This is your

Learner Agreement and **Information Pack**

2020/2021

Welcome to Pembrokeshire College where you will be encouraged to be excellent in everything you do and aspire to be the best you can be. Our college motto is…

Think More! Learn More! Be More!

During the first six weeks of your course, your tutor will be making sure that:

- You have all the support you need
- You are on the right course for you
- Coming to college was the right choice for you
- You are keeping to the Learner Agreements

What else do you need to know?

College Trips and Activities

While you are at college, you might take part in trips or activities depending on what course you are on. Some trips and visits need fitness tests or might include working with animals or using machines. Some are college team sports events or outdoor activities like rock climbing, hill walking, surfing and kayaking. Some trips mean staying overnight somewhere but these have their own consent forms.

The safety of all college activities is tested and your tutors have all the qualifications they need to make sure everyone on the trip is as safe as they can be. Any safety equipment needed is provided by the college.

There are some very strict rules when on a trip and you must listen and respond to instructions from tutors at all times. The drinking of alcohol is strictly not allowed and you could be sent home if rules are broken (which could cost money for parents /guardians and or carers).

COVID 19

There will be strict COVID 19 rules in place at college in 2020/21, including for all trips. Learners might be sent home from college, trips and activities if these rules are broken.

Photographs at the College

The college likes to take photos of learners for public adverts, leaflets, to use online, newspapers, television or social media. Sometimes photos and videos are needed for coursework. However, to take photos of you or make a video with you in it, the college needs permission from you.

This is your **College** Learner Agreement
2020/2021

This Behaviour Framework is for when you are in college, on college transport, on trips or activities and work placement or volunteering.

Think More	✓ Help to make the college a safe place for everyone in any way you can, including keeping to COVID 19 rules ✓ Listen and respond to instructions from your tutors, like mobile phones, food and drinks ✓ Treat the college and everyone in college with consideration and respect, do not drop litter ✓ Have your college ID badge with you at all times and be polite when asked to show it ✓ We don't want you to smoke but if you must, only smoke in the smoking area (including e-cigarettes) ✓ Never come to college after drinking alcohol or taking drugs or bring them into college ✓ You must not swear, bully, verbally abuse anyone or be aggressive, including on social media ✓ You must not use mobile phones to record, photograph or video another person without their knowledge and permission
Learn More	✓ Attend all your timetabled sessions and activities included in your course, whether in college or through online learning ✓ Be on time for all sessions, fully prepared and ready to learn ✓ Work with our support teams to help you with your coursework, learning and with related activities ✓ Set your own personal targets for your learning ✓ Hand in all coursework on time and to the expected standard ✓ Tell the college if for some reason, you cannot attend any of your sessions or course activity ✓ Tell the college if your personal circumstances change at all e.g. your mobile number or email address ✓ Follow all the guidance and instructions in the LIVE Online Session Learner Agreement
Be More	✓ Have an aspirational outlook towards your studies and future career ✓ Remember that as a student here, you are representing Pembrokeshire College at all times ✓ Strive to be the best you can be, in all you do!

This is your **LIVE Online Session** Learner Agreement
2020/2021

This Behaviour Framework is for when your tutor is teaching you in a live online session, instead of coming into college.

Think More	✓ Help to make online sessions a safe place for everyone and work safely online at all times ✓ Listen and respond to instructions from your tutors at the start of the online session until the end ✓ Treat everyone in the online session with consideration and respect and do not swear ✓ You must not record, photograph or video anyone else, including your tutor, in the online session ✓ You must not upload or share anything unless asked to by your tutor, or upload work that is not yours
Learn More	✓ Attend all live online sessions included in your course ✓ If possible, find a quiet and calm space for your online session (without music, TV or pets etc.) ✓ Be on time for online sessions, fully prepared and ready to learn ✓ Make sure you are properly dressed (no pyjamas!) ✓ Stay online for the whole session and keep concentrating! ✓ Do what your tutor tells you about microphones on/off and when to chat and answer questions ✓ Work with our support teams in online sessions when you need help with your work and study ✓ Leave the online session as soon as your tutor tells you to ✓ Tell the college if for some reason, you cannot attend any of your online sessions ✓ Let your tutor know if for some reason, you do not feel safe in an online session
Be More	✓ Contact your tutor after the session, if you didn't understand something ✓ It would be good if you turn your camera on, it makes the session more enjoyable for everyone ✓ Headphones will also help you in online sessions ✓ Be really positive about online sessions, even if you'd rather be in college

This is your **Learner Finance Agreement**

2020/2021

If you apply for the **Education Maintenance Allowance (EMA)** while at college you must read the following agreement carefully:

- ✓ I confirm that any information I have previously submitted is still correct and that I have notified any changes, in accordance with my original application terms
- ✓ I understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against me
- ✓ I understand that as part of the EMA, the information which I have provided maybe subject to review as part of a sample check
- ✓ 100% attendance is required for EMA, if you are absent you must complete a paid absence form and provide evidence of appointments and only 10 days paid absence is allowed.
- ✓ Holidays in term time, persistent lateness, poor behaviour, poor work records will result in non-payment of EMA
- ✓ If any payment is stopped, it is your responsibility to discuss this with the EMA Team within 2 weeks of the stopped payment date

If you apply for a **Welsh Government Learning Grant Further Education (WGLG FE)** while at college you must read the following agreement carefully:

- ✓ I confirm that the information I have previously submitted is still correct and that I have notified any changes thereto in accordance with my original application terms
- ✓ I confirm that I have not been in receipt of any other funding from the Welsh Government for this level of study or course. Please note, this does not apply if you have previously received Education Maintenance Allowance
- ✓ I understand that any attempt to dishonestly obtain WGLG FE shall be treated as fraud and may result in criminal and/or civil proceedings against me
- ✓ I understand that as part of the WGLG FE, the information which I have provided maybe subject to review as part of a sample check
- ✓ I confirm that if I withdraw from my course, I will repay all or part of my WGLG FE allowance for all or part of the year

You also have to agree to the following:

- ✓ For the college to share your information with your parent(s)/guardian(s) or partner in relation to EMA or WGLG (FE) support
- ✓ To tell the college, in which language (English or Welsh) you would like to be communicated with
- ✓ To let the college, know about any extenuating circumstances that might affect your attendance or study, such as being a carer for a family member
- ✓ To let the college, know if you need a nominated person who is responsible for your administrative and /or your finance matters, this could because you have an additional learning needs or a disability

When applying for either of these funds, the college has to confirm that you have agreed to and signed your learner agreement (whether by ticking the electronic boxes when enrolling online or if you completed an enrolment process printed on paper).

Dyma eich
Cytundeb y Dysgwr a'ch **Pecyn Gwybodaeth**
2020/2021

Croeso i Goleg Sir Benfro lle byddwch chi'n cael eich annog i fod yn rhagorol ym mhopeth a wnewch gan anelu at fod y gorau y gallwch fod. Ein harwyddair yw…

Credwch Fwy! Dysgwch Fwy! Byddwch Fwy!

Yn ystod chwe wythnos gyntaf eich cwrs, bydd eich tiwtor yn gwneud yn siŵr:

- Bod gennych yr holl gefnogaeth sydd ei hangen arnoch chi
- Eich bod ar y cwrs iawn i chi
- Taw dod i'r Coleg oedd y dewis iawn i chi
- Eich bod yn cadw at Gytundeb y Dysgwr

Beth arall sydd angen i chi wybod?

Teithiau a Gweithgareddau'r Coleg

Tra'ch bod chi yn y Coleg, efallai y byddwch chi'n cymryd rhan mewn teithiau neu weithgareddau, yn dibynnu ar ba gwrs rydych chi arno. Mae angen profion ffitrwydd ar rai teithiau ac ymweliadau neu gallent gynnwys gweithio gydag anifeiliaid neu ddefnyddio peiriannau. Mae rhai yn ddigwyddiadau chwaraeon tîm y Coleg neu'n weithgareddau awyr agored fel dringo creigiau, cerdded bryniau, syrffio a chaiacio. Mae rhai teithiau'n golygu aros dros nos yn rhywle ond mae gan y rhain eu ffurflenni caniatâd eu hunain.

Caiff diogelwch holl weithgareddau'r Coleg ei brofi ac mae gan eich tiwtoriaid yr holl gymwysterau sydd eu hangen arnynt i sicrhau bod pawb ar y daith mor ddiogel ag y gallant fod. Mae'r Coleg yn darparu unrhyw offer diogelwch sydd ei angen.

Mae yna rai rheolau llym iawn pan fyddwch chi ar drip a rhaid i chi wrando ac ymateb i gyfarwyddiadau gan diwtoriaid bob amser. Ni chaniateir yfed alcohol o gwbl a gallech gael eich anfon adref os torrir rheolau (a allai gostio arian i rieni/ gwarcheidwaid a/neu ofalwyr).

COVID 19

Bydd rheolau COVID 19 llym ar waith yn y Coleg yn 2020/21, gan gynnwys ar gyfer pob taith. Efallai y bydd dysgwyr yn cael eu hanfon adref o'r Coleg, teithiau a gweithgareddau os yw'r rheolau hyn yn cael eu torri.

Ffotograffau yn y Coleg

Mae'r Coleg yn hoffi tynnu lluniau o ddysgwyr ar gyfer hysbysebion cyhoeddus, taflenni, i'w defnyddio ar-lein, papurau newydd, teledu neu gyfryngau cymdeithasol. Weithiau mae angen lluniau a fideos ar gyfer gwaith cwrs. Fodd bynnag, i dynnu lluniau ohonoch neu wneud fideo gyda chi ynddo, mae angen i'r Coleg gael eich caniatâd.

Dyma eich Cytundeb y Dysgwr y **Coleg**
2020/2021

Mae'r Fframwaith Ymddygiad hwn ar gyfer pan fyddwch chi yn y Coleg, ar drafnidiaeth y Coleg, ar deithiau neu weithgareddau a lleoliad gwaith neu wirfoddoli.

Credwch Fwy	✓ Helpu i wneud y Coleg yn lle diogel i bawb mewn unrhyw ffordd y gallwch, gan gynnwys cadw at reolau COVID 19 ✓ Gwrando ac ymateb i gyfarwyddiadau gan eich tiwtoriaid, fel ffonau symudol, bwyd a diodydd ✓ Trin y Coleg a phawb yn y Coleg gydag ystyriaeth a pharch, peidio â gollwng sbwriel ✓ Gwneud yn siŵr bod eich bathodyn adnabod y Coleg gyda chi bob amser a bod yn gwrtais pan ofynnir i chi ei ddangos ✓ Dydyn ni ddim am i chi ysmygu ond os oes rhaid, caniateir hynny dim ond yn yr ardal ysmygu (gan gynnwys e-sigaréts) ✓ Peidio byth â dod i'r Coleg ar ôl yfed alcohol neu gymryd cyffuriau na dod â nhw i'r Coleg ✓ Rhaid i chi beidio â rhegi, bwlio, cam-drin unrhyw un ar lafar na bod yn ymosodol, gan gynnwys ar gyfryngau cymdeithasol ✓ Rhaid i chi beidio â defnyddio ffonau symudol i recordio, tynnu lluniau na fideo-recordio rhywun arall heb yn wybod iddynt a heb eu caniatâd
Dysgwch Fwy	✓ Mynychu eich holl sesiynau a gweithgareddau ar amserlen eich cwrs, p'un ai yn y Coleg neu drwy ddysgu ar-lein ✓ Bod yn brydlon ar gyfer pob sesiwn, wedi paratoi ac yn barod i ddysgu ✓ Gweithio gyda'n timau cymorth i'ch helpu gyda'ch gwaith cwrs, eich dysgu a gyda gweithgareddau cysylltiedig ✓ Gosod eich targedau personol eich hun ar gyfer eich dysgu ✓ Cyflwyno'r holl waith cwrs ar amser ac i'r safon ddisgwyliedig ✓ Dweud wrth y Coleg os na allwch chi fynychu unrhyw un o'ch sesiynau neu weithgaredd cwrs am ryw reswm ✓ Dweud wrth y Coleg os yw'ch amgylchiadau personol yn newid o gwbl e.e. eich rhif symudol neu gyfeiriad e-bost ✓ Dilyn yr holl ganllawiau a chyfarwyddiadau yng Nghytundeb y Dysgwr ar gyfer Sesiynau Ar-lein BYW
Byddwch Fwy	✓ Bod ag agwedd uchelgeisiol tuag at eich astudiaethau a'ch gyrfa yn y dyfodol ✓ Cofio eich bod chi, fel myfyriwr yma, yn cynrychioli Coleg Sir Benfro bob amser ✓ Ymdrechu i fod y gorau y gallwch chi fod, ym mhopeth a wnewch!

Dyma'ch Cytundeb y Dysgwr ar gyfer

Sesiynau Ar-lein BYW

2020/2021

Mae'r Fframwaith Ymddygiad hwn ar gyfer pan fydd eich tiwtor yn eich dysgu mewn sesiwn ar-lein fyw, yn lle dod i'r Coleg.

Credwch Fwy	✓ Helpu i wneud sesiynau ar-lein yn lle diogel i bawb a gweithio'n ddiogel ar-lein bob amser ✓ Gwrando ac ymateb i gyfarwyddiadau gan eich tiwtoriaid ar ddechrau'r sesiwn ar-lein tan y diwedd ✓ Trin pawb yn y sesiwn ar-lein gydag ystyriaeth a pharch a pheidio â rhegi ✓ Rhaid i chi beidio â recordio, tynnu llun na fideo-recordio unrhyw un arall, gan gynnwys eich tiwtor, yn y sesiwn ar-lein ✓ Rhaid i chi beidio â lanlwytho na rhannu unrhyw beth oni bai bod eich tiwtor yn gofyn i chi, neu uwchlwytho gwaith nad yw'n eiddo i chi
Dysgwch Fwy	✓ Mynychu pob sesiwn ar-lein fyw sydd wedi'i chynnwys yn eich cwrs ✓ Os yn bosibl, dewch o hyd i le tawel ar gyfer eich sesiwn ar-lein (heb gerddoriaeth, teledu nac anifeiliaid anwes ac ati) ✓ Bod yn brydlon ar gyfer sesiynau ar-lein, wedi paratoi'n dda ac yn barod i ddysgu ✓ Gwneud yn siŵr eich bod wedi gwisgo'n addas (dim pyjamas!) ✓ Aros ar-lein am y sesiwn gyfan a dal ati i ganolbwyntio! ✓ Gwneud yr hyn y mae eich tiwtor yn ei ddweud wrthych am feicroffonau ymlaen/i ffwrdd a phryd i sgwrsio ac ateb cwestiynau ✓ Gweithio gyda'n timau cymorth mewn sesiynau ar-lein pan fydd angen help arnoch gyda'ch gwaith a'ch astudiaeth ✓ Gadael y sesiwn ar-lein cyn gynted ag y bydd eich tiwtor yn dweud wrthoch chi ✓ Dweud wrth y Coleg os na allwch chi fynychu unrhyw un o'ch sesiynau ar-lein am ryw reswm ✓ Rhoi gwybod i'ch tiwtor os nad ydych chi'n teimlo'n ddiogel mewn sesiwn ar-lein am ryw reswm
Byddwch Fwy	✓ Cysylltu â'ch tiwtor ar ôl y sesiwn, os nad oeddech chi'n deall rhywbeth ✓ Byddai'n dda pe baech chi'n troi'ch camera ymlaen, mae'n gwneud y sesiwn yn fwy pleserus i bawb ✓ Bydd clustffonau hefyd yn eich helpu mewn sesiynau ar-lein ✓ Bod yn bositif iawn am sesiynau ar-lein, hyd yn oed os yw'n well gennych fod yn y Coleg

Dyma eich **Cytundeb Cyllid y Dysgwr**

2020/2021

Os ydych chi'n gwneud cais am y **Lwfans Cynhaliaeth Addysg (EMA)** tra yn y Coleg mae'n rhaid i chi ddarllen y cytundeb canlynol yn ofalus:

- ✓ Rydw i'n cadarnhau bod unrhyw wybodaeth rydw i wedi'i chyflwyno o'r blaen yn dal yn gywir ac fy mod wedi rhoi gwybod am unrhyw newidiadau, yn unol â thelerau fy nghais gwreiddiol.
- ✓ Rydw i'n deall y bydd unrhyw ymgais i gael EMA yn anonest yn cael ei drin fel twyll ac y gallai arwain at achos troseddol a/neu sifil yn fy erbyn.
- ✓ Rydw i'n deall, fel rhan o'r EMA, gall y wybodaeth rydw i wedi darparu fod yn destun adolygiad fel rhan o wiriad sampl.
- ✓ Mae angen presenoldeb 100% ar gyfer EMA. Os ydych chi'n absennol mae'n rhaid i chi lenwi ffurflen absenoldeb â thâl a darparu tystiolaeth o apwyntiadau a dim ond 10 diwrnod o absenoldeb â thâl a ganiateir.
- ✓ Bydd gwyliau yn ystod y tymor, hwyrni parhaus, ymddygiad gwael, adroddiadau gwaith gwael yn arwain at beidio â thalu'r EMA.
- ✓ Os bydd unrhyw daliad yn cael ei stopio, eich cyfrifoldeb chi yw trafod hyn gyda'r Tîm EMA o fewn pythefnos i'r dyddiad talu a stopiwyd.

Os ydych chi'n gwneud cais am **Grant Dysgu Llywodraeth Gymru Addysg Bellach (WGLG FE)** tra yn y Coleg mae'n rhaid i chi ddarllen y cytundeb canlynol yn ofalus:

- ✓ Rydw i'n cadarnhau bod y wybodaeth rydw i wedi'i chyflwyno o'r blaen yn dal yn gywir ac fy mod wedi rhoi gwybod am unrhyw newidiadau iddo yn unol â thelerau fy nghais gwreiddiol.
- ✓ Rydw i'n cadarnhau nad wyf wedi derbyn unrhyw arian arall gan Lywodraeth Cymru ar gyfer y lefel astudio neu'r cwrs hon. Nodwch, nid yw hyn yn berthnasol os ydych chi wedi derbyn Lwfans Cynhaliaeth Addysg o'r blaen.
- ✓ Rydw i'n deall y bydd unrhyw ymgais i gael WGLG FE yn anonest yn cael ei drin fel twyll ac y gallai arwain at achos troseddol a/neu sifil yn fy erbyn.
- ✓ Rydw i'n deall fel rhan o WGLG FE, gall y wybodaeth rydw i wedi darparu fod yn destun adolygiad fel rhan o wiriad sampl
- ✓ Rydw i'n cadarnhau, os byddaf yn tynnu'n ôl o fy nghwrs, y byddaf yn ad-dalu'r lwfans WGLG FE cyfan neu ran ohono am y flwyddyn gyfan neu ran ohoni.

Rhaid i chi gytuno hefyd ar y canlynol:

- ✓ Bod y Coleg yn rhannu eich gwybodaeth â'ch rhiant(rhieni)/ gwarcheidwad/gwarcheidwaid neu bartner mewn perthynas â chymorth EMA neu WGLG (FE).
- ✓ Dweud wrth y Coleg, ym mha iaith (Saesneg neu Gymraeg) yr hoffech chi gynnal eich cyfathrebu.
- ✓ Dweud wrth y Coleg am unrhyw amgylchiadau esgusodol a allai effeithio ar eich presenoldeb neu'ch astudiaethau, e.e. bod yn ofalwr i aelod o'r teulu.
- ✓ Dweud wrth y Coleg a oes angen person enwebedig arnoch sy'n gyfrifol am eich materion gweinyddu a/neu'ch cyllid; gallai hyn fod oherwydd bod gennych anghenion dysgu ychwanegol neu anabledd

Wrth wneud cais am y naill gronfa neu'r llall, mae'n rhaid i'r Coleg gadarnhau eich bod wedi cytuno i'ch Cytundeb y Dysgwr a'i lofnodi (p'un ai trwy dicio'r blychau electronig wrth gofrestru ar-lein neu os gwnaethoch chi gwblhau proses gofrestru wedi'i hargraffu ar bapur).