



SAFONAU GALWEDIGAETHOL CENEDLAETHOL
NATIONAL OCCUPATIONAL STANDARDS

Dogfennau dwyieithog ar gyfer ymgyngori ar SGC (NOS)

Bilingual NOS consultation documentation

Paratowyd ar ran Grŵp Llywodraethu SGC
Prepared on behalf of the NOS Governance Group

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Introduction

Delivery Partners who have been identified to deliver NOS products using public funding are appointed on behalf of the Devolved Governments (DGs), which includes activity on behalf of the Welsh Ministers.

Delivery Partners delivering NOS products using public funding are obliged to comply with the Welsh Language Standards which set out the Welsh Government's responsibilities in providing bilingual services and ensuring that the Welsh Language is treated no less favourably than the English Language.

Delivery Partners are asked to comply, where practical, with these Standards. In order to assist delivery partners to meet this obligation, the NOS Governance Group has commissioned the development of a pack of bilingual documentation which they can use when consulting with their stakeholders in Wales.

The Pack

The pack supports the Welsh Government document *Standards and Frameworks Delivery 2016/17 – Compliance with the Welsh Language Standards*; see pp 3-4, 5-7.

The pack of bilingual documentation comprises text in English and Welsh for e-mails and letters when making first contact with stakeholders in Wales, invitation to consultation events, working groups and steering group meetings, reminder and confirmation letters/e-mails, invitations to participate in online surveys, typical survey questions, newsletter articles/flyer announcing NOS reviews and inviting participation in those reviews, together with examples of temporary signs and useful words and phrases in Welsh which can be used at consultation meetings.

Acknowledgements

Some of the items included in the pack are adapted from examples provided by delivery partners (in particular SEMTA, EU Skills, CreativeSkillset, Lantra, People 1st, SkillsActive, Skills for Health and Summit Skills), and the Welsh Government.

The project consultant wishes to thank delivery partners and Welsh Government officials for their guidance and support in preparing this pack.

Eitem/Item 1 - Initial 'expression of interest' invitation

Dear colleagues

The review of the National Occupational Standards (NOS) for (INSERT SUITE) will take place from (INSERT DATE) to (INSERT DATE).

NOS set out the skills, knowledge and understanding required by employers to undertake a particular task or job role to a nationally recognised level of competence.

This is an important opportunity to ensure that the standards for the (INSERT INDUSTRY) industry, (including management and professional level standards), are relevant, accurate and an important benchmark for industry and qualifications across the UK.

To help us to do this we need knowledgeable people from the industry to be involved. If you are interested in taking part in this review or future NOS development work, please contact (INSERT NAME), (INSERT E-MAIL ADDRESS) by (INSERT DATE).

In accordance with the Welsh Language Standards, we would like to establish your language requirements. Could you please let me know in which language you wish to receive any future correspondence relating to NOS review/development:

1. Welsh
2. English
3. Bilingually (English & Welsh)

We look forward to hearing from you.

Kind regards

(INSERT NAME)

(INSERT JOB TITLE)

Eitem/Item 1 - Gwahoddiad i ddatgan diddordeb

Annwyl gydweithwyr

Bydd adolygiad o'r safonau galwedigaethol cenedlaethol ar gyfer (INSERT SUITE) yn cael ei gynnal o (INSERT START DATE) i (INSERT END DATE).

Y mae'r SGC yn gosod allan y sgiliau, yr wybodaeth a'r ddealltwriaeth sy'n angenrheidiol gan gyflogwyr i gyflawni tasg benodol neu swydd i safon genedlaethol gydnabyddedig.

Dyma gyfle pwysig i sicrhau bod y safonau ar gyfer y diwydiant (INSERT INDUSTRY), gan gynnwys safonau rheolaeth a'r lefel proffesiynol) yn berthnasol, yn gywir ac yn feincnod pwysig ar gyfer y diwydiant a chymwysterau ar draws y DU.

Er mwyn ein galluogi i wneud hyn, mae arnom angen pobl wybodus o'r diwydiant i'n cynorthwyo gyda'r gwaith. Os oes gennych ddi-ddordeb mewn cymryd rhan yn yr adolygiad hwn neu yn y gwaith o ddatblygu SGC yn y dyfodol, cysylltwch â (INSERT NAME), (INSERT E-MAIL ADDRESS), erbyn (INSERT DATE), os gwelwch yn dda.

Yn unol â Safonau'r Gymraeg, hoffem gadarnhau eich gofynion ieithyddol. Byddwn yn gwerthfawrogi pe baech yn rhoi gwybod i ni ymha iaith y dymunwch dderbyn gohebiaeth ynglyn â gwaith datblygu/adolygu SGC o hyn ymlaen:

1. Cymraeg
2. Saesneg
3. Dwyieithog (Cymraeg a Saesneg)

Edrychwn ymlaen at glywed gennych

Cofion caredig

(INSERT NAME)

(INSERT JOB TITLE)

*Eitem/Item 1a - Establishing language requirements

Dear

Thank you for expressing interest in NOS development /review activities.

In accordance with the Welsh Language Standards, we would like to establish your language requirements. We would be grateful if you would indicate your language preference for receiving NOS-related correspondence by completing the reply section below:

Language preference for receiving correspondence

Name: _____

Organisation: _____

I would like to receive any NOS related correspondence in: (tick as appropriate)

1. Welsh

2. English

3. Bilingually (Welsh and English)

Signed: _____

Date: _____

Please return this form to (INSERT NAME & E-MAIL ADDRESS) by (INSERT DATE)

Eitem/Item 1a - Cadarnhau gofynion ieithyddol

Annwyl

Diolch i chi am ddatgan eich diddordeb yn y gweithgareddau datblygu/adolygu SGC.

Yn unol â Safonau'r Gymraeg, hoffem gadarnhau eich gofynion ieithyddol. Byddem yn ddiolchgar petaech yn nodi ymha iaith y dymunwch dderbyn gwybodaeth am weithgareddau datblygu/adolygu SGC o hyn ymlaen, trwy gwblhau'r ffurflen isod:

Dewis iaith ar gyfer derbyn gohebiaeth

Enw: _____

Sefydliad/Cwmni: _____

Hoffwn dderbyn unrhyw ohebiaeth am weithgareddau cysylltiedig â SGC yn (rhowch / fel y bo'n briodol):

- 1. Gymraeg
- 2. Saesneg
- 3. Ddwyieithog (Cymraeg a Saesneg)

Arwyddwyd: _____

Dyddiad: _____

Dychwelwch y ffurflen hon i: (INSERT NAME & E-MAIL ADDRESS) erbyn (INSERT DATE)

Eitem/Item 2 – Invitation to participate in NOS review

(INSERT ORGANISATION NAME) is starting a review of the following suites of NOS including:
(INSERT LIST OF NOS SUITES)

-

The review will be completed by (INSERT DATE). To ensure the outcome of the review is in line with industry needs, across England, Scotland, Wales and Northern Ireland, you are invited to take part in the review. The NOS continue to be a valuable resource to inform vocational training and qualifications, and apprenticeships.

The following sets out how you can get involved in the project.

A

Project Steering Group

This group will oversee the progress of the project through to its conclusion ensuring that the revised NOS are in line with industry working practices and are fit for purpose. We are looking for 10-15 members that have a combined interest in England, Scotland, Wales and Northern Ireland:
The Project Steering Group will meet (XX) times:
(LIST DATES/TIMES & VENUES)

B

Workshops and / or interviews

(face to face, telephone or virtual meeting) on the NOS relevant to you
(INSERT LIST xxxxxxxxxxxx)

C

On-line consultations and webinars

To provide updates on the main developments in the review

I'd be grateful if you would e-mail (INSERT NAME & E-MAIL ADDRESS) to advise us:

1. If you can be involved in any of the consultation activities stating A, B and / or C.
2. In which nations (England, Scotland, Wales and Northern Ireland) does your business operate
3. The number of employees in your business

If you have any queries please do not hesitate to contact (INSERT NAME & E-MAIL ADDRESS).

Kind regards

NAME

Eitem/Item 2 - Gwahoddiad i gyfrannu i adolygiad SGC

Bydd (INSERT ORGANISATION NAME) yn dechrau ar adolygiad o'r SGC a ganlyn yn y dyfodol agos:
(INSERT LIST OF NOS SUITES)

-

Bydd yr adolygiad yn cael ei gwblhau erbyn (INSERT DATE). Er mwyn sicrhau bod canlyniadau'r adolygiad yn unol ag anghenion y diwydiant, ar draws Lloegr, Cymru, yr Alban a Gogledd Iwerddon gwahoddir chi i gymryd rhan yn yr adolygiad. Mae'r SGC (NOS) yn parhau i fod yn adnodd gwerthfawr ar gyfer hyfforddiant galwedigaethol, cymwysterau a phrentisiaethau.

Y mae'r canlynol yn dangos sut y gellwch ymgysylltu â'r prosiect

A

Grŵp Llywio'r Prosiect

Bydd y grŵp yn goruchwylio cynnydd gydol y prosiect hyd at ei gwblhau gan sicrhau bod y SGC yn unol ag arferion gweithio'r diwydiant ac yn addas i'r pwrpas. Rydym yn chwilio am 10-15 aelod a chanddynt ddiddordeb cyfun yn Lloegr, Cymru, Yr Alban a Gogledd Iwerddon.

Bydd y Grŵp Llywio yn cyfarfod (xx) gwaith
(LIST DATES/TIMES & VENUES)

B

Gweithdai a/neu cyfweiliadau

(wyneb i wyneb, teleffon neu gyfarfod rhithwir) ar y SGC sy'n berthnasol i chi
(INSERT LIST xxxxxxxx)

C

Ymgynghoriadau ar-lein neu webinarau

Darparu diweddariadau am y prif ddatblygiadau yn yr adolygiad.

Byddwn yn ddiolchgar petaech yn anfon e-bost at (INSERT NAME & EMAIL ADDRESS) i roi gwybod i ni

1. A fyddwch yn gallu ymgysylltu â'r gweithgareddau'r adolygiad trwy nodi A, B a/neu C
2. Ymha rai o'r gwledydd (Lloegr, Cymru, yr Alban neu Gogledd Iwerddon) y mae eich busnes yn gweithredu
3. Y nifer a gyflogir yn eich busnes.

Os oes gennych unrhyw ymholiadau, cysylltwch â (INSERT NAME & E-MAIL ADDRESS)

Cofion caredig

(INSERT NAME)

Eitem/Item 3 – Invitation to participate in review of NOS

Review of National Occupational Standards (NOS) and NVQ Qualification Structures

Background

(INSERT ORGANISATION) are leading a UK wide review of the following National Occupational Standards (NOS) and NVQ qualification structures:

(INSERT LIST OF NOS)

The current suites of NOS and qualifications were developed in partnership with employers and other appropriate organisations across the UK. NOS set out the skills, knowledge and understanding required by employers to undertake a particular task or job role to a nationally recognised level of competence, helping formalise training requirements for employers and employees across the UK. They also form the basis of vocational qualifications including those used in Apprenticeship Frameworks. As part of our philosophy of continuous improvement (INSERT ORGANISATION) are now requesting feedback from relevant stakeholders to ascertain whether the current NOS and NVQs are still fit for purpose, and if not, what changes are required?

The key areas that the review will focus on:

- Are the current occupational pathways (job roles) still relevant and current in the NVQ structures?
- If not what changes are required? Such as the addition of more optional units?
- Are there any missing NOS that should be developed and be included in the NVQs?
- Is the content of the NOS technically correct?
- Is there anything missing in the scope of the NOS and /or knowledge statements?
- Is there anything that should not be in the NOS e.g. redundant procedures/processes/equipment?
- Is it clear what must be completed in order to achieve the NOS?
- Can the outcomes specified in the NOS be achieved in the workplace?

Also

- Is there demand for the NOS to be translated into Welsh?

Review Timescales

The projects begin in (INSERT DATE) and are scheduled to complete by (INSERT DATE), including a UK wide employer and stakeholder consultation.

How to get involved?

If you would like to take part in the review of the standards please don't hesitate to contact (INSERT NAME & E-MAIL ADDRESS).

Eitem/Item 3 - Gwahoddiad i gyfrannu i adolygiad SGC

Safonau Galwedigaethol Cenedlaethol a Strwythurau Cymwysterau CGC (NVQ)

Cefndir

Mae (INSERT ORGANISATION) yn arwain adolygiad traws-DU o'r SGC (NOS) a strwythurau cymwysterau CGC (NVQ) a ganlyn:
(INSERT List of NOS suites)

Datblygwyd y cyfresi cyfredol o SGC a'r cymwysterau mewn partneriaeth â chyflogwyr a sefydliadau priodol eraill ar draws y DU. Y mae'r SGC yn gosod allan y sgiliau, yr wybodaeth a'r ddealltwriaeth sy'n angenrheidiol gan gyflogwyr i gyflawni tasg benodol neu swydd i safon genedlaethol gydnabyddedig, ac yn helpu i ffurfio gofynion hyfforddiant ar gyfer cyflogwyr a gweithwyr ar draws y DU. Y maent hefyd yn ffurfio sail i'r cymwysterau galwedigaethol, gan gynnwys y rheiny a ddefnyddir mewn Fframweithiau Prentisiaethau. Fel rhan o'r athroniaeth o welliant parhaus, hoffai (INSERT ORGANISATION) yn awr gael adborth gan randdeiliaid perthnasol er mwyn i ni wybod a ydy'r SGC a'r cymwysterau presennol yn dal yn addas i'r pwrpas, ac os nad ydynt, pa newidiadau dylid eu gwneud.

Ffocws yr adolygiad fydd:

- Ydy'r llwybrau galwedigaethol (rolau swyddi) cyfredol yn dal yn berthnasol yn y strwythurau SGC (NVQ)?
- Os nad ydynt, pa newidiadau dylid eu gwneud? E.e. Ychwanegu rhagor o unedau dewisol?
- A oes unrhyw Safonau nad ydynt yna ar hyn o bryd a ddylai gael eu datblygu a'u cynnwys yn y CGC (NVQ)?
- A ydy cynnwys y SGC (NOS) yn dechnegol gywir?
- A oes unrhyw beth nad yw'n cael ei gynnwys yn ystod y SGC (NOS) a'r datganiadau gwybodaeth?
- A oes unrhyw beth na ddylai fod yn y SGC, e.e. hen weithdrefnau, prosesau, offer?
- A ydy hi'n glir beth sy'n rhaid ei gwblhau er mwyn cyrraedd y Safon?
- A ellir cyflawni'r deilliannau a nodir yn y SGC (NOS) yn y gweithle?

Hefyd

- Oes galw am gyfieithu'r Safonau i'r Gymraeg?

Amserlen yr Adolygiad

Bydd y prosiectau'n dechrau (INSERT DATE) ac yn cael eu cwblhau erbyn (INSERT DATE), gan gynnwys yr ymgynghori â chyflogwyr a rhanddeiliaid ledled y DU.

Sut i ymgysylltu

Os dymunwch gymryd rhan yn yr adolygiad o'r SGC cysylltwch yn awr â (INSERT NAME & E-MAIL ADDRESS).

Eitem/Item 4 - Invitation to consultation meeting

Newsletter item

Dear

(INSERT ORGANISATION) are about to embark on a review of the NOS for (INSERT OCCUPATIONAL AREA). NOS are simply statements of what someone needs 'to do' and 'to know' to perform a job role.

These Standards are used to underpin Apprenticeships and help to guide the development of courses at all levels, as well as being a resource for industry to support recruitment and management activities across the UK. The Standards were last reviewed in (INSERT YEAR), and as you can appreciate the industry has seen significant changes in that time.

To ensure (INSERT ORGANISATION) develops something that reflects current practice we are seeking the views of industry/employers/stakeholders. Therefore, we would like to invite you to a pan industry meeting on (INSERT DAY & DATE), from (INSERT START AND FINISH TIMES) at (INSERT VENUE address).

There will be further opportunities to get involved over the coming months at meetings to be held across the UK, as well as an online consultation. If you would like to attend this meeting or be involved in future activity, please contact (INSERT NAME, JOB TITLE, E-MAIL ADDRESS and TEL. NO.).

Please free to forward this invite to other colleagues who you think may interested in contribute to this review.

We look forward to hearing from you soon.

Best wishes

NAME

Eitem/Item 4 - Gwahoddiad i gyfarfod ymgynghori

Aar ffurf erthygl i newyddlen

Annwyl Gydweithwyr

Bydd (INSERT NAME OF ORGANISATION) yn dechrau ar y gwaith o adolygu'r SGC ar gyfer (INSERT OCCUPATIONAL AREA) yn ystod yr wythnosau nesaf. Mae'r Safonau yn disgrifio yr hyn mae angen i rywun allu ei wneud a'i wybod i gyflawni gofynion ei swydd.

Defnyddir y Safonau i danategu Prentisiaethau ac i helpu i lywio datblygiad cyrsiau hyfforddi ar bob lefel, yn ogystal â bod yn adnodd rhad ac ddim i'r diwydiant i gefnogi gweithgareddau recriwtio a rheoli ar draws y DU. Adolygwyd y Safonau ddiwethaf yn ystod (INSERT YEAR), ac fel y byddwch yn ymwybodol bu newidiadau sylweddol yn y diwydiant yn ystod y cyfnod oddiar hynny.

Er mwyn sicrhau bod (INSERT ORGANISATION) yn datblygu rhywbeth sy'n adlewyrchu arferion cyfredol, rydym yn ceisio barn/sylwadau gan y diwydiant/cyflogwyr/rhanddeiliaid. Felly, hoffem eich gwahodd i gyfarfod pan-ddiwydiant ddydd (INSERT DAY & DATE), o (INSERT START TIME) i (INSERT END TIME), yn (INSERT VENUE).

Bydd cyfleoedd pellach i ymgysylltu â'r adolygiad yn ystod y misoedd nesaf trwy'r cyfarfodydd a gynhelir ar draws y DU, yn ogystal â'r ymgynghoriad ar-lein.

Os dymunwch fynychu'r cyfarfod hwn neu gyfrannu i'n gweithgareddau yn y dyfodol, cysylltwch â (INSERT NAME & JOB TITLE), (INSERT E-MAIL ADDRESS) neu ar (INSERT TEL. NO.).

Mae croeso i chi anfon y gwahoddiad hwn at gydweithwyr eraill a allai fod â diddordeb mewn cyfrannu i'r adolygiad hwn.

Cofion caredig

NAME

Eitem/Item 5 - Invitation to participate in NOS review.

(INSERT NAME OF ORGANISATION) are carrying out a review of the (INSERT OCCUPATIONAL AREA) NOS during the period (INSERT DATES).

We are keen to ensure that there is input from employers and stakeholders in Wales in this review. Therefore we urge you to participate in the review by completing the online questionnaire by (INSERT DATE).

You will see that the questionnaire is available in Welsh as well as English and you are welcome to respond in either language.

Kind regards

NAME

Eitem/Item 5 - Gwahoddiad i gymryd rhan yn yr adolygiad SGC

Bydd (INSERT NAME OF ORGANISATION) yn gwneud adolygiad o'r SGC ar gyfer (INSERT OCCUPATIONAL AREA) yn ystod y cyfnod (INSERT DATES).

Rydym yn awyddus i sicrhau y bydd mewnbwn gan gyflogwyr a rhanddeiliaid o Gymru yn yr adolygiad. Felly, anogwn chi i gymryd rhan yn yr adolygiad trwy gwblhau'r holiadur ar-lein erbyn (INSERT DATE).

Fe welwch fod yr holiadur ar gael yn Gymraeg ac yn Saesneg ac y mae croeso i chi ymateb yn y naill iaith neu'r llall.

Cofon

NAME

Eitem/Item 6 - Invitation to NOS review/development event in Wales

(INSERT NAME OF ORGANISATION) will be reviewing the (INSERT AREA) NOS during the period (INSERT DATES).

We will be holding consultation meetings /events/workshops in a number of centres in the UK. One of these events will be in Wales, on (INSERT DATE) at (INSERT VENUE).

We urge you to attend the Wales event and take the opportunity to influence the development of NOS. If you or a colleague will be attending the event, please let me know by e-mail (INSERT E-MAIL ADDRESS) by (INSERT DATE).

It would also be helpful if you would let me know whether you wish to contribute in Welsh or in English at the meeting, so that we can prepare as appropriate.

We look forward to hearing from you.

Kind regards

NAME

Eitem/Item 6 - Gwahoddiad i gyfarfod adolygu/datblygu SGC yng Nghymru

Bydd (INSERT NAME OF ORGANISATION) yn cynnal adolygiad o'r SGC ar gyfer (INSERT AREA) yn ystod y cyfnod (INSERT DATES).

Cynhelir cyfarfodydd ymgynghorol /gweithdai mewn sawl canolfan yn y DU. Bydd un o'r cyfarfodydd hyn yn cael ei gynnal yng Nghymru ddydd (INSERT DAY, DATE) yn (INSERT VENUE).

Rydym yn eich annog i fynychu'r cyfarfod yng Nghymru a chymryd y cyfle i ddylanwadu ar y gwaith o ddatblygu'r SGC. Os byddwch chi neu gydweithiwr yn mynychu'r cyfarfod, rhwch wybod i mi trwy e-bost (INSERT E-MAIL ADDRESS) erbyn (INSERT DATE).

Byddai o gymorth hefyd pe baech yn rhoi gwybod i ni ai yn Gymraeg ynteu yn Saesneg y byddwch yn dymuno cyfrannu yn y cyfarfod, fel y gallwn drefnu fel y bo'n briodol.

Edrychwn ymlaen at dderbyn gair oddi wrthyhch.

Cofion caredig

NAME

Eitem/Item 7 - Online Consultation

National Occupational Standards Consultation

Dear

The National Occupational Standards (NOS) for (INSERT SUITES/AREAS) are currently under review.

The NOS provide a clear description of the skills, knowledge and understanding required by an individual to perform their job to the required standard. In other words, they tell you what you must be able to do and what you must know and understand.

It is important that the NOS are kept up-to date as they are used to form the basis of vocational qualifications, which are used in the apprenticeship programmes. Therefore, (INSERT NAME OF ORGANISATION) are inviting you to provide your comments on the updated suites to ensure they reflect current industry practice. We would be grateful if you could take time to look at the consultation and provide some comments, this may only be that you agree.

The consultation should take no longer than XXX minutes. All information is important and will not be shared with others, it is only for use in gathering data as part of the consultation process.

The survey questionnaire is available in **English** and **Welsh**.

Please click **here** to start the survey.

Typical questions, e.g.

- Are you happy with the NOS in this suite as they are at present? YES / NO
- Does this standard reflect current industry practice?
- Is there anything missing from this standard? If so, please identify
- Is there anything missing from this suite of NOS? If so, please identify
- Is there a need for the NOS to be translated into Welsh?

Eitem/Item 7 - Ymgynghoriad ar-lein

Adolygu Safonau Galwedigaethol Cenedlaethol

Annwyl

Mae'r SGC (NOS) ar gyfer (INSERT SUITES/AREAS) yn cael eu hadolygu ar hyn o bryd.

Y mae'r SGC yn rhoi disgrifiad clir o'r sgiliau, yr wybodaeth a'r ddealltwriaeth sydd eu hangen ar unigolyn er mwyn cyflawni ei swydd i'r safon angenrheidiol. Mewn geiriau eraill, maent yn dweud wrthy ch beth mae'n rhaid i chi allu ei wneud a beth mae'n rhaid i chi ei wybod a'i ddeall.

Mae'n bwysig bod y SGC yn cael eu cadw'n gyfoes gan eu bod yn cael eu defnyddio fel sail i gymwysterau galwedigaethol a ddefnyddir mewn rhaglenni prentisiaeth. Felly, mae (INSERT NAME OF ORGANISATION) yn eich gwahodd i gynnig eich sylwadau ar y cyfresi a ddiweddarwyd er mwyn sicrhau eu bod yn adlewyrchu arferion cyfredol y diwydiant. Byddem yn ddiolchgar pe baech yn bwrw golwg dros y SGC a chynnig eich sylwadau arnynt.

Ni ddylai'r ymgynghoriad gymryd mwy na xx munud. Bydd pob gwybodaeth a dderbynnir yn bwysig ac ni fydd yn cael ei datgelu i eraill.

Mae'r holiadur ar gael yn **Gymraeg** ac yn **Saesneg**.

Cliciwch **yma** i ddechrau'r adolygiad.

Cwestiynau tebygol, e.e.:

- Ydych chi'n fodlon ar y Safonau fel y maent ar hyn o bryd? Ydw / Nag ydw?
- Ydy'r safonau yn adlewyrchu arferion cyfredol yn y diwydiant?
- Oes rhywbeth sy'n amlwg ar goll o'r safon hon?
- Os oes, dywedwch beth
- Oes rhywbeth sydd ar goll o'r gyfres hon o SGC?
- Os oes, dywedwch beth
- Oes angen i'r SGC i gael eu cyfieithu i'r Gymraeg?
- Nodwch unrhyw dystiolaeth o'r angen penodol hwn

Eitem/Item 8 - Invitation to Steering Group

Dear Colleague

(INSERT NAME OF ORGANISATION) have been successful in securing funds to review the National Occupational Standards for (INSERT SUITE).

I would like to invite you to be part of the Steering Group for the project and to attend a steering group meeting which will take place virtually on the (INSERT DATE) from (INSERT START TIME) to (INSERT END TIME).

The objective of the first steering group is to consider:

- Do the current NOS cover all of the activities carried out within the industry?
- Do they reflect current working practices?
- What changes are needed?

The meeting will be led by (INSERT NAME OF FACILITATOR/CHAIR).

If you are able to attend I would be grateful if you could respond to (INSERT E-MAIL ADDRESS) by (INSERT DATE). An agenda and papers for the meeting will then be e-mailed to you.

I look forward to hearing from you

Kind regards

NAME

Eitem/Item 8 - Gwahoddiad i grŵp llywio

Annwyl Gydweithiwr

Mae (INSERT NAME OF ORGANISATION) wedi llwyddo i sicrhau cyllid tuag at adolygu'r Safonau Galwedigaethol ar gyfer (INSERT SUITE).

Hoffwn eich gwahodd i fod yn aelod o'r grŵp llywio ar gyfer y prosiect ac i fynychu cyfarfod o'r grŵp a gynhelir yn rhithwir ar (INSERT DAY AND DATE), o (INSERT START TIME) i (INSERT END TIME).

Yn y cyfarfod cyntaf hwn byddwn yn ystyried: e.e.

- A yw'r Safonau cyfredol yn cwmpasu holl weithgareddau'r diwydiant?
- A ydyn nhw'n adlewyrchu'r arferion gwaith presennol?
- Pa newidiadau sydd eu hangen?

Bydd y cyfarfod yn cael ei arwain gan (INSERT NAME OF FACILITATOR/CHAIR).

Os ydych yn gallu dod i'r cyfarfod, byddwn yn ddiolchgar pe baech yn rhoi gwybod i ni trwy e-bost (INSERT E-MAIL ADDRESS) erbyn (INSERT DATE). Yna byddwn yn anfon yr agenda a'r papurau perthnasol atoch.

Edrychaf ymlaen at dderbyn gair gennych.

Cofion caredig

(INSERT NAME)

Eitem/Item 9 - Invitation to Steering Group

Dear all,

Review of (XXXXXXXXXXXX) National Occupational Standards (NOS)

We recently emailed your organisation about the review of the (xxxxxxx) National Occupational Standards which will be carried out (INSERT DATES). As part of the review we are establishing a Project Steering Group with employers that have a combined interest in England, Scotland, Wales and Northern Ireland. It is really important to have a good employer representation on this group, but as yet have had a low number of responses. Therefore, I would be grateful if you could let me know if you or one of your team/ another colleague can participate in this project. The steering group will meet (xx) times as follows:

(INSERT DATES AND VENUES)

As part of the review we will be looking to ensure that any amendments to the NOS are reflective of the {xxxxxxxxxxx} Trailblazer's apprenticeship standards.

We will be reviewing all functional areas (LIST these here as appropriate) and generic areas.

Please can you confirm if your organisation can take part in the review by e-mailing me by (INSERT DAY & DATE) to let me know the name of the relevant contact, if it is not you.

Webinar (INSERT DATE)

An update on the (XXXXX) Trailblazer and the National Occupational Standards Review

We will be holding a number of webinars over the coming months to present updates on the Trailblazer activities and the NOS project detailed above, particularly designed for employers and providers. If you would like to take part in the first one on (INSERT DATE), between (INSERT START TIME) and (INSERT END TIME), please email (INSERT E-MAIL ADDRESS)

Should you have any queries regarding this email, please contact (INSERT E-MAIL ADDRESS).

Kind regards

NAME

Eitem/Item 9 - Gwahoddiad i Grŵp Llywio

Annwyl Gydwethwyr

Yn ddiweddar anfonwyd e-bost at eich sefydliad ynghylch yr adolygiad o'r SGC (NOS) ar gyfer (INSERT AREA) a fydd yn cael ei gynnal (INSERT DATES). Fel rhan o'r adolygiad rydym yn sefydlu grŵp llywio yn cynnwys cyflogwyr â ddi-ddordeb o Loegr, Cymru, yr Alban a Gogledd Iwerddon. Mae'n hollbwysig ein bod yn cael cynrychiolaeth dda o blith cyflogwyr ar y grŵp, ond yn anffodus nifer bach sydd wedi ymateb hyd yma. Felly byddwn yn ddiolchgar iawn petaech yn rhoi gwybod i mi a fyddwch chi neu aelod o'ch tîm/cydweithiwr yn gallu cyfrannu i'r prosiect hwn. Bydd y grŵp llywio yn cyfarfod (x) times fel a ganlyn

(INSERT DATES AND VENUES)

Fel rhan o'r adolygiad byddwn am wneud yn siwr bod unrhyw welliannau/gywiriadau yn adlewyrchu safonau prentisiaethau Trailblazer.

Byddwn yn adolygu'r holl feysydd swyddogaethol (LIST these here as appropriate) a'r meysydd generig.

A fyddech cystal â rhoi gwybod i mi a fyddwch chi neu rywun arall o'ch sefydliad yn gallu cyfrannu i'r adolygiad, trwy e-bost erbyn dydd (INSERT DAY & DATE).

Webinar (INSERT DATE)

Y newyddion diweddaraf ar yr Adolygiad o'r SGC a Trailblazer ar gyfer (insert areas)

Byddwn yn cynnal nifer o webinarau yn ystod y misoedd nesaf i gyflwyno'r wybodaeth ddiweddaraf am y gweithgareddau Trailblazer a'r prosiect SGC a nodir uchod, yn benodol ar gyfer cyflogwyr a darparwyr. Os dymunwch gymryd rhan yn yr un cyntaf ar (INSERT DATE), rhwng (INSERT START TIME) a (INSERT END TIME), rhowch wybod i mi os gwelwch yn dda ar (INSERT E-MAIL ADDRESS).

Os oes gennych unrhyw gwestiynau, cysylltwch â (INSERT E-MAIL ADDRESS).

Cofion caredig

(INSERT NAME)

Eitem/Item 10 - Invitation to Working Group

Dear Colleague

I would like to invite you to a working group meeting for the review of the National Occupational Standards for (INSERT NOS SUITE) which will take place virtually on the (INSERT DATE) from (INSERT TIME) to (INSERT TIME).

The objective of this meeting will be to: (for example only)

- Look at...
- Agree...
- Identify.... etc

The meeting will be led by (INSERT FACILITATOR/CHAIR'S NAME).

Also, in accordance with the Welsh Language Standards, we would like to establish your language requirements. I would be grateful if you would confirm your language preference for contributing at the meeting: WELSH /ENGLISH.

If you are able to attend I would be grateful if you could respond to (INSERT E-MAIL ADDRESS). An agenda and papers for the meeting will then be emailed to you by (INSERT DATE).

I look forward to hearing from you

Kind regards

NAME

Eitem/Item 10 - Gwahoddiad i grŵp gwaith

Annwyl Gydweithiwr

Hoffwn eich gwahodd i gyfarfod o'r grŵp gwaith i adolygu SGC ar gyfer (INSERT NOS SUITE) a gynhelir yn rhithwir ar (INSERT DAY & DATE), o (INSERT START TIME) i (INSERT END TIME).

Nod y cyfarfod hwn yw: (er enghraifft yn unig)

- Edrych ar ...
- Cytuno ...
- Adnabod ... etc

Bydd y cyfarfod yn cael ei arwain /gadeirio gan (INSERT FACILITATOR/CHAIR'S NAME).

Yn ogystal, yn unol â Safonau'r Gymraeg hoffem gadarnhau eich gofynion ieithyddol. Byddwn yn gwerthfawrogi petaech yn cadarnhau eich dewis ieithyddol ar gyfer cyfrannu yn y cyfarfod hwn: CYMRAEG /SAESNEG.

Os ydych yn gallu dod i'r cyfarfod, byddwn ddiolchgar petaech yn ymateb trwy e-bost (INSERT E-MAIL ADDRESS). Yna byddwn yn anfon yr agenda a'r papurau perthnasol atoch erbyn (INSERT DATE).

Edrychaf ymlaen at glywed gennych.

Yn gywir

(INSERT NAME)

Eitem/Item 11 - Invitation to Industry Focus Group

(NAME OF ORGANISATION) is running Industry Focus groups in the four nations to review some of the draft key changes to the National Occupational Standards for (INSERT NOS SUITE). The Standards form the basis of the NVQ and other Vocational Qualifications.

Employers and training providers are invited to review and discuss some of the key changes that have been proposed to ensure they meet employer needs. We will also be discussing any contentious draft changes to ensure they reflect current industry practice.

We would like to invite you to attend the Welsh Group which will be held in (INSERT VENUE) on (INSERT DAY & DATE).

The event will give you an opportunity to shape and influence the new Occupational Standards plus an opportunity to network with industry employers and training providers.

Registrations and refreshments will be served from (INSERT TIME) and the meeting will take place between (INSERT START AND END TIMES).

If you are attending as a training provider, we would encourage you to bring along a local employer or industry practitioner who has up to date knowledge and experience of working in the industry and working with standards and qualifications for (INSERT VOCATIONAL SUBJECT AREA).

We can accommodate up to a maximum of 20 people so please book your free place early.

In accordance with the Welsh Language Standards, we would like to establish your language requirements. I would be grateful if you would confirm your language preference for contributing at this meeting: Welsh/English.

We look forward to hearing from you (INSERT DATE) and thank you in advance for your support and feedback.

Kind regards

(INSERT NAME)

Eitem/Item 11 - Gwahoddiad i grŵp ffocws

Y mae (INSERT NAME OF ORGANISATION) yn cynnal grwpiau ffocws ar draws y DU i adolygu rhai o'r prif newidiadau drafft i'r SGC ar gyfer (INSERT NOS SUITE). Y mae'r Safonau yn sail i CGC (NVQs) a chymwysterau galwedigaethol eraill.

Gwahoddir cyflogwyr a darparwyr hyfforddiant i adolygu a thrafod rhai o'r newidiadau allweddol a gynigir er mwyn sicrhau eu bod yn cwrdd ag anghenion y cyflogwyr. Byddwn hefyd yn trafod unrhyw newidiadau drafft dadleuol er mwyn sicrhau eu bod yn adlewyrchu arferion cyfredol y diwydiant.

Hoffwn eich gwahodd i fynychu cyfarfod o Grŵp Cymru a gynhelir yn (INSERT VENUE) ddydd (INSERT DAY & DATE).

Bydd y cyfarfod yn rhoi cyfle i chi ddylanwadu ar y Safonau Galwedigaethol newydd, ynghyd â chyfle i rwydweithio gyda chyflogwyr yn y diwydiant a darparwyr hyfforddiant.

Gellir cofrestru a chael lluniaeth ysgafn o (INSERT TIME) ymlaen, a bydd y cyfarfod o (INSERT START TIME) i (INSERT END TIME).

Os ydych yn mynychu'r cyfarfod fel darparwr hyfforddiant, anogwn chi i ddod â chyflogwr lleol neu ymarferwr gyda chi sydd â gwybodaeth gyfoes a phrofiad o weithio yn y diwydiant ac o weithio gyda'r safonau a'r cymwysterau ar gyfer (INSERT VOCATIONAL SUBJECT AREA).

Mae lle i fwyafrif o 20 o bobl yn y cyfarfod, felly archebwch eich lle yn gynnar.

Yn unol â Safonau'r Gymraeg hoffem gadarnhau eich gofynion ieithyddol. Byddwn yn gwerthfawrogi petaech yn cadarnhau eich dewis ieithyddol ar gyfer cyfrannu yn y cyfarfod hwn o Grŵp Cymru: Cymraeg /Saesneg.

Edrychwn ymlaen at glywed gennych erbyn (INSERT DATE), gan ddiolch i chi ymlaen llaw am eich cefnogaeth a'ch adborth.

Yn gywir

(INSERT NAME)

Eitem/Item 12 – Agenda for Focus Group

REVIEW OF (INSERT OCCUPATIONAL AREA) NOS

WALES INDUSTRY FOCUS GROUP

(INSERT DAY & DATE)

At (INSERT START TIME)

(INSERT VENUE ADDRESS)

Agenda

1. Welcome, introductions, domestic arrangements
2. Overview of Standard Review Project
3. Summary of key changes
4. Group activities
5. Next steps

The meeting will close no later than (INSERT END TIME)

Eitem/Item 12 - Agenda ar gyfer grŵp ffocws

ADOLYGIAD SGC (NOS) (INSERT OCCUPATIONAL AREA)

CYFARFOD GRŴP FFOCWS DIWYDIANT CYMRU

Dydd (INSERT DAY & DATE)

I ddechrau am (INSERT TIME)

Yn (INSERT VENUE ADDRESS)

Agenda

1. Croeso, cyflwyniadau, trefniadau domestig
2. Trosolwg o'r Prosiect Adolygu'r Safonau
3. Crynodeb o'r prif newidiadau
4. Gweithgareddau grŵp
5. Y camau nesaf

Bydd y cyfarfod yn gorffen dim hwyrach na (INSERT END TIME)

Eitem/Item 13 - Agenda for workshop meeting

Bilingual Item

NOS Review workshop meeting **Gweithdy Adolygu SGC (Insert Occupational Area)** **(Insert Occupational Area) NOS Review Workshop** **(Insert Day & Date) (Insert times)** **(Insert Venue)**

Agenda

10:15	Cyrraedd, cofrestru, te a choffi Arrival, registration, tea & coffee
10:30	Croeso a chyflwyniadau Welcome and Introductions
10:45	Adborth ar yr adolygiad hyd yma Feedback on the review to date
11:15	
11:30	
11:45	Coffi a Grwpiau gwaith Coffee and working groups
12:15	
13:00 – 13:45	Cinio / Lunch
13:45	Grwpiau Gwaith Working Groups
14:00	
15:00 – 15:20	
15:15	
16:20	Camau nesaf Summarise next steps
16:30	Gorffen y cyfarfod Meeting close

Eitem/Item 14 - Invitation to review revised NOS Drafts

Dear.....

Over the past six months we have been seeking feedback on the National Occupational Standards (NOS) for (INSERT NOS SUITE/OCC. AREA). We have had some excellent and varied input to the process and have prepared the revised drafts (INSERT APPROPRIATE WEB LINK) of the NOS for verification consultation. Due to the volume of standards in the suite we have split them into sub-sections on our website (INSERT APPROPRIATE WEB LINK), each section having a summary of the key changes. To conclude this review we require the sign off from employers on the final changes to ensure they remain in line with industry needs.

I'd be grateful if you could review the NOS hosted on the website. (INSERT APPROPRIATE WEB LINK). I've attached a sign off form which you can use to note you are content with the changes and indeed if you have any further comment/changes to incorporate into the final standards.

Should you have specific points to raise or an area you would like to discuss in more detail please contact us - (INSERT E-MAIL ADDRESS) and we will arrange for a follow up call / visit as appropriate.

Kind regards

NAME

Eitem/Item 14 - Gwahoddiad i adolygu Drafftiau diwygiedig o'r SGC

Annwyl

Dros y chwe mis diwethaf buom yn ceisio adborth ar y Safonau Galwedigaethol Cenedlaethol ar gyfer (INSERT NOS SUITE/OCC. Area). Rydym wedi cael mewnbwn ardderchog ac amrywiol i'r broses ac wedi paratoi drafftiau diwygiedig o'r Safonau (INSERT APPROPRIATE WEB LINK) ar gyfer ymgynghoriad gwirio. Oherwydd swmp y safonau yn y gyfres rydym wedi eu rhannu yn is-adrannau ar ein gwefan (INSERT APPROPRIATE WEB LINK), pob un â chrynodeb o'r prif newidiadau. Er mwyn dod â'r ymgynghoriad i ben rydym angen sêl bendith cyflogwyr ar y newidiadau terfynol i sicrhau eu bod yn dal yn unol ag anghenion y diwydiant.

Byddwn yn ddiolchgar pe baech yn adolygu'r SGC a geir ar ein gwefan. (INSERT APPROPRIATE WEB LINK). Atodaf ffurflen cymeradwyo y gellwch ei defnyddio i nodi eich bod yn fodlon ar y newidiadau, ac wrth gwrs, os oes gennych unrhyw sylwadau neu newidiadau pellach i'w hymgorffori yn y safonau terfynol.

Os oes gennych unrhyw faterion penodol i'w codi neu bwnc yr hoffech ei drafod gyda ni, cysylltwch â ni trwy e-bost (INSERT E-MAIL ADDRESS), ac fe wnawn ni drefnu galwad ffôn i gael sgwrs â chi neu ymweliad os yw'n briodol.

Cofion caredig

NAME

Eitem/Item 15 - Sign-off form

NOS SIGN-OFF FORM

NOS SUITE: (INSERT NAME OF SUITE/OCCUPATIONAL AREA)

I agree to sign off: (e.g.

1. the new NOS for (INSERT AREA)
2. the revised NOS for (INSERT AREA)
3. the revisions to the NOS for (INSERT AREA)

Signed by:

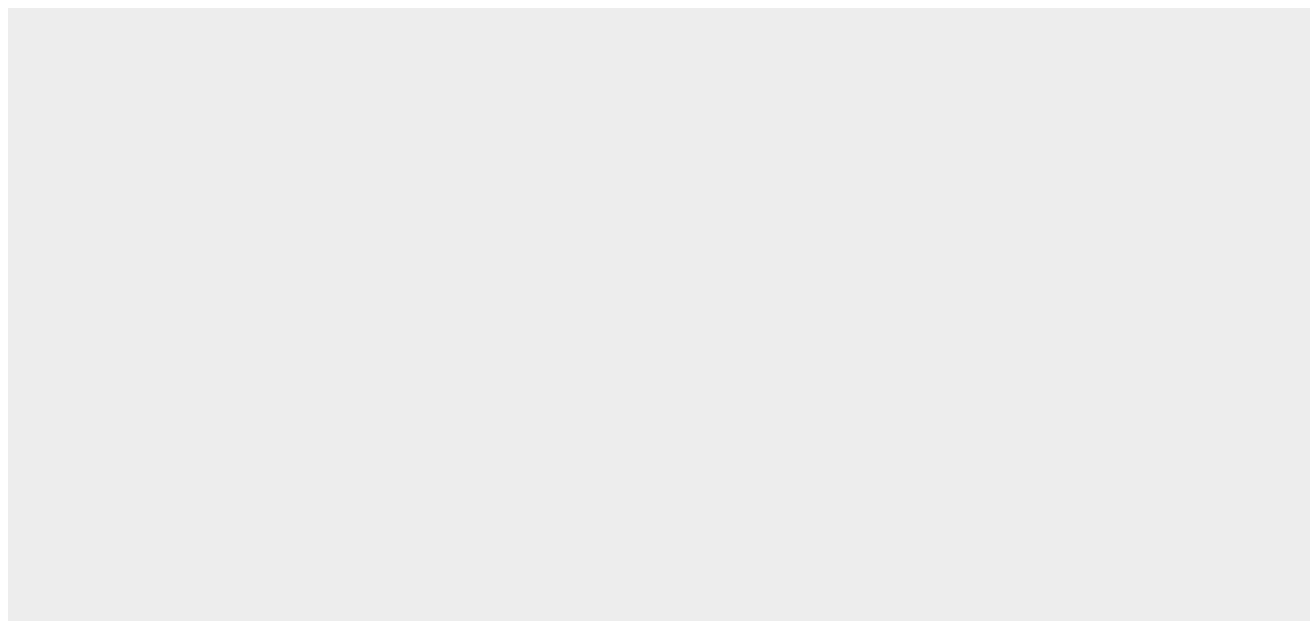
Name: (CAPITAL LETTERS) _____

Job Title: _____

Organisation: _____

Date: _____

Additional comments/changes:



Please return this form to: (INSERT NAME & E-MAIL ADDRESS) BY (INSERT DATE)

Eitem/Item 15 - Ffurflen Cymeradwyo

FFURFLEN CYMERADWYO SGC

SGC (INSERT NAME OF SUITE/OCCUPATIONAL AREA)

Rwy'n cytuno i gymeradwyo: (e.g.

1. y SGC newydd ar gyfer (INSERT AREA)
2. y SGC diwygiedig ar gyfer (INSERT AREA)
3. y newidiadau i'r SGC ar gyfer (INSERT AREA)

Arwyddwyd gan:

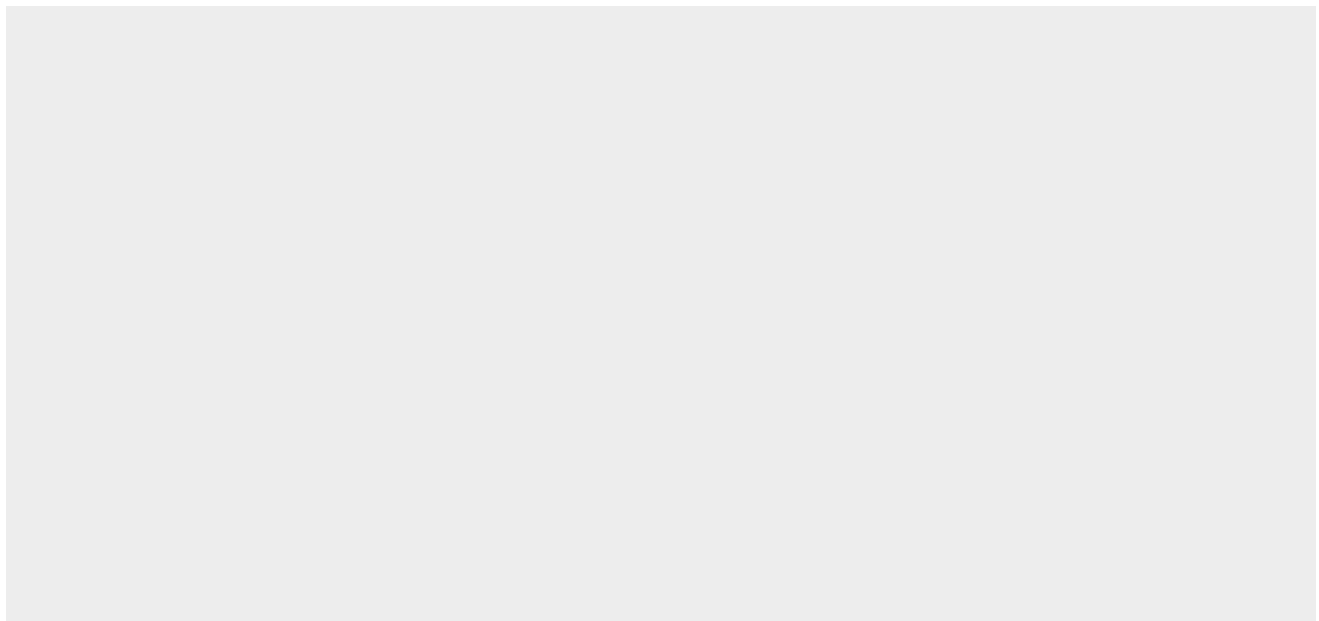
ENW: (PRIF LYTHRENNAU): _____

Swydd: _____

Sefydliad/Cwmni: _____

Dyddiad: _____

Unrhyw sylwadau/newdiadau pellach:



Dychwelwch y ffurflen hon i: (INSERT NAME & E-MAIL ADDRESS) erbyn (INSERT DATE), os gwelwch yn dda.

Eitem/Item 16 - Notification re language of meeting

Dear Colleague

NOS Review meeting (INSERT DATE)

- (a) We recently asked you for your language preference for the above NOS Review meeting. On this occasion fewer than 10% of attendees said they wanted to contribute in the Welsh language at the meeting. In line with the Welsh Language Standards, this meeting will be run in English. We apologise for any inconvenience this may cause.

- (b) We recently asked you for your language preference for the above NOS Review event. On this occasion fewer than 10% of attendees said they wanted the event to be run in Welsh or bilingually. In line with the Welsh Language Standards, this meeting will now be run in English. Apologies for any inconvenience.

Kind regards

NAME

Eitem/Item 16 – Hybisiad ynghylch iaith cynnal y cyfarfod

Annwyl Gydweithiwr

Cyfarfod Adolygu SGC (NOS) (INSERT DATE)

- (a) Fe ofynnon ni'n ddiweddar am eich dewis iaith ar gyfer y cyfarfod uchod. Y tro hwn nododd llai na 10% o'r mynychwyr eu bod yn awyddus i ddefnyddio'r Gymraeg yn y digwyddiad hwn. Yn unol â Safonau'r Gymraeg bydd y cyfarfod yn awr yn cael ei gynnal yn Saesneg. Ymddiheurwn am unrhyw anghyfleustra.
- (b) Fe ofynnon ni'n ddiweddar am eich dewis iaith ar gyfer y digwyddiad hwn. Y tro hwn nododd llai na 10% eu bod yn awyddus i'r cyfarfod gael ei gynnal yn Gymraeg neu'n ddwyieithog. Yn unol â Safonau'r Gymraeg, bydd y digwyddiad yn cael ei gynnal yn Saesneg. Ymddiheurwn am unrhyw anghyfleustra.

Cofon caredig

INSERT NAME

Eitem/Item 17 - Meeting reminder

Dear Colleagues

Just a reminder that the next meeting of the (INSERT MEETING NAME) is being held on the (INSERT DATE) at (INSERT VENUE ADDRESS), commencing at (INSERT TIME).

To date I have had (INSERT NUMBER) confirmed attendees.

If you are planning to attend and have not already confirmed please let me know by return email so that I can finalise the numbers and ensure that you have the relevant paperwork.

Kind regards

(INSERT NAME)
(INSERT JOB TITLE)

Eitem/Item 17 - Nodyn atgoffa am gyfarfod

Annwyl Gydweithwyr

Gair byr i'ch atgoffa y bydd y cyfarfod nesaf o (INSERT MEETING NAME) yn cael ei gynnal ddydd (INSERT DAY, DATE) yn (INSERT VENUE ADDRESS), ac yn dechrau am (INSERT TIME).

Hyd yma mae (INSERT NUMBER) wedi cadarnhau y byddant yn dod i'r cyfarfod.

Os ydych yn bwriadu dod i'r cyfarfod ac heb gadarnhau hynny eisoes, gadewch i mi wybod trwy e-bost gyda'r troad, os gwelwch yn dda, fel y gallaf wneud y trefniadau terfynol a sicrhau eich bod yn derbyn y gwaith papur perthnasol cyn y cyfarfod.

Cofion cywir

(INSERT NAME)
(INSERT JOB TITLE)

Eitem/Item 18 - Meeting acceptance acknowledgement

Dear colleague

Thank you for expressing interest in attending the (INSERT MEETING NAME) for the review of the National Occupational Standards for (INSERT NAME OF SUITE) which will take place at (INSERT VENUE) on the (INSERT DATE) from (INSERT TIME) to (INSERT TIME).

A place has been reserved for you at this meeting and directions to the venue are attached. An agenda and papers for the meeting will be emailed to you by (INSERT DATE).

Kind regards

NAME

Eitem/Item 18 - Cydnabod derbyn ymateb i wahoddiad i gyfarfod

Annwyl (INSERT NAME)

Diolch i chi am ddatgan eich diddordeb mewn mynychu cyfarfod o'r (INSERT MEETING NAME) i adolygu'r safonau galwedigaethol cenedlaethol ar gyfer (INSERT NAME OF SUITE) a gynhelir yn (INSERT VENUE) ddydd (INSERT DAY, DATE) o (INSERT START TIME) i (INSERT END TIME).

Mae lle wedi'i gadw ar eich cyfer yn y cyfarfod hwn ac atodir cyfarwyddiadau ar sut i gyrraedd y man cyfarfod. Byddwn yn anfon yr agenda a'r papurau perthnasol atoch trwy e-bost erbyn (INSERT DATE).

Cofon caredig

(INSERT NAME)

Eitem/Item 19 - Meeting cancellation

Dear Colleagues

I am sorry to inform you that the (INSERT MEETING NAME) scheduled to take place on the (INSERT DATE) at (INSERT VENUE) has been cancelled due to (insert REASON, e.g.

1. a shortage of attendees.
2. unforeseen circumstances
3. staff sickness or
4. other reason as appropriate).

We will be contacting you shortly with a revised date for this meeting.

Please accept our apologies for any inconvenience this may have caused.

Kind regards

NAME

Eitem/Item 19 - Canslo cyfarfod

Annwyl Gydweithiwr/Aelod

Mae'n ddrwg gen i eich hysbysu bod y cyfarfod a oedd i'w gynnal ar (INSERT DATE) wedi'i ganslo oherwydd bod (INSERT REASON e.g.

1. nifer y mynychwyr yn rhy fach
2. amgylchiadau cwbl annisgwyl
3. salwch aelod o'r staff neu
4. rheswm arall dilys)

Fe gysylltwm â chi eto yn y dyfodol agos i gynnig dyddiad arall ar gyfer y cyfarfod. Ymddiheurwn am unrhyw anghyfleustra a achoswyd.

Cofion caredig

(INSERT NAME)

Eitem/Item 20 - Covering e-mail - agenda and papers

Dear

Please find attached the agenda and papers for the meeting of (INSERT NAME OF GROUP) which will take place on (INSERT DAY & DATE).

If you have any any questions about the attachments or the meeting itself, please do not hesitate to contact (INSERT NAME) by e-mail (INSERT E-MAIL ADDRESS) or on (INSERT TEL. NO.).

Kind regards

(INSERT NAME)

Eitem/Item 20 – E-bost gyda'r agenda a'r papurau

Annwyl

Dyma'r agenda a'r papurau gyfer y cyfarfod o'r (INSERT NAME OF GROUP) a gynhelir (INSERT DAY & DATE). Gwellr yr Atodiadau ynghlwm.

Os oes gennych unrhyw gwestiynau ynghylch yr atodiadau neu'r cyfarfod ei hun, croeso i chi gysylltu â (INSERT NAME) trwy e-bost neu ar (INSERT TEL. NO.).

Cofion caredig

INSERT NAME

Eitem/Item 21 - Online Consultation

Review/Development of National Occupational Standards

First name: _____ Surname: _____

Organisation/Company: _____

Where does your organisation/company operate:

- Wales
- England
- Scotland
- N. Ireland

What type of organisation do you represent:

- Awarding organisation
- Training provider
- College
- Employer
- Other (please specify)

In your opinion which NOS suites should be reviewed/developed during the current year:
(INSERT LIST OF NOS SUITES)

Any additional information/comments

Submit

Eitem/Item 21 - Ymgynghori ar-lein

Adolygu/Datblygu Safonau Galwedigaethol Cenedlaethol (SGC/NOS)

Enw cyntaf: _____ Cyfenw _____

Sefydliad/Cwmni _____

Ble mae' ch sefydliad/cwmni yn gweithredu:

- Cymru
- Lloegr
- Yr Alban
- Gogledd Iwerddon

Pa fath o sefydliad rydych chi'n ei gynrychioli:

- Corff Dyfarnu:
- Darparwr Hyfforddiant:
- Coleg:
- Cyflogwr:
- Arall (nodwch):

Yn eich barn chi, pa Safonau ddylai gael eu hadolygu/datblygu yn ystod y flwyddyn hon:
(INSERT LIST OF NOS SUITES)

Unrhyw sylwadau ychwanegol:

Anfonwch

Eitem/Item 22 - Notice of Meeting

The next meeting of the (INSERT NAME OF GROUP) will be held on (INSERT DAY & DATE) at (INSERT START TIME) at (INSERT VENUE).

Could you please confirm that you will be able to attend the meeting by (INSERT DATE). Agenda and relevant papers will be sent to you one week prior to the meeting.

Signed: (INSERT NAME) _____

Date: (INSERT DATE) _____

Eitem/Item 22 – Rhybudd o Gyfarfod

Cynhelir cyfarfod nesaf (INSERT NAME OF GROUP) ddydd (INSERT DAY, DATE) am (START TIME)
yn (INSERT VENUE).

A wnewch chi gadarnhau y byddwch yn gallu mynychu'r cyfarfod hwn erbyn (INSERT DATE),
os gwelwch yn dda. Byddwn yn anfon yr agenda a'r papurau perthnasol atoch trwy e-bost
wythnos cyn y cyfarfod.

Arwyddwyd: (INSERT NAME) _____

Dyddiad: (INSERT DATE) _____

Eitem/Item 23 – Examples of temporary signs which can be used in meetings in Wales

Enghreifftiau o arwyddion dros dro i'w defnyddio mewn cyfarfodydd yng Nghymru

CYFARFOD AR Y GWEILL
MEETING IN PROGRESS

COFRESTRWCH YMA
REGISTER HERE

CYFARFOD WEDI SYMUD
Ymddiheurwn am unrhyw anghyfleustra
MEETING LOCATION HAS CHANGED
Apologies for any inconvenience

GRWPIAU TRAFOD
DISCUSSION GROUPS

DDIM YN GWEITHIO
Ymddiheurwn am unrhyw anghyfleustra
OUT OF ORDER
Apologies for any inconvenience

TOILEDAU
TOILETS



Eitem/Item 24 – Geiriau ac ymadroddion defnyddiol / Useful words and phrases

Dyma rai geiriau ac ymadroddion y gellir eu defnyddio mewn cyfarfodydd ymgynghorol.
Here are some words and phrases which Delivery Partners can use in consultation meetings.

Bore da a chroeso – Good morning and welcome

Prynhawn da – Good afternoon

Croeso – Welcome

Diolch – Thank you

Os gwelwch yn dda – Please

Wrth gwrs – Of course

Yma – Here

Dyddiau'r wythnos / Days of the week

Dydd Sul Sunday

Dydd Llun Monday

Dydd Mawrth Tuesday

Dydd Mercher Wednesday

Dydd Iau Thursday

Dydd Gwener Friday

Dydd Sadwrn Saturday

Misoedd y flwyddyn / Months of the year

Ionawr January

Chwefror February

Mawrth March

Ebrill April

Mai May

Mehefin June

Gorffennaf July

Awst August

Medi September

Hydref October

Tachwedd November

Rhagfyr December

Atodiad 1 / Appendix 1

Typical questions which may be useful for NOS consultation

No.	Question	Welsh translation
1.	Name of organisation/company	Enw'r sefydliad/cwmni
2.	In which of the UK countries does your organisation/company operate? a. England, b. N. Ireland, c. Scotland, d. Wales	Ymha un/rai o wledydd y DU y mae'ch sefydliad/cwmni yn gweithredu? a. Lloegr, b. Gogledd Iwerddon, c. Yr Alban, d. Cymru
3.	Which type of organisation do you represent? a. Awarding Organisation, b. Training Provider, c. College, d. Employer, e. Other (please specify)	Pa fath o sefydliad rydych chi'n ei gynrychioli? a. Corff Dyfarnu, b. Darparwr Hyfforddiant, c. Coleg, d. Cyflogwr, e. Arall (nodwch)
4.	In your opinion, which NOS suites should be reviewed in this current year?	Yn eich barn chi, pa SGC ddylai gael eu hadolygu yn y flwyddyn gyfredol?
5.	Are you happy with the NOS in this suite as they are at present? If not, what changes should be made?	Ydch chi'n fodlon ar y SGC fel y maent ar hyn o bryd? Os nad ydych, pa newidiadau ddylai gael eu gwneud?
6.	Do the NOS cover all the activities carried out within the industry?	Ydy'r SGC yn cwmpasu'r holl weithgareddau a gyflawnir o fewn y diwydiant?
7.	Do the NOS reflect current industry practices?	Ydy'r SGC yn adlewyrchu arferion cyfredol yn y diwydiant?
8.	Is the content of the NOS technically correct?	Ydy cynnwys y SGC yn dechnegol gywir?
9.	Is there anything that is missing from the scope of the NOS?	Oes rhywbeth sydd ar goll o gwmpas y SGC?
10.	Is there anything that should not be in the NOS? e.g. redundant procedures, process, equipment?	Oes rhywbeth na ddylai fod yn y SGC? E.e. hen weithdrefnau, prosesau, cyfarpar?

11.	Is it clear what must be completed to achieve the NOS?	Ydy hi'n glir beth mae'n rhaid ei gwblhau i gyflawni'r SGC?
12.	Can the outcomes specified in the NOS be achieved in the workplace?	A ellir cyflawni'r deilliannau a nodir yn y SGC yn y gweithle?
13.	Which NOS suites are available in Welsh at present?	Pa gyfresi SGC sydd ar gael yn Gymraeg ar hyn o byd?
14.	Is there demand for the (xxxxxx) NOS to be translated into Welsh? Who might use the translated NOS?	Oes galw am gyfieithu SGC (xxxxxx) i'r Gymraeg? Pwy fyddai'n debygol o ddefnyddio'r cyfieithiad o'r SGC?
15.	Is there evidence of need for this NOS to be translated into Welsh?	Oes tystiolaeth bod angen i'r SGC gael eu cyfieithu i'r Gymraeg?
16.	Are the specific NOS in the suite that should be translated into Welsh? Should the complete suite be translated?	Oes SGC penodol yn y gyfres y dylid eu cyfieithu i'r Gymraeg? A ddylid cyfieithu'r gyfres gyfan?
17.	Should other NOS suites be translated into Welsh? Are there priority areas?	A ddylai cyfresi eraill gael eu cyfieithu i'r Gymraeg? A oes meysydd a nodir fel blaenoriaeth?
18.	Any additional information/comments?	Unrhyw wybodaeth/sylwadau ychwanegol?

Other questions which may be of interest:

For what purpose(s) are Welsh NOS translations used?

(I ba pwrpas mae'r cyfieithiadau Cymraeg o'r SGC yn cael eu defnyddio?)

Who uses the Welsh translations?

(Pwy sy'n defnyddio'r cyfieithiadau Cymraeg?)

How often are the translations used?

(Pa mor aml mae'r cyfieithiadau'n cael eu defnyddio?)

What is the likely impact of having Welsh translations of the NOS?

(Beth yw'r effaith tebygol o gael cyfieithiadau Cymraeg o'r SGC?)

Are the translations accessible from the NOS database?

(Ydy'r cyfieithiadau yn hawdd i'w cyrchu o'r basdata SGC?)

Atodiad / Appendix 2

Delivery Partners consulted for this project / Yn ystod y prosiect cysylltwyd â'r Partneriaid isod:

- Construction Industry Training Board (CITB)
- City & Guilds
- Cogent
- Creative Skillset
- Energy and Utility Skills
- Institute of the Motor Industry (IMI)
- Lantra
- National Skills Academy Food & Drink
- People 1st
- SEMTA (now known as Enginuity)
- SkillsActive
- Skills for Care and Development
- Skills for Health
- Skills for Justice
- The Tech Partnership