



Llywodraeth Cymru
Welsh Government

Busnes | Business
Cymru | Wales

Cymorth hyfforddiant a recriwtio i gyflogwyr

Training and recruitment support for employers

Mawrth 2022
March 2022



Chwiliwch **Busnes Cymru**
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¹ Yn ystod mis Mai bydd ReAct yn cael ei ddisodli gan ReAct+.

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* These programmes participate in the Welsh Government's **Young Person's Guarantee**.

¹ During May ReAct will be replaced with ReAct+.



Cyflwyniad

Mae Busnes Cymru yn borth ar-lein i fusnesau ledled Cymru, gyda chyngor a chefnogaeth i'w helpu i dyfu a ffynnu. O feithrin sgiliau gweithwyr cyfredol i raglenni cymorth reciwtio a hyfforddi, mae Busnes Cymru yn cynnig amrywiaeth o atebion i fodloni anghenion busnes unigol.

Bydd Busnes Cymru yn eich helpu i greu eich proffil sgiliau, dysgu mwy am y cymorth sydd ar gael yn eich ardal leol a siarad â chynghorwyr ymroddedig a fydd yn eich helpu i ddod o hyd i'r ateb cywir ar gyfer eich busnes.

Yn y llyfryn hwn, bydd gwybodaeth am yr holl gymorth amrywiol sydd ar gael, yn ogystal â meinu prawf cymhwysedd, i'ch helpu ar eich taith datblygu sgiliau.

Introduction

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

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

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

01

**Recriwtio a thyfu eich gweithlu
rhaglenni i'ch helpu i recriwtio**

Recruit and grow your workforce
Programmes to help you recruit



Gwarant i Bobl Ifanc

Young Person's Guarantee

Beth yw hi?

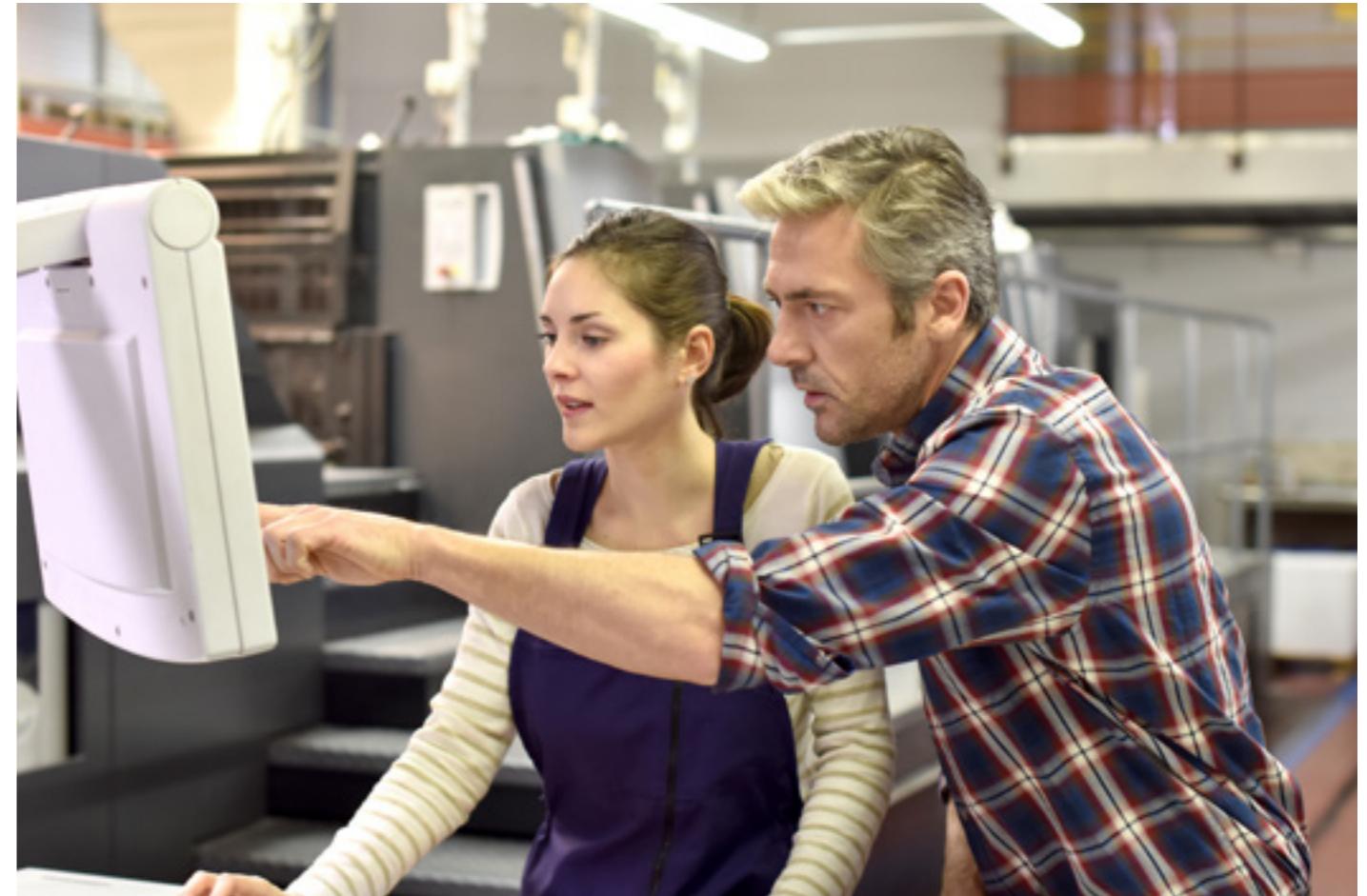
Y **Warant i Bobl Ifanc** yw ymrwymiad allweddol Llywodraeth Cymru i gynorthwyo pawb dan 25 oed sy'n byw yng Nghymru i gael lle mewn addysg neu hyfforddiant, a bydd yn eu helpu i gael gwaith neu ddod yn hunangyflogedig. Bydd y rhaglen yn helpu i sicrhau nad oes unrhyw genhedlaeth goll yng Nghymru yn dilyn pandemig COVID-19.

Mae'n dwyn ynghyd amrywiaeth o raglenni a mentrau, ac amlinellir llawer ohonynt yn y llyfrynn hwn, sydd â'r nod o ddarparu'r cymorth cywir ar yr adeg gywir ar gyfer anghenion amrywiol pobl ifanc ledled Cymru. Mae Llywodraeth Cymru yn gofyn i fusnesau ledled Cymru ymrwymo i'r **Warant i Bobl Ifanc** a helpu i'w gwneud yn llwyddiant drwy gynnig cyfleoedd i bobl ifanc gael profiad neu gymryd eu camau cyntaf i fyd gwaith drwy leoliadau profiad gwaith, sesiynau blas ar waith, prentisiaethau neu gyflogaeth.

What is it?

The **Young Person's Guarantee** is the Welsh Government's key commitment to provide everyone under the age of 25, living in Wales, with support to gain a place in education or training, and help to get into work or become self-employed. The programme will help ensure there is no lost generation in Wales following the COVID-19 pandemic.

It brings together a range of programmes and initiatives, many of which are outlined in this booklet, which have been designed to provide the right support at the right time for the diverse needs of young people across Wales. The Welsh Government is asking businesses across Wales to commit to the **Young Person's Guarantee** and help make it a success by offering opportunities for young people to gain experience or take their first steps into the world of work through work experience placements, work tasters, apprenticeships or employment.



Pwy sy'n gymwys?

- Mae Llywodraeth Cymru yn galw ar fusnesau o bob maint ac ym mhob sector ledled cymru i gefnogi'r **Warant i Bobl Ifanc** drwy fanteisio ar y cymorth sydd ar gael a chreu mwy o gyfleoedd i bobl ifanc gael profiad gwaith gwerthfawr neu gymryd eu camau cyntaf i gyflogaeth.

Who's eligible?

- The Welsh Government is calling for businesses of all sizes and in all sectors across Wales to support the **Young Person's Guarantee** by accessing the support available and creating more opportunities for young people to gain valuable work experience or take their first steps into employment.

Beth yw'r manteision?

Mae cyflogi pobl ifanc yn ffordd wych o ddiogelu eich busnes at y dyfodol a dod o hyd i ddoniau newydd sydd â safbwytiau newydd. Fel rhan o'r **Warant i Bobl Ifanc**, mae busnesau'n cael cymorth i recriwtio mwy o bobl ifanc drwy gymorthdaliadau cyflog, grantiau hyfforddi a chyngor arbenigol gan Busnes Cymru.

What are the benefits?

Employing young people is a great way to future proof your business and find new talent with fresh perspectives. As part of the **Young Person's Guarantee**, businesses are being supported to recruit more young people through wage subsidies, training grants and expert advice from Business Wales.

Prentisiaethau

Apprenticeships

Beth ydyn nhw?

Mae prentisiaethau'n ddewis doeth sy'n cynnig recriwtio opsiwn cost-effeithiol, gan eich helpu i greu cronfa o ddoniau newydd, llenwi bylchau mewn sgiliau a chryfhau eich busnes. Rydych chi'n talu cyflogau'r prentis, ac mae Llywodraeth Cymru yn talu costau hyfforddi.

Mae'r cymhelliant i gyflogwyr recriwtio prentisiaid wedi'i ymestyn hyd 31 Mawrth 2022.

Rydym yn cynnig llwybrau prentisiaeth sydd wedi'u hariannu'n llawn mewn 23 o sectorau ar bedair lefel...

1. Prentisiaeth Sylfaen - Lefel 2

NVQ Lefel 2 sy'n gyfwerth â 5 TGAU â graddau da

2. Prentisiaeth - Lefel 3

NVQ Lefel 3 sy'n gyfwerth â llwyddo mewn 2 Safon Uwch

3. Prentisiaeth Uwch - Lefel 4/5

Lefel Tystysgrif Genedlaethol Uwch/ Diploma Cenedlaethol Uwch / Gradd Sylfaen

4. Gradd-brentisiaeth - Lefel 6

Gradd baglor lawn. Mae llwybrau'n cael eu cynnig mewn TGCh/ Digidol a Pheirianeg / Uwch-weithgynhyrchu ar hyn o bryd

What is it?

Apprenticeships are a genius decision offering a cost-effective recruitment option, helping you create a pool of new talent, fill skills gaps and strengthen your business. You pay the apprentice's wages, and training costs are covered by the Welsh Government.

The employer incentive to recruit apprentices has been extended until 31 March 2022.

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

1. Foundation Apprenticeship - Level 2

NVQ Level 2 and equivalent to 5 good GCSE passes

2. Apprenticeship - Level 3

NVQ Level 3 equivalent to 2 A-level passes

3. Higher Apprenticeship - Level 4/5

HNC/ HND/ Foundation Degree level

4. Degree Apprenticeship - Level 6

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



Pwy sy'n gymwys?

- Mae busnesau o bob maint a ledled pob sector yn gymwys i gymryd rhan yn Rhaglen Prentisiaethau Cymru.

Who's eligible?

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

Beth yw'r manteision?

Achubwch y blaen ar y gystadleuaeth wrth chwilio am ddoniau newydd, gan siapio sgiliau a phrofiad eich gweithlu drwy hyfforddiant sydd â'r nod o ddiwallu eich anghenion penodol chi. Caiff y rhan fwyaf o'u costau hyfforddi eu talu, dim ond talu'r cyflog fyddwch chi.

Defnyddiwch y Gwasanaeth Prentisiaethau Gwag i hysbysebu swyddi gwag am ddim i helpu gyda'ch proses recriwtio. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gychwyn yn y gweithle.

What are the benefits?

Get ahead of the competition in the search for new talent while shaping the skills and experience of your workforce through training designed to meet your specific needs. Most of their training costs are covered, you just cover the wage.

Use the Apprenticeship Vacancy Service to advertise vacancies for free to help support your recruitment process. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to enter the workplace.

ReAct²

ReAct²

Beth yw e?

Mae ReAct yn cynorthwyo busnesau i gyflogi pobl sydd wedi colli eu swyddi yn ddiweddar, neu sydd wedi derbyn rhybudd y byddant yn cael eu diswyddo neu sydd wedi cael eu gwneud yn ddi-waith am unrhyw reswm o fewn y 12 mis diwethaf, gan helpu i lenwi bylchau mewn sgiliau a chadw costau reciwtio i lawr. Pan fyddwch chi'n cyflogi reciwt cymwys, gallech dderbyn hyd at £3,000 mewn rhandaliadau chwarterol am y 12 mis cyntaf i helpu i dalu ei gyflog, yn ogystal â hyd at £1,000 am unrhyw hyfforddiant sgiliau sydd ei angen ar gyfer y swydd⁴.

Pwy sy'n gymwys?

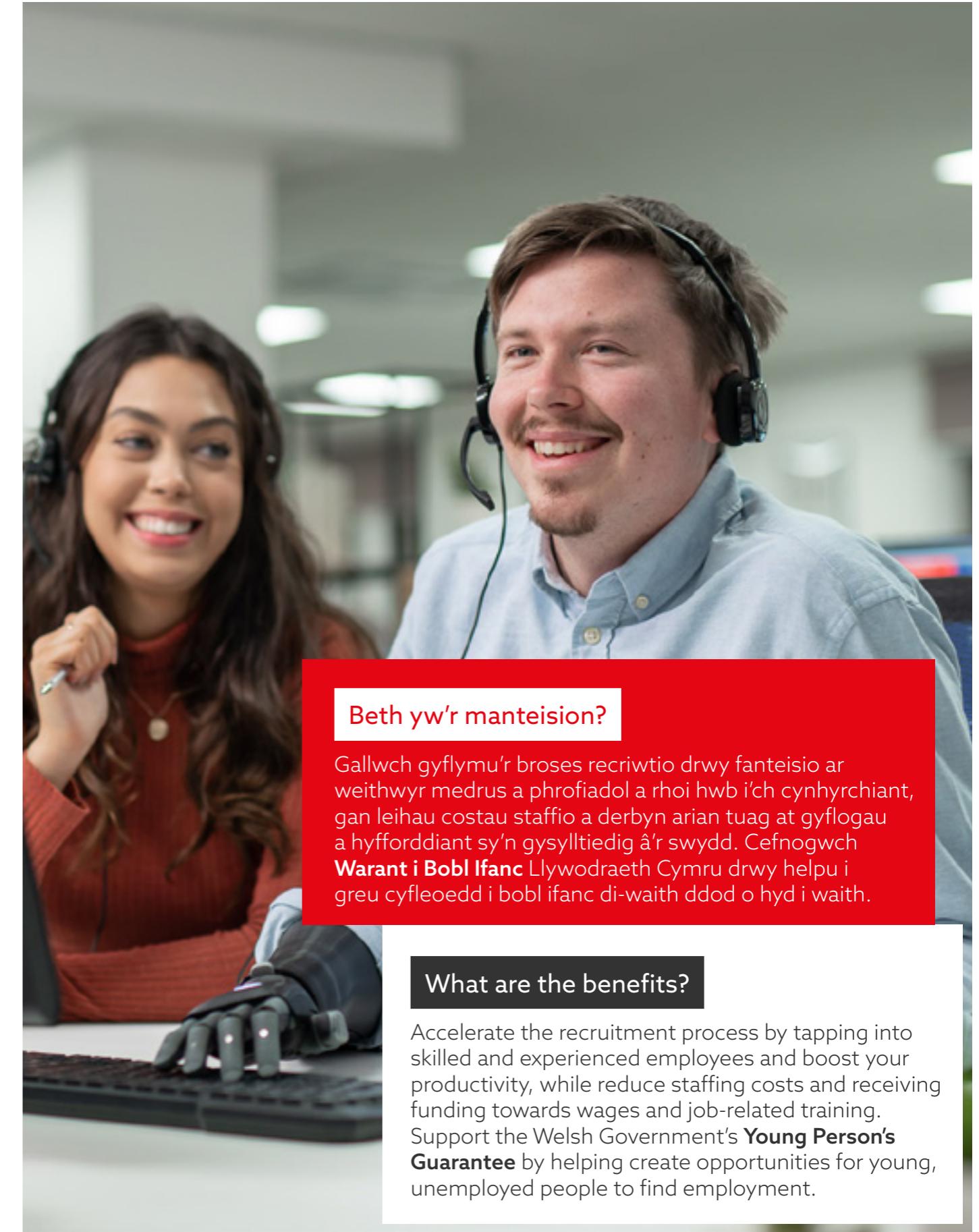
- Gall busnesau o unrhyw faint mewn unrhyw ddiwydiant gyflogi rhywun drwy ReAct, ar yr amod nad ydyn nhw wedi cyrraedd y trothwy 'de minimis' ar gyfer Cymorth Gwladwriaethol. Mae'n rhaid i'r unigolyn rydych chi am ei gyflogi fod dros 16 oed ac yn byw yng Nghymru, a rhaid bod ganddo'r hawl i fyw a gweithio yn y DU a naill ai wedi derbyn hysbysiad ffurfiol y bydd yn cael ei ddiswyddo, neu fod wedi colli ei swydd - neu'n ddi-waith am reswm arall - o fewn y 12 mis diwethaf.

What is it?

ReAct supports businesses to employ people who have recently been made redundant, or who are under notice of redundancy or have been made unemployed for any reason within the last 12 months³, helping to fill skills gaps and keep recruitment costs down. When you employ a qualifying recruit you could receive up to £3,000 in quarterly instalments for the first 12 months to help cover their wages, as well as up to £1,000 for any job-related skills training needed to bring them up to speed⁴.

Who's eligible?

- Businesses of any size in any industry can employ someone through ReAct, as long as they haven't reached the 'de minimis' threshold for State Aid. The person you want to employ must be over the age of 16⁵, a resident of Wales with the right to work and live in the UK and either under formal notice of redundancy, or have been made redundant – or unemployed for any other reason – within the last 12 months.



Beth yw'r manteision?

Gallwch gyflymu'r broses reciwtio drwy fanteisio ar weithwyr medrus a phrofiadol a rhoi hwb i'ch cynhyrchiant, gan leihau costau staffio a derbyn arian tuag at gyflogau a hyfforddiant sy'n gysylltiedig â'r swydd. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc di-waith ddod o hyd i waith.

What are the benefits?

Accelerate the recruitment process by tapping into skilled and experienced employees and boost your productivity, while reduce staffing costs and receiving funding towards wages and job-related training. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young, unemployed people to find employment.

² Yn ystod mis Mai bydd ReAct yn cael ei ddisodli gan ReAct+.

³ O fis Mai ymlaen, o dan ReAct+ bydd yr unigolion cymwys yn cynnwys pobl ifanc 18-24 oed nad ydynt mewn addysg, cyflogaeth na hyfforddiant hefyd.

⁴ O fis Mai ymlaen, o dan ReAct+ bydd £1,000 ychwanegol ar gael os byddwch yn reciwtio unigolyn anabl neu unigolyn ifanc nad yw mewn addysg, cyflogaeth na hyfforddiant (NEET). Os byddwch yn reciwtio unigolyn ifanc anabl nad yw mewn addysg, cyflogaeth na hyfforddiant (NEET), bydd £2,000 ychwanegol ar gael.

⁵ O fis Mai ymlaen, o dan ReAct+ rhaid i'r unigolyn yr ydych am ei reciwtio fod yn 18 oed neu'n hŷn.

² During May ReAct will be replaced with ReAct+.

³ From May onwards under ReAct+ eligibility will also include 18-24 year olds not in education, employment or training (NEET).

⁴ From May onwards under ReAct+ an additional £1,000 is available if you recruit a disabled person or a young person who is not in education, employment or training (NEET). If you recruit a young disabled person who is not in education, employment or training (NEET) an additional £2,000 is available.

⁵ From May onwards under ReAct+ the person you wish to recruit must be aged 18 or over.

Hyfforddeiaethau Traineeships

Beth ydyn nhw?

Mae hyfforddeiaethau'n rhoi sgiliau i bobl ifanc 16-18 oed i gael eu swydd gyntaf neu i symud ymlaen at hyfforddiant pellach megis prentisiaeth. Byddwch yn gweithio gyda darparwr hyfforddiant i gynllunio rhaglen o brofiad gwaith sy'n gweithio i chi a'ch hyfforddai. Ar ddiwedd y lleoliad gwaith efallai y byddwch chi'n dewis cynnig prentisiaeth neu gyfle gwaith arall i'r hyfforddai. Y dyddiad olaf ar gyfer ymuno yw 31 Mawrth 2022 pryd y bydd pob reciwt yn newid i'r rhaglen newydd Twf Swyddi Cymru+.

Pwy sy'n gymwys?

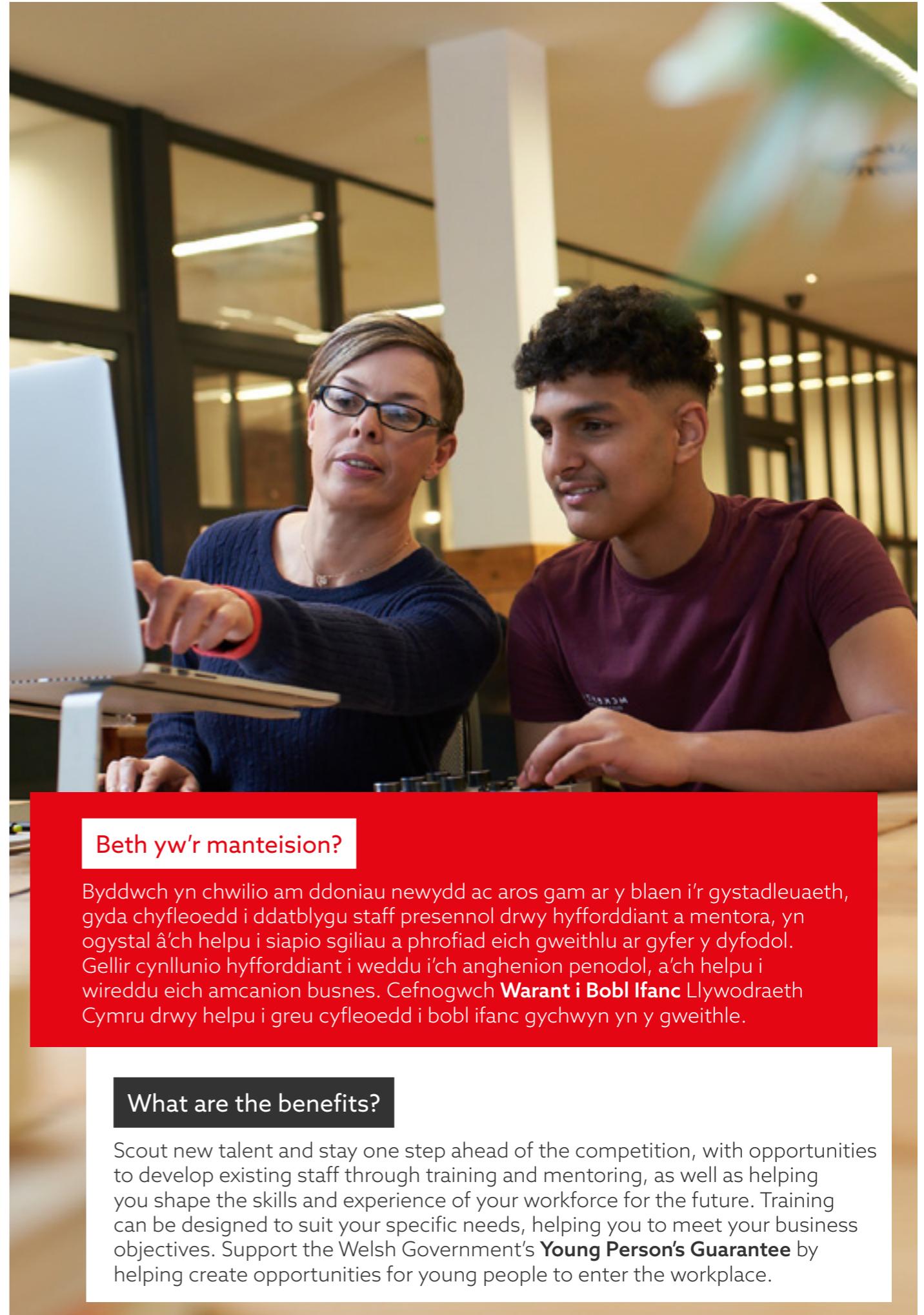
- Mae busnesau o bob maint, mewn unrhyw sector, yn gymwys i gymryd rhan cyn belled â'u bod yng Nghymru ac yn gallu cynnig profiad cynaliadwy ac ystyrlon yn y gweithle.

What is it?

Traineeships give young people aged 16-18 the skills to get their first job or progress to further training such as an apprenticeship. You'll work with a training provider to design a work experience programme that works for you and your trainee. At the end of their placement you might choose to offer them an apprenticeship or other job opportunity. Last date for entry is 31 March 2022 at which point all recruits will switch over to the new programme Jobs Growth Wales+.

Who's eligible?

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



Beth yw'r manteision?

Byddwch yn chwilio am ddoniau newydd ac aros gam ar y blaen i'r gystadleuaeth, gyda chyfleoedd i ddatblygu staff presennol drwy hyfforddiant a mentora, yn ogystal â'ch helpu i siapio sgiliau a phrofiad eich gweithlu ar gyfer y dyfodol. Gellir cynllunio hyfforddiant i weddu i'ch anghenion penodol, a'ch helpu i wireddu eich amcanion busnes. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gychwyn yn y gweithle.

What are the benefits?

Scout new talent and stay one step ahead of the competition, with opportunities to develop existing staff through training and mentoring, as well as helping you shape the skills and experience of your workforce for the future. Training can be designed to suit your specific needs, helping you to meet your business objectives. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to enter the workplace.

Rhagleni Cyflogadwyedd Cymunedol

Community Employability Programmes

Beth ydyn nhw?

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

Gall cyflogwyr fanteisio ar nifer o ragleni i gyflenwi eu gweithlu sy'n gweithredu ledled Cymru, gyda thimau cyflenwi lleol ym mhob ardal. Maent yn cynnwys Cymunedau am Waith, Cymunedau am Waith a Mwy, a Rhieni, Gofal Plant a Chyflogaeth.

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

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

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

Pwy sy'n gymwys?

- Busnesau o unrhyw faint mewn unrhyw sector yng Nghymru.

What is it?

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

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

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

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

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

Who's eligible?

- Businesses of any size in any sector in Wales.



Beth yw'r manteision?

Bydd busnesau sy'n cyflogi pobl drwy'r rhagleni hyn yn helpu'r bobl hynny sydd bellaf i ffwrdd o'r farchnad lafur i gael gwaith. Byddwch yn cael gafaol ar unigolion llawn cymhelliant sy'n benderfynol o wneud y gorau o'r cyfle i ymuno â'r farchnad lafur, gyda chymorth gan Swyddog Cyswllt Cyflogwyr a mentoriaid a fydd yn dod o hyd i gyfranogwyr. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gychwyn yn y gweithle.

What are the benefits?

Businesses who take on individuals through these programmes will be helping those furthest from the labour market to enter employment. You'll be able to tap into motivated individuals who are determined to make the most of an opportunity to enter the labour market, with support from an Employer Liaison Officer and mentors who will identify participants. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to enter the workplace.

Twf Swyddi Cymru+

Jobs Growth Wales+

Beth yw e?

Mae Twf Swyddi Cymru+ yn rhan o **Warant i Bobl Ifanc** Llywodraeth Cymru. Mae'n rhoi cyfle i bobl ifanc di-waith gymryd eu cam cyntaf ar yr ysgol yrfa drwy weithio gyda chyflogwyr i ddarparu pecyn cymorth cyfannol wedi'i deilwra. Gallai cyfleoedd fod ar ffurf profiad gwaith neu gyflogaeth gyda chymorthdaliadau cyflog o hyd at 50% o gostau cyflogaeth pob unigolyn ifanc, ar gael am y chwe mis cyntaf ar yr Isafswm Cyflog Cenedlaethol ar gyfer eu hoedran.

Pwy sy'n gymwys?

- Mae busnesau o unrhyw faint mewn unrhyw ddiwydiant yng Nghymru yn gymwys i gymryd rhan. Yn gyfnewid, gofynnwn i chi addo am bell beth; rhaid i'r swydd fod am 16-40 awr yr wythnos am chwe mis o leiaf, rhaid i unrhyw swyddi a gaiff eu creu fod yn ychwanegol at eich anghenion presennol o ran gweithlu a dylech fod yn ymrwymedig i gadw eich gweithiwr y tu hwnt i'r cyfnod o chwe mis.

What is it?

Jobs Growth Wales+ is part of Welsh Government's **Young Person's Guarantee**. It provides opportunities for young, unemployed people to take their first step on the career ladder by working with employers to provide a holistic, tailored package of support. Opportunities could take the form of work experience or employment with wage subsidies of up to 50% of each young person's employment costs available for the first six months at the National Minimum Wage for their age.

Who's eligible?

- Businesses of any size in any industry in Wales are eligible to take part. In return, we ask for a few guarantees from you; the job must be for 16-40 hours a week for a minimum of six months, any jobs created must be additional to your existing workforce needs and you should be committed to retaining your employee beyond the six-month period.



Beth yw'r manteision?

Yn ogystal â chyngor reciwtio am ddim a chymorth hyfforddi parhaus gan eich contractwr dynodedig, ar gyfer pob unigolyn ifanc rydych yn ei gyflogi, byddwch yn derbyn cyfraniad o 50% at ei gyflog, ar yr Isafswm Cyflog Cenedlaethol, y byddwn ni'n ei dalu, am y chwe mis cyntaf.

What are the benefits?

As well as free recruitment advice and ongoing training support from your designated contractor, for each young person you take on, you'll receive a 50% contribution to their salary, at the National Minimum Wage, paid by us, for the first six months.

GO Wales - Llwyddo drwy brofiad gwaith

GO Wales - Achieve through work experience

Beth yw e?

Mae GO Wales yn creu cyfleoedd profiad gwaith wedi'u teilwra ar gyfer myfyrwyr ifanc mewn addysg uwch sy'n wynebu rhwystrau i sicrhau profiad gwaith. Mae'r rhaglen yn dibynnu ar gyflogwyr i gynnig profiad gwaith i'r myfyrwyr ifanc hyn.

Pwy sy'n gymwys?

- Gall cyflogwyr o unrhyw faint neu mewn unrhyw sector gynnig profiad gwaith, gall hyn gynnwys 'Cwrdd â'r gweithiwr proffesiynol' (cyfarfod byr), cysgodi gwaith (hyd at dri diwrnod o brofiad gwaith di-dâl), sesiynau blas ar waith (hyd at bedair wythnos o brofiad gwaith di-dâl) neu leoliad gwaith (pedair i chwe wythnos o brofiad gwaith â thâl). Os ydych chi'n cynnig lleoliad â thâl, bydd disgwyl i chi dalu'r isafswm cyflog i'r myfyriwr o leiaf, a thalu am unrhyw gostau cyflogaeth megis cyfraniadau yswiriant gwladol. Efallai y byddwch yn gymwys wedyn i dderbyn cymhorthdal o 50% o'r cyflogau o'r rhaglen.

What is it?

GO Wales creates tailored work experience opportunities for young students in higher education who face barriers to securing work experience. The programme is dependent on employers offering work experience to these young students.

Who's eligible?

- Employers of any size or in any sector can offer work experience, this can include 'Meet the professional' (a short meeting), work shadowing (up to three days of unpaid work experience), work tasters (up to four weeks of unpaid work experience) or a work placement (four to six weeks of paid work experience). If you host a paid placement, you will be expected to pay the student at least the minimum wage, and to cover any employment costs such as national insurance contributions. You may then be eligible for a subsidy of 50% of the wages from the programme.



Beth yw'r manteision?

Helpu myfyrwyr ifanc ar gyrsiau addysg uwch yng Nghymru sy'n wynebu rhwystrau wrth geisio cael gafael ar brofiad gwaith i ddatblygu a mireinio eu sgiliau cyflogadwyedd drwy eu profiad gwaith gyda chi. Bydd y sgiliau hyn yn eu helpu i fod yn fwy cyflogadwy ac yn rhoi profiad bywyd go iawn iddyn nhw, a allai eu rhoi mewn sefyllfa dda pan fyddant yn dechrau eu gyrfa. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc sy'n astudio mewn addysg uwch ar hyn o bryd i gael profiad gwaith gwerthfawr.

What are the benefits?

Help young students on higher education courses in Wales who face barriers in accessing work experience to develop and refine their employability skills through their work experience with you. These skills will help them become more employable and give them real life experience, which could put them in a good position when they start their career. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to gain valuable work experience who are currently studying in higher education.

02

Gweithlu mwy amrywiol
rhaglenni i helpu creu budd
i'ch busnes

Diversify your workforce
programmes to help benefit
your business



Prentisiaethau cynhwysol

Inclusive apprenticeships

Beth ydyn nhw?

Mae'r Rhaglen Brentisiaethau'n llwybr ardderchog i'ch helpu i fynd ati'n weithredol i ddileu rhwystrau a chroesawu manteision gweithlu amrywiol.

Bydd y doniau gorau'n chwilio am lefydd sy'n groesawgar lle maen nhw'n rhydd i fynegi eu hunain. Gallwch ddefnyddio prentisiaethau i sicrhau bod eich busnes yn manteisio ar gronfa ehangach o ddoniau.

Mae llu o fanteision i gyflogi pobl anabl, sy'n gallu cyfrannu sgiliau a brwd frydedd gwerthfawr i'w rôl. Bydd Llywodraeth Cymru yn darparu cymorth i sicrhau profiad cadarnhaol i'r cyflogwr a'r prentis ill dau, gan gydnabod y gall fod angen cymorth ychwanegol, er enghraifft gydag anghenion dysgu neu gymorth corfforol.

Mae'r cymhelliant i gyflogwyr reciwtio prentisiaid anabl wedi'i ymestyn hyd 31 Mawrth 2023, ac mae wedi'i gynyddu o £1,500 i £2,000.

Pwy sy'n gymwys?

- Mae busnesau o bob maint ac ym mhob sector yng Nghymru yn gymwys i gymryd rhan yn y Rhaglen Brentisiaethau.

What is it?

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

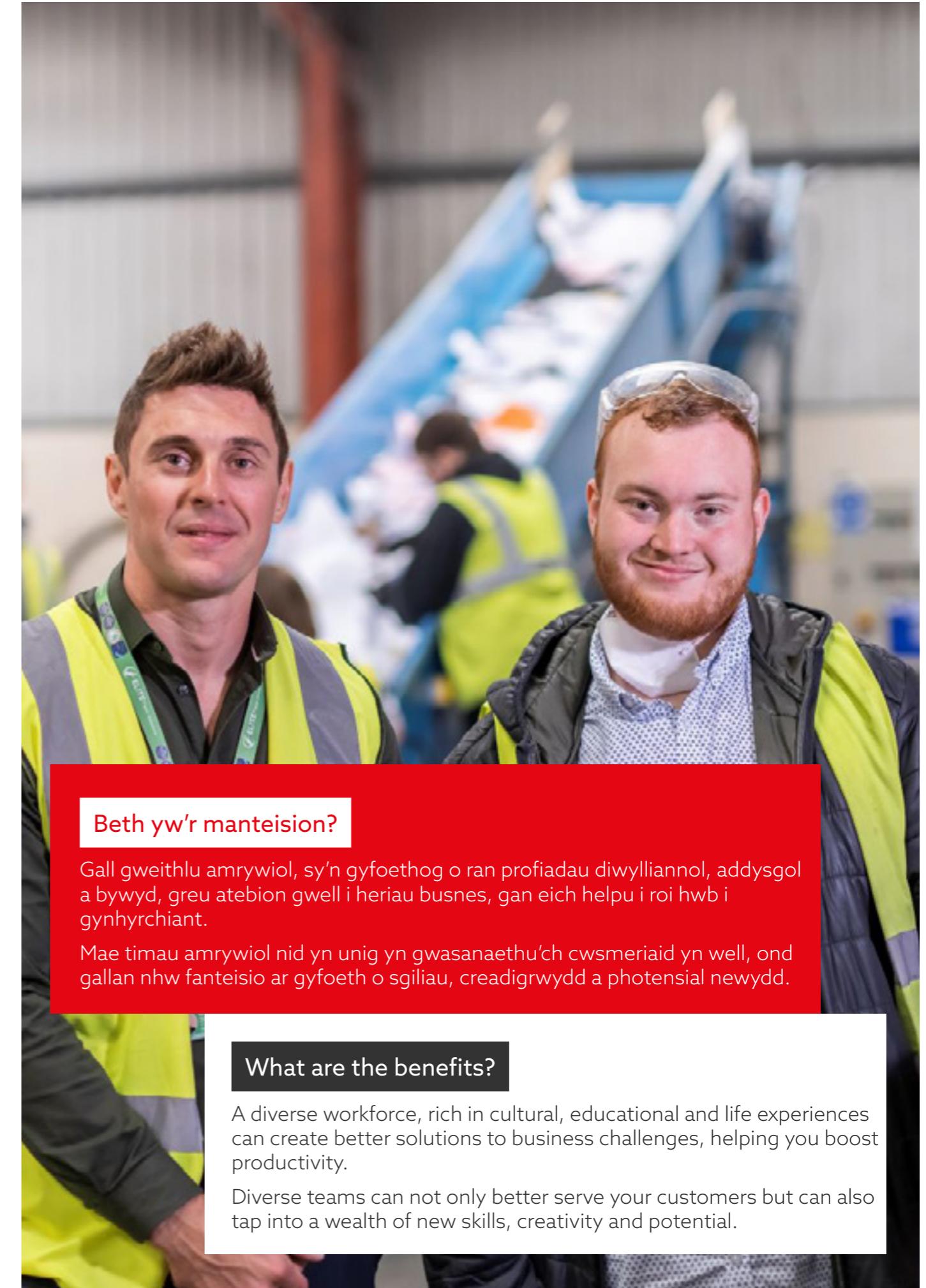
The best talent will look for places they feel welcome and where they can express themselves freely. You can use apprenticeships to make sure your business has access to a wider pool of talent.

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

The employer incentive to recruit disabled apprentices has been extended until 31 March 2023 and has been increased from £1,500 to £2,000.

Who's eligible?

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



Beth yw'r manteision?

Gall gweithlu amrywiol, sy'n gyfoethog o ran profiadau diwylliannol, addysgol a bywyd, greu atebion gwell i heriau busnes, gan eich helpu i roi hwb i gynhyrchiant.

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

What are the benefits?

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

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

Hyrwyddwyr Cyflogaeth Pobl Anabl

Disabled Peoples Employment Champions

Beth ydyn nhw?

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

Rydym wedi cyflogi rhwydwaith o Hyrwyddwyr Cyflogaeth Pobl Anabl a fydd yn gweithio ar lefel strategol gyda busnesau ledled Cymru i gynyddu ymwybyddiaeth o'r doniau a'r sgiliau sydd gan bobl anabl, eu helpu i addasu eu harferion reciwtio a dangos sut i gael gafael ar y cymorth sydd ar gael mewn ffordd effeithiol. Mae'r Hyrwyddwyr yn bobl anabl eu hunain sydd â phrofiad byw o'r rhwystrau a wynebir wrth geisio cael gwaith. Maent i gyd yn rôl-fodelau ysbrydoledig i unigolion a chyflawni pan fydd yr amodau iawn ar waith.

Pwy sy'n gymwys?

- Mae busnesau o bob maint ac ym mhob sector yn gymwys. Gall unrhyw fusnes yng Nghymru sydd â diddordeb mewn cynyddu amrywiaeth eu gweithlu, a dysgu mwy am fanteision niferus cyflogi mwy o bobl anabl, gysylltu â'r hyrwyddwyr drwy e-bostio DPEC@llyw.cymru.

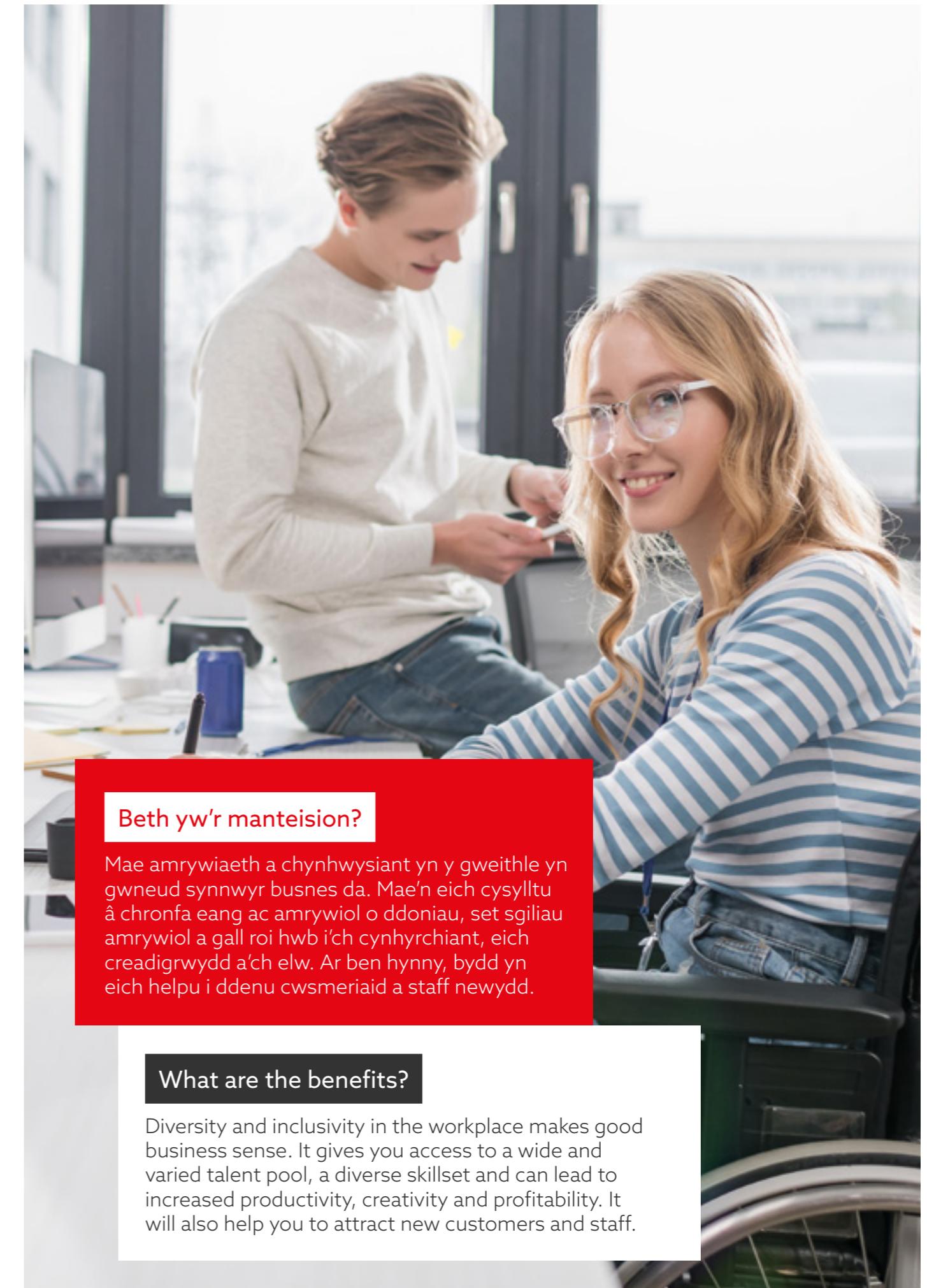
What is it?

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

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

Who's eligible?

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



Beth yw'r manteision?

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

What are the benefits?

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

Hyderus o ran Anabledd

Disability Confident

Beth yw e?

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

Pwy sy'n gymwys?

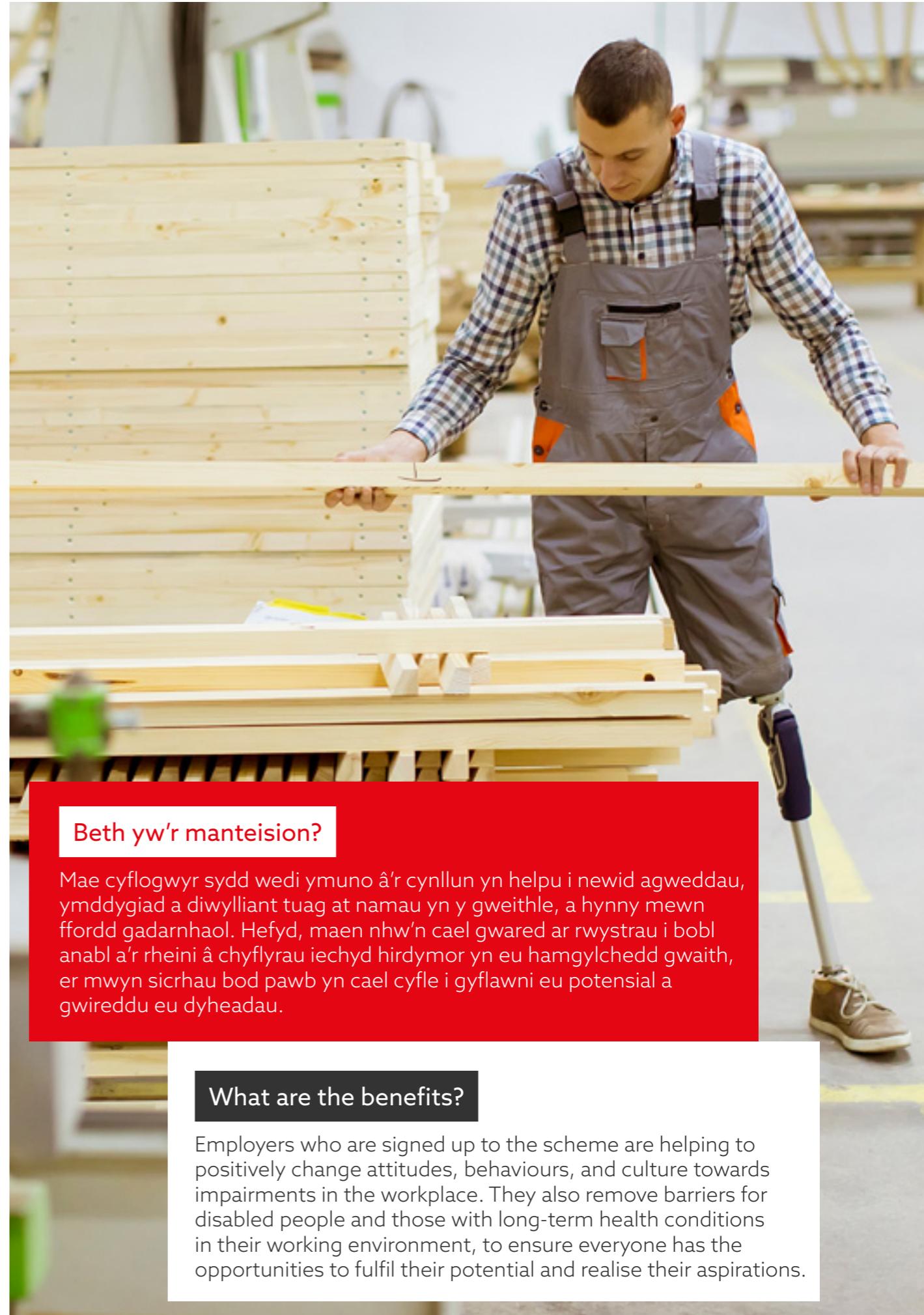
- Mae pob cyflogwr yn gymwys waeth beth fo'i faint. Fe'i datblygwyd gan gyflogwyr a chynrychiolwyr pobl anabl i'w wneud yn drylwyr ond yn hygrych, yn enwedig ar gyfer busnesau llai.

What is it?

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

Who's eligible?

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



Beth yw'r manteision?

Mae cyflogwyr sydd wedi ymuno â'r cynllun yn helpu i newid agweddau, ymddygiad a diwylliant tuag at namau yn y gweithle, a hynny mewn ffordd gadarnhaol. Hefyd, maen nhw'n cael gwared ar rwystrau i bobl anabl a'r rheini â chyflyrau iechyd hirdymor yn eu hamgylchedd gwaith, er mwyn sicrhau bod pawb yn cael cyfle i gyflawni eu potensial a gwireddu eu dyheadau.

What are the benefits?

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

Mynediad i Waith

Access to Work

Beth yw e?

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

Pwy sy'n gymwys?

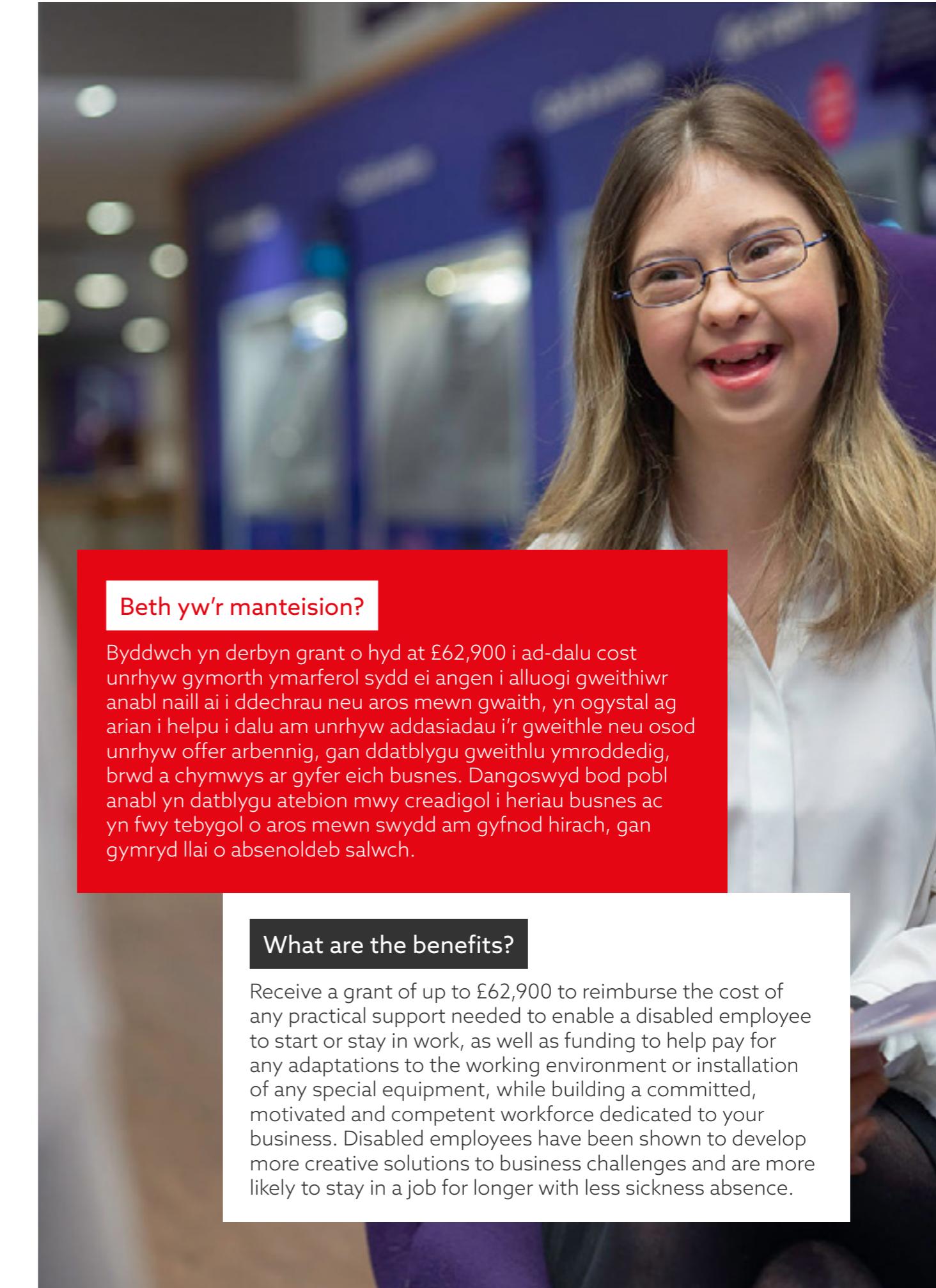
- Gall busnesau o unrhyw faint mewn unrhyw ddiwydiant wneud cais am gymorth i gyflogi unigolyn anabl. Sylwer, os yw'r gweithiwr wedi bod yn gweithio gyda chi am chwe wythnos cyn cwblhau'r cais, efallai y bydd gofyn i chi rannu rhai o'r costau.

What is it?

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

Who's eligible?

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



Beth yw'r manteision?

Byddwch yn derbyn grant o hyd at £62,900 i ad-dalu cost unrhyw gymorth ymarferol sydd ei angen i alluogi gweithiwr anabl naill ai i ddechrau neu aros mewn gwaith, yn ogystal ag arian i helpu i dalu am unrhyw addasiadau i'r gweithle neu osod unrhyw offer arbennig, gan ddatblygu gweithlu ymroddedig, brwd a chymwys ar gyfer eich busnes. Dangoswyd bod pobl anabl yn datblygu atebion mwy creadigol i heriau busnes ac yn fwy tebygol o aros mewn swydd am gyfnod hirach, gan gymryd llai o absenoldeb salwch.

What are the benefits?

Receive a grant of up to £62,900 to reimburse the cost of any practical support needed to enable a disabled employee to start or stay in work, as well as funding to help pay for any adaptations to the working environment or installation of any special equipment, while building a committed, motivated and competent workforce dedicated to your business. Disabled employees have been shown to develop more creative solutions to business challenges and are more likely to stay in a job for longer with less sickness absence.

03

Datblygu sgiliau'ch gweithlu

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

Develop the skills of your workforce

Programmes to help upskill your workers
and increase your business potential



Prentisiaethau

Apprenticeships

Beth ydyn nhw?

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

Nid rhywbeth ar gyfer pobl ar ddechrau eu gyfra'n unig yw prentisiaethau; gallan nhw fod yn ffordd gost-effeithiol hefyd o ailhyfforddi a datblygu staff presennol i ddiwallu anghenion busnes sy'n newid. Ar gyfer rolau lefel mynediad, lle mae prentisiaid dan 24 oed, mae prentisiaethau'n rhan bwysig o'r **Warant i Bobl Ifanc**.

Mae cyrsiau ar gael mewn amrywiaeth o sectorau o NVQ Lefel 2 i Radd-brentisiaethau, gan alluogi gweithwyr cyflogedig i barhau â'u dysgu a'u datblygiad hyd at gymhwyster sy'n cyfateb i radd.

Pwy sy'n gymwys?

- Mae busnesau o bob maint ac ym mhob sector yng Nghymru yn gymwys i gymryd rhan yn y Rhaglen Brentisiaethau.

What is it?

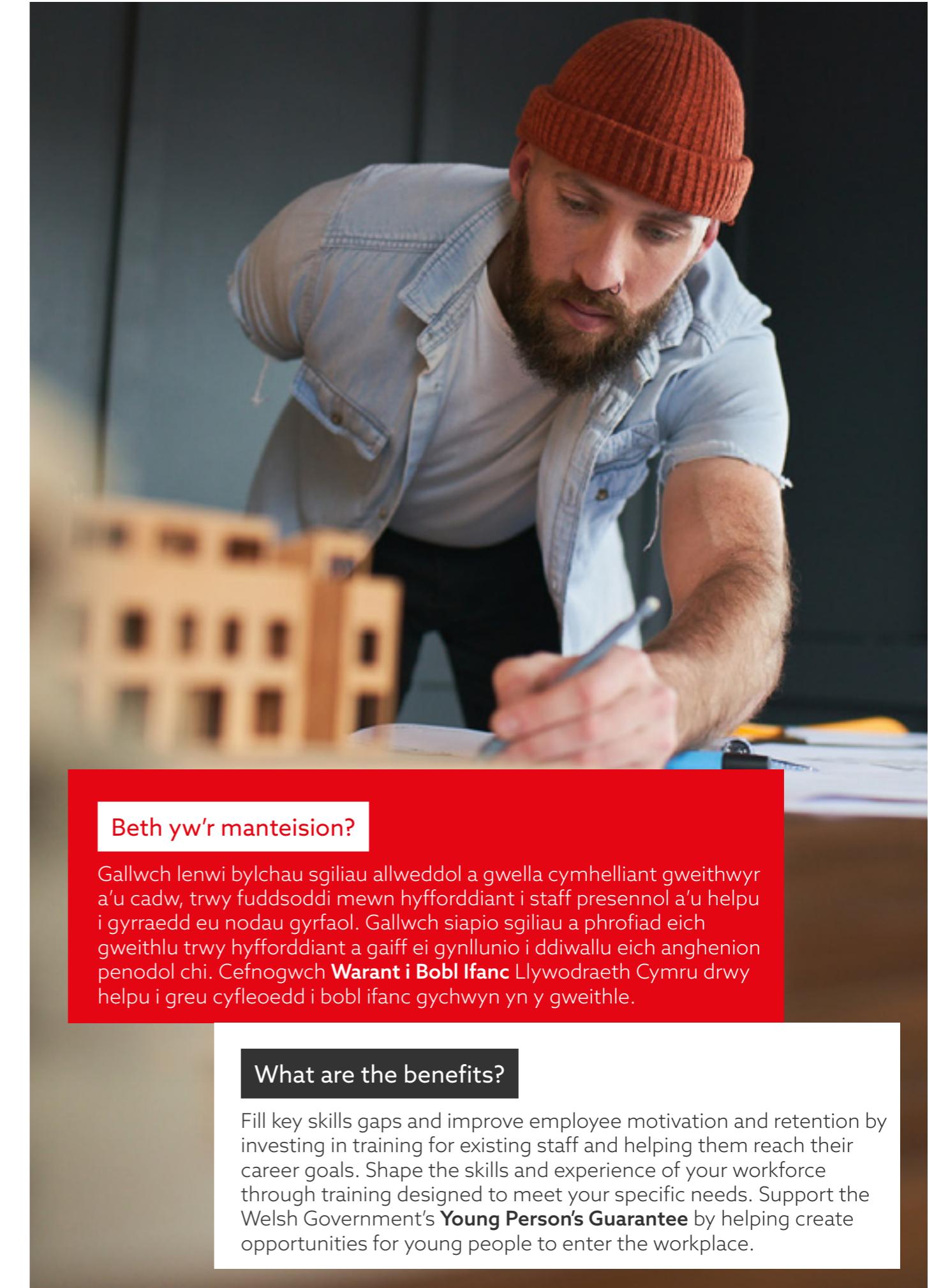
Do you have an experienced employee who would like to gain a formal qualification in their specialism? Or someone who is keen to learn something new and progress into a different role? An apprenticeship could be the answer.

Apprenticeships aren't just for people at the beginning of their career, they can also be a cost-effective way to retrain and develop existing staff to meet changing business needs. For entry-level roles, where apprentices are under the age of 24, apprenticeships form an important part of the **Young Person's Guarantee**.

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

Who's eligible?

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



Beth yw'r manteision?

Gallwch lenwi bylchau sgiliau allweddol a gwella cymhelliant gweithwyr a'u cadw, trwy fuddsoddi mewn hyfforddiant i staff presennol a'u helpu i gyrraedd eu nodau gyrfaol. Gallwch siapio sgiliau a phrofiad eich gweithlu trwy hyfforddiant a gaiff ei gynllunio i ddiwallu eich anghenion penodol chi. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gychwyn yn y gweithle.

What are the benefits?

Fill key skills gaps and improve employee motivation and retention by investing in training for existing staff and helping them reach their career goals. Shape the skills and experience of your workforce through training designed to meet your specific needs. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to enter the workplace.

Cyfrifon Dysgu Personol

Personal Learning Accounts

Beth ydyn nhw?

Helpwch eich gweithwyr i wireddu eu potensial llawn wrth i chi ddatblygu sgiliau eich gweithlu. Mae Cyfrifon Dysgu Personol yn cynnig dysgu hyblyg i gynorthwyo unigolion cyflogedig sy'n ennill llai na £29,534 – neu i bobl sydd mewn perygl o golli eu swyddi. Hefyd, gall Cyfrifon Dysgu Personol gynnig cyfle i'ch staff cymwys ennill y sgiliau a'r cymwysterau sydd eu hangen arnynt i ailsgilio neu uwchsgilio, gan roi'r cyfle hefyd i reciriwtio doniau newydd a goresgyn prinder sgiliau presennol ac yn y dyfodol.

Nod penodol y cyrsiau yw mynd i'r afael â hyfforddiant galwedigaethol mewn sectorau lle mae prinder sgiliau i sichau bod anghenion yr economi yn y dyfodol yn cael eu diwallu gan gynnwys ym meysydd adeiladu, peirianneg, digidol a TG, iechyd a gofal cymdeithasol a gwasanaethau ariannol. Ar gyfer cyflogeon dan 24 oed, mae Cyfrifon Dysgu Personol yn rhan o'r **Warant i Bobl Ifanc**.

Pwy sy'n gymwys?

- Cyflogwyr sy'n awyddus i uwchsgilio neu ddarparu sgiliau newydd i'w staff o ganlyniad i'r economi sy'n newid yn y sectorau blaenorriaeth. Bydd eich coleg lleol yn gallu rhoi rhagor o gyngor i chi. Gwneir dyfarniadau ariannu yn ôl disgrifiwn a Llywodraeth Cymru sy'n gyfrifol am y penderfyniad terfynol ar gymhwysedd.

What is it?

Help your employees reach their full potential while developing the skills of your workforce. Personal Learning Accounts provide flexible learning to support employed individuals earning under £29,534 – or for people whose jobs are at risk. Personal Learning Accounts can also provide your eligible staff with the opportunity to gain the skills and qualifications they need to re-skill or upskill while also providing the chance to recruit new talent and overcome current and future skill shortages.

Courses are specifically designed to address vocational training in sectors where there is a skills shortage to ensure the future needs of the economy are met including construction, engineering, digital and IT, health and social care and financial services. For employees under the age of 24, Personal Learning Accounts form part of the **Young Person's Guarantee**.

Who's eligible?

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



Beth yw'r manteision?

Datblygwch eich gweithwyr presennol, drwy eu helpu i dyfu a datblygu yn eich busnes. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy ddarparu cyfleoedd i weithwyr dan 24 oed ddatblygu eu sgiliau.

What are the benefits?

Develop your existing employees, helping them grow and progress within your business. Support the Welsh Government's **Young Person's Guarantee** by providing opportunities for employees under the age of 24 to develop their skills.

Cronfa Ddysgu Undebau Cymru

Wales Union Learning Fund

Beth yw hi?

O dan Gronfa Ddysgu Undebau Cymru (WULF), gall Undebau Llafur wneud cais i gyflwyno prosiectau hyfforddi dwy neu dair blynedd i ddatblygu sgiliau hanfodol a chyflogadwyedd gweithlu, gyda phwyslais ar ddileu rhwystrau i rai nad ydyn nhw'n ddysgwyr traddodiadol.

Nod prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen yw gweithio mewn partneriaeth â chi i gefnogi a bod yn sail i ddatblygiad, dysgu a sgiliau yn y gweithlu ar gyfer eich gweithwyr presennol.

Pwy sy'n gymwys?

- Mae unrhyw undeb llafur trwyddedig sydd ag aelodau yng Nghymru yn gymwys i wneud cais am gyllid Cronfa Ddysgu Undebau Cymru. Mae'r cais ar gyfer cylch 2022-25 wedi dod i ben a bydd y rhaglen nesaf yn dechrau ym mis Ebrill 2022.

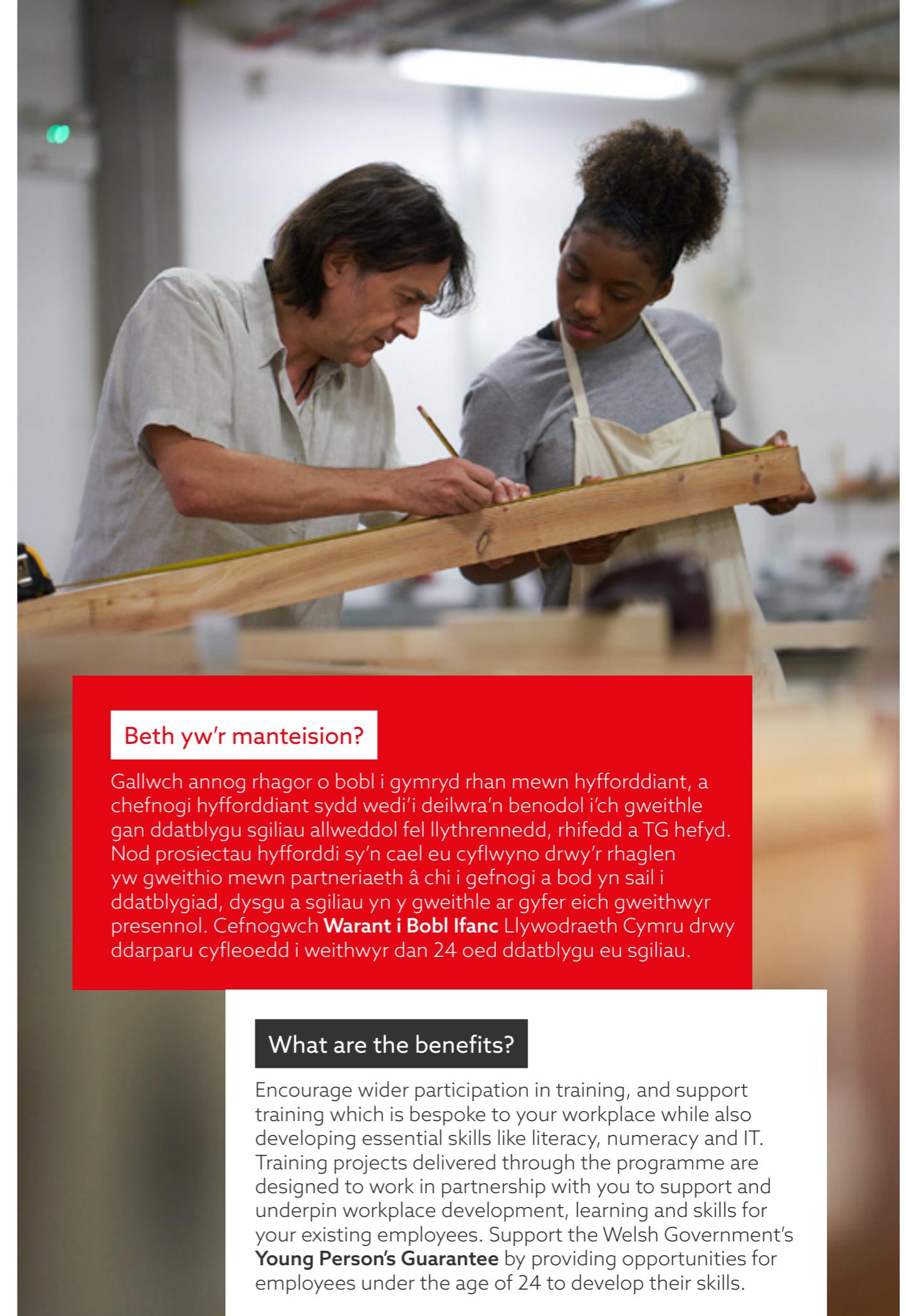
What is it?

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

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

Who's eligible?

- Any certificated trade union with members based in Wales is eligible to apply for WULF funding. Bidding for the 2022-25 round has completed and the next programme will commence in April 2022.



Beth yw'r manteision?

Gallwch annog rhagor o bobl i gymryd rhan mewn hyfforddiant, a chefnogi hyfforddiant sydd wedi'i deilwra'n benodol i'ch gweithle gan ddatblygu sgiliau allweddol fel llythrennedd, rhifedd a TG hefyd. Nod prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen yw gweithio mewn partneriaeth â chi i gefnogi a bod yn sail i ddatblygiad, dysgu a sgiliau yn y gweithlu ar gyfer eich gweithwyr presennol. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy ddarparu cyfleoedd i weithwyr dan 24 oed ddatblygu eu sgiliau.

What are the benefits?

Encourage wider participation in training, and support training which is bespoke to your workplace while also developing essential skills like literacy, numeracy and IT. Training projects delivered through the programme are designed to work in partnership with you to support and underpin workplace development, learning and skills for your existing employees. Support the Welsh Government's **Young Person's Guarantee** by providing opportunities for employees under the age of 24 to develop their skills.

Rhaglen Sgiliau Hyblyg

Flexible Skills Programme

Beth yw hi?

Mae'n bosib y gall busnesau sy'n cael eu dal yn ôl gan eu set bresennol o sgiliau – neu sy'n ystyried cyfleoedd busnes newydd, technoleg newydd neu ehangu – gael cymorth ariannol i uwchsgilio eu gweithlu drwy'r Rhaglen Sgiliau Hyblyg.

Mae'r rhaglen yn galluogi busnesau i hawlio 50% o unrhyw gostau hyfforddi cymwys yn ôl i ddatblygu sgiliau eu gweithwyr. Mae cyllid ar gael i hyfforddi yn y meysydd canlynol: digidol, uwch-weithgynhyrchu a pheirianneg, allforio, creadigol, twristiaeth a lletygarwch.

Anogir busnesau i ddefnyddio rhaglenni a ffrydau ariannu eraill lle maen nhw ar gael i gefnogi anghenion hyfforddi a datblygu ac i ddefnyddio'r arian hwn i gefnogi blaenoriaethau hyfforddi eraill.

Pwy sy'n gymwys?

- Pob cyflogwr yn y sector preifat yng Nghymru, cyn belled â bod gennych chi brosiect datblygu busnes sylweddol neu'ch bod yn bwriadu uwchsgilio yn y meysydd digidol, uwch-weithgynhyrchu a pheirianneg, allforio, creadigol, twristiaeth neu letygarwch.

What is it?

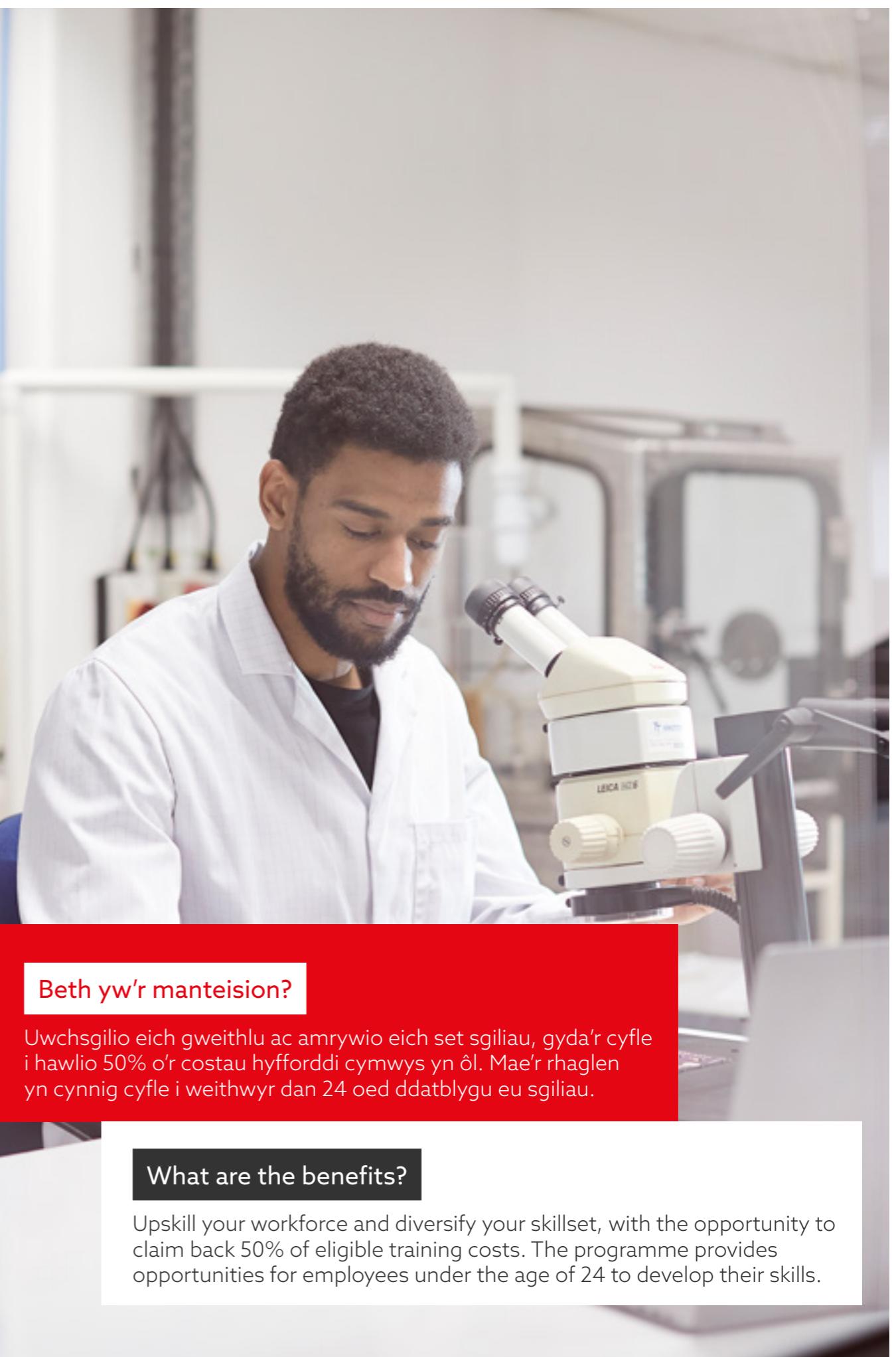
Businesses being constrained by their current skillset – or considering new business opportunities, new technologies or expansions – may be able to access financial support to upskill their workforce through the Flexible Skills Programme.

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

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

Who's eligible?

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



Beth yw'r manteision?

Uwchsgilio eich gweithlu ac amrywio eich set sgiliau, gyda'r cyfle i hawlio 50% o'r costau hyfforddi cymwys yn ôl. Mae'r rhaglen yn cynnig cyfle i weithwyr dan 24 oed ddatblygu eu sgiliau.

What are the benefits?

Upskill your workforce and diversify your skillset, with the opportunity to claim back 50% of eligible training costs. The programme provides opportunities for employees under the age of 24 to develop their skills.

04

Cefnogi iechyd a lles eich gweithlu

**Support the health and
wellbeing of your workforce**



Gwasanaeth Cymorth yn y Gwaith

In-Work Support Service

Beth yw e?

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

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

Pwy sy'n gymwys?

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

What is it?

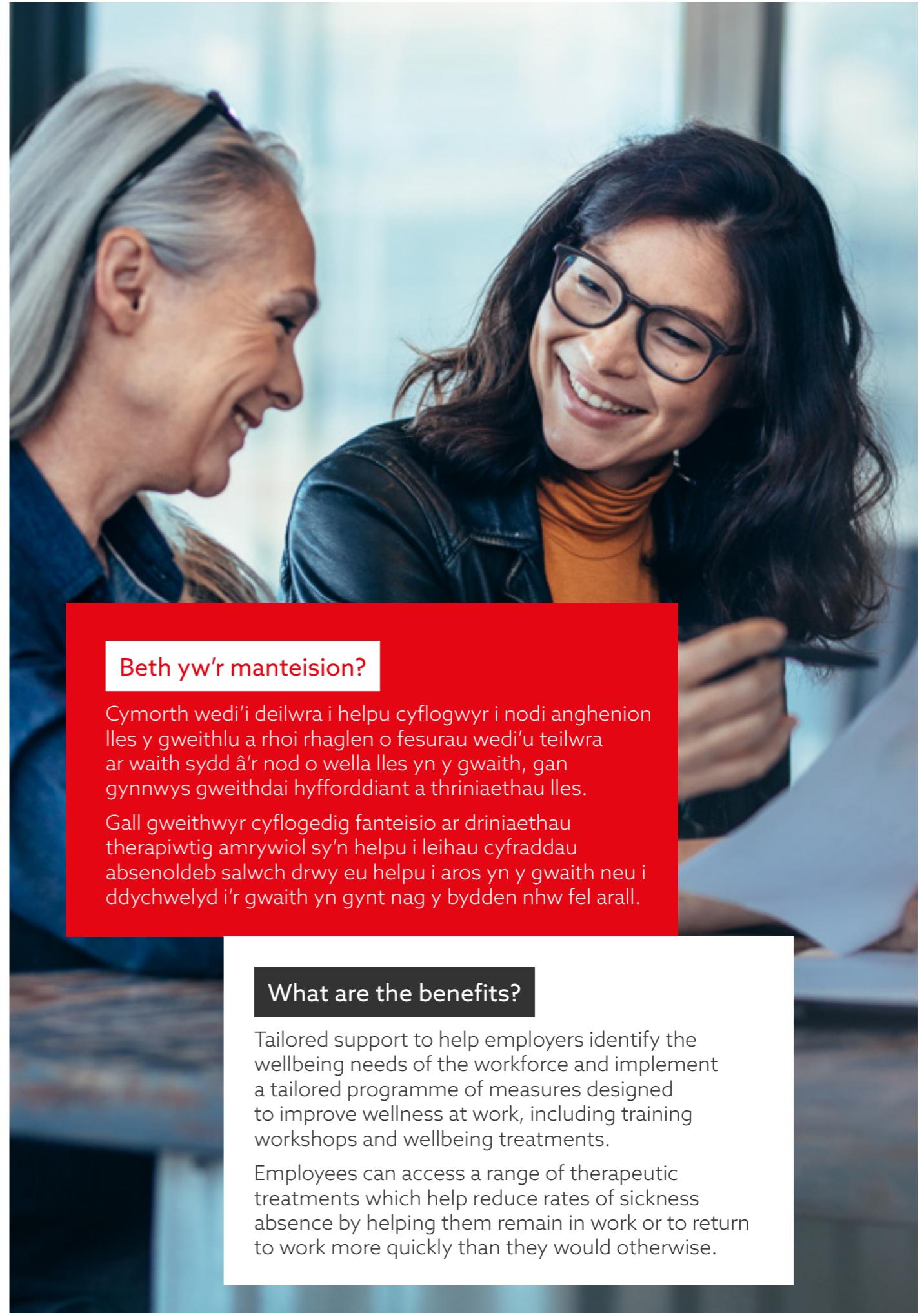
The In-Work Support Service provides rapid access to tailored occupational therapy, physiotherapy and psychological therapy services to help employed or self-employed people return to work or manage a health condition in work due to a...

- Mental health problem; or
- Musculoskeletal problem

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

Who's eligible?

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



Y Gwasanaeth Di-waith

Out of Work Service

Beth yw e?

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

Mae'r gwasanaeth yn croesawu ymgeiswyr 16-24 oed sydd wrthi'n gwella ac nad ydynt mewn addysg, cyflogaeth na hyfforddiant neu rai 25+ oed nad ydynt wedi bod yn chwilio am waith neu sydd wedi bod yn ddi-waith am fwy na 12 mis.

Mae cymorth ar gael hefyd i bobl yn y Dedwyrain sy'n ddi-waith yn y tymor byr yn sgil COVID-19. I bobl ifanc NEET, mae'r Gwasanaeth Di-waith yn rhan o'r **Warant i Bobl Ifanc** ar gyfer pobl ifanc 16-24 oed.

Pwy sy'n gymwys?

- Gall unrhyw fusnes yng Nghymru gynnig cyfleoedd cyflogaeth i rywun sydd wedi'i atgyfeirio drwy'r Gwasanaeth Di-waith. Rhaid i ymgeiswyr naill ai fod yn 16-24 oed ac yn NEET, neu'n 25+ oed a ddim yn chwilio am waith, neu'n ddi-waith am fwy na 12 mis ac yn gwella ar ôl camddefnyddio sylweddau a/neu salwch meddwl.

What is it?

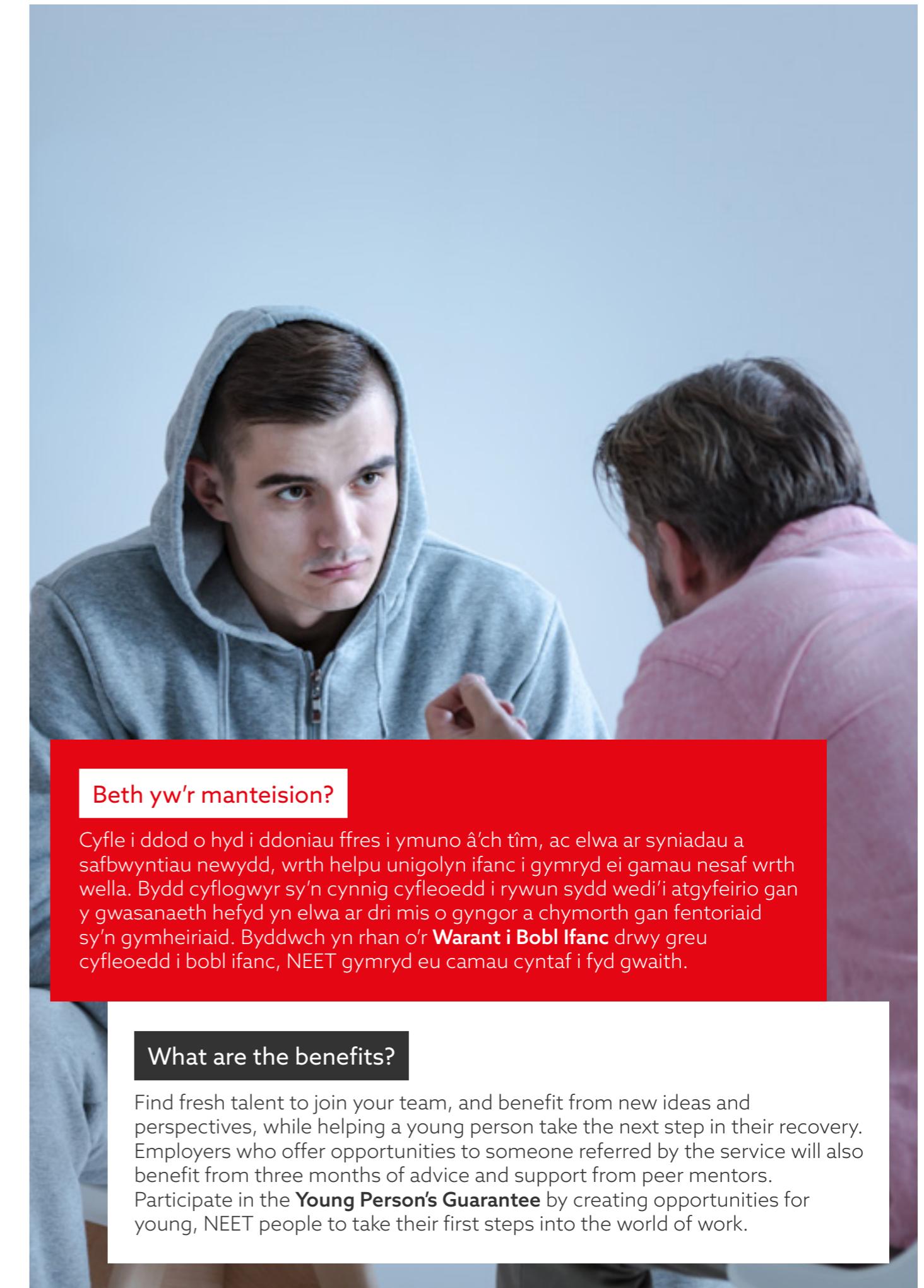
The Out of Work Service provides peer mentoring and employability support to people who are in recovery from substance misuse and/or mental ill-health, to help them find a job and stay in work. It works with employers to offer opportunities including training, placements, skills development and employment.

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

Support is also available for people in South East Wales who have become short-term unemployed as a consequence of COVID-19. For young, NEET people the Out of Work Service forms part of the **Young Person's Guarantee** for 16-24 year olds.

Who's eligible?

- Any business in Wales can offer employment opportunities to someone referred through the Out of Work Service. Candidates must either be aged 16-24 and NEET, or aged 25+ and not looking for work, or unemployed for longer than 12 months and in recovery.



Beth yw'r manteision?

Cyfle i ddod o hyd i ddoniau ffres i ymuno â'ch tîm, ac elwa ar syniadau a safbwytiau newydd, wrth helpu unigolyn ifanc i gymryd ei gamau nesaf wrth wella. Bydd cyflogwyr sy'n cynnig cyfleoedd i rywun sydd wedi'i atgyfeirio gan y gwasanaeth hefyd yn elwa ar dri mis o gyngor a chymorth gan fentoriaid sy'n gymheiriad. Byddwch yn rhan o'r **Warant i Bobl Ifanc** drwy greu cyfleoedd i bobl ifanc, NEET gymryd eu camau cyntaf i fyd gwaith.

What are the benefits?

Find fresh talent to join your team, and benefit from new ideas and perspectives, while helping a young person take the next step in their recovery. Employers who offer opportunities to someone referred by the service will also benefit from three months of advice and support from peer mentors. Participate in the **Young Person's Guarantee** by creating opportunities for young, NEET people to take their first steps into the world of work.

Cymru lach ar Waith

Healthy Working Wales

Beth yw e?

Mae Cymru lach ar Waith yn helpu cyflogwyr, unigolion a gweithwyr iechyd proffesiynol amrywiol i gynorthwyo pobl o oedran gweithio yng Nghymru i gadw'n heini ac yn iach fel y gallan nhw barhau mewn cyflogaeth neu ddychwelyd i'r gwaith yn dilyn cyfnod o afiechyd.

Cyflwynir y rhaglen gan lechyd Cyhoeddus Cymru ar ran Llywodraeth Cymru. Mae'n gweithio gyda chyflogwyr i annog camau i hyrwyddo iechyd a lles drwy waith ac yn cynnig cyngor, adnoddau, hyfforddiant a gweithdai.

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

Pwy sy'n gymwys?

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

What is it?

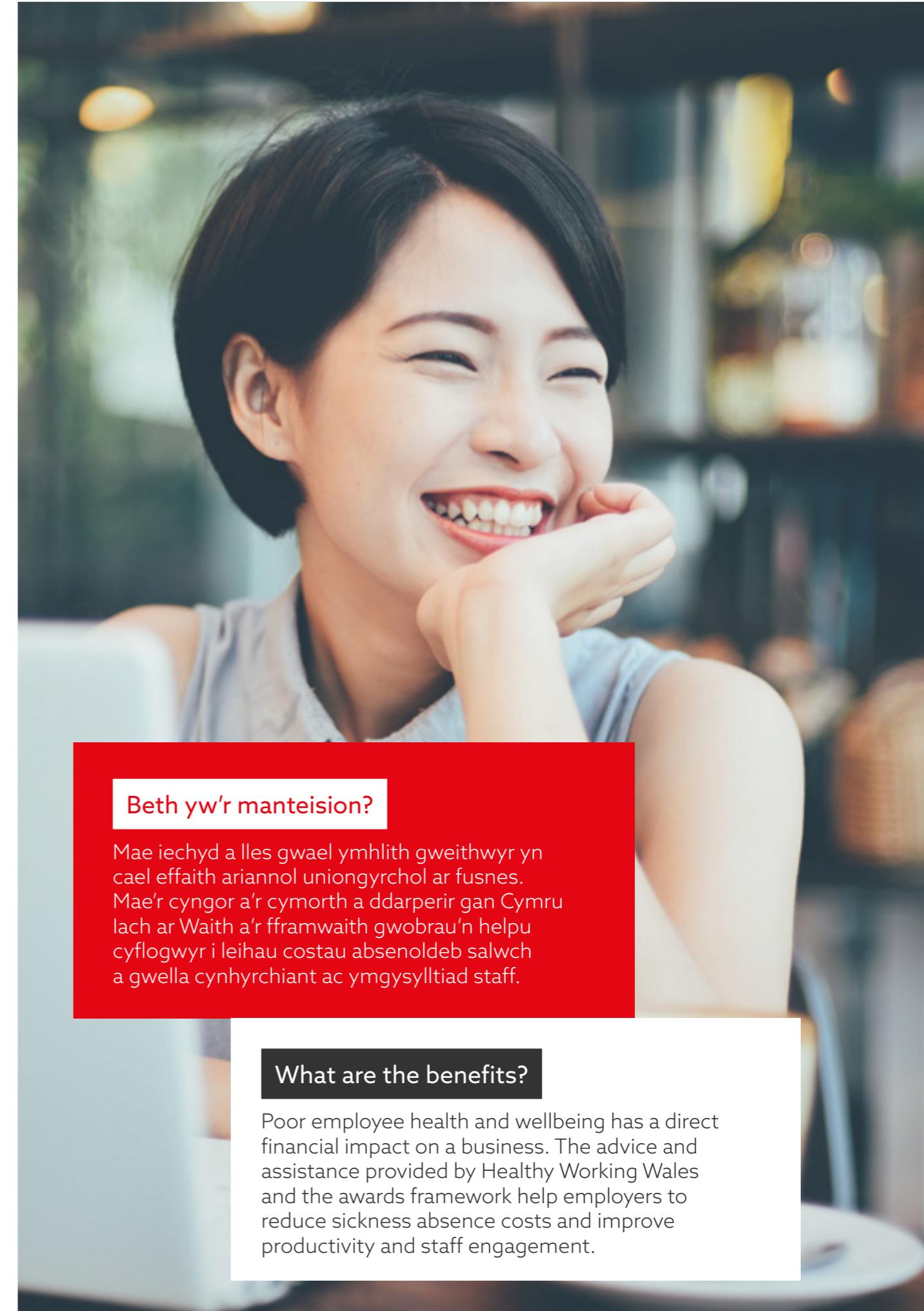
Healthy Working Wales helps employers, individuals, and a range of health professionals to support working-age people in Wales to stay fit and healthy so they can remain in employment or return to work following a period of ill health.

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

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

Who's eligible?

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



Beth yw'r manteision?

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

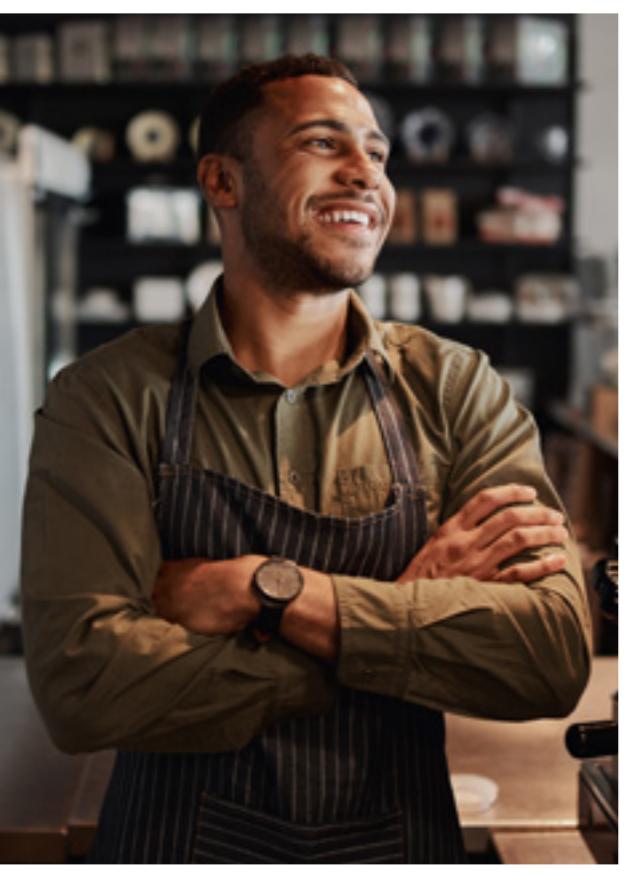
What are the benefits?

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



05

Adnoddau i gyflogwyr
Resources for employers



Cymorth diswyddo

Redundancy support

Beth yw e?

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

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

Mae Cymru'n Gweithio yn darparu gwybodaeth, cyngor ac arweiniad sydd ar gael drwy linell gymorth 08000 284 844 ac yn ddigidol drwy cymrungweithio.llyw.cymru.

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

What is it?

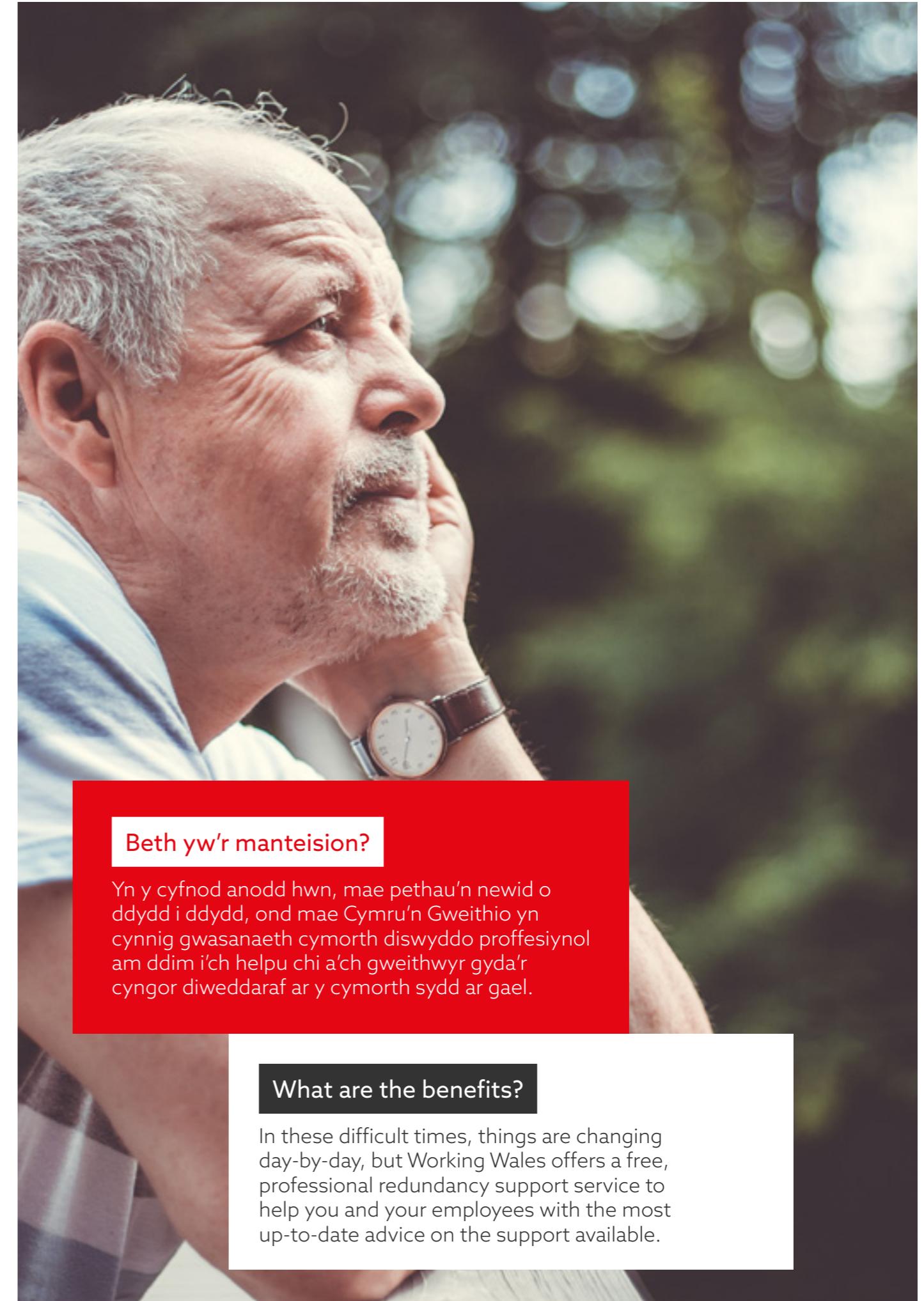
If you are having to face the difficult decision of making your staff redundant, both you and those under threat of redundancy can access support through Working Wales, including:

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

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

Who's eligible?

- Businesses of all sizes and across all sectors.



Beth yw'r manteision?

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

What are the benefits?

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

Gweithio gydag ysgolion

Working with schools

Beth yw e?

Mae'r Bartneriaeth Addysg Busnes yn Gyrfa Cymru yn dod ag ysgolion a busnesau ynghyd i hysbysu, ysbrydoli ac ysgogi pobl ifanc am eu cyfleoedd gyra ac yn helpu pobl ifanc i ddysgu mwy am fydd gwaith.

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

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

What is it?

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

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

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

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

Who's eligible?

- Businesses of all sizes and across all sectors.



Bwletin Swyddi

Job Bulletin

Beth yw e?

Mae bwletin swyddi Cymru'n Gweithio yn ffordd ddi-dâl o godi ymwybyddiaeth o swyddi gwag yn eich busnes a chyrraedd mwy o ddarpar weithwyr cyflogedig; y cyfan sydd angen i chi ei wneud yw rhannu manylion eich swydd wag gyda Cymru'n Gweithio.

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

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

What is it?

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

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

Who's eligible?

- Businesses of all sizes and across all sectors.

Beth yw'r manteision?

Ffordd ddi-dâl o godi ymwybyddiaeth o'ch swydd wag a chyrraedd amrywiaeth eang o ddarpar weithwyr brwd frydig.

What are the benefits?

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



Busnes Cymru

Business Wales

Beth yw e?

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

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

Mae Busnes Cymru yn darparu gwybodaeth, cyngor ac arweiniad drwy linell gymorth 03000 6 03000 ac yn ddigidol drwy businesswales.gov.wales/cy ac ar sianeli cyfryngau cymdeithasol Busnes Cymru.

Pwy sy'n gymwys?

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

What is it?

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

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

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

Who's eligible?

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



Beth yw'r manteision?

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

- Adolygu'ch cynllun busnes, cael gafael ar gyllid a rheolaeth ariannol.
- Marchnata a manteisio ar sianeli digidol.
- Polisiau a gweithdrefnau cyflogaeth, rheoliadau a llywodraethu.
- Arloesi ac arallgyfeirio, gan gynnwys cyngor ar dendro.
- Cymorth dechrau busnes, mentora ac ymuno â chymuned i fusnesau newydd.

What are the benefits?

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

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

Pecyn cymorth cyflogwyr

Employer toolkit

Beth yw e?

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

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

What is it?

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

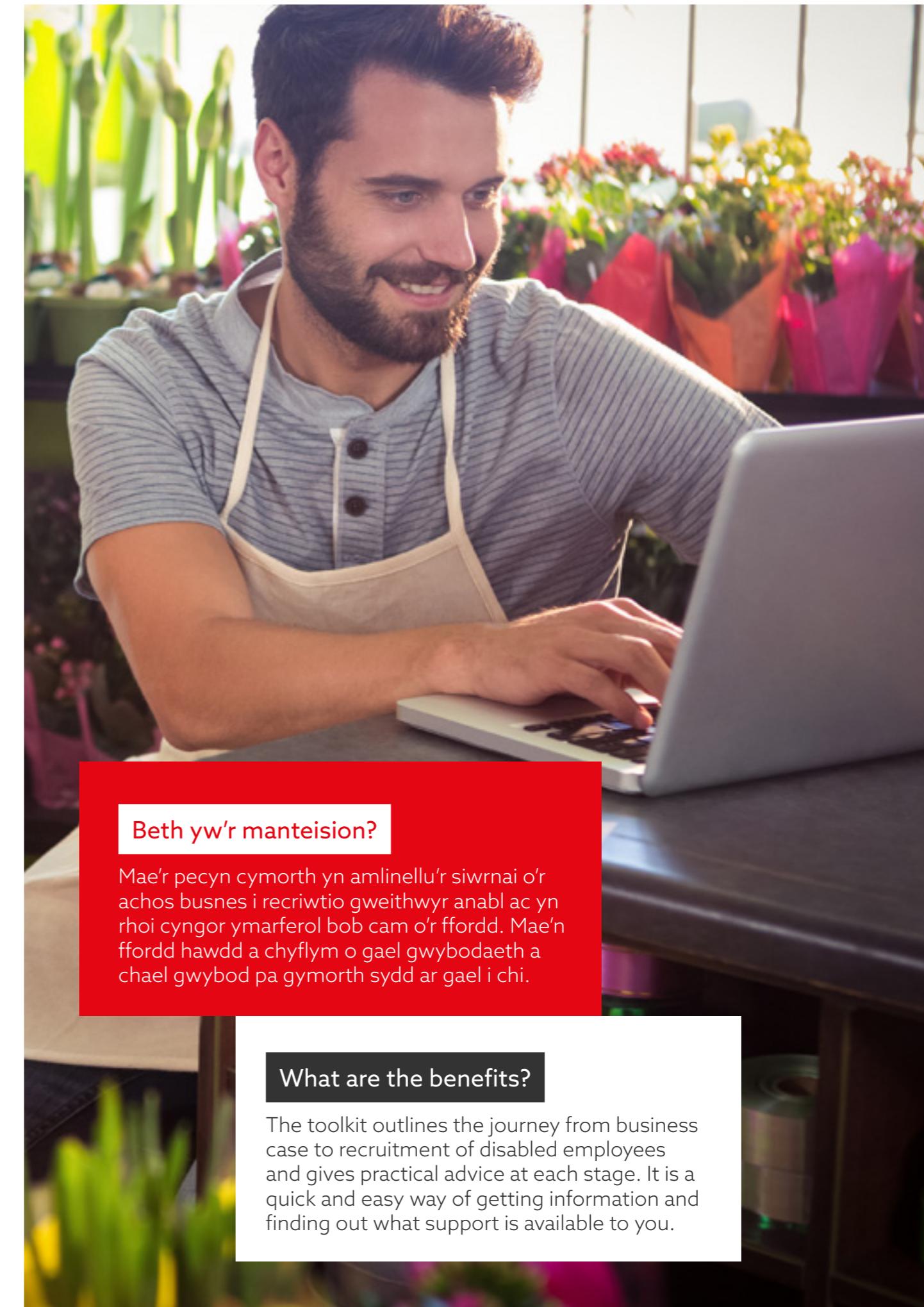
It contains practical advice on how to attract, recruit, develop and retain disabled employees, as well as what support and resources are available to help employers create a workforce that is representative and open to all.

Pwy sy'n gymwys?

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

Who's eligible?

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



Beth yw'r manteision?

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

What are the benefits?

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



Beth nesaf?

I ddysgu mwy am unrhyw un o'r rhagleni neu adnoddau a nodir yn y llyfrym hwn, ac er mwyn cael cyngor penodol ar sgiliau a chyflogaeth, ewch i **businesswales.gov.wales/skillsgateway/cy/yn-gefn-i-chi** neu ffoniwch Busnes Cymru ar **03000 6 03000**.

What's next?

To find out more about any of the programmes or resources outlined in this brochure, and receive dedicated skills and employment advice, head to **businesswales.gov.wales/were-in-your-corner** or call Business Wales on **03000 6 03000**.