o bosibl, er enghraifft i gefnogi anghenion dysgu neu gorfforol.

What is it?

The apprenticeship programme is an excellent route to help you take an active approach in removing barriers and embracing the benefits of a diverse workforce.

The best talent will look for places they feel welcome and where they can express themselves freely. You can use apprenticeships to make sure your business accesses the widest pool of talent.

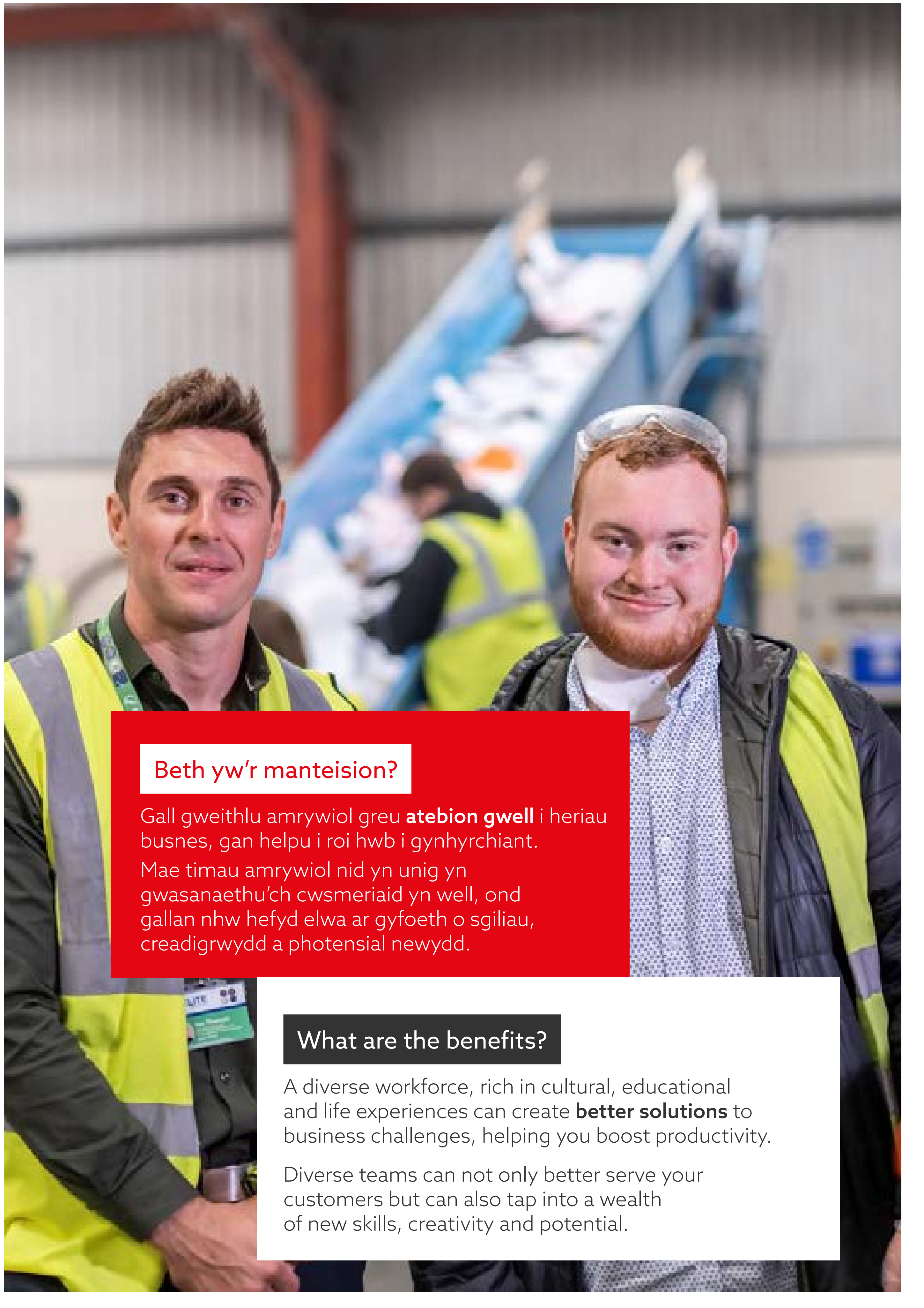
There are a multitude of benefits to employing disabled people, who can bring valuable skills and enthusiasm to their role. Welsh Government will provide support to ensure a positive experience for both employer and apprentice, recognising that additional help may be required, for example in learning needs or physical support.

Pwy sy'n gymwys?

- Mae busnesau o **bob maint ac ar draws pob sector** yn gymwys i gymryd rhan yn Rhaglen Brentisiaethau Cymru.

Who's eligible?

- Businesses of **all sizes and across all sectors** are eligible to take part in Wales' Apprenticeship Programme.



Beth yw'r manteision?

Gall gweithlu amrywiol greu **atebion gwell** i heriau busnes, gan helpu i roi hwb i gynhyrchiant.

Mae timau amrywiol nid yn unig yn gwasanaethu'ch cwsmeriaid yn well, ond gallan nhw hefyd elwa ar gyfoeth o sgiliau, creadigrwydd a photensial newydd.

What are the benefits?

A diverse workforce, rich in cultural, educational and life experiences can create **better solutions** to business challenges, helping you boost productivity.

Diverse teams can not only better serve your customers but can also tap into a wealth of new skills, creativity and potential.

"Does dim problem gydag anghenion dysgu ychwanegol Josh ar y safle, ac mae'n rhan annatod o'n tîm warws. Mae prentisiaethau'n gweithio i ni gan eu bod yn ffordd gost-effeithiol o roi cyfle i bobl o bob gallu a chefndir i ffynnu yn ein gweithle, gan ennill y sgiliau busnes-benodol sydd eu hangen arnom i gyflwyno gwasanaethau o'r safon y mae ein cwsmeriaid yn ei disgwyl"

Ian Thomas,
Rheolwr Menter, Elite Paper Solutions.

"Josh's additional learning needs haven't been an issue on site and he's an integral member of our warehouse team. Apprenticeships work for us because they are a cost-effective way of giving people of all abilities and backgrounds a chance to thrive in our workplace, gaining the business-specific skills we need to deliver the quality services our customers expect"

Ian Thomas,
Enterprise Manager, Elite Paper Solutions.

Hyrwyddwyr Cyflogaeth Pobl Anabl
Disabled Peoples Employment Champions

Beth yw e?

Mae Llywodraeth Cymru wedi ymrwymo i greu **Cymru sy'n fwy cyfartal** lle mae gan unigolion gyfle cyfartal i gael gwaith a lle mae diwylliant o **fynediad cynhwysol** i weithlu sy'n **adlewyrchu cymdeithas a'n cymunedau.**

Rydym wedi cyflogi chwe Hyrwyddwr Cyflogaeth Pobl Anabl a fydd yn gweithio gyda busnesau o Fôn i Fynwy i **godi ymwybyddiaeth** o ddoniau a sgiliau pobl anabl, gan eu helpu i **addasu eu harferion recriwtio** a dangos sut i gael gafael ar gymorth yn effeithiol. Mae'r Hyrwyddwyr yn bobl anabl eu hunain sydd â **phrofiad byw** o'r rhwystrau o ran cael gwaith. Mae'r chwech yn rôl fodelau ysbrydoledig i unigolion a chyflogwyr fel ei gilydd weld beth ellir ei gyflawni pan fydd yr amodau iawn ar waith.

What is it?

Welsh Government is committed to creating a **more equal Wales** where individuals have equality of opportunity to gain employment and there is a culture of **inclusive access** to a workforce that reflects **society and our communities.**

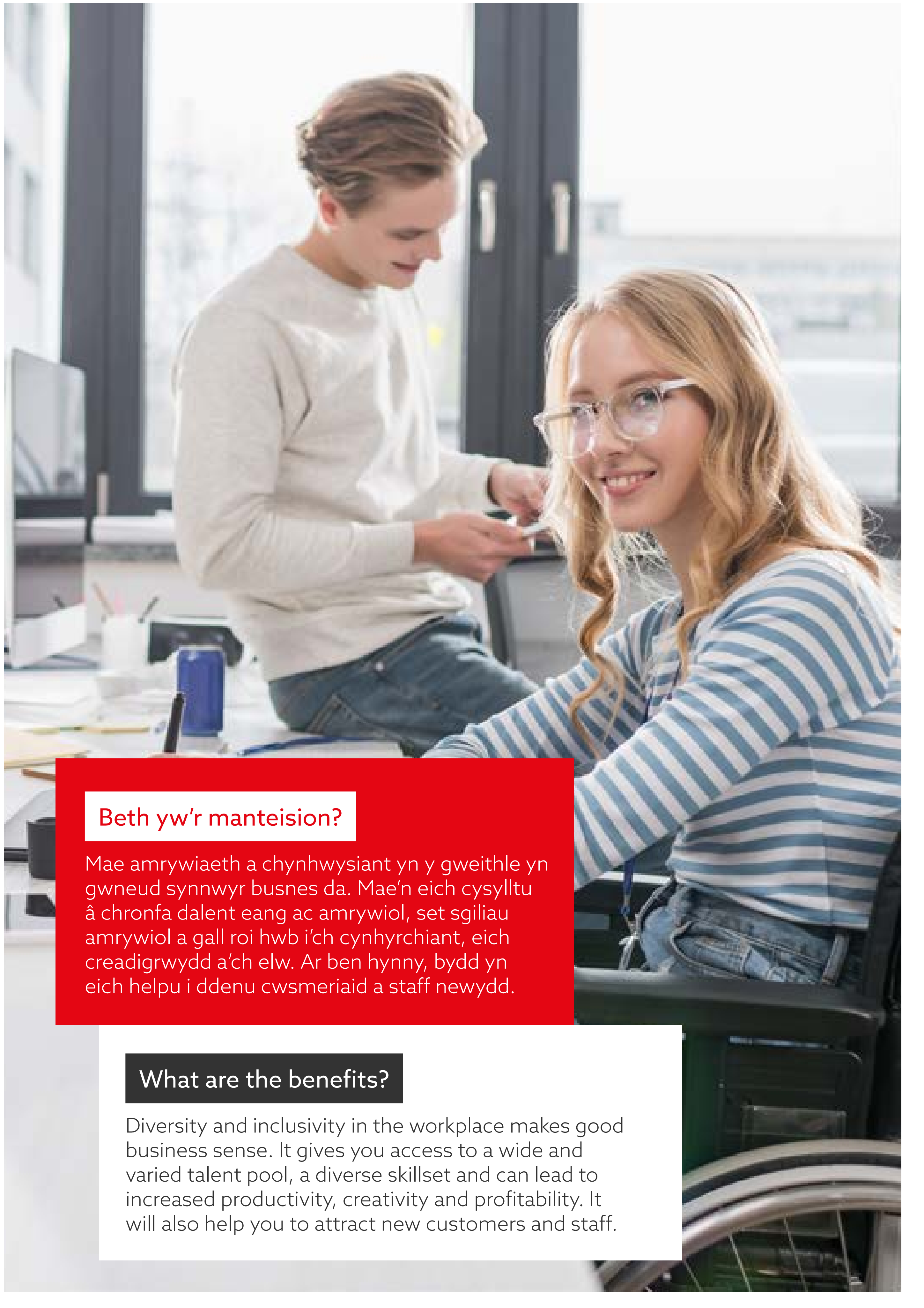
We've employed six Disabled Peoples Employment Champions who will work with businesses across Wales to **increase awareness** of the availability of talent and skills provided by disabled people, help them **adapt their recruitment practices** and demonstrate how to effectively access the support which is available. The Champions are disabled people themselves with **lived experience** of the barriers faced in gaining employment. All six are inspirational role models for individuals and employers alike to see what can be achieved when the right conditions are in place

Pwy sy'n gymwys?

- Mae busnesau **o bob maint ac ar draws pob sector** yn gymwys. Gall unrhyw fusnes yng Nghymru sydd â diddordeb mewn cynyddu amrywiaeth eu gweithlu, a dysgu mwy am fanteision niferus cyflogi mwy o bobl anabl, gysylltu â'r hyrwyddwyr trwy e-bostio DPEC@gov.wales

Who's eligible?

- Businesses of **all sizes and across all sectors** are eligible. Any business in Wales who is interested in increasing the diversity of their workforce, and finding out the many benefits of employing more disabled people, can contact the champions by e-mailing DPEC@gov.wales



Beth yw'r manteision?

Mae amrywiaeth a chynhwysiant yn y gweithle yn gwneud synnwyr busnes da. Mae'n eich cysylltu â chronfa dalent eang ac amrywiol, set sgiliau amrywiol a gall roi hwb i'ch cynhyrchiant, eich creadigrwydd a'ch elw. Ar ben hynny, bydd yn eich helpu i ddenu cwsmeriaid a staff newydd.

What are the benefits?

Diversity and inclusivity in the workplace makes good business sense. It gives you access to a wide and varied talent pool, a diverse skillset and can lead to increased productivity, creativity and profitability. It will also help you to attract new customers and staff.

Hyderus o ran Anabledd
Disability Confident

Beth yw e?

Mae'r cynllun Hyderus o ran Anabledd, a ddarperir gan yr Adran Gwaith a Phensiynau, yn helpu cyflogwyr i **wneud y gorau o'r doniau** y gall pobl anabl eu cynnig i'r gweithle. Gall bod yn hyderus o ran anabledd helpu i **ddenu** prentisiaid, gweithwyr a chwsmeriaid anabl a bydd eich busnes yn cael ei ystyried fel **ceffyl blaen** yn eich sector a thu hwnt. Mae lefelau gwahanol fel y gallwch nodi pob cam o'ch taith.

What is it?

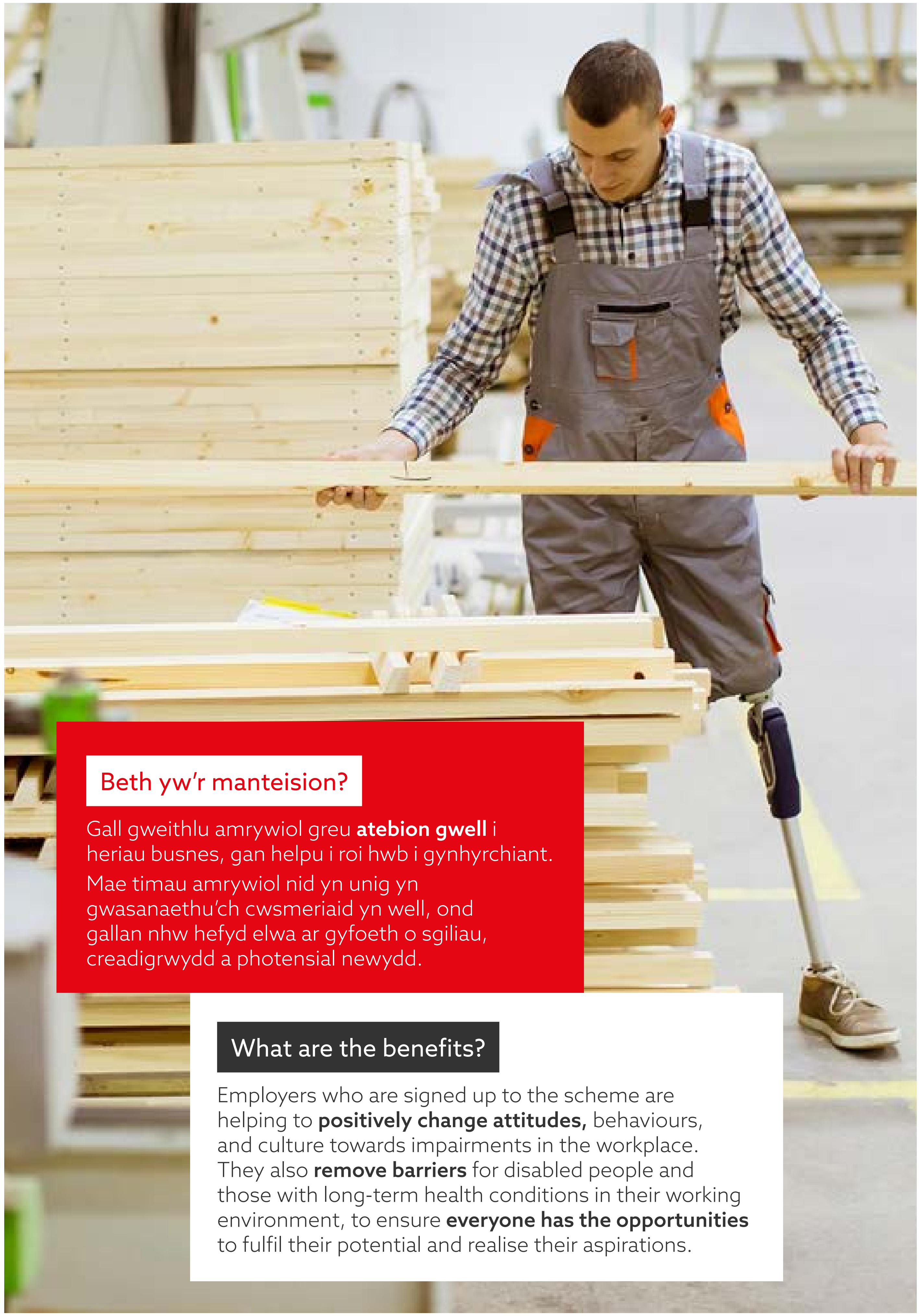
The Disability Confident scheme, delivered by DWP, supports employers to make the **most of the talents** disabled people can bring to the workplace. Being Disability Confident can help you **attract** disabled apprentices, employees and customers and your business will be seen as **leading the way** in your sector and beyond. There are different levels so you can mark every step of your journey.

Pwy sy'n gymwys?

- Mae pob cyflogwr yn gymwys **waeth beth fo'i faint.** Fe'i datblygwyd gan gyflogwyr a chynrychiolwyr pobl anabl i'w wneud yn drylwyr ond yn hygyrch, yn enwedig ar gyfer busnesau llai..

Who's eligible?

- All employers are eligible **regardless of size.** It has been developed by employers and disabled people's representatives to make it rigorous but easily accessible, particularly for smaller businesses.



Beth yw'r manteision?

Gall gweithlu amrywiol greu **atebion gwell** i heriau busnes, gan helpu i roi hwb i gynhyrchiant.
Mae timau amrywiol nid yn unig yn gwasanaethu'ch cwsmeriaid yn well, ond gallan nhw hefyd elwa ar gyfoeth o sgiliau, creadigrwydd a photensial newydd.

What are the benefits?

Employers who are signed up to the scheme are helping to **positively change attitudes,** behaviours, and culture towards impairments in the workplace. They also **remove barriers** for disabled people and those with long-term health conditions in their working environment, to ensure **everyone has the opportunities** to fulfil their potential and realise their aspirations.

Mynediad i Waith
Access to Work

Beth yw e?

Mae Mynediad i Waith yn cynnig grantiau tuag at y **costau ychwanegol** sy'n gysylltiedig â mynd i'r afael â'r rhwystrau sy'n wynebu person anabl yn y gwaith. Wedi'i drefnu gan Ganolfan Byd Gwaith, mae'n cynnig **cyngor ymarferol** i fusnesau sy'n awyddus i gyflogi pobl anabl, yn ogystal ag arweiniad i unigolion anabl sydd eisoes yn gweithio, yn hunangyflogedig neu'n chwilio am swydd.

What is it?

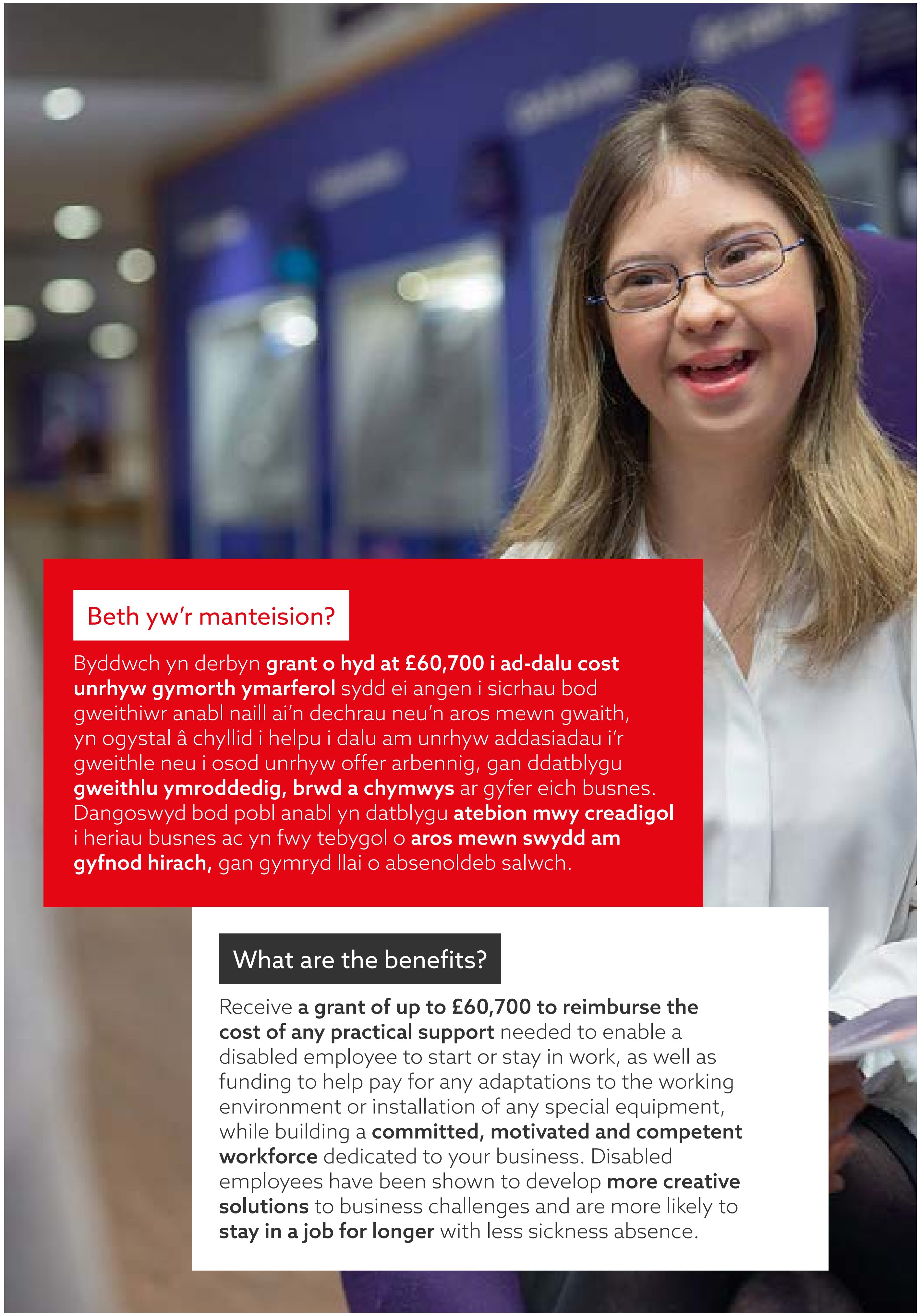
Access to Work provides grants towards the **additional costs** associated with addressing the barriers faced by a disabled person in work. Delivered by Job Centre Plus, it offers **practical advice** for businesses looking to employ disabled people, as well as guidance to disabled individuals who are already working, self-employed or looking for a job.

Pwy sy'n gymwys?

- Gall busnesau o **unrhyw faint mewn unrhyw ddiwydiant** wneud cais am gymorth i gyflogi person anabl. Sylwer, os yw'r gweithiwr wedi bod yn gweithio gyda chi am chwe wythnos cyn cwblhau'r cais, efallai y bydd gofyn i chi rannu rhai o'r costau.

Who's eligible?

- Businesses of **any size in any industry** can apply for support to employ a disabled person. Please note, if the employee has been working with you for six weeks prior to completing the application, you may be required to share some of the costs.



Beth yw'r manteision?

Byddwch yn derbyn **grant o hyd at £60,700 i ad-dalu cost unrhyw gymorth ymarferol** sydd ei angen i sicrhau bod gweithiwr anabl naill ai'n dechrau neu'n aros mewn gwaith, yn ogystal â chyllid i helpu i dalu am unrhyw addasiadau i'r gweithle neu i osod unrhyw offer arbennig, gan ddatblygu **gweithlu ymroddedig, brwd a chymwys** ar gyfer eich busnes. Dangoswyd bod pobl anabl yn datblygu **atebion mwy creadigol** i heriau busnes ac yn fwy tebygol o **aros mewn swydd am gyfnod hirach,** gan gymryd llai o absenoldeb salwch.

What are the benefits?

Receive **a grant of up to £60,700 to reimburse the cost of any practical support** needed to enable a disabled employee to start or stay in work, as well as funding to help pay for any adaptations to the working environment or installation of any special equipment, while building a **committed, motivated and competent workforce** dedicated to your business. Disabled employees have been shown to develop **more creative solutions** to business challenges and are more likely to **stay in a job for longer** with less sickness absence.

04

Datblygu sgiliau eich gweithlu

Rhaglenni i helpu i uwchsgilio eich gweithwyr a chynyddu potensial eich busnes

Develop the skills of your workforce

Programmes to help upskill your workers and increase your business potential

Prentisiaethau
Apprenticeships

Beth yw e?

Oes gennych chi weithiwr profiadol a hoffai ennill cymhwyster ffurfiol yn ei faes arbenigol? Neu rywun sy'n awyddus i ddysgu rhywbeth newydd a chamu ymlaen i rôl wahanol? Efallai mai prentisiaeth yw'r ateb.

Nid rhywbeth ar gyfer pobl ar ddechrau eu gyrfa yn unig yw prentisiaethau - gallan nhw hefyd fod yn ffordd gost-effeithiol o **ailhyfforddi** a **datblygu** staff presennol i ddiwallu anghenion busnes sy'n newid.

Mae cyrsiau ar gael ar draws **amrywiaeth o sectorau** o NVQ Lefel 2 hyd at Brentisiaethau Gradd, sy'n caniatáu i weithwyr barhau â'u dysgu a'u datblygiad hyd at gymhwyster sy'n cyfateb i radd.

What is it?

Do you have an experienced employee who would like to gain a formal qualification in their specialism? Or someone who is keen to learn something new and progress into a different role? An apprenticeship could be the answer.

Apprenticeships aren't just for people at the beginning of their career, they can also be a cost-effective way to **retrain** and **develop** existing staff to meet changing business needs.

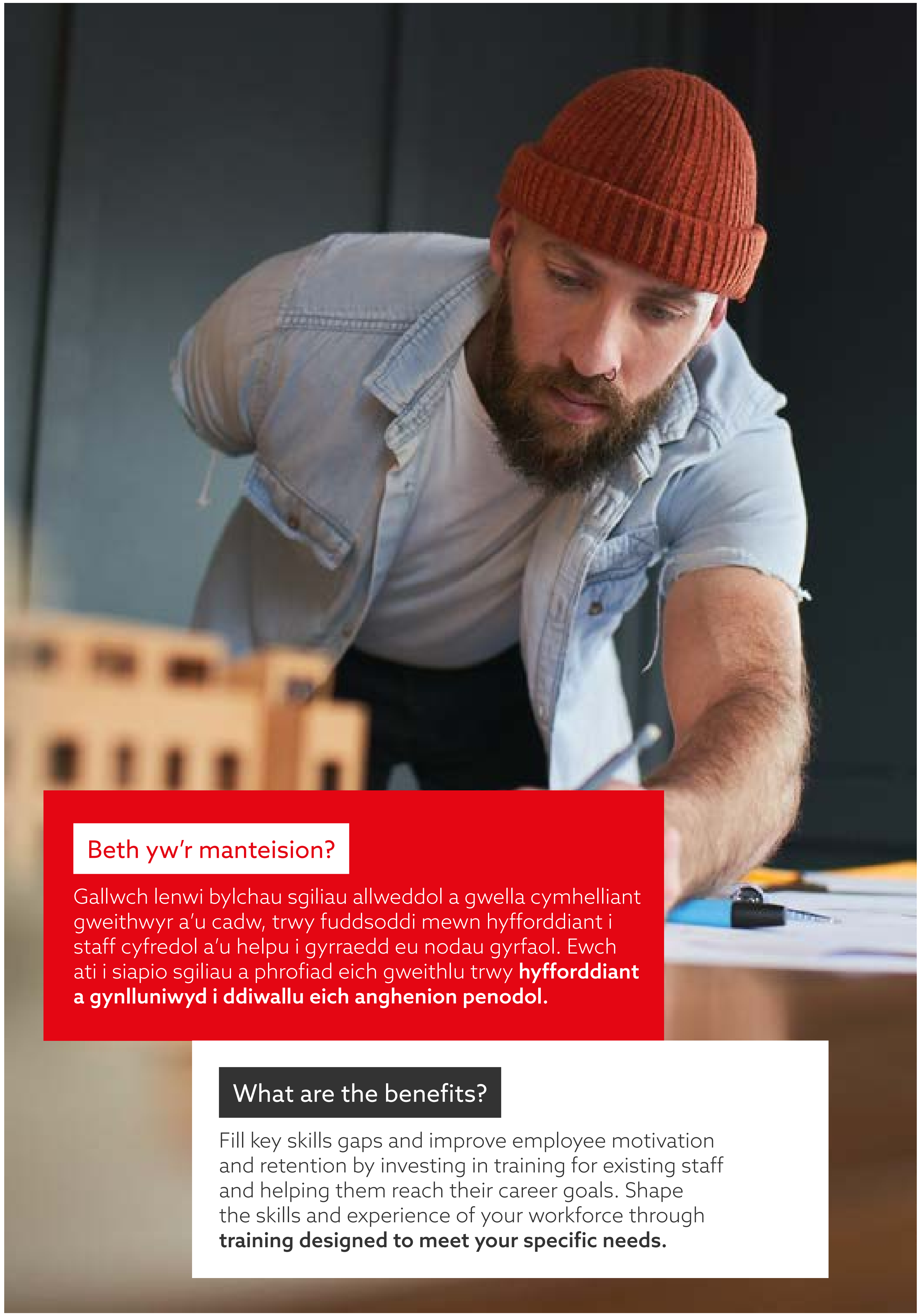
Courses are available across a **variety of sectors** from NVQ Level 2 through to Degree Apprenticeships, allowing employees to continue their learning and development up to a degree equivalent qualification.

Pwy sy'n gymwys?

- Mae busnesau o **bob maint ac ar draws pob sector** yn gymwys i gymryd rhan yn Rhaglen Brentisiaethau Cymru.

Who's eligible?

- Businesses of **all sizes and across all sectors** are eligible to take part in Wales' Apprenticeship Programme.



Beth yw'r manteision?

Gallwch lenwi bylchau sgiliau allweddol a gwella cymhelliant gweithwyr a'u cadw, trwy fuddsoddi mewn hyfforddiant i staff cyfredol a'u helpu i gyrraedd eu nodau gyrfaol. Ewch ati i siapio sgiliau a phrofiad eich gweithlu trwy **hyfforddiant a gynlluniwyd i ddiwallu eich anghenion penodol.**

What are the benefits?

Fill key skills gaps and improve employee motivation and retention by investing in training for existing staff and helping them reach their career goals. Shape the skills and experience of your workforce through **training designed to meet your specific needs.**

Cyfrifon Dysgu Personol
Personal Learning Accounts

Beth yw e?

Hoffech chi helpu'ch gweithwyr i gyrraedd eu llawn botensial, gan ddatblygu sgiliau'ch gweithlu ar yr un pryd? Mae Cyfrifon Dysgu Personol yn cynnig cyfleoedd **dysgu hyblyg** i helpu unigolion cyflogedig sy'n ennill llai na £26,000 – neu bobl sydd ar ffyrlo neu y mae eu swyddi mewn perygl. Bydd Cyfrifon Dysgu Personol yn rhoi cyfle i staff cymwys feithrin y sgiliau ac ennill y cymwysterau y mae eu hangen arnynt er mwyn **ailsgilio neu uwchsgilio**, a byddant hefyd, ar yr un pryd, yn gyfle ichi recriwtio talent newydd a mynd i'r afael ag unrhyw brinder o ran sgiliau yr ydych yn ei wynebu ar hyn o bryd ac y gallech ei wynebu yn y dyfodol. Mae cyrsiau'n cael eu cynllunio'n benodol i gynnig hyfforddiant galwedigaethol mewn sectorau lle mae prinder sgiliau, er mwyn sicrhau bod anghenion yr economi yn cael eu diwallu yn y dyfodol. Mae'r sectorau dan sylw yn cynnwys adeiladu, peirianneg, sgiliau digidol a TG, gwasanaethau iechyd a gofal cymdeithasol a gwasanaethau ariannol.

What is it?

Help your employees reach their full potential while developing the skills of your workforce. Personal Learning Accounts provide **flexible learning** to support employed individuals earning under £26,000 – or for people on furlough or whose jobs are at risk. Personal Learning Accounts will also provide your eligible staff with the opportunity to gain the skills and qualifications they need to **re-skill or upskill** while also providing the chance to recruit new talent and overcome current and future skill shortages. Courses are specifically designed to address vocational training in sectors where there is a skills shortage to ensure the future needs of the economy are met including construction, engineering, digital and IT, health and social care and financial services.

Pwy sy'n gymwys?

- Cyflogwyr sy'n awyddus i uwchsgilio'u staff neu roi cyfle iddynt feithrin sgiliau newydd oherwydd y newidiadau i'r economi yn y sectorau â blaenoriaeth. Byddai'ch coleg lleol yn gallu rhoi rhagor o gyngor ichi. Mae cyllid yn cael ei ddyfarnu yn ôl disgresiwn a Llywodraeth Cymru fydd yn gwneud y penderfyniad terfynol am bwy sy'n gymwys.

Who's eligible?

- Employers who are looking to upskill or provide new skills to their staff as a result of the changing economy in the priority sectors. Your local college would be able to give you further advice. Funding awards are discretionary and the final decision on eligibility rests with the Welsh Government.

Beth yw'r manteision?

Cyfle i ddatblygu'ch gweithwyr, ac i roi help llaw iddynt **dyfu a symud ymlaen** o fewn eich busnes.

What are the benefits?

Develop your existing employees, helping them **grow and progress** within your business.

Cronfa Ddysgu Undebau Cymru
Wales Union Learning Fund

Beth yw e?

O dan Gronfa Ddysgu Undebau Cymru (WULF), gall Undebau Llafur wneud cais i gyflwyno prosiectau hyfforddi dwy neu dair blynedd i ddatblygu **sgiliau allweddol** a chyflogadwyedd y gweithlu, gyda phwyslais ar gael gwared ar rwystrau i rai nad ydynt yn ddysgwyr traddodiadol.

Mae prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen wedi'u cynllunio i weithio mewn partneriaeth â chi i gefnogi a bod yn sail i ddatblygiad, dysg a sgiliau yn y gweithle ar gyfer eich gweithwyr presennol.

What is it?

Under the Wales Union Learning Fund (WULF), Trade Unions can bid to deliver two- or three-year training projects to develop the **essential skills** and employability of a workforce, with an emphasis on removing barriers for traditional non-learners.

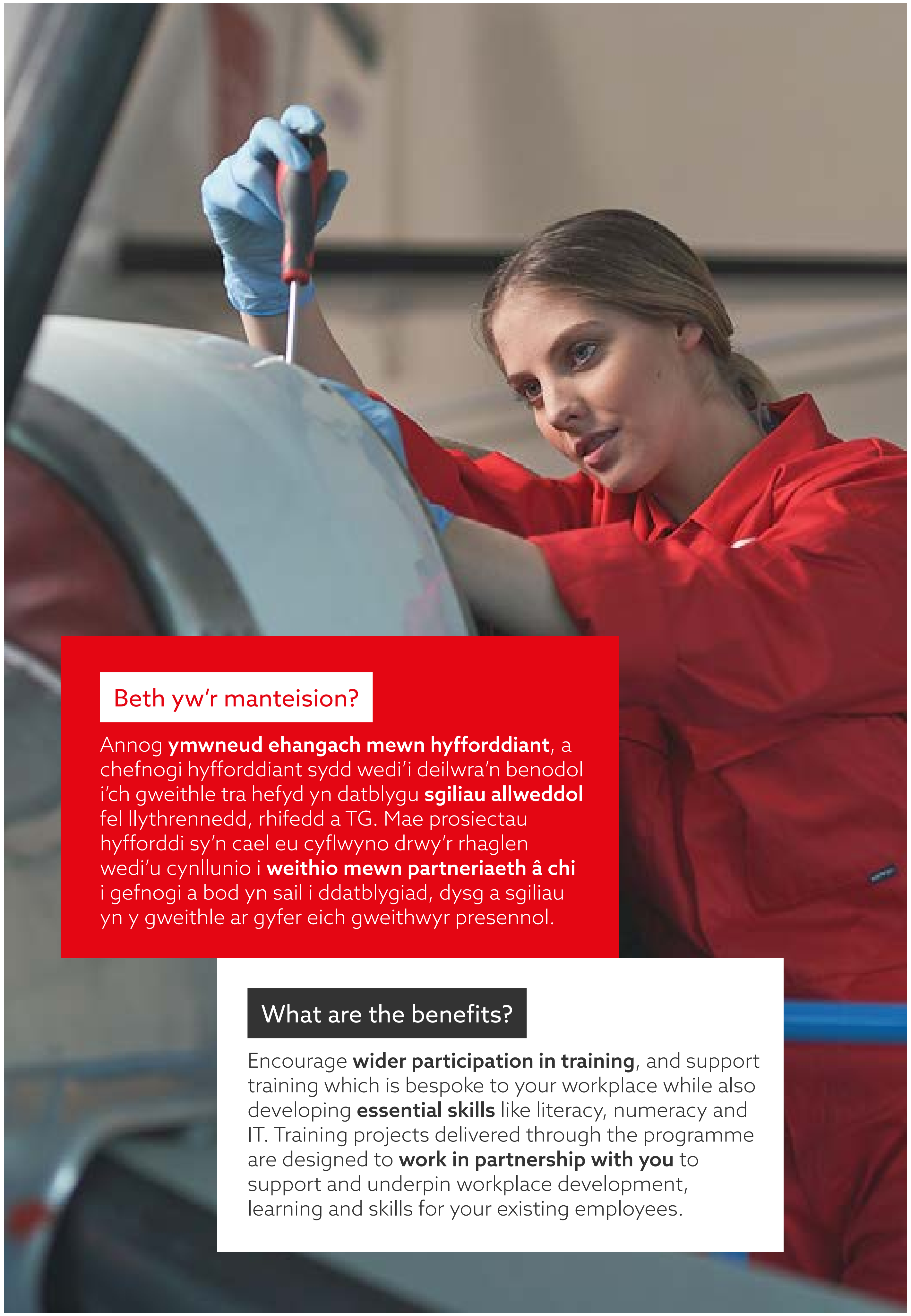
Training projects delivered through the programme are designed to work in partnership with you to support and underpin workplace development, learning and skills for your existing employees.

Pwy sy'n gymwys?

- Mae **unrhyw undeb llafur trwyddedig** gydag aelodau yng Nghymru yn gymwys i wneud cais am gyllid Cronfa Ddysgu Undebau Cymru.

Who's eligible?

- **Any certificated trade union** with members based in Wales is eligible to apply for WULF funding.



Beth yw'r manteision?

Annog **ymwneud ehangach mewn hyfforddiant**, a chefnogi hyfforddiant sydd wedi'i deilwra'n benodol i'ch gweithle tra hefyd yn datblygu **sgiliau allweddol** fel llythrennedd, rhifedd a TG. Mae prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen wedi'u cynllunio i **weithio mewn partneriaeth â chi** i gefnogi a bod yn sail i ddatblygiad, dysg a sgiliau yn y gweithle ar gyfer eich gweithwyr presennol.

What are the benefits?

Encourage **wider participation in training**, and support training which is bespoke to your workplace while also developing **essential skills** like literacy, numeracy and IT. Training projects delivered through the programme are designed to **work in partnership with you** to support and underpin workplace development, learning and skills for your existing employees.

Rhaglen Sgiliau Hyblyg
Flexible Skills Programme

Beth yw e?

Gall busnesau sy'n cael eu **dal yn ôl gan eu sgiliau cyfredol** – neu sy'n ystyried cyfleoedd busnes newydd, technoleg newydd neu sy'n ystyried ehangu – gael cymorth ariannol i uwchsgilio eu gweithlu drwy'r Rhaglen Sgiliau Hyblyg.

Mae'r rhaglen yn galluogi'r busnes i **hawlio'n ôl** 50% o'r costau hyfforddi cymwys i ddatblygu sgiliau eu gweithwyr. Mae cyllid ar gael i hyfforddi yn y meysydd canlynol: **digidol, gweithgynhyrchu uwch a pheirianneg, allforio, creadigrwydd, lled-ddargludyddion cyfansawdd a thwristiaeth a lletygarwch.**

Anogir busnesau i ddefnyddio rhaglenni a ffrydiau cyllido eraill lle maen nhw ar gael i gefnogi anghenion hyfforddi a datblygu ac i ddefnyddio'r cyllid hwn i gefnogi blaenoriaethau hyfforddi eraill.

What is it?

Businesses being **constrained by their current skillset** – or considering **new business opportunities**, new technologies or expansions – may be able to access financial support to upskill their workforce through the Flexible Skills Programme.

The programme enables businesses to **claim back 50%** of any eligible training costs to develop the skills of their employees. Funding is available to train in the following areas: **digital, advanced manufacturing & engineering, export, creative, compound semi-conductor and tourism and hospitality.**

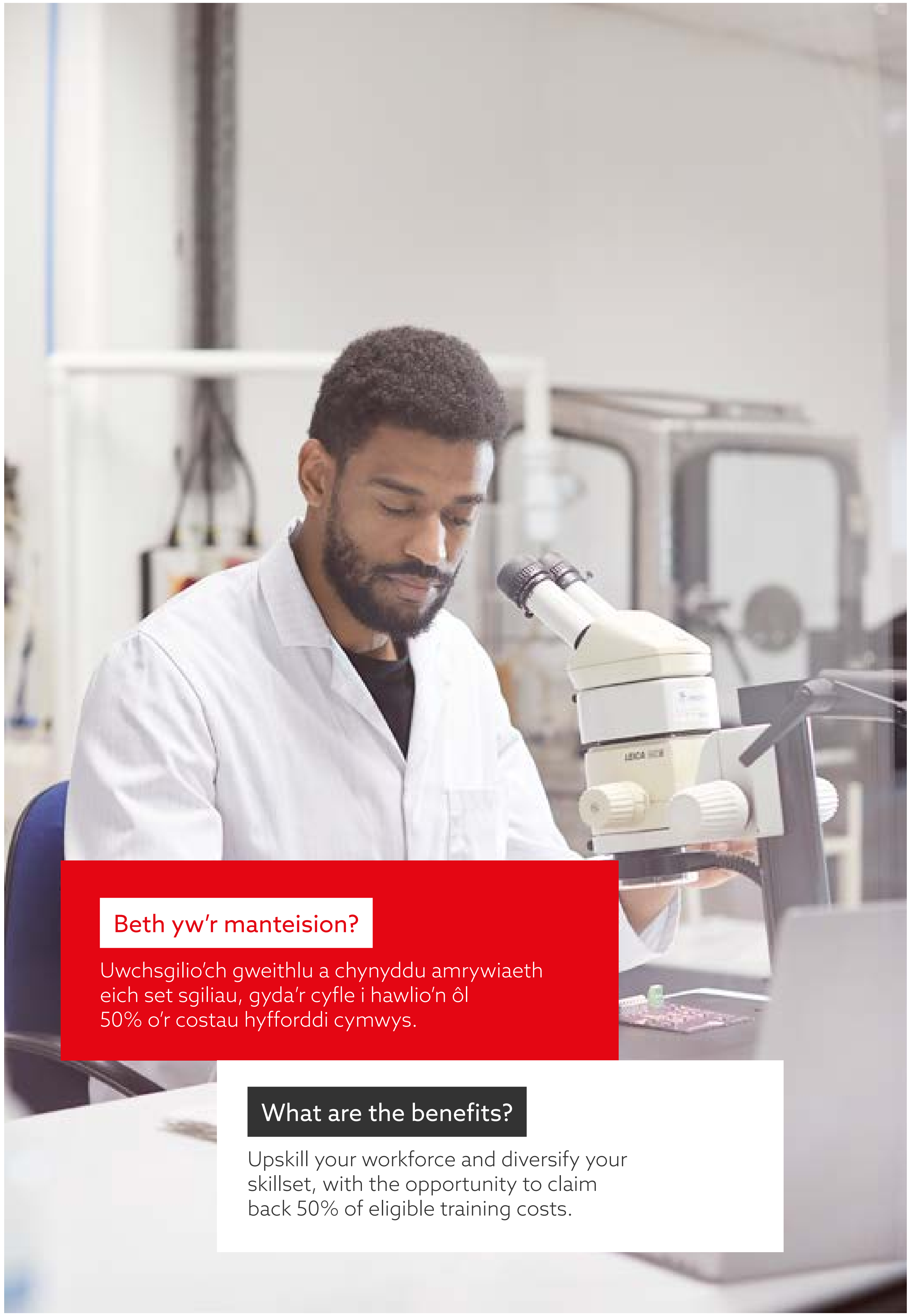
Businesses are encouraged to use other programmes and funding streams where available to support training and development needs and use this funding to support other training priorities.

Pwy sy'n gymwys?

- Pob cyflogwr yn y sector preifat yng Nghymru, cyn belled â bod gennych chi **brosiect datblygu busnes sylweddol,** eich bod eisiau recriwtio graddedigion â chymhwyster gradd TG/cyfrifiadureg neu ddigidol, neu'ch bod yn **awyddus i uwchsgilio** ym meysydd digidol, gweithgynhyrchu uwch a pheirianneg allforio, creadigol, lled-ddargludyddion cyfansawdd, neu dwristiaeth a lletygarwch.

Who's eligible?

- All employers in the private sector based in Wales, as long as you either have a **significant business development project,** or are **looking to upskill** in digital, advanced manufacturing & engineering, export, creative, compound semi-conductor, or tourism and hospitality.



Beth yw'r manteision?

Uwchsgilio'ch gweithlu a chynyddu amrywiaeth eich set sgiliau, gyda'r cyfle i hawlio'n ôl 50% o'r costau hyfforddi cymwys.

What are the benefits?

Upskill your workforce and diversify your skillset, with the opportunity to claim back 50% of eligible training costs.

05

Cefnogi iechyd a lles eich gweithlu

Support the health and wellbeing of your workforce

Cronfa Ddysgu Undebau Cymru
In-Work Support Service

Beth yw e?

Mae'r Gwasanaeth Cymorth yn y Gwaith yn rhoi **mynediad cyflym at wasanaethau therapi galwedigaethol, ffisiotherapi a therapi seicolegol** wedi'u teilwra i helpu pobl gyflogedig a hunangyflogedig **i ddychwelyd i'r gwaith** neu reoli cyflwr iechyd yn y gwaith yn sgil.....

- Problem iechyd meddwl, neu
- Problem gyhyrysgerbydol

Mae cymorth wedi'i deilwra ar gael hefyd i bobl sydd wedi bod ar ffyrlo

Mae'r Gwasanaeth Cymorth yn y Gwaith hefyd yn cynnig **cymorth a hyfforddiant am ddim** yn uniongyrchol i fusnesau yn y sector preifat a'r trydydd sector, sy'n aml heb fynediad at wasanaethau iechyd galwedigaethol.

What is it?

The In-Work Support Service provides **rapid access** to tailored **occupational therapy, physiotherapy** and **psychological therapy** services to help employed or self-employed people **return to work** or manage a health condition in work due to a...

- Mental health problem; or
- Musculoskeletal problem

Tailored support is also available for people who have been furloughed.

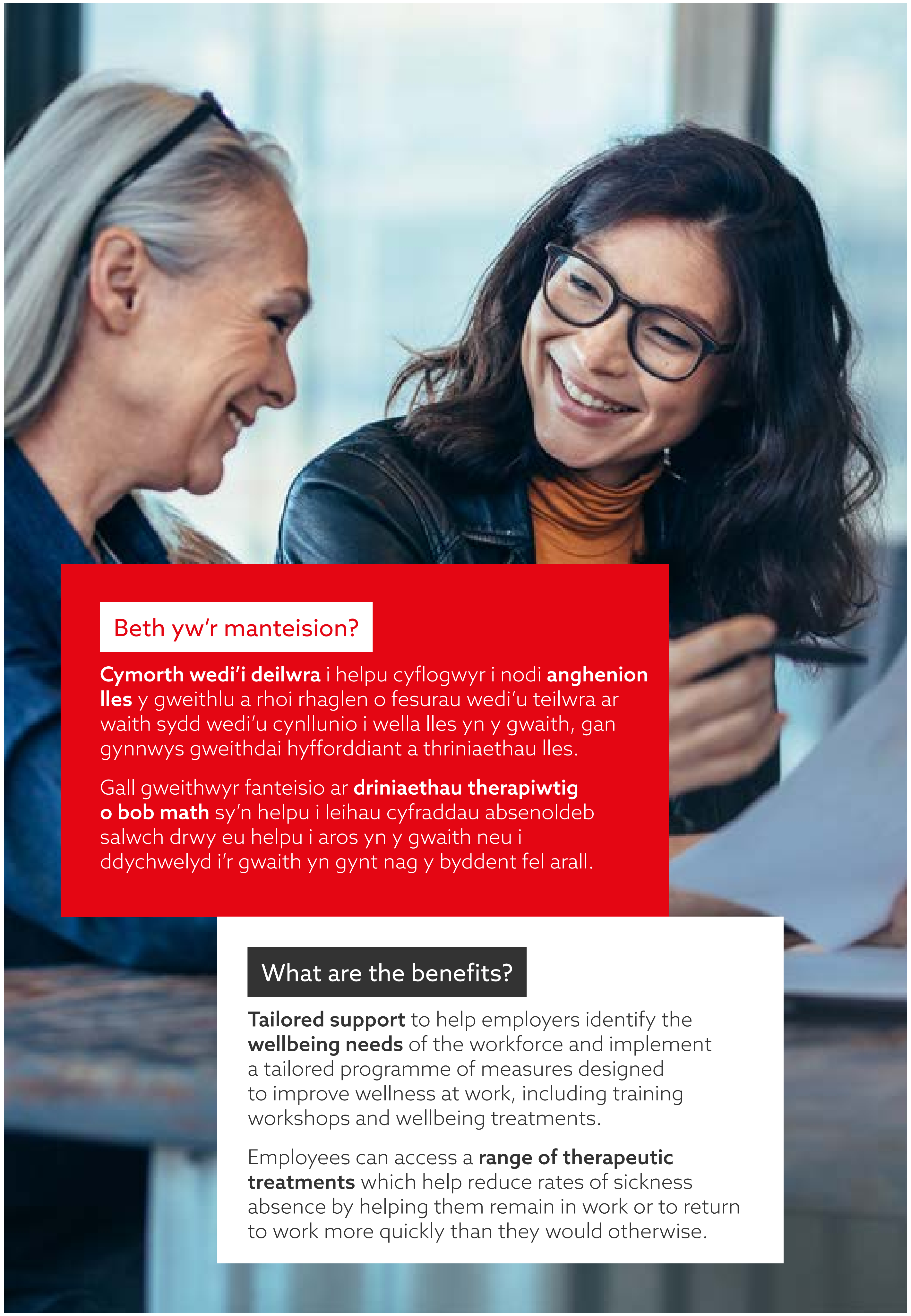
The In-Work Support Service also offers **free support and training** directly to businesses in the private and third sector, who often lack access to occupational health services.

Pwy sy'n gymwys?

- Gall mentrau micro, bach a chanolig mewn **unrhyw sector a phobl gyflogedig a hunangyflogedig** gyda chyflyrau iechyd meddwl ac iechyd cyhyrysgerbydol ym maes darparu gwasanaethau fanteisio ar gymorth.

Who's eligible?

- Micro, small and medium sized enterprises in **any sector** and **employed and self-employed** people with mental health and musculoskeletal health conditions in the service delivery area can access support.



Beth yw'r manteision?

Cymorth wedi'i deilwra i helpu cyflogwyr i nodi **anghenion lles** y gweithlu a rhoi rhaglen o fesurau wedi'u teilwra ar waith sydd wedi'u cynllunio i wella lles yn y gwaith, gan gynnwys gweithdai hyfforddiant a thriniaethau lles.

Gall gweithwyr fanteisio ar **driniaethau therapiwtig o bob math** sy'n helpu i leihau cyfraddau absenoldeb salwch drwy eu helpu i aros yn y gwaith neu i ddychwelyd i'r gwaith yn gynt nag y byddent fel arall.

What are the benefits?

Tailored support to help employers identify the **wellbeing needs** of the workforce and implement a tailored programme of measures designed to improve wellness at work, including training workshops and wellbeing treatments.

Employees can access a **range of therapeutic treatments** which help reduce rates of sickness absence by helping them remain in work or to return to work more quickly than they would otherwise.

Cymru Iach ar Waith

Healthy Working Wales

Beth yw e?

Mae Cymru Iach ar Waith yn helpu cyflogwyr, unigolion, ac ystod o weithwyr iechyd proffesiynol i gefnogi pobl o oedran gweithio yng Nghymru i gadw'n **iach** a **heini** fel y gallan nhw **barhau i weithio** neu ddychwelyd i'r gwaith yn dilyn cyfnod o salwch.

Cyflwynir y rhaglen gan Iechyd Cyhoeddus Cymru ar ran Llywodraeth Cymru. Mae'n gweithio gyda chyflogwyr er mwyn annog camau i hybu iechyd a lles trwy waith ac mae'n cynnig cyngor, offer, adnoddau, hyfforddiant a gweithdai.

Mae hefyd yn darparu cefnogaeth un i un i gyflogwyr fel y gallan nhw fodloni'r meini prawf a sicrhau'r Safon Iechyd Corfforaethol neu Wobr Iechyd y Gweithle Bach ar lefelau gwahanol.

What is it?

Healthy Working Wales helps employers, individuals, and a range of health professionals to support working-age people in Wales to stay **fit** and **healthy** so they can **remain in employment** or return to work following a period of ill health.

The programme is delivered by Public Health Wales on behalf of the Welsh Government. It works with employers to encourage action to promote health and wellbeing through work and offers advice, tools, resources, training and workshops.

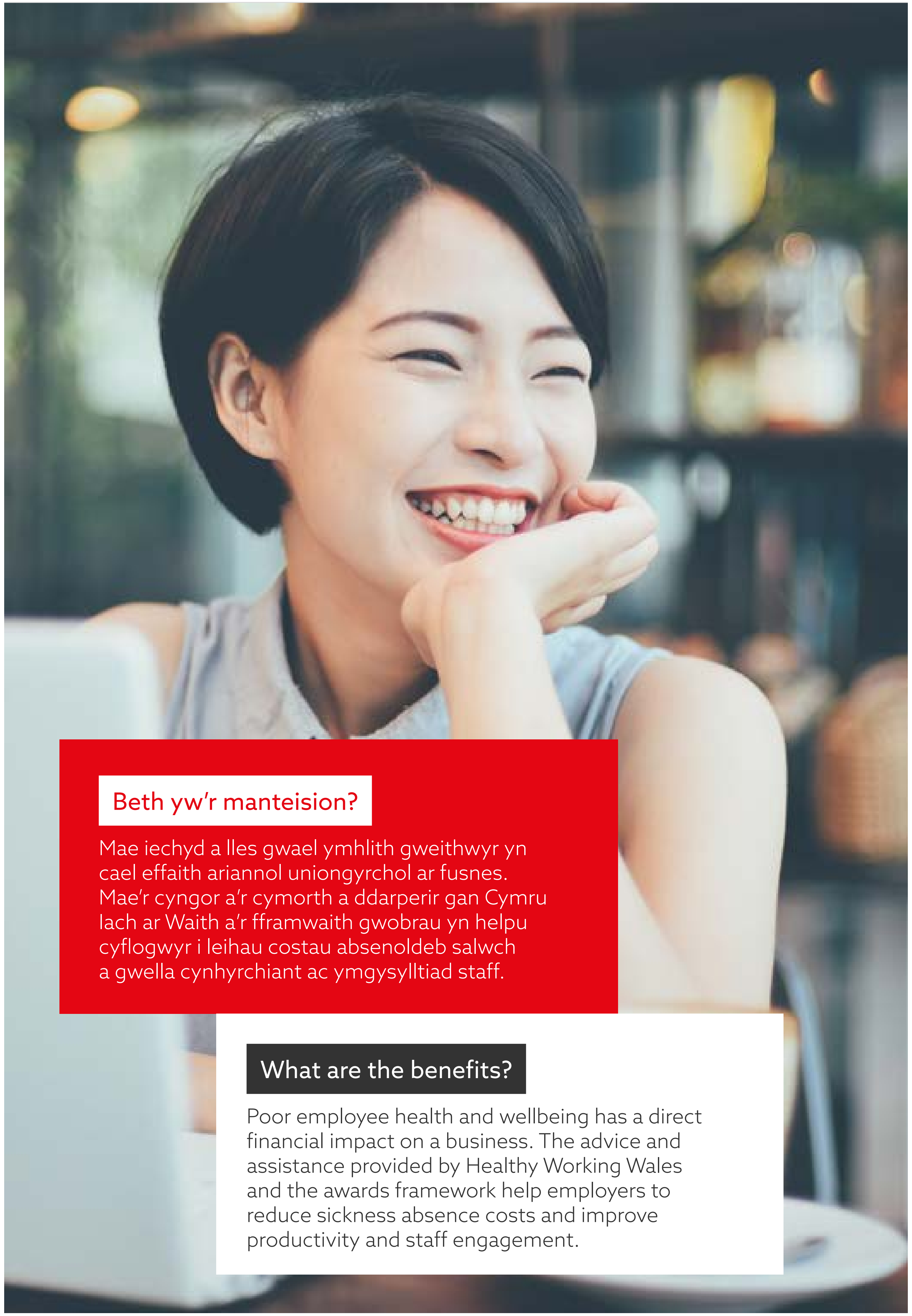
It also provides one to one support to employers to meet the criteria for, and then achieve, the Corporate Health Standard or the Small Workplace Award at different levels.

Pwy sy'n gymwys?

- Gall unrhyw weithle yng Nghymru sydd â 50 a mwy o weithwyr gymryd rhan. Gall cyflogwyr sydd â llai na 50 o weithwyr ddefnyddio fframwaith tebyg o'r enw Gwobr Iechyd y Gweithle Bach.

Who's eligible?

- Any workplace in Wales with more than 50 employees can take part. Employers with fewer than 50 employees can access a similar framework called the Small Workplace Health Award.



Beth yw'r manteision?

Mae iechyd a lles gwael ymhlith gweithwyr yn cael effaith ariannol uniongyrchol ar fusnes. Mae'r cyngor a'r cymorth a ddarperir gan Cymru Iach ar Waith a'r fframwaith gwobrau yn helpu cyflogwyr i leihau costau absenoldeb salwch a gwella cynhyrchiant ac ymgysylltiad staff.

What are the benefits?

Poor employee health and wellbeing has a direct financial impact on a business. The advice and assistance provided by Healthy Working Wales and the awards framework help employers to reduce sickness absence costs and improve productivity and staff engagement.

06

Adnoddau i gyflogwyr

Resources for employers

Cymorth diswyddo
Redundancy support

Beth yw e?

Os ydych chi'n gorfod wynebu'r penderfyniad anodd o ddiswyddo'ch staff, gallwch chi a'r rhai sydd dan fygythiad o golli swydd elwa ar gymorth Cymru'n Gweithio, gan gynnwys:

- Cyngor ac arweiniad gyrfaoedd un i un
- Nodi ffynonellau cyllid posibl ar gyfer hyfforddiant
- Darparu gwybodaeth am swyddi gwag
- Cymorth gyda CVs, llenwi ffurflenni cais a llythyrau cais

Mae Cymru'n Gweithio yn darparu gwybodaeth, cyngor ac arweiniad y gellir cael gafael arnyn nhw drwy linell gymorth 08000 284 844 ac yn ddigidol trwy cymrungweithio.llyw.cymru

Pwy sy'n gymwys?

- Busnesau **o bob maint ac ar draws pob sector.**

What is it?

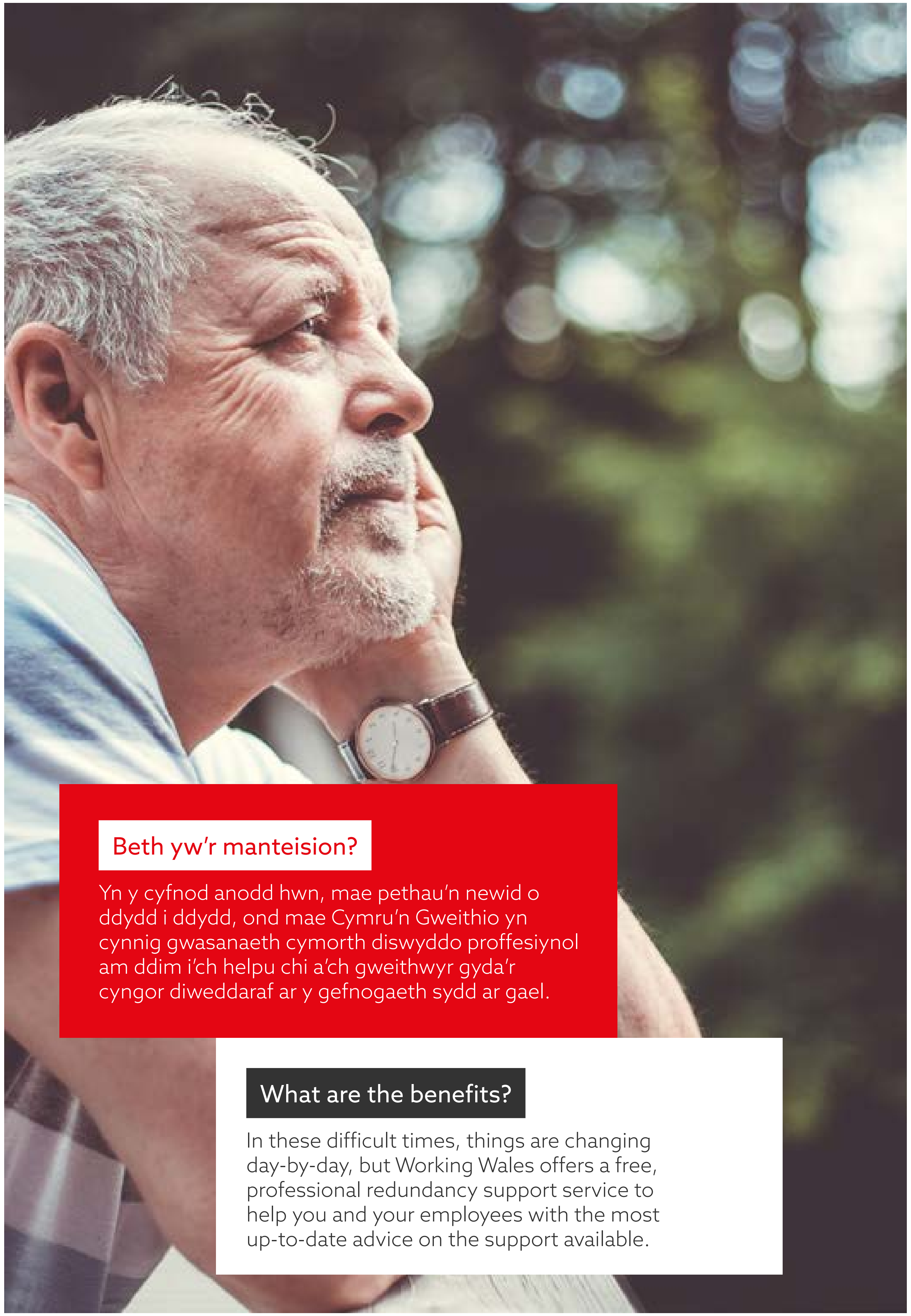
If you are having to face the difficult decision of making your staff redundant, both you and those under threat of redundancy can access support through Working Wales, including:

- One-to-one careers advice and guidance
- Identifying possible sources of funding for training
- Providing information on job vacancies
- Help with CVs, completion of application forms and letters of application

Working Wales provides information, advice and guidance that can be accessed through the 08000 284 844 helpline and digitally via WorkingWales.gov.wales.

Who's eligible?

- Businesses of **all sizes and across all sectors.**



Beth yw'r manteision?

Yn y cyfnod anodd hwn, mae pethau'n newid o ddydd i ddydd, ond mae Cymru'n Gweithio yn cynnig gwasanaeth cymorth diswyddo proffesiynol am ddim i'ch helpu chi a'ch gweithwyr gyda'r cyngor diweddaraf ar y gefnogaeth sydd ar gael.

What are the benefits?

In these difficult times, things are changing day-by-day, but Working Wales offers a free, professional redundancy support service to help you and your employees with the most up-to-date advice on the support available.

Gweithio gydag ysgolion
Working with schools

Beth yw e?

Mae Partneriaeth Busnes Addysg Gyrfaoedd Cymru yn dod ag ysgolion a busnesau ynghyd i hysbysu, ysbrydoli ac ysgogi pobl ifanc am eu cyfleoedd gyrfa ac yn helpu pobl ifanc i ddysgu mwy am fyd gwaith.

Gallwch chi roi cymhelliant, ysbrydoliaeth, gwybodaeth a phrofiad i bobl ifanc i'w helpu i gyflawni eu potensial drwy'r canlynol:

- Cyflwyno gweithdy neu ddosbarth meistr
- Cynnal ymweliadau â'ch cwmni i athrawon / myfyrwyr
- Cynnig profiad gwaith
- Cynnal sesiynau blasu
- Rhoi cyngor a chefnogaeth
- Mynychu ffeiriau gyrfaoedd

What is it?

The Education Business Partnership at Careers Wales brings together schools and businesses to inform, inspire and motivate young people about their career opportunities and help young people learn more about the world of work.

You can give young people motivation, inspiration, knowledge and experience to help them achieve their potential by:

- Delivering a workshop or masterclass
- Hosting visits to your company for teachers/students
- Offering work experience
- Running taster sessions
- Giving advice and support
- Attending careers fairs

Pwy sy'n gymwys?

- Busnesau **o bob maint, ar draws pob sector**

Who's eligible?

- Businesses of **all sizes and across all sectors**

Beth yw'r manteision?

Byddwch yn cyffroi pobl ifanc am y posibilrwydd o weithio i'ch busnes yn y dyfodol wrth roi'r cymhelliant, yr ysbrydoliaeth, y wybodaeth a'r profiad iddyn nhw i'w helpu i gyflawni o'u gorau. Mae gweithio gydag ysgolion hefyd yn ffordd wych o helpu i gefnogi economi Cymru gan godi eich proffil busnes eich hun ar yr un pryd.

What are the benefits?

Get young people excited about working for your business in the future while giving them the motivation, inspiration, knowledge and experience to help them achieve their potential. Working with schools is also a great way to help support the Welsh economy while simultaneously raising your own business profile.

Bwletin Swyddi
Job Bulletin

Beth yw e?

Mae bwletin swyddi Cymru'n Gweithio yn **ffordd rad ac am ddim i godi ymwybyddiaeth o swyddi gwag** yn eich busnes a chyrraedd amrywiaeth ehangach o ddarpar weithwyr - y cyfan sydd angen ei wneud yw rhannu manylion eich swydd wag gyda Cymru'n Gweithio.

Ar ben hynny, mae Cymru'n Gweithio yn trefnu ffeiriau swyddi rhithwir gydol y flwyddyn, gan roi cyfle i gyflogwyr hysbysu, ysbrydoli ac ysgogi pobl am gyfleoedd gyrfa yn eich busnes.

Pwy sy'n gymwys?

- Busnesau **o bob maint ac ar draws pob sector.**

Beth yw'r manteision?

Ffordd rad ac am ddim o godi ymwybyddiaeth o'ch swydd wag a chyrraedd amrywiaeth eang o ddarpar weithwyr brwdfrydig.

What is it?

The Working Wales job bulletin is a **free** way to **raise awareness of vacancies** within your business and reach a wider range of potential employees, all you need to do is share the details of your live vacancy with Working Wales.

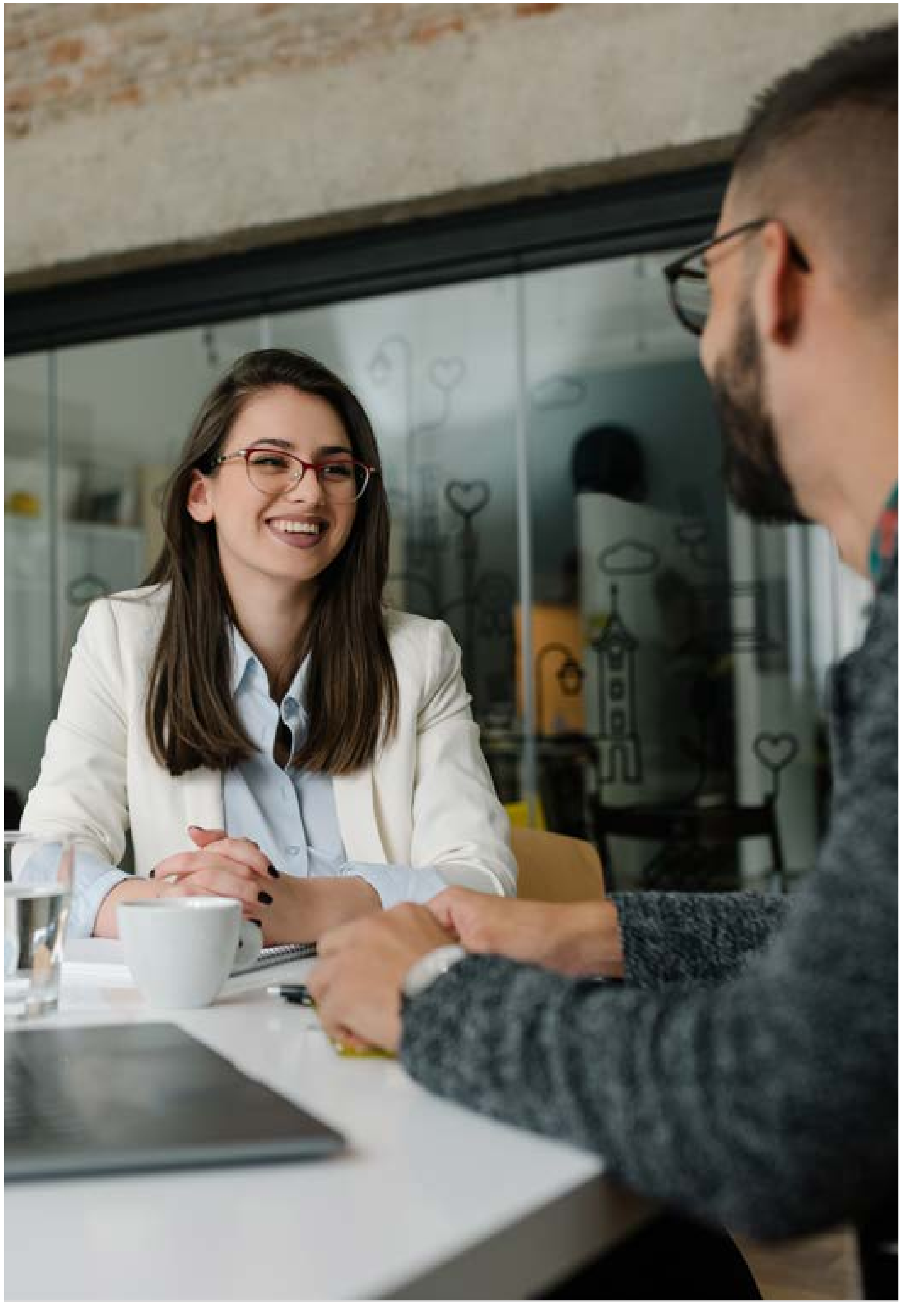
Working Wales also arranges virtual job fairs throughout the year, giving employers an opportunity to inform, inspire and motivate people about career opportunities within your business.

Who's eligible?

- Businesses of **all sizes and across all sectors.**

What are the benefits?

Raise awareness of your vacancy for free and reach a wide range of enthusiastic potential employees.



Busnes Cymru
Business Wales

Beth yw e?

Mae Busnes Cymru yn cefnogi entrepreneuriaeth i annog creu, datblygu cynaliadwy a thwf microfusnesau a busnesau bach a chanolig. Ei nod yw:

- Codi dyhead a gweithgareddau entrepreneuraidd yng Nghymru gan arwain at gynnydd mewn hunangyflogaeth a chychwyn busnes
- Gwella elfen gystadleuol, goroesiad a chynhyrchiant microfusnesau a busnesau bach a chanolig.
- Sicrhau bod cefnogaeth i fusnes yn weladwy, yn syml i'w ddefnyddio ac wedi'i gysylltu'n dda â'r sector preifat a chymorth arall y llywodraeth.

Mae Busnes Cymru yn darparu gwybodaeth, cyngor ac arweiniad y gellir cael gafael arnyn nhw trwy linell gymorth 03000 6 03000 ac yn ddigidol trwy businesswales.gov.wales/cy ac ar sianeli cyfryngau cymdeithasol Busnes Cymru.

What is it?

Business Wales supports entrepreneurship to encourage the creation, sustainable development and growth of micro businesses and SMEs. It aims to:

- Raise entrepreneurial aspiration and activity in Wales leading to an increase in self-employment and business start-ups.
- Improve the competitiveness, survivability and productivity of micro businesses and SMEs.
- Ensure support for business is visible, simple to use and well connected with the private sector and other government support.

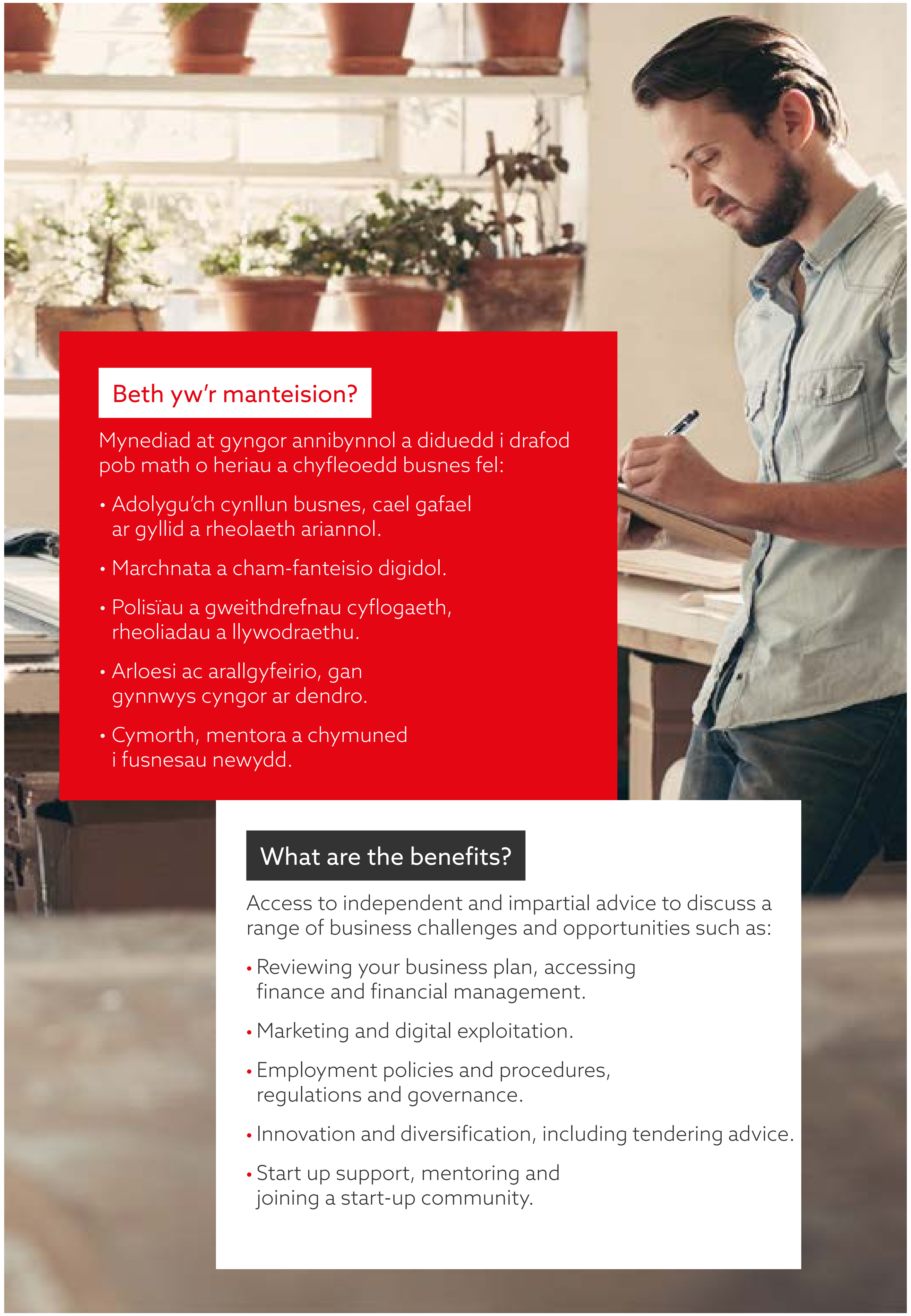
Business Wales provides information, advice and guidance that can be accessed through the 03000 6 03000 helpline and digitally via businesswales.gov.wales and on the Business Wales social media channels.

Pwy sy'n gymwys?

- Unigolion sy'n ystyried mynd yn hunangyflogedig neu gychwyn busnes. Entrepreneuriaid a'r gymuned fusnes bresennol – boed yn hunangyflogedig, microfusnes, busnesau bach a chanolig neu'n fenter gymdeithasol. Mae cymorth wedi'i dargedu ar gael i bobl ifanc dan 25 oed fel y gallan nhw ddysgu am fusnes ac entrepreneuriaeth hefyd.

Who's eligible?

- Individuals considering becoming self-employed or starting a business. Entrepreneurs and the existing business community – whether self-employed, a micro business, SME or social enterprise. Targeted support is also available for young people under 25 to learn about business and entrepreneurship.



Beth yw'r manteision?

Mynediad at gyngor annibynnol a diduedd i drafod pob math o heriau a chyfleoedd busnes fel:

- Adolygu'ch cynllun busnes, cael gafael ar gyllid a rheolaeth ariannol.
- Marchnata a cham-fanteisio digidol.
- Polisïau a gweithdrefnau cyflogaeth, rheoliadau a llywodraethu.
- Arloesi ac arallgyfeirio, gan gynnwys cyngor ar dendro.
- Cymorth, mentora a chymuned i fusnesau newydd.

What are the benefits?

Access to independent and impartial advice to discuss a range of business challenges and opportunities such as:

- Reviewing your business plan, accessing finance and financial management.
- Marketing and digital exploitation.
- Employment policies and procedures, regulations and governance.
- Innovation and diversification, including tendering advice.
- Start up support, mentoring and joining a start-up community.

Cymru sy'n Fwy Cyfartal
Employer toolkit

Beth yw e?

Datblygwyd yr adnodd ar-lein hwn er mwyn ysbrydoli mwy o gyflogwyr i **weithredu** a sicrhau bod pawb yn cael **cyfle i gyflawni eu potensial** a chyfrannu'n gadarnhaol at eu sefydliadau.

Mae'n cynnwys **cyngor ymarferol** ar sut i ddenu, recriwtio, datblygu a chadw gweithwyr anabl, yn ogystal â pha **gymorth ac adnoddau** sydd ar gael i helpu cyflogwyr i greu gweithlu sy'n gynrychioliadol ac yn agored i bawb.

What is it?

This online resource has been developed to inspire more employers to **take action,** to ensure everyone has the **opportunity to achieve their potential** and contribute positively to their organisations.

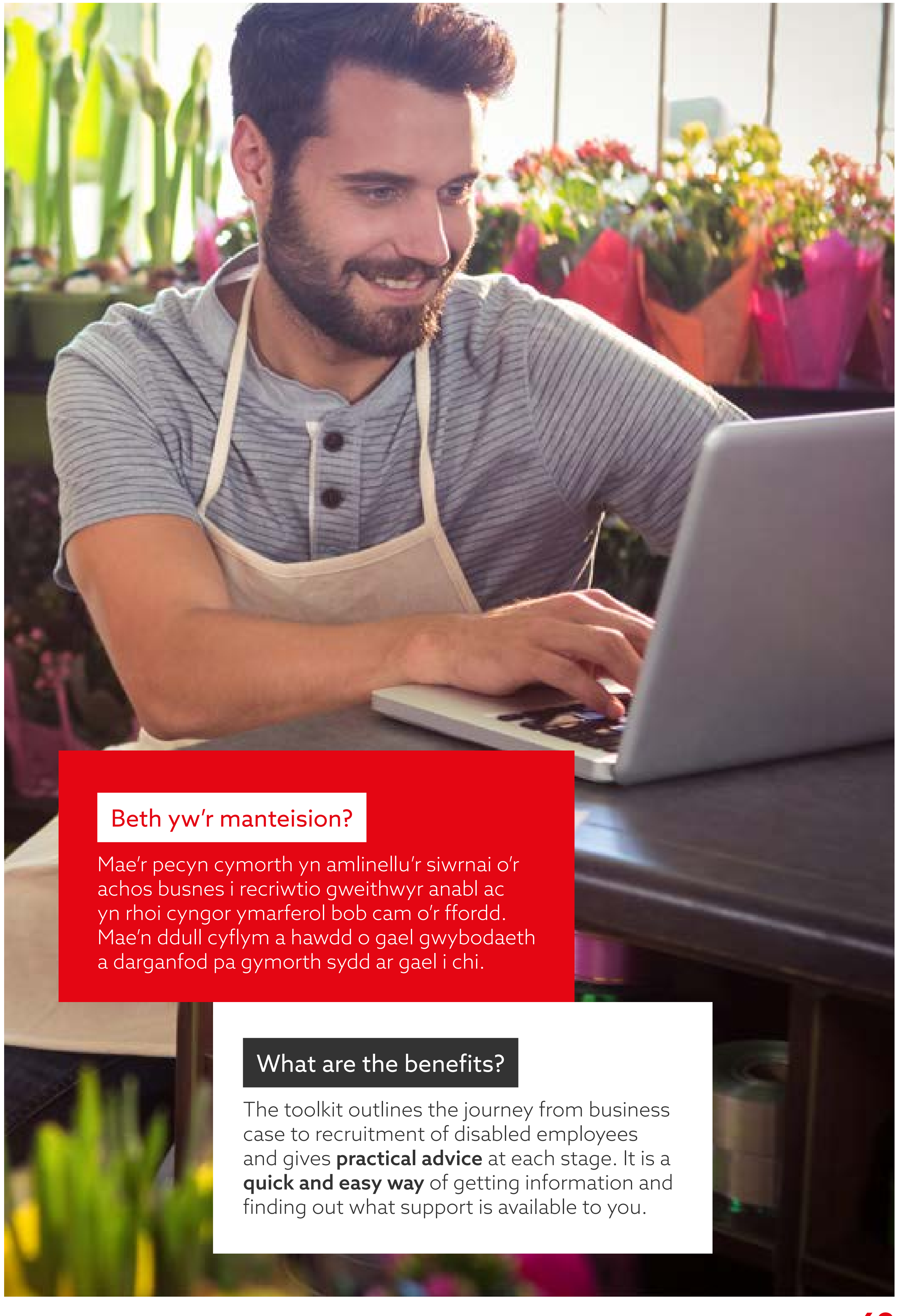
It contains **practical advice** on how to attract, recruit, develop and retain disabled employees, as well as what **support and resources** are available to help employers create a workforce that is representative and open to all.

Pwy sy'n gymwys?

- Adnodd rhad ac am ddim ar y we yw'r pecyn cymorth, sydd ar gael i bob busnes yn **businesswales.gov.wales/skillsgateway/cy/cyflogaeth-pobl-anabl**

Who's eligible?

- The toolkit is a free web-based resource available to all businesses at **businesswales.gov.wales/skillsgateway/disabled-peoples-employment**



Beth yw'r manteision?

Mae'r pecyn cymorth yn amlinellu'r siwrnai o'r achos busnes i recriwtio gweithwyr anabl ac yn rhoi cyngor ymarferol bob cam o'r ffordd. Mae'n ddull cyflym a hawdd o gael gwybodaeth a darganfod pa gymorth sydd ar gael i chi.

What are the benefits?

The toolkit outlines the journey from business case to recruitment of disabled employees and gives **practical advice** at each stage. It is a **quick and easy way** of getting information and finding out what support is available to you.

Beth nesaf?

I ddysgu mwy am unrhyw un o'r rhaglenni neu adnoddau sydd wedi'u hamlinellu yn y llyfryn hwn, ac er mwyn cael cyngor penodol ar sgiliau a chyflogaeth, ewch i **busnescymru.llyw.cymru/porthsgiliau** neu ffoniwch **03000 6 03000** i siarad â chynghorydd Busnes Cymru.

What's next?

To find out more about any of the programmes or resources outlined in this brochure, and receive dedicated skills and employment advice, head to **businesswales.gov.wales/skillsgateway** or call **03000 6 03000** to speak with a Business Wales advisor.