



**COFNOD
HYFFORDDIANT
A
DATBLYGU**

**TRAINING
AND
DEVELOPMENT RECORD**

EICH COFNOD HYFFORDDIANT A DATBLYGU

YOUR RECORD OF TRAINING AND DEVELOPMENT

Enw:

Name:

Rhif Cofrestru:

Registration No:

Dyddiad Cofrestru:

Date Registered:

Dyddiad a Rhif DBS:

Date and Number of DBS

Llongyfarchiadau!

Yr ydych yn awr yn weithiwr cofrestredig gyda Gofal Cymdeithasol Cymru, fel sy'n rhaid dan **Ddeddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016**. Bydd eich enw yn ymddangos ar Ran 2 o'r Gofrestr sy'n cael ei chadw a'i rheoli gan **Gofal Cymdeithasol Cymru**. Fel rhan o'r cofrestriad byddwch yn cofnodi eich hyfforddiant a dysgu dros gyfnod 3 mlynedd eich cofrestriad. Eich cyfrifoldeb **chi** fel unigolyn yw gwneud hyn.

Congratulations!

You are now a registered worker with Social Care Wales as required by the **Regulation and Inspection of Social Care (Wales) Act 2016**. Your name will appear on Part 2 of the Register which is managed and maintained by **Social Care Wales**. As part of your registration you will need to record your training and learning over the 3 year period of your registration. It is **your** responsibility as an individual to do this.

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CYNNWYS

Cyflwyniad

Sut i ddefnyddio'r ffeil yma

Eich Tystiolaeth

Dogfennau a chofnodion.

Ffurflen i chi gofnodi eich dysgu anffurfiol

Eich Tystysgrifau gyda chofnod dysgu

Dogfennau Pwysig !

Cod Ymarfer Proffesiynol Gofal Cymdeithasol

Y gweithiwr Gofal Cartref

Canllawiau ymarfer i weithwyr gofal Cartref sydd wedi'u cofrestru â Gofal Cymdeithasol Cymru

Gweithredu mewn ffordd agored a gonest pan fydd pethau yn mynd o le: gonestrwydd a dyletswydd broffesiynol

Mae disgwyl i chwi fel gweithiwr cofrestredig gyd-ymffurfio ar cod a'r canllawiau yma

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Important Documents!

Code of Professional Practice for Social Care

The Domiciliary Care Worker

Practice guidance for domiciliary care workers registered with Social Care Wales

Openness and honesty when things go wrong : the professional duty of candour

As a registered worker you are expected to comply with these codes and guidance

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YOUR RECORD OF TRAINING AND DEVELOPMENT

Defnyddio'r ffeil hon

Mae eich cyflogwr yn rhoi'r ffeil hon i chi fel y gallwch gadw cofnod o bob math o hyfforddiant a dysgu a wnewch dros y tair blynedd nesaf.

Pan fyddwch yn ail gofrestru ar ddiwedd y cyfnod cofrestrriad tair blynedd, rhaid cofnodi 90 awr neu 15 diwrnod o hyfforddiant a dysgu yr ydych wedi ei wneud dros y tair blynedd. Byddwch yn cofnodi hyn ar eich cyfrif Gofal Cymdeithasol Cymru. Mae Gofal Cymdeithasol Cymru yn cyfeirio at hyn fel Hyfforddiant a Dysgu ôl Gofrestru. (HaDG).

Gallwch gadw tystysgrifau unrhyw hyfforddiant yr ydych wedi ei fynyachu a nodi'r hyn a ddysgoch yn y ffeil. Mae tabl yn y ffeil sy'n eich helpu i gofnodi dysgu a datblyguanffurfiol. Wrth wneud hyn bydd gennych gofnod ar gael i'w drosglwyddo i'ch cyfrif dysgu gyda Gofal Cymdeithasol Cymru (GCC).

Gallwch gadw eich tystysgrifau cymhwyster a'ch cofnod DBS yn y ffeil er hwylustod'

Yr hyn sydd fwyaf pwysig yw eich bod yn cofnodi eich dysgu a datblygu yn ofalus yn y ffeil a hefyd ar eich cyfrif GCC. Bydd eich rheolwr yn gallu trafod hyn ymhellach hefo chi mewn goruchwyliaeth os dymunwch.

Using this file

Your employer has provided you with this file to enable you to record all types of training and learning that you undertake over the next three years.

When you re-register at the end of the three year registration period you must record 90 hours or 15 days of training and learning that you have undertaken over the three years. This needs to be recorded in your Social Care Wales account. Social Care Wales refer to this as Post Registration Training and Learning. (PRTL)

You can store any certificates from training you have attended, and record what you learned from that training. There is also a table which you might like to use to note informal training and learning. By doing this you ensure that you have a record to transfer into your learning account with Social Care Wales (SCW).

You could also store your qualification certificates and your DBS record for convenience, in the file.

What is most important is for you to carefully record your learning and development in the file and also on your SCW learning account. You can discuss this further with your manager and in supervision if you wish.

BETH SY'N CYFRIF FEL HYFFORDDIANT A DYSGU ÔL GOFRESTRU (HADG)?

WHAT COUNTS AS POST REGISTRATION TRAINING AND LEARNING (PRTL)?

Mae mynd ar gwrs traddodiadol yn un math o HaDG, ond mae llawer o bethau eraill yn cyfri hefyd

Rhai enghreifftiau o beth allwch ei gofnodi fel HaDG

- **Astudio** ar gyfer cymhwyster ychwanegol, neu os byddwch yn cymhwyso wedi cofresrtu gallwch gofnodi yr oriau yma.
- **Cyrsiau neu Hyfforddiant** wedi eu trefnu gan eich cyflogwr neu sefydliad arall er enghraifft gwrs ymwybyddiaeth diogelu
- **Seminarau** lle mae trafodaeth am faterion penodol yn addas
- **Darllen** unrhyw lyfr, pamffled neu wefan yr ydych wedi darllen ar gyfer pwrpas eich gwaith
- **E-ddysgu** dysgu ar gyfrifiadur (Ar-lein neu ar DVD) sydd un ai yn ofynnol neu ddewisol ac sy'n cynnwys tystysgrif cwblhau.
- **Unrhyw weithgaredd arall sy'n cyfrannu at eich datblygiad proffesiynol**

Attending a traditional course is one type of PRTL, but many other activities also count.

Some examples of what you can record as PRTL:

- **Study** for a further qualification or if you qualify post registration these training hours may be recorded
- **Training or Courses** arranged by your employer or another organisation an example would be safeguarding awareness training
- **Seminars** a meeting where specific issues /matters are discussed would be suitable
- **Reading** any book, pamphlet, website which you have read for work related purposes
- **E-learning**, any learning on computer (online or via DVD) which is required or optional and which includes a completion certificate.
- **Other activities which contribute to your professional development.**

TYSTIOLAETH, DOGFENNAU A CHOFNODION HYFFORDDIANT A DATBLYGU

TRAINING AND DEVELOPMENT EVIDENCE AND RECORDS

Cofnodwch unrhyw ddysgu anffurfiol ar y ffurflen yma



Record your informal learning and development on this form

Pan fyddwch yn mynychu cwrs ffurfiol byddwch yn cael cyfle ar ddiwedd y cwrs i gofnodi eich dysgu ar gefn eich tystysgrif



When you attend a formal training course you will be given an opportunity at the end of the course to record your learning on the back of your certificate

***TYSTIOLAETH, DOGFENNAU A CHOFNODION
HYFFORDDIANT A DATBLYGU***

***TRAINING AND DEVELOPMENT
EVIDENCE AND RECORDS***

Os dymunwch, defnyddiwch y rhan hon o'r ffeil i gadw unrhyw dystysgrifau neu ddogfennau arall perthnasol

If you wish use this section of the file to keep any certificates or other relevant documents



COFNOD O DDYSGU ANFFURFIOL

| MATH | ORIA U | DYDDI AD | MANYLION | SUT MAE'R HYFFORDDIANT WEDI CYFRANNU AT EICH DATBLYGIAD PROFFESIYNOL A CHEFNOGI EICH YMARFER | | | | |
|--|-------------|-------------|---|---|---|-------------------------------|---|--------------------|
| | | | | Beth oeddwn yn obeithio dysgu) | 3 pwynt pwysicaf wnes i ddysgu | Ydw i angen gwybod mwy? | Sut alla i ddefnyddio beth ddysgais | Llofnod Rheolwr |
| (arall) Sgwrs podiatrist yn y Cylch Bro | 1 awr | 4/4/18 | Gofal Traed | Ffordd orau i dorri ewinedd | Peidiwch torri ewinedd traed Pwysigrwydd traed glan Arwyddion fod problemau efo traed | Gofal traed clefyd siwgr | Gallaf ei ddefnyddio pan mae angen ar unrhyw ddefnyddiwr gwasanaeth | |
| (arall) Darllen gwybodaeth i gleifion am gyffur Warfarin | 30 munud | 18/6/18 | Sut i wneud yn siŵr fod defnyddiwr gwasanaeth yn cymryd y Warfarin yn gywir | Deall sut i roi y Warfarin | Angen cymryd run amser bob dydd Fod angen osgoi rhai bwydydd a beth ydynt Nabod rhai arwyddion o broblem cleisiau etc | Ddim ar hyn o bryd | Checio am gleisiau Gwneud yn siŵr fod y cyffur yn cael ei gymryd run amser Gwybodaeth ddefnyddiol | |

RECORD OF INFORMAL LEARNING

| TYPE | HOURS | DATE | DETAILS | HOW HAS THIS TRAINING CONTRIBUTED TO YOUR PROFESSIONAL DEVELOPMENT AND INFORMED YOUR PRACTICE | | | | |
|--|---------|--------|--|---|---|----------------------------------|---|--------------------|
| How I learnt | | | What did I learn about | What did I hope to learn | The 3 key points I learned | Do I need to learn more on this? | How will I use what I have learned | Managers signature |
| (Other) Talk by podiatrist in Cylch Bro | 1 hour | 4/4/18 | Foot Care | How to cut toenails correctly | Not to cut toenails Importance of keeping feet clean How to spot signs of foot problems | Foot care and diabetes | Will use with all Service users where needed | |
| (Other) Reading patient information leaflet on Warfarin | 30 mins | 6/8/18 | How to make sure the service user takes the Warfarin correctly | Understand how to give the Warfarin | Needs to be taken same time each day. Need to avoid some Foods and know what they are. Recognise signs of problems eg bruising | Not at present | Ensure the medication is taken regular time. Check for bruises Useful information | |

COFNOD O DDYSGU ANFFURFIOL

| MATH | ORIAU | DYDDIA D | MANYLION | SUT MAE'R HYFFORDDIANT WEDI CYFRANNU AT EICH DATBLYGIAD PROFFESIYNOL A CHEFNOGI EICH YMARFER | | | | |
|----------------------|-------|-------------|--------------------------|---|-----------------------------------|-------------------------------|---|--------------------|
| Sut wnes i ddysgu | | | Am beth wnes i ddysgu | Beth oeddwn yn obeithio dysgu | 3 pwynt pwysicaf wnes i ddysgu | Ydw i angen gwybod mwy) | Sut alla i ddefnyddio beth ddysgais | Llofnod Rheolwr |
| | | | | | | | | |
| | | | | | | | | |



TYSTYSGRIF HYFFORDDIANT CERTIFICATE OF TRAINING

Plant a Chefnogi Teuluoedd
Children and Family Support

Adran Oedolion, Iechyd a Llesiant
Adult, Health and Wellbeing Department

**Teitl y Cwrs
Course Title**

Hyfforddiant 3 Awr / 3 Hours Training

Hyn sydd i dystio fod/This is to certify that

*wedi mynychu'r hyfforddiant uchod ar:
attended the above training:*

dyddiad/date

Llofnod/Signature
Dyddiad /Date

Pennaeth Adran Plant a Chefnogi Teuluoedd
Head of Children and Family Support

Pennaeth Adran Oedolion, Iechyd a Llesiant
Head of Adult, Health and Wellbeing Department

Rwy'n cadarnhau fod hwn yn gopi cywir o'r ddogfen wreiddiol

I confirm that this is a true copy of the original document

**COFNODI EICH DYSGU
RECORDING YOUR LEARNING**

Bydd y ffurflen yma yn eich helpu i chi gofnodi eich **HYFFORDDIANT A DYSGU ÔL GOFRESTRU
(HDOG)**

This form will help you when you record your **POST REGISTRATION AND LEARNING(PRTL)**

**NODWCH 3 PETH DDYSGOCH HEDDIW ?
NOTE 3 THINGS YOU HAVE LEARNT TODAY ?**

**SUT YDYCH YN DEFNYDDIO HYN YN EICH GWAITH?
HOW WILL YOU USE THIS IN YOUR WORK ?**

| | |
|--|--|
| | |
|--|--|

**COFNODI EICH DYSGU
RECORDING YOUR LEARNING**

Bydd y cofnod yma yn eich helpu i chi gofnodi eich **HYFFORDDIANT A DYSGU ÔL GOFRESTRU (HDOG)**

This record will help you when you record your **POST REGISTRATION AND LEARNING(PRTL)**

| NODWCH 3 PETH DDYSGOCH HEDDIW ? NOTE 3 THINGS YOU HAVE LEARNT TODAY ? | SUT BYDDWCH YN DEFNYDDIO HYN YN EICH GWAITH ? HOW WILL YOU USE THIS IN YOUR WORK ? |
|---|--|
| <p>YMWYBYDDIAETH DEMENTIA</p> <p>1. Bod anghenion emosiynol yn bwysig</p> <p>Understanding the importance of emotional need</p> | <p>DEMENTIA AWARENESS</p> <p>Angen meddwl sut dwi'n cyfarfod ag anghenion emosiynol person cael y "connection" yn iawn cyn darparu anghenion gofal personol gall hyn helpu eto sut mae person yn ymateb i mi</p> <p>I need to think about how I meet a person's emotional need I need to get the connection right before I deliver personal care this may help how a person may react to me</p> |
| <p>2. Swm teledu yn gallu bod yn annifyr i berson gyda dementia canolog hwyr</p> <p>Television noise can be unpleasant in mid and later stages of dementia</p> | <p>Dwi angen meddwl sut fedrai greu awyrgylch well i'r person, ella holi os fyddai iawn i droi sŵn i lawr, i gael sgwrs</p> <p>I need to think about how I can create a better atmosphere for the person, I could ask if it would be OK to turn the sound maybe so we can have a chat</p> |
| <p>3. Angen "props" i fy helpu i gyfathrebu</p> <p>I need props to help me communicate</p> | <p>Pan dwi darparu gofal personol dwi am fynd a thywel a sebon efo fi wrth gynnig bath. Mi fydd hyn yn helpu y person ddeall be da ni mynd i neud</p> <p>I am going to take a towel and bar of soap with me when I'm going to offer a person a bath. This will help a person understand what we are going to do together</p> |

