Cofnodion Panel Darparwyr 25/05/11 1:30yp Ystafell Madog, Coleg Llandrillo Cymru

Presennol:
Frances Jones (Popeth Cymraeg); Howard Edwards (Popeth Cymraeg); Elwyn Hughes (Prifysgol Bangor); Ann Rhian Hughes (Coleg Menai); Meinir Tomos Jones (Coleg Harlech); Liz Williams (Coleg Glannau Dyfrdwy); Llinos Vaughan Jones, (Coleg Llandrillo); Helen Pritchard Jones (Coleg Iâl); Llinos Griffin (Nant Gwrtheyrn); Rachel Granger (Popeth Cymraeg); Siwan Hywel, Siân Davies, Pam Evans Hughes, Meira Evans, Haydn Hughes, Ifor Gruffydd ac Ellen Roberts (CCiO);
Ymddiheuriadau:
Pegi Talfryn (Nant Gwrtheyrn)

Cymerodd Ifor Gruffydd y gadair a chroesawodd bawb i'r cyfarfod.

1. **Cofnodion cyfarfod 02/02/2011** – Papur 'A' – derbyniwyd fod y cofnodion yn gywir.
2. **Materion yn codi o'r cofnodion**
   i. **2 pwynt 5** Cyflwyniad ar adnoddau BBC – y Ganolfan wedi cael gwybod na fydd BBC yn cynnal y wefan fel y mae ar gyfer y flwyddyn sydd i ddod oherwydd y toriadau maent yn eu hwynebu. Y Canolfannau Cymraeg i Oedolion wedi gofyn i'r cynulliad drosglwyddo'r adnoddau i wefan MOODLE.
   ii. **3** Rhannu syniadau ar gyfer wynebu'r her o godi niferoedd dysgwyr – Papur 'B' wedi ei ddosbarthu cyn y cyfarfod

3. **Cyflwyniad ar ymchwil marchnad yn ardal Wrecsam** - croesawodd y Cadeirydd Adam Blunt o gwmni Beaufort i'r cyfarfod i gyflwyno canlyniadau ymchwil marchnad yn ardal Wrecsam i gwrdd ag amcan strategol y Ganolfan o ddatblygu'r ddarpariaeth yn yr ardal. Bydd copi o'r adroddiad yn cael ei gylchredeg. Diolchodd y Cadeirydd iddo gan nodi fod sawl neges bwysig i'w hystyried yn y canfyddiadau, ac er bod yr ymchwil wedi ei gynnal yn Wrecsam fod rhai o'r canfyddiadau yn berthnasol ar draws y rhanbarth.

4. **Llawlyfr y Dysgwr – Papur 'Ca' & 'Cb'** – eglurodd Meira Evans fod y Ganolfan wedi gweld angen am Lawlyfr a chyflwynodd y papurau a ddosbarthwyd cyn y cyfarfod. Nododd beth fyddai cynnwys llawlyfr y Ganolfan a beth ellid ei gynnwys yn llawlyfr y Darparwyr, 'roedd wedi cynnwys templed o'r hyn y dylid ei gynnwys o dan benawdau Iechyd a Diogelwch, Cyfle Cyfartal, Dysgu Anffurfiol ac Achredu, Asesu ac Arholiadau yn Llawlyfr pob darparwr. Gwahoddwyd sylwadau ar y cynnwys gan egluro fod y Ganolfan yn awyddus i gael penderfyniad mewn egwyddor ac y gellid edrych ar fanylder eto. Ni chafwyd unrhyw sylw ar gynnwys Papur Ca. Cafwyd peth trafodaeth ar Bapur Cb a chytunwyd i:
   i. Gynnwys rhifau ffôn a gwefannau'r darparwyr ym mhwynt 3 gan hepgor y disgrifiad o'r ddarpariaeth
   ii. Cynnwys disgrifiad cyffredinol o lefelau a chyflymder dysgu yn y cyflwyniad cychwynnol. Cyflwyno Llawlyfr y Ganolfan ar-lein mewn fformat pdf gyda chopi caled i bob tiwtor.
   iii. Rhoi nodyn yn Llawlyfr y Darparwyr yn cyfeirio at Lawlyfr y Ganolfan. Bydd angen dolen benodol er mwyn gwneud hyn a hynny ar fyrder.
   iv. Dilyn y trywydd yma ar gyfer y flwyddyn academaidd nesaf.

5. **Adroddiad Hyfforddiant – Papur 'D'** cyflwynodd Sian Davies y papur a ddosbarthwyd cyn y cyfarfod.
   i. **Paratoi i Addysgu** - Tanlinellodd Haydn Hughes fod y Ganolfan yn hyfforddi oddeutu 20 darpar diwtor bob blwyddyn. Pan fydd y criw diweddara wedi cwblhau bydd 80 o diwtoriaid newydd wedi eu hyfforddi dros 4 blynedd. Mae hyn yn golygu fod canran uchel o'r gweithlu yn ddibrofiad. Mae angen anelu at sefyllfa lle mae yna lai o diwtoriaid yn dysgu 2 awr yr wythnos. Nid yw hyn yn gost effeithiol o ran hyfforddi nac arsylwi. Mae angen i'r maes gynyddu'r oriau y mae tiwtoriaid sy'n cael eu cyflogi fesul yr awr yn addysgu a chynllunio i gynyddu'r nifer o diwtoriaid sy'n gweithio amser llawn. Dylai sefydliadau roi ystyriaeth i weithio gyda'i gilydd i gyflogi tiwtoriaid ar y cyd fel partneriaid. Bydd hyn yn destun trafodaeth efo Penaethiaid yng nghyfarfod y Grŵp Strategol 15/06/2011.
   ii. **Oriau o Hyfforddiant** – Mae gofyn i bob tiwtor dderbyn 10 awr o hyfforddiant yn ystod pob blwyddyn academaidd. Gofynnwyd i ddarparwyr anfon eu cofrestri hyfforddiant mewnol at y Ganolfan yn syth wedi iddo gymryd lle er mwyn cyfrifo'r holl oriau o hyfforddiant a gwblheir gan diwtoriaid y rhanbarth.

iii. **CDU** – yn dilyn cyflwyniad gan Cefin Cambell yng nghyfarfod y Panel Ansawdd penderfynwyd ffurfio Gweithgor i lunio CDU newydd i'w ddefnyddio o fis Medi. Byddai'r ffurf newydd yn:

- canolbwyntio ar fwriad y dysgwr i ddefnyddio'r hyn y mae'n dysgu tu allan i'r dosbarth gyda gofod yn y wers i gofnodi hyn.
- cynnwys nodau achredu ac adolygiad cyson.
- edrych fel rhan o'r cwrs o ganlyniad i'w ddiwyg cyson.

6. **Adnoddau IATEFL** - bu i ddeg o diwtoriaid fynychu cynhadledd IATEFL yn Brighton a dangosodd Pam Evans-Hughes rai o'r adnoddau dysgu yr oedd wedi eu gweld yno. Eglurodd ei bod yn bwysig cael cyfarpar ffres i gadw diddordeb dysgwyr mewn dosbarth ac 'roedd y rhain wedi profi'n llwyddiannus iawn yn ei dosbarthiadau. Mae manylion ynglŷn â'u harchebu ar gael gan y Ganolfan.

7. **Panel Adnoddau Cenedlaethol** – yn dilyn cyflwyniad PEH rhannwyd yn grwpiau i ystyried syniadau i'w rhoi gerbron y Panel:

- Datblygu ffurfiau Cymraeg o'r adnoddau a welwyd ynghyd a fersiwn electroneg
- Rhoi clipiau o wersi ar wefan YouTube
- CD o ganeuon i ddysgu patrymau gramadegol
- Adnoddau ar-lein o wefan BBC

Pwysleisiwyd yr angen i APADGOS edrych ar ba adnoddau sydd eisoes ar gael - a'u hyrwyddo yn ogystal â datblygu adnoddau newydd.

8. **Eisteddfod Wrecsam** – eglurodd Siwan Hywel fod y Ganolfan wrthi'n datblygu prosbectws fyddai'n cynnwys manylion cyrsiau Mynediad ar gyfer yr Eisteddfod. Y dyddiad cau ar gyfer derbyn manylion cyrsiau oedd 27/05/2011. Bwriad y prosbectws yw cyrraedd dysgwyr posib, a bydd hefyd yn cael ei ddosbarthu drwy swyddfeydd post, canolfannau hamdden ac ati. Pwysleisiodd bwysigrwydd cywirdeb gwybodaeth y mae'r Ganolfan yn ei dderbyn gan ddarparwyr, byddant yn cael gweld proflenni a bydd angen ymateb yn sydyn iawn gydag unrhyw newidiadau gan y bydd yr amserlen yn dynn iawn.
Mi fydd gan y Ganolfan bresenoldeb ym Maes 'D' trwy gydol yr wythnos ac mae'n cydweithio efo Heddlu Gogledd Cymru i gael bathodyn 'dwi'n dysgu Cymraeg' i'w ddosbarthu.

9. **Cyrsiau Gweithle** – eglurodd Ifor Gruffydd ei fod yn paratoi papur yn rhestru gweithleoedd sydd yn derbyn cyrsiau gan ddarparwyr y gogledd fel y gellir gweld pwy sydd yn darparu i ba weithleoedd, ac felly geisio osgoi cystadlu wrth dargedu marchnadoedd newydd. Bydd y papur yn cael ei ddosbarthu i'r aelodau pan fydd yr wybodaeth i gyd i law.

10. **Fformiwla Gyllido** - eglurodd Ifor Gruffydd fod y Ganolfan wedi cael gwybod na fydd APADGOS yn cyllido darpariaeth Cymraeg i Oedolion ar sail yr NPFS o hyn allan ond ei bod yn fwriad ganddynt gyflwyno fformiwla fwy pwrpasol fydd yn cydnabod costau hyfforddi, pwysigrwydd gweithgareddau allgyrsiol ac ati. Mi fydd yn rhannu manylion pellach pan fyddant ar gael ond yn y cyfamser anogir defnyddio'r fformiwla bresennol fel arf nes bydd y drefn newydd yn ei lle. APADGOS yn anelu i gael rhywbeth yn ei le erbyn Awst 2014.

11. **Digwyddiadau** – dangosodd SH y daflen 'Digwyddiadau i Ddysgwyr' aeth allan y diwrnod hwnnw i bob dysgwr sydd wedi cofrestru i dderbyn gwybodaeth gan y Ganolfan. Nododd Liz Williams fod hyn yn weithred effeithiol a llawer mwy o ddysgwyr yn mynychu digwyddiadau.

12. **UFA** – Gofynnodd Elwyn Hughes am restr o'r ysgolion lle y bydd Coleg Harlech yn cynnal cyrsiau er mwyn i'r Brifysgol osgoi cynnal cyrsiau yn yr ysgolion hyn. Swyddog Datblygu'r Ganolfan i gydlynu hyn.

Cyfarfodydd 2011/2012 i'w cynnal yng Ngholeg Llandrillo Cymru
Prynhawn Mercher am 13:30
19 Hydref 2011
01 Chwefror 2012
23 Mai 2012

Minutes of the meeting of the Providers' Panel held on 25/05/2011 at 1:30pm in the Madog Room, Coleg Llandrillo Cymru

Present:
Frances Jones (Popeth Cymraeg); Howard Edwards (Popeth Cymraeg); Elwyn Hughes (Bangor University); Ann Rhian Hughes (Coleg Menai); Meinir Tomos Jones (Coleg Harlech); Liz Williams (Deeside College); Llinos Vaughan Jones (Coleg Llandrillo); Helen Pritchard Jones (Yale College); Llinos Griffin (Nant Gwrtheyrn); Rachel Granger (Popeth Cymraeg); Siwan Hywel, Siân Davies, Pam Evans-Hughes, Meira Evans, Haydn Hughes, Ifor Gruffydd and Ellen Roberts (WfAC);
Apologies:
Pegi Talfryn (Nant Gwrtheyrn)

Ifor Gruffydd took the chair and welcomed everyone to the meeting.

1. **Minutes of the meeting of 02/02/2011** — Paper 'A' — The minutes were accepted as a correct record.
2. **Matters Arising from the minutes**
   - j. **2 point 5** Presentation on BBC resources — the Centre had been informed that the BBC would not be maintaining the website in its present form during the coming year, because of the cuts they faced. The Welsh for Adults Centres had asked the Welsh Government to transfer the resources to the MOODLE website.
   - ii. **3** Sharing ideas for meeting the challenge of raising the numbers of learners — Paper 'B' had been distributed before the meeting.

3. **Presentation on market research in the Wrexham area** (Appendix i) — the Chair welcomed Adam Blunt of the Beaufort company to the meeting, to present the results of market research conducted in the Wrexham area to meet the Centre's strategic objective of developing the provision in the area. The Chair thanked him, noting that there were several important messages to consider in the findings, and that though the research had been carried out in the Wrexham area some of the findings were relevant across the region.

4. **Learner Handbook — Papers 'Ca' and 'Cb'** — Meira Evans explained that the Centre had seen the need for a Handbook, and she introduced the papers distributed before the meeting. She indicated what the contents of the Centre's handbook would be, and what might be included in the Providers' handbook. She had included a template of what should be included under the headings of Health and Safety, Equal Opportunities, Informal Learning and Accreditation, and Assessment and Examinations, in every provider's Handbook. Comments were invited on the content, explaining that the Centre was eager to have a decision in principle and that the details could be examined in detail at a later date. There were no comments on the contents of Paper Ca. There was some discussion on Paper Cb, and it was agreed:
   - v. To include providers' telephone numbers and website addresses in point 3, dispensing with the description of the provision
   - vi. To include a general description of the levels and pace of learning in the initial introduction. To present the Centre's Handbook online in pdf format, and provide a hard copy for every tutor.
   - vii. To place a note in the Providers' Handbook, referring to the Centre's Handbook. A specific link would be needed for this very shortly.
   - viii. To pursue these actions for the next academic year.

5. **Training Report — Paper 'D'** Siân Davies introduced the paper, which had been distributed before the meeting.
   - i. **Preparing to Teach** — Haydn Hughes emphasised that the Centre trained around 20 prospective tutors every year. When the latest group had completed the course, 80 new tutors would have been trained over a period of 4 years. This meant that a high percentage of the workforce were inexperienced. There was a need to aim for a position where fewer tutors were teaching for 2 hours a week. This was not cost-effective in terms either of training or of observation. There was a need to increase the hours taught by hourly-paid tutors, and to plan for increasing the number of tutors who worked full-time. Institutions should consider working together to employ tutors jointly on a partnership Basis. This would be the subject of a discussion with Principals at the meeting of the Strategic Group on 15/06/2011.
   - ii. **Hours of Training** — All tutors were required to receive 10 hours of training every academic year. Providers were asked to send their in-house training registers to the Centre after completion of the

training, in order that the total hours of training completed by the region's tutors could be calculated.

iii. **ILP** — following a presentation by Cefin Campbell at the meeting of the Quality Panel, it had been decided to set up a Working-party to draw up a new ILP for use from September onwards. The new format would:

- concentrate on the learner's intention of using what s/he learns outside the class, with time set aside during the lesson to record this.
- include accreditation aims and regular review.
- look like part of the course as a result of its consistent format.

6. **IATEFL resources** — ten tutors had attended the IATEFL conference in Brighton, and Pam Evans-Hughes displayed some of the learning resources she had seen there. She explained that it was important to have fresh material to sustain the interest of learners in class, and these had proved very successful in her classes. Details of how to order them were available from the Centre.

7. **National Resources Panel** — following PEH's presentation, the meeting divided into groups to discuss ideas to be placed before the Panel:

- Develop Welsh versions of the resources examined, together with an electronic version
- Place clips from lessons on the YouTube website
- A CD of songs for learning grammatical patterns
- Online resources from the BBC website

The need was emphasised for DCELLS to examine what resources were already available — and to promote them as well as developing new resources.

8. **The National Eisteddfod in Wrexham** — Siwan Hywel explained that the Centre was in the process of developing, ready for the Eisteddfod, a prospectus that would include details of Entry courses. The closing date for receiving details of courses was 27/05/2011. The intention of the prospectus was to reach potential learners, and it would also be distributed through post offices, leisure centres etc. She emphasised how important it was that correct information was received by the Centre from providers. They would be able to examine proofs, and a very swift response would be needed concerning any changes, as the timetable would be very tight. The Centre would have a presence in Maes 'D' throughout the week, and was collaborating with North Wales Police on having an 'I'm learning Welsh' badge to distribute.

9. **Workplace Courses** — Ifor Gruffydd explained that he was preparing a paper listing workplaces which were receiving courses from North Wales providers, so that it would be possible to see who was providing for which workplaces, and thereby try to avoid competition in targeting new markets. The paper would be distributed to the members when the information was all to hand.

10. **Funding Formula** — Ifor Gruffydd explained that the Centre had been informed that DCELLS would not be funding Welsh for Adults provision on the basis of NPFS from now on, but that they intended to introduce a more appropriate formula that would recognise the costs of training, the importance of extra-curricular activities, etc. He would be sharing further details when available, but in the meantime he encouraged the use of the existing formula as a tool until the new system was in place. DCELLS were aiming to have something in place by August 2014.

11. **Events** — SH displayed the 'Events for Learners' leaflet that had been sent out that day to all learners who had registered to receive information from the Centre. Liz Williams noted that this was an effective operation, and that many more learners were attending events.

12. **AOB** — Elwyn Hughes asked for a list of schools where Coleg Harlech would be holding courses, so that the University could avoid holding courses at these schools. The Centre's Development Officer was to coordinate this.

2011/2012 meetings, to be held at Coleg Llandrillo Cymru
Wednesday afternoons at 13:30
19 October 2011
01 February 2012
23 May 2012