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| **Rhaglen Arweinyddiaeth a Rheolaeth ILM – Ffurflen Gais****ILM Leadership and Management Programme - Application Form** |

Llenwch y ffurflen hon yn eich dewis iaith.

Please complete this form in the language of your choice.

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| Enw’r Cyfranogwr / Participant Name: |  | Rhif Staff / Employee Number: |  |
| Teitl Swydd / Job Title: |  | Lleoliad Gwaith / Work Location: |  |
| Gwasanaeth/Tîm / Service/Team: |  |  |  |
| Llawn-amser/rhan-amser/ Full Time/Part Time\* |  | \*Os rhan-amser, nodwch y diwrnodau gwaith:\*If part time, please state working days: |  |
| Beth yw’r cymhwyster uchaf sydd gennych ar hyn o bryd mewn unrhyw bwnc?What is the highest level qualification that you currently hold in any subject? |
| CymhwysterQualification  | Lefel (HNC, Lefel A)Level (HNC, A Level) | GraddGrade | Dyddiad DerbynDate Obtained |
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| A oes gennych chi unrhyw gymwysterau Arweinyddiaeth a Rheolaeth? /Do you hold any qualifications in Leadership and Management?Oes/Yes: ☐Nac Oes/No: ☐Os Oes, Rhowch fanylion / If Yes, Please give details: |
| A ydych chi’n astudio ar hyn o bryd neu’n bwriadu dechrau unrhyw gyrsiau eraill dros y ddwy flynedd nesaf? (ac eithrio cyrsiau byr e.e. cyrsiau undydd) /Are you currently studying or planning to start any other courses in the next 2 years? (excluding short courses e.g. one day)Ydw/Yes: ☐Nac Ydw/ No: ☐Os Ydw, Rhowch fanylion / If Yes, Please give details: |

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| A ydych chi wedi cwblhau unrhyw gyrsiau a ariannwyd gan Gronfa Gymdeithasol Ewrop neu Lywodraeth Cynulliad Cymru dros y ddwy flynedd diwethaf? /Have you completed any ESF (European Social Funded) / WAG (Welsh Assembly Government) funded courses in the last 2 years?Ydw / Yes: ☐Nac Ydw / No: ☐Os Ydw, rhowch fanylion y cwrs / If Yes, please give course details: |
| Rhestrwch yr holl gymwysterau sydd gennych yn y meysydd canlynol: /Please list all qualifications you hold in the following areas:(Bydd angen i chi ddarpau tystysgrifau / You will need to provide copies of certificates) |
|  | Math o gymhwyster (TAU, Lefel O, TGAU, Sgiliau Allweddol ac ati) /Qualification type (CSE, O’ Level, GCSE, Key Skills etc.) | Gradd/Grade | Blwyddyn Derbyn /Year Attained |
|  Mathemateg/Maths |  |  |  |
|  Saesneg/English  |  |  |  |

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| Sut fyddwch chi a’ch maes gwasanaeth yn elwa ohonoch chi’n mynychu’r hyfforddiant hwn? / How will you and your service area benefit from you attending this training? |
| Rhowch fanylion am sut mae eich rôl chi’n ymwneud ag un neu fwy o’r canlynol / Please give details of how your role is involved with one or more of the following:* cynllunio a gweithredu gweithredol / operational planning and implementation,
* rheoli newid / managing change
* gwella perfformiad eich tîm / improving your team’s performance
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| Nodwch ym mha iaith yr hoffech wneud y cwrs hwn /Please state your preferred language to undertake this courseCymraeg / Welsh ☐Saesneg / English☐ |
| Bydd y cais hwn ar gyfer y ddwy garfan gyntaf, os yn llwyddiannus, pa ddyddiad dechrau fyddai orau gennych? /This application will be for the first two cohorts, if successful which would be your preferred start?Medi 2018 / September 2018 ☐2019 ☐Y Naill neu’r Llall / Either ☐ |

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| Cytundeb Dysgwr | Learner Agreement |
| Rwy’n deall ac yn cadarnhau’r canlynol:1) Efallai y bydd gofyn imi weithio yn fy amser fy hun er mwyn ennill y cymhwyster hwn2) Byddaf yn mynd i bob cyfarfod/gweithdy/hyfforddiant sy’n ofynnol i ennill y cymhwyster hwn 3) Byddaf yn hysbysu fy Rheolwr Llinell, y Tîm Dysgu a Datblygu a/neu fy nhiwtor (lle bo hynny’n briodol) o unrhyw broblemau/newid mewn amgylchiadau a allai effeithio ar fy nghynnydd o ran y cymhwyster4) Byddaf yn aros gyda Chyngor Sir Ceredigion am 12 mis ar ôl ennill y cymhwyster. Os byddaf yn rhoi’r gorau i weithio i Gyngor Sir Ceredigion gall fod gofyn imi dalu’n ôl unrhyw arian a dderbyniais. Cyngor Sir Ceredigion fydd yn penderfynu ar y swm i’w dalu’n ôl, a bydd yn ystyried pob achos yn ôl ei rinweddau 5) Os byddaf yn methu â chwblhau’r Cymhwyster neu’n tynnu’n ôl heb reswm da, bydd gofyn imi ad-dalu holl gostau’r cwrs. Caiff yr arian ei dynnu o fy nghyflog dros gyfnod nad yw’n hwy na 12 mis.6) Os byddaf yn methu â gwneud cynnydd digonol rwy’n deall y gellir fy nhynnu oddi ar y cwrs. Bydd unrhyw benderfyniad yn hynny o beth yn seiliedig ar farn darparwr y cwrs. Rwy’n deall mai Cyngor Sir Ceredigion fydd yn penderfynu a fydd gofyn imi dalu ffioedd y cwrs yn ôl.7) Rwy’n cadarnhau nad oes unrhyw broblemau o ran disgyblaeth, perfformiad neu allu ar hyn o bryd. | I understand and confirm the following:1) I may be required to undertake work in my own time in order to complete this award2) I will attend all meetings/workshops/training required to complete this Award 3) I will inform my Line Manager, L&D Team and/or my tutor (where appropriate) of any problems/changes in circumstances that may affect my progress with the award4) I will remain with the Authority for a period of 12 months following the achievement of the award. Should I terminate my employment with Ceredigion County Council I may be required to repay any assistance I have received. Decisions concerning the amount to be repaid will be at the discretion of Ceredigion County Council and individual circumstances will be taken into account. 5) Should I fail to complete the Award or withdraw without adequate reason, I will be required to repay the course fees in full. These monies will be deducted at source over a period of time not exceeding 12 months.6) Should I fail to make adequate progress I understand I may be withdrawn from the course. Any decision will be based upon course provider feedback. I understand that it will be at the discretion of Ceredigion County Council as to whether or not I will be required to repay the course fees.7) I confirm that there are no current disciplinary, performance or capability issues. |

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| Llofnod y Cyfranogwr:Participant’s Signature: |  | Dyddiad:Date: |  |
| Enw’r Rheolwr Awdurdodi (printiwch):Authorising Manager Name (please print): |  |
| Llofnod y Rheolwr Awdurdodi:Authorising Manager Signature: |  | Dyddiad:Date: |  |

Dychwelwch y ffurflen wedi’i llenwi i dysgu@ceredigion.gov.uk erbyn Dydd Llun 25ain Mehefin 2018.

Please return completed application forms to: dysgu@ceredigion.gov.uk by Monday 25th June 2018.