



Llywodraeth Cymru
Welsh Government

APPRENTICESHIPS. A GENIUS DECISION.

A GUIDE FOR
DISABLED LEARNERS



Prentisiaethau
Apprenticeships



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ABOUT THIS GUIDE

Into Apprenticeships is a guide for disabled people, parents and key advisers about applying for apprenticeships in Wales. It deals with common questions such as how to find an apprenticeship, whether the training will be accessible, and what support is available in the workplace.

There are several stories written by disabled apprentices about their own experiences and the challenges they have faced. As well as taking advantage of the support on offer, the apprentices talk about the importance of their own creativity, perseverance and motivation.

The guide also contains a useful resources section listing further websites, publications and organisations that can help.

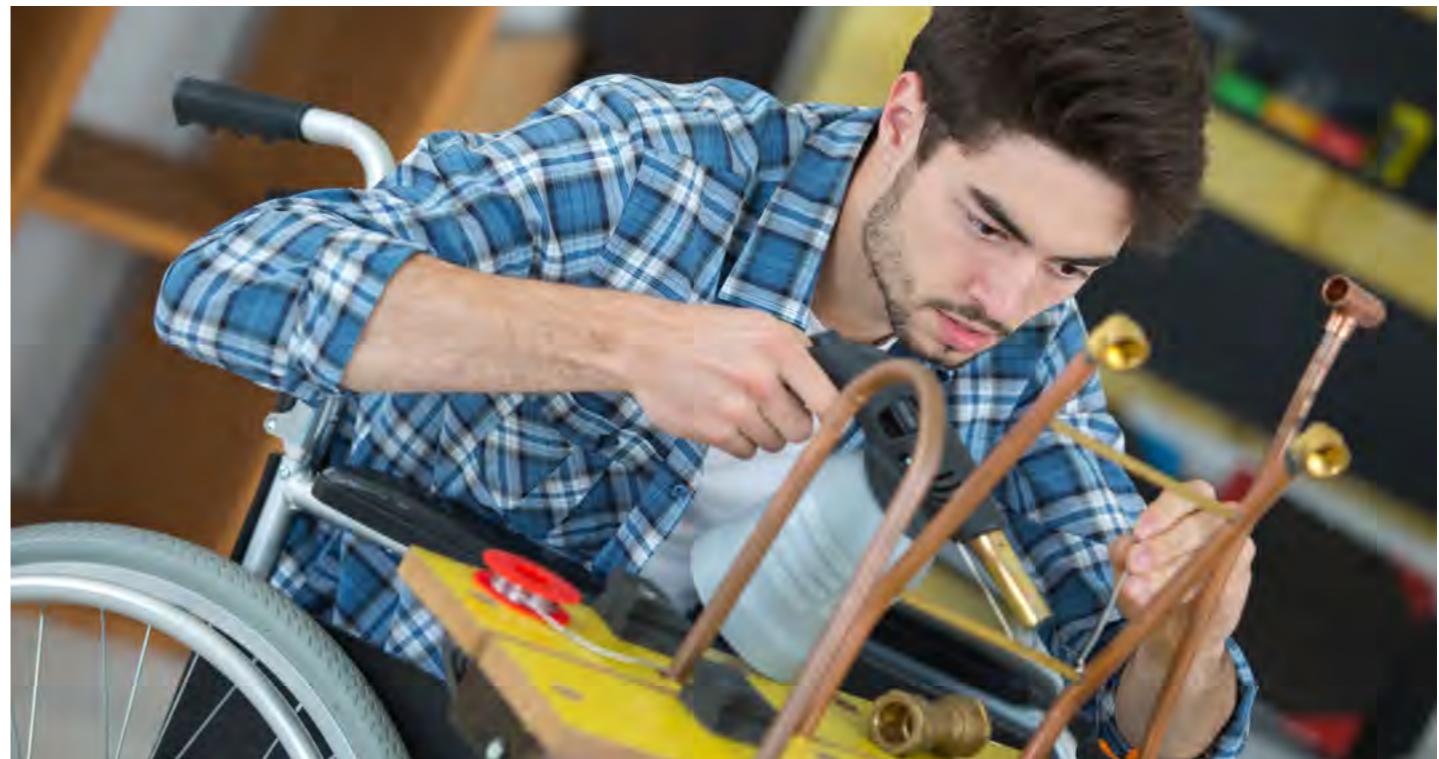
Doing an apprenticeship is a great way to earn a salary, get training and qualifications and develop your career.

We hope this guide will help you make the right choices and get any support you need.

Acknowledgements

Thanks to Disability Rights UK for working in partnership with Welsh Government to develop this guide.

Thanks also to all the apprentices who provided their stories and the people who helped find them.



An apprenticeship is a real job with training. They are available for a wide range of job roles across many different industries. Almost any type of apprenticeship can be made accessible and support is available while you learn and work.



WHAT ARE APPRENTICESHIPS?

Apprenticeships have a long history, based on the idea of learning skills from more experienced workers, with knowledge passing from one generation to the next.

In the past, apprenticeships tended to be in particular trades such as crafts, engineering and building. Nowadays they cover a much wider range of jobs and there are many different and flexible ways to join an apprentice programme. There are also colleges and training providers to help support your training. At the same time, old ideas about apprentices have begun to change.

These changes mean that apprenticeships are open to a wider range of people, including those with a disability, health condition or learning difficulty. Employers are beginning to understand that it's important to give everyone a fair and equal chance, which means they can choose from a wider pool of talent.

Almost all apprenticeships can be made accessible and being disabled should not restrict peoples' job choices. It's possible, for example, for deaf people to work in music publishing, visually impaired people to take apprenticeships in photography and apprentices with dyslexia to support teaching and learning in schools.

Employers, colleges and training providers have a duty under the Equality Act 2010 to make reasonable adjustments for disabled people. This means they should be able to offer additional support during training.

To achieve this, it recognises the need to encourage and enable many more high quality disabled candidates to apply for and start apprenticeships.

The Department for Work and Pensions' Access to Work scheme can provide grants to pay for any specialist equipment and support costs in the workplace. Page 16 of this guide covers the extra funding and help that is available.

For all of these reasons, apprenticeships can be a great, direct route for disabled people to get skilled jobs and careers.

To find out more, visit
www.gov.wales/apprenticeships-wales



CAIO JONES

I'm Caio Jones, and I'm 18 years old from Llanaelhaearn. I'm a reception assistant at Criccieth Health Centre on the Llyn Peninsula and was born with quadriplegic cerebral palsy. My condition affects the arms and legs, and so I use a wheelchair. I'm currently having driving lessons and have ordered an adapted car that I hope to be driving by next year.

After school, I joined Project Search, a one-year internship programme supporting people with learning disabilities and/or autism to gain skills and experience to move into paid employment.

In Wales, it's funded as part of the Welsh Government-supported Engage to Change project. The scheme helped me start a Skills for Life and Work course at Llangefni College and linked me with a reception job on the minor injuries ward at Ysbyty Gwynedd.

Here I spent six months on a supported internship, completing courses in customer service. I am now working part-time as a reception and admin assistant at the health centre in Criccieth, whilst completing a two-year apprenticeship.

I love working with people. I deal with prescriptions, answer the phone and book appointments. I love coming to work every day - it makes me feel connected. I love working in the NHS because it allows me to give back to the people who've helped me so much in my life. When I'm not working, I love playing on my PlayStation, listening to music and farming with my grandfather.

My apprenticeship has been vital for me. I don't know what I'd do if I didn't work. I'm a pretty determined person and it always makes me happy when I've managed to do something that I've set my mind to.

IS AN APPRENTICESHIP RIGHT FOR ME?

Apprenticeships allow those aged 16 and over to receive practical training by working in a real job at the same time as studying. As an apprentice, you will:

- work alongside experienced staff;
- gain the skills necessary for work;
- study for a particular qualification;
- earn a wage.

Usually apprenticeships involve working four days a week and spending one day a week studying.

Who can do an apprenticeship?

Anybody who is over 16, eligible to work in Wales and not in full-time education can apply for an apprenticeship.

Apprenticeships should be open to anyone, including disabled adults who might reach this stage several years after leaving school.

How long do apprenticeships last?

Apprenticeships usually last for between one and three years depending upon the level of qualification.

What levels are there?

- Foundation Level: equivalent to five GCSEs Grades A* - C at Level 2;
- Apprenticeships Level: equivalent to two A Levels or an NVQ Level 3;
- Higher Level Apprenticeships; equivalent to Foundation degree, NVQ Level 4 and 5;
- Degree Apprenticeships: leading to Level 6.

What kinds of jobs have apprenticeships?

Almost all jobs have apprenticeship programmes. Types of apprenticeships include jobs in:

- Agriculture, Horticulture and Animal Care;
- Arts, Media and Publishing;
- Business, Administration and Law;
- Construction, Planning and the Built Environment
- Education and Training;
- Engineering and Manufacturing Technologies;
- Health, Public Services and Care;
- Information and Communication Technology;
- Leisure, Travel and Tourism;
- Retail and Commercial Enterprise;
- Science and Mathematics.

The Apprenticeships Wales website has many examples of different types of apprenticeships and case studies of different apprentice experiences.

To find out more, visit

www.gov.wales/apprenticeships-wales

The Apprenticeship Vacancy Service

You can find apprenticeship vacancies on the Careers Wales website at www.careerswales.gov.wales.

This service is a central place for employers to advertise their apprenticeship opportunities in Wales. New jobs are added daily so it's worth regularly checking the site.

It's important to research and choose carefully. Concentrate first on the subjects you're interested in. Most types of apprenticeship can be made accessible with the right support.

How do I get careers advice?

There is a wide range of careers advice available to you through Careers Wales at www.careerswales.gov.wales. You can also contact Careers Wales via the phone, webchat and email.



The Careers Wales website has a number of supportive tools available online, including:

- the Career Search Tool will provide you with up to date information on qualifications, average salary and current vacancies; and
- the Job Matching Quiz can offer you valuable guidance by matching your skills and interests to over 700 job titles and generate personal career ideas.

What are the benefits?

Doing an apprenticeship can be very rewarding. You earn a wage while getting 'on the job' experience and 'off the job' training. The qualifications you gain will be recognised and highly valued by employers.



How much will I earn?

Apprentices who are under the age of 19 or are in their first year of an apprenticeship are entitled to a minimum wage of £4.15 per hour.

After the first year, those aged 18 to 20 earn £6.15 per hour and those aged 21 to 24 earn £7.70. These are the minimum wages (from April 2019) and most apprentices earn more. The average pay rate at Level 2 and Level 3 is £6.31 and the average for Level 4 and 5 Higher Apprentices is £9.68.

Apprentices must be paid for all their working hours and for any time they spend on training, which is part of their apprenticeship. The training could be classroom based or in the workplace. Apprentices are also entitled to at least 20 days paid holiday a year plus bank holidays.

What training will I receive?

Apprenticeships are designed with the help of employers in the industry. They offer a carefully structured programme that takes you through the skills you need to do a job well.

As an employee, you'll be working most of the time and so most of your training takes place on-the-job. The rest takes place at a local college or training provider or at your place of work where an assessor will come to assess you.

You usually complete this off-the-job training one day per week. It could also be done over a number of days in a block. This enables you to develop the knowledge and skills you need, whilst the employer provides the practical experience to demonstrate those skills.

Many jobs need the same sets of skills. These skills can be transferred to different types of apprenticeships. This gives you more flexibility and choice. Transferable skills include:

- Communication;
- Using numbers;
- Computers and IT;
- Working with others;
- Improving your own learning and performance;
- Problem solving.

What qualification does it lead to?

Apprenticeships may result in the following qualifications:

- An appropriate work-based qualification such as a National Vocational Qualification (NVQ) at either Level 2, Level 3 or Level 4 and above, or an industry recognised professional qualification;
- A knowledge-based qualification such as a Higher National Certificate, Higher National Diploma, Foundation Degree or Bachelor's Degree;
- A technical qualification such as a BTEC or City & Guilds (relevant to the specific apprenticeship);
- Essential Skills Qualification in Application of Number and Communication and an ICT/Digital literacy qualification if required by the sector.

These are national qualifications and well respected by employers. You can read the case studies in this guide for examples of

the individual qualifications each apprentice is working towards.

How will it help develop my career?

With an apprenticeship under your belt, you could progress through many other roles in your industry. Other exciting career options will also become available.

Progressing through apprenticeships at Level 3 and Higher levels you can collect UCAS points and go into higher education. Many colleges and universities will value your skills and knowledge and you can apply for Foundation Degrees or other higher-level qualifications including Degree Apprenticeships.

Funding for training apprentices

Apprenticeship funding mainly comes from the Welsh Government with employers contributing through a tax on big business (known as the apprenticeship levy). As an apprentice, you should never have to pay for your own training.

Providers can claim additional funding from the government to pay towards any extra support you need to achieve your apprenticeship if you have a disability or learning difficulty. Additional Learning Support Fund is described in more detail on page 16.

How do I apply?

In Wales, most vacancies are listed on the Apprenticeship Vacancy Service at www.careerswales.gov.wales.

Registering on the site is a good first step. To apply for a vacancy, track applications and receive alerts about new apprenticeships, you will need to create an account.

When creating an account, the 'Tell us more about you' section gives you the option of saying if you have a disability. Employers who are part of the 'Disability Confident' scheme will guarantee disabled candidates an interview if they meet the basic apprenticeship criteria.

You can search for vacancies using a key word or you can browse by category. Clicking on a vacancy takes you to the apprenticeship vacancy details page with information on the employer, training provider, pay, length of apprenticeship, start date, duties involved and person specification.

The vacancy details page also gives details on how to apply. Some employers want candidates to apply directly through their website. Others prefer you to apply through Find an Apprenticeship, which means clicking on the green 'Apply for Apprenticeship' button at the top or bottom of the page. This will take you to an online form.

Some vacancies have additional questions, for example, why have you applied for an apprenticeship in IT?

Spend time on your answers. Employers want to see how you stand out from the rest of the candidates and why they should shortlist you for the next stage of the application.

What happens after I send my application?

After you have sent your application, you can track its progress through My applications on your home page. This is only applicable if you apply on the AVS website and not to an employer directly. If your application is shortlisted, the training

provider will usually contact you for an interview or assessment. Sometimes the employer will contact you directly. After you complete your first online application, all the information is saved for you to use in future applications.

Can I apply through college?

Colleges and training providers work with employers to help them recruit apprentices and support your training.

It's a good idea to contact local colleges to find out what vacancies they are recruiting for. Your careers adviser should also be able to recommend training providers in your area. They might ask you to fill out their own application form or come in for an informal interview.

You can ask the college or training provider questions to help decide if they're right for you. For example:

- Can they help you to find and apply for an apprenticeship that suits your skills and interests?
- What support with your disability will they provide during your apprenticeship?
- Do they offer any alternative routes such as Supported Internships or Traineeships?
- Can they help and advise you on next steps after you successfully complete your apprenticeship?

You may still have to apply through the Careers Wales website for any vacancies that the college or training provider helps you find.

Can I approach employers directly?

You could also contact companies directly to ask if they have any opportunities. They may have something coming up in the future, which isn't yet advertised.

All employers should have fair and equal selection processes. However, you might want to look out for signs that an organisation has a particularly positive attitude towards recruiting disabled apprentices.

'Disability confident employer' badge

This badge shows an organisation has made specific commitments to recruiting, and retaining disabled people. You'll see the badge displayed on apprenticeship adverts and application forms.



It may also be possible to find out the attitude of an employer by looking at the general culture of the organisation. You can sometimes get a feeling about this by looking at the messages in its brochures, equal opportunity policies and annual reports.

As part of your research, it might also be worth asking:

- Have they employed any disabled apprentices before?
- Will you have a work-based mentor?
- What are the opportunities for you afterwards?

Finding vacancies

Once you know the type of apprenticeship you're looking for, there are many sources of information on vacancies. These include internet jobsites, social media, LinkedIn, employers' own websites and Facebook pages, newspaper adverts and careers fairs.

On Twitter you can follow

[@apprenticewales](#)

On Facebook you can like our apprenticeship page [Prentisiaethau Cymru/Apprenticeships Cymru](#)

Entry criteria

Employers will usually decide what qualifications, skills and experience you need to start an apprenticeship with them. This will vary from one type of job to another. For example, entry requirements could be different for hairdressing compared with business administration.

It is common for apprenticeship vacancies to ask for GCSE grade A* to C in English/Welsh and Maths. Sometimes employers will accept someone working towards these or an equivalent Level 2 qualification.

Interviews and assessments

After applying, it's important to prepare so you're ready for an interview or assessment. [Careers Wales](#) and [Working Wales](#) have lots of good tips.

The following things are especially important:

- Find out as much as you can about the employer and the apprenticeship;
- Make sure you read any information sent to you about what the interview or assessment will involve;

- Decide whether you want to tell the training provider or HR department about any support you need. The pros and cons and timing of when to tell people about your disability are discussed on page 13;
- Plan your transport a few days before;
- Make a list of questions you could ask in the interview. This will help you decide if it's the right apprenticeship for you. It also shows you're keen;
- Dress appropriately and look ready to start work. For help on what might be suitable, speak to the training provider;
- Take a copy of the vacancy and your application form;
- Arrive early. This will give you time to gather yourself for a few minutes in reception. It also makes a good impression;
- Be polite, honest and positive. Employers won't be expecting you to have years of experience. If you get an interview, chances are you already have many of the things they're looking for.

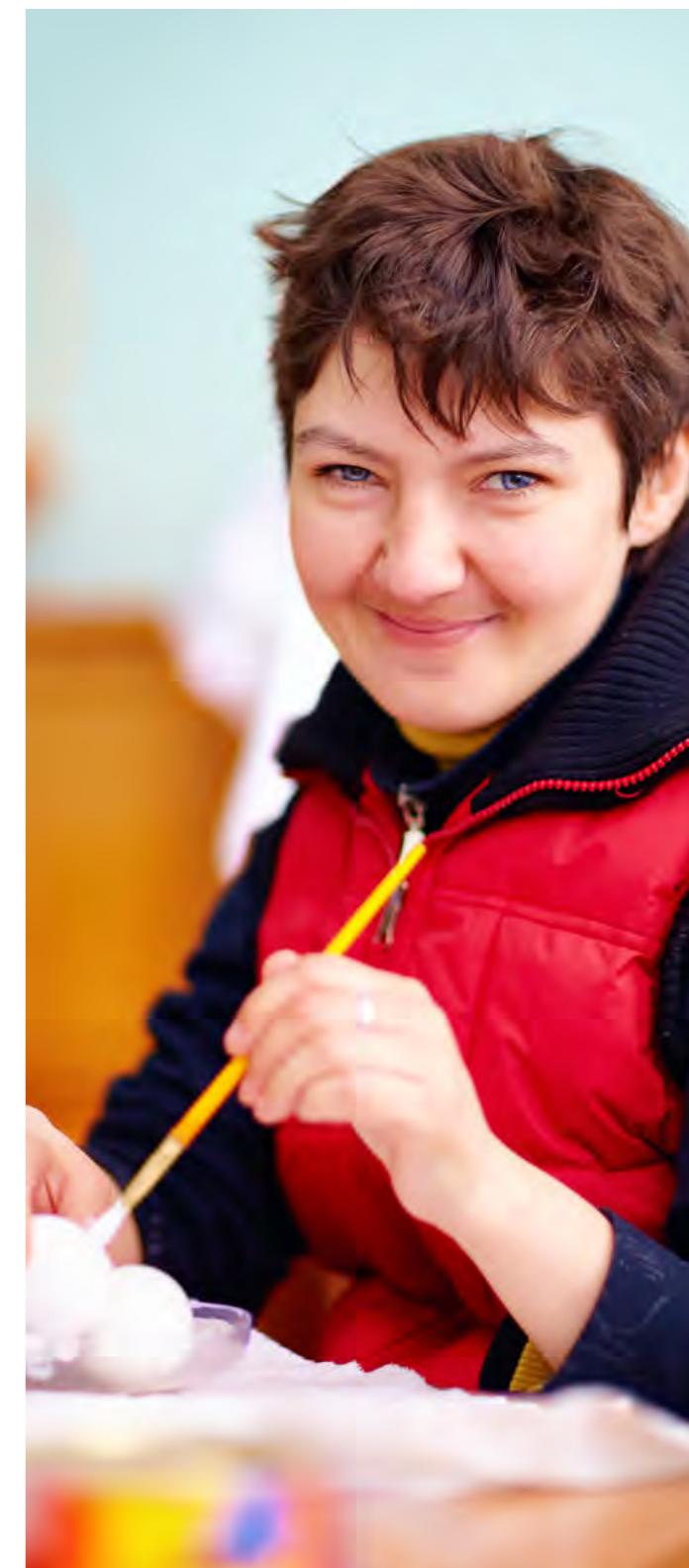
Discussions about your disability should not be part of the selection process. You should only be judged on your skills and experience.

Applying for more than one vacancy

You can keep most of the information in your online profile for future applications, for example your education history and work experience. However, don't send exactly the same application every time you apply. Change it to fit the particular apprenticeship.

Some apprenticeships are very competitive with lots of people applying. If you're not successful with your first

application, keep applying and don't take it personally. You could always ask for feedback to see if there is anything you can improve on.





NICHOLAS D'CRUZ

I'm Nicholas D'Cruz and I'm 25 years old from Swansea. I have severe learning disabilities which affect my ability to communicate and be independent. I wanted a job that would help me towards my long-term goal of moving out of the care home where I live, into supported housing.

My social worker and Job Centre Plus advisor linked me with Shaw Trust, a charity helping people to enter work, gain an education and training and improve their wellbeing, who helped me to put together a plan to support me in developing the skills needed to live on my own for the first time.

My Shaw Trust key worker helped me start a placement at Café Darcy, based in Darcy Business Centre in Skewen, above Shaw Trust's offices.

I have been employed as an apprentice at the Café for five months now on a Level 2 Foundation Apprenticeship in Hospitality. It's a busy job. I clean up, collect dishes, chat to the customers and I've just started to prepare food. When they want a bacon sandwich, the regulars ask for me! I'd never cooked for myself before.

Doing an apprenticeship has changed my life. It's helped me financially. I can go more places and do more things. I went to Silverstone this year and I love musicals and go to as many as I can.

My apprenticeship has also helped my confidence. First for me is to learn how to cook my own meals and live independently and then, who knows? Maybe I can become a chef. Having my own cooking chat show would be nice!

TELLING PEOPLE ABOUT YOUR DISABILITY

You might be unsure whether to tell the training provider or employer about your disability or wondering about the best time to do this. It can be helpful to think about what you expect to happen and whom you might tell. The focus should always be on the support you need to overcome any barriers, not the details of your disability or health condition.

When to mention your disability

Some apprentices are happy to be open about their disability, learning difficulty or health condition because they had support at school. The application process should give you an early opportunity to do this.

The training provider or employer will usually have an Equal Opportunities form where you can mention your disability. This form is separate from your main application. It can be used to let the Human Resources (HR) department know about any support you might need in a job interview.

When you apply for a vacancy through the Apprenticeship Vacancy Service on the Careers Wales website, you can choose to answer 'Yes', 'No' or 'Prefer not to say'. Your answer will be passed on to the employer and provider. Employers who are part of the 'Disability Confident' scheme will guarantee all disabled candidates an interview if they meet the apprenticeship criteria.

How do I decide whether to tell people?

Remember that it's up to you whether or not you tell people. It can be hard to be open about your disability, health condition or learning difficulty because:

- You might think people will be less likely to offer you a place or that they'll treat you differently;

- You might not want to be labelled as a 'disabled person';
- You might think your disability makes no difference to your ability to carry out the work, so why should anyone else know about it?

However, if you're thinking of applying for an apprenticeship, there are some definite advantages to being open with the employer, college or training provider.

The right to equal treatment

Under the Equality Act 2010, all colleges, universities, training providers and employers have a duty to give equal treatment to disabled people. They also have to make changes called 'reasonable adjustments' to help you access the training and the workplace. If you don't tell them you're disabled, it can be harder to complain if they don't treat you fairly.

Funding for support costs

Your training provider will ensure that all of the necessary support is in place to enable you to undertake your apprenticeship learning.

The Access to Work scheme can pay towards additional help in the workplace needed on apprenticeship programmes and Job Support Wales programmes.

Page 17 has more details and examples. If you're open about your impairment, it's usually easier to arrange individual support.



Show your strengths

It's also the case that some of your experiences as a disabled person could make you a stronger candidate for an apprenticeship. You might want to tell employers or training providers how the skills which you've learnt in managing your disability actually make you particularly suited for a certain job.

Who can I talk to for advice

You could start by talking to whoever is advising you about apprenticeships. If you're at school, this is likely to be a teacher or the Additional Learning Needs Coordinator (ALNco). Otherwise, it might be a Careers Adviser or someone in Job Centre Plus such as the Work Coach. Colleges have support staff called Learning Support Advisers or Disability Advisers and you should be able to have a confidential discussion with them.

When should I tell people?

Ideally tell people as soon as possible. The earlier colleges, training providers and employers know what you need, the easier it is to put the right support in place.

You might think the apprenticeship won't present any barriers and decide not to say anything at the beginning. If you find there is a problem later, you should start by talking to the person in the organisation, college or training provider you feel most comfortable with.

If I tell one person about my disability, does it mean that everyone will know about it?

No. Under the General Data Protection Regulations 2018 your personal information should be kept private and confidential. However, it sometimes makes sense for other people to know in order for your support needs to be met.

For example, if you need materials in large print, everyone who teaches or manages you will need to be aware of this. It's important that you talk with your tutor or line manager about who needs to know and how much they need to know.

What about if I'm asked about my disability on a health questionnaire?

Some apprenticeships, for example in health and social care, have fitness to practise rules. You could be asked to fill in a health questionnaire to make sure you can carry out these roles. It's best to give straight and honest answers to these questions. However, no one should assume that having a disability would make you unfit to practise. Colleges, universities, training providers and employers should focus on putting in place any support and reasonable adjustments you need to succeed with your apprenticeship.



WHAT SUPPORT CAN I GET?

All types of apprenticeships can be made accessible to disabled people. Support is available while you learn and work. You are legally protected against discrimination and there is funding available to help with extra disability-related costs.

Getting support

If you have a disability, you may need extra support to help you successfully complete your apprenticeship.

The legal definition of disability is very broad and includes specific learning difficulties such as dyslexia, medical conditions, visual or hearing impairments, and mental health conditions such as depression.

You don't have to accept the word 'disability' as a label, but it can be used as a way to get support. It's important to remember that anyone can ask for help.

The college or training provider should take the lead in helping you. You might also need to discuss with your employer the best way of supporting you in the workplace.

How do I get support from the college or training provider?

All colleges and most large training providers have staff members responsible for supporting disabled apprentices. You should be able to have a confidential discussion with them about your individual needs.

Support can include many different things, for example:

- specialist equipment, such as a voice-activated computer;
- sign-language interpreters;

- digital recorder for keeping notes;
- extra tutorial help;
- changing the height of desks;
- providing hand-outs on different colour paper, or in a larger font;
- allowing you extra time to complete any assessments or tests.

Under the Equality Act 2010, colleges and training providers have to make reasonable adjustments for disabled apprentices. This means that, as well as not discriminating against you in the recruitment process, they're expected to provide support and make changes to help you learn.

For more information

The Disability Rights UK factsheet Adjustments for Disabled Students contains lots of suggestions on the kinds of support that might be helpful.

Download it from:

www.disabilityrightsuk.org/adjustments-disabled-students

Can I get support in the workplace?

As an apprentice, you'll be working most of the time and most of your training will take place 'on-the-job'. Therefore, it's important that any support is tailored to your job role.

Under the Equality Act, employers have to make reasonable adjustments for disabled people. This means that, as well



as not discriminating against you, they're expected to provide support and make changes to the workplace to help you do your job. Common adjustments include:

- making adjustments to buildings;
- flexible working hours;
- providing specialist equipment;
- changing parts of your job description.

It's important to remember that all employers have this legal duty. However, you can help persuade them that costs won't be a problem by telling them about Access to Work.

What is Access to Work?

Access to Work is a government scheme run by Jobcentre Plus. It can help in a number of ways, for example by paying towards:

- communication support at interviews;
- special equipment to suit your needs;
- a support worker or job coach to help you in your workplace;

- additional costs of taxi fares if you can't use public transport;
- disability awareness training for your work colleagues.

Access to Work can cover all of the agreed costs for anyone starting an apprenticeship. If you've already been employed for six weeks or more, the employer may have to help pay some of these costs. How much they pay depends on the size of the company.

To get help from Access to Work you can apply online. An Access to Work adviser will then contact you and your employer to find out what support is needed.

To find out more, visit

www.gov.uk/access-to-work/apply

Your training provider should be able to help coordinate your Access to Work support.



HOW TO CONTACT ACCESS TO WORK

Telephone: **0345 268 8489**

E-mail: atwosu.london@dwp.gsi.gov.uk

Access to Work Operational Support Unit,
Harrow Jobcentre Plus, Mail Handling
Site A, Wolverhampton, WV98 1JE

Support for apprentices experiencing depression, anxiety or stress

Apprentices experiencing any kind of mental-health condition, including depression, anxiety or stress, can get support from Remploy through a partnership scheme with Access to Work.

Telephone: **0300 456 8210**

E-mail: apprentices@remploy.co.uk

Website: www.remploy.co.uk/employers/mental-health-and-wellbeing/access-work-mental-health-support-service-apprentices

You can contact Remploy directly or go through the regular Access to Work process.

Support is tailored to your individual needs and can include:

- up to six months personal support;
- practical workplace coping strategies;
- face-to-face meetings at a place where you feel comfortable;
- advice on adjustments that could be made to help you complete your apprenticeship more easily;
- help for your employer to understand how they can support you (it's completely your choice if you'd like Remploy to do this).



What happens after I start?

Starting an apprenticeship is very exciting, but you might also feel a bit nervous. Allow yourself some time to settle into a routine. If you experience any difficulties connected with your disability, remember that lots of people are there to help you.

What happens on the first day?

It's natural to feel a bit nervous about starting an apprenticeship. Even people who've had lots of jobs get nervous on their first day. Try not to worry or get stressed. Starting an apprenticeship is a very positive and exciting step in your life and lots of people will be there to help. The training provider will give you an induction, explain what skills you'll be learning and what your work will be like.

First impressions are important. It's helpful to find out as much as you can about the employer before you start, dress appropriately (ask the training provider for help on what might be suitable) and be punctual and polite. As an apprentice, you're not supposed to be an expert already so try to relax and just show that you want to learn. Take your time to really get to know the apprenticeship and don't be afraid to ask questions if there's something you don't understand.

Should I mention my disability?

If you haven't already told them, you may want to speak to the training provider or HR department about any support you need for your training or work. The pros and cons of doing this are discussed on page 13.

If people can see or know you have a disability, you may find they ask questions about it. This can be a good thing if they're asking about the kind of support you need, for example, if you need a larger font size, better lighting or your desk at a different height.

Occasionally you may have to deal with personal questions. People might ask about physical things such as 'Can you use your legs?' or 'When did you become disabled?' They may not think about less obvious issues – such as the fact that on some days you might feel better than others.

If you can relax, this will help other people to relax around you. However, if you feel uncomfortable about anything that's said, speak to your line manager at work or the learner support coordinator at the training provider. You're protected by the Equality Act 2010 against any comments you may find offensive.

What if my support is not yet in place?

Sometimes it might take a while to put in place the support you need. It can take a few weeks to get into a routine with interpreters or note takers. You might need time to learn to use any new equipment or people may not immediately adapt their training style enough to meet your needs. Try to be patient at the beginning.

At the same time, talk to your training provider about your progress and let them know of any difficulties, especially if you start to fall behind with your training or work. Don't wait until it becomes a big problem.



WHAT IS THE EQUALITY ACT?

The Equality Act 2010 has been mentioned a few times already in this guide. This is the law that protects people against discrimination. It covers all areas of becoming an apprentice including applying, training and employment.

Colleges, training providers and employers must not discriminate against you either directly or indirectly, or for any reason connected with your disability. They should make reasonable adjustments to make sure that you're not disadvantaged during your course.

You're also protected against harassment and victimisation. If you feel that you've been discriminated against, you can contact the Equality Advisory Support Service (EASS) for legal information and advice.

For more information

The Disability Rights UK Student Helpline can give you advice on informal ways to resolve the situation and how to make a complaint if necessary.

Telephone: **0800 328 5050**
E-mail: students@disabilityrightsuk.org

As the personal stories in this guide show, disabled people usually have very positive experiences of apprenticeships. Most colleges and training providers have excellent support arrangements and any difficulties can be quickly resolved.



SARAH-JAYNE MAWDSLEY

I'm Sarah-Jayne Mawdsley and I'm 19 years old from Caernarfon. I'm a pharmacy apprentice assistant at Ysbyty Gwynedd in Bangor and I have Mosaic Down's Syndrome, a condition that affects just one in 100,000 people in the UK.

I left school with several GCSEs but I didn't know what I wanted to do next. I started the Skills for Life and Work course at Llangefni College and worked part-time in a shop. I'm now working towards my NVQ Level Two in Pharmacy Services and in Customer Services, on a two-year apprenticeship at the hospital.

They put me to work on reception in the dispensary because they said I proved quickly that I was good at the job. Most days I'll do everything from taking prescriptions to answering the phone, greeting patients and advising them on waiting times.

I've recently taken on new admin duties like filing and scanning.

I love my job. I'm happiest at work and when I'm busy.

I love being an apprentice here and I'm looking forward to an exciting career in pharmacy. Having Mosaic Down's Syndrome makes me push myself harder. I now want to help other people with the condition as not a lot is known about it, and if I can help by raising awareness of the opportunities available as an apprentice in Wales, that's a start.

Having this condition doesn't stop me from doing anything and I think it's so important that people talk about it. I watched a video on Facebook about a nursery school teacher in Argentina who had Down's Syndrome and it really inspired me to work hard so that I can do anything I want to do.

What happens to my benefits?

Personal Independence Payment (PIP) is now replacing Disability Allowance (DLA).

PIP was introduced in 2013 for people aged 16-64. By the end of 2018, all eligible DLA claimants aged 16-64 will have been invited to claim PIP by the Department for Work and Pensions (DWP). During your apprenticeship, you should still receive Personal Independence Payment (PIP).

PIP is a non-means tested benefit. If you are in receipt of PIP you may also be entitled to other benefits such as Housing Benefit or Council Tax Support from your local council.

Personal Independence Payment (PIP)

PIP is a benefit for people with a long-term health condition or impairment, whether physical, sensory, mental, cognitive, intellectual, or any combination of these. It is paid to make a contribution to the extra costs that disabled people may face, to help them lead full, active and independent lives.

Sometimes the activities you do as part of your apprenticeships can suggest that your daily living or mobility needs have changed and you can be asked to undergo a reassessment.

Universal Credit

Universal Credit is a new means-tested benefit for people on low incomes, replacing Income Support, income-based Jobseekers Allowance and income-related ESA, Housing Benefit, Child Tax Credit and Working Tax Credit. Under Universal Credit, there are no limits to the number of hours you can work a week. Your Universal Credit payment will reduce gradually as you earn more - you won't lose all your benefits at once if you're an apprentice on a low income. How much

you'll receive depends on your personal circumstances. Universal Credit will be paid on a monthly basis, and will include any support for housing costs you're entitled to.

Universal Credit has been rolled out to all new UC claimants. The Managed Migration from legacy benefits will conclude by end of 2023 (on current DWP planning assumptions).

For more information

The Disability Rights UK Student Helpline can give you more information on the benefits you may be able to claim as a disabled apprentice. You could also contact local advice agencies such as the Citizens Advice Bureau.

You may find the following Disability Rights UK publications helpful:

A factsheet called **Getting Advice** is free to download from:

www.disabilityrightsuk.org/getting-advice

You can download Personal Independence Payment - A guide to making a claim for free from: www.disabilityrightsuk.org/personal-independence-payment-pip

Not yet ready for an apprenticeship?

If you're not ready to take up an apprenticeship and need support to overcome any barriers, Working Wales may be able to help you. To find out more, visit www.workingwales.gov.wales

Job Support Wales will provide the skills you need to start an apprenticeship or other type of employment, whilst at the same time providing extra support tailored to your individual needs.

Further information will be available on the Working Wales website in due course.

RESOURCES

Websites

Access to Work

Basic government overview of the Access to Work scheme including eligibility and how to claim.

Website: www.gov.uk/access-to-work

Advice Guide

Information from Citizens Advice on consumer and money issues, benefits, health, housing and legal advice.

Website: www.adviceguide.org.uk

Bright Knowledge

The Bright Knowledge resource library has information about apprenticeships, health, money and careers.

Website: www.brightknowledge.org

Bobath

Bobath Children's Therapy Centre Wales,
19 Park Road, Whitchurch, Cardiff,
CF14 7BP

Telephone: **02920 522600**

Website: www.bobathwales.org

E-mail: info@bobathwales.org

British Deaf Association Wales

47 Newport Road, Cardiff, CF24 0AD

Telephone: **0845 130 2851**

Website: www.bda.org.uk

E-mail: wales@bda.org.uk

Disability Wales

Bridge House, Caerphilly Business Park,
Van Road, Caerphilly CF83 3GW

Website: www.disabilitywales.org

Careers Wales

Careers information and advice as well as contact details for local careers centres in Wales.

Website: www.careerswales.gov.wales

Employer toolkit

Toolkit designed for employers that want to develop a more inclusive and accessible apprenticeship offer. It provides practical information, sources of support and inspirational case studies of employers who have benefited from hiring and supporting disabled apprentices.

Website: www.employer-toolkit.org.uk

Go Think Big

Online hub with advice on work experience opportunities, insider contacts and career tips.

Website: www.gothinkbig.co.uk

Good practice in supporting disabled learners

Disability Rights UK toolkit of resources for education providers to showcase good practice in supporting disabled learners to make the transition to internships and paid employment.

Website: www.disabilityrightsuk.org/news/2016/april/good-practice-supporting-disabled-learners

Not Going to Uni

Online guide that offers advice on how to become an apprentice, as well as gap year's programmes and distance learning.

Website: www.notgoingtouni.co.uk

The Student Room

Forum and discussion areas for sharing experiences and thoughts about studying. Includes a forum about apprenticeships and alternatives to university.

Website: www.thestudentroom.co.uk

Transition Information Network (TIN)

News, resources and events on issues relating to transition, designed to be useful to disabled young people, parents/carers and professionals.

Website: www.councilfordisabledchildren.org.uk/transition-information-network

Publications

Welsh Government Apprenticeships in Wales

www.gov.wales/apprenticeships-skills-and-training

Apprenticeships Skills Policy Plan: 'Aligning the Apprenticeship Model to the Needs of the Welsh Economy'
www.gov.wales/apprenticeships-skills-policy-plan

Well-being of Future Generations (Wales) Act 2015

www.gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en

Taking Wales Forward 2016-2021

<https://gov.wales/programme-government>

Employability Plan

<https://beta.gov.wales/employability-plan>

Framework for Action on Independent Living

www.gov.wales/topics/people-and-communities/equality-diversity/rights-equality/disability/framework-for-action/?lang=en

Equality and Human Rights Commission in Wales

Is Wales Fairer: The state of Equality and Human Rights 2018

www.equalityhumanrights.com/en/publication-download/wales-fairer-2018

Apprenticeships that work

2017 guide for employers from the Chartered Institute of Personnel and Development (CIPD), including the message that quality is just as important as quantity and advice on integrating apprentices into the workforce.

www.cipd.co.uk/publicpolicy/policy-reports/apprenticeships-work.aspx

Creating an Inclusive Apprenticeship

Offer: 2012 report by Peter Little and Rob Holland

Executive Summary and list of 20

recommendations available from:

[www.gov.wales/apprenticeships-skills-and-training](http://webarchive.nationalarchives.gov.uk/20141006151154/http://www.apprenticeships.org.uk/~media/documents/AU-CreatingAnInclusiveApprenticeshipOffer-Report-May2012.ashx)

Disability Rights UK publications

Disability Rights UK produces a range of factsheets for disabled students. They cover topics such as the Equality Act, funding and adjustments for disabled students.

Disability Rights UK also produces Into Higher Education - a detailed guide to applying to university.

www.disabilityrightsuk.org/sites/default/files/pdf/IntoHE2018.pdf

And a free publication called Personal Independence Payment - A guide to making a claim.

www.disabilityrightsuk.org/personal-independence-payment-pip

Employable Guide to inclusivity in the workplace produced by Barclays with contributions from Disability Rights UK and Remploy.

www.disabilityrightsuk.org/sites/default/files/pdf/Barclaystoolkit.pdf

Engaging people with learning difficulties in workplace learning

Research report and guide for providers on making workplace learning more inclusive for disabled employees.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/302778/engaging_people_with_ldd_in_workplace_learning-providerguidance.pdf



SAFYAN IQBAL

I'm Safyan Iqbal and I'm 22 years old from Cyncoed, Cardiff. I was born with poor hearing which worsened over time until I had surgery aged 11 to fit a cochlear implant which helped me to hear more clearly. I could hear dogs barking in the park for the first time and babies crying. It was amazing. It changed my life.

I've always wanted to work in TV and I was worried that being deaf might be a barrier to that. I then started doing some work experience at ITV Wales, which progressed into a month-long paid internship.

I'm now a Creative and Digital Media Apprentice at ITV Wales, where I've learnt a variety of skills including how to operate cameras, shoot and edit as part of my ambition to become a camera operator or filmmaker. Every person with a hearing impairment is different but when I started work, I wanted to give my colleagues

some suggestions that worked for me, so that nobody felt awkward asking. I suggested that people talk to me face-to-face, don't turn their head away, and try not to mumble.

An apprenticeship really works for me because I'm always hungry for learning - but this is totally different from school or college. Each day is different. I get to watch camera operators at work, go on cool locations, and create my own films. It's the best experience. I'm having so much fun. I love being an apprentice because I'm learning from doing.

I am hoping to use my apprenticeship to raise awareness about the challenges that can face young deaf people. I want to help children going through what I did.

Supported Internship evaluation

Findings from the 2013 evaluation of the Supported Internship trial carried out by Disability Rights UK and CooperGibson.
www.gov.uk/government/publications/learning-difficultiesdisabilities-supported-internship-evaluation

Organisations

Education

Construction Youth Trust

The Building Centre, 26 Store Street, London WC1E 7BT

United Welsh Group, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX
Telephone: **07944 643259**

Website: www.constructionyouth.org.uk

E-mail: cymru@constructionyouth.org.uk

The trust helps financially disadvantaged young people who face barriers to accessing opportunities in the construction industry. Funding can help with fees and other costs associated with study, such as travel, specialist equipment and childcare.

Learning and Work Institute

3rd Floor, 33-35 Cathedral Road, Cardiff, CF11 9HB

Telephone: **02920 370900**

Website: www.learningandwork.org.uk

E-mail: enquiries@learningandwork.wales

The Learning and Work Institute was formed through the merger of NIACE and the Centre for Economic and Social Inclusion. It aims to promote lifelong learning, full employment and inclusion.

NUS (National Union of Students)

NUS HQ, 1 Mount Stuart Square, Cardiff, CF10 5FL

Telephone: **02920 435390**

E-mail: Complete the online contact form

Website: www.nusconnect.org.uk/nus-wales?utm_source=website&utm_medium=quicklinks

Social Media: www.facebook.com/nationalunionofstudents

Give advice and produce information on welfare rights for students.

Disability

Action on Hearing Loss

Ground Floor, Anchor Court (North), Keen Road, Cardiff, CF24 5JW

Telephone: **029 2333 3034**

Textphone: **029 2033 3036**

Phone line open Mon to Fri 9am-5pm

SMS: **0780 0000 360**

Website: www.actiononhearingloss.org.uk

E-mail: wales@hearingloss.org.uk

Video conferencing, Skype or FaceTime call can be arranged at wales@hearingloss.org.uk

Campaigns and lobbies to raise awareness of hearing loss and tinnitus and provides support services for deaf and hard of hearing people.

Arthritis Care

Saffron House, 6-10 Kirby St, London, EC1N 8TS

Telephone: **0300 790 0400**

Helpline: **0808 520 0520**

Website: www.arthritiscare.org.uk/in-your-area/wales

E-mail: info@arthritiscare.org.uk

Services include a confidential helpline, self-management and awareness training for people with arthritis and healthcare professionals, and local activity and support.

British Dyslexia Association (BDA)

Unit 8 Bracknell Beeches, Old Bracknell Lane, Bracknell RG12 7BW

Telephone: **0333 405 4555**

Helpline: **0333 405 4567**

Phone line open Tues-Thurs 10.00-13.00

Website: www.bdadyslexia.org.uk

E-mail: helpline@bdadyslexia.org.uk

Offers information, advice and support to people with dyslexia.

West Wales Dyslexia Association

Telephone: **01792 700896**

or **01792 201776**

Website: www.wwda.co.uk

E-mail: westwalesdyslexia@gmail.com

Powys Dyslexia Support Group

Telephone: **07749 301 812**

Website:

www.powsdyslexiasupport.co.uk

E-mail: powsdyslexia@outlook.com

Social media: Powys dyslexia support group

DIAL UK

Telephone: **0808 800 3333**

Website: www.dialuk.info

A network of disability information and advice lines. They can give advice on issues such as welfare benefits, community care, equipment, independent living and transport.

Disability Wales

Brydon House, Block B, Caerphilly Business Park, Van Road, Caerphilly, CF83 3ED

Telephone: **02920 887325**

E-mail: info@disabilitywales.org

Website: www.disabilitywales.org

Epilepsy Action

New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY

Telephone: **0808 800 5050**

Phone lines open Mon to Thurs 8.30-17.30

Website: www.epilepsy.org.uk

E-mail: helpline@epilepsy.org.uk

Offers a range of services including information and advice.

South Wales Branch

Epilepsy Action Cymru, Neath Port Talbot CVS, 19 Alfred St, Neath, SA11 1EF

Telephone: **07432 429 609**

or **01633 253 407**

E-mail: asivapatham@epilepsy.org.uk

Equality and Human Rights Commission in Wales

Equality and Human Rights Commission
Block 1, Spur D, Government Buildings,
St Agnes Road, Cardiff, CF14 4YY

Telephone: **02920 447710**

(non helpline calls only)

Email: wales@equalityhumanrights.com

We welcome correspondence in Welsh.
We will respond to it in Welsh.
Corresponding in Welsh will not lead to delay in responding. We welcome phone calls in Welsh.

Equality Advisory Support Service

Advice and support about discrimination and human rights. If you need expert information, advice and support on discrimination and human rights issues and the applicable law, especially if you need more help than advice agencies and other local organisations can provide, please contact the Equality Advisory and Support Service (EASS).

Please note: EASS is completely independent of the Commission.

Phone: **0808 800 0082**

Textphone: **0808 800 0084**

You can email using the contact form on the EASS website. Also available through the website are BSL interpretation, web chat services and a contact us form.

Post:

FREEPOST

EASS HELPLINE

FPN6521

Opening hours:

9am to 7pm Monday to Friday

10am to 2pm Saturday

Closed on Sundays and Bank Holidays

ELITE Supported Employment

Unit 8 Magden Park, Greenmeadows, Llantrisant, RCT, CF72 8XT

Telephone: **01443 226664**

Website: www.elitesea.co.uk

Email: information@elitesea.co.uk

Established in 1994, ELITE Supported Employment is a registered charity that enables people with disabilities and those facing a disadvantage access training, vocational opportunities and paid employment through the provision of one to one in work support. We work closely with jobseekers and employers to support the recruitment and retention of people with a disability or disadvantage across South, East and West Wales.

Gofal Cymru

26 Dunraven Place, Bridgend, CF31 1JD

Email: centraloffice@gofalcymru.org.uk

Telephone: **01656 647722**

Leonard Cheshire Wales

Llanhennock Lodge, Llanhennock

Nr Caerleon, NP18 1LT

Telephone: **01633 422583**

Website:

www.leonardcheshire.org/home/wales

Learning Disability Wales

41 Lambourne Crescent, Cardiff Business Park, Cardiff, CF14 5GGE

E-mail:

enquiries@learningdisabilitywales.org.uk

Telephone: **02920 681160**

Mind Cymru

3rd Floor, Castlebridge 4, Castlebridge, 5-19 Cowbridge Road East, Cardiff, CF11 9AB

Telephone: **02920 395123**

E-mail: supporterrelations@mind.org.uk

Website: www.mind.org.uk/about-us/mind-cymru

Merthyr Tydfil Institute for the Blind

Unit 4 Triangle Business Park
Pentrebach, Merthyr Tydfil, CF48 4TQ

Telephone: **01685 370072**

Website: www.mtib.co.uk

Multiple Sclerosis Society - Wales

MS Society Cymru, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH

Telephone: **0208 438 0700**

E-mail: mscymru@mssociety.org.uk

Website: www.mssociety.org.uk/contact-us/wales

National Autistic Society in Wales

NAS Cymru, 2nd Floor, Lancaster House, 106 Maes-y-Coed Road, Heath, Cardiff, CF14 4HE

Telephone: **02920 629312**

E-mail: wales@nas.org.uk

Website: www.autism.org.uk/services/wales

Information, advice and support to people with autism and Asperger syndrome and their families.

Nationwide Access Consultants

32 Underhill Crescent, Abergavenny, Monmouthshire, NP7 6DF

Telephone: **01873 852109**

Website: www.solutions4access.co.uk

The National Deaf Children's Society Cymru

2 Ty Nant Court, Morganstown, Cardiff, CF15 8LW

Phone: **02920 373474**

Textphone **02920 811861**

Freephone Helpline: **0808 800 8880**

helpline@ndcs.org.uk

Website: www.ndcs.org.uk

E-mail: ndcswales@ndcs.org.uk



CORRINA ROBERTS

I'm Corrina Roberts. I am 26 years-old and I live in Tonypandy. I have achieved a Foundation Apprenticeship and an Apprenticeship in Business Administration.

I have also secured a permanent Civil Service job while juggling parental responsibilities and learning to manage my mental health. I believe that completing an apprenticeship has boosted my confidence and skills and brought value and fresh ideas to the Intellectual Property Office (IPO) in Newport where I work.

I struggled with severe obsessive compulsive disorder, anxiety and depression when I joined IPO. Now, I help others as a diversity and inclusion officer and I have established the first mental health awareness programme of its kind.

I trained as a mental health champion and as an allies' representative for the LGBT network, and I have run cross-government awareness sessions with IPO and Companies House. I was the first apprentice at IPO to work part-time and from home but was able to complete the programme in the same time as my peers while juggling my parental responsibilities and health issues.

I am supported by my training provider ALS Training, and I plan to continue my learning journey by progressing to either a Higher Apprenticeship (Level 4), a Chartered Institute of Personnel and Development or an Open University qualification.

Remploy Cymru

Individuals: Telephone: **0300 456 8025**
Email: waleswhp@mail.remploy.co.uk
Employers: Telephone: **0300 456 8025**
Email: employers@remploy.co.uk
Partners: Telephone: **0300 456 8025**
Email: waleswhp@mail.remploy.co.uk
General enquiries: Telephone:
0300 456 8025
Website: www.remploy.co.uk/remploy-cymru
Email: waleswhp@mail.remploy.co.uk

Royal National Institute for the Blind, RNIB Cymru

RNIB Cymru, Jones Court, Womanby Street, Cardiff, CF10 1BR
Telephone: **02920 828500**
Website: www.rnib.org.uk/wales
E-mail: cymru@rnib.organ.uk

RNIB offers advice and specialist assessments in study needs and access technology for blind and partially sighted learners.

Scope Wales

Scope, Disability Advice Project, Unit 9A, Caldicot Way, Avondale Business Park, Cwmbran, Torfaen, NP44 1UG
Telephone: **0808 800 3333**
or **01633 485 865**
Website: www.dapwales.org.uk
E-mail: helpline@scope.org.uk

Range of services for disabled children and adults, with a focus on people with cerebral palsy.

Shaw Trust

Contact us with your general enquiries including Work Programme, Work Choice (Work Choice Direct **0300 30 33 111**) and SES enquiries. Contact Customer Support Centres on **0800 389 0078**.
Website: www.shaw-trust.org.uk/wales

GO FOR IT!

If you're looking to thrive in the workplace, the answer is Apprenticeships. Being an apprentice means that you can gain recognised qualifications, essential skills and earn a wage. So go on - take the plunge!

For more information on apprenticeships and help for disabled people, visit
www.workingwales.gov.wales





Llywodraeth Cymru
Welsh Government

PRENTISIAETHAU. DEWIS DOETH.

Recriwtia prentis anabl

 Prentisiaethau
Apprenticeships



UNDER EWROPEAIDI
EUROPEAN UNION



Llywodraeth Cymru

Cronfa Gymdeithasol Ewrop
European Social Fund



CYNNWYS

- 1 Gwybodaeth am y canllaw hwn
- 3 Beth yw prentisiaethau?
- 4 Astudiaeth Achos: Caio Jones
- 5 A yw prentisiaeth yn addas i mi?
- 12 Astudiaeth Achos: Nicholas D'Cruz
- 13 Dweud wrth bobl am eich anabledd
- 16 Pa gymorth y gallaf ei gael?
- 18 Sut mae cysylltu â'r cynllun Mynediad i Waith?
- 21 Beth yw'r Ddeddf Cydraddoleb?
- 22 Astudiaeth Achos: Sarah-Jayne Mawdsley
- 24 Adnoddau
- 26 Astudiaeth Achos: Safyan Iqbal
- 30 Astudiaeth Achos: Corrina Roberts
- 32 Cerwch amdani!

GWYBODAETH AM Y CANLLAW HWN

Mae Llwybr i Brentisiaethau yn ganllaw i bobl anabl, rhieni a chyngorwyr allweddol ar wneud cais am brentisiaethau yng Nghymru. Mae'n rhoi sylw i gwestiynau cyffredin fel sut mae dod o hyd i brentisiaeth, a fydd yr hyfforddiant yn hwylus i bawb, a pha gymorth sydd ar gael yn y gweithle.

Mae'n cynnwys llawer o storïau sydd wedi'u hysgrifennu gan brentisiaid anabl am eu profiadau eu hunain a'r heriau maen nhw wedi'u hwynебу. Yn ogystal â manteisio ar y cymorth sydd ar gael, mae'r prentisiaid yn dweud pa mor bwysig yw eu creadigrwydd, eu dyfalbarhad a'u cymhelliant eu hunain.

Mae'r canllaw hefyd yn cynnwys adran ar adnoddau defnyddiol sy'n rhestru rhagor o wefannau, cyhoeddiadau a sefydliadau sy'n gallu cynnig help.

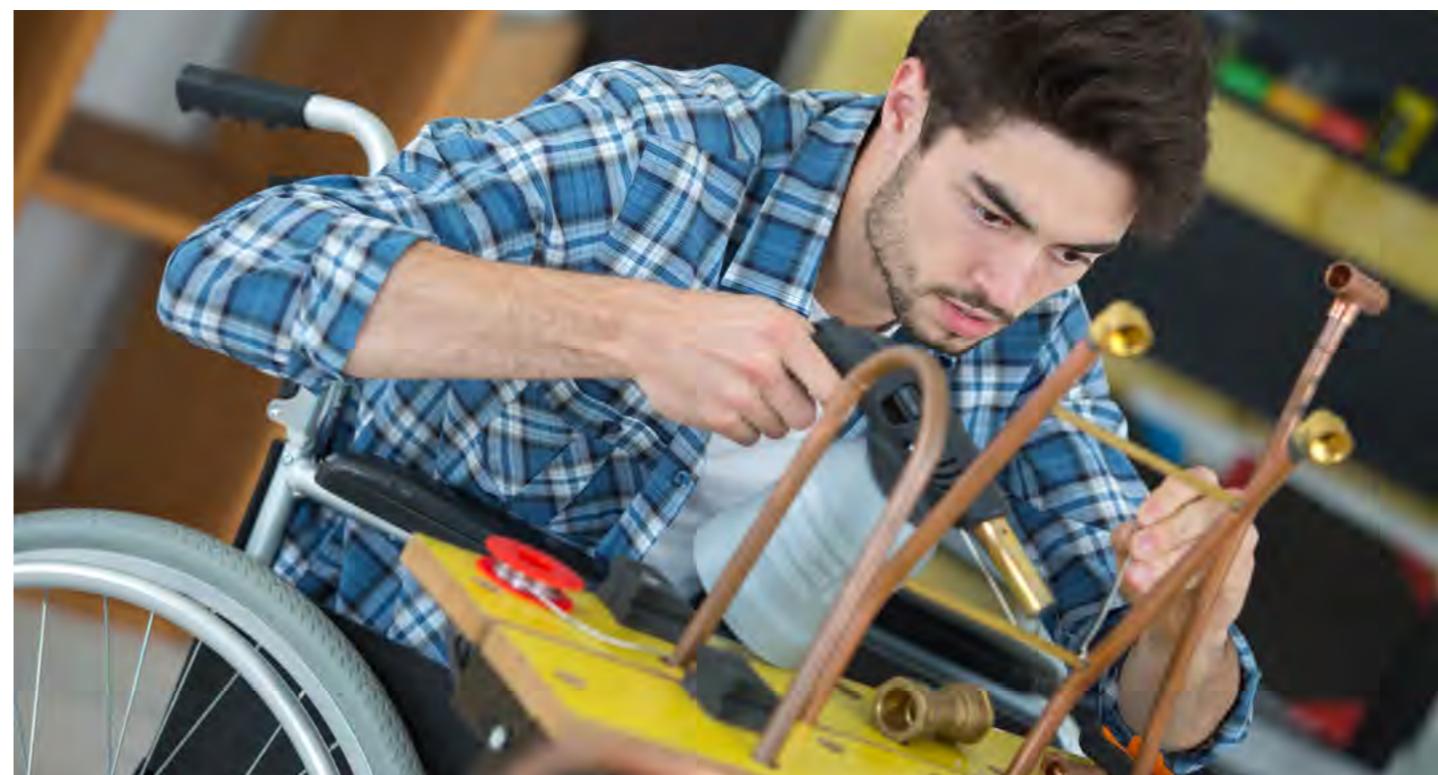
Mae gwneud prentisiaeth yn ffordd wych o ennill cyflog, cael hyfforddiant

a chymwysterau, a datblygu'ch gyrrfa. Gobeithio y bydd y canllaw hwn yn eich helpu chi i wneud y dewisiadau iawn, ac i gael unrhyw gymorth sydd ei angen arnoch chi.

Cydnabyddiaeth

Diolch i Disability Rights UK am gydweithio â Llywodraeth Cymru i ddatblygu'r canllaw hwn.

Diolch hefyd i'r holl brentisiaid am rannu eu storïau, ac i'r bobl a fu'n helpu i ddod o hyd iddyn nhw.



Swydd go iawn gyda hyfforddiant yw prentisiaeth. Mae prentisiaethau ar gael ar gyfer pob math o swyddi mewn amryw o ddiwydiannau gwahanol. Gall bron unrhyw fath o brentisiaeth gael ei wneud yn hwylus i bawb, ac mae cymorth ar gael wrth i chi ddysgu a gweithio.



BETH YW PRENTISIAETHAU?

Mae hanes hir i brentisiaethau, ac maen nhw'n seiliedig ar y syniad o ddysgu sgiliau gan weithwyr mwy profiadol, gyda gwybodaeth yn cael ei throsglwyddo o'r naill genhedlaeth i'r llall.

Yn y gorffennol, roedd prentisiaethau yn tueddu i fod ar gael ar gyfer mathau penodol o swyddi, fel gwaith crefft, peirianneg ac adeiladu. Y dyddiau hyn, mae prentisiaethau ar gael ar gyfer ystod ehangach o swyddi, ac mae nifer o ffyrdd gwahanol a hyblyg o ymuno â rhaglen i brentisiaid. Mae colegau a darparwyr hyfforddiant ar gael hefyd i'ch helpu chi gyda'ch hyfforddiant. Ar yr un pryd, mae hen syniadau am brentisiaethau wedi dechrau newid.

Mae'r newidiadau hyn yn golygu bod brentisiaethau'n bosib i amrywiaeth ehangach o bobl, gan gynnwys y rheini sydd ag anabledd, cyflwr iechyd neu anhawster dysgu. Mae cyflogwyr yn dechrau deall ei bod hi'n bwysig rhoi cyfle teg a chyfartal i bawb. Maen nhw hefyd yn gweld bod cronfa ehangach o dalent ar gael iddyn nhw'n sgil hynny.

Gall pob prentisiaeth bron gael ei gwneud yn hwylus i bawb, ac ni ddylai'r ffaith bod rhywun yn anabl gyfyngu'r dewis sydd ar gael iddyn nhw o ran swyddi. Er enghraifft, mae'n bosib i bobl fyddar weithio ym maes cyhoeddi cerddoriaeth, i bobl â nam ar eu golwg wneud prentisiaethau ym myd ffotograffiaeth, ac i brentisiaid â dyslecsia helpu gydag addysgu a dysgu mewn ysgolion.

Mae gan gyflogwyr, colebau a darparwyr hyfforddiant ddyletswydd o dan Ddeddf Cydraddoldeb 2010 i wneud addasiadau rhesymol i bobl anabl. Mae hyn yn golygu y dylen nhw allu cynnig cymorth ychwanegol yn ystod hyfforddiant.

Mae Llywodraeth Cymru wedi gosod targed uchelgeisiol i greu 100,000 o brentisiaethau erbyn 2021. I gyrraedd y targed hwn, mae'n sylweddoli bod angen annog a rhoi cyfle i lawer mwy o ymgeiswyr anabl o safon uchel wneud cais am brentisiaethau a gwneud prentisiaethau.

Gall cynllun Mynediad i Waith yr Adran Gwaith a Phensiynau gynnig grantiau i dalu am unrhyw offer arbenigol a chostau cymorth yn y gweithle. Mae tudalen 16 y canllaw hwn yn sôn am yr help a'r cyllid ychwanegol sydd ar gael.

Am yr holl resymau hyn, mae prentisiaethau yn gallu bod yn ffordd wych ac uniongyrchol i bobl anabl gael swyddi a gyrfaoedd sy'n gofyn am sgiliau.



CAIO JONES

Caio Jones ydw i. Rwy'n 18 oed ac yn dod o Lanaelhaearn. Rwy'n gynorthwyydd derbynfa yng Nghanolfan lechyd Cricieth ym Mhen Llyn ac fe'm ganwyd gyda pharlys yr ymennydd cwadriplegig. Mae fy nghyflwr yn effeithio ar y breichiau a'r coesau, felly rwy'n defnyddio cadair olwyn. Ar hyn o bryd, rwy'n cael gwersi gyrru ac wedi archebu car sydd wedi'i addasu, gan obeithio y byddai'n gallu ei yrru erbyn y flwyddyn nesaf.

Ar ôl ysgol, ymunais â Project Search, rhaglen internaeth blwyddyn o hyd sy'n cefnogi pobl ag anableddau dysgu a/neu awtistiaeth i fagu sgiliau a phrofiad i symud i waith cyflogedig. Yng Nghymru, mae'n cael ei ariannu fel rhan o brosiect Engage to Change a gefnogir gan Lywodraeth Cymru. Fe wnaeth y cynllun fy helpu i ddechrau cwrs Sgiliau ar gyfer Bywyd a Gwaith yng Ngholeg Llangefni a'm rhoi mewn cysylltiad â swydd dderbynfa ar y ward mân anafiadau yn Ysbyty Gwynedd. Yma treuliais chwe mis ar internaeth â

chymorth, gan gwblhau cyrsiau mewn gwasanaethau i gwsmeriaid. Rwyf bellach yn gweithio'n rhan-amser fel cynorthwyydd gweinyddol a'r dderbynfa yn y ganolfan lechyd yng Nghricieth, wrth gwblhau prentisiaeth dwy flynedd. Rwyf wrth fy modd yn gweithio gyda phobl. Rwy'n delio â phresgripsiynau, yn ateb y ffôn ac yn trefnu apwyntiadau. Rwyf wrth fy modd yn dod i'r gwaith bob dydd - mae'n gwneud i fi deimlo'n rhan o bethau. Rwy'n caru gweithio yn y GIG oherwydd mae'n caniatâu i fi roi rhywbeth yn ôl i'r bobl sydd wedi fy helpu gymaint yn fy mywyd. Pan nad ydw i'n gweithio, rwy'n caru chwarae ar fy PlayStation, gwrando ar gerddoriaeth a ffermio gyda fy nhaid. Mae fy mhrentisiaeth wedi bod yn hollbwysig i fi. Dydw i ddim yn gwybod beth fyddwn i'n gwneud heb waith. Rwy'n berson eithaf penderfynol ac mae wastad yn fy ngwneud i'n hapus pan fyddaf wedi llwyddo i wneud rhywbeth rwy'n benderfynol o'i gyflawni.

A YW PRENTISIAETH YN ADDAS I MI?

Mae prentisiaethau yn rhoi cyfle i bobl 16 oed a hyn gael hyfforddiant ymarferol drwy weithio mewn swydd go iawn ac astudio ar yr un pryd. Fel prentis, byddwch chi:

- yn gweithio ochr yn ochr â staff profiadol;
- yn dysgu'r sgiliau angenrheidiol ar gyfer gwaith;
- yn astudio ar gyfer cymhwyster penodol;
- yn ennill cyflog.

Fel arfer, mae prentisiaethau'n golygu gweithio pedwar diwrnod yr wythnos a threulio un diwrnod yr wythnos yn astudio.

Pwy sy'n gallu gwneud prentisiaeth?

Gall unrhyw un sy'n 16 oed neu'n hyn, sy'n gymwys i weithio yng Nghymru ac nad ydynt mewn addysg amser llawn wneud cais am brentisiaeth.

Dylai prentisiaethau fod yn agored i bawb, gan gynnwys oedolion anabl a fydd, o bosib, yn cyrraedd y cam hwn rai blynyddoedd ar ôl gadael yr ysgol.

Am faint mae prentisiaethau'n para?

Fel arfer, mae prentisiaethau'n para rhwng blwyddyn a thair blynedd, gan ddibynnu ar lefel y cymhwyster.

Pa lefelau sydd ar gael?

- Lefel Sylfaen: yn cyfateb i bum cymhwyster TGAU, Graddau A* - C ar Lefel 2;
- Lefel Prentisiaethau: yn cyfateb i ddua cymhwyster Safon Uwch ar Lefel 3;
- Prentisiaethau Lefel Uwch: yn cyfateb i radd Sylfaen, NVQ Lefel 4 ac uwch;

- Prentisiaethau Gradd: yn arwain at Lefel 6.

Pa fath o swyddi sy'n cynnig prentisiaethau?

Mae rhagleni prentisiaeth ar gael ar gyfer pob swydd bron. Mae mathau o brentisiaethau yn cynnig swyddi yn y meysydd canlynol:

- Amaethyddiaeth, Garddwriaeth a Gofalu am Anifeiliaid;
- Y Celfyddydau, y Cyfryngau a Chyhoeddi;
- Busnes, Gweinyddiaeth a'r Gyfraith;
- Adeiladu, Cynllunio a'r Amgylchedd Adeiledig;
- Addysg a Hyfforddiant;
- Peirianneg a Thechnolegau Gweithgynhyrchu;
- Iechyd, Gwasanaethau Cyhoeddus a Gofal;
- Technoleg Gwybodaeth a Chyfathrebu;
- Hamdden, Teithio a Thwristiaeth;
- Manwerthu a Mentrau Masnachol;
- Gwyddoniaeth a Mathemateg.

Mae gwefan Gyrfa Cymru yn cynnwys llawer o enghreifftiau o wahanol fathau o Brentisiaethau, ac astudiaethau achos o wahanol brofiadau prentisiaid.

I ddysgu mwy, ewch i:
www.careerswales.com/cy/swyddi-a-hyfforddiant/chwilio-am-swydd/chwilio-am-gyfle/beth-yw-prentisiaeth

Y Gwasanaeth Paru Prentisiaethau

Y Gallwch ddod o hyd i swyddi prentisiaeth ar wefan Gyrfa Cymru. Ewch i www.careerswales.com a chlicio ar y logo Prentisiaethau neu Chwilio am Brentisiaethau.

Mae'r gwasanaeth hwn yn lle canolog i gyflogwyr hysbysebu eu cyfleoedd prentisiaeth yng Nghymru. Mae swyddi newydd yn cael eu hychwanegu bob dydd, ac felly mae'n syniad da i chi gadw golwg ar y safle'n rheolaidd.

Mae'n bwysig ymchwilio a dewis yn ofalus. Dylech ganolbwytio'n gyntaf ar y pynciau sydd o ddiddordeb i chi. Mae'n bosib gwneud y rhan fwyaf o brentisiaethau'n hwylus gyda'r cymorth priodol.

Sut mae cael cyngor ar yrfa oedd?

Gallwch gael cyngor eang ar yrfa oedd drwy fynd i www.careerswales.com, a gallwch hefyd gysylltu â Gyrfa Cymru dros y ffôn, dros we-sgwrs a dros e-bost.



Mae llawer o adnoddau ar-lein defnyddiol ar gael ar wefan Gyrfa Cymru, gan gynnwys:

- yr adnodd Gyrfa +, a fydd yn eich helpu chi gyda'ch taith cynllunio gyrfa;
- yr adnodd Chwilio am Yrfa, a fydd yn rho'i'r wybodaeth ddiweddaraf i chi am gymwysterau, cyflog cyfartalog a swyddi gwag; ac
- y Cwis Paru Swyddi, sy'n gallu rhoi arweiniad gwerthfawr i chi drwy gyfateb eich sgiliau a'ch diddordebau i dros 700 o deitlau swyddi, a chynnig syniadau personol ar gyfer gyrfa.

Beth yw'r manteision?

Mae prentisiaeth yn gallu rhoi llawer o fodhadi i chi. Byddwch chi'n ennill cyflog wrth gael profiad yn y gwaith a hyfforddiant i ffwrdd o'r gwaith. Bydd cyflogwyr yn cydnabod ac yn rhoi gwerth ar y cymwysterau y byddwch chi'n eu hennill.



Beth fydd fy nghyflog i?

Mae gan brentisiaid sy'n iau nag 19 oed, neu brentisiaid ym mlwyddyn gyntaf eu prentisiaeth, hawl i gael £3.90 yr awr fel isafswm cyflog.

Ar ôl y flwyddyn gyntaf, bydd brentisiaid rhwng 18 ac 20 oed yn cael £6.15 yr awr, a'r rheini rhwng 21 a 24 oed yn cael £7.70. Dyma yw'r isafswm cyflog (o fis Ebrill 2019 ymlaen) ac mae'r rhan fwyaf o brentisiaid yn ennill mwy na hynny; £6.31 yw'r cyflog cyfartalog ar Lefel 2 a Lefel 3, a £9.68 yw'r cyflog cyfartalog ar gyfer Prentisiaid Uwch ar Lefel 4 a Lefel 5.

Rhaid i brentisiaid gael eu talu am eu holl oriau gwaith, ac am unrhyw amser maen nhw'n ei dreulio ar hyfforddiant, sy'n rhan o'u prentisiaeth. Gallai'r hyfforddiant fod yn yr ystafell ddosbarth neu yn y gweithle. Mae gan brentisiaid hawl i gael o leiaf 20 diwrnod o wyliau'r flwyddyn hefyd, yn ogystal â gwyliau banc.

gyda help cyflogwyr yn y diwydiant. Maen nhw'n cynnig rhaglen sydd wedi'i strwythuro'n ofalus ac sy'n rhoi sylw i'r sgiliau sydd eu hangen arnoch chi er mwyn gwneud swydd yn dda.

Fel cyflogai, byddwch chi'n gweithio'r rhan fwyaf o'r amser, ac felly bydd y rhan fwyaf o'ch hyfforddiant yn digwydd yn y gwaith. Bydd gweddill yr hyfforddiant yn digwydd mewn coleg lleol, gyda darparwr hyfforddiant neu'n eich man gwaith, lle bydd asesudd yn dod i'ch asesu.

Fel arfer, byddwch chi'n gwneud yr hyfforddiant hwn i ffwrdd o'r gwaith am un diwrnod yr wythnos. Byddai'n bosib ei wneud dros nifer o ddiwrnodau mewn bloc hefyd. Mae hyn yn eich galluogi chi i ddatblygu'r wybodaeth a'r sgiliau sydd eu hangen arnoch chi, a bydd y cyflogwr yn darparu'r profiad ymarferol i roi'r sgiliau hynny ar waith.

Mae llawer o swyddi'n gofyn am yr un sgiliau. Mae modd trosglwyddo'r sgiliau hyn i wahanol fathau o brentisiaethau. Mae hyn yn rhoi mwy o hyblygrwydd a dewis i chi.

Dyma enghreiftiau o sgiliau y mae modd eu trosglwyddo:

- Cyfathrebu;
- Defnyddio rhif;
- Cyfrifiaduron a TG;
- Gweithio gydag eraill;
- Gwellach dysgu a'ch perfformiad eich hun;
- Datrys problemau.

At ba gymhwyster y bydd yn arwain?

Apprenticeships may result in the following qualifications:

- Gall prentisiaethau arwain at y cymwysterau canlynol:
- Cymhwyster seiliedig ar waith perthnasol fel Cymhwyster Galwedigaethol Cenedlaethol (NVQ) ar Lefel 2, Lefel 3 neu Lefel 4 ac uwch, neu gymhwyster proffesiynol sy'n cael ei gydnabod gan y diwydiant;
- Cymhwyster seiliedig ar wybodaeth fel dystysgrif genedlaethol uwch, diploma cenedlaethol uwch, gradd sylfaen a gradd baglor;
- Cymhwyster technegol fel BTEC neu City & Guilds (yn berthnasol i'r brentisiaeth benodol).

Cymhwyster Sgiliau Hanfodol mewn Cyfathrebu a Chymhwysyo Rhif, a chymhwyster Llythrenedd Digidol/TGCh os yw'r sector yn galw am hynny. Mae'r rhain yn gymwysterau cenedlaethol ag enw da ymhliith cyflogwyr. Gallwch ddarllen yr astudiaethau achos yn y

canllaw hwn i gael enghreiftiau o'r cymwysterau unigol y mae pob prentis yn gweithio tuag atynt.

Sut bydd yn helpu i ddatblygu fy ngyrfa?

Gyda phrofiad o brentisiaeth, fe allech chi symud ymlaen i nifer o swyddi eraill yn eich diwydiant. Bydd hefyd yn agor y drws i opsiynau cyffrous eraill mewn gyrfa.

Wrth symud ymlaen drwy Brentisiaeth Sylfaen i Brentisiaeth a Phrentisiaethau Uwch, fe allwch chi gasglu pwyntiau UCAS a mynd ymlaen i addysg uwch. Bydd llawer o golegau a sefydliadau'n rhoi gwerth ar eich sgiliau a'ch gwybodaeth, a gallwch chi wneud cais am Raddau Sylfaen neu gymwysterau eraill ar lefel uwch, gan gynnwys gradd-brentisiaethau.

Cyllid ar gyfer prentisiaethau hyfforddiant

A gan y Llywodraeth y daw cyllid ar gyfer prentisiaethau'n bennaf, gyda chyflogwyr yn cyfrannu drwy dreth ar fusnesau mawr (yr ardoll brentisiaethau fel mae'n cael ei galw), neu 10% o'r gost os ydyn nhw'n gyflogwyr bach. Fel prentis, ni ddylech chi byth orfol talu am eich hyfforddiant eich hun. Os oes gennych chi anabledd neu anhawster dysgu, gall darparwyr hawlio cyllid ychwanegol gan y Llywodraeth i gyfrannu at gostau unrhyw gymorth ychwanegol y bydd ei angen arnoch chi er mwyn gwneud eich prentisiaeth. Mae'r Gronfa Cymorth Dysgu Ychwanegol yn cael ei disgrifio'n fanylach ar dudalen 16.

Sut mae gwneud cais?

Yng Nghymru, mae'r rhan fwyaf o brentisiaethau'n cael eu rhestru ar wefan Gyfra Cymru drwy'r [Gwasanaeth Paru Prentisiaethau](#)

Mae cofrestru ar y safle yn gam cyntaf da. I wneud cais am brentisiaeth, i gadw golwg ar geisiadau ac i gael hysbysiadau am brentisiaethau newydd, bydd angen i chi greu cyfrif. Wrth greu cyfrif, bydd yr adran

'Manylion amdanoch' yn rhoi'r opsiwn i chi ddweud a oes gennych chi anabledd. Bydd cyflogwyr sy'n rhan o'r cynllun Hyderus o ran Anabledd yn sicrhau cyfweliad i ymgeiswyr anabl os ydyn nhw'n bodloni'r mein prawf sylfaenol ar gyfer prentisiaeth.

Gallwch chwilio am brentisiaethau drwy ddefnyddio allweddair, neu gallwch bori drwy'r prentisiaethau yn ôl categori. Wrth glicio ar brentisiaeth, byddwch chi'n cael eich arwain at dudalen sy'n rhoi crynodeb o'r brentisiaeth a gwybodaeth am y cyflogwr, y darparwyr hyfforddiant, y cyflog, hyd y brentisiaeth, y dyddiad dechrau, y dyletswyddau, a manyleb y person.

Mae'r dudalen crynodeb hefyd yn rhoi manylion yngylch sut mae gwneud cais. Mae rhai cyflogwyr eisiau i ymgeiswyr wneud cais drwy eu gwefan nhw'n uniongyrchol. Mae'n well gan gyflogwyr eraill i chi wneud cais drwy'r adran Chwilio am Brentisiaeth, sy'n golygu clico'r botwm gwyrdd ar waelod neu ar frig y dudalen i wneud cais am brentisiaeth. Byddwch chi'n cael eich arwain at ffurflen ar-lein. Mae rhai prentisiaethau'n cynnwys cwestiynau ychwanegol, er enghraift: Pam ydych chi wedi gwneud cais am brentisiaeth ym maes TG?

Treuliwch amser ar eich atebion. Mae rhai cyflogwyr am weld sut rydych chi'n wahanol i weddill yr ymgeiswyr, a pham y dylech chi gael eich rhoi ar y rhestr fer ar gyfer cam nesaf y broses ymgeisio.

Beth fydd yn digwydd ar ôl i mi gyflwyno fy nghais?

Ar ôl i chi gyflwyno'ch cais, gallwch gadw golwg arno drwy'r adran Ff ngheisiadau ar eich tudalen hafan. (Mae hyn ond yn berthnasol os ydych yn gwneud cais drwy'r Gwasanaeth Paru Prentisiaethau yn unig ac nid i gyflogwr yn uniongyrchol).

Os yw'ch cais wedi cyrraedd y rhestr fer, fel arfer bydd y darparwyr hyfforddiant yn cysylltu â chi i gynnal cyfweliad neu asesiad. Weithiau bydd y cyflogwr yn cysylltu â chi'n uniongyrchol. Ar ôl i chi gwblhau'ch cais cyntaf ar-lein, bydd yr holl wybodaeth yn cael ei chadw er mwyn i chi ei defnyddio mewn ceisiadau yn y dyfodol.

Alla i wneud cais drwy goleg?

Mae colegau a darparwyr hyfforddiant yn gweithio gyda chyflogwyr i'w helpu i reciwtio prentisiaid ac i gefnogi'ch hyfforddiant. Mae'n syniad da cysylltu â cholegau lleol i gael gwybod pa brentisiaethau maen nhw'n reciwtio ar eu cyfer. Dylai cynghorwyr gyrfaoedd hefyd allu argymhell darparwyr hyfforddiant yn eich ardal chi. Efallai y byddan nhw'n gofyn i chi lenwi eu ffurflen gais eu hunain, neu ddod i gael cyfweliad anffurfiol.

Gallwch ofyn cwestiynau i'r coleg neu'r darparwyr hyfforddiant i helpu i benderfynu a yw'n addas i chi. Er enghraift:

- A yw'n gallu'ch helpu chi i ddod o hyd i brentisiaeth sy'n addas i'ch sgiliau a'ch diddordebau chi, ac i wneud cais am y brentisiaeth honno?
- Pa gymorth y bydd yn ei roi i chi gyda'ch anabledd yn ystod eich prentisiaeth?
- A yw'n cynnig unrhyw lwybrau eraill, fel Hyfforddeiaethau neu Internaethau â Chymorth?
- A yw'n gallu'ch helpu a'ch cynghori ar y camau nesaf ar ôl i chi lwyddo i gwblhau'ch prentisiaeth?

Efallai y byddwch chi'n dal yn gorfol gwneud cais drwy wefan Gyfra Cymru ar gyfer unrhyw brentisiaethau y byddwch chi'n dod o hyd iddyn nhw gyda help y coleg neu'r darparwyr hyfforddiant.

Alla i gysylltu â chyflogwyr yn uniongyrchol?

Fe allech chi hefyd gysylltu â chwmnïau'n uniongyrchol i ofyn a oes ganddyn nhw unrhyw gyfleoedd. Efallai fod ganddyn nhw rywbeth ar y gweill sydd heb gael ei hysbysebu eto.

Dylai fod gan bob cyflogwr brosesau dethol teg a chyfartal. Serch hynny, efallai y byddwch chi am gadw llygad am arwyddion bod gan sefydliad agwedd gadarnhaol iawn tuag at reciwtio prentisiaid anabl.

Bathodyn 'Cyflogwr Hyderus o ran Anabledd'

Mae'r bathodyn hwn yn dangos bod sefydliad wedi gwneud ymrwymiadau penodol i reciwtio ac i gadw pobl anabl. Fe welwch chi'r bathodyn ar ffurflenni cais a hysbysebion ar gyfer prentisiaethau.



Efallai y bydd hefyd yn bosibl gweld beth yw agwedd cyflogwr drwy edrych ar ddiwylliant cyffredinol y sefydliad. Weithiau fe allwch chi gael syniad o hyn wrth edrych ar y negeseuon yn llawlyfrau, polisiau cyfle cyfartal ac adroddiadau blynnyddol y sefydliad. Fel rhan o'ch gwaith ymchwil, efallai y byddai'n syniad i chi ofyn y cwestiynau canlynol hefyd:

- A yw'r cyflogwr wedi cyflogi unrhyw brentisiaid anabl o'r blaen?
- Fydd gennych chi fentor yn y gwaith?
- Pa gyfleoedd fydd ar gael i chi wedyn?

Dod o hyd i brentisiaethau

Pan fyddwch chi'n gwybod am ba fath o brentisiaeth rydych chi'n chwilio, mae nifer o ffynonellau ar gael sy'n rhoi gwybodaeth am brentisiaethau. Mae'r rhain yn cynnwys safleoedd swyddi ar y we, cyfryngau cymdeithasol, LinkedIn, gweffannau a thudalennau Facebook y cyflogwyr eu hunain, hysbysebion papur newydd a ffeiriau gyrfa. Ar Twitter gallwch ddilyn @apprenticeshipswales. Ar Facebook gallwch hoffi ein tudalen prentisiaethau, Prentisiaethau Cymru/Apprenticeships Cymru

Meini prawf mynediad

Fel arfer, y cyflogwr fydd yn penderfynu pa gymwysterau, sgiliau a phrofiad fydd eu hangen arnoch chi i ddechrau ar brentisiaeth. Bydd hyn yn amrywio o un math o swydd i'r llall. Er enghraifft, gallai'r gofynion mynediad ar gyfer trin gwaltt fod yn wahanol i'r rhai ar gyfer gweinyddu busnes.

Mae'n arferol i gyfleoedd am brentisiaethau ofyn am radd TGAU A* - C mewn Cymraeg/Saesneg a Mathemateg. Weithiau, bydd cyflogwyr yn derbyn rhywun sy'n gweithio tuag at y rhain neu gymhwyster Lefel 2 cyfatebol.

Cyweliadau ac asesiadau

Ar ôl gwneud cais, mae'n bwysig paratoi er mwyn i chi fod yn barod am gyfweliad neu asesiad. Mae gan Gyrfa Cymru/Cymru'n Gweithio lawer o awgrymiadau da: www.gyrfacymru.com a www.cymrungweithio.llyw.cymru

Mae'r pethau canlynol yn bwysig dros ben:

- Ceisiwch gael cymaint o wybodaeth â phosibl am y cyflogwr a'r brentisiaeth;
- Cofiwch ddarllen unrhyw wybodaeth a anfonir atoch chi am y cyfweliad neu'r asesiad;

- Penderfynwch a ydych chi am sôn wrth y darparwr hyfforddiant neu'r adran Adnoddau Dynol am unrhyw gymorth fydd ei angen arnoch chi. Mae tudalen 13 yn trafod manteision ac anfanteision dweud wrth bobl am eich anabledd, a phryd i sôn am hynny;
- Trefnwch rai dyddiau ymlaen llaw sut byddwch chi'n cyrraedd ac yn gadael y lleoliad;
- Gwnewch restr o'r cwestiynau y gallech chi eu gofyn yn y cyfweliad. Bydd hyn yn eich helpu i benderfynu a yw'r brentisiaeth honno'n addas i chi. Mae'n dangos eich bod chi'n frwd frydig hefyd;
- Gwisgwch ddillad addas, gan edrych yn barod i ddechrau gweithio. I gael help yngylch beth allai fod yn addas, siaradwch â'r darparwr hyfforddiant;
- Ewch â chopi o fanylion y brentisiaeth gyda chi, a'ch ffurflen gais;
- Cofiwch gyrraedd yn gynnar. Bydd hyn yn rhoi ychydig funudau i chi gael tren arnoch chi'ch hun yn y dderbynfa. Mae'n creu argraff dda hefyd;
- Byddwch yn gwrtais, yn onest ac yn gadarnhaol. Fydd cyflogwyr ddim yn disgwyl bod gennych chi flynyddoedd o brofiad. Os cewch chi gyfweliad, mae'n debygol bod gennych chi lawer o'r nodweddion maen nhw am eu gweld mewn ymgeisydd.

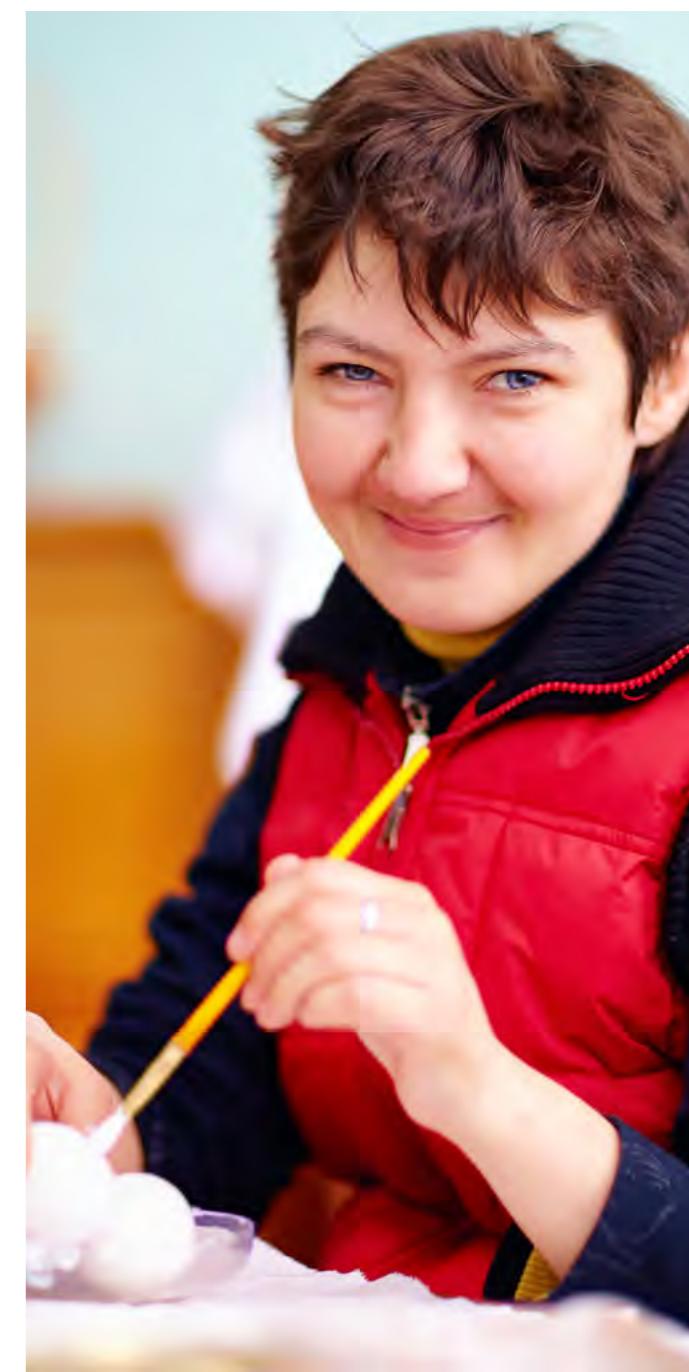
Ni ddylai trafodaethau am eich anabledd fod yn rhan o'r broses ddetol. Dim ond eich sgiliau a'ch profiad ddylai gael eu hystyried.

Gwneud cais am fwy nag un brentisiaeth

Fe allwch chi gadw'r rhan fwyaf o'r wybodaeth yn eich proffil ar-lein ar gyfer ceisiadau yn y dyfodol - er enghraifft, eich hanes addysgol a'ch profiad gwaith.

Ond peidiwch ag anfon yn union yr un cais bob tro y byddwch chi'n ymgeisio. Dylech ei newid er mwyn gweddu i'r brentisiaeth benodol.

Mae rhai prentisiaethau'n gystadleuol iawn, gyda llawer o bobl yn ymgeisio. Os na fyddwch chi'n llwyddo gyda'ch cais cyntaf, daliwch ati a pheidiwch â chymryd hynny'n bersonol. Fe allech chi bob amser ofyn am adborth i weld a allwch chi wella unrhyw beth.





NICHOLAS D'CRUZ

Fy enw i yw Nicholas D'Cruz ac rwy'n 25 mlwydd oed o Abertawe. Mae gennyf anableddau dysgu difrifol sy'n effeithio ar fy ngallu i gyfathrebu a bod yn annibynnol. Roeddwn i eisiau swydd a fyddai'n fy helpu i gyflawni fy nod hirdymor o symud allan o'r cartref gofal lle rwy'n byw, i mewn i dai â chymorth.

Fe wnaeth fy ngweithiwr cymdeithasol a'm ymgynghorydd Canolfan Byd Gwaith fy rhoi mewn cysylltiad â Shaw Trust, elusen sy'n helpu pobl i gael gwaith, addysg a hyfforddiant ac i wella eu lles, a derbyniais help i lunio cynllun i ddatblygu'r sgiliau sydd eu hangen i fyw ar fy mhen fy hun am y tro cyntaf.

Fe wnaeth fy ngweithiwr allweddol yn Shaw Trust fy helpu i ddechrau profiad gwaith yng Nghaffi Darcy, sydd wedi'i leoli yng Nghanolfan Fusnes Darcy yn Sgiwen, uwchben swyddfeydd y Shaw Trust.

Rwyf wedi cael fy nghyflogi fel prentis yn y Caffi ers pum mis bellach ar Brentisiaeth Sylfaen Lefel 2 mewn Lletygarwch. Mae'n swydd brysur. Rwy'n glanhau, yn casglu llestri, yn sgrwsio â'r cwsmeriaid ac rwyf newydd ddechrau paratoi bwyd. Pan maen nhw eisiau brechdan facwn, mae'r cwsmeriaid rheolaidd yn gofyn i fi! Doeddwn i erioed wedi coginio i mi fy hun o'r blaen.

Mae gwneud prentisiaeth wedi newid fy mywyd. Mae wedi fy helpu'n ariannol. Gallaf fynd i fwy o lefydd a gwneud mwy o bethau. Es i i Silverstone eleni ac rwy'n caru sioeau cerdd ac yn mynd i gynifer â phosibl.

Mae fy mhrentisiaeth hefyd wedi helpu fy hyder. Y peth cyntaf yw dysgu sut i goginio fy mhrydau fy hun a byw'n annibynnol ac yna, pwy a wyr? Efallai y gallaf ddod yn gogydd. Byddai cael fy sioe sgrwsio a choginio fy hun yn braf!

DWEUD WRTH BOBL AM EICH ANABLEDD

Efallai nad ydych chi'n siwr a ddylech chi sôn wrth y darparwr hyfforddiant neu'r cyflogwr am eich anabledd, neu'ch bod yn meddwl tybed pryd yw'r amser gorau i wneud hynny. Mae'n gallu bod yn ddefnyddiol meddwl am yr hyn rydych chi'n disgwyd a fydd yn digwydd, ac wrth bwy y byddech chi'n sôn. Dylai'r sgwrs bob amser ganolbwytio ar y cymorth fydd ei angen arnoch chi i oresgyn unrhyw rwystrau, nid ar fanylion eich anabledd neu'ch cyflwr iechyd.

Pryd i sôn am eich anabledd

Mae rhai prentisiaid yn barod i fod yn agored am eu hanabledd, eu hanhawster dysgu neu eu cyflwr iechyd oherwydd eu bod wedi cael cymorth yn yr ysgol. Dylech chi gael cyfle i wneud hynny'n gynnar yn y broses ymgeisio Fel arfer, bydd gan y darparwr hyfforddiant neu'r cyflogwr ffurflen Cyfartal lle gallwch chi sôn am eich anabledd. Mae'r ffurflen hon ar wahân i'ch prif gais. Mae'n bosib ei defnyddio i roi gwybod i'r adran Adnoddau Dynol am unrhyw gymorth fydd ei angen arnoch chi mewn cyfweliad am swydd.

Pan fyddwch chi'n gwneud cais am brentisiaeth drwy'r Gwasanaeth Paru Prentisiaethau ar wefan Gyfra Cymru, gallwch ddewis dweud bod gennych chi anabledd, nad oes gennych chi anabledd, neu y byddai'n well gennych chi beidio â dweud. Bydd eich ateb yn cael ei rannu â'r cyflogwr a'r darparwr. Bydd cyflogwyr sy'n rhan o'r cynllun 'Hyderus o ran Anabledd' yn sicrhau cyfweliad i bob ymgeisydd anabl os ydyn nhw'n bodloni mein prawf y brentisiaeth.

Sut mae penderfynu a ydw i am sôn wrth bobl?

Cofiwch mai chi sydd i benderfynu a ydych chi am ddweud wrth bobl ai peidio. Mae bod yn agored am eich anabledd, cyflwr iechyd neu anhawster dysgu yn gallu bod yn anodd oherwydd:

- Efallai eich bod chi'n meddwl y bydd pobl yn llai tebygol o gynnig lle i chi, neu y byddan nhw'n eich trin chi'n wahanol;
- Efallai nad ydych chi eisiau cael eich

labelu fel person anabl;

- Efallai eich bod chi'n meddwl nad yw'ch anabledd yn gwneud gwahaniaeth i'ch gallu i wneud y gwaith, felly pam ddylai unrhyw un arall wybod am yr anabledd?

Fodd bynnag, os ydych chi'n ystyried gwneud cais am brentisiaeth, mae manteision pendant i fod yn agored gyda'r cyflogwr, y coleg neu'r darparwr hyfforddiant.

Yr hawl i gael eich trin yn gyfartal

O dan Ddeddf Cydraddoldeb 2010 mae gan bob coleg, prifysgol, darparwr hyfforddiant a chyflogwr ddyletswydd i drin pobl anabl yn gyfartal. Maen nhw hefyd yn gorfol gwneud newidiadau, sy'n cael eu galw'n addasiadau rhesymol, i'ch helpu chi i gael yr hyfforddiant a defnyddio'r man gwaith. Os na fyddwch chi'n dweud wrthyn nhw eich bod chi'n anabl, mae'n gallu bod yn anoddach cwyno os na fyddan nhw'n eich trin chi'n deg.

Cyllid ar gyfer costau cymorth

Bydd eich darparwr hyfforddiant yn gwneud yn siwr bod yr holl gymorth angenrheidiol ar gael er mwyn i chi allu gwneud eich prentisiaeth. Mae'r cynllun Mynediad i Waith yn gallu cyfrannu tuag at gostau help ychwanegol yn y gweithle sy'n angenrheidiol ar gyfer rhaglenni prentisiaeth a rhaglenni Cymorth Swydd Cymru. Mae rhagor o fanylion ac enghreifftiau ar gael ar dudalen 17. Os ydych chi'n agored am eich anghenion, fel arfer mae'n haws trefnu cymorth personol.



Dangos eich cryfderau

Mae hefyd yn bosib y gallai rhywfaint o'ch profiadau chi fel person anabl eich gwneud chi'n ymgeisydd cryfach ar gyfer prentisiaeth. Efallai y byddwch chi am ddweud wrth gyflogwyr neu ddarparwyr hyfforddiant sut mae'r sgiliau rydych chi wedi'u dysgu wrth ymdopi â'ch anabledd yn eich gwneud chi'n gymwys iawn ar gyfer swydd benodol.

Gyda phwy alla i siarad i gael cyngor?

Fe allech chi ddechrau drwy siarad â phwy bynnag sy'n rhoi cyngor i chi ar brentisiaethau. Os ydych chi yn yr ysgol, mae'n siwr mai athro neu'r Cydlynnydd Anghenion Dysgu Ychwanegol (ALNco) fydd y person hwnnw. Fel arall, fe allai fod yn Gynghorydd Gyrfa neu'n rhywun yn y Ganolfan Byd Gwaith, fel yr Hyfforddwyr Gwaith. Mae gan golegau staff cymorth sy'n cael eu galw'n Gynghorwyr Cymorth Dysgu neu'n Gynghorwyr Anabledd, ac fe ddylech chi allu cael trafodaeth gyfrinachol â nhw.

Pryd ddylwn i ddweud wrth bobl?

Yn ddelfrydol, soniwrch wrth bobl cyn gynted â phosib. Y cynharaf y bydd colegau, darparwyr hyfforddiant a chyflogwyr yn gwybod beth yw'ch anghenion chi, yr hawsaf fydd sicrhau bod y cymorth priodol ar gael.

Efallai eich bod chi'n meddwl na fydd y brentisiaeth yn achosi unrhyw rwystr, a'ch bod yn penderfynu peidio â sôn dim byd ar y dechrau. Os byddwch chi'n gweld yn nes ymlaen bod problem, dylech ddechrau drwy siarad â phwy bynnag rydych chi'n teimlo fwyaf cyfforddus â nhw yn y sefydliad, y coleg neu'r darparwr hyfforddiant.

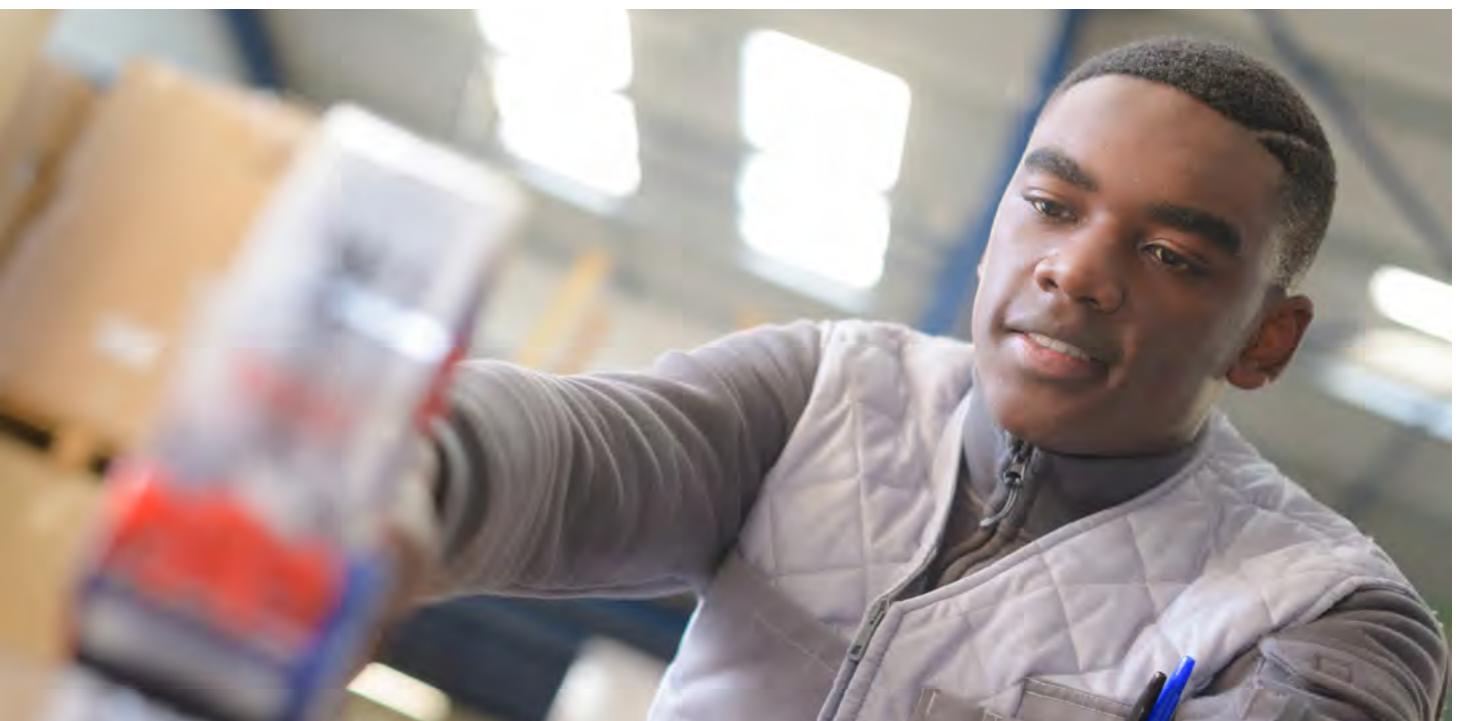
Os bydda i'n sôn wrth un person am fy anabledd, ydy hynny'n golygu y bydd pawb yn gwybod am y peth?

Nac ydy. O dan Reoliadau Cyffredinol ar Ddiogelu Data 2018, dylai'ch gwybodaeth bersonol gael ei chadw'n breifat ac yn gyfrinachol. Fodd bynnag, mae'n gwneud synnwyr i bobl eraill wybod weithiau, er mwyn bodloni'ch anghenion cymorth.

Er enghraift, os oes angen deunyddiau mewn print mawr arnoch chi, bydd angen i bawb sy'n eich addysgu neu'n delio â chi wybod am hynny. Mae'n bwysig i chi siarad â'ch tiwtor neu'ch rheolwr llinell ynghylch pwy sydd angen gwybod, a faint mae angen iddyn nhw ei wybod.

Beth os bydd holiadur iechyd yn holi am fy anabledd?

Mae gan rai prentisiaethau, er enghraift rhai ym maes iechyd a gofal cymdeithasol, reolau addasrwydd i ymarfer. Efallai y bydd angen i chi lenwi holiadur iechyd er mwyn gwneud yn siwr eich bod chi'n gallu cyflawni'r swyddogaethau hyn. Mae'n well ateb y cwestiynau hyn yn agored ac yn onest. Ond, ni ddylai neb gymryd yn ganiataol nad ydych chi'n addas i ymarfer oherwydd bod gennych chi anabledd. Dylai colegau, prifysgolion, darparwyr hyfforddiant a chyflogwyr ganolbwytio ar ddarparu unrhyw gymorth ac addasiadau rhesymol sydd eu hangen arnoch chi er mwyn llwyddo gyda'ch prentisiaeth.



PA GYMORTH Y GALLAF EI GAEL?

Mae'n bosib gwneud pob math o brentisiaethau'n hwylus i bobl anabl. Mae cymorth ar gael wrth i chi ddysgu a gweithio. Mae'r gyfraith yn eich gwarchod rhag gwahaniaethu, ac mae cyllid ar gael i helpu gyda chostau ychwanegol sy'n gysylltiedig ag anabledd.

Cael gymorth

Os oes gennych chi anabledd, mae'n bosib y bydd angen cymorth ychwanegol arnoch chi er mwyn llwyddo i gwblhau'ch prentisiaeth.

Mae'r diffiniad cyfreithiol o anabledd yn eang iawn ac yn cynnwys anawsterau dysgu penodol fel dyslecsia, cyflyrau meddygol, nam ar y golwg neu ar y clyw, a chyflyrau iechyd meddwl fel iselder.

Does dim rhaid i chi dderbyn y gair 'anabledd' fel label, ond mae'n bosib ei ddefnyddio fel ffordd o gael cymorth. Mae'n bwysig cofio y gall unrhyw un ofyn am help.

Y coleg neu'r darparwr hyfforddiant ddylai arwain y gwaith o'ch helpu chi. Efallai y byddwch chi hefyd angen trafod â'ch cyflogwr beth yw'r ffordd orau o'ch helpu chi yn y gweithle.

Sut mae cael cymorth gan y coleg neu'r darparwr hyfforddiant?

Mae gan bob coleg, a'r rhan fwyaf o ddarparwyr hyfforddiant mawr, aelodau o staff sy'n gyfrifol am helpu prentisiaid anabl. Fe ddylech chi allu cael trafodaeth gyfrinachol â nhw am eich anghenion unigol chi.

Mae cymorth yn gallu golygu nifer o bethau gwahanol, er enghraift:

- offer arbenigol, fel cyfrifiadur sy'n ymateb i lais;
- dehonglwyr iaith arwyddion;

- recordydd digidol i gadw nodiadau;
- help ychwanegol gan diwtor;
- newid uchder desgiau;
- darparu taflenni ar bapur lliw gwahanol, neu mewn ffont mawr;
- rholi amser ychwanegol i chi gwblhau unrhyw asesiadau neu brofion.

O dan Ddeddf Cydraddoldeb 2010, mae'n rhaid i golegau a darparwyr hyfforddiant wneud addasiadau rhesymol ar gyfer prentisiaid anabl. Felly, yn ogystal â pheidio gwahaniaethu yn eich erbyn yn ystod y broses reciwtio, mae disgwyl iddyn nhw gynnig cymorth a gwneud newidiadau i'ch helpu chi i ddysgu.

Rhagor o wybodaeth

Mae'r daflen ffeithiau Adjustments for disabled students gan Disability Rights UK yn cynnwys llawer o awgrymiadau ar y math o gymorth a allai fod yn ddefnyddiol. Gallwch ei lawrlwytho o www.disabilityrightsuk.org/adjustments-disabled-students.

Alla i gael cymorth yn y gweithle?

Fel prentis, byddwch chi'n gweithio'r rhan fwyaf o'r amser, a bydd y rhan fwyaf o'ch hyfforddiant yn digwydd 'yn y gwaith'. Felly, mae'n bwysig bod unrhyw gymorth yn cael ei addasu i'ch rôl chi. O dan y Ddeddf Cydraddoldeb, mae'n rhaid i gyflogwyr wneud addasiadau rhesymol ar gyfer pobl anabl. Felly, yn ogystal â pheidio gwahaniaethu yn eich erbyn, mae disgwyl iddyn nhw gynnig cymorth a gwneud newidiadau i'r gweithle i'ch helpu chi i wneud eich swydd.



Dyma enghreiffiau o addasiadau cyffredin:

- addasu adeiladau;
- oriau gweithio hyblyg;
- darparu offer arbenigol;
- newid rhannau o'ch swydd-ddisgrifiad.

Mae'n bwysig cofio bod gan bob cyflogwr y ddyletswydd gyfreithiol hon. Fodd bynnag, fe allwch chi helpu i ddarbwyllo'r cyflogwr na fydd costau'n broblem drwy sôn am y cynllun Mynediad i Waith.

Beth yw'r cynllun Mynediad i Waith?

Cynllun gan y Llywodraeth yw Mynediad i Waith, ac mae'n cael ei redeg gan y Ganolfan Byd Gwaith. Mae'n gallu helpu mewn nifer o ffyrdd, er enghraift drwy gyfrannu at gostau'r canlynol:

- help i gyfathrebu mewn cyfweliadau;
- offer arbenigol sy'n addas i'ch anghenion chi;
- gweithiwr cymorth neu hyfforddwyr gwaith i'ch helpu chi yn y gweithle;

- costau tacsi ychwanegol os na allwch chi ddefnyddio trafnidiaeth gyhoeddus;
- hyfforddiant ymwybyddiaeth o anabledd ar gyfer eich cydweithwyr.

Gall y cynllun Mynediad i Waith dalu am yr holl gostau a gytunwyd ar gyfer unrhyw un sy'n dechrau ar brentisiaeth. Os ydych chi'n gyflogedig ers chwe wythnos neu fwy yn barod, efallai y bydd yn rhaid i'r cyflogwr helpu i dalu rhywfaint o'r costau hyn. Mae'r swm y bydd yn ei dalu yn dibynnu ar faint y cwmni.

I gael help gan y cynllun Mynediad i Waith, gallwch chi wneud cais ar-lein. Bydd cynghorydd Mynediad i Waith yn cysylltu â chi a'ch cyflogwr i gael gwybod pa gymorth sydd ei angen.

I ddysgu mwy, ewch i:
www.gov.uk/access-to-work/apply

Dylai'ch darparwr hyfforddiant allu helpu i gydlynú'ch cymorth drwy'r cynllun.



SUT MAE CYSYLLTU Â'R CYNLLUN MYNEDIAD I WAITH?

Ffôn: 0345 268 8489

E-bost: atwosu.london@dwp.gsi.gov.uk

Access to Work Operational Support Unit,
Harrow Jobcentre Plus, Mail Handling Site
A, Wolverhampton, WV98 1JE.

Cymorth i brentisiaid sy'n dioddef o iselder, gorbryder neu straen

Mae prentisiaid sydd ag unrhyw fath o gyflwr iechyd meddwl, gan gynnwys iselder, gorbryder neu straen, yn gallu cael cymorth gan Remploy drwy gynllun partneriaeth gyda Mynediad i Waith.

Ffôn: 0300 456 8210

E-bost: apprentices@remploy.co.uk

Gwefan: www.remploy.co.uk/employers/mental-health-and-wellbeing/access-work-mental-health-support-service-apprentices

Gallwch gysylltu â Remploy yn uniongyrchol, neu ddefnyddio proses arferol Mynediad i Waith.

Bydd y cymorth yn cael ei addasu i'ch anghenion unigol chi, a gall gynnwys:

- Cymorth personol am hyd at chwe mis;
- Strategaethau ymarferol ar gyfer ymdopi yn y gweithle;
- Cyfarfodydd wyneb yn wyneb mewn lleoliad lle rydych chi'n teimlo'n gyfforddus;
- Cyngor ar addasiadau y byddai modd eu gwneud er mwyn ei gwneud hi'n haws i chi gwblhau'ch prentisiaeth ;
- Helpu'ch cyflogwr i ddeall sut gall eich helpu (chi sydd i benderfynu a ydych chi eisian i Remploy wneud hyn).



Beth fydd yn digwydd ar ôl i mi ddechrau?

Mae dechrau ar brentisiaeth yn gyfnod cyffrous iawn, ond mae'n bosib y byddwch chi'n teimlo ychydig yn nerfus hefyd. Rhowch amser i chi'ch hun ddod i drefn. Os byddwch chi'n cael unrhyw drafferthion sy'n gysylltiedig â'ch anabledd, cofiwch fod llawer o bobl yno i'ch helpu chi.

Beth fydd yn digwydd ar y diwrnod cyntaf?

Mae'n naturiol i chi deimlo ychydig yn nerfus wrth ddechrau ar brentisiaeth. Mae hyd yn oed pobl sydd wedi cael llawer o swyddi'n teimlo'n nerfus ar eu diwrnod cyntaf. Ceisiwch beidio â phoeni na gadael i hynny achosi straen i chi. Mae dechrau ar brentisiaeth yn gam cadarnhaol a chyffrous iawn yn eich bywyd, a bydd nifer o bobl yno i helpu. Bydd y darparwr hyfforddiant yn rhoi sesiwn gynefinio i chi, yn egluro pa sgiliau y byddwch chi'n eu dysgu a pha waith y byddwch chi'n ei wneud.

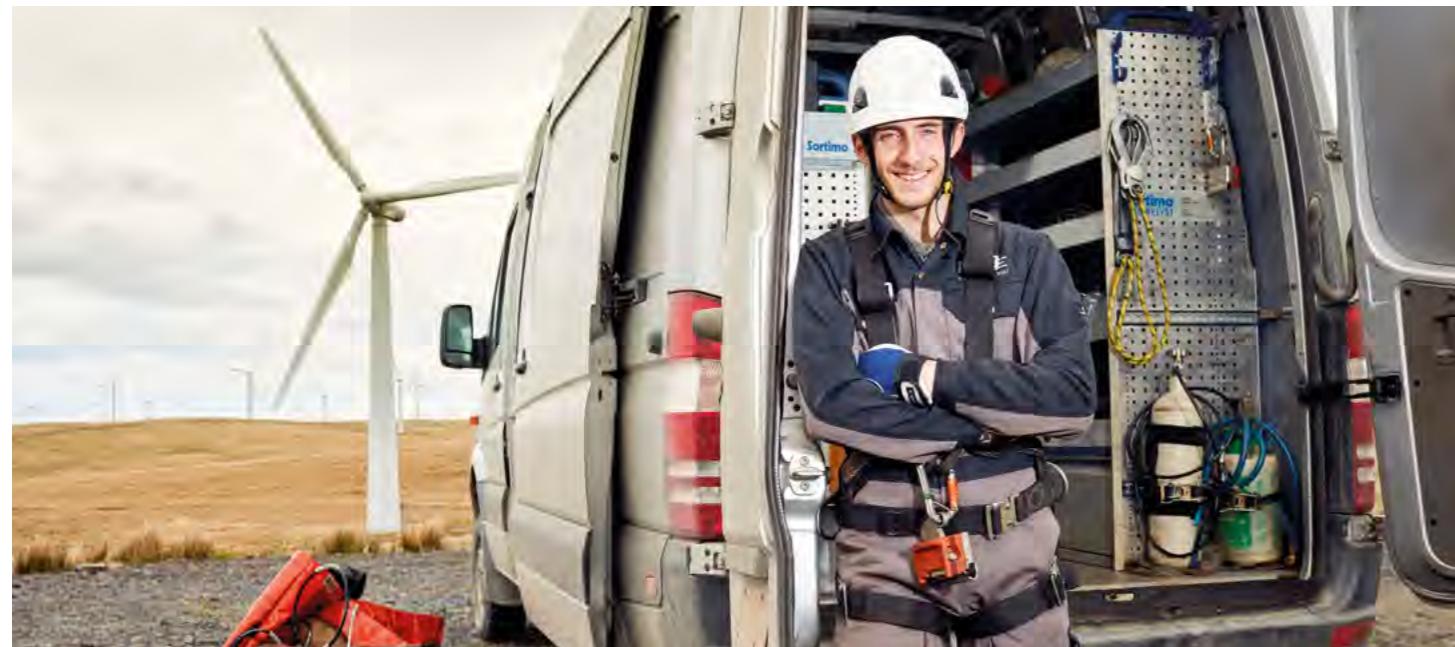
Mae argraffiadau cyntaf yn bwysig. Mae'n ddefnyddiol cael cymaint o wybodaeth â phosib am y cyflogwr cyn cychwyn, gwisgo'n briodol (gofynnwch am help gan y darparwr hyfforddiant i gael gwybod beth fyddai'n addas), bod yn brydlon ac yn gwrtais. Fel prentis, dydych chi ddim i fod yn arbenigwr yn barod, felly ceisiwch ymlacio a dangos eich bod chi eisiau dysgu. Cymerwch eich amser i ddod i ddeall y brentisiaeth yn iawn, a pheidiwch â bod ofn gofyn cwestiynau os nad ydych chi'n deall rhywbeth.

A ddylwn i sôn am fy anabledd?

Os nad ydych chi wedi sôn yn barod, efallai y byddwch chi am gael trafodaeth â'r darparwr hyfforddiant neu'r adran Adnoddau Dynol ynghylch unrhyw gymorth y bydd ei angen arnoch chi ar gyfer eich hyfforddiant neu'ch gwaith. Mae tudalen 13 yn trafod manteision ac anfanteision hynny.

Os bydd pobl yn gallu gweld neu'n gwybod bod gennych chi anabledd, mae'n bosib y byddan nhw'n gofyn cwestiynau am hynny. Mae hyn yn gallu bod yn rhywbeth da os ydyn nhw'n holi am y math o gymorth sydd ei angen arnoch chi - er enghraifft, ydych chi angen ffont mwy, golau gwell neu newid uchder eich desg.

Weithiau, mae'n bosib y bydd yn rhaid i chi ddelio â chwestiynau personol. Efallai y bydd pobl yn holi am bethau corfforol, fel 'Wyt ti'n gallu defnyddio dy goesau?' neu 'Ers pryd rwyt ti'n anabl?' Mae'n bosib na fyddan nhw'n meddwl am faterion llai amlwg - fel y ffaith y byddwch chi'n teimlo'n well ar rai dyddiau na'i gilydd. Os gallwch chi ymlacio, bydd hyn yn helpu pobl eraill i ymlacio o'ch amgylch chi.



Ond, os ydych chi'n teimlo'n anghyfforddus am unrhyw beth sydd wedi cael ei ddweud, siaradwch â'ch rheolwr llinell yn y gwaith neu'r cydlynnydd cymorth i ddysgwyr yn eich darparwr hyfforddiant. Mae Deddf Cydraddoldeb 2010 yn eich gwarchod rhag unrhyw sylwadau a allai fod yn sarhaus.

Beth os nad yw'r cymorth ar gael eto?

Mae'n gallu cymryd rhywfaint o amser i drefnu bod y cymorth angenrheidiol ar gael i chi. Gall gymryd ychydig wythnosau i ddod i drefn gyda dehonglwyr neu systemau gwneud nodiadau. Efallai y bydd angen amser arnoch chi i ddysgu sut mae defnyddio unrhyw offer newydd, neu na fydd pobl yn addasu eu harddull hyfforddi yn ddigon cyflym er mwyn bodloni'ch anghenion. Ceisiwch fod yn amyneddgar ar y dechrau.

Ar yr un pryd, trafodwch eich cynnydd â'ch darparwr hyfforddiant a soniwrch am unrhyw anawsterau, yn enwedig os byddwch chi'n dechrau mynd ar ei hôl hi gyda'ch hyfforddiant neu'ch gwaith.

Peidiwch ag aros nes bydd hyn yn broblem fawr.



BETH YW'R DDEDDF CYDRADDOLDEB?

Mae Deddf Cydraddoldeb 2010 wedi cael ei chrybwyl sawl tro'n barod yn y canllaw hwn. Dyma'r ddeddf sy'n gwarchod pobl rhag gwahaniaethu. Mae'n berthnasol i bob rhan o'r broses o ddod yn brentis, gan gynnwys ymgeisio, hyfforddiant a chyflogaeth.

Ni chaiff colegau, darparwyr hyfforddiant na chyflogwyr wahaniaethu yn eich erbyn chi'n uniongyrchol nac yn anuniongyrchol, nac am unrhyw reswm sy'n gysylltiedig â'ch anabledd. Dylent wneud addasiadau rhesymol i wneud yn siŵr nad ydych chi o dan anfantais yn ystod eich cwers.

Rydych chi'n cael eich gwarchod rhag aflonyddwch ac erledigaeth hefyd. Os byddwch chi'n teimlo bod rhywun wedi gwahaniaethu yn eich erbyn, gallwch gysylltu â Gwasanaeth Cynghori a

Chymorth Cydraddoldeb (EASS) i gael cyngor a gwybodaeth gyfreithiol.

Rhagor o wybodaeth

Gall y Llinell Gymorth i Fyfyrwyr gan Disability Rights UK roi cyngor i chi ar ffyrdd anffurfiol o ddatrys y sefyllfa, a sut mae gwneud cwyn os bydd angen.

Ffôn: 0800 328 5050

E-bost: students@disabilityrightsuk.org

Fel y mae'r storïau personol yn y canllaw hwn yn dangos, mae pobl anabl yn cael profiadau cadarnhaol iawn o brentisiaethau fel arfer. Mae gan y rhan fwyaf o golegau a darparwyr hyfforddiant drefniadau cymorth gwych, ac mae unrhyw anawsterau'n gallu cael eu datrys yn gyflym.



SARAH-JAYNE MAWDSLEY

Sarah-Jayne Mawdsley ydw i, rwy'n 19 oed ac yn dod o Gaernarfon. Rwy'n gynorthwyydd prentis mewn fferyllfa yn Ysbyty Gwynedd ym Mangor ac mae gen i Syndrom Down Mosaic, cyflwr sydd ond yn effeithio ar un o bob 100,000 o bobl yn y DU.

Gadewais yr ysgol gyda sawl TGAU ond doeddwn i ddim yn gwybod beth i'w wneud nesaf. Dechreuaus y cwrs Sgiliau ar gyfer Bywyd a Gwaith yng Ngholeg Llangefni a gweithiais yn rhan-amser mewn siop. Rydw i nawr yn gweithio tuag at fy NVQ Lefel Dau mewn Gwasanaethau Fferylliaeth ac mewn Gwasanaethau i Gwsmeriaid, ar brentisiaeth ddwy flynedd yn yr ysbyty. Fe wnaethon nhw fy rhoi i weithio yn y dderbynfa o fewn y fferyllfa gan eu bod wedi dweud fy mod wedi profi'n gyflym fy mod i'n dda yn y gwaith. Gan amlaf, byddaf yn gwneud popeth o gymryd presgripsiynau i ateb y ffôn,

cyfarch cleifion a'u cyngori ynglyn ag amseroedd aros. Yn ddiweddar, rwyf wedi ymgymryd â dyletswyddau gweinyddol newydd fel ffeilio a sganio. Rwyf wrth fy modd â'm swydd. Rwyf fwyaf hapus yn y gwaith a phan fyddaf yn brysur. Rwy'n caru bod yn brentis yma ac rwy'n edrych ymlaen at yrfa gyffrous mewn fferylliaeth. Mae cael Syndrom Down Mosaic yn fy ngwneud i wthio fy hun yn galetach. Rwyf nawr eisiau helpu pobl eraill sydd â'r cyflwr gan nad oes llawer yn hysbys amdano, ac os gallaf helpu drwy godi ymwybyddiaeth o'r cyfleoedd sydd ar gael fel prentis yng Nghymru, yna mae hynny'n ddechreuaud. Nid yw cael y cyflwr hwn yn fy rhwystro rhag gwneud unrhyw beth ac rwy'n credu ei fod mor bwysig bod pobl yn siarad amdano. Fe wnes i wyllo fideo ar Facebook am athro ysgol feithrin yn yr Ariannin oedd â Syndrom Down ac fe'm hysbrydolodd i weithio'n galed fel y gallaf wneud unrhyw beth yr hoffwn ei wneud.

Beth fydd yn digwydd i fy mudd-daliadau i?

Mae'r Lwfans Byw i'r Anabl yn cael ei ddisodli gan y Taliad Annibyniaeth Personol (PIP). Cafodd PIP ei gyflwyno yn 2013 ar gyfer pobl rhwng 16 a 64 oed. Erbyn diwedd 2018, roedd pawb rhwng 16 a 64 oed a oedd yn gymwys i hawlio Lwfans Byw i'r Anabl wedi cael eu gwahodd i hawlio PIP gan yr Adran Gwaith a Phensiynau. Fe ddylech chi barhau i gael PIP yn ystod eich prentisiaeth. Dydy PIP ddim yn fudd-dal sy'n dibynnu ar brawf modd. Os ydych chi'n cael PIP, mae'n bosib bod gennych chi hawl i gael budd-daliadau eraill hefyd fel y Budd-dal Tai, neu help gyda'r Dreth Gyngor gan eich cyngor lleol.

Taliad Annibyniaeth Personol (PIP)

Mae PIP yn fudd-dal i bobl sydd â nam neu gyflwr iechyd hirdymor – boed yn gyflwr neu'n nam ar y synhwyrau neu'n un corfforol, meddyliol, gwybyddol, deallusol neu unrhyw gyfuniad o'r rhain. Mae'n cael ei dalu er mwyn cyfrannu at y costau ychwanegol y mae pobl anabl yn eu hwynebu, i'w helpu i fyw bywydau llawn, prysur ac annibynnol. Weithiau mae'r gweithgareddau y byddwch chi'n eu gwneud fel rhan o'ch prentisiaethau'n gallu awgrymu bod eich anghenion byw bob dydd neu'ch anghenion symud wedi newid, a gellir gofyn i chi gael eich ailasesu.

Credyd Cynhwysol

Mae Credyd Cynhwysol yn fudd-dal newydd sy'n dibynnu ar brawf modd i bobl ar incwm isel. Mae'n disodli Cymhorthdal Incwm, Lwfans Ceisio Gwaith yn seiliedig ar incwm a Lwfans Cyflogaeth a Chymorth yn seiliedig ar incwm, Budd-dal Tai, Credyd Treth Plant a Chredyd Treth Gwaith. O dan reolau Credyd Cynhwysol, does dim cyfyngiad ar nifer yr oriau y cewch chi eu gweithio bob wythnos. Bydd eich taliad Credyd Cynhwysol yn lleihau'n raddol wrth i chi ennill mwy – fyddwch chi ddim yn colli'ch holl fudd-daliadau yn syth os ydych chi'n brentis ar incwm isel.

Mae'r swm y byddwch chi'n ei gael yn dibynnu ar eich amgylchiadau personol. Bydd Credyd Cynhwysol yn cael ei dalu'n fisol, ac yn cynnwys unrhyw gymorth ar gyfer costau tai y mae gennych chi hawl i'w gael. Cafodd y Credyd Cynhwysol ei roi ar waith i bawb sy'n ei hawlio o'r NEWYDD ym mis Rhagfyr 2018. Bydd y broses Ymfudo a Reolir i newid o'r hen fudd-daliadau yn dod i ben erbyn diwedd 2023 (ar sail tybiaethau cynllunio presennol yr Adran Gwaith a Phensiynau).

Rhagor o wybodaeth

Gall y Llinell Gymorth i Fyfyrwyr gan Disability Rights UK roi rhagor o wybodaeth i chi am y budd-daliadau y gallwch eu hawlio fel prentis anabl. Gallech hefyd gysylltu ag asiantaethau cynggori lleol fel y Ganolfan Cyngor ar Bopeth.

Efallai y bydd y cyhoeddiadau canlynol gan Disability Rights UK yn ddefnyddiol i chi:
Gallwch lawrlwytho taflen ffeithiau

Getting Advice am ddim o:
www.disabilityrightsuk.org/getting-advice
Gallwch lawrlwytho'r daflen Personal Independence Payment – A guide to making a claim for free o:
www.disabilityrightsuk.org/personal-independence-payment-pip

Ddim yn barod am Brentisiaeth eto?

Os nad ydych chi'n teimlo'n barod i ddechrau ar Brentisiaeth a bod angen cymorth arnoch i oresgyn unrhyw beth sy'n eich rhwystro, efallai y gall Cymru'n Gweithio eich helpu.
www.cymrungeithio.llyw.cymru

Bydd **Cymorth Swydd Cymru** yn darparu'r sgiliau sydd eu hangen arnoch chi i wneud Prentisiaeth neu fath arall o swydd, ac yn cynnig cymorth ychwanegol sydd wedi'i addasu i'ch anghenion chi ar yr un pryd. Bydd rhagor o wybodaeth ar gael ar wefan Cymru'n Gweithio maes o law.

ADNODDAU

Gwefannau

Mynediad i Waith

Trosolwg sylfaenol y Llywodraeth o'r cynllun Mynediad i Waith, gan gynnwys pwy sy'n gymwys a sut mae hawlio.
Gwefan: www.gov.uk/access-to-work

Advice Guide

Gwybodaeth gan Cyngor ar Bopeth ar faterion defnyddwyr ac arian, budd-daliadau, iechyd, tai a chyngor cyfreithiol.
Gwefan: www.adviceguide.org.uk

Bright Knowledge

Mae llyfrgell adnoddau Bright Knowledge yn cynnwys gwybodaeth am brentisiaethau, iechyd, arian a gyrfaoedd.
Gwefan: www.brightknowledge.org

Bobath

Canolfan Therapi Plant Bobath Cymru,
19 Park Road, Yr Eglwys Newydd,
Caerdydd CF14 7BP
Ffôn: 02920 522600
Gwefan: www.bobathwales.org
E-bost: info@bobathwales.org

Cymdeithas Pobl Fyddar Prydain (Cymru)

47 Heol Casnewydd, Caerdydd, CF24 0AD
Ffôn: 0845 1302851
Gwefan: www.bda.org.uk
E-bost: wales@bda.org.uk

Anabledd Cymru

Bridge House, Parc Busnes Caerffili, Van Road,
Caerffili CF83 3GW
Gwefan: www.disabilitywales.org

Gyfra Cymru

Gwybodaeth a chyngor ar yrfaeoedd, yn ogystal â manylion cyswllt canolfannau gyrfaoedd lleol yng Nghymru.
Gwefan: www.careerswales.com

Employer toolkit

Pecyn adnoddau i gyflogwyr sydd am gynnig prentisiaethau mwy cynhwysol ac sy'n hwylus i bawb. Mae'n cynnwys gwybodaeth ymarferol, ffynonellau cymorth ac astudiaethau achos ysbrydoledig o gyflogwyr sydd wedi elwa o benodi a chefnogi prentisiaid anabl.
Gwefan: www.employer-toolkit.org.uk

Go Think Big

Hyb ar-lein sy'n cynnwys cyngor ar gyfleoedd i gael profiad gwaith, cysylltiadau yn y maes ac awgrymiadau ar yrfaeoedd.
Gwefan: www.gothinkbig.co.uk

Arferion da wrth helpu dysgwyr anabl

Pecyn adnoddau Disability Rights UK i ddarparwyr addysg er mwyn dangos arferion da wrth helpu dysgwyr anabl i symud ymlaen i internaethau a chyflogaeth am dâl.
Gwefan: www.disabilityrightsuk.org/news/2016/april/good-practice-supporting-disabled-learners

Not Going to Uni

Canllaw ar-lein sy'n cynnig cyngor ar sut mae dod yn brentis, yn ogystal â rhagleni blwyddyn i ffwrdd a dysgu o bell.
Gwefan: www.notgoingtouni.co.uk

The Student Room

Mannau trafod a fforwm i rannu profiadau a syniadau am astudio. Mae'n cynnwys fforwm ar brentisiaethau ac opsiynau eraill yn hytrach na phrifysgol.
Gwefan: www.thestudentroom.co.uk

Transition Information Network (TIN)

Newyddion, adnoddau a digwyddiadau sy'n ymwneud â chyfnodau pontio, wedi'u cynllunio i fod yn ddefnyddiol i bobl ifanc anabl, rhieni/gofalwyr a gweithwyr proffesiynol.

Cyhoeddiadau

Llywodraeth Cymru

Prentisiaethau yng Nghymru
<https://beta.llyw.cymru/prentisiaethau-sgiliau-a-hyfforddiant>

Cynllun Polisi ar Sgiliau Prentisiaethau:

'Cysoni'r model Prentisiaethau ag anghenion economi Cymru'.

<https://beta.llyw.cymru/cynllun-polisi-sgiliau-prentisiaethau>

Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015

<https://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=cy>

Symud Cymru Ymlaen 2016-2021

<https://beta.llyw.cymru/rhaglen-llywodraethu>

Cynllun Cyflogadwyedd

<https://beta.llyw.cymru/cynllun-cyflogadwyedd>

Fframwaith Gweithredu ar gyfer Byw'n Annibynnol

<https://gov.wales/topics/people-and-communities/equality-diversity/rightequality/disability/framework-for-action/?skip=1&lang=cy>

Comisiwn Cydraddoldeb a Hawliau Dynol Cymru

A yw Cymru'n decach? Cyflwr Cydraddoldeb a Hawliau Dynol 2018.
www.equalityhumanrights.com/en/publication-download/wales-fairer-2018

Apprenticeships that work

Canllaw i gyflogwyr a gyhoeddwyd yn 2017 gan Sefydliad Siartredig Personel a Datblygu (CIPD), sy'n cynnwys y neges bod ansawdd yr un mor bwysig â nifer a chyngor ar gynnwys prentisiaid yn y gweithlu.

www.cipd.co.uk/publicpolicy/policy-reports/apprenticeships-work.aspx

Creating an Inclusive Apprenticeship Offer

Adroddiad gan Peter Little a Rob Holland a gyhoeddwyd yn 2012. Mae Crynodeb Gweithredol a rhestr o 20 o argymhellion ar gael yn:
<https://webarchive.nationalarchives.gov.uk/20141006151154/http://www.apprenticeships.org.uk/~media/documents/AU-CreatingAnInclusiveApprenticeshipOffer-Report-May2012.ashx>

Cyhoeddiadau Disability Rights UK

Mae Disability Rights UK yn llunio pob math o daflenni ffeithiau i fyfyrwyr anabl. Maen nhw'n rhoi sylw i bynciau fel y Ddeddf Cydraddoldeb, cyllid ac addasiadau ar gyfer myfyrwyr anabl.

Mae Disability Rights UK hefyd yn llunio 'Into Higher Education' – canllaw manwl ar wneud cais i brifysgolion:

www.disabilityrightsuk.org/how-we-can-help/individuals/education

A hefyd cyhoeddiad am ddim o'r enw 'Personal Independence Payment - A guide to making a claim'.

www.disabilityrightsuk.org/personal-independence-payment-pip

Cyflogadwy Canllaw ar gynwysoldeb yn y gweithlu sydd wedi'i lunio gan Barclays, gyda chyfraniadau gan Disability Rights UK a Remploy.

www.disabilityrightsuk.org/sites/default/files/pdf/Barclaystoolkit.pdf

Engaging people with learning difficulties in workplace learning

Adroddiad ymchwil a chanllaw i ddarparwyr ar sicrhau bod prosesau dysgu yn y gweithlu yn fwy cynhwysol i weithwyr anabl.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/302778/engaging_people_with_ldd_in_workplace_learning_providerguidance.pdf



SAFYAN IQBAL

Fy enw i yw Safyan Iqbal, rwy'n 22 oed ac yn dod o Gyncoed yng Nghaerdydd. Cefais fy ngeni â chlyw gwael a waethygodd dros amser nes i fi gael llawdriniaeth yn 11 oed i osod mewnblaniad cochlear a wnaeth fy helpu i glywed yn gliriach. Gallwn glywed cwn yn cyfarth yn y parc am y tro cyntaf a phlant yn crio. Roedd yn anhygoel. Newidiodd fy mywyd.

Rwyf wastad wedi bod eisiau gweithio yn y byd teledu ac roeddwyn poeni y gallai bod yn fyddar fod yn rhwystr i hynny. Yna dechreuais wneud rhywfaint o brofiad gwaith yn ITV Cymru, a ddatblygodd yn internaeth â thal dros gyfnod o fis. Rwyf bellach yn Brentis Cyfryngau Creadigol a Digidol yn ITV Cymru, lle rwyf wedi dysgu amrywiaeth o sgiliau gan gynnwys sut i weithredu camerâu, saethu a golygu fel rhan o'm huchelgais i fod yn weithredwr camera neu wneuthurwr ffilmiau.

Mae pob person sydd â nam clyw yn wahanol ond pan ddechreuais weithio, roeddwn i eisiau rhoi ambell awgrym i'm cydweithwyr oedd wedi gweithio i fi, fel nad oedd unrhyw un yn teimlo'n lletchwith yn gofyn. Awgrymais fod pobl yn siarad â fi wyneb yn wyneb, peidio â throi eu pen i ffwrdd, a cheisio siarad yn glir. Mae prentisiaeth yn gweithio i fi gan fy mod wastad yn awchus i ddysgu - ond mae hyn yn gwbl wahanol i'r ysgol neu'r coleg. Mae pob dydd yn wahanol. Rwy'n cael gwyllo gweithredwyr camera wrth eu gwaith, mynd i leoliadau diddorol, a chreu fy ffilmiau fy hun. Dyma'r profiad gorau. Rwy'n cael cymaint o hwyl. Rwyf wrth fy mod bod yn brentis oherwydd fy mod yn dysgu wrth wneud. Rwy'n gobeithio defnyddio fy mhrentisiaeth i godi ymwybyddiaeth o'r heriau a all wynebu pobl ifanc fyddar. Rwyf am helpu plant sy'n mynd drwy'r hyn wnes i.

**Supported Internship evaluation
Canfyddiadau gwerthusiad yn 2013 o'r treial Internaethau â Chymorth a gynhaliwyd gan Disability Rights UK a CooperGibson.**

www.gov.uk/government/publications/learning-difficultiesdisabilities-supported-internship-evaluation

Sefydliadau

Addysg

Construction Youth Trust

The Building Centre, 26 Store Street,
Llundain WC1E 7BT
Grwp United Welsh, Y Borth, 13 Beddau Way, Caerffili, CF83 2AX
Ffôn: 07944 643259

Gwefan: www.constructionyouth.org.uk
E-bost: cymru@constructionyouth.org.uk

Mae'r ymddiriedolaeth yn helpu pobl ifanc sydd o dan anfantais ariannol ac yn wynebu rhwystrau rhag manteisio ar gyfleoedd yn y diwydiant adeiladu. Mae modd cael cyllid i helpu gyda ffioedd a chostau eraill sy'n gysylltiedig ag astudio fel teithio, offer arbenigol a gofal plant.

Y Sefydliad Dysgu a Gwaith

3ydd Llawr, 33-35 Cathedral Road,
Caerdydd, CF11 9HB
Ffôn: 02920 370900

E-bost: enquiries@learningandwork.wales
Gwefan: www.learningandwork.org.uk
Cafodd y Sefydliad Dysgu a Gwaith ei ffurfio wrth uno NIACE a'r Ganolfan Cynhwysiant Cymdeithasol ac Economaidd. Nod y Sefydliad yw hyrwyddo dysgu gydol oes, cyflogaeth lawn a chynhwysiant.

Undeb Cenedlaethol y Myfyrwyr (NUS) Pencadlys Undeb Cenedlaethol y Myfyrwyr

1 Sgwâr Mount Stuart, Caerdydd, CF10 5FL
Ffôn: 02920 435390
E-bost: Llenwch_y_ffurflen_gysylltu_ar-lein
Gwefan: www.nus.org.uk/er/nus-wales
Cyfryngau Cymdeithasol:
www.facebook.com/nationalunionofstudents

Mae'n rhoi cyngor a gwybodaeth i fyfyrwyr ar hawliau lles.

Anabledd

Action on Hearing Loss

Llawr Gwaelod, Anchor Court (Gogledd), Keen Road, Caerdydd, CF24 5JW
Ffôn: 029 2033 3034
Ffôn Testun: 029 2033 3036

Mae'r llinell ffôn ar agor rhwng 9am a 5pm o ddydd Llun i ddydd Gwener.

SMS: 0780 0000 360

Gwefan: www.actiononhearingloss.org.uk
E-bost: wales@hearingloss.org.uk

Mae modd trefnu galwad fideogynadledd, Skype neu FaceTime drwy anfon e-bost at wales@hearingloss.org.uk. Mae'n ymgyrchu ac yn lobio er mwyn codi ymwybyddiaeth o broblemau tinitus a cholli clyw, ac yn cynnig gwasanaethau cymorth i bobl fyddar ac sy'n drwm eu clyw.

Arthritis Care

Saffron House, 6-10 Kirby St, Llundain, EC1N 8TS
Ffôn: 0300 7900400

Llinell Gymorth: 0808 5200520

Gwefan: www.arthritiscare.org.uk/in-your-area/wales
E-bost: info@arthritiscare.org.uk

Mae'r gwasanaethau'n cynnwys llinell gymorth gyfrinachol, hyfforddiant ymwybyddiaeth a hunanreoli i bobl ag arthritis a gweithwyr gofal iechyd proffesiynol, a gweithgaredau a chefnogaeth yn lleol.

Cymdeithas Dyslecsia Prydain (BDA)

Unit 8 Bracknell Beeches, Old Bracknell Lane, Bracknell RG12 7BW
Ffôn: 0333 405 4555

Llinell Gymorth: 0333 405 4567

Mae'r llinell ffôn ar agor rhwng 10.00am ac 13.00pm o ddydd Mawrth i ddydd lau

Gwefan: www.bdadyslexia.org.uk

E-bost: helpline@bdadyslexia.org.uk

Mae'n cynnig gwybodaeth, cyngor a chefnogaeth i bobl â dyslecsia.

Cymdeithas Ddyslecsia Gorllewin Cymru

Ffôn: 01792 700896 neu 01792 201776

Gwefan: www.wwda.co.uk

E-bost: westwalesdyslexia@gmail.com

Grwp Cymorth Dyslecsia Powys

Ffôn: 07749 301 812

Gwefan: www.powysdyslexiasupport.co.uk

E-bost: powysdyslexia@outlook.com

Cyfryngau cymdeithasol - Grwp cymorth dyslecsia Powys

DIAL UK

Ffôn: 0808 800 3333

Gwefan: www.dialuk.info/

Rhwydwaith o linellau cynghori a gwybodaeth am anabledd. Maen nhw'n gallu rhoi cyngor ar faterion fel budd-daliadau lles, gofal yn y gymuned, offer, byw'n annibynnol a thrafnidiaeth.

Anabledd Cymru

Brydon House, Bloc B, Parc Busnes Caerffili, Van Road, Caerffili, CF83 3ED

Ffôn: 02920 887325

E-bost: info@disabilitywales.org

Gwefan: www.disabilitywales.org/?lang=cy

Epilepsy Action

New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY

Ffôn: 0808 800 5050

Mae'r llinellau ffôn ar agor rhwng 08.30am a 17.30pm o ddydd Llun i ddydd lau.

Gwefan: www.epilepsy.org.uk

E-bost: helpline@epilepsy.org.uk

Mae'n cynnig pob math o wasanaethau, gan gynnwys gwybodaeth a chyngor.

Cangen De Cymru

Epilepsy Action Cymru, Cyngor

Gwasanaeth Gwirfoddol Castell-nedd Port Talbot, 19 Alfred St, Castell-nedd, SA11 1EF

Ffôn: 07432 429 609 neu 01633 253 407

E-bost: asivapatham@epilepsy.org.uk

Comisiwn Cydraddoldeb a Hawliau Dynol Cymru

Y Comisiwn Cydraddoldeb a Hawliau Dynol Bloc 1, Cainc D, Adeiladau'r Llywodraeth Heol Santes Agnes, Caerdydd, CF14 4YY Ffôn: 02920 447710 (dim ond galwadau nad ydynt yn ymwneud â'r llinell gymorth E-bost: wales@equalityhumanrights.com

Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn ymateb i'r ohebiaeth honno yn Gymraeg. Ni fydd gohebu'n Gymraeg yn arwain at oedi wrth ymateb. Rydym yn croesawu galwadau ffôn yn Gymraeg.

Gwasanaeth Cynghori a Chymorth Cydraddoldeb

Cyngor a chefnogaeth ar gyfer hawliau dynol a gwahaniaethu. Os oes angen cefnogaeth, cyngor a gwybodaeth arbenigol arnoch chi ar gyfer materion hawliau dynol a gwahaniaethu - yn enwedig os nad yw asiantaethau cynghori a mudiadau lleol eraill yn gallu cynnig cymorth digonol i chi - cysylltwch â'r Gwasanaeth Cynghori a Chymorth Cydraddoldeb (EASS).

Sylwer: Mae EASS yn gwbl annibynnol ar y Comisiwn.

Ffôn: 0808 800 0082

Ffôn Testun: 0808 800 0084

Gallwch anfon e-bost drwy ddefnyddio'r ffurflen gysylltu ar wefan EASS.

Mae gwasanaethau dehongli laith Arwyddion Prydain, gwe-sgwrsio a ffurflen cysylltu â ni ar gael ar y wefan hefyd.

Post:

FREEPOST

EASS HELPLINE

FPN6521

Oriau agor:

Rhwng 9am a 7pm o ddydd Llun i ddydd

Gwener

Rhwng 10am a 2pm ar ddydd Sadwrn

Ar gau ar ddydd Sul a Gwyliau Banc

ELITE Supported Employment

Uned 8 Parc Magden, Greenmeadows, Llantrisant, Rhondda Cynon Taf, CF72 8XT Ffôn: 01443 226664

Gwefan: www.elitesea.co.uk

E-bost: information@elitesea.co.uk

Mae ELITE Supported Employment - a sefydlwyd yn 1994 - yn elusen gofrestredig sy'n rhoi cyfle i bobl ag anableddau a'r rheini sydd o dan anfantais gael hyfforddiant, cyfleoedd galwedigaethol a chyflogaeth am dâl, drwy gynnig cefnogaeth un i un yn y gwaith.

Rydym yn gweithio'n agos gyda phobl sy'n chwilio am waith a chyflogwyr i gefnogi'r gwaith o reciwtio a chadw pobl ag anableddau neu sydd o dan anfantais ar draws De, Dwyrain a Gorllewin Cymru.

Gofal Cymru

26 Dunraven Place, Pen-y-bont ar Ogwr, CF31 1JD

Ffôn: 01656 647722

E-bost: centraloffice@gofalcymru.org.uk

Leonard Cheshire Cymru

Llanhenock Lodge, Llanhenwg Gerllaw Caerllion, NP18 1LT

Ffôn: 01633 422583

Gwefan: www.leonardcheshire.org/home/wales

Anabledd Dysgu Cymru

41 Lambourne Crescent, Parc Busnes Caerdydd, Caerdydd, CF14 5GE

E-bost: enquiries@learningdisabilitywales.org.uk

Ffôn: 02920 681160

Mind Cymru

Llawr 3, Castlebridge 4, Castlebridge, 5-19 Heol y Bont-faen, Caerdydd, CF11 9AB

Ffôn: 029 2039 5123

E-bost: supporterrelations@mind.org.uk

Gwefan: www.mind.org.uk/about-us/mind-cymru

Sefydliad y Deillion Merthyr Tudful

Uned 4 Parc Busnes Triangle Pentrebach, Merthyr Tudful, CF48 4TQ Ffôn: 01685 370072 Gwefan: www.mtib.co.uk/

Multiple Sclerosis Society Cymru

MS Society Cymru, Ty Baltig, Sgwâr Mount Stuart, Caerdydd, CF10 5FH Ffôn: 0208 438 0700 E-bost: mscymru@mssociety.org.uk Gwefan: www.mssociety.org.uk/contact-us/wales

Cymdeithas Genedlaethol Awtistiaeth Cymru

Llawr Dau, Lancaster House, 106 Maes-y-Coed Road, Y Mynydd Bychan, Caerdydd, CF14 4HE Ffôn: 029 2062 9312 E-bost: wales@nas.org.uk Gwefan: www.autism.org.uk/services/wales

Gwybodaeth, cyngor a chefnogaeth i bobl ag awtistiaeth a syndrom Asperger a'u teuluoedd.

Nationwide Access Consultants

32 Underhill Crescent, Y Fenni, Sir Fynwy, NP7 6DF Ffôn: 01873 852 109 Gwefan: www.solutions4access.co.uk

Y Gymdeithas Genedlaethol i Blant Byddar (Cymru)

2 Ty Nant Court, Treforgan, Caerdydd, CF15 8LW Ffôn: 029 20373474 (v) / 029 20811861 (t) Rhif Ffôn y Llinell Gymorth Rhadffôn: 0808 800 8880 helpline@ndcs.org.uk Gwefan: www.ndcs.org.uk E-bost: ndcswales@ndcs.org.uk



CORRINA ROBERTS

Corrina Roberts ydw i. Rwy'n 26 oed ac yn byw yn Nhonympandy. Rwyf wedi cyflawni Prentisiaeth Sylfaen a Phrentisiaeth mewn Gweinyddu Busnes.

Rwyf hefyd wedi cael swydd barhaol yn y Gwasanaeth Sifil tra'n jyglo cyfrifoldebau rhiant a dysgu i reoli fy iechyd meddwl. Credaf fod cwblhau prentisiaeth wedi rhoi hwb i'm hyder a'm sgiliau a dod â syniadau newydd a ffres i'r Swyddfa Eiddo Deallusol (IPO) yng Nghasnewydd lle rwy'n gweithio.

Roeddwn i'n cael trafferth gydag anhwylder gorfodaeth obsesiynol difrifol, gorbryder ac iselder pan ymunais â'r IPO. Nawr, rydw i'n helpu pobl eraill fel swyddog amrywiaeth a chynhwysiant ac rwyf wedi sefydlu'r rhaglen ymwybyddiaeth iechyd meddwl gyntaf o'i bath.

Fe wnes i hyfforddi fel hyrwyddwr iechyd meddwl ac fel cynrychiolydd cynghreiriaid ar gyfer y rhwydwaith LGBT, ac rwyf wedi cynnal sesiynau ymwybyddiaeth ar draws y llywodraeth gyda'r IPO a Thy'r Cwmnïau. Fi oedd y prentis cyntaf yn yr IPO i weithio'n rhan-amser ac o gartref, ond roeddwn yn gallu cwblhau'r rhaglen yr un pryd â'm cyfoedion wrth jyglo fy ngyfrifoldebau rhiant a materion iechyd.

Rwy'n cael fy nghefnogi gan fy narparwr hyfforddiant ALS Training, ac rwy'n bwriadu parhau â'm taith ddysgu drwy symud ymlaen naill ai at Brentisiaeth Uwch (Lefel 4), cymhwyster Sefydliad Siartredig Personel a Datblygu neu gymhwyster y Brifysgol Agored.

Remploy Cymru

Unigolion - Ffôn: 0300 456 8025
E-bost: waleswhp@mail.remploy.co.uk
Cyflogwyr - Ffôn: 0300 456 8025
E-bost: employers@remploy.co.uk
Partneriaid - Ffôn: 0300 456 8025
E-bost: waleswhp@mail.remploy.co.uk
Ymholiadau cyffredinol - Ffôn: 0300 456 8025
Gwefan: <https://www.remploy.co.uk/remploy-cymru>
E-bost: waleswhp@mail.remploy.co.uk

Sefydliad Cenedlaethol Brenhinol Pobl Ddall, RNIB Cymru

RNIB Cymru, Jones Court, Stryd Womanby, Caerdydd, CF10 1BR
Ffôn: 02920 828500
E-bost: cymru@rnib.organ.uk
Gwefan: www.rnib.org.uk/wales

Mae'r RNIB yn cynnig cyngor ac asesiadau arbenigol ar gyfer anghenion astudio a thechnoleg mynediad i ddysgwyr dall a rhannol ddall.

Scope Cymru

Scope, Prosiect Cyngor ar Faterion Anabledd, Uned 9A, Caldicot Way, Parc Busnes Avondale, Cwmbrân, Torfaen, NP44 1UG
Ffôn: 0808 800 3333 neu 01633 485 865
Gwefan: www.dapwales.org.uk
E-bost: helpline@scope.org.uk

Amrywiaeth o wasanaethau i oedolion a phlant anabl, sy'n canolbwytio ar bobl â pharlys yr ymennydd.

Shaw Trust

Cysylltwch â ni gyda'ch ymholiadau cyffredinol, gan gynnwys ymholiadau am y Rhaglen Waith, Dewis Gwaith (Dewis Gwaith (Uniongyrchol) 0300 30 33 111) ac SES. Cysylltwch â Chanolfannau Cymorth i Gwsmeriaid ar 0800 389 0078. Gwefan: www.shaw-trust.org.uk/Wales

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ewch i: www.cymrungweithio.llyw.cymru

