



**Recriwtio, Cefnogi a
Chadw Gweithwyr Anabl:
Canllaw i Gyflogwyr**

**Recruiting, Supporting and
Retaining Disabled Workers:
An Employer's Guide**



Cynnwys

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Cyflwyniad

Mae recriwtio a chefnogi pobl anabl yn gam pwysig wrth greu gweithlu amrywiol.

Mae denu gweithwyr anabl i'ch busnes neu sefydliad nid yn unig yn rhoi mynediad i gronfa ehangach o dalent – gall hefyd eich helpu i fanteisio ar wahanol safbwyntiau a deall cwsmeriaid a chleientiaid anabl yn well.

Mae ymchwil yn dweud wrthym fod pŵer gwario pobl anabl a'u teuluoedd yn y DU yn werth £274 biliwn y flwyddyn¹, felly gall cyflogi gweithwyr anabl helpu wrth ddarparu a dylunio nwyddau a gwasanaethau hygyrch gan arwain at fantais i fusnes o ran bod yn gystadleuol.

Mae Llywodraeth Cymru wedi ymrwymo i gefnogi busnesau a sefydliadau ledled Cymru i gael mynediad i'r dalent orau a goresgyn y materion recriwtio a chadw staff sy'n her i lawer o sectorau. Bydd y canllaw hwn yn eich helpu i ddeall manteision gweithlu amrywiol a'r camau y gallwch eu cymryd i recriwtio a chefnogi gweithwyr anabl.

Mae hefyd yn darparu gwybodaeth am y cymorth sydd ar gael i'ch helpu i gyflawni hyn – o gyngor ar arferion recriwtio cynhwysol i wybodaeth am y cymorth ariannol sydd ar gael.

Os oes angen unrhyw gyngor neu gymorth pellach arnoch, mae yna Hyrwyddwyr Cyflogaeth Pobl Anabl sydd yma i'ch helpu bob cam o'r ffordd. Fe welwch eu gwybodaeth gyswllt yn y canllaw hwn.

Introduction

Recruiting and supporting disabled people is an important step in creating a diverse workforce.

Attracting disabled workers to your business or organisation not only gives you access to a wider pool of talent – it can also help you tap into different perspectives and better understand disabled customers and clients.

Research tells us that the collective spending power of disabled people and their families in the UK is valued at £274 billion a year¹, so employing disabled workers can help with the delivery and design of accessible goods and services leading to a competitive business advantage.

The Welsh Government is committed to supporting businesses and organisations across Wales to access the best talent and overcome the recruitment and retention issues that challenge many sectors. This guide will help you understand the benefits of a diverse workforce and the steps you can take to recruit and support disabled workers.

It also provides information on the support available to help you achieve this – from advice on inclusive recruitment practices to information on the financial support available.

If you need any further advice or support, there are Disabled People's Employment Champions who are here to help you every step of the way. You will find their contact information in this guide.

¹ Scope 2023

¹ Scope 2023

Manteision recriwtio a chefnogi gweithwyr anabl

Mae ymchwil yn dweud wrthym fod gweithwyr anabl ar gyfartaledd yr un mor gynhyrchiol â chydweithwyr nad ydynt yn anabl, eu bod yn cymryd llawer llai o amser i ffwrdd yn sâl, ac yn cael llawer llai o ddamweiniau yn y gweithle.

Gallant hefyd ddod â sgiliau ychwanegol i'r gweithle. Mae gorfod meddwl sut i oresgyn rhwystrau yn golygu bod pobl anabl yn datblygu sgiliau fel datrys problemau, meddwl creadigol, dyfalbarhad a rheoli prosiectau.²

Yn ogystal â hyn, mae 20-25% o boblogaeth y DU yn anabl neu â chyflwr iechyd hirdymor. Mae pob un ohonynt yn defnyddio cynhyrchion a gwasanaethau, a thrwy gyflogi pobl anabl cewch wybodaeth fewnol am sut i ddiwallu eu hanghenion fel cwsmeriaid a chleientiaid, a thrwy hynny dyfu eich marchnad.³

Gall cyflogi pobl anabl:

- **Gynyddu nifer yr ymgeiswyr o ansawdd uchel** (gan eich helpu i recriwtio'r person gorau ar gyfer y swydd).
- **Lleihau absenoldeb salwch** (mae llawer o astudiaethau annibynnol yn cytuno bod gweithwyr anabl, ar gyfartaledd, yn cymryd llai o ddiwrnodau i ffwrdd ohgerwydd salwch na gweithwyr nad ydynt yn anabl).
- **Lleihau trosiant staff** (mae pobl anabl yn aml yn driw iawn i'w cyflogwr, gan aros yn yr un swydd yn hirach na gweithwyr nad ydynt yn anabl).
- **Gwella lefel cadw staff** (cefnogi gweithwyr a allai fod yn anabl wrth weithio i chi nid yn unig yw'r peth iawn i'w wneud, ond mae mwy o fanteision, gan gynnwys rhai ariannol, na recriwtio a hyfforddi staff newydd).
- **Dod â sgiliau ychwanegol** (er enghraifft, efallai y bydd gweithiwr sy'n defnyddio Iaith Arwyddion Prydain yn gallu cynorthwyo cwsmeriaid neu gleientiaid sy'n fyddar).
- **Gwella eich enw da corfforaethol.**
- **Helpu eich busnes i adlewyrchu'r ystod amrywiol o gwsmeriaid a chleientiaid rydych chi'n eu gwasanaethu.**

² www.acas.org.uk/disability-myth-busting-reasonable-adjustments
³ www.acas.org.uk/disability-myth-busting-reasonable-adjustments

The benefits of recruiting and supporting disabled workers

Research tells us that on average, disabled workers are every bit as productive as their non-disabled colleagues, have significantly less time off sick, and far fewer workplace accidents.

They can also bring additional skills to the workplace. Having to navigate around barriers means disabled people develop skills like problem-solving, creative thinking, persistence and project management.²

In addition to this, 20-25% of the UK population are disabled or have a long-term health condition. All are consumers of products and services, and employing disabled people brings internal intelligence of how to meet their needs as customers and clients, thus growing your market.³

Employing disabled people can:

- **Increase the number of high-quality applicants** (helping you recruit the best person for the job).
- **Reduce sickness absence** (many independent studies agree that, on average, disabled workers take fewer sick days than non-disabled workers).
- **Reduce staff turnover** (disabled people are often very loyal to their employer, staying in the same job longer than non-disabled workers).
- **Improve staff retention** (supporting workers who may become disabled whilst working for you is not only the right thing to do but has more benefits, including financial, than recruiting and training new staff).
- **Bring extra skills** (for example a worker who uses British Sign Language may be able to assist customers or clients who are Deaf).
- **Improve your corporate reputation.**
- **Help your business to reflect the diverse range of customers and clients you serve.**

² www.acas.org.uk/disability-myth-busting-reasonable-adjustments
³ www.acas.org.uk/disability-myth-busting-reasonable-adjustments

Gwybod y gwahaniaeth rhwng ffeithiau a mythau

Mae yna nifer o fythau cyffredin a allai gyfyngu'r ffordd rydych chi'n meddwl am ofynion a photensial pobl anabl. Nid i bobl nad ydynt yn anabl yn unig mae hyn yn berthnasol – mae hefyd yn bosibl i rywun â nam penodol gael dealltwriaeth gyfyngedig o ofynion person amhariad gwahanol. Rydym wedi mynd i'r afael â rhai o'r rhain isod:

❌ Myth

Bydd cyflogi person anabl yn gymhleth ac yn gostus.

✅ Ffaith

Mae cost llawer o addasiadau rhesymol yn isel iawn neu hyd yn oed am ddim. Efallai y bydd cyllid ar gyfer cymorth y tu hwnt i addasiadau rhesymol ar gael drwy'r cynllun Mynediad at Waith.

❌ Myth

Nid yw pobl anabl yn ddigon ffit i weithio.

✅ Ffaith

Nid yw bod yn anabl yr un peth â salwch. Yn y rhan fwyaf o achosion nid oes cysylltiad rhyngddynt, ac mae astudiaethau wedi dangos bod pobl anabl yn cymryd llai o ddiwrnodau i ffwrdd oherwydd absenoldeb salwch ar gyfartaledd na'u cydweithwyr nad ydynt yn anabl.

❌ Myth

Nid oes angen i mi wybod unrhyw beth am hyn gan nad yw'n berthnasol i'm gweithle.

✅ Ffaith

Mae'r rhan fwyaf o bobl anabl yn canfod eu amhariad(au) yn ystod eu bywydau gwaith. Efallai na fyddwch yn ymwybodol bod gennych berson anabl yn eich gweithlu'n barod. Dyna pam ei fod yn bwysig eich bod chi'n gofyn i'ch gweithlu a oes angen unrhyw addasiadau arnynt i'w helpu i aros yn y gwaith.

❌ Myth

Mae'n anodd gwybod pa iaith a thermâu i'w defnyddio, a sut i siarad â gweithiwr anabl.

✅ Ffaith

Mae digon o ganllawiau ar gael i esbonio iaith a therminoleg Model Cymdeithasol o Anabledd. Mae'n bwysig gofyn i unigolion am eu dewisiadau.

❌ Myth

Mae angen i mi wybod manylion ynghylch amhariad gweithiwr anabl i ddarparu cymorth.

✅ Ffaith

Does ond angen i chi ddeall y rhwystrau sy'n wynebu eich ymgeisydd neu'ch gweithiwr. Does dim angen i chi ddeall manylion eu nam neu gyflwr iechyd hirdymor.

Know your facts from your myths

There are a number of common myths that may limit the way you think about the requirements and potential of disabled people. This doesn't just apply to non-disabled people – it is also possible for someone with a specific impairment to have a limited understanding of the requirements of a person with a different impairment. We have addressed some of these below:

❌ Myth

Employing a disabled person will be complicated and expensive.

✅ Fact

Many reasonable adjustments cost very little or are even free. Funding for support beyond reasonable adjustments might be available through the Access to Work scheme.

❌ Myth

Disabled people are not fit enough to work.

✅ Fact

Being disabled isn't the same as ill health. In most cases they're unrelated, and studies have shown that disabled people take less sick leave on average than their non-disabled colleagues.

❌ Myth

I don't need to know any of this as it doesn't apply to my workplace.

✅ Fact

The majority of disabled people acquire their impairment/s during their working lives. You may not be aware you already have a disabled person in your workforce. That's why it's important you ask your workforce if they require any workplace adjustments to help them stay in work.

❌ Myth

It's difficult to know what language and terms to use, and how to talk to a disabled worker.

✅ Fact

There are plenty of guides available to explain the Social Model of Disability language and terminology. It is important to ask individuals about their preferences.

❌ Myth

I need to know the details of a disabled worker's impairment to provide support.

✅ Fact

You are only required to understand the barriers facing your applicant or worker. You do not need to understand the details of their impairment or long-term health condition.



Gweithredu arferion recriwtio a chyflogi cynhwysol

Bydd y dalent orau yn chwilio am leoedd lle maen nhw'n teimlo eu bod yn cael eu croesawu ac yn gallu mynegi eu hunain yn rhydd. Gall gweithredu arferion recriwtio cynhwysol eich helpu i ddenu mwy o ymgeiswyr anabl, gan roi mynediad i gronfa dalent ehangach.

Yn ganolog i hyn mae deall y Model Cymdeithasol o Anabledd.

Implementing inclusive recruitment and employment practices

The best talent will look for places where they feel welcome and can express themselves freely. Implementing inclusive recruitment practices can help you attract more disabled applicants, giving you access to a wider talent pool.

Central to this is understanding the Social Model of Disability.



Deall y model cymdeithasol o anabledd

Mae deall y Model Cymdeithasol o Anabledd yn gam pwysig wrth ddysgu sut i recriwtio, cefnogi a chadw gweithwyr anabl.

Crëwyd y Model Cymdeithasol o Anabledd gan bobl anabl o'u profiadau personol eu hunain. Mae'r model yn dweud wrthym nad amhariad neu gyflwr iechyd pobl sy'n gwneud pobl yn anabl; ond yn hytrach y rhwystrau y maent yn eu hwynebu, p'un a yw'r rhain yn bodoli mewn cymdeithas, eu hamgylchedd ffisegol, eu gweithle, neu trwy agweddau ac ymddygiad gwahaniaethol pobl.

Gall agweddau neu ganfyddiadau negyddol, yn ogystal â rhwystrau ffisegol, greu rhwystrau i bobl anabl. Ond, yn aml mae addasiadau syml yn cael gwared ar rwystrau sylweddol. Er enghraifft, gallai newidiadau bach i hysbysebion swyddi ei gwneud yn glir eich bod yn croesawu ceisiadau gan bobl anabl, neu gallai darparu bysellfwrdd arbenigol helpu rhywun ag arthrits a byddai'n cael gwared ar y rhwystr penodol y maent yn ei wynebu.

Mae'r Model Cymdeithasol o Anabledd yn hyrwyddo'r defnydd o iaith gadarnhaol i rymuso pobl anabl i herio'r gwahaniaethu, yr allgáu a'r rhwystrau y gallant eu hwynebu. Mae'r iaith hon yn rhoi'r cyfrifoldeb ar gymdeithas yn hytrach na'r unigolyn i gael gwared ar rwystrau. Dyna pam rydyn ni'n dweud, 'person anabl' yn hytrach na 'pherson ag anabledd.'

Understanding the social model of disability

Understanding the Social Model of Disability is an important step in learning how to recruit, support and retain disabled workers.

The Social Model of Disability was created by disabled people from their own lived experiences. The model tells us that people are not disabled by their impairment or health condition; they are disabled by the barriers they face, whether these exist in society, their physical environment, their workplace, or through people's attitudes and discriminatory behaviour.

Negative attitudes or perceptions, as well as physical obstacles, can create barriers for disabled people. But often, simple adjustments remove significant barriers. For example, small changes to job advertisements might make it clear that you welcome applications from disabled people, or providing a specialist keyboard might aid someone with arthritis and would remove the specific barrier they face.

The Social Model of Disability promotes the use of positive language to empower disabled people to challenge the discrimination, exclusion and barriers they may face.

This language places the responsibility of removing disabling barriers on society instead of the individual. It's why we say, 'a disabled person' rather than 'a person with a disability.'



Deall y term 'Anabl.'

Mae'r diffiniad cyfreithiol o 'anabledd' wedi'i gynnwys yn Neddf Cydraddoldeb 2010. Yn fras, o fewn y Model Cymdeithasol o Anabledd gellir defnyddio'r term 'anabl' i ddisgrifio pobl gyda:

- **Amhariadau corfforol** (e.e. pobl a allai fod yn defnyddio cymhorthion symudedd fel cadeiriau olwyn a ffyn cerdded neu beidio)
- **Amhariadau synhwyrdd** (e.e. namau ar y clyw, namau ar y golwg, Byddar, Dall)
- **Cyflyrau iechyd hirdymor** (e.e. diabetes, asthma)
- **Cyflyrau iechyd meddwl** (e.e. iselder, straen, gorbryder)
- **Cyflyrau iechyd sy'n gwaethygu** (e.e. canser)
- **Anableddau dysgu** (e.e. syndrom Down)
- **Anawsterau dysgu** (e.e. dyslecsia)
- **Pobl sy'n niwrowahanol** (e.e. awtistig)

Rydym yn disgrifio pobl sydd â'r amhariadau neu'r cyflyrau iechyd hyn, fel 'anabl' nid oherwydd eu nam ond oherwydd y rhwystrau maent yn eu hwynebu.

Mae'n bwysig nodi nad yw pob person ag amhariadau a chyflyrau iechyd yn disgrifio eu hunain fel rhywun 'anabl' ac mae gan bob unigolyn yr hawl i ddewis sut maent yn cyfeirio atynt eu hunain; dylid parchu hyn heb effeithio ar y gefnogaeth rydych chi'n ei rhoi iddynt.

Understanding the term 'Disabled.'

The legal definition of 'disability' is set out in the Equality Act 2010. Broadly, the term 'disabled' can be used to describe people with:

- **Physical impairments** (e.g. people who may or may not use mobility aids such as wheelchairs and walking sticks)
- **Sensory impairments** (e.g. hearing impairments, visual impairments, Deaf, Blind)
- **Long-term health conditions** (e.g. diabetes, asthma)
- **Mental health conditions** (e.g. depression, stress, anxiety)
- **Progressive health conditions** (e.g. cancer)
- **Learning disabilities** (e.g. Down syndrome)
- **Learning difficulties** (e.g. dyslexia)
- **People who are neurodivergent** (e.g. autistic)

We describe people with these impairments or health conditions, as being 'disabled' not because of their impairment but because of the barriers they face.

It is important to note that not all people with impairments and health conditions identify as 'disabled' and each individual has the right to choose how they refer to themselves; this should be respected without impacting on the support you make available to them.

Sut i wneud eich sefydliad yn ddeniadol i ymgeiswyr anabl

Dod yn gyflogwr Hyderus o ran Anabledd

Mae dod yn gyflogwr Hyderus o ran Anabledd yn dangos eich bod wedi ymrwymo i ddarparu cyfleoedd teg a chyfartal i bobl anabl. Mae cyflawni statws Arweinydd Hyderus o ran Anabledd yn dangos ymrwymiad i weithredu fel hyrwyddwr ar gyfer y cynllun Hyderus o ran Anabledd yn eich cymunedau lleol a busnes. Wrth wneud hynny, byddwch yn dangos i bobl anabl eich bod chi'n arwain y ffordd wrth gael pob busnes i ddod yn Hyderus o ran Anabledd.

Mae ymrwymo i'r cynllun Hyderus o ran Anabledd yn golygu y byddwch yn gallu defnyddio'r bathodyn Hyderus o ran Anabledd ar hysbysebion swyddi i ddangos eich bod yn annog ceisiadau gan bobl anabl.

Fe welwch wybodaeth am y cynllun Hyderus o ran Anabledd yn y canllaw [hwn](#).

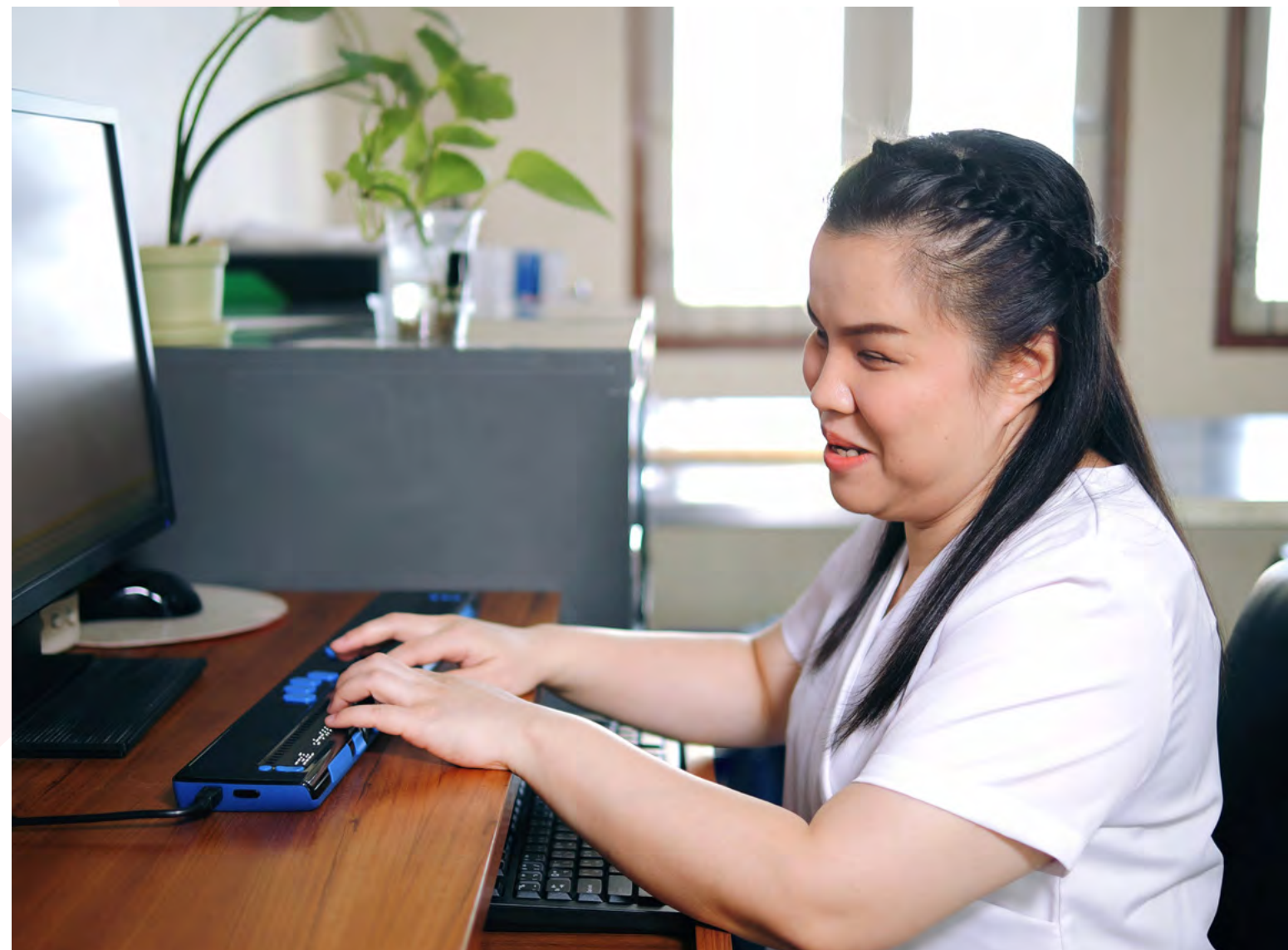
Gwneud eich proses ymgeisio yn hygyrch ac yn gynhwysol

Ceisiwch sicrhau bod eich manyleb swydd ar gael mewn gwahanol fformatau, fel print bras. Defnyddiwch iaith sy'n glir, yn ddiuedd ac yn hawdd ei deall. Gwnewch yn siŵr fod y gofynion ar fanyleb y swydd wedi'u cyfyngu i'r rhai sy'n hollol angenrheidiol ar gyfer y rôl ac yn cadw at ymddygiadau a phrofiad y mae'n hawdd eu dangos – ceisiwch osgoi gofyn am nodweddion fel 'arweinydd naturiol,' sy'n oddrychol ac yn anodd ei brofi.

Er bod gan rai rolau swydd ofynion na fyddai'n bosibl eu bodloni trwy wneud addasiad rhesymol, dylech bob amser wneud yn siŵr nad yw eich manyleb swydd yn eithrio pobl anabl rhag gwneud cais am swydd. Os ydych chi'n gwrthod ymgeisydd anabl, rhaid i chi wneud hynny yn seiliedig ar ei addasrwydd ar gyfer y swydd yn hytrach nag oherwydd unrhyw addasiadau rhesymol y byddai'n rhaid i chi eu gwneud.

Tryloywder

Byddwch yn dryloyw ynglŷn â budd-daliadau, yn enwedig budd-daliadau neu bolisïau sy'n hyrwyddo cynhwysiant a'r tu draw i'r gofynion cyfreithiol gofynnol. Rhowch y cyfle iddynt weithio o gartref fel sy'n arferol os gallwch ac i weithio ar sail hyblyg o'r diwrnod cyntaf yn y gwaith yn hytrach na gofyn iddynt dreuo cyfnod penodol yn y swydd yn gyntaf.



How to make your organisation attractive to disabled applicants

Become a Disability Confident employer

Becoming a Disability Confident employer shows that you are committed to providing fair and equal opportunities for disabled people. Achieving Disability Confident Leader status demonstrates a commitment to act as a champion for Disability Confident within your local and business communities. In doing so, you will be showing disabled people that you are leading the way in getting every business to become Disability Confident.

Committing to the Disability Confident scheme means you will be able to use the Disability Confident badge on job adverts to show that you encourage applications from disabled people.

You will find information on the Disability Confident scheme in this [guide](#).

Make your application process accessible and inclusive

Make your job specification available in different formats, such as large print. Use language that is clear, non-biased and easy to understand. Ensure that the requirements on the job specification are limited to those strictly necessary for the role and stick to behaviours and experience that can be easily evidenced – try to avoid asking for characteristics like 'natural leader,' which are subjective and difficult to prove.

While some job roles have requirements that would not be possible to meet with a reasonable adjustment, you should always make sure your job specification doesn't exclude disabled people from applying for a job. If you reject a disabled candidate, you must do so based on their suitability for the job rather than because of any reasonable adjustments you would have to make.

Transparency

Be transparent about benefits, particularly benefits or policies that promote inclusivity and go above and beyond minimum legal requirements. Offer working from home as standard if you can and offer flexible working from day one of a role instead of requiring a certain amount of time to be spent on the job first.

Gwneud addasiadau rhesymol yn y gweithle

Addasiadau rhesymol yw newidiadau i'r amgylchedd gwaith i sicrhau nad yw gweithwyr anabl dan anfantais sylweddol wrth wneud eu gwaith neu alluogi ymgeisydd anabl i wneud cais am swydd.

Mae hyn yn berthnasol i bob gweithiwr, gan gynnwys hyfforddeion, prentisiaid, gweithwyr contract a phartneriaid busnes, ac mae'n ofyniad cyfreithiol o dan Ddeddf Cydraddoldeb 2010.

Mae llawer o bryderon cyflogwyr am wneud addasiadau rhesymol yn seiliedig ar gamsyniadau syml. Y gwir yw na fydd nifer ohonynt yn costio dim ac yn syml yn fater o weithredu arfer da a fydd o fudd i bob gweithiwr.

Gall addasiadau rhesymol gynnwys:

- Gwneud pethau mewn ffordd arall, fel caniatáu i rywun sy'n niwrowahanol gael eu desg eu hunain yn hytrach na rhannu desgiau neu ganiatáu i rywun ag amhariad corfforol weithio yn sefyll i fyny, os yw hyn yn haws iddyn nhw, neu gynnal cyfweiliad ar-lein yn hytrach nag wyneb yn wyneb.
- Gadael i berson anabl weithio yn rhywle arall, fel ar y llawr gwaelod ar gyfer defnyddiwr cadair olwyn.
- Darparu offer arbenigol fel bysellfwrdd arbennig.
- Caniatáu i weithwyr sy'n dod yn anabl ddychwelyd i'r gwaith yn raddol, gan gynnwys oriau hyblyg neu weithio rhan-amser.
- Sefydlu perthynas waith dda gyda chyfathrebu agored a gonest ynghylch anabledd ac addasiadau yn y gweithle.

Weithiau, efallai y bydd angen cymorth ychwanegol y tu hwnt i addasiadau rhesymol. Ar ôl i chi gynnig y swydd, gallwch ofyn i'ch gweithiwr newydd pa addasiadau, os o gwbl, y bydd eu hangen arnynt i wneud y gwaith. Ni ddylid tybio, fodd bynnag, y bydd y rhain yn anodd neu'n gostus i'w gweithredu a gallai cymorth ariannol fod ar gael drwy'r Cynllun Mynediad at Waith. Gallwch ddod o hyd i wybodaeth am y cynllun Mynediad at Waith yn y canllaw hwn.



Making reasonable adjustments in the workplace

Reasonable adjustments are changes to the working environment to make sure disabled workers are not substantially disadvantaged when doing their job or enable a disabled applicant to apply for a job.

This applies to all workers, including trainees, apprentices, contract workers and business partners, and is a legal requirement under the Equality Act 2010.

Many employers' concerns about making reasonable adjustments are based on simple misconceptions. The reality is that many will cost nothing and are simply a matter of implementing good practice that will benefit all workers.

Reasonable adjustments can include:

- Doing things another way, such as allowing someone who is neurodivergent to have their own desk instead of hot-desking or allowing someone with a physical impairment to work standing up, if this is easier for them, or conducting an interview online rather than in person.
- Letting a disabled person work somewhere else, such as on the ground floor for a wheelchair user.
- Providing specialist equipment such as a special keyboard.
- Allowing workers who become disabled to make a phased return to work, including flexible hours or part-time working.
- Embedding a good working relationship with open and honest communication around disability and workplace adjustments.

Sometimes, additional support beyond reasonable adjustments, might be required. After you've made a job offer, you can ask your new recruit what adjustments, if any, they'll need to do the job. It should not be assumed, however, that these will be difficult or expensive to implement and financial support might be available through the Access to Work Scheme. You can find information on the Access to Work scheme in this guide.

Cymorth i'ch helpu i recriwtio gweithlu amrywiol

Mae amrywiaeth eang o gymorth ar gael gan Lywodraeth Cymru, yn ogystal â Llywodraeth y DU, i'ch helpu i gymryd agwedd weithgar tuag at recriwtio a chadw gweithlu mwy amrywiol.

Hyrwyddwyr Cyflogaeth Pobl Anabl Llywodraeth Cymru

Mae Hyrwyddwyr Cyflogaeth Pobl Anabl Llywodraeth Cymru ar gael i ddarparu cymorth i gyflogwyr mawr a grwpiau cyflogwyr, ar draws y sectorau cyhoeddus a phreifat ar bob mater sy'n ymwneud â recriwtio a chadw gweithwyr anabl, gan gynnwys gwybodaeth am y Model Cymdeithasol o Anabledd a'r cynllun Hyderus o ran Anabledd. Am ragor o wybodaeth e-bostiwrch HCPA@llyw.cymru

Cynghorwyr Cyflogaeth Pobl Anabl Busnes Cymru

Mae Cynghorwyr Cyflogaeth Pobl Anabl Busnes Cymru yn darparu cyngor ac arweiniad ymarferol i fusnesau bach a chanolig a busnesau newydd ynglŷn â recriwtio gweithwyr anabl. Byddant yn bwynt atgyfeirio, gan eich helpu i ddenu, recriwtio a chadw pobl anabl yn eich busnes. I gael rhagor o wybodaeth, cysylltwch â **Busnes Cymru** ar **03000 6 03000**.

Mynediad at Waith

Mae Mynediad at Waith yn gynllun Llywodraeth y DU a all eich cefnogi i:

- Gyflogi pobl anabl gyda'r sgiliau sydd eu hangen arnoch.
- Cadw gweithwyr sy'n dod yn anabl neu sy'n datblygu amhariad o ran eu hiechyd, gan gadw eu sgiliau gwerthfawr ac arbed amser ac arian wrth recriwtio rhywun yn eu lle.
- Dangos eich bod yn gwerthfawrogi ac yn cefnogi eich gweithwyr trwy gael polisiau ac arferion cyflogaeth da.

Gall eich gweithwyr gael cymorth gyda'r costau ychwanegol o weithio a allai fod ganddynt oherwydd eu bod yn anabl, er enghraifft:

- Cymorth ac offer arbenigol yn y gweithle.
- Addasu offer i'w gwneud hi'n haws iddynt ei ddefnyddio.
- Arian tuag at unrhyw gostau teithio ychwanegol i fynd yn ôl a blaen i'r gwaith os na allant ddefnyddio'r trafnidiaeth gyhoeddus sydd ar gae.
- Amrywiaeth eang o weithwyr cymorth.
- Y Gwasanaeth Cymorth Iechyd Meddwl Mynediad at Waith.
- Cymorth ymarferol arall yn y gwaith, fel hyfforddwr swyddi neu ddehonglydd iaith arwyddion.

Am ragor o wybodaeth, chwiliwch ar **Mynediad at Waith**.

Hyderus o ran Anabledd

Mae Hyderus o ran Anabledd yn gynllun gan Lywodraeth y DU sy'n cefnogi cyflogwyr i feddwl yn wahanol am anabledd a chymryd camau i wella sut maen nhw'n recriwtio, cadw a datblygu pobl anabl. Mae bod yn Hyderus o ran Anabledd yn gyfle unigryw i arwain y ffordd yn eich cymuned, ac efallai y byddwch chi'n darganfod rhywun na all eich busnes wneud hebdo.

Am ragor o wybodaeth gweler:

[Sut i gofrestru ar gyfer y cynllun cyflogwr Hyderus o ran Anabledd - GOV.UK](#)

Support to help you recruit a diverse workforce

There's a wide range of support available from the Welsh Government, as well as the UK Government, to help you take an active approach to recruiting and retaining a more diverse workforce.

Welsh Government Disabled People's Employment Champions

The Welsh Government's Disabled People's Employment Champions are available to provide support to large employers and employer groups, across the public and private sectors on all matters relating to the recruitment and retention of disabled workers including information on the Social Model of Disability and the Disability Confident scheme. For more information contact DPEC@gov.wales

Business Wales Disabled People's Employment Advisers

The Business Wales Disabled People's Employment Advisors provide practical advice and guidance to SMEs and business start-ups on the recruitment of disabled workers. They will be a point of referral, helping you to attract, recruit, and retain disabled people in your business. For more information contact **Business Wales** on **03000 6 03000**.

Access to Work

Access to Work is a UK Government scheme that can support you to:

- Hire disabled people with the skills you need.
- Retain a worker who becomes disabled or acquires a health impairment, keeping their valuable skills and saving both time and money recruiting a replacement.
- Show that you value and will support your workers by having good employment policies and practices.

Your workers can get support with the extra costs of working they may have because they are disabled, for example:

- Aid and specialist equipment in the workplace.
- Adapting equipment to make it easier for them to use.
- Money towards any extra travel costs to and from work if they can't use available public transport.
- A wide variety of support workers.
- The Access to Work Mental Health Support Service.
- Other practical help at work, such as a job coach or a sign language interpreter

For more information, search **Access to Work Disability Confident**

Disability Confident is a UK Government scheme that supports employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people. Being Disability Confident is a unique opportunity to lead the way in your community, and you might just discover someone your business cannot do without.

For more information see:

[How to sign up to the Disability Confident employer scheme - GOV.UK](#)



Rhaglenni Recriwtio a Hyfforddi

Mae Llywodraeth Cymru yn cynnig ystod eang o gymorth i helpu busnesau i recriwtio a hyfforddi. Mae rhaglenni, gan gynnwys Prentisiaethau, Twf Swyddi Cymru+, ReAct+ a Chymunedau am Waith+ yn cynnig cymorth amrywiol, gan gynnwys cyngor ac arweiniad, hyfforddiant, grantiau a chymorthdaliadau cyflog i'w gwneud hi'n haws i chi dyfu ac uwchsgilio eich gweithlu. Mewn rhai achosion, mae cymorth ariannol ychwanegol ar gael i recriwtio a hyfforddi person anabl, ac mae llawer o raglenni'n cynnig cymorth parhaus gan gynghorydd i'ch helpu chi a'ch aelod newydd o staff i gael y gorau o'r cymorth sydd ar gael.

I gael rhagor o wybodaeth am y rhaglenni hyn, chwiliwch ar **Recriwtio a Hyfforddi Busnes Cymru**.

Canllawiau Gwaith Teg

Mae Busnes Cymru yn darparu amrywiaeth o adnoddau i'ch helpu i ddeall manteision gweithlu amrywiol a bod yn gyflogwr Gwaith Teg. Am ragor o wybodaeth gweler ein **Pecynnau Adnoddau Gwaith Teg** a'n **Canllaw i Waith Teg**.

Recruitment and Training Programmes

The Welsh Government offers a wide range of support to help businesses recruit and train. Programmes, including Apprenticeships, Jobs Growth Wales+, ReAct+ and Communities for Work+ offer various support, including advice and guidance, training, grants and wage subsidies to make it easier for you to grow and upskill your workforce. In some cases, additional financial support is available to recruit and train a disabled person, and many programmes offer ongoing support from an adviser to help you and your new recruit to get the best out of the support on offer.

For more information on these programmes, search **Business Wales Recruit and Train**.

Fair Work Guidance

Business Wales provides a range of resources to help you understand the benefits of a diverse workforce and being a Fair Work employer. For more information see our **Fair Work Resource Packs** and our **Guide to Fair Work**.



Cysylltiadau defnyddiol

**Hyrwyddwyr
Cyflogaeth Pobl Anabl**

I gysylltu â ni, e-bostiwch HCPA@llyw.cymru

**Cynghorwyr Cyflogaeth
Pobl Anabl Busnes Cymru**

I gael rhagor o wybodaeth,
cysylltwch â **Busnes Cymru** drwy
fynd i busnescymru.llyw.cymru
neu fffoniwch **03000 6 03000**.

Useful contacts

**Disabled People's
Employment Champions**

To get in touch, contact DPEC@gov.wales

**Business Wales Disabled
People's Employment Advisers**

For more information contact Business Wales
by visiting businesswales.gov.wales
or calling **03000 6 03000**.

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Wales



I gael rhagor o wybodaeth, cysylltwch â Busnes Cymru drwy fynd i **busnescymru.llyw.cymru** neu ffoniwch **03000 6 03000**.

For more information contact Business Wales by visiting **businesswales.gov.wales** or calling **03000 6 03000**.



Llywodraeth Cymru
Welsh Government