Adeiladu a pheirianneg gwasanaethau adeiladu

Proses gymeradwyo – cwestiynau cyffredin

Construction and building services engineering

Approval process – frequently asked questions

Cwestiynau Cyffredin	Frequently asked questions
Sut galla i ddarparu'r cymwysterau Adeiladu a Pheirianneg Gwasanaethau Adeiladu? I ddarparu'r cymwysterau hyn, bydd angen i chi wneud cais am gymeradwyaeth. Mae un ffurflen gais ar gyfer cymeradwyo canolfannau a chymwysterau. Dim ond un cais y byddai angen i'ch canolfan ei wneud gan ddefnyddio'r ffurflen hon i gynnig un neu ragor o gymwysterau yn y gyfres. Bydd angen i is-ganolfannau ymgeisio hefyd drwy wneud eu cais eu hunain. Mae'r ffurflen ar gael yn Gymraeg ac yn Saesneg ac mae'n cael ei defnyddio ar gyfer y gyfres o gymwysterau Adeiladu a Pheirianneg Gwasanaethau Adeiladu gan City & Guilds ac EAL yng Nghymru (heb gynnwys TGAU a Safon Uwch/Uwch Gyfrannol). Bydd angen i bob canolfan wneud cais, gan gynnwys canolfannau presennol City & Guilds a/neu EAL.	**How can I deliver Construction and Building Services Engineering (CBSE) qualifications?** To deliver these qualifications you will need to apply for approval. There is one application form for centre and qualification approval. Your centre would only need to make one application using this form to offer one or more qualifications in the suite. Sub-centres will also need to apply by making their own application. The form is available in both English and Welsh and used for the City & Guilds and EAL Construction and Building Services Engineering (CBSE) suite of qualifications in Wales (excluding GCSE and AS/ A level). All centres will need to apply, including existing centres of City & Guilds and/ or EAL.
Sut ydw i'n gwneud cais? Mae ceisiadau'n cael eu gwneud drwy lenwi'r ffurflen yn adran 'dod yn ganolfan' gwefan sgiliau i Gymru. Darllenwch y canllawiau sydd ar gael ar y wefan i'ch helpu gyda'r cais. Ar ôl llenwi'r cais, dylech ei ddychwelyd i skillsforwales.quality@cityandguilds.com, dim ots pa gorff dyfarnu rydych chi'n ceisio cymeradwyaeth ar ei gyfer. Bydd eich cais yn cael ei drin naill ai gan City & Guilds neu EAL neu ar y cyd gan City & Guilds ac EAL.	**How do I make an application?** Applications are made by completing the form in the 'become a centre' section of the Skills for Wales website. Read the guidance available on the website to support you with the application. Once completed, forward the application to the email: skillsforwales.quality@cityandguilds.com, regardless of which awarding body you are seeking approval for. Your application will be handled either by City & Guilds or EAL or jointly by both City & Guilds and EAL.

Beth yw'r meini prawf ar gyfer cymeradwyo canolfannau a chymwysterau? Mae'r meini prawf ar gyfer cymeradwyo canolfannau yn cael eu rhestru ar y ffurflen gais. Mae'r rhain yn ymwneud â gallu cwsmer i fodloni gofynion o ran polisïau, adnoddau staff, systemau rheoli a gweinyddu a sicrhau ansawdd. Mae'r meini prawf ar gyfer cymwysterau penodol wedi'u hamlinellu yn y llawlyfr cymwysterau ar gyfer pob cymhwyster. Mae'r rhain yn ymwneud â chymhwysedd galwedigaethol staff, y cymwysterau sydd ganddynt, DPP yn ogystal ag adnoddau ffisegol sy'n benodol i bob cymhwyster. Bydd y penderfyniadau cymeradwyo'n seiliedig ar y gallu i fodloni'r meini prawf ar gyfer canolfannau ac ar gyfer y cymhwyster fel y nodir yn y ffurflen gais a'r llawlyfr/llawlyfrau/manyleb(au) cymwysterau perthnasol. Edrychwch ar y gofynion cymeradwyo canolfannau a chymwysterau cyn cyflwyno'r cais.	**What are the criteria for centre and qualification approval?** The criteria for centre approval are listed in the application form. This relates to a customer's ability to meet requirements regarding policies, staff resources, management and administrative systems and quality assurance. The qualification-specific criteria are outlined in the qualification handbook for each qualification. This relates to staff occupational competency, qualifications held, CPD, as well as physical resources specific to each qualification. Approval decisions will be based solely upon the ability to meet the centre and qualification criteria which are specified in the application form and relevant qualification handbook(s)/ specification(s). Do refer to both the centre approval and qualification requirements before submitting the application.
Faint o amser fydd hi'n ei gymryd i wneud penderfyniad? Bydd yn cymryd hyd at 30 diwrnod gwaith i chi gael penderfyniad cymeradwyo ysgrifenedig ar ôl cyflwyno cais cyflawn. Os na fydd yr wybodaeth ar eich cais yn gyflawn, bydd y cais yn cael ei ddychwelyd atoch ac ni chaiff ei dderbyn nes bydd yn gyflawn.	**How long will it take to receive a decision?** It will take up to thirty working days for you to receive a written approval decision after submitting a complete application. Please note that if the information on your application is incomplete it will be returned to you and will not be accepted until it is complete.
Oes rhaid talu ffi i gael cymeradwyaeth?	**Is there a fee to apply for approval?**

Nac os, nid oes ffioedd ar gyfer cymeradwyo canolfannau a chymwysterau ar gyfer y gyfres hon o gymwysterau.	No, there are no fees for centre and qualification approval for this suite of qualifications.
Oes trothwy ariannol neu ofyniad incwm i ddarparu'r cymwysterau hyn? Nac oes, nid oes gofynion ariannol nac incwm ar gwsmeriaid er mwyn gofyn am na chynnal cymeradwyaeth, nid oes nifer isaf o ddysgwyr chwaith y mae'n rhaid i gwsmer eu gwarantu.	**Is there a financial threshold or income requirement to deliver these qualifications?** No, there are no customer financial or income requirements to seek or maintain approval, nor is there a minimum number of learners a customer must guarantee.
Pryd alla i gael fy nghymeradwyo ar gyfer y gyfres o gymwysterau Adeiladu a Pheirianneg Gwasanaethau Adeiladu? Ar gyfer cymwysterau sy'n cael eu darparu am y tro cyntaf o fis Medi 2021 ymlaen, bydd y ffenestr cymeradwyo canolfannau a chymwysterau yn agor o ddiwedd mis Ionawr 2021 ymlaen. Bydd dogfennau canllaw sy'n ymwneud â chymeradwyo yn cael eu llwytho i fyny i'r wefan ddiwedd mis Ionawr 2021. Efallai y bydd canolfannau'n dymuno gwneud cais am gymwysterau wrth iddynt ddod ar gael, a fydd yn golygu bodd angen gwneud ceisiadau ar wahân, neu aros i gyflwyno un cais. Cynghorir cwsmeriaid, os ydynt yn bwriadu dechrau darparu cymhwyster o fis Medi 2021 ymlaen, y dylent wneud cais am gymeradwyaeth canolfan a chymhwyster erbyn mis Mehefin 2021 fan bellaf. Awgrymir y cyfnod hwn er mwyn sicrhau bod canolfannau'n barod ar gyfer dyddiadau dechrau'r cymhwyster ond nid yw'n ddyddiad cau ffurfiol ar gyfer ceisiadau am gymeradwyaeth.	**When can I become approved for the CBSE suite of qualifications?** For qualifications for first delivery from September 2021, the centre and qualification approval window will open from the end of January 2021 onwards. Guidance documents relating to approval will be uploaded to the website in late January 2021. Centres may wish to apply for qualifications as they become available, which will require separate applications to be made, or wait and submit one application. Customers are advised that if they are intending to start delivering a qualification from September 2021, they should apply for centre and qualification approval by June 2021 at the latest. This timeframe is suggested in order to ensure centres are ready for the qualification start dates but is not a formal deadline for approval applications. Staff from City & Guilds/ EAL will be available to provide assistance with the completion of application forms to support getting them submitted. Email alerts will be sent to those who have signed up to receive them. (https://www.skillsforwales.wales/sign-up).

Bydd staff City & Guilds / EAL ar gael i helpu i lenwi ffurflenni cais a helpu i'w cyflwyno. Bydd hysbysiadau e-bost yn cael eu hanfon at y rheini sydd wedi cofrestru i'w derbyn. (https://www.skillsforwales.wales/cy/cofrestrwch).	
Pryd alla i ddechrau darparu'r gyfres o gymwysterau Adeiladu a Pheirianneg Gwasanaethau Adeiladu? Bydd y cymwysterau hyn yn cael eu rhoi ar waith ar gyfer cofrestru dysgwyr a darparu o fis Medi 2021 ymlaen: • Cymhwyster Sylfaen mewn Adeiladu a Pheirianneg Gwasanaethau Adeiladu – City & Guilds • Dilyniant mewn Adeiladu Lefel 2 – City & Guilds • Dilyniant mewn Peirianneg Gwasanaethau Adeiladu (Lefel 2) - EAL Bydd y cymwysterau hyn yn cael eu rhoi ar waith ar gyfer cofrestru dysgwyr a darparu o fis Medi 2022 ymlaen: • Cymhwyster Craidd mewn Adeiladu a Pheirianneg Gwasanaethau Adeiladu (Lefel 2) – City & Guilds • Peirianneg Gwasanaethau Adeiladu Lefel 3 – Gosod Gwres ac Awyru – EAL • Peirianneg Gwasanaethau Adeiladu Lefel 3 – Crefftwr Gwresogi ac Awyru – EAL • Peirianneg Gwasanaethau Adeiladu Lefel 3 – Plymio a Gwresogi – EAL • Peirianneg Gwasanaethau Adeiladu Lefel 3 – Gwaith Gosod Electro-dechnegol – EAL • Adeiladu Lefel 3 – City & Guilds • Adeiladu Lefel 3 – City & Guilds	**When can I start to deliver the CBSE suite of qualifications?** These qualifications will go live for learner registration and delivery from September 2021: • City & Guilds Foundation in Construction and Building Services Engineering • City & Guilds Progression in Construction Level 2 • EAL Progression in Building Services Engineering (Level 2) These qualifications will go live for learner registrations and delivery from September 2022: • City & Guilds Core in Construction and Building Services Engineering (Level 2) • EAL Level 3 Building Services Engineering – Heating and Ventilation Installer • EAL Level 3 Building Services Engineering – Heating and Ventilating Craftsperson • EAL Level 3 Building Services Engineering – Plumbing and Heating • EAL Level 3 Building Services Engineering – Electrotechnical Installation • City & Guilds Level 3 Construction • City & Guilds Level 3 Construction

Rydw i eisoes yn ganolfan City & Guilds a / neu EAL – pa newidiadau fydda i'n eu gweld?

Bydd y canolfannau cymeradwy presennol yn gweld newid bach yn y broses gymeradwyo. Mae'r ffurflen gais am gymeradwyaeth wedi cael ei chreu fel dogfen newydd, er mwyn ei llenwi'n electronig a'i chyflwyno dros e-bost.

Bydd angen i bob cwsmer, os ydyn nhw eisoes yn ganolfannau City & Guilds neu EAL neu'n gwsmer newydd, fynd drwy'r broses gymeradwyo. Ni fydd cymeradwyaeth gyffredin o gymwysterau sydd eisoes yn bodoli na Chyrff Dyfarnu eraill yn cael ei defnyddio.

I am already a City & Guilds and / or EAL centre – what changes will I experience?

Existing approved centres will experience a small change in the approval process. The approval application form has been created as a new document, to be completed electronically and submitted by email.

All customers, whether existing City & Guilds or EAL centres or new customers, will need to go through the approval process. Common approval from pre-existing qualifications or other Awarding Bodies will not be applied.

Sut mae cofrestru fy nysgwyr?

Ar ôl i'ch cais i gyflwyno'r cymwysterau hyn gael ei gymeradwyo, byddwch yn cael manylion mewngofnodi a chanllawiau sy'n rhoi manylion sut mae cofrestru dysgwyr. Bydd modd dechrau cofrestru dysgwyr ar 1 Medi 2021.

Os ydych chi'n cofrestru eich dysgwyr ar un o'r cymwysterau canlynol, bydd angen i chi gofrestru eich dysgwyr drwy system Walled Garden City & Guilds:

- Cymhwyster Sylfaen mewn Adeiladu a Pheirianneg Gwasanaethau Adeiladu – City & Guilds
- Cymhwyster Craidd mewn Adeiladu a Pheirianneg Gwasanaethau Adeiladu Lefel 2 – City & Guilds
- Dilyniant mewn Adeiladu Lefel 2 – [Arbenigedd Crefft] – City & Guilds
- Adeiladu Lefel 3 – [Arbeniged Crefft] – City & Guilds

How do I register my learners?

Once your application to deliver these qualifications has been approved you will be sent login details and guidance detailing how to register learners. Learner registration can start on 1 September 2021.

If you are registering your learners on one of the following qualifications, you will be required to register your learners through City & Guilds Walled Garden system:

- City & Guilds Foundation in Construction and Building Services Engineering
- City & Guilds Core in Construction and Building Services Engineering Level 2
- City & Guilds Progression in Construction Level 2 – [Trade specialism]
- Guilds Level 3 Construction – [Trade specialism]

If you are registering your learners on one of the following qualifications, you will be required

Os ydych chi'n cofrestru eich dysgwyr ar un o'r cymwysterau canlynol, bydd angen i chi gofrestru eich dysgwyr drwy system Gwasanaethau Ar-lein EAL: • Dilyniant Lefel 2 – Peirianneg Gwasanaethau Adeiladu – [Arbenigedd Crefft] – EAL • Peirianneg Gwasanaethau Adeiladu Lefel 3 – [Arbenigedd Crefft] – EAL	to register your learners through EAL's Online Services system: • EAL Level 2 Progression in Building Services Engineering – [Trade specialism] • EAL Level 3 Building Services Engineering – [Trade specialism]
Mae angen help arnaf gyda fy ymholiad – gyda phwy ddylwn i gysylltu? Dylech anfon ymholiadau cychwynnol ynglŷn â'r gyfres o gymwysterau a'r broses gymeradwyo i skillsforwales.quality@cityandguilds.com a skillsforwales.quality@eal.org.uk.	**I need help with my query – who do I contact?** Initial queries about the suite of qualifications and approval process can be directed to skillsforwales.quality@cityandguilds.com and skillsforwales.quality@eal.org.uk.
A fydd y dogfennau ar gael yn Gymraeg? Mae'r holl brif ddogfennau, gan gynnwys y ffurflenni cymeradwyo, y dosbarth, llawlyfrau/ manylebau'r cymwysterau a'r asesiadau ar gael yn Gymraeg ac yn Saesneg. Gall cwsmeriaid gael gafael ar gymorth dwyieithog i gwsmeriaid, cymorth ansawdd dwyieithog a Sicrhawyr Ansawdd Allanol dwyieithog.	**Will documentation be available in Welsh?** All principal documentation, including the approval forms, supporting documents, qualification handbooks/ specifications, and assessments are available in both English and Welsh. Customers can access bilingual customer support, quality support and External Quality Assurers.
Pwy fydd yn cefnogi fy Nghanolfan ar ôl iddi gael ei chymeradwyo? Ar ôl cymeradwyo canolfan, bydd y gefnogaeth yn cael ei darparu gan y corff dyfarnu sy'n gyfrifol am y cymhwyster/cymwysterau rydych chi wedi cael eich cymeradwyo ar eu cyfer. Bydd ymholiadau mewn perthynas â phroses neu system corff dyfarnu penodol yn mynd drwy'r sianeli presennol ar gyfer cymorth i gwsmeriaid ym mhob corff dyfarnu.	**Who will support my Centre after approval?** Once a centre is approved, support will be handled by the awarding body responsible for the qualification(s) you are approved for. Queries in relation to a particular awarding body process or system will go through the existing channels for customer support in each awarding body.

Os yw eich ymholiad yn ymwneud â: Walled Garden City & Guilds - dylid cysylltu â chymorth canolfan City & Guilds ar skillsforwales.customer@cityandguilds.com / 01924 930800 Gwasanaethau Ar-lein EAL – dylid cysylltu â Thîm Profiad Cwsmeriaid EAL ar skillsforwales.customer@eal.org.uk / 01923 652400.	If your query relates to: City & Guilds Walled Garden - this would be directed to City & Guilds Centre Support on skillsforwales.customer@cityandguilds.com / 01924 930800 EAL Online Services – this would be directed to EAL Customer Experience Team on skillsforwales.customer@eal.org.uk / 01923 652400.