**Information Pack for Applicants**

**Initial Teacher Education (ITE) Accreditation Committee**

**(The ‘Board’)**

**Appointment of members**

**Closing Date: 3 July 2017**

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**Making an application**

Thank you for your interest in the appointment of members to the Education Workforce Council (EWC) Initial Teacher Education (ITE) accreditation committee (“the Board”).

The attached annexes provide details on the role of members, the person specification, the role and responsibilities of the Board and the selection process.

To apply for this role you will need to submit a personal statement and CV by the **3 July 2017** to [ITEAccreditation@ewc.wales](mailto:ITEAccreditation@ewc.wales)

**Please note that appointments to the committee are being made based on written applications only. Interviews are not being held.**

**Personal Statement**

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and describe what your role was in achieving specific results. It will also benefit the selection panel if you can make clear which criteria your evidence relates to in each case. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

**CV**

Please ensure your CV incudes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Board or Committee appointments.

**Indicative timetable**

Closing date: 3 July 2017

Appointment 31 July 2017

**Diversity Statement**

The Education Workforce Council (EWC) believes that it should have board members who reflect Welsh Society – people from all walks of life – to help it understand people’s needs and make better decisions. This is why the EWC is encouraging a wide and diverse range of individuals to apply. Applications are particularly welcome from all groups including: Welsh language, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people.

**Contacts**

For further information regarding the selection process, please contact:

The ITE Team: Telephone – **029 2046 0099** Email - [**ITEAccreditation@ewc.wales**](mailto:ITEAccreditation@ewc.wales)

**Annex A**

**Members of the Initial Teacher Education (ITE) accreditation committee (“the Board”)**

**Role description and person specification**

**Role and responsibilities**

* Assessment of ITE programme submissions and appeals, including paper based reviews, partnership site visits, programme accreditation meetings, report writing, ‘Board’ decision making and meetings
* To liaise with key stakeholders, including ITE partnerships, EWC officers, the ITE Board, the Chair, deputies and Council members, Welsh Government officials and Estyn

**Person specification**

Knowledge and experience

* Extensive experience at a senior level in one or more of the following: initial teacher education, schools, the inspection of schools, higher education, quality assurance, professional regulation
* Extensive experience as a member of a Committee or Board

Aptitudes and skills

* Ability to act as an effective Committee / Board member, with the ability to command the respect of others
* Excellent written and oral communication skills
* Excellent problem solving skills
* Ability to work to tight timescales

Personal attributes

* Well-developed inter-personal skills
* Objectivity and diplomacy
* Commitment to excellence and quality

Equal opportunities and Welsh Language Standards

* Understand the regulatory frameworks in Wales, including the Public Sector Equality Duty and the Welsh Language Standards

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

**Essential Criteria**

* The successful candidate must have extensive experience at a senior level in one or more of the following: initial teacher education, schools, the inspection of schools, higher education, quality assurance, professional regulation
* The successful candidate must demonstrate understanding of the education system and reforms in Wales – the challenge facing, and opportunities available and ensure ITE is firmly rooted in wider education reforms
* The successful candidate must understand the regulatory frameworks in Wales, including the Public Equality Duty and the Welsh Language Standards
* Objectivity and diplomacy
* Commitment to excellence and quality
* Ability to work to tight timescales

**Welsh Language**

Welsh language skills are desirable but not essential to undertake the duties of this role. However, it is essential for the board as a whole to increase its Welsh Language Skills. As such, all Board members are expected to display an understanding of and empathy towards the Welsh Language, with a commitment to strengthen bilingual service provision within the Education Sector in Wales. The Education Sector and Services will play a key role in developing Welsh Language Skills for the future.

**Key facts about this post**

|  |  |
| --- | --- |
| **Location** | Meetings will be held in Cardiff. Site visits to partnerships will be across Wales. |
| **Time commitment** | August to December 2017 - up to 5 days  January to July 2018 – up to 25 days  August 2019 onwards – up to 15 days per year |
| **Tenure of office** | 1 August 2017 to 31 May 2022 |
| **Remuneration** | Members £200 per day  Travel and subsistence costs will be paid in line with standard EWC rates |

**Eligibility**

Applicants should also note that being a member of EWC is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.

<http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

**Conflict of Interests**

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the Board, including any business interests and positions of authority outside of the role with the Board.

A member selection panel will explore any conflicts of interest directly with you prior to appointment. If appointed, you will also be required to declare these interests on a register which is available to the public.

**Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

**Annex B**

**The role and responsibilities of Initial Teacher Education (ITE) Accreditation Committee**

**Background**

The Education Workforce Council (EWC) was established by the Education (Wales) Act 2014. Under the Act, the principal aims of the EWC are to:

* contribute to improving the standards of teaching and the quality of learning in Wales;
* maintain and improve standards of professional conduct amongst teachers and others who support teaching and learning in Wales;
* Safeguard the interests of learners, parents and the public, and maintain public trust and confidence in the education workforce.

The EWC is independent of government.

The EWC’s powers were extended in February 2017 to allow it to:

* accredit courses or programmes of initial school teacher education (ITE)
* monitor the compliance of accredited courses or programmes of ITE with published criteria
* withdraw the accreditation of courses or programmes of ITE
* charge fees in connection with providing the service

In discharging these additional statutory duties, the EWC is required to establish an ITE Accreditation Committee (the ‘Board’). This was a specific recommendation from Professor John Furlong’s report to the Welsh Government: *Teaching Tomorrow’s Teachers: Options for the future of ITE in Wales* in March 2015, which set out a number of recommendations in order to raise the quality of ITE in Wales. Currently providers rather than programmes are accredited in Wales.

**Boards Role**

Any ITE partnership seeking to run an ITE programme that leads to Qualified Teacher Status (QTS) in Wales from September 2019 must first ensure that it has been accredited by the EWC, through **the Board**. It is anticipated that the newly formed Board will assess around 25 programmes between 1 January and 30 June 2018 and a small number of appeals thereafter. Accreditation is to be awarded for a 5 year period. Following the initial decisions, work will be at a “maintenance” level until preparations for reaccreditation begin in 2022.

The Committee “pool” shall be made up of a Chair, 2 deputies and up to 10 others. Any ITE programme submission will be considered by a subset of members drawn from the pool. To ensure consistency, this will always include the Chair or 1 deputy. The quorum, in Welsh Government Regulations for an assessment is 3 members.

**Annex C**

**The selection process**

The selection panel will assess candidates’ CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be appointed to the Board. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by the appointed Board Chair Professor John Furlong and will also comprise of Hayden Llewellyn (EWC Chief Executive) and Mark Isherwood (ITE Accreditation Manager).

The panel will select for appointment only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. The panel may choose to meet with appointable candidates before making a decision. There will be a time gap between the paper based evaluation of the applications and the final appointment decision being made.

If you are successful, you will receive a letter appointing you as a member of the Board, which will confirm the terms on which the appointment is offered.

If you are unsuccessful you will be notified by Education Workforce Council. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your application, if you so wish.

**Queries**

For queries about your application, please contact the ITE Accreditation Team:

Telephone – 029 2046 0099 Email - [ITEAccreditation@ewc.wales](mailto:ITEAccreditation@ewc.wales)

**If you are not completely satisfied**

Education Workforce Council will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact:

Education Workforce Council

9th Floor, Eastgate House

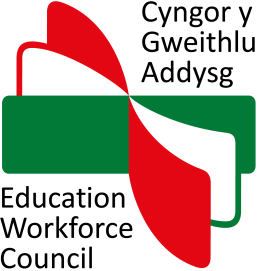
35-43 Newport Road

Cardiff, CF24 0AB

Tel: 029 2046 0099

Fax: 029 2047 5850

e-mail: [information@ewc.wales](mailto:information@ewc.wales)



**Pecyn Gwybodaeth i Ymgeiswyr**

**Pwyllgor Achredu Addysg Gychwynnol Athrawon**

**(Y ‘Bwrdd’)**

**Penodi aelodau**

**Dyddiad Cau: 3 Gorffennaf 2017**

**Cynnwys:**

**Cyflwyno cais**

**Atodiad A: Rôl yr Aelod**

**Atodiad B: Rôl a chyfrifoldebau’r pwyllgor achredu Addysg Gychwynnol Athrawon**

**Atodiad C: Y broses ddethol**

**Cyflwyno cais**

Diolch am ddangos diddordeb yn y gwaith o benodi aelodau i bwyllgor achredu Addysg Gychwynnol Athrawon (“y Bwrdd”) Cyngor y Gweithlu Addysg (CGA).

Mae’r atodiadau sydd ynghlwm yn rhoi manylion am rolau’r aelodau, manyleb y person, rôl a chyfrifoldebau’r Bwrdd a’r broses ddethol.

I wneud cais am y rôl hon, bydd angen ichi gyflwyno datganiad personol a CV i [ITEAccreditation@ewc.wales](mailto:ITEAccreditation@ewc.wales)erbyn **3 Gorffennaf 2017**

**Noder y caiff aelodau’r pwyllgor eu penodi ar sail ceisiadau ysgrifenedig yn unig. Ni chynhelir cyfweliadau.**

**Datganiad Personol**

Y datganiad personol yw eich cyfle chi i ddangos sut rydych yn bodloni pob un o’r meini prawf sydd wedi’u nodi ym manyleb y person. Chi sydd i ddewis sut i gyflwyno’r wybodaeth. Fodd bynnag, dylech geisio rhoi enghreifftiau manwl sy’n dangos sut mae eich gwybodaeth a’ch profiad yn cyd-fynd â phob maen prawf, a disgrifio beth oedd eich rôl wrth gyflawni canlyniadau penodol. Bydd hefyd yn fanteisiol i’r panel dethol os gallwch ei gwneud yn glir pa feini prawf mae eich tystiolaeth yn cyfeirio atynt ym mhob achos. Mae defnyddio paragraffau ar wahân ar gyfer pob maen prawf yn arfer cyffredin.

Peidiwch ag ysgrifennu mwy na dwy dudalen o ddatganiad personol. Gall eich cais gael ei wrthod os na fyddwch yn cadw at y terfyn hwn.

**CV**

Dylech sicrhau bod eich CV yn cynnwys manylion byr am eich swydd bresennol neu fwyaf diweddar, a’r dyddiadau y buoch yn cyflawni’r rôl honno. Nodwch unrhyw benodiadau presennol neu flaenorol i Fyrddau neu Bwyllgorau.

**Amserlen ddangosol**

Dyddiad cau: 3 Gorffennaf 2017

Penodi: 31 Gorffennaf 2017

**Datganiad Amrywiaeth**

Mae Cyngor y Gweithlu Addysg (CGA) yn credu y dylai aelodau ei fwrdd adlewyrchu’r gymdeithas yng Nghymru – pobl o bob cefndir – i’w gynorthwyo i ddeall anghenion pobl ac i wneud penderfyniadau gwell. Felly mae CGA yn annog amrywiaeth eang o unigolion i wneud cais. Caiff ceisiadau eu croesawu’n arbennig gan bob grŵp gan gynnwys: y Gymraeg, pobl ddu, Asiaidd ac o leiafrifoedd ethnig, pobl anabl a phobl lesbiaidd, hoyw, ddeurywiol a thrawsrywiol.

**Cysylltu**

I gael mwy o wybodaeth am y broses ddethol, cysylltwch â’r Tîm Addysg Gychwynnol Athrawon:

Ffôn – **029 2046 0099** E-bost - [**ITEAccreditation@ewc.wales**](mailto:ITEAccreditation@ewc.wales)

**Atodiad A**

**Aelodau pwyllgor achredu Addysg Gychwynnol Athrawon (“y Bwrdd”)**

**Disgrifiad y rôl a manyleb y person**

**Rôl a chyfrifoldebau**

* Asesu cyflwyniadau ac apeliadau rhaglenni Addysg Gychwynnol Athrawon, gan gynnwys adolygiadau ar bapur, ymweliadau safle â phartneriaethau, cyfarfodydd achredu rhaglenni, ysgrifennu adroddiadau, gwneud penderfyniadau’r ‘Bwrdd’ a mynychu ei gyfarfodydd
* Cysylltu â’r rhanddeiliaid allweddol, gan gynnwys partneriaethau Addysg Gychwynnol Athrawon, swyddogion CGA, y Bwrdd Addysg Gychwynnol Athrawon, y Cadeirydd, dirprwyon ac aelodau’r Cyngor, swyddogion Llywodraeth Cymru ac Estyn

**Manyleb y person**

Gwybodaeth a phrofiad

* Profiad helaeth ar lefel uwch yn un neu fwy o’r canlynol: addysg gychwynnol athrawon, ysgolion, arolygu ysgolion, addysg uwch, sicrwydd ansawdd, rheoleiddio proffesiynol
* Profiad helaeth fel aelod o Bwyllgor neu Fwrdd

Doniau a sgiliau

* Y gallu i weithio fel aelod effeithiol o Bwyllgor / Bwrdd, gyda’r gallu i ennyn parch eraill
* Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol
* Sgiliau rhagorol o ran datrys problemau
* Y gallu i weithio i amserlenni tynn

Priodoleddau personol

* Sgiliau rhyngbersonol datblygedig iawn
* Gwrthrychedd a diplomyddiaeth
* Ymrwymiad i ragoriaeth ac ansawdd

Cyfle cyfartal a Safonau’r Gymraeg

* Deall y fframweithiau rheoleiddio yng Nghymru, gan gynnwys Dyletswydd Cydraddoldeb y Sector Cyhoeddus a Safonau’r Gymraeg

Er mwyn cael eich ystyried, rhaid ichi allu dangos bod gennych y rhinweddau, y sgiliau a’r profiad i fodloni’r holl feini prawf hanfodol ar gyfer y penodiad.

**Meini Prawf Hanfodol**

* Rhaid bod gan yr ymgeisydd llwyddiannus brofiad helaeth ar lefel uwch yn un neu fwy o’r canlynol: addysg gychwynnol athrawon, ysgolion, arolygu ysgolion, addysg uwch, sicrwydd ansawdd, rheoleiddio proffesiynol
* Rhaid i’r ymgeisydd llwyddiannus ddangos dealltwriaeth o’r system addysg a’r diwygiadau yng Nghymru – yr her a wynebir a’r cyfleoedd sydd ar gael, a sicrhau y bydd Addysg Gychwynnol Athrawon wedi’i gwreiddio’n gadarn yn y diwygiadau addysg ehangach
* Rhaid i’r ymgeisydd llwyddiannus ddeall y fframweithiau rheoleiddio yng Nghymru, gan gynnwys Dyletswydd Cydraddoldeb y Sector Cyhoeddus a Safonau’r Gymraeg
* Gwrthrychedd a diplomyddiaeth
* Ymrwymiad i ragoriaeth ac ansawdd
* Y gallu i weithio i amserlenni tynn

**Y Gymraeg**

Mae sgiliau Cymraeg yn ddymunol ond nid yn hanfodol i ymgymryd â dyletswyddau’r rôl hon. Fodd bynnag, mae’n hanfodol i’r bwrdd yn ei gyfanrwydd gynyddu ei sgiliau Cymraeg. Mae disgwyl felly i holl aelodau’r Bwrdd ddangos dealltwriaeth o’r Gymraeg ac empathi tuag ati, gan ymrwymo i gryfhau’r ddarpariaeth gwasanaethau dwyieithog yn y sector addysg yng Nghymru. Bydd y sector a’r gwasanaethau addysg yn chwarae rhan allweddol yn y gwaith o ddatblygu sgiliau Cymraeg i’r dyfodol.

**Ffeithiau allweddol am y swydd hon**

|  |  |
| --- | --- |
| **Lleoliad** | Cynhelir y cyfarfodydd yng Nghaerdydd. Bydd yr ymweliadau safle â phartneriaethau ar draws Cymru. |
| **Ymrwymiad o ran amser** | Mis Awst hyd fis Rhagfyr 2017 – hyd at 5 diwrnod  Mis Ionawr hyd fis Gorffennaf 2018 – hyd at 25 diwrnod  Mis Awst 2019 ymlaen – hyd at 15 diwrnod y flwyddyn |
| **Daliadaeth y swydd** | 1 Awst 2017 hyd 31 Mai 2022 |
| **Cynllun Tâl** | £200 y diwrnod i aelodau  Telir costau teithio a chynhaliaeth yn unol â chyfraddau safonol CGA |

**Cymhwysedd**

Dylai ymgeiswyr nodi hefyd bod aelodaeth o CGA yn swydd sy’n anghymwyso rhag bod yn aelod o Gynulliad Cenedlaethol Cymru, o dan Orchymyn Cynulliad Cenedlaethol Cymru (Anghymwyso) 2015.

<http://www.legislation.gov.uk/uksi/2015/1536/contents/made/welsh>

**Gwrthdaro buddiannau**

Gofynnir ichi ddatgan unrhyw fuddiannau preifat a allai wrthdaro, neu roi argraff o wrthdaro, â rôl a chyfrifoldebau aelod o’r Bwrdd, gan gynnwys unrhyw fuddiannau busnes a swyddi ag awdurdod y tu allan i’r swydd gyda'r Bwrdd.

Bydd panel dethol aelodau’n edrych ar unrhyw wrthdaro buddiannau gyda chi yn uniongyrchol cyn y penodiad. Os cewch eich penodi, bydd rhaid ichi hefyd ddatgan y buddiannau hyn ar gofrestr sydd ar gael i’r cyhoedd.

**Safonau mewn bywyd cyhoeddus**

Disgwylir ichi ddangos safonau uchel o ymddygiad corfforaethol a phersonol. Gofynnir i’r holl ymgeiswyr llwyddiannus arddel Cod Ymarfer Aelodau Byrddau Cyrff Cyhoeddus. Mae’r ddogfen hon ar gael yn Saesneg ar:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

**Atodiad B**

**Rôl a chyfrifoldebau’r Pwyllgor Achredu Addysg Gychwynnol Athrawon**

**Cefndir**

Sefydlwyd Cyngor y Gweithlu Addysg (CGA) gan Ddeddf Addysg (Cymru) 2014. O dan y Ddeddf, prif nodau’r Gweithlu yw:

* cyfrannu at wella safonau addysgu ac ansawdd y dysgu yng Nghymru;
* cynnal a gwella safonau ymddygiad proffesiynol ymhlith athrawon a phersonau sy’n cefnogi addysgu a dysgu yng Nghymru;
* diogelu buddiannau dysgwyr, rhieni a’r cyhoedd a chynnal ymddiriedaeth a hyder y cyhoedd yn y gweithlu addysg.

Mae CGA yn annibynnol ar y llywodraeth.

Cafodd pwerau'r Cyngor eu hymestyn ym mis Chwefror 2017 er mwyn caniatáu iddo:

* achredu cyrsiau neu raglenni addysg gychwynnol athrawon ysgol;
* monitro cydymffurfiaeth cyrsiau neu raglenni addysg gychwynnol athrawon achrededig â meini prawf a gyhoeddwyd;
* tynnu'n ôl achrediad ar gyfer cyrsiau neu raglenni addysg gychwynnol athrawon;
* codi ffioedd ar gyfer darparu'r gwasanaeth.

Wrth arfer y dyletswyddau statudol ychwanegol hyn, mae'n ofynnol i'r Cyngor sefydlu Pwyllgor Achredu Addysg Gychwynnol Athrawon (y ‘Bwrdd’). Roedd hyn yn argymhelliad penodol yn adroddiad yr Athro John Furlong i Lywodraeth Cymru, sef *Addysgu Athrawon Yfory: Opsiynau ynglŷn â dyfodol addysg gychwynnol athrawon yng Nghymru*, a gyhoeddwyd ym mis Mawrth 2015. Roedd yr adroddiad hwn yn amlinellu nifer o argymhellion er mwyn gwella ansawdd Addysg Gychwynnol Athrawon yng Nghymru. Ar hyn o bryd, darparwyr yn hytrach na rhaglenni sy'n cael eu hachredu yng Nghymru.

**Rôl y Bwrdd**

Rhaid i bartneriaeth Addysg Gychwynnol Athrawon sy'n dymuno cynnig rhaglen Addysg Gychwynnol Athrawon o fis Medi 2019 sy'n arwain at Statws Athro Cymwysedig yng Nghymru, sicrhau'n gyntaf bod y rhaglen wedi'i hachredu gan Gyngor y Gweithlu Addysg, drwy'r **Bwrdd**. Rhagwelir y bydd y Bwrdd newydd yn asesu tua 25 rhaglen rhwng 1 Ionawr a 30 Mehefin 2018 a nifer fach o apeliadau wedi hynny. Dyfernir yr achrediad am gyfnod o hyd at 5 mlynedd. Yn dilyn y penderfyniad cychwynnol, bydd angen "cynnal" y rhaglen nes bod y paratoadau'n dechrau ar gyfer ei hailachredu yn 2022.

Bydd y Bwrdd yn cynnwys y Cadeirydd, 2 ddirprwy a hyd at 10 aelod arall. Bydd unrhyw geisiadau a gyflwynir yn cael eu hystyried gan is-set o aelodau sy'n deillio o'r Bwrdd. I sicrhau cysondeb, bydd yr is-set hon bob amser yn cynnwys y Cadeirydd neu 1 dirprwy. Y cworwm ar gyfer asesiad yn Rheoliadau Llywodraeth Cymru yw 3 aelod.

**Atodiad C**

**Y broses ddethol**

Bydd y panel dethol yn asesu CVs a datganiadau personol yr ymgeiswyr er mwyn penderfynu pwy yn ei dyb ef sy’n bodloni’r meini prawf i’r swydd yn y modd gorau, a phwy gaiff ei benodi i’r Bwrdd. Bydd y panel yn dibynnu ar y wybodaeth a rowch yn eich CV a’ch datganiad yn unig i asesu a oes gennych y sgiliau a’r profiad mae eu hangen. Dylech sicrhau y rhowch dystiolaeth i ddangos sut yr ydych yn bodloni’r holl feini prawf hanfodol.

Caiff y panel dethol ei gadeirio gan Gadeirydd penodedig y Bwrdd, yr Athro John Furlong, a bydd hefyd yn cynnwys Hayden Llewellyn (Prif Weithredwr CGA) a Mark Isherwood (Rheolwr Achredu Addysg Gychwynnol Athrawon).

Bydd y panel yn dethol i gael eu penodi dim ond yr ymgeiswyr cryfaf y mae’n teimlo eu bod wedi dangos mai hwy sy’n bodloni, yn y modd gorau, y meini prawf a nodir ym manyleb y person. Mae’n bosibl y bydd y panel yn dewis cyfarfod ag ymgeiswyr y byddai modd eu penodi cyn gwneud penderfyniad. Bydd cyfnod o amser rhwng y gwerthusiad o’r ceisiadau ar bapur ac adeg gwneud y penderfyniad terfynol ynghylch penodi.

Os byddwch yn llwyddiannus, byddwch yn cael llythyr yn eich penodi’n aelod o’r Bwrdd, a fydd yn cadarnhau’r telerau y cynigir y penodiad arnynt.

Os byddwch yn aflwyddiannus, bydd Cyngor y Gweithlu Addysg yn rhoi gwybod ichi. Rydym yn sylweddoli ei bod yn cymryd llawer o amser ac ymdrech i wneud cais am swyddi a bod adborth yn rhan werthfawr o’r broses. O’r herwydd, bydd y llythyr yn rhoi manylion y person y cewch fynd ato i gael adborth ar eich cais, os ydych eisiau gwneud hynny.

**Ymholiadau**

Gydag ymholiadau am eich cais, dylech gysylltu â’r Tîm Achredu Addysg Gychwynnol Athrawon:

Ffôn – 029 2046 0099 E-bost - [ITEAccreditation@ewc.wales](mailto:ITEAccreditation@ewc.wales)

**Os nad ydych yn gwbl fodlon**

Nod Cyngor y Gweithlu Addysg fydd prosesu’r holl geisiadau mor gyflym ag sy’n bosibl a thrin pob ymgeisydd â chwrteisi. Os oes gennych unrhyw gwynion ynghylch y ffordd y mae’ch cais wedi cael ei drin, cysylltwch â:

Cyngor y Gweithlu Addysg

9fed Llawr, Eastgate House

35-43 Heol Casnewydd

Caerdydd, CF24 0AB

Ffôn: 029 2046 0099

Ffacs: 029 2047 5850

e-bost: [information@ewc.wales](mailto:information@ewc.wales)