



Llywodraeth Cymru
Welsh Government

Cymorth hyfforddiant a recriwtio i gyflogwyr

Training and recruitment support for employers

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Chwiliwch **Busnes Cymru**
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* Mae'r rhaglenni hyn yn cymryd rhan yng **Ngwarant i Bobl Ifanc** Llywodraeth Cymru.

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



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 recriwtio 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 meini 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 **Warrant 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. Nod y rhaglen yw helpu pobl ifanc i gyrraedd eu potensial llawn

Mae'n dwyn ynghyd amrywiaeth o raglenni a mentrau, ac amlinellir llawer ohonynt yn y llyfryn 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 **Warrant 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 aims to help young people achieve their full potential.

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 **Warrant 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 safbwyntiau newydd. Fel rhan o'r **Warrant i Bobl Ifanc**, mae busnesau'n cael cymorth i recriwtio mwy o bobl ifanc drwy gymorthdaliadau cyflog, grantiau hyfforddi a chynngor 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.

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.

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 **Warrant 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.

ReAct+

ReAct+

Beth yw e?

Mae ReAct+ yn cynorthwyo busnesau i gyflogi pobl 18 a hŷn sydd wedi cael eu gwneud yn ddi-waith o fewn y 12 mis diwethaf, neu sydd wedi derbyn rhybudd y byddant yn cael eu diswyddo. Fel rhan o'r Gwarant i Bobl Ifanc, mae pobl ifanc 18-24 oed nad ydynt mewn addysg, cyflogaeth na hyfforddiant (NEET) hefyd yn gymwys.

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 person rydych chi am ei gyflogi fodloni'r meini prawf cymhwystra a amlinellir uchod, a rhaid ei fod yn byw yng Nghymru a chanddo'r hawl i fyw a gweithio yn y DU.
- Mae cymorth ar gael ar yr amod nad yw'r person newydd eisoes wedi dechrau gweithio i'ch busnes.
- Mae ReAct+ yn rhan o **Warant i Bobl Ifanc** Llywodraeth Cymru sy'n helpu i greu cyfleoedd i bobl ifanc, ddi-waith ddod o hyd i waith.

What is it?

ReAct+ supports businesses to employ people aged 18+ who have become unemployed within the last 12 months or who are under notice of redundancy. As part of the Young Person's Guarantee, 18-24 year olds who are not in education, employment or training (NEET) are also eligible.

Who's eligible?

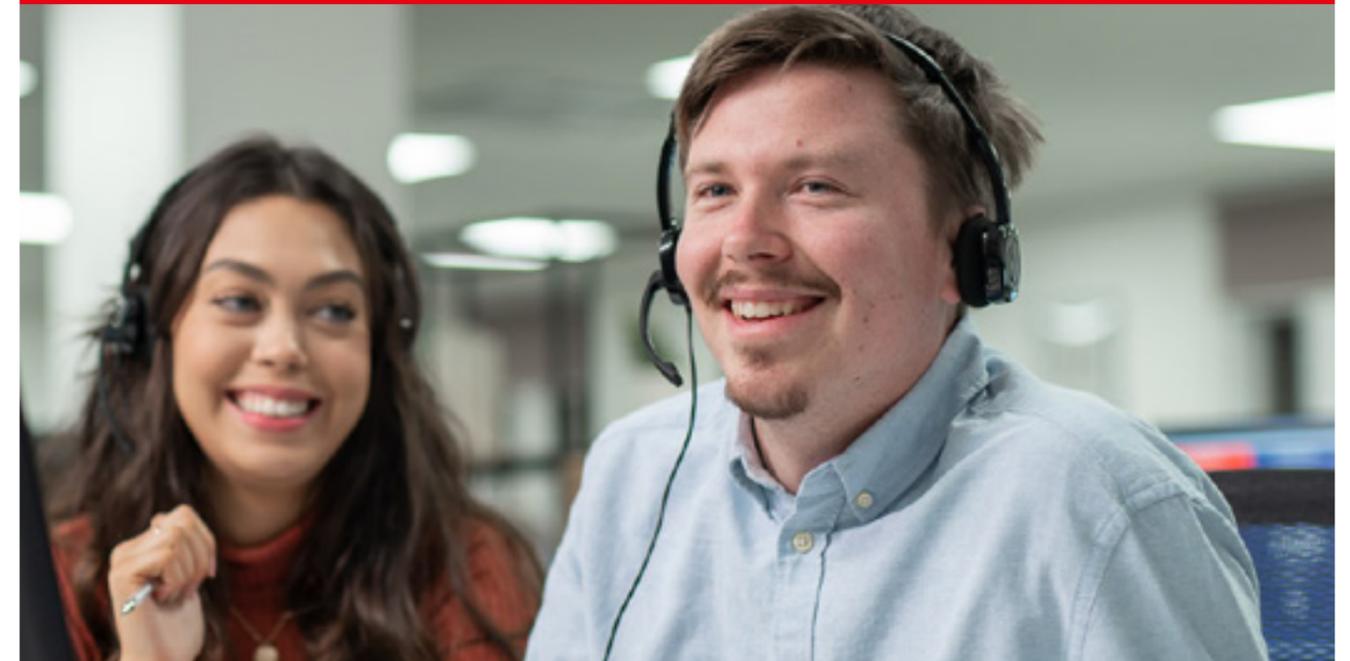
- Businesses of any size in any industry can employ someone through ReAct+, as long as they haven't reached the 'de minimis' threshold for State Aid. The person you take on must meet the eligibility criteria outlined above and be a resident of Wales with the right to work and live in the UK.
- Support is available as long as the new recruit has not already started working for your business.
- ReAct+ is part of the Welsh Government's **Young Person's Guarantee** helping to create opportunities for young, unemployed people to find employment.

Beth yw'r manteision?

Gall cyflogi person ifanc sy'n barod am waith drwy ReAct+ helpu eich busnes i lenwi bylchau sgiliau a chadw costau recriwtio i lawr. Gyda ReAct+ bydd eich busnes yn derbyn cyllid tuag at gyflogau a hyfforddiant sy'n gysylltiedig â swydd.

Pan fyddwch yn cyflogi recriwtiaid cymwys gallech dderbyn hyd at £3,000 mewn rhandaliadau chwarterol am y 12 mis cyntaf i helpu i dalu eu cyflog, ynghyd â hyd at £1,000 ar gyfer unrhyw hyfforddiant sgiliau cysylltiedig â swydd sydd ei angen i sicrhau eu bod yn cyrraedd y safon.

Mae £1,000 ychwanegol ar gael os ydych yn recriwtio person anabl neu berson ifanc 18-24 oed. Os ydych yn recriwtio person ifanc anabl, mae £2,000 ychwanegol ar gael.



What are the benefits?

Taking on a work ready ReAct+ recruit can help your business fill skills gaps and keep recruitment costs down. With ReAct+ your business will receive funding towards wages and job-related training.

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, plus up to £1,000 for any job-related skills training needed to bring them up to speed.

An additional £1,000 is available if you recruit a disabled person or a young person aged 18-24. If you recruit a young disabled person, an additional £2,000 is available.

Cymunedau am Waith+ Communities for Work+

Beth ydyn nhw?

Mae Cymunedau am Waith+ yn cefnogi pobl sydd heb gynrychiolaeth ddigonol yn y farchnad lafur, gan gynnwys pobl ifanc, yr henoed a phobl anabl; Pobl Dduon, Asiaidd ac Ethnig Leiafriol; a'r rhai sydd â chyfrifoldebau gofal a gofal plant.

Gall cyflogwyr gael cymorth i gyflenwi eu gweithlu drwy dimau cyflenwi lleol sy'n gweithredu ledled Cymru.

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 cefnogi eich anghenion recriwtio ac yn canfod cyfranogwyr sydd â'r sgiliau sy'n addas i anghenion eich busnes.

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

Pwy sy'n gymwys?

- Busnesau o unrhyw faint mewn unrhyw sector yng Nghymru.

What is it?

Communities for Work+ supports people who are under represented in the labour market including young, old and disabled people; Black, Asian and Minority Ethnic people; and those with care and childcare responsibilities.

Employers can access support to supply their workforce through local delivery teams which operate across Wales.

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 unigolion drwy Cymunedau am Waith a Mwy yn helpu'r rhai sydd wedi'u hallgau o'r farchnad lafur i gael gwaith. Byddwch yn gallu manteisio ar unigolion brwdfrydig sy'n benderfynol o wneud y gorau o gyfle i ymuno â'r farchnad lafur, gyda chefnogaeth gan Swyddog Cyswllt Cyflogwyr a mentoriaid a fydd yn nodi cyfranogwyr.

Cefnogwch y Warant i Bobl Ifanc Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gael mynediad i'r gweithle.

What are the benefits?

Businesses who take on individuals through Communities for Work Plus 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 ambell 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 recriwtio 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.



Biwroau Cyflogaeth a Menter Employment and Enterprise Bureaus

Beth yw e?

Mae'r Biwroau Cyflogaeth a Menter yn darparu pecyn o gyfleoedd i feithrin sgiliau cyflogadwyedd a menter hanfodol i fyfyrwyr rhan-amser neu llawnamser. Mae'r Biwroau yn rhan o Warant i Bobl Ifanc Llywodraeth Cymru, sef ymrwymiad i ddarparu cymorth i bawb o dan 25 oed sy'n byw yng Nghymru i gael lle mewn addysg neu hyfforddiant, a'u helpu i gael gwaith neu fod yn hunangyflogedig.

Mae'r Biwro, sy'n gweithredu mewn colegau Addysg Bellach yng Nghymru, yn gwahodd cyflogwyr i gysylltu â nhw er mwyn cwrdd â myfyrwyr a thrafod cyfleoedd cyflogaeth a allai fod ganddynt yn eu sefydliadau.

Mae pob Biwro yn cynnig cymorth wedi'i deilwra i fyfyrwyr yn eu coleg ond mae'n agored i feithrin cyfleoedd parhaus gyda chyflogwyr yn eu rhanbarth.

Pwy sy'n gymwys?

- Mae busnesau o unrhyw faint mewn unrhyw ddiwydiant yng Nghymru yn gymwys i gysylltu â'r Biwroau.

What is it?

The Employment and Enterprise Bureaus provide a package of opportunities for students, full and part-time, to build essential employability and enterprise skills. The Bureaus are part of the Welsh Government's Young Person's Guarantee – a commitment to provide everyone under the age of 25 and living in Wales with support to gain a place in education or training and help to get into work or become self-employed.

The Bureaus, operating in Further Education College in Wales, are inviting employers to engage with them to meet students and discuss employment opportunities they may have within their organisations.

Each Bureau offers tailored support to students within their college but is open to nurturing ongoing opportunities with employers in their region.

Who's eligible?

- Businesses of any size in any industry in Wales are eligible to engage with the Bureaus.



Beth yw'r manteision?

Mae Biwroau Cyflogaeth a Menter yn helpu cyflogwyr i gysylltu â myfyrwyr a datblygu eu gweithlu yn y dyfodol.

Os ydych chi'n awyddus i recriwtio talent newydd i'ch sefydliad, yna gall y Biwroau eich helpu.

Cysylltwch â'r Fiwro Cyflogaeth a Menter yn eich coleg lleol.

<https://businesswales.gov.wales/skillsgateway/cy/biwroau-cyflogaeth-menter>

What are the benefits?

Employment and Enterprise Bureaus help employers to connect with students and develop their future workforce.

If you are looking to recruit new talent within your organisation, then the Bureaus can help you.

Contact the Employment and Enterprise Bureau at your local college.

<https://businesswales.gov.wales/skillsgateway/employment-and-enterprise-bureaus>

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 chrosawu 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 lluo o fanteision i gyflogi pobl anabl, sy'n gallu cyfrannu sgiliau a brwdfrydedd 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 recriwtio prentisiaid anabl wedi'i ymestyn hyd 31 Mawrth 2024, 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.

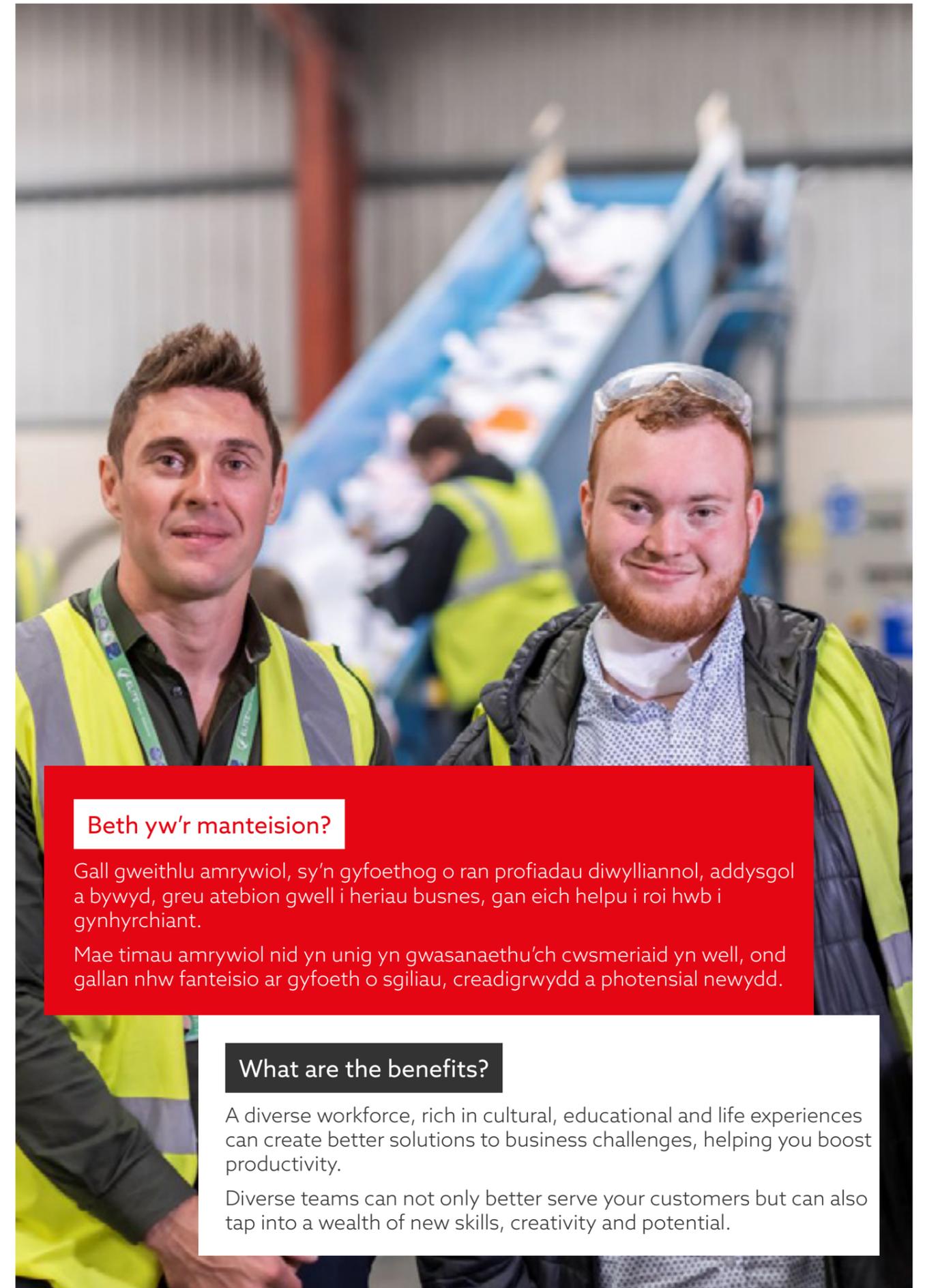
The best talent will look for places they feel welcome and where they can express themselves freely. You can use apprenticeships to make sure your business has access to a wider pool of talent.

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 2024 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 People's 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 recriwtio 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.

Mae ganddynt ystod o wybodaeth, sgiliau a phrofiad i ddarparu cymorth ymarferol a chynghor i helpu cyflogwyr recriwtio a chadw mwy o weithwyr anabl.

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?

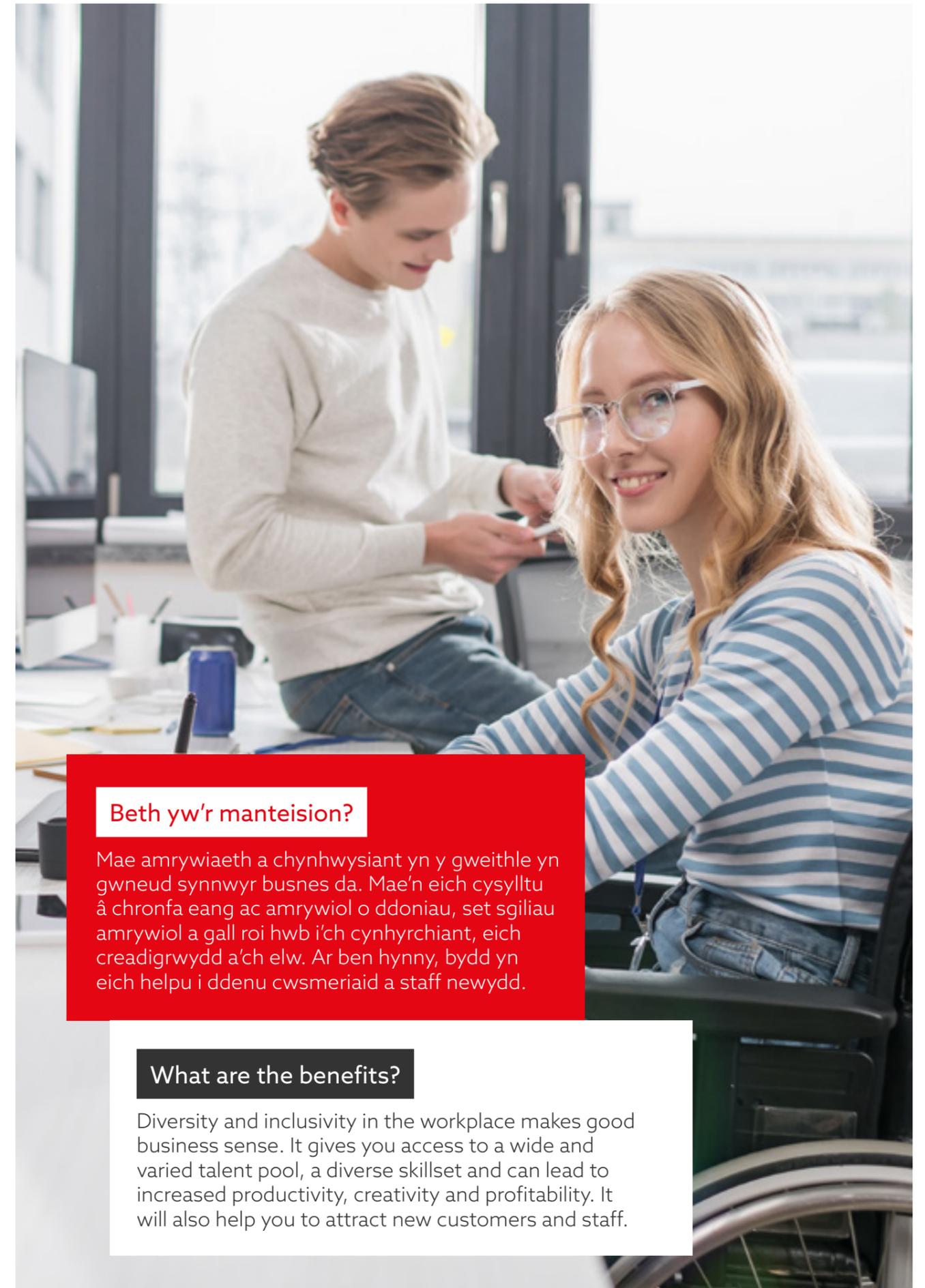
Welsh Government is committed to creating a more equal Wales where individuals have equality of opportunity to gain employment and there is a culture of inclusive access to a workforce that reflects society and our communities.

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 have a range of knowledge, skills and experience to provide practical support and advice to help employers recruit and retain more disabled workers.

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 ceffyl blaen yn eich sector a thu hwnt. Mae lefelau gwahanol fel y gallwch nodi pob cam o'ch taith.

What is it?

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

Pwy sy'n gymwys?

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

Who's eligible?

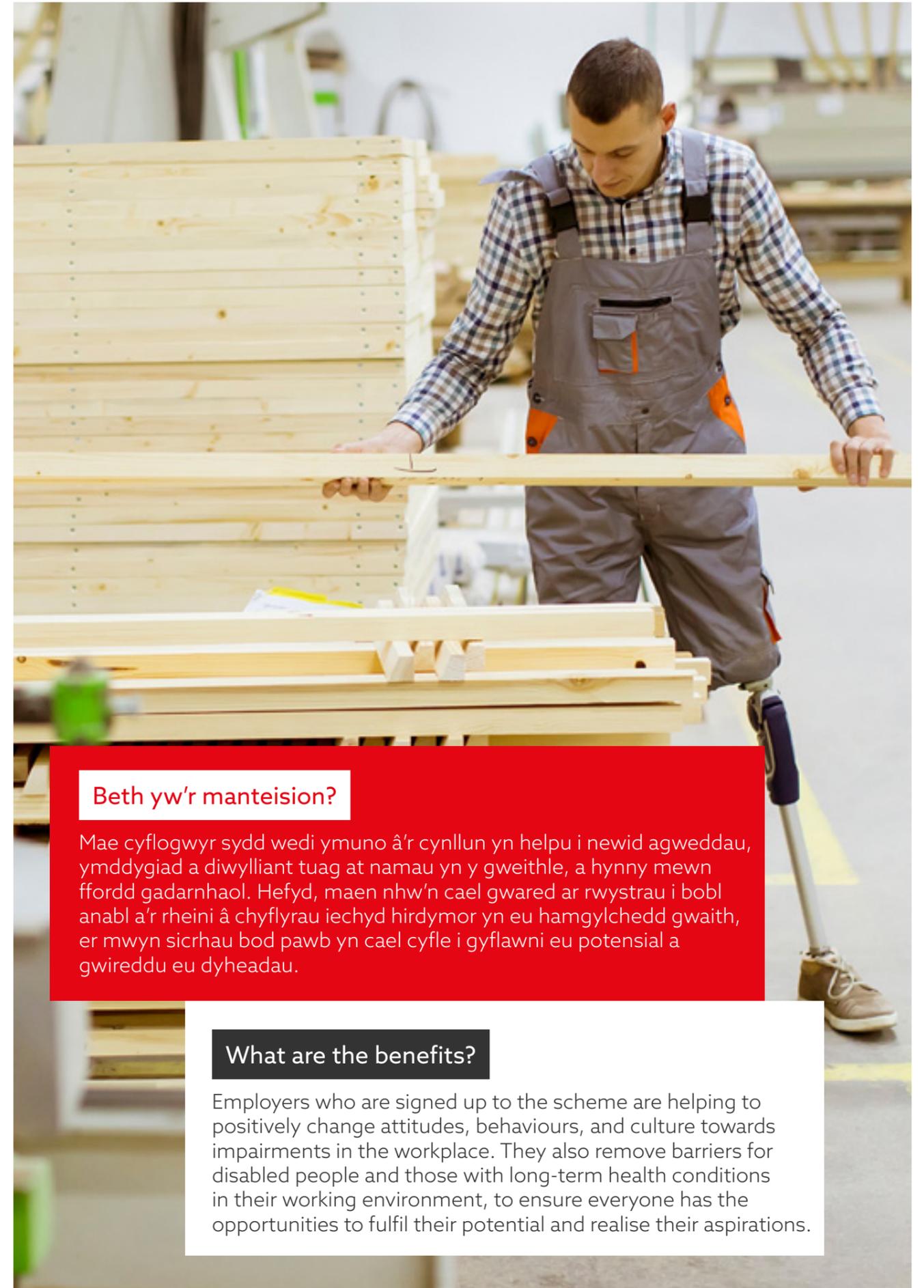
- All employers are eligible regardless of size. It has been developed by employers and disabled people's representatives to make it rigorous but easily accessible, particularly for smaller businesses.

Beth yw'r manteision?

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 cynllun Mynediad i Waith yr Adran Gwaith a Phensiynau yn darparu grant i unigolion anabl i dalu am gymorth ymarferol i'w helpu i gael gwaith neu i aros mewn 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 helpu eu gweithwyr anabl i wneud cais am gymorth. 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?

DWP's Access to Work scheme provides a grant to disabled individuals to pay for practical support to help them to find or remain in work. Delivered by Job Centre Plus, it can also offer 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 assist their disabled employees to apply for support. 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?

Gall gweithwyr anabl gael grant o hyd at £65,180 i ad-dalu cost cymorth ymarferol fel dehonglydd Iaith Arwyddion Prydain, costau tacsï, neu anogwr gwaith i'w galluogi i ddechrau gweithio 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?

Disabled employees can receive a grant of up to £65,180 to reimburse the cost of practical support such as BSL interpreters, taxi fares, or a job coach to enable them 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 rôl wahanol? Efallai mai prentisiaeth yw'r ateb.

Nid rhywbeth ar gyfer pobl ar ddechrau eu gyrfa'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'r prentisiaid yn iau na 25 oed, mae prentisiaethau'n rhan bwysig o'r **Warrant 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 25, 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 **Warrant 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?

Rhaglen ddysgu hyblyg yw Cyfrifon Dysgu Personol sy'n cefnogi unigolion cyflogedig sy'n ennill llai na £29,534* - neu i bobl sydd mewn perygl o golli eu swyddi.

*Nid oes trothwy enillion o £29,534 ar gyrsiau neu gymwysterau cymeradwy mewn sgiliau digidol neu sgiliau gwyrdd.

Drwy annog agor Cyfrif Dysgu Personol i weithwyr, gallai helpu pob sector llenwi sgiliau a hybu cynhyrchiant, gan eu helpu i gyrraedd eu potensial llawn. Mae Cyfrifon Dysgu Personol yn cael eu hariannu'n llawn, felly ni fydd angen i unigolion wneud unrhyw ymrwymiad ariannol i elwa o'r cynllun. Mae'n newydd da i bawb.

Nod penodol y cyrsiau yw mynd i'r afael â hyfforddiant galwedigaethol mewn sectorau lle mae prinder sgiliau i sicrhau bod anghenion yr economi yn y dyfodol yn cael eu diwallu gan gynnwys ym meysydd adeiladu, peirianeg, gwyrdd, digidol a TG, iechyd a gofal cymdeithasol a gwasanaethau ariannol.

Ar gyfer pobl ifanc dan 25 oed, mae Cyfrifon Dysgu Personol yn rhan o'r **Warrant i Bobl Ifanc**.

Pwy sy'n gymwys?

- Cyflogwyr sy'n awyddus i uwchsgilio o ganlyniad i'r economi sy'n newid yn y sectorau blaenoriaeth. Bydd eu coleg lleol yn gallu rhoi rhagor o gyngor iddynt.
- Mae cyllid yn cael ei ddyrannu yn ôl disgrisiwn. Llywodraeth Cymru sy'n gyfrifol am y penderfyniad terfynol ar gymhwysedd.

What is it?

Personal Learning Accounts is a flexible learning programme to support employed individuals earning under £29,534* - or for people whose jobs are at risk.

*There is no earning cap of £29,534 on approved courses or qualifications in digital or green skills.

By encouraging employees to open a Personal Learning Account it could help all sectors fill skills gaps and boost productivity, while directly helping them reach their full potential. Personal Learning Accounts are fully funded, so individuals won't need to make any financial commitment to benefit from the scheme. It's good news all around.

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, green, digital and IT, health and social care and financial services.

For young people under the age of 25, Personal Learning Accounts form part of the **Young Person's Guarantee**.

Who's eligible?

- Employees who are looking to upskill as a result of the changing economy in the priority sectors. Their local college will be able to give them further advice.
- Funding awards are discretionary. The final decision on eligibility rests with the Welsh Government.



Beth yw'r manteision?

Datblygu pobl ifanc er mwyn eu helpu i dyfu a datblygu yn eich busnes. Cefnogwch **Warrant i Bobl Ifanc** Llywodraeth Cymru drwy ddarparu cyfleoedd i weithwyr dan 25 oed ddatblygu eu sgiliau.

What are the benefits?

Develop young people to help 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 25 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 gweithle 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 gweithle ar gyfer eich gweithwyr presennol. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy ddarparu cyfleoedd i weithwyr dan 25 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 25 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: sero net, digidol, peirianeg a gweithgynhyrchu, allforio, creadigol, twristiaeth a lletygarwch.

Pob busnes cofrestredig yn y sector preifat a'r trydydd sector yng Nghymru, cyn belled â bod gennych brosiect datblygu busnes sylweddol, neu eich bod yn dymuno uwchsgilio gweithwyr yn y meysydd digidol, peirianeg a gweithgynhyrchu, allforio, creadigol, neu twristiaeth a lletygarwch.

Pwy sy'n gymwys?

- Pob busnes cofrestredig yn y sector preifat a'r trydydd sector yng Nghymru, cyn belled â bod gennych brosiect datblygu busnes sylweddol, neu eich bod yn dymuno uwchsgilio gweithwyr yn y meysydd sero net, digidol, peirianeg a gweithgynhyrchu, allforio, creadigol, neu twristiaeth a lletygarwch.

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: net zero, digital, engineering & manufacturing, 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 registered businesses in the private and third sectors based in Wales, as long as you either have a significant business development project, or are looking to upskill in net zero, digital, engineering and manufacturing, 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 creu cyfleoedd i bob gweithiwr ddatblygu ei 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 all employees 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 gyhyrsgerbydol

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 cyhyrsgerbydol 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.

Beth yw'r manteision?

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

Gall gweithwyr cyflogedig fanteisio ar driniaethau therapiwtig amrywiol sy'n helpu i leihau cyfraddau absenoldeb salwch drwy eu helpu i aros yn y gwaith neu i ddychwelyd i'r gwaith yn gynt nag y bydden nhw fel arall.

What are the benefits?

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

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

Y Gwasanaeth Di-waith

Out of Work Service

Beth yw e?

Mae'r Gwasanaeth Di-waith yn darparu mentora gan gymheiriaid 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 sgiliau a chyflogaeth.

Mae'r gwasanaeth yn croesawu ymgeiswyr dan 25 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.

I bobl ifanc NEET, mae'r Gwasanaeth Di-waith yn rhan o'r **Warrant i Bobl Ifanc** ar gyfer pobl ifanc dan 25 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 dan 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?

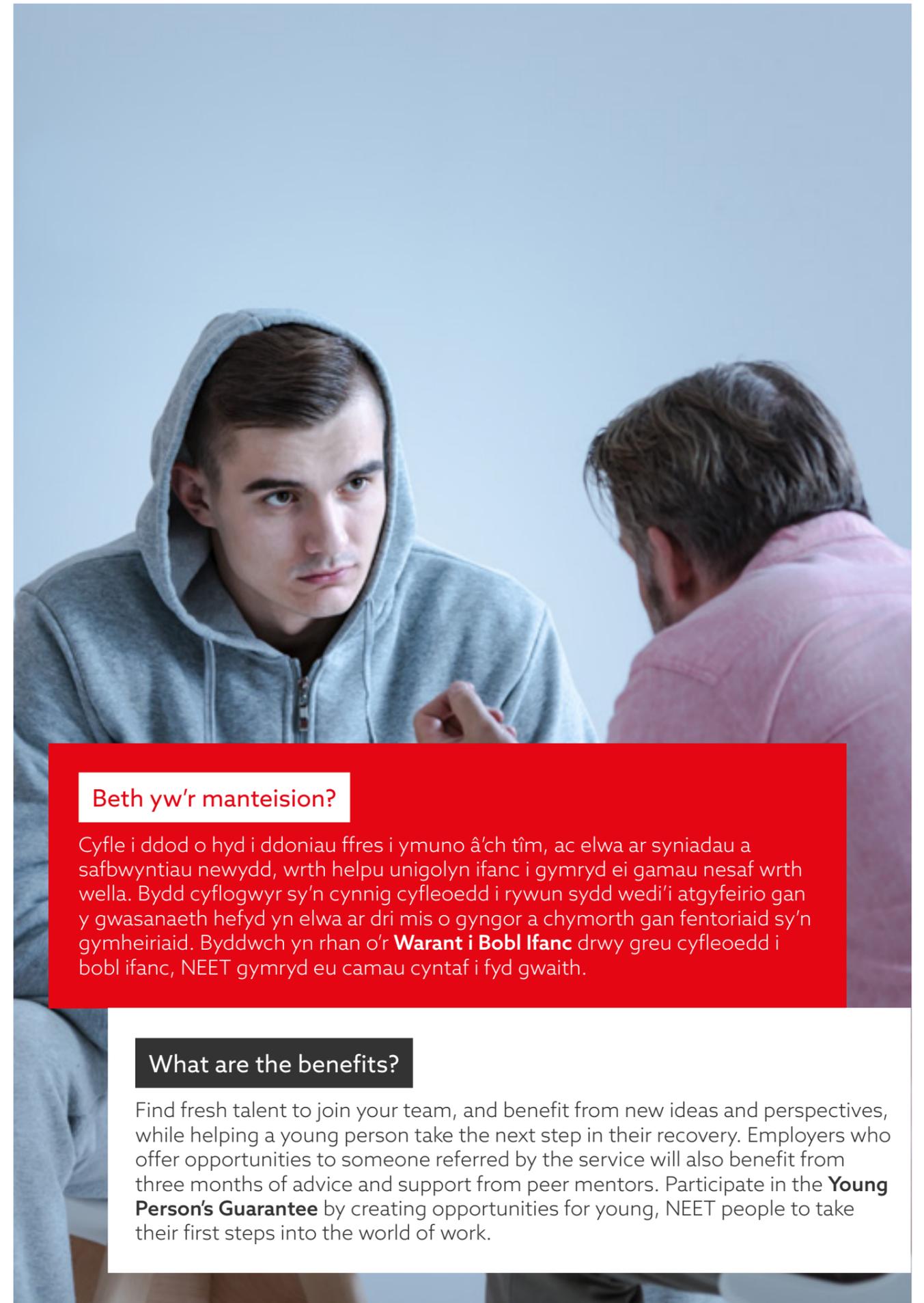
The Out of Work Service provides peer mentoring and employability support to people who are in recovery from substance misuse and/or mental ill-health, to help them find a job and stay in work. It works with employers to offer opportunities including training, placements, skills development and employment.

The service takes applicants who are in recovery and aged under 25 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.

For young, NEET people the Out of Work Service forms part of the **Young Person's Guarantee** for under 25 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 under 25 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 safbwyntiau 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 gymheiriaid. Byddwch yn rhan o'r **Warrant 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 Iach ar Waith

Healthy Working Wales

Beth yw e?

Mae Cymru Iach 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 Iechyd 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 a gweithdai.

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 and workshops.

Who's eligible?

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

Beth yw'r manteision?

Mae iechyd a lles gwael ymhlith gweithwyr yn cael effaith ariannol uniongyrchol ar fusnes. Mae'r cyngor a'r cymorth a ddarperir gan Cymru Iach ar Waith a'r fframwaith gwobrau'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.

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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?

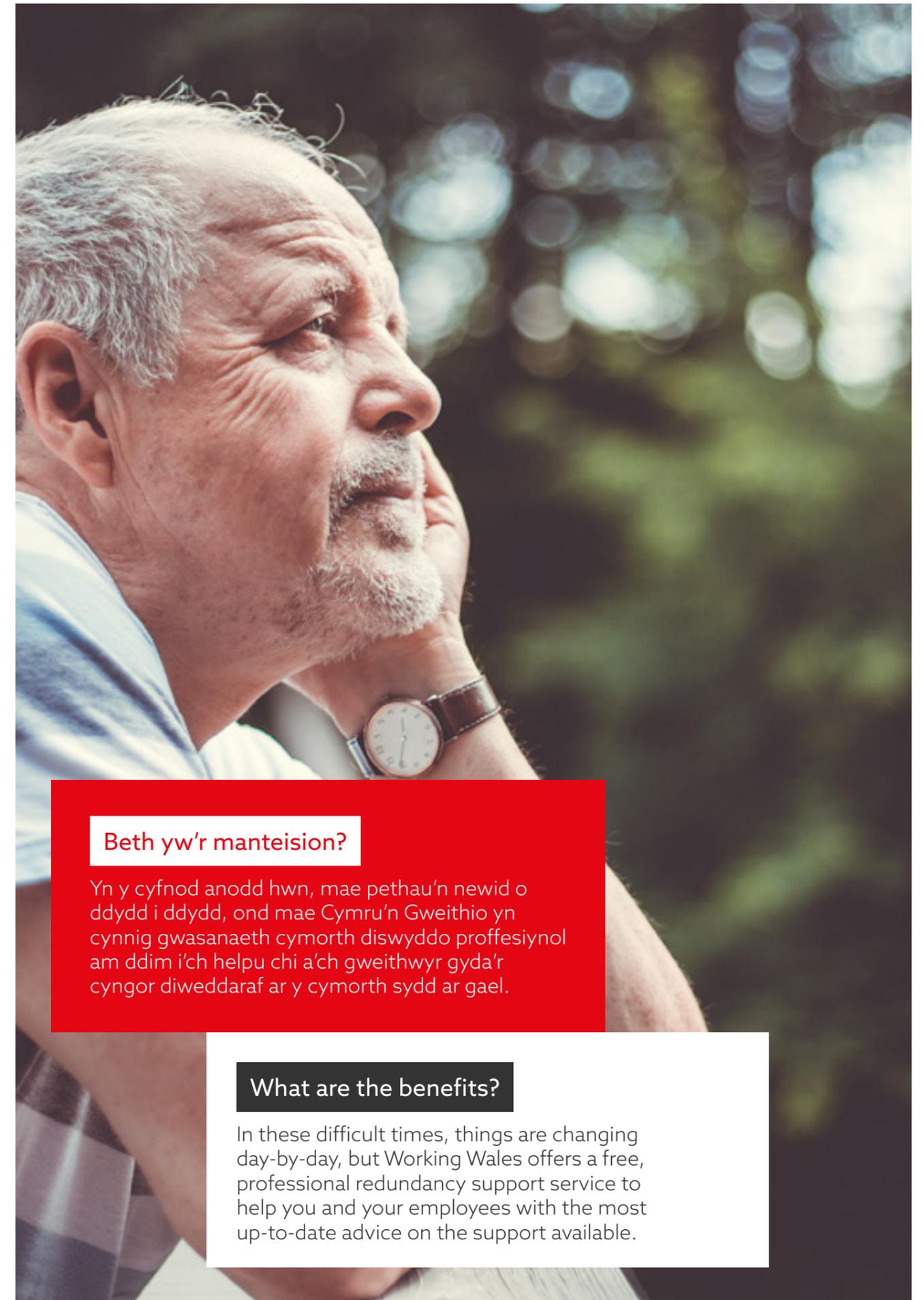
If you are having to face the difficult decision of making your staff redundant, both you and those under threat of redundancy can access support through Working Wales, including:

- 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 gyrfa ac yn helpu pobl ifanc i ddysgu mwy am fyd gwaith.

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

- 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

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

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

Who's eligible?

- Businesses of all sizes and across all sectors.



Beth yw'r manteision?

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

What are the benefits?

Get young people excited about working for your business in the future while giving them the motivation, inspiration, knowledge and experience to help them achieve their potential. Working with schools is also a great way to help support the Welsh economy while simultaneously raising your own business profile, as well as forming an important part of the **Young Person's Guarantee**.

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 cyfle i gyflogwyr hysbysu, ysbrydoli ac ysgogi pobl am gyfleoedd gyrfa 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 brwdfrydig.

What are the benefits?

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

Busnes Cymru

Business Wales

Beth yw e?

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

- Codi dyhead a gweithgarwch entrepreneuriaidd yng Nghymru gan arwain at gynnydd mewn hunangyflogaeth a chychwyn busnesau.
- Gwella gallu cystadleuol, goroesiad a chynhyrchiad 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.
- Entrepreneuriaid a'r gymuned fusnes bresennol – boed yn hunangyflogedig, microfusnes, busnesau bach a chanolig neu'n fenter gymdeithasol. Mae cymorth wedi'i dargedu ar gael hefyd i bobl ifanc dan 25 oed fel y gallan nhw ddysgu am fusnes ac entrepreneuriaeth.

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.
- Polisiâu 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.

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.

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.

Who's eligible?

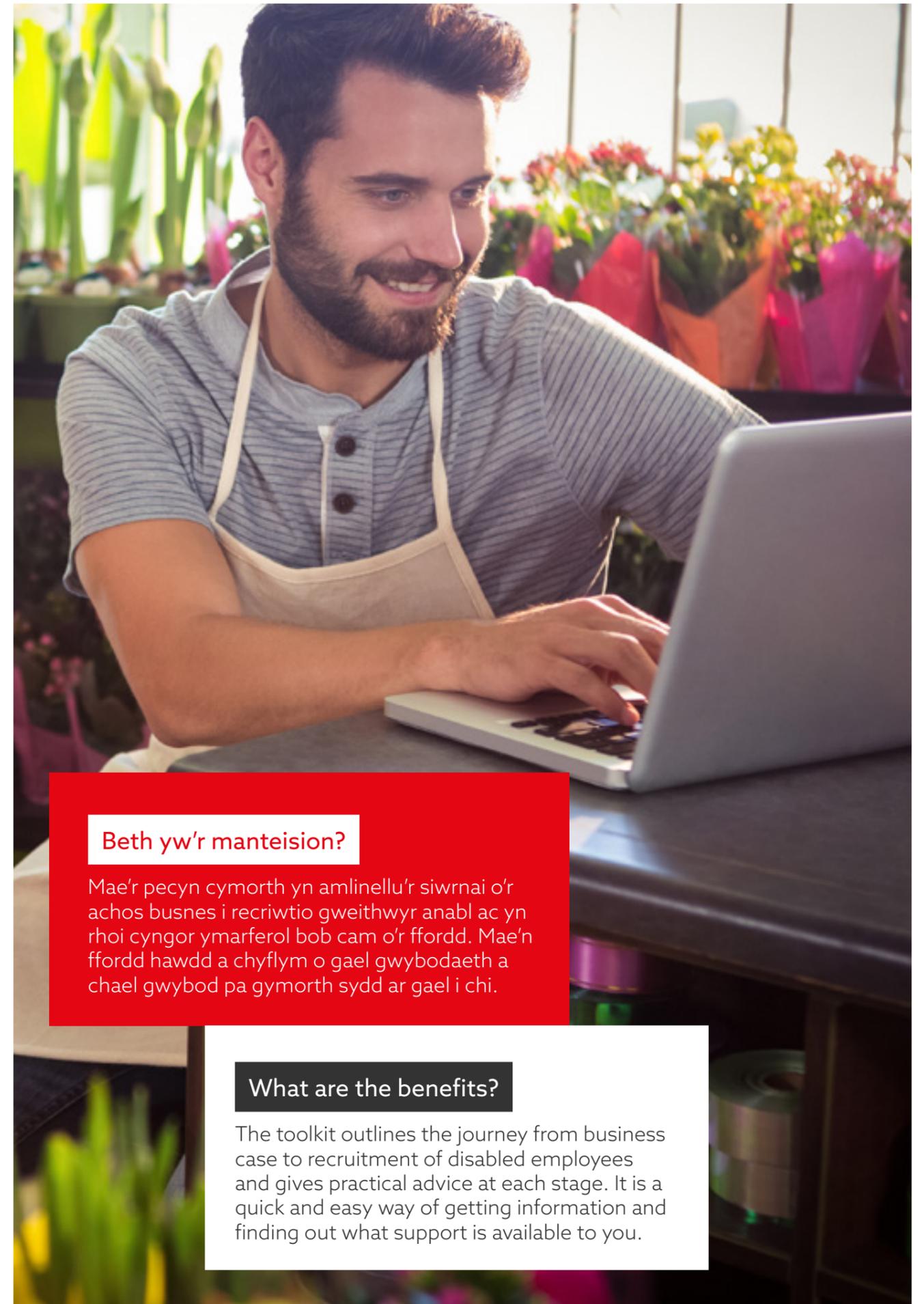
- The toolkit is a free web-based resource available to all businesses at businesswales.gov.wales/skillsgateway/disabled-peoples-employment.

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 gwybodaeth a chael gwybod pa gymorth sydd ar gael i chi.

What are the benefits?

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





Beth nesaf?

I ddysgu mwy am unrhyw un o'r rhaglenni neu adnoddau a nodir yn y llyfryn 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**.