COFNODI

HYFFORDDIANT

DATBLYGU

A

DYSGU

RECORDING

TRAINING DEVELOPMENT AND LEARNING

CYFLWYNIAD

Fel person sydd wedi cofrestru ar y Gofrestr o Weithiwyr Gofal Cymdeithasol Cymru mae'n rhaid i chi ymgymryd a 90 awr o hyfforddiant a dysgu dros gyfnod eich cofrestriad , sef 3 mlynedd. Mae angen cofnodi'r Hyfforddiant a Dysgu hwnnw ar eich cyfrif GCC arlein.
Mae'r llyfryn bach yma i'ch helpu i wneud hynny.

Mae eich Cyflogwr wedi rhoi ffeil i chi gofnodi hyfforddiant a dysgu, gallwch wedyn drosglwyddo'r wybodaeth o'r ffeil i mewn i'ch cyfrif GCC.

Ymhen amser, wrth i ddod yn fwy cyfarwydd a'r broses,mae'n debyg y byddwch yn gallu ychwanegu at eich cyfrif heb orfod cofnodi yn y ffeil yn gyntaf. Trafodwch hyn efo'ch rheolwr.

Cofiwch: rhowch yr hyn yr ydych wedi ddysgu i lawr ar bapur mor fuan a phosib. Mae'n hawdd anghofio ynghanol prysurdeb gwaith pa bryd wnaethoch chi rhywbeth a beth yn union oedd eich dysgu.

INTRODUCTION

As a person who is registered on the Register of Social Care Workers you must undertake 90 hours of training and learning over the course of your registration, which is 3 years. You need to record this Training and Learning in your Social Care Wales online account.
This little booklet is to help you do so.

Your employer has given you a file to record your training and learning, you can then transfer the information from the file into your SCW account.

As you become familiar with the process, you will, in time, be able to update your account without recording in your file first. Speak to your manager about this.

Do: make a note of what you learn in a file or a notebook as soon as possible. The demands of work make it easy to forget when you did something and what exactly your learning was.

CYNNWYS

- Cofnodi Hyfforddiant a Dysgu yn eich Ffeil
- Cofnodi yn eich cyfrif GCC
- Manylion hyfforddiant a gweithgaredd dysgu
- Cyfraniad at ddatblygiad proffesiynol

CONTENTS

- Recording Training and Learning in your File
- Recording in your SCW account
- Details of training and learning activity
- Contribution to professional development

COFNODI HYFFORDDI A DYSGU YN EICH FFEIL

Defnyddiwch frawddegau byr yn hytrach na geiriau unigol. Gall y cwestiynnau isod eich helpu i gofnodi eich gwybodaeth

1. **Sut wnes i ddysgu?**
   - Ai sgwrs rhyngddoch chi a rhywun arall oedd hyn?
   - Wnaethoch chi ddarllen rhywbeth?
   - Oedd cwrs hyfforddiant ffurfiol?
   - Oeddech chi mewn cyfarfod?

2. **Oriau**
   - Nodwch faint o amser oeddech wedi gymryd.

3. **Dyddiad**
   - Rhowch y dyddiad i lawr

4. **Am beth wnes i ddysgu?**
   - Os aethoch ar gwrs, ysgrifennwch deitl y cwrs;
   - Os buoch mewn cyfarfod, beth oeddech yn drafod yno
   - Beth wnaethoch ei ddarllen;
   - Beth oedd pwnc y sgwrs efo'r person roddodd wybodaeth i chi.

5. **Beth oeddwn yn obeithio ddysgu?**
   - Oeddech chi yn mynd ar y cwrs neu i'r yn gobeithio dysgu rhywbeth penodol?
   - Oeddech chi isio dysgu neu drafod rhywbeth yn y cyfarfod?
   - Oeddech chi wedi trefnu cyfarfod rhywun i drafod pwnc arbennig?

6. **Y tri pwynt pwysicaf**
   - Nodwch dri peth penodol sydd wedi aros efo chi ar ol y sgwrs, y cyfarfod neu cwrs

7. **Ydw i angen gwybod mwy am hyn?**

RECORDING TRAINING AND LEARNING IN YOUR FILE

Use short sentences rather than individual words. The questions below may help you to record your information

1.How did I learn?
- Was this a conversation between you and someone else?
- Did you read something?
- Was it a formal training course?
- Were you at a meeting?

2. Hours
- note here how long it took

3.Date
- note the date

4. **What did I learn about?**
- What was the title of the course;
- What did you discuss at the meeting;
- What did you read
- What was the topic of conversation with the person who provided the information for you?

5.What was I hoping to learn?
- Did you go on the course hoping to learn something specific?
- Did you want to learn or discuss something at the meeting?
- Did you arrange a meeting with someone to discuss a particular subject?

6. **The three key points**
- Identify three specific things that have stayed with you after the conversation, meeting or course

7.Do I need to know more about this?

- Ysgrifennwch os oes rhywbeth mwy yr hoffech chi wybod am y pwnc yma

- Is there something more you want to know about this topic

8. Sut alla i ddefnyddio beth a ddysgais?

- Meddyliwch ac ysgrifennwch sut fyddwch chi yn defnyddio'r wybodaeth newydd a gawsoch.

8.How can I use what I have learned?

- Consider and write down how you will use the new information you've received.

COFNODI YN EICH CYFRIF GOFAL CYMDEITHASOL CYMRU (GCC)

RECORDING IN YOUR SOCIAL CARE WALES (SCW) ACCOUNT

Logiwch mewn i'ch cyfrif GCC.

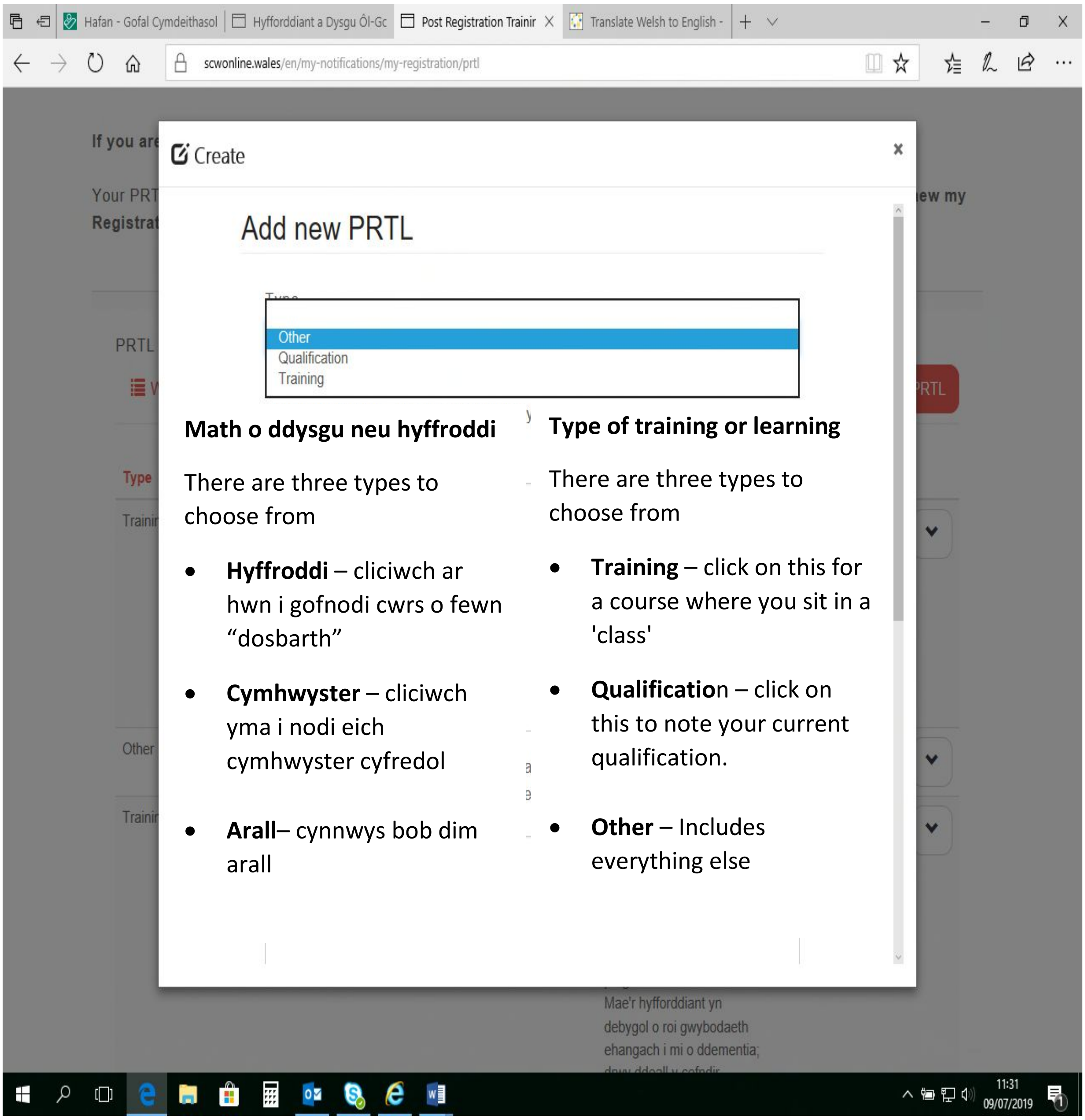
Log in to your SCW account

Ewch i 'fy nghofrestriad' a dewis PRTL o'r fwydlen.

Go to 'My Registration' and choose PRTL from the menu

Ar sgrin PRTL cliciwch 'Ychwanegu PRTL'

On the PRTL screen choose 'Add PRTL



Math o ddysgu neu hyffroddi

There are three types to choose from

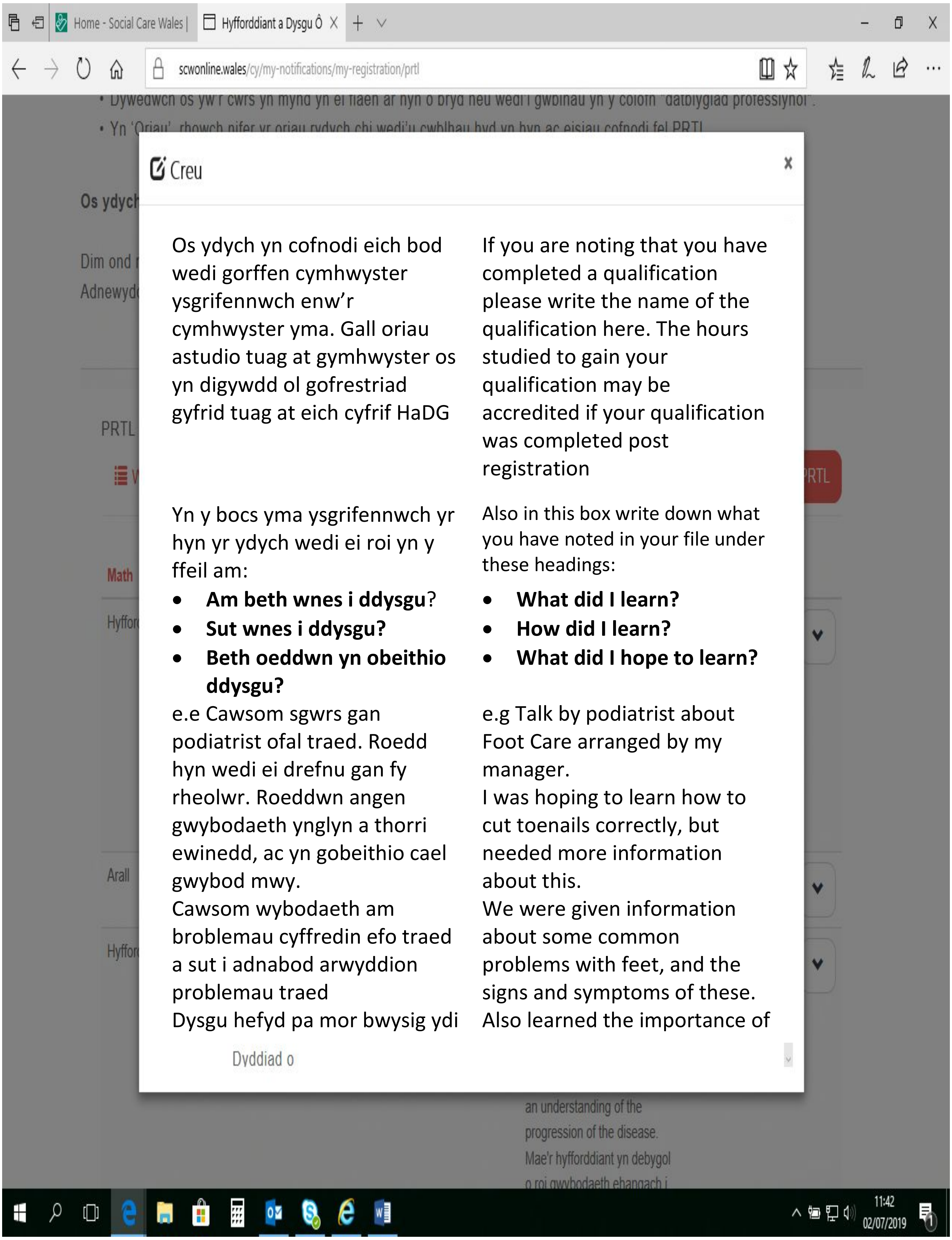
- **Hyffroddi** – cliciwch ar hwn i gofnodi cwrs o fewn "dosbarth"
- **Cymhwyster** – cliciwch yma i nodi eich cymhwyster cyfredol
- **Arall**– cynnwys bob dim arall

Type of training or learning

There are three types to choose from

- **Training** – click on this for a course where you sit in a 'class'
- **Qualification** – click on this to note your current qualification.
- **Other** – Includes everything else

MANYLION HYFFORDDIANT A GWEITHGAREDD DYSGU
DETAILS OF TRAINING AND LEARNING ACTIVITY



Os ydych yn cofnodi eich bod wedi gorffen cymhwyster ysgrifennwch enw'r cymhwyster yma. Gall oriau astudio tuag at gymhwyster os yn digywdd ol gofrestriad gyfrid tuag at eich cyfrif HaDG

If you are noting that you have completed a qualification please write the name of the qualification here. The hours studied to gain your qualification may be accredited if your qualification was completed post registration

Yn y bocs yma ysgrifennwch yr hyn yr ydych wedi ei roi yn y ffeil am:

- **Am beth wnes i ddysgu**?
- **Sut wnes i ddysgu?**
- **Beth oeddwn yn obeithio ddysgu?**

Also in this box write down what you have noted in your file under these headings:

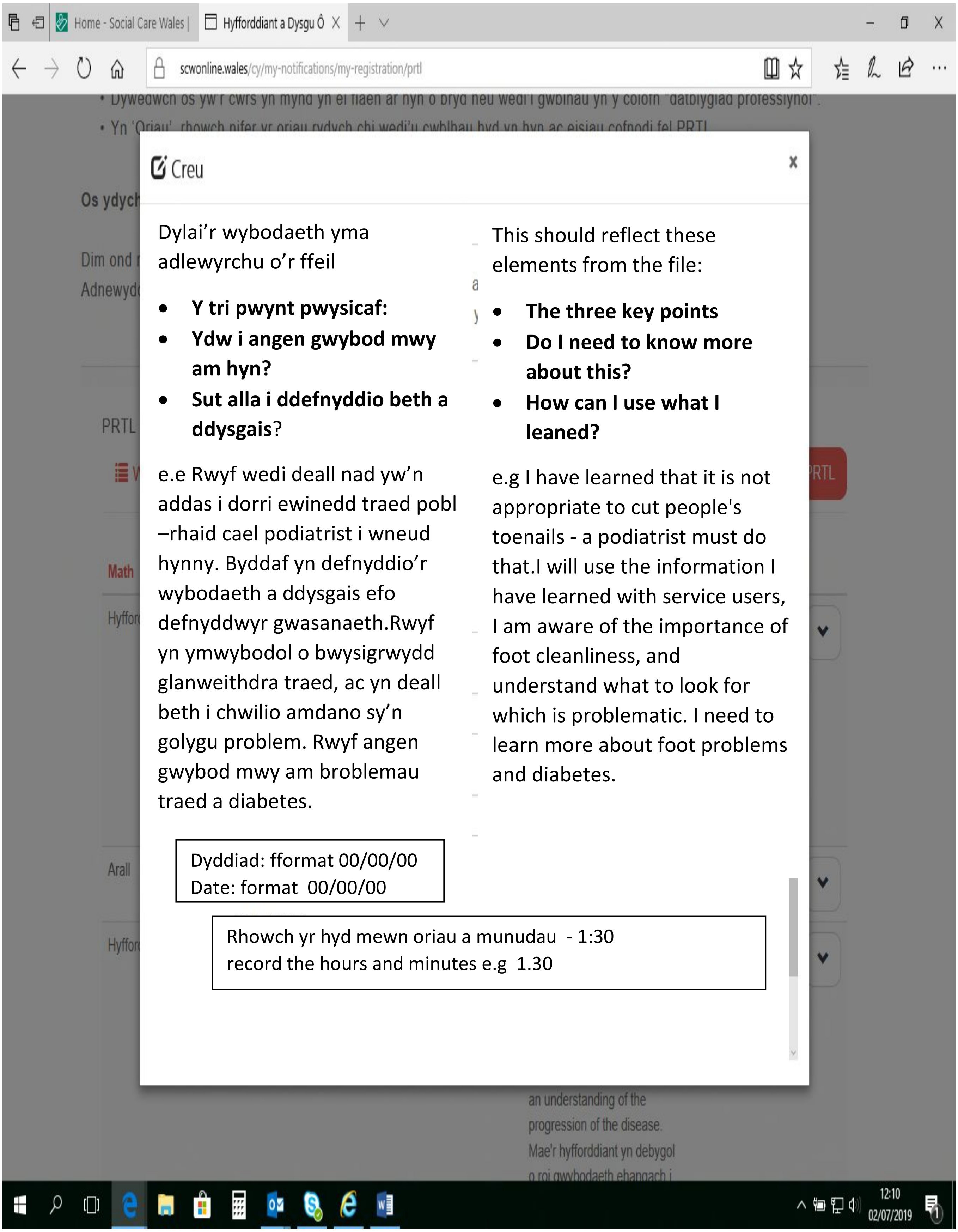
- **What did I learn?**
- **How did I learn?**
- **What did I hope to learn?**

e.e Cawsom sgwrs gan podiatrist ofal traed. Roedd hyn wedi ei drefnu gan fy rheolwr. Roeddwn angen gwybodaeth ynglyn a thorri ewinedd, ac yn gobeithio cael gwybod mwy.
Cawsom wybodaeth am broblemau cyffredin efo traed a sut i adnabod arwyddion problemau traed
Dysgu hefyd pa mor bwysig ydi

e.g Talk by podiatrist about Foot Care arranged by my manager.
I was hoping to learn how to cut toenails correctly, but needed more information about this.
We were given information about some common problems with feet, and the signs and symptoms of these.
Also learned the importance of

CYFRANIAD AT DDATBLYGIAD PROFFESIYNOL

CONTRIBUTION TO PROFESSIONAL DEVELOPMENT



Dylai'r wybodaeth yma adlewyrchu o'r ffeil

- **Y tri pwynt pwysicaf:**
- **Ydw i angen gwybod mwy am hyn?**
- **Sut alla i ddefnyddio beth a ddysgais**?

e.e Rwyf wedi deall nad yw'n addas i dorri ewinedd traed pobl –rhaid cael podiatrist i wneud hynny. Byddaf yn defnyddio'r wybodaeth a ddysgais efo defnyddwyr gwasanaeth.Rwyf yn ymwybodol o bwysigrwydd glanweithdra traed, ac yn deall beth i chwilio amdano sy'n golygu problem. Rwyf angen gwybod mwy am broblemau traed a diabetes.

This should reflect these elements from the file:

- **The three key points**
- **Do I need to know more about this?**
- **How can I use what I leaned?**

e.g I have learned that it is not appropriate to cut people's toenails - a podiatrist must do that.I will use the information I have learned with service users, I am aware of the importance of foot cleanliness, and understand what to look for which is problematic. I need to learn more about foot problems and diabetes.

Dyddiad: fformat 00/00/00
Date: format 00/00/00

Rhowch yr hyd mewn oriau a munudau - 1:30
record the hours and minutes e.g 1.30

NODIADAU

NOTES

NODIADAU

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