Cymorth hyfforddiant a recriwtio i gyflogwyr

Training and recruitment support for employers

Ionawr 2026
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Busnes Cymru
Business Wales

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Llywodraeth Cymru
Welsh Government

Cynnwys

01	**Recriwtio a thyfu eich gweithlu**	
	Gwarant i Bobl Ifanc	8-9
	Prentisiaethau*	10-11
	ReAct+*	12-13
	Cymunedau am Waith+*	14-15
	Twf Swyddi Cymru+*	16-17
	Biwroau Cyflogaeth a Menter	18-19
02	**Gweithlu mwy amrywiol**	
	Prentisiaethau cynhwysol	22-23
	Hyrwyddwyr a Chynghorwyr Cyflogaeth Pobl Anabl	24-25
	Hyderus o ran anabledd	26-27
	Mynediad at Waith	28-29
	Cymorth Cyflogadwyedd Cyn-droseddwyr	30-31
03	**Datblygu sgiliau eich gweithlu**	
	Sero Net	34-35
	Prentisiaethau*	36-37
	Cyfrifon Dysgu Personol*	38-39
	Cronfa Ddysgu Undebau Cymru*	40-41
	Rhaglen Sgiliau Hyblyg	42-43
04	**Cefnogi iechyd a lles eich gweithlu**	
	Gwasanaeth cymorth yn y gwaith	46-47
	Y Gwasanaeth Di-waith*	48-49
	Cymru Iach ar Waith	50-51
05	**Adnoddau i gyflogwyr**	
	Cymorth diswyddo	54-55
	Gweithio gydag ysgolion	56-57
	Bwletin swyddi	58-59
	Busnes Cymru	60-61
	Recriwtio, Cefnogi a Chadw Gweithwyr Anabl: Canllaw i Gyflogwyr	62-63
	Gwaith Teg	64-65
	Partneriaeth Gymdeithasol	66-67

* Mae'r rhaglenni hyn yn cymryd rhan yng Ngwarant i Bobl Ifanc Llywodraeth Cymru.

Contents

01	**Recruit and grow your workforce**	
	Young Person's Guarantee	8-9
	Apprenticeships*	10-11
	ReAct+*	12-13
	Communities for Work+*	14-15
	Jobs Growth Wales+*	16-17
	Employment and Enterprise Bureaus	18-19
02	**Diversify your workforce**	
	Inclusive apprenticeships	22-23
	Disabled People's Employment Champions and Advisers	24-25
	Disability Confident	26-27
	Access to Work	28-29
	Ex-Offender Employability Support	30-31
03	**Develop the skills of your workforce**	
	Net Zero	34-35
	Apprenticeships*	36-37
	Personal Learning Accounts*	38-39
	Wales Union Learning Fund*	40-41
	Flexible Skills Programme	42-43
04	**Support the health and wellbeing of your workforce**	
	In-Work Support Service	46-47
	Out of Work Service*	48-49
	Healthy Working Wales	50-51
05	**Resources for employers**	
	Redundancy support	54-55
	Working with schools	56-57
	Job Bulletin	58-59
	Business Wales	60-61
	Recruiting, Supporting and Retaining Disabled Workers: An Employer's Guide	62-63
	Fair Work	64-65
	Social Partnership	66-67

* These programmes participate in the Welsh Government's Young Person's Guarantee.

Cyflwyniad

Mae Busnes Cymru yn borth ar-lein i fusnesau ledled Cymru, gyda chyngor a chefnogaeth i'w helpu i dyfu a ffynnu. O feithrin sgiliau gweithwyr cyfredol i raglenni cymorth recriwtio a hyfforddi, mae Busnes Cymru yn cynnig amrywiaeth o atebion i fodloni anghenion busnes unigol.

Bydd Busnes Cymru yn eich helpu i greu eich proffil sgiliau, dysgu mwy am y cymorth sydd ar gael yn eich ardal leol a siarad â chynghorwyr ymroddedig a fydd yn eich helpu i ddod o hyd i'r ateb cywir ar gyfer eich busnes.

Yn y llyfryn hwn, bydd gwybodaeth am yr holl gymorth amrywiol sydd ar gael, yn ogystal â meini prawf cymhwysedd, i'ch helpu ar eich taith datblygu sgiliau.

Introduction

Business Wales is an online portal for businesses across Wales to access advice and support to help them grow and thrive. From developing the skills of existing employees to recruitment support and training programmes, Business Wales offers a range of solutions to meet individual business needs.

Business Wales will help you create your skills profile, find out more about support available in your local area and speak to dedicated advisers who will help you find the right solution for your business.

In this brochure you'll find information on the wide range of support available, as well as eligibility criteria, to help you on your skills development journey.

01

Recriwtio a thyfu eich gweithlu
Rhaglenni i'ch helpu i recriwtio

Recruit and grow your workforce
Programmes to help you recruit

Gwarant i Bobl Ifanc
Young Person's Guarantee

Beth yw hi?

Y Warant i Bobl Ifanc yw ymrwymiad allweddol Llywodraeth Cymru i gynorthwyo rhwng 16-24 oed, sy'n byw yng Nghymru i gael lle mewn addysg neu hyfforddiant, a bydd yn eu helpu i gael gwaith neu ddod yn hunangyflogedig. Nod y rhaglen yw helpu pobl ifanc i gyrraedd eu potensial llawn

Mae'n dwyn ynghyd amrywiaeth o raglenni a mentrau, ac amlinellir llawer ohonynt yn y llyfryn hwn, sydd â'r nod o ddarparu'r cymorth cywir ar yr adeg gywir ar gyfer anghenion amrywiol pobl ifanc ledled Cymru. Mae Llywodraeth Cymru yn gofyn i fusnesau ledled Cymru ymrwymo i'r **Warant i Bobl Ifanc** a helpu i'w gwneud yn llwyddiant drwy gynnig cyfleoedd i bobl ifanc gael profiad neu gymryd eu camau cyntaf i fyd gwaith drwy leoliadau profiad gwaith, sesiynau blas ar waith, prentisiaethau neu gyflogaeth.

What is it?

The **Young Person's Guarantee** is the Welsh Government's key commitment to provide everyone aged 16-24, living in Wales, with support to gain a place in education or training, and help to get into work or become self-employed. The programme aims to help young people achieve their full potential.

It brings together a range of programmes and initiatives, many of which are outlined in this booklet, which have been designed to provide the right support at the right time for the diverse needs of young people across Wales. The Welsh Government is asking businesses across Wales to commit to the **Young Person's Guarantee** and help make it a success by offering opportunities for young people to gain experience or take their first steps into the world of work through work experience placements, work tasters, apprenticeships or employment.

Pwy sy'n gymwys?

- Mae Llywodraeth Cymru yn galw ar fusnesau o bob maint ac ym mhob sector ledled cymru i gefnogi'r **Warant i Bobl Ifanc** drwy fanteisio ar y cymorth sydd ar gael a chreu mwy o gyfleoedd i bobl ifanc gael profiad gwaith gwerthfawr neu gymryd eu camau cyntaf i gyflogaeth.

Who's eligible?

- The Welsh Government is calling for businesses of all sizes and in all sectors across wales to support the **Young Person's Guarantee** by accessing the support available and creating more opportunities for young people to gain valuable work experience or take their first steps into employment.

Beth yw'r manteision?

Mae cyflogi pobl ifanc yn ffordd wych o ddiogelu eich busnes at y dyfodol a dod o hyd i ddoniau newydd sydd â safbwyntiau newydd. Fel rhan o'r **Warant i Bobl Ifanc**, mae busnesau'n cael cymorth i recriwtio mwy o bobl ifanc drwy gymorthdaliadau cyflog, grantiau hyfforddi a chyngor arbenigol gan Busnes Cymru.

What are the benefits?

Employing young people is a great way to future proof your business and find new talent with fresh perspectives. As part of the **Young Person's Guarantee**, businesses are being supported to recruit more young people through wage subsidies, training grants and expert advice from Business Wales.

Prentisiaethau
Apprenticeships

Beth ydyn nhw?

Mae prentisiaethau'n ddewis doeth sy'n cynnig recriwtio opsiwn cost-effeithiol, gan eich helpu i greu cronfa o ddoniau newydd, llenwi bylchau mewn sgiliau a chryfhau eich busnes. Rydych chi'n talu cyflogau'r prentis, ac mae Llywodraeth Cymru yn talu costau hyfforddi.

Rydym yn cynnig llwybrau prentisiaeth sydd wedi'u hariannu'n llawn mewn 23 o sectorau ar bedair lefel...

1. Prentisiaeth Sylfaen – Lefel 2

NVQ Lefel 2 sy'n gyfwerth â 5 TGAU â graddau da

2. Prentisiaeth – Lefel 3

NVQ Lefel 3 sy'n gyfwerth â llwyddo mewn 2 Safon Uwch

3. Prentisiaeth Uwch – Lefel 4/5

Lefel Tystysgrif Genedlaethol Uwch/ Diploma Cenedlaethol Uwch / Gradd Sylfaen

4. Gradd-brentisiaeth – Lefel 6

Gradd baglor lawn. Mae llwybrau'n cael eu cynnig mewn TGCh/ Digidol a Pheirianneg / Uwch-weithgynhyrchu / Rheilffyrdd

What is it?

Apprenticeships are a genius decision offering a cost-effective recruitment option, helping you create a pool of new talent, fill skills gaps and strengthen your business. You pay the apprentice's wages, and training costs are covered by the Welsh Government.

We provide fully funded apprenticeship routes in 23 sectors available at four levels...

1. Foundation Apprenticeship - Level 2

NVQ Level 2 and equivalent to 5 good GCSE passes

2. Apprenticeship - Level 3

NVQ Level 3 equivalent to 2 A-level passes

3. Higher Apprenticeship - Level 4/5

HNC/ HND/ Foundation Degree level

4. Degree Apprenticeship - Level 6

Full bachelor's degree. Routes are currently offered in ICT/ Digital and Engineering / Advanced Manufacturing / Rail

Pwy sy'n gymwys?

- Mae busnesau o bob maint a ledled pob sector yn gymwys i gymryd rhan yn Rhaglen Prentisiaethau Cymru.

Who's eligible?

- Businesses of all sizes and across all sectors are eligible to take part in Wales' Apprenticeship Programme.

Beth yw'r manteision?

Achubwch y blaen ar y gystadleuaeth wrth chwilio am ddoniau newydd, gan siapio sgiliau a phrofiad eich gweithlu drwy hyfforddiant sydd â'r nod o ddiwallu eich anghenion penodol chi. Caiff y rhan fwyaf o'u costau hyfforddi eu talu, dim ond talu'r cyflog fyddwch chi.

Defnyddiwch y Gwasanaeth Prentisiaethau Gwag i hysbysebu swyddi gwag am ddim i helpu gyda'ch proses recriwtio. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc rhwng 16 a 24 oed gychwyn yn y gweithle.

What are the benefits?

Get ahead of the competition in the search for new talent while shaping the skills and experience of your workforce through training designed to meet your specific needs. Most of their training costs are covered, you just cover the wage.

Use the Apprenticeship Vacancy Service to advertise vacancies for free to help support your recruitment process. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people aged 16-24 to enter the workplace.

ReAct+
ReAct+

Beth yw e?

Mae ReAct+ yn cefnogi busnesau i gyflogi pobl anabl sy'n 20 oed neu'n hŷn sydd wedi colli eu swydd yn ystod y 6 mis diwethaf.

What is it?

ReAct+ supports businesses to employ disabled people aged 20 and over who have been affected by redundancy in the last 6 months.

Pwy sy'n gymwys?

- Gall busnesau o unrhyw faint mewn unrhyw ddiwydiant gyflogi rhywun drwy ReAct+, cyn belled nad ydynt wedi cyrraedd trothwy Rheoli Cymorthdaliadau'r DU. Rhaid i'r person rydych yn ei gyflogi fodloni'r meini prawf cymhwysedd a amlinellir uchod, fod yn byw yng Nghymru a chanddo'r hawl i weithio a byw yn y DU.

- Mae cymorth ar gael cyn belled **nad** yw'r gweithiwr newydd wedi:
  - dechrau gweithio i'ch sefydliad cyn i'r cais am gyllid gael ei gymeradwyo
  - bod mewn cyflogaeth barhaus am 6 wythnos neu fwy rhwng dyddiad colli'r swydd a'r cais am grant.

- Mae ReAct+ yn cyfrannu at **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl rhwng 20 a 24 oed, sydd wedi colli eu swydd, i ddod o hyd i waith teg.

Who's eligible?

- Businesses of any size in any industry can employ someone through ReAct+, as long as they haven't reached the UK Subsidy Control threshold. The person you take on must meet the eligibility criteria outlined above and be a resident of Wales with the right to work and live in the UK.

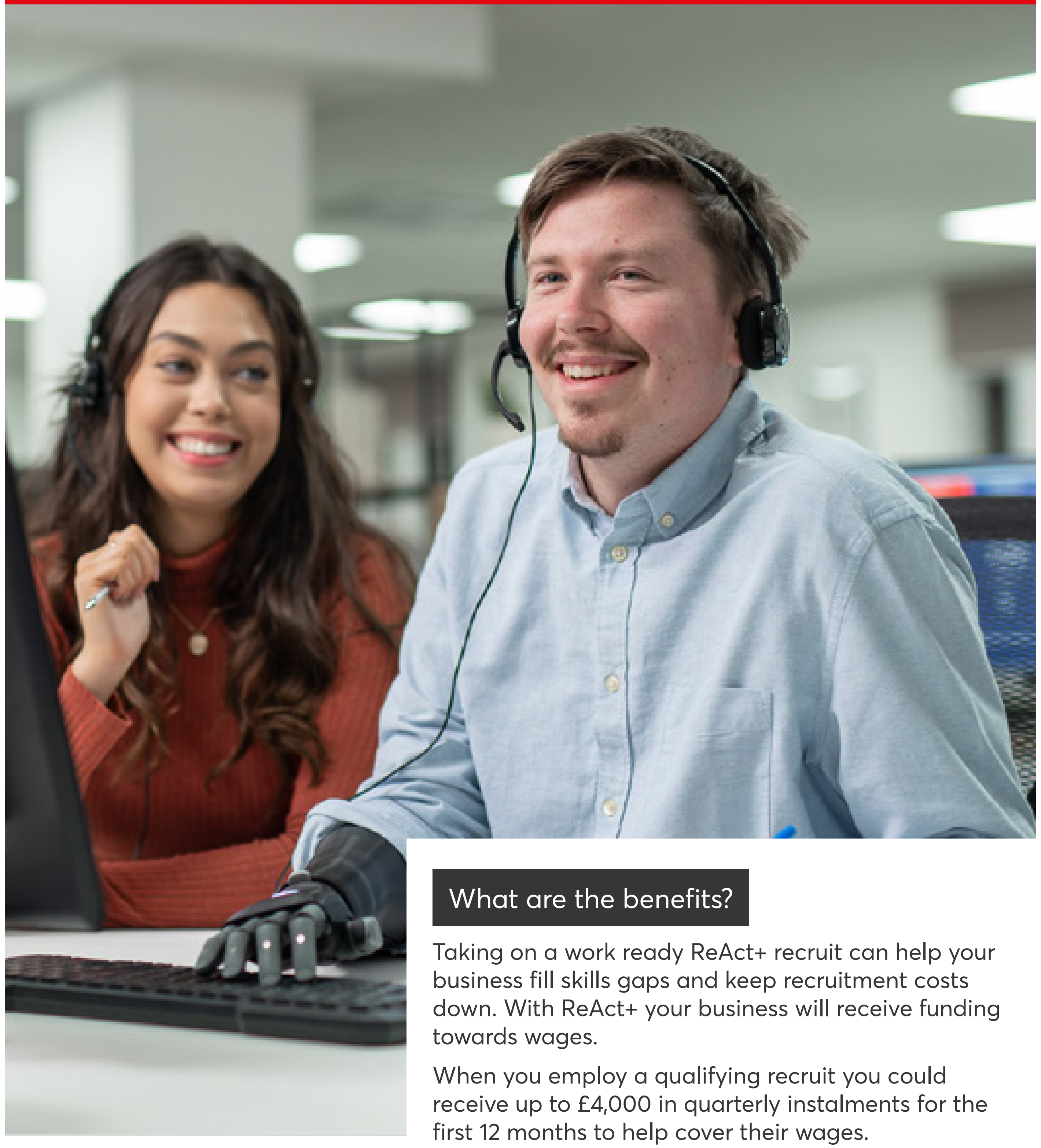
- Support is available as long as the new recruit has **not**:
  - started working for your organisation before the application for funding has been approved
  - been in continuous employment for 6 weeks or more between the date of redundancy and the grant application.

- ReAct+ contributes to the Welsh Government's **Young Person's Guarantee** by helping to create opportunities for people aged 20-24, who have become unemployed, to find fair work.

Beth yw'r manteision?

Gall recriwtio rhywun sy'n barod am waith drwy ReAct+ helpu eich busnes i lenwi bylchau sgiliau a chadw costau recriwtio i lawr. Gyda ReAct+ bydd eich busnes yn cael cyllid tuag at gyflogau.

Pan fyddwch yn recriwtio unigolyn cymwys, gallech gael hyd at £4,000 mewn rhandaliadau chwarterol am y 12 mis cyntaf i helpu i dalu ei gyflog.



What are the benefits?

Taking on a work ready ReAct+ recruit can help your business fill skills gaps and keep recruitment costs down. With ReAct+ your business will receive funding towards wages.

When you employ a qualifying recruit you could receive up to £4,000 in quarterly instalments for the first 12 months to help cover their wages.

01

Cymunedau am Waith+
Communities for Work+

Beth ydyn nhw?

Mae Cymunedau am Waith a Mwy yn cefnogi pobl dros 20 oed ac nad ydynt mewn cyflogaeth, addysg na hyfforddiant, ac sydd wedi'u tangynrychioli yn y farchnad lafur i ddod o hyd i waith a pharhau i weithio. Mae pobl ifanc rhwng 16 a 19 oed yn gymwys i gael cymorth os nad ydynt yn addas ar gyfer darpariaeth cyflogadwyedd arall neu'n dewis peidio ag ymwneud ag ef.

Gall cyflogwyr sy'n dymuno recriwtio gweithwyr newydd gael cymorth drwy'r timau cyflenwi lleol sy'n gweithredu ledled Cymru.

Mae cymorth arbenigol ar gael i'r unigolyn gan dimau lleol sy'n gweithio'n agos gyda chyfranogwyr i'w helpu i oresgyn eu rhwystrau i gyflogaeth, gan ddarparu hyfforddiant cyflogaeth ar gyfer ardystiad neu sgiliau newydd, offer a dillad newydd i ddechrau gweithio, a chostau gofal plant a theithio os yw'r rhain yn eu hatal rhag cael gwaith.

Bydd y tîm Cymunedau am Waith a Mwy yn gweithio gyda chi i gefnogi eich anghenion recriwtio a nodi cyfranogwyr sydd â sgiliau sy'n addas i'ch busnes. Pan fo'n briodol, bydd ffeiriau swyddi a diwrnodau recriwtio yn cael eu trefnu i hyrwyddo cyfleoedd gwaith i gyfranogwyr rhaglenni a'r gymuned ehangach.

Pwy sy'n gymwys?

- Busnesau o unrhyw faint mewn unrhyw sector yng Nghymru.

What is it?

Communities for Work+ supports people who are over 20 years old and who are not in employment, education and training and are underrepresented in the labour market find work and stay in work. Young people aged 16-19 are eligible for support if they are not suitable for or choose not to engage with other employability provision.

Employers who are looking to recruit new employees can access support through the local delivery teams which operate across Wales.

Specialist support is available for the individual from local teams who work intensively with participants to help them overcome their barriers to employment, providing employment training for new certification or new skills, tools and clothing to start work, and childcare and travel costs if these are preventing them gaining employment.

The Communities for Work+ team will work with you to support your recruitment needs and identify participants with skills which suit your business. When appropriate, jobs fairs and recruitment days will be organised to promote job opportunities to programme

Who's eligible?

- Businesses of any size in any sector in Wales.

Beth yw'r manteision?

Bydd busnesau sy'n cyflogi unigolion drwy Cymunedau am Waith a Mwy yn helpu'r rhai sydd bellaf i ffwrdd o'r farchnad lafur i gael gwaith. Byddwch yn gallu manteisio ar unigolion llawn cymhelliant sy'n benderfynol o wneud y mwyaf o'r cyfle i ymuno â'r farchnad lafur.

What are the benefits?

Businesses who take on individuals through Communities for Work+ will be helping those furthest from the labour market to enter employment. You'll be able to tap into motivated individuals who are determined to make the most of an opportunity to enter the labour market.

01

Twf Swyddi Cymru+
Jobs Growth Wales+

Beth yw e?

Mae Twf Swyddi Cymru+ yn rhan o **Warant i Bobl Ifanc** Llywodraeth Cymru. Mae'n rhoi cyfle i bobl ifanc di-waith gymryd eu cam cyntaf ar yr ysgol yrfa drwy weithio gyda chyflogwyr i ddarparu pecyn cymorth cyfannol wedi'i deilwra. Gallai cyfleoedd fod ar ffurf profiad gwaith neu gyflogaeth gyda chymorthdaliadau cyflog o hyd at 50% o gostau cyflogaeth pob unigolyn ifanc, ar gael am y chwe mis cyntaf ar yr Isafswm Cyflog Cenedlaethol ar gyfer eu hoedran.

What is it?

Jobs Growth Wales+ is part of Welsh Government's **Young Person's Guarantee**. It provides opportunities for young, unemployed people to take their first step on the career ladder by working with employers to provide a holistic, tailored package of support. Opportunities could take the form of work experience or employment with wage subsidies of up to 50% of each young person's employment costs available for the first six months at the National Minimum Wage for their age.

Pwy sy'n gymwys?

- Mae busnesau o unrhyw faint mewn unrhyw ddiwydiant yng Nghymru yn gymwys i gymryd rhan. Yn gyfnewid, gofynnwn i chi addo ambell beth; rhaid i'r swydd fod am 16-40 awr yr wythnos am chwe mis o leiaf, rhaid i unrhyw swyddi a gaiff eu creu fod yn ychwanegol at eich anghenion presennol o ran gweithlu a dylech fod yn ymrwymedig i gadw eich gweithiwr y tu hwnt i'r cyfnod o chwe mis.

Who's eligible?

- Businesses of any size in any industry in Wales are eligible to take part. In return, we ask for a few guarantees from you; the job must be for 16-40 hours a week for a minimum of six months, any jobs created must be additional to your existing workforce needs and you should be committed to retaining your employee beyond the six-month period.

Beth yw'r manteision?

Yn ogystal â chyngor recriwtio am ddim a chymorth hyfforddi parhaus gan eich contractwr dynodedig, ar gyfer pob unigolyn ifanc rydych yn ei gyflogi, byddwch yn derbyn cyfraniad o 50% at ei gyflog, ar yr Isafswm Cyflog Cenedlaethol, y byddwn ni'n ei dalu, am y chwe mis cyntaf.

What are the benefits?

As well as free recruitment advice and ongoing training support from your designated contractor, for each young person you take on, you'll receive a 50% contribution to their salary, at the National Minimum Wage, paid by us, for the first six months.

Biwroau Cyflogaeth a Menter
Employment and Enterprise Bureaus

Beth yw e?

Mae'r Biwroau Cyflogaeth a Menter yn darparu pecyn o gyfleoedd i fyfyrwyr llawn amser a rhan-amser feithrin sgiliau cyflogadwyedd a menter hanfodol. Mae'r Biwroau yn rhan o Warant i Bobl Ifanc Llywodraeth Cymru, sef ymrwymiad i ddarparu cymorth i bawb rhwng 16 a 24 oed sy'n byw yng Nghymru i gael lle mewn addysg neu hyfforddiant, a'u helpu i gael gwaith neu fod yn hunangyflogedig.

Mae'r Biwro, sy'n gweithredu mewn colegau Addysg Bellach yng Nghymru, yn gwahodd cyflogwyr i gysylltu â nhw er mwyn cwrdd â myfyrwyr a thrafod cyfleoedd cyflogaeth a allai fod ganddynt yn eu sefydliadau.

Mae pob Biwro yn cynnig cymorth wedi'i deilwra i fyfyrwyr yn eu coleg ond mae'n agored i feithrin cyfleoedd parhaus gyda chyflogwyr yn eu rhanbarth.

Pwy sy'n gymwys?

- Mae busnesau o unrhyw faint mewn unrhyw ddiwydiant yng Nghymru yn gymwys i gysylltu â'r Biwroau.

What is it?

The Employment and Enterprise Bureaus provide a package of opportunities for students, full and part-time, to build essential employability and enterprise skills. The Bureaus are part of the Welsh Government's Young Person's Guarantee – a commitment to provide everyone aged 16-24 and living in Wales with support to gain a place in education or training and help to get into work or become self-employed.

The Bureaus, operating in Further Education College in Wales, are inviting employers to engage with them to meet students and discuss employment opportunities they may have within their organisations.

Each Bureau offers tailored support to students within their college but is open to nurturing ongoing opportunities with employers in their region.

Who's eligible?

- Businesses of any size in any industry in Wales are eligible to engage with the Bureaus.

Beth yw'r manteision?

Mae Biwroau Cyflogaeth a Menter yn helpu cyflogwyr i gysylltu â myfyrwyr a datblygu eu gweithlu yn y dyfodol.

Os ydych chi'n awyddus i recriwtio talent newydd i'ch sefydliad, yna gall y Biwroau eich helpu.

Cysylltwch â'r Fiwro Cyflogaeth a Menter yn eich coleg lleol.

What are the benefits?

Employment and Enterprise Bureaus help employers to connect with students and develop their future workforce.

If you are looking to recruit new talent within your organisation, then the Bureaus can help you.

Contact the Employment and Enterprise Bureau at your local college.

02

Gweithlu mwy amrywiol

Rhaglenni i helpu creu budd i'ch busnes

Diversify your workforce

Programmes to help benefit your business

Prentisiaethau Cynhwysol
Inclusive Apprenticeships

Beth ydyn nhw?

Mae'r Rhaglen Brentisiaethau'n llwybr ardderchog i'ch helpu i fynd ati'n weithredol i ddileu rhwystrau a chroesawu manteision gweithlu amrywiol.

Bydd y doniau gorau'n chwilio am lefydd sy'n groesawgar lle maen nhw'n rhydd i fynegi eu hunain. Gallwch ddefnyddio prentisiaethau i sicrhau bod eich busnes yn manteisio ar gronfa ehangach o ddoniau.

Mae llu o fanteision i gyflogi pobl anabl, sy'n gallu cyfrannu sgiliau a brwdfrydedd gwerthfawr i'w rôl. Bydd Llywodraeth Cymru yn darparu cymorth i sicrhau profiad cadarnhaol i'r cyflogwr a'r prentis ill dau, gan gydnabod y gall fod angen cymorth ychwanegol, er enghraifft gydag anghenion dysgu neu gymorth corfforol.

Bydd cyflogwyr sy'n recriwtio prentis anabl yn gymwys i gael cymhelliad i gyflogwyr gwerth £2,000 y dysgwr.

What is it?

The Apprenticeship Programme is an excellent route to help you take an active approach in removing barriers and embracing the benefits of a diverse workforce.

The best talent will look for places they feel welcome and where they can express themselves freely. You can use apprenticeships to make sure your business has access to a wider pool of talent.

There are a multitude of benefits to employing disabled people, who can bring valuable skills and enthusiasm to their role. Welsh Government will provide support to ensure a positive experience for both employer and apprentice, recognising that additional help may be required, for example in learning needs or physical support.

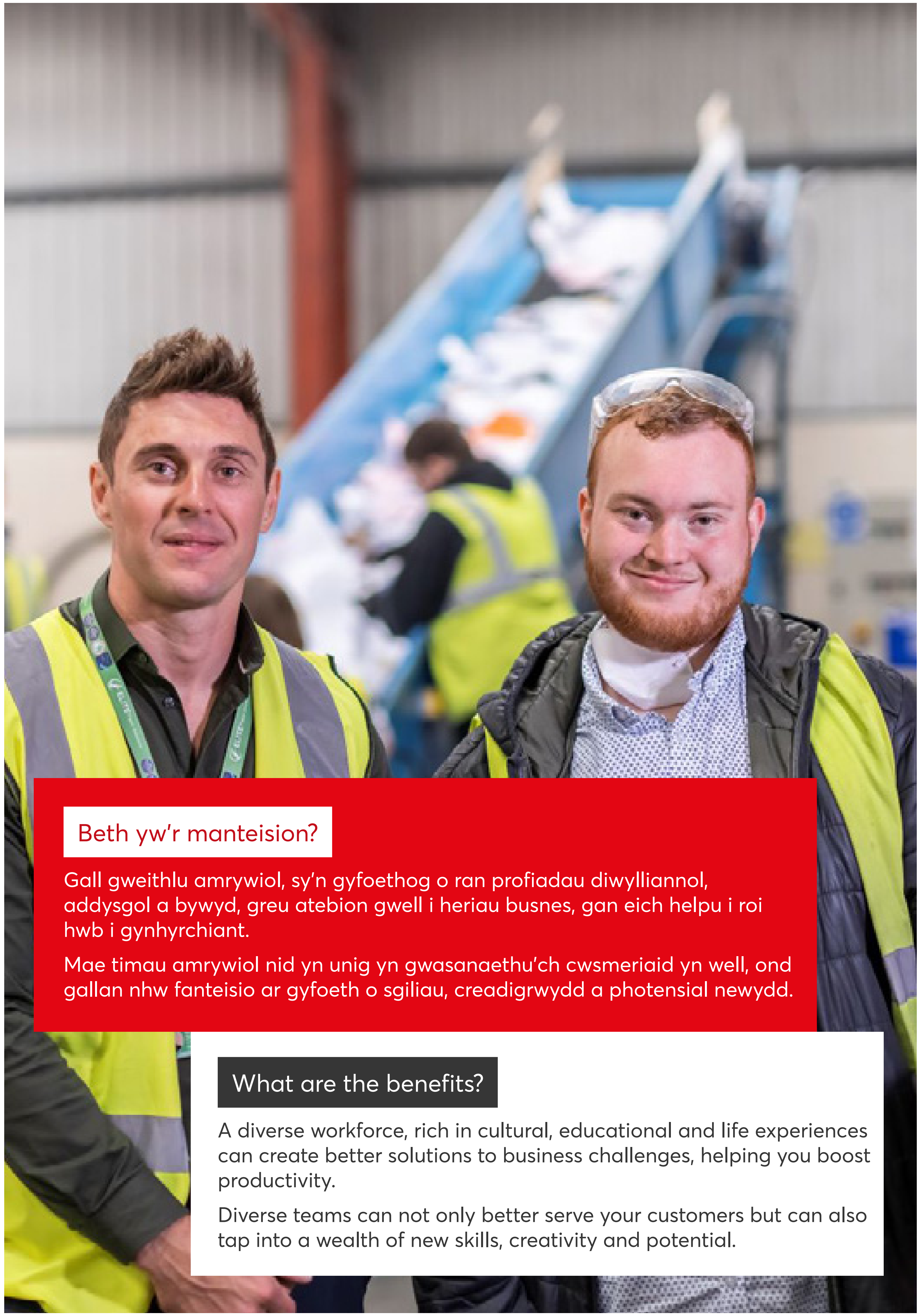
Employers who recruit a disabled apprentice will be eligible to receive an employer incentive of £2,000 per learner.

Pwy sy'n gymwys?

- Mae busnesau o bob maint ac ym mhob sector yng Nghymru yn gymwys i gymryd rhan yn y Rhaglen Brentisiaethau.

Who's eligible?

- Businesses of all sizes and across all sectors in Wales are eligible to take part in the Apprenticeship Programme.



Beth yw'r manteision?

Gall gweithlu amrywiol, sy'n gyfoethog o ran profiadau diwylliannol, addysgol a bywyd, greu atebion gwell i heriau busnes, gan eich helpu i roi hwb i gynhyrchiant.

Mae timau amrywiol nid yn unig yn gwasanaethu'ch cwsmeriaid yn well, ond gallan nhw fanteisio ar gyfoeth o sgiliau, creadigrwydd a photensial newydd.

What are the benefits?

A diverse workforce, rich in cultural, educational and life experiences can create better solutions to business challenges, helping you boost productivity.

Diverse teams can not only better serve your customers but can also tap into a wealth of new skills, creativity and potential.

Hyrwyddwyr a Chynghorwyr Cyflogaeth Pobl Anabl
Disabled People's Employment Champions and Advisers

Beth ydyn nhw?

Mae ein timau o Hyrwyddwyr a Chynghorwyr Cyflogaeth Pobl Anabl yn gweithio gyda busnesau ledled Cymru i ddarparu cefnogaeth, cyngor ac arweiniad ymarferol ar recriwtio, cadw a chynnydd gweithwyr anabl.

Mae gan bob un ohonynt brofiad bywyd i'w rannu a gallant helpu busnesau i ddeall manteision gweithlu teg ac amrywiol.

What is it?

Our teams of Disabled People's Employment Champions and Advisers work with businesses across Wales to provide practical support, advice and guidance on the recruitment, retention and progression of disabled workers.

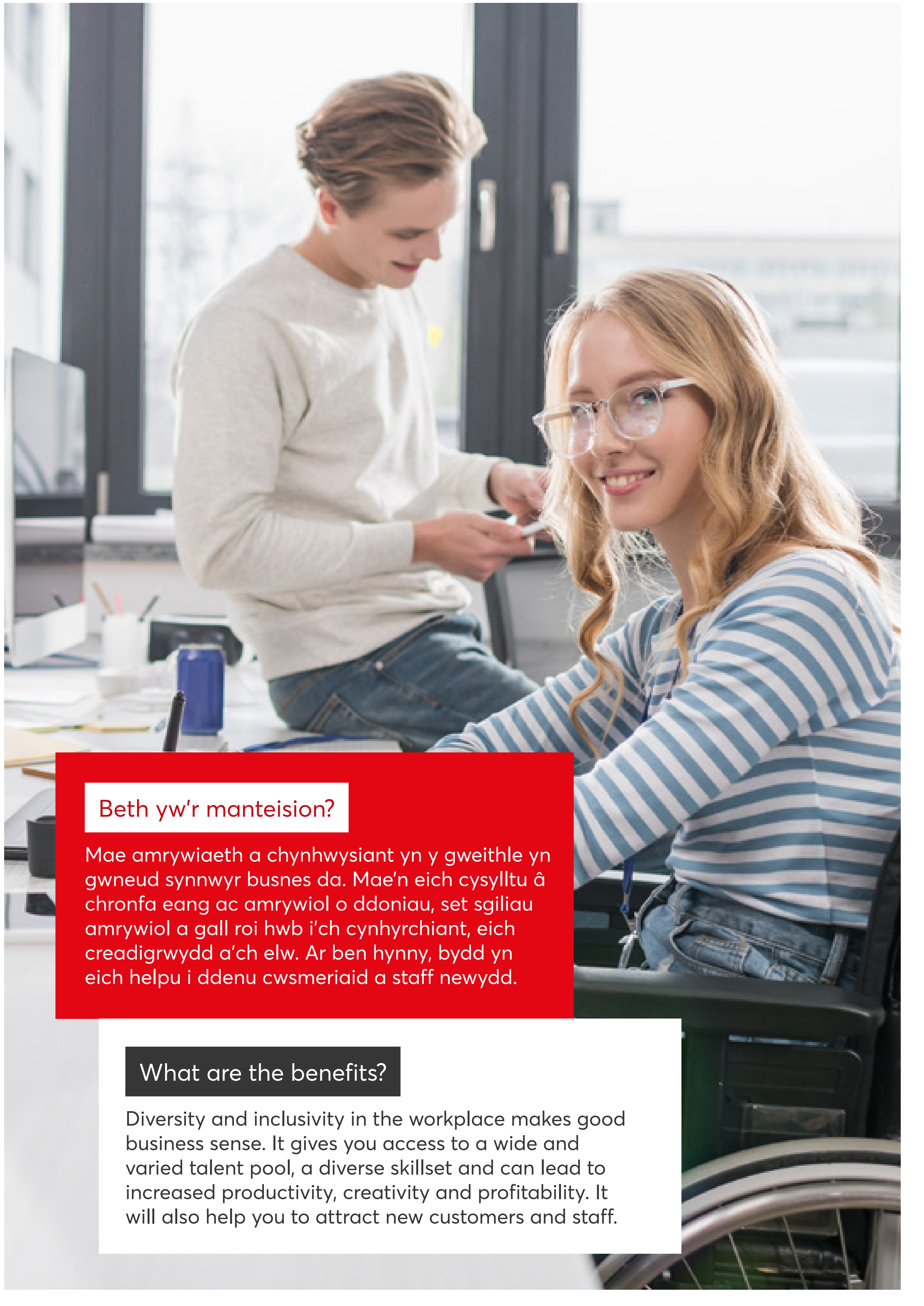
They each have lived experience and can support businesses in understanding the benefits of a fair and diverse workforce.

Pwy sy'n gymwys?

- Gall unrhyw fusnes yng Nghymru sydd â diddordeb mewn cynyddu amrywiaeth o ran eu gweithlu, a darganfod y manteision niferus o gyflogi mwy o bobl anabl, gysylltu â'r Hyrwyddwyr drwy e-bostio HPCA@llyw.cymru.

Who's eligible?

- Any business in Wales who is interested in increasing the diversity of their workforce, and finding out the many benefits of employing more disabled people, can contact the Champions by e-mailing DPEC@gov.wales.



Beth yw'r manteision?

Mae amrywiaeth a chynhwysiant yn y gweithle yn gwneud synnwyr busnes da. Mae'n eich cysylltu â chronfa eang ac amrywiol o ddoniau, set sgiliau amrywiol a gall roi hwb i'ch cynhyrchiant, eich creadigrwydd a'ch elw. Ar ben hynny, bydd yn eich helpu i ddenu cwsmeriaid a staff newydd.

What are the benefits?

Diversity and inclusivity in the workplace makes good business sense. It gives you access to a wide and varied talent pool, a diverse skillset and can lead to increased productivity, creativity and profitability. It will also help you to attract new customers and staff.

Hyderus o ran Anabledd
Disability Confident

Beth ydyn nhw?

Cynllun gan Lywodraeth y DU yw Hyderus o ran Anabledd sy'n helpu cyflogwyr i wella'r ffordd y maent yn recriwtio, yn cadw, yn datblygu ac yn cefnogi gweithwyr anabl. Mae cyflogwyr sydd wedi cofrestru ar gyfer y cynllun yn helpu i newid agweddau ac ymddygiadau tuag at weithwyr anabl yn gadarnhaol drwy gael gwared ar rwystrau a darparu cyfleoedd i bobl anabl wireddu eu potensial.

What is it?

Disability Confident is a UK Government scheme that supports employers to improve how they recruit, retain, develop and support disabled workers. Employers who are signed up to the scheme are helping to positively change attitudes and behaviours towards disabled workers by removing barriers and providing opportunities for disabled people to realise their potential.

Pwy sy'n gymwys?

- Mae pob cyflogwr yn gymwys waeth beth fo'i faint neu ei sector. Am ragor o wybodaeth ewch i'r cynllun cyflogwr Hyderus o ran Anabledd neu cysylltwch â'n Hyrwyddwyr Cyflogaeth Pobl Anabl HPCA@llyw.cymru.

Who's eligible?

- All employers are eligible regardless of size and sector. For more information visit the Disability Confident employer scheme or contact our Disabled People's Employment Champions DPEC@gov.wales.

Beth yw'r manteision?

Gall bod yn Hyderus o ran Anabledd eich helpu i ddenu prentisiaid, gweithwyr a chwsmeriaid anabl a bydd eich busnes yn cael ei ystyried fel un sy'n arwain y ffordd yn eich sector a thu hwnt. Mae lefelau gwahanol fel y gallwch nodi pob cam o'ch taith.

What are the benefits?

Being Disability Confident can help you attract disabled apprentices, employees and customers and your business will be seen as leading the way in your sector and beyond. There are different levels so you can mark every step of your journey.

Mynediad at Waith
Access to Work

Beth ydyn nhw?

Mae Mynediad at Waith yn gynllun grant cymorth cyflogaeth gan Lywodraeth y DU. Gall ddarparu cymorth ymarferol ac ariannol er mwyn:

- cyflogi pobl anabl sydd â'r sgiliau sydd eu hangen arnoch
- cadw gweithiwr sy'n mynd yn anabl, gan gadw ei sgiliau gwerthfawr ac arbed amser ac arian yn recriwtio rhywun newydd.

What is it?

Access to Work is a UK Government employment support grant scheme. It can provide practical and financial support to:

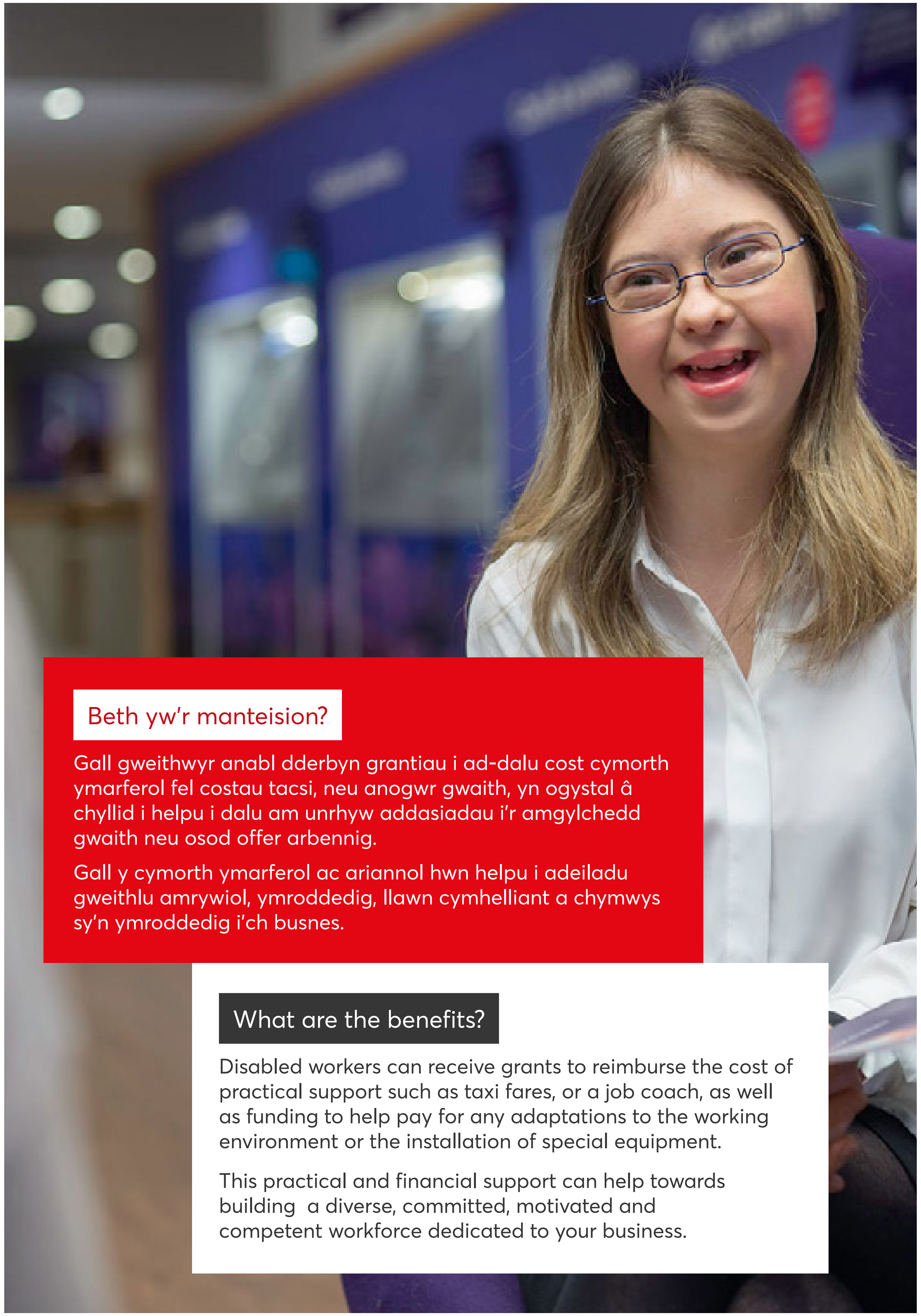
- hire disabled people with the skills you need
- retain an employee who becomes disabled keeping their valuable skills and saving both time and money recruiting a replacement.

Pwy sy'n gymwys?

- Mae'r cynllun yn agored i weithwyr ar draws pob sector. I gael rhagor o wybodaeth, ewch i'r daflen ffeithiau Mynediad at Waith neu cysylltwch â'n Hyrwyddwyr Cyflogaeth Pobl Anabl ar HPCA@llyw.cymru.

Who's eligible?

- The scheme is open to workers across all sectors. For more information, visit the Access to Work factsheet or contact our Disabled People's Employment Champions at DPEC@gov.wales.



Beth yw'r manteision?

Gall gweithwyr anabl dderbyn grantiau i ad-dalu cost cymorth ymarferol fel costau tacsi, neu anogwr gwaith, yn ogystal â chyllid i helpu i dalu am unrhyw addasiadau i'r amgylchedd gwaith neu osod offer arbennig.

Gall y cymorth ymarferol ac ariannol hwn helpu i adeiladu gweithlu amrywiol, ymroddedig, llawn cymhelliant a chymwys sy'n ymroddedig i'ch busnes.

What are the benefits?

Disabled workers can receive grants to reimburse the cost of practical support such as taxi fares, or a job coach, as well as funding to help pay for any adaptations to the working environment or the installation of special equipment.

This practical and financial support can help towards building a diverse, committed, motivated and competent workforce dedicated to your business.

Cymorth Cyflogadwyedd Cyn-droseddwyr
Ex-Offender Employability Support

Beth yw e?

Gall cyflogi cyn-droseddwr fod yn ateb ymarferol i fynd i'r afael â heriau recriwtio a hyfforddi'r gweithlu. Byddwch yn gweithio law yn llaw â Gwasanaeth Carchardai a Phrawf Ei Fawrhydi, a gwasanaethau fel Cymru'n Gweithio a'r Adran Gwaith a Phensiynau, a fydd yn trafod eich gofynion ac yn nodi ymgeiswyr addas a allai fod â'r cymwysterau rydych chi'n chwilio amdanynt eisoes, neu'n trefnu hyfforddiant pwrpasol wedi'i deilwra i'ch anghenion.

What is it?

Hiring an ex-offender can be a practical solution to tackle workforce recruitment and training challenges. You'll work hand-in-hand with His Majesty's Prison and Probation Service (HMPPS), and services like Working Wales and the Department for Work and Pensions who'll discuss your requirements and identify suitable candidates who may already have the qualifications you're looking for, or arrange bespoke training tailored to your needs.

Pwy sy'n gymwys?

- Gall busnesau o bob maint ac ar draws pob sector gyflogi cyn-droseddwyr, p'un a ydyn nhw wedi gadael y carchar neu'n bwrw dedfrydau yn y gymuned.

Who's eligible?

- Businesses of all sizes and across all sectors can hire ex-offenders, whether they're prison leavers or serving sentences in the community.

Beth yw'r manteision?

- Mynediad at gronfa dalent i fynd i'r afael â phrinder yn y gweithlu - gallwch chi gyflogi cyn-droseddwyr sydd wedi'u hyfforddi mewn sgiliau amrywiol fel sgaffaldio, toi, gyrru, manwerthu, technolegau digidol a mwy.
- Hyfforddiant pwrpasol - mewn llawer o achosion, gallwch chi gael budd o hyfforddiant sydd eisoes yn cael ei gynnal mewn amrywiaeth o feysydd, yn ogystal â chael cymorth ar gyfer hyfforddiant i ddiwallu eich anghenion penodol, heb unrhyw gost.
- Gweithwyr brwdfrydig - yn ôl GOV.UK, mae dros 80% o gyflogwyr cyn-droseddwyr wedi rhoi sgôr gadarnhaol i'w dibynadwyedd, eu cymhelliant, eu presenoldeb a'u perfformiad.
- Lefel uwch o amrywiaeth, cynhwysiant a chyfrifoldeb cymdeithasol.

What are the benefits?

- Access to a talent pool to address workforce shortages - you can hire ex-offenders, trained in diverse skills such as scaffolding, roofing, driving, retail, digital technologies and more.
- Bespoke training - in many instances, you can benefit from training already taking place in a range of diverse areas, plus get support for training to meet your specific needs, at no cost.
- Motivated employees - GOV.UK reports over 80% of employers of ex-offenders have positively rated their reliability, motivation, attendance and performance.
- Enhanced diversity, inclusion and social responsibility.

03

Datblygu sgiliau'ch gweithlu
Rhaglenni i helpu i uwchsgilio eich gweithwyr a chynyddu potensial eich busnes

Develop the skills of your workforce
Programmes to help upskill your workers and increase your business potential

Sero Net
Net Zero

Beth yw e?

Mae'r galw am sgiliau sero net yn cynyddu ledled Cymru. Mae'r rhain yn sgiliau sydd eu hangen i helpu i gyflawni ein taith at Sero Net erbyn 2050. Mae ein heconomi yn newid, ac mae angen i bob un ohonom addasu'r ffordd rydym yn gweithio i ddelio â'r newidiadau hyn – felly bydd buddsoddi mewn sgiliau yn ffactor allweddol wrth gyflawni nodau rydym yn eu rhannu.

What is it?

The demand for net zero skills is growing across Wales. These are skills that are needed to help support our journey to Net Zero by 2050. Our economy is changing, and we all need to adapt the way we work to meet these changes – so investing in skills will be a key factor in achieving shared goals.

Pwy sy'n gymwys?

- Gwahoddir ceisiadau gan fusnesau mewn unrhyw sector ac o unrhyw ran o Gymru i helpu i fynd i'r afael â'r heriau sero net.
- Bydd cymhwysedd yn amrywio gan ddibynnu ar y rhaglen e.e. y Rhaglen Sgiliau Hyblyg, Cyfrifon Dysgu Personol.

Who's eligible?

- Applications are invited from businesses in any sector and from any part of Wales to help address net zero challenges.
- Eligibility will vary depending on the programme e.g. Flexible Skills Programme, Personal Learning Accounts.

Beth yw'r manteision?

- Llai o gostau ynni ac effeithlonrwydd tymor hwy
- Mwy o ffocws ar gynaliadwyedd
- Gwella'u siawns o ennill busnes newydd
- Arloesi o ran cynhyrchion a gwasanaethau
- Cynyddu'r tebygolrwydd o sicrhau buddsoddiad a chontractau newydd
- Dod yn fwy effeithlon a gwneud eu busnes yn gryfach
- Gwella delwedd eu brand a meithrin ymddiriedaeth a ffyddlondeb cwsmeriaid
- Gosod arferion gorau y gall eraill eu dilyn
- Bodloni safonau a rheoliadau
- Datblygu gweithlu mwy amrywiol a hyblyg
- Ennill y fantais gystadleuol honno wrth gefnogi ein Nodau Sero Net

What are the benefits?

- Reduced energy costs and longer-term efficiencies
- Greater focus on sustainability
- Increased chance of winning new business
- Innovative products and services
- Increased likelihood of securing investment and new contracts
- Become more efficient and improve business resilience
- Improve brand image and build customers trust and loyalty
- Set best practice standards for others to follow
- Meet standards and regulations
- Develop a more diverse and agile workforce
- Gaining that competitive edge whilst supporting our Net Zero Goals

Prentisiaethau
Apprenticeships

Beth ydyn nhw?

Oes gennych chi weithiwr profiadol a hoffai ennill cymhwyster ffurfiol yn ei faes arbenigol? Neu rywun sy'n awyddus i ddysgu rhywbeth newydd a chamu ymlaen i rôl wahanol? Efallai mai prentisiaeth yw'r ateb.

Nid rhywbeth ar gyfer pobl ar ddechrau eu gyrfa'n unig yw prentisiaethau; gallan nhw fod yn ffordd gost-effeithiol hefyd o ailhyfforddi a datblygu staff presennol i ddiwallu anghenion busnes sy'n newid. Ar gyfer rolau lefel mynediad, lle mae'r prentisiaid yn iau na 25 oed, mae prentisiaethau'n rhan bwysig o'r **Warant i Bobl Ifanc**.

Mae cyrsiau ar gael mewn amrywiaeth o sectorau o NVQ Lefel 2 i Radd-brentisiaethau, gan alluogi gweithwyr cyflogedig i barhau â'u dysgu a'u datblygiad hyd at gymhwyster sy'n cyfateb i radd.

Pwy sy'n gymwys?

- Mae busnesau o bob maint ac ym mhob sector yng Nghymru yn gymwys i gymryd rhan yn y Rhaglen Brentisiaethau.

What is it?

Do you have an experienced employee who would like to gain a formal qualification in their specialism? Or someone who is keen to learn something new and progress into a different role? An apprenticeship could be the answer.

Apprenticeships aren't just for people at the beginning of their career, they can also be a cost-effective way to retrain and develop existing staff to meet changing business needs. For entry-level roles, where apprentices are under the age of 25, apprenticeships form an important part of the **Young Person's Guarantee**.

Courses are available across a variety of sectors from NVQ Level 2 through to Degree Apprenticeships, allowing employees to continue their learning and development up to a degree equivalent qualification.

Who's eligible?

- Businesses of all sizes and across all sectors in Wales are eligible to take part in the Apprenticeship Programme.

Beth yw'r manteision?

Gallwch lenwi bylchau sgiliau allweddol a gwella cymhelliant gweithwyr a'u cadw, trwy fuddsoddi mewn hyfforddiant i staff presennol a'u helpu i gyrraedd eu nodau gyrfaol. Gallwch siapio sgiliau a phrofiad eich gweithlu trwy hyfforddiant a gaiff ei gynllunio i ddiwallu eich anghenion penodol chi. Cefnogwch **Warant i Bobl Ifanc** Llywodraeth Cymru drwy helpu i greu cyfleoedd i bobl ifanc gychwyn yn y gweithle.

What are the benefits?

Fill key skills gaps and improve employee motivation and retention by investing in training for existing staff and helping them reach their career goals. Shape the skills and experience of your workforce through training designed to meet your specific needs. Support the Welsh Government's **Young Person's Guarantee** by helping create opportunities for young people to enter the workplace.

Cyfrifon Dysgu Personol
Personal Learning Accounts

Beth ydyn nhw?

Mae'r Cyfrif Dysgu Personol yn rhaglen ddysgu hyblyg i gefnogi unigolion 19+ oed sydd mewn cyflogaeth ac yn ennill cyflog sylfaenol o lai na £34,303* y flwyddyn (y cyflog amser llawn canolrifol blynyddol i ddynion).

*Nid oes uchafswm enillion ar gyrsiau cymeradwy yn ffrydiau Digidol na Sero Net y rhaglen.

Drwy annog gweithwyr cymwys i agor Cyfrif Dysgu Personol, gallai helpu sectorau lle mae prinder sgiliau i lenwi bylchau sgiliau a rhoi hwb i'r economi, gan eu helpu i gyrraedd eu potensial llawn. Mae Cyfrifon Dysgu Personol yn cael eu hariannu'n llawn, felly ni fydd angen i unigolion wneud unrhyw ymrwymiad ariannol i elwa ar y rhaglen. Mae'n fuddiol i bawb.

Mae cyrsiau wedi'u cynllunio'n benodol i sicrhau bod anghenion yr economi yn y dyfodol yn cael eu diwallu mewn sectorau fel deunyddiau a gweithgynhyrchu uwch, digidol, iechyd a gofal cymdeithasol, lletygarwch a thwristiaeth, sero net, trafnidiaeth a logisteg.

What is it?

A Personal Learning Account is a flexible learning programme to support individuals aged 19+ who are in employment and earning a basic salary below £34,303* per annum (the annual median full-time male salary).

*There is no earning cap on approved courses in the Digital or Net Zero stream of the programme.

By encouraging eligible employees to open a Personal Learning Account it could help sectors where there are skills shortages to fill skills gaps and boost the economy, while directly helping them reach their full potential. Personal Learning Accounts are fully funded, so individuals won't need to make any financial commitment to benefit from the programme. It's good news all around.

Courses are specifically designed to ensure the future needs of the economy are met in sectors such as advanced material and manufacturing, digital, health and social care, hospitality and tourism, net zero, transport and logistics.

Pwy sy'n gymwys?

- Gweithwyr 19+ oed sydd naill ai mewn cyflogaeth neu mewn perygl o golli eu swydd ac sy'n edrych i uwchsgilio o ganlyniad i'r economi newidiol yn y sectorau blaenoriaeth. Bydd eu coleg lleol neu Cymru'n Gweithio yn gallu rhoi cyngor pellach iddynt.
- Mae cyllid yn cael ei ddyrannu yn ôl disgresiwn. Llywodraeth Cymru a Medr, fel corff ariannu, sy'n gyfrifol am y penderfyniad terfynol ynghylch cymhwysedd.

Who's eligible?

- Employees aged 19+ who are either in employment or at risk of losing their job and who are looking to upskill as a result of the changing economy in the priority sectors. Their local college or Working Wales will be able to give them further advice.
- Funding awards are discretionary. The final decision on eligibility rests with the Welsh Government and Medr as a funding body.

Beth yw'r manteision?

Gall Cyfrifon Dysgu Personol helpu unigolion i uwchsgilio neu ailsgilio mewn sectorau â blaenoriaeth. Felly, maen nhw'n ddefnyddiol i fusnesau, unigolion a'r economi.

What are the benefits?

Personal Learning Accounts can support individuals to upskill or reskill in priority sectors. So, it's good news for businesses, individuals, and the economy.

Cronfa Ddysgu Undebau Cymru
Wales Union Learning Fund

Beth yw hi?

O dan Gronfa Ddysgu Undebau Cymru (WULF), gall Undebau Llafur wneud cais i gyflwyno prosiectau hyfforddi tair blynedd i ddatblygu sgiliau hanfodol a chyflogadwyedd gweithlu, gyda phwyslais ar ddileu rhwystrau i rai nad ydyn nhw'n ddysgwyr traddodiadol.

Nod prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen yw gweithio mewn partneriaeth â chi i gefnogi a bod yn sail i ddatblygiad, dysgu a sgiliau yn y gweithle ar gyfer eich gweithwyr presennol.

What is it?

Under the Wales Union Learning Fund (WULF), Trade Unions can bid to deliver three-year training projects to develop the essential skills and employability of a workforce, with an emphasis on removing barriers for traditional non-learners.

Training projects delivered through the programme are designed to work in partnership with you to support and underpin workplace development, learning and skills for your existing employees.

Pwy sy'n gymwys?

- Mae unrhyw undeb llafur trwyddedig sydd ag aelodau yng Nghymru yn gymwys i wneud cais am gyllid Cronfa Ddysgu Undebau Cymru.

Who's eligible?

- Any certificated trade union with members based in Wales is eligible to apply for WULF funding.

Beth yw'r manteision?

Gallwch annog rhagor o bobl i gymryd rhan mewn hyfforddiant, a chefnogi hyfforddiant sydd wedi'i deilwra'n benodol i'ch gweithle gan ddatblygu sgiliau allweddol fel llythrennedd, rhifedd a TG hefyd. Nod prosiectau hyfforddi sy'n cael eu cyflwyno drwy'r rhaglen yw gweithio mewn partneriaeth â chi i gefnogi a bod yn sail i ddatblygiad, dysgu a sgiliau yn y gweithle ar gyfer eich gweithwyr presennol, a chefnogi **Warant i Bobl Ifanc** Llywodraeth Cymru drwy ddarparu cyfleoedd i weithwyr rhwng 16-24 oed ddatblygu eu sgiliau.

What are the benefits?

Encourage wider participation in training, and support training which is bespoke to your workplace while also developing essential skills like literacy, numeracy and IT. Training projects delivered through the programme are designed to work in partnership with you to support and underpin workplace development, learning and skills for your existing employees, and support the Welsh Government's **Young Person's Guarantee** by providing opportunities for employees aged 16-24 to develop their skills.

Rhaglen Sgiliau Hyblyg
Flexible Skills Programme

Beth yw hi?

Mae'n bosib y gall busnesau sy'n cael eu dal yn ôl gan eu set bresennol o sgiliau – neu sy'n ystyried cyfleoedd busnes newydd, technoleg newydd neu ehangu – gael cymorth ariannol i uwchsgilio eu gweithlu drwy'r Rhaglen Sgiliau Hyblyg.

Mae'r rhaglen yn galluogi busnesau i hawlio 50% o unrhyw gostau hyfforddi cymwys yn ôl i ddatblygu sgiliau eu gweithwyr. Mae cyllid ar gael i hyfforddi yn y meysydd canlynol: sero net, digidol, peirianneg a gweithgynhyrchu, allforio, creadigol, twristiaeth a lletygarwch.

Pob busnes cofrestredig yn y sector preifat a'r trydydd sector yng Nghymru, cyn belled â bod gennych brosiect datblygu busnes sylweddol, neu eich bod yn dymuno uwchsgilio gweithwyr yn y meysydd digidol, peirianneg a gweithgynhyrchu, allforio, creadigol, neu twristiaeth a lletygarwch.

What is it?

Businesses being constrained by their current skillset – or considering new business opportunities, new technologies or expansions – may be able to access financial support to upskill their workforce through the Flexible Skills Programme.

The programme enables businesses to claim back 50% of any eligible training costs to develop the skills of their employees. Funding is available to train in the following areas: net zero, digital, engineering & manufacturing, export, creative, tourism and hospitality.

Businesses are encouraged to use other programmes and funding streams where available to support training and development needs and use this funding to support other training priorities.

Pwy sy'n gymwys?

- Pob busnes cofrestredig yn y sector preifat a'r trydydd sector yng Nghymru, cyn belled â bod gennych brosiect datblygu busnes sylweddol, neu eich bod yn dymuno uwchsgilio gweithwyr yn y meysydd sero net, digidol, coedwigaeth, peirianneg a gweithgynhyrchu, allforio, creadigol, neu twristiaeth a lletygarwch.

Who's eligible?

- All registered businesses in the private and third sectors based in Wales, as long as you either have a significant business development project, or are looking to upskill in net zero, forestry, digital, engineering and manufacturing, export, creative, or tourism and hospitality.

Beth yw'r manteision?

Uwchsgilio eich gweithlu ac amrywio eich set sgiliau, gyda'r cyfle i hawlio 50% o'r costau hyfforddi cymwys yn ôl. Mae'r rhaglen yn creu cyfleoedd i bob gweithiwr ddatblygu ei sgiliau.

What are the benefits?

Upskill your workforce and diversify your skillset, with the opportunity to claim back 50% of eligible training costs. The programme provides opportunities for all employees to develop their skills.

04

Cefnogi iechyd a lles eich gweithlu

Support the health and wellbeing of your workforce

Gwasanaeth Cymorth yn y Gwaith
In-Work Support Service

Beth yw e?

Mae'r Gwasanaeth Cymorth yn y Gwaith yn rhoi mynediad cyflym at wasanaethau therapi galwedigaethol, ffisiotherapi a therapi seicolegol wedi'u teilwra i helpu pobl gyflogedig neu hunangyflogedig i ddychwelyd i'r gwaith neu reoli cyflwr iechyd yn y gwaith yn sgil...

- Problem iechyd meddwl, neu
- Broblem gyhyrysgerbydol

Mae'r Gwasanaeth Cymorth yn y Gwaith yn cynnig cymorth a hyfforddiant am ddim yn uniongyrchol i fusnesau yn y sector preifat a'r trydydd sector hefyd, sy'n aml heb fynediad at wasanaethau iechyd galwedigaethol.

What is it?

The In-Work Support Service provides rapid access to tailored occupational therapy, physiotherapy and psychological therapy services to help employed or self-employed people return to work or manage a health condition in work due to a…

- Mental health problem; or
- Musculoskeletal problem

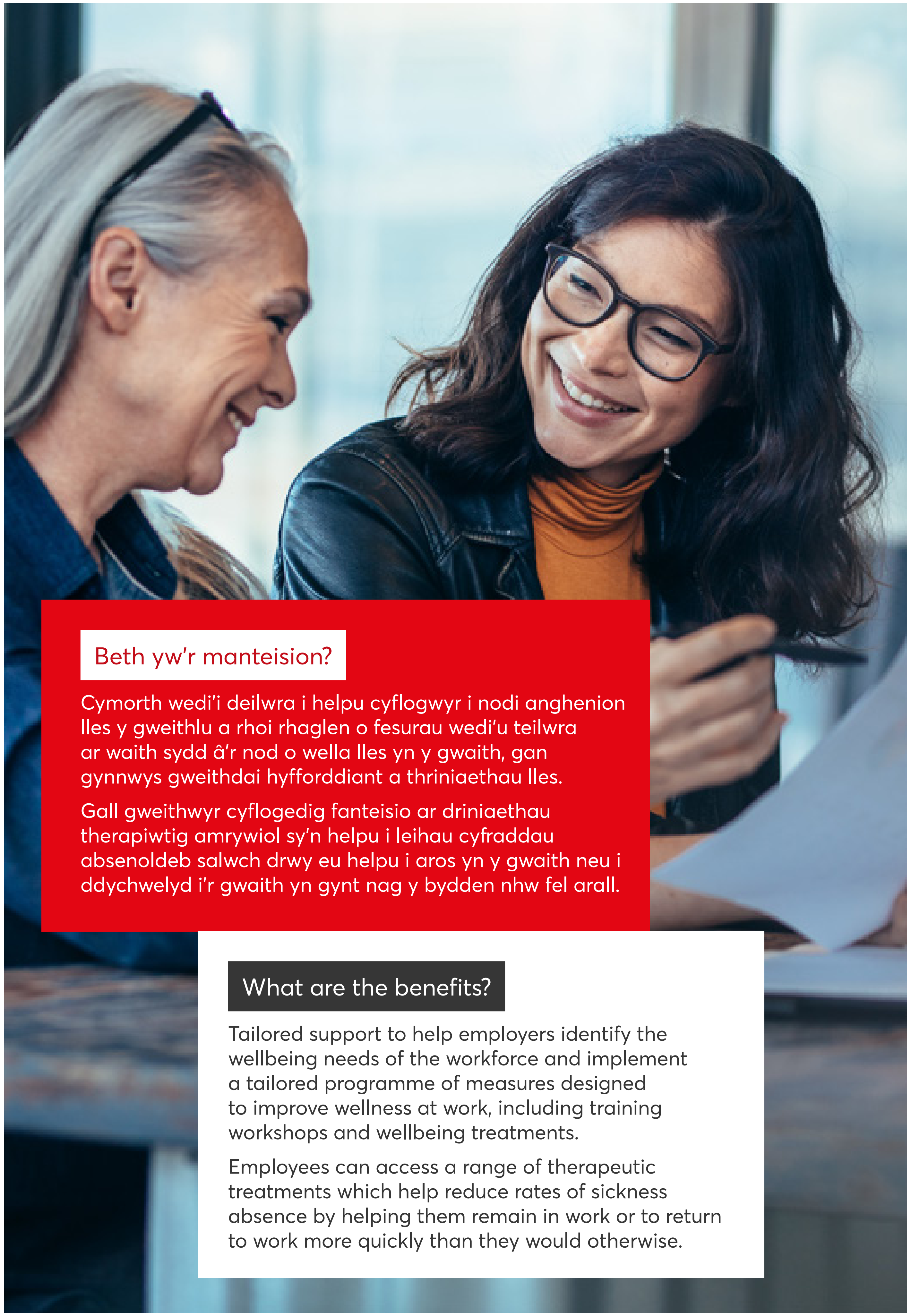
The In-Work Support Service also offers free support and training directly to businesses in the private and third sector, who often lack access to occupational health services.

Pwy sy'n gymwys?

- Gall mentrau micro, bach a chanolig mewn unrhyw sector a phobl gyflogedig a hunangyflogedig gyda chyflyrau iechyd meddwl ac iechyd cyhyrysgerbydol ym maes darparu gwasanaethau fanteisio ar y cymorth.

Who's eligible?

- Micro, small and medium sized enterprises in any sector and employed and self-employed people with mental health and musculoskeletal health conditions in the service delivery area can access support.



Beth yw'r manteision?

Cymorth wedi'i deilwra i helpu cyflogwyr i nodi anghenion lles y gweithlu a rhoi rhaglen o fesurau wedi'u teilwra ar waith sydd â'r nod o wella lles yn y gwaith, gan gynnwys gweithdai hyfforddiant a thriniaethau lles.

Gall gweithwyr cyflogedig fanteisio ar driniaethau therapiwtig amrywiol sy'n helpu i leihau cyfraddau absenoldeb salwch drwy eu helpu i aros yn y gwaith neu i ddychwelyd i'r gwaith yn gynt nag y bydden nhw fel arall.

What are the benefits?

Tailored support to help employers identify the wellbeing needs of the workforce and implement a tailored programme of measures designed to improve wellness at work, including training workshops and wellbeing treatments.

Employees can access a range of therapeutic treatments which help reduce rates of sickness absence by helping them remain in work or to return to work more quickly than they would otherwise.

Y Gwasanaeth Di-waith
Out of Work Service

Beth yw e?

Mae'r Gwasanaeth Di-waith yn darparu mentora gan gymheiriaid a chymorth cyflogadwyedd i helpu pobl sy'n gwella ar ôl camddefnyddio sylweddau a/neu salwch meddwl, er mwyn eu helpu i ddod o hyd i swydd ac aros mewn gwaith. Mae'n gweithio gyda chyflogwyr i gynnig cyfleoedd, gan gynnwys hyfforddiant, lleoliadau, datblygu sgiliau a chyflogaeth.

Mae'r gwasanaeth yn croesawu ymgeiswyr dan 25 oed sydd wrthi'n gwella ac nad ydynt mewn addysg, cyflogaeth na hyfforddiant neu rai 25+ oed nad ydynt wedi bod yn chwilio am waith neu sydd wedi bod yn ddi-waith am fwy na 12 mis.

I bobl ifanc, NEET mae'r Gwasanaeth Di-waith yn rhan o'r **Warant i Bobl Ifanc** ar gyfer pobl ifanc rhwng 16 a 24 oed.

What is it?

The Out of Work Service provides peer mentoring and employability support to people who are in recovery from substance misuse and/or mental ill-health, to help them find a job and stay in work. It works with employers to offer opportunities including training, placements, skills development and employment.

The service takes applicants who are in recovery and aged under 25 and not in education, employment or training (NEET) or aged 25+ who have not been looking for work or have been unemployed for longer than 12 months.

For young, NEET people the Out of Work Service forms part of the **Young Person's Guarantee** for 16-24 year olds.

Pwy sy'n gymwys?

- Gall unrhyw fusnes yng Nghymru gynnig cyfleoedd cyflogaeth i rywun sydd wedi'i atgyfeirio drwy'r Gwasanaeth Di-waith. Rhaid i ymgeiswyr naill ai fod yn 16-24 oed ac yn NEET, neu'n dan 25 oed a ddim yn chwilio am waith, neu'n ddi-waith am fwy na 12 mis ac yn gwella ar ôl camddefnyddio sylweddau a/neu salwch meddwl.

Who's eligible?

- Any business in Wales can offer employment opportunities to someone referred through the Out of Work Service. Candidates must either be aged under 25 and NEET, or aged 25+ and not looking for work, or unemployed for longer than 12 months and in recovery.

Beth yw'r manteision?

Cyfle i ddod o hyd i ddoniau ffres i ymuno â'ch tîm, ac elwa ar syniadau a safbwyntiau newydd, wrth helpu unigolyn ifanc i gymryd ei gamau nesaf wrth wella. Bydd cyflogwyr sy'n cynnig cyfleoedd i rywun sydd wedi'i atgyfeirio gan y gwasanaeth hefyd yn elwa ar dri mis o gyngor a chymorth gan fentoriaid sy'n gymheiriaid. Byddwch yn rhan o'r **Warant i Bobl Ifanc** drwy greu cyfleoedd i bobl ifanc, NEET gymryd eu camau cyntaf i fyd gwaith.

What are the benefits?

Find fresh talent to join your team, and benefit from new ideas and perspectives, while helping a young person take the next step in their recovery. Employers who offer opportunities to someone referred by the service will also benefit from three months of advice and support from peer mentors. Participate in the **Young Person's Guarantee** by creating opportunities for young, NEET people to take their first steps into the world of work.

Cymru Iach ar Waith
Healthy Working Wales

Beth yw e?

Mae Cymru Iach ar Waith yn helpu cyflogwyr, unigolion a gweithwyr iechyd proffesiynol amrywiol i gynorthwyo pobl o oedran gweithio yng Nghymru i gadw'n heini ac yn iach fel y gallan nhw barhau mewn cyflogaeth neu ddychwelyd i'r gwaith yn dilyn cyfnod o afiechyd.

Cyflwynir y rhaglen gan Iechyd Cyhoeddus Cymru ar ran Llywodraeth Cymru. Mae'n gweithio gyda chyflogwyr i annog camau i hyrwyddo iechyd a lles drwy waith ac yn cynnig cyngor, adnoddau a gweithdai.

What is it?

Healthy Working Wales helps employers, individuals, and a range of health professionals to support working-age people in Wales to stay fit and healthy so they can remain in employment or return to work following a period of ill health.

The programme is delivered by Public Health Wales on behalf of the Welsh Government. It works with employers to encourage action to promote health and wellbeing through work and offers advice, tools, resources and workshops.

Pwy sy'n gymwys?

- Mae unrhyw gyflogwr yng Nghymru sydd ag o leiaf un gweithiwr yn gymwys i ymuno â'r rhaglen yn rhad ac am ddim.

Who's eligible?

- Any employer in Wales with at least one employee is eligible to join the programme free of charge.

Beth yw'r manteision?

Mae iechyd a llesiant gwael gweithwyr yn cael effaith ariannol uniongyrchol ar fusnes. Mae'r cyngor a'r cymorth a ddarperir gan Cymru Iach ar Waith yn helpu cyflogwyr i leihau costau absenoldeb oherwydd salwch a gwella cynhyrchiant ac ymgysylltiad staff.

What are the benefits?

Poor employee health and wellbeing has a direct financial impact on a business. The advice and assistance provided by Healthy Working Wales helps employers to reduce sickness absence costs and improve productivity and staff engagement.

05

Adnoddau i gyflogwyr

Resources for employers

Cymorth diswyddo
Redundancy support

Beth yw e?

Os ydych chi'n gorfod wynebu'r penderfyniad anodd o ddiswyddo'ch staff, gallwch chi a'r rhai sydd mewn perygl o golli swydd elwa ar gymorth Cymru'n Gweithio, gan gynnwys:

- Cyngor ac arweiniad gyrfaoedd un i un
- Nodi ffynonellau cyllid posibl ar gyfer hyfforddiant
- Darparu gwybodaeth am swyddi gwag
- Cymorth gyda CVs, llenwi ffurflenni cais a llythyrau cais

Mae Cymru'n Gweithio yn darparu gwybodaeth, cyngor ac arweiniad sydd ar gael drwy linell gymorth 08000 284 844 ac yn ddigidol drwy cymrungweithio.llyw.cymru.

What is it?

If you are having to face the difficult decision of making your staff redundant, both you and those under threat of redundancy can access support through Working Wales, including:

- One-to-one careers advice and guidance
- Identifying possible sources of funding for training
- Providing information on job vacancies
- Help with CVs, completion of application forms and letters of application

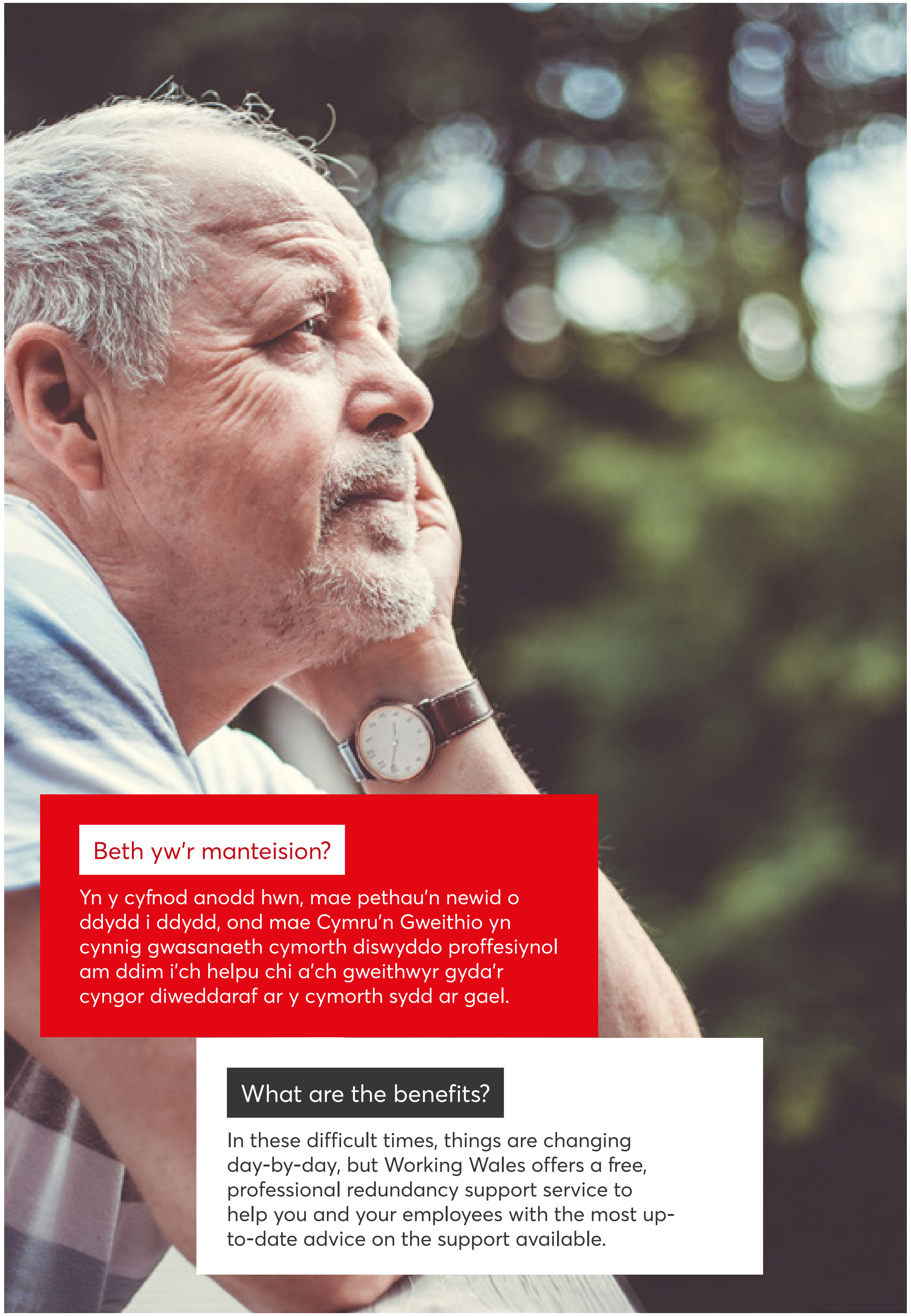
Working Wales provides information, advice and guidance that can be accessed through the 08000 284 844 helpline and digitally via workingwales.gov.wales.

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

Who's eligible?

- Businesses of all sizes and across all sectors.



Beth yw'r manteision?

Yn y cyfnod anodd hwn, mae pethau'n newid o ddydd i ddydd, ond mae Cymru'n Gweithio yn cynnig gwasanaeth cymorth diswyddo proffesiynol am ddim i'ch helpu chi a'ch gweithwyr gyda'r cyngor diweddaraf ar y cymorth sydd ar gael.

What are the benefits?

In these difficult times, things are changing day-by-day, but Working Wales offers a free, professional redundancy support service to help you and your employees with the most up-to-date advice on the support available.

Gweithio gydag ysgolion
Working with schools

Beth yw e?

Mae'r Bartneriaeth Addysg Busnes yn Gyrfa Cymru yn dod ag ysgolion a busnesau ynghyd i hysbysu, ysbrydoli ac ysgogi pobl ifanc am eu cyfleoedd gyrfa ac yn helpu pobl ifanc i ddysgu mwy am fyd gwaith.

Gallwch chi roi cymhelliant, ysbrydoliaeth, gwybodaeth a phrofiad i bobl ifanc i'w helpu i gyflawni eu potensial drwy:

- Cyflwyno gweithdy neu ddosbarth meistr
- Cynnal ymweliadau â'ch cwmni i athrawon / myfyrwyr
- Cynnig profiad gwaith
- Cynnal sesiynau blasu
- Rhoi cyngor a chefnogaeth
- Mynychu ffeiriau gyrfaoedd
- Cymryd rhan ym mhrosiect Cyn-ddisgyblion Gyrfa Cymru

What is it?

The Education Business Partnership at Careers Wales brings together schools and businesses to inform, inspire and motivate young people about their career opportunities and help young people learn more about the world of work.

You can give young people motivation, inspiration, knowledge and experience to help them achieve their potential by:

- Delivering a workshop or masterclass
- Hosting visits to your company for teachers/students
- Offering work experience
- Running taster sessions
- Giving advice and support
- Attending careers fairs
- Getting involved in the Careers Wales Alumni project

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

Who's eligible?

- Businesses of all sizes and across all sectors.

Beth yw'r manteision?

Byddwch yn cyffroi pobl ifanc am y posibilrwydd o weithio i'ch busnes yn y dyfodol wrth roi'r cymhelliant, yr ysbrydoliaeth, y wybodaeth a'r profiad iddyn nhw i'w helpu i gyflawni o'u gorau. Mae gweithio gydag ysgolion yn ffordd wych o helpu i gefnogi economi Cymru hefyd gan godi eich proffil busnes eich hun ar yr un pryd, yn ogystal â ffurfio rhan bwystig o'r **Warant i Bobl Ifanc**.

What are the benefits?

Get young people excited about working for your business in the future while giving them the motivation, inspiration, knowledge and experience to help them achieve their potential. Working with schools is also a great way to help support the Welsh economy while simultaneously raising your own business profile, as well as forming an important part of the **Young Person's Guarantee**.

Bwletin Swyddi
Job Bulletin

Beth yw e?

Mae bwletin swyddi Cymru'n Gweithio yn ffordd ddi-dâl o godi ymwybyddiaeth o swyddi gwag yn eich busnes a chyrraedd mwy o ddarpar weithwyr cyflogedig; y cyfan sydd angen i chi ei wneud yw rhannu manylion eich swydd wag gyda Cymru'n Gweithio.

Ar ben hynny, mae Cymru'n Gweithio yn trefnu ffeiriau swyddi rhithwir gydol y flwyddyn, gan roi cyfle i gyflogwyr hysbysu, ysbrydoli ac ysgogi pobl am gyfleoedd gyrfa yn eich busnes.

What is it?

The Working Wales job bulletin is a free way to raise awareness of vacancies within your business and reach a wider range of potential employees, all you need to do is share the details of your live vacancy with Working Wales.

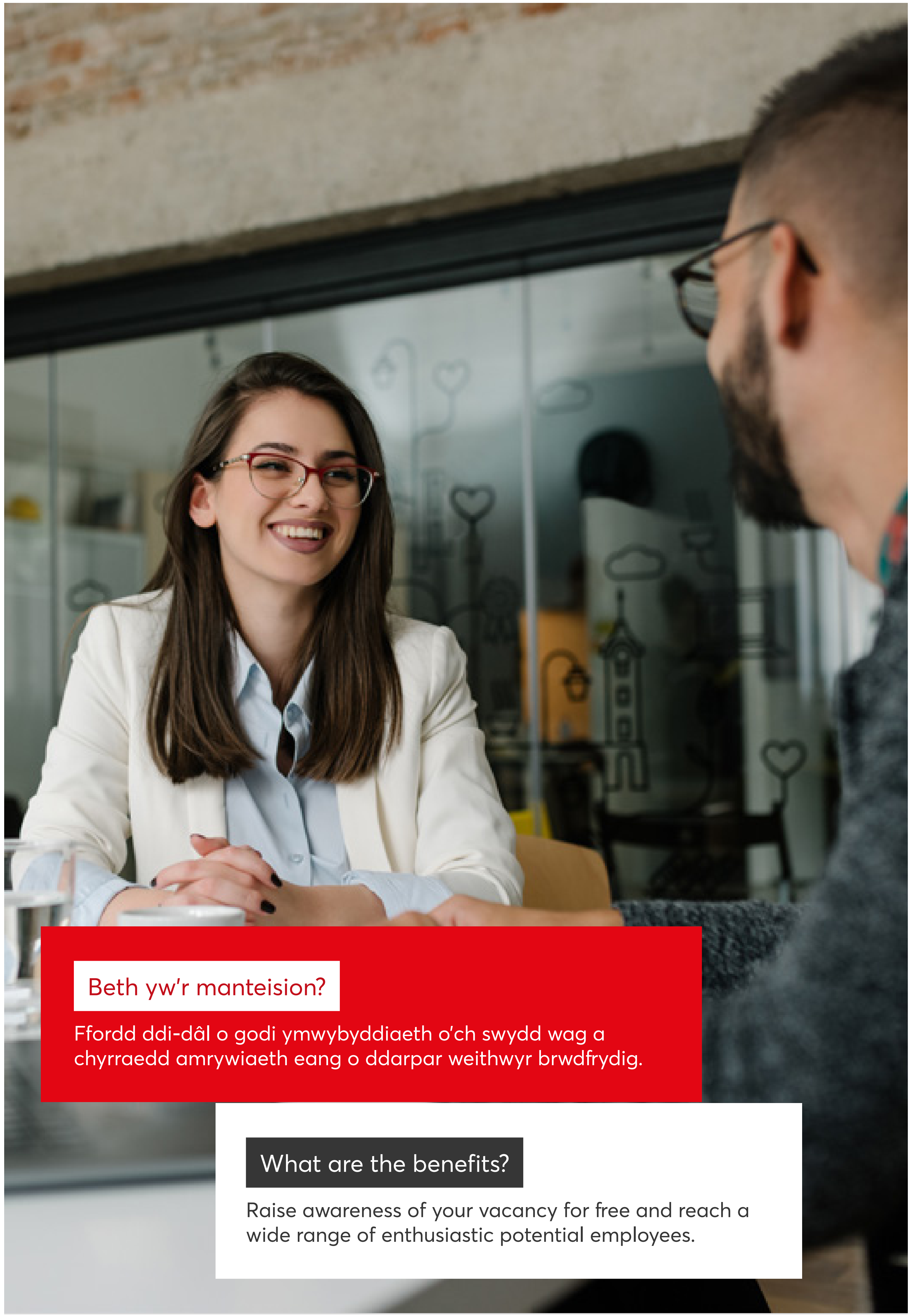
Working Wales also arranges virtual job fairs throughout the year, giving employers an opportunity to inform, inspire and motivate people about career opportunities within your business.

Pwy sy'n gymwys?

- Busnesau o bob maint ac ym mhob sector.

Who's eligible?

- Businesses of all sizes and across all sectors.



Beth yw'r manteision?

Ffordd ddi-dâl o godi ymwybyddiaeth o'ch swydd wag a chyrraedd amrywiaeth eang o ddarpar weithwyr brwdfrydig.

What are the benefits?

Raise awareness of your vacancy for free and reach a wide range of enthusiastic potential employees.

Busnes Cymru
Business Wales

Beth yw e?

Mae Busnes Cymru yn cefnogi entrepreneuriaeth i annog creu, datblygiad cynaliadwy a thwf microfusnesau a busnesau bach a chanolig. Ei nod yw:

- Codi dyhead a gweithgarwch entrepreneuraidd yng Nghymru gan arwain at gynnydd mewn hunangyflogaeth a chychwyn busnesau.
- Gwella gallu cystadleuol, goroesiad a chynhyrchiant microfusnesau a busnesau bach a chanolig.
- Sicrhau bod cefnogaeth i fusnes yn weladwy, yn hawdd i'w ddefnyddio ac wedi'i gysylltu'n dda â'r sector preifat a chymorth arall y llywodraeth.

Mae Busnes Cymru yn darparu gwybodaeth, cyngor ac arweiniad drwy linell gymorth 03000 6 03000 ac yn ddigidol drwy busnescymru.llyw.cymru ac ar sianeli cyfryngau cymdeithasol Busnes Cymru.

What is it?

Business Wales supports entrepreneurship to encourage the creation, sustainable development and growth of micro businesses and SMEs. It aims to:

- Raise entrepreneurial aspiration and activity in Wales leading to an increase in self-employment and business start-ups.
- Improve the competitiveness, survivability and productivity of micro businesses and SMEs.
- Ensure support for business is visible, simple to use and well connected with the private sector and other government support.

Business Wales provides information, advice and guidance that can be accessed through the 03000 6 03000 helpline and digitally via businesswales.gov.wales and on the Business Wales social media channels.

Pwy sy'n gymwys?

- Unigolion sy'n ystyried mynd yn hunangyflogedig neu gychwyn busnes.
- Entrepreneuriaid a'r gymuned fusnes bresennol – boed yn hunangyflogedig, microfusnes, busnesau bach a chanolig neu'n fenter gymdeithasol. Mae cymorth wedi'i dargedu ar gael hefyd i bobl ifanc dan 25 oed fel y gallan nhw ddysgu am fusnes ac entrepreneuriaeth.

Who's eligible?

- Individuals considering becoming self-employed or starting a business.
- Entrepreneurs and the existing business community – whether self-employed, a micro business, SME or social enterprise. Targeted support is also available for young people under 25 to learn about business and entrepreneurship.

Beth yw'r manteision?

Mynediad at gyngor annibynnol a diduedd i drafod pob math o heriau a chyfleoedd busnes fel:

- Adolygu'ch cynllun busnes, cael gafael ar gyllid a rheolaeth ariannol.
- Marchnata a manteisio ar sianeli digidol.
- Polisïau a gweithdrefnau cyflogaeth, rheoliadau a llywodraethu.
- Arloesi ac arallgyfeirio, gan gynnwys cyngor ar dendro.
- Cymorth dechrau busnes, mentora ac ymuno â chymuned i fusnesau newydd.

What are the benefits?

Access to independent and impartial advice to discuss a range of business challenges and opportunities such as:

- Reviewing your business plan, accessing finance and financial management.
- Marketing and digital exploitation.
- Employment policies and procedures, regulations and governance.
- Innovation and diversification, including tendering advice.
- Start up support, mentoring and joining a start-up community.

Recriwtio, Cefnogi a Chadw Gweithwyr Anabl: Canllaw i Gyflogwyr

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

Beth yw e?

Datblygwyd yr adnoddau ar-lein hyn i ysbrydoli mwy o gyflogwyr i weithredu, i sicrhau bod pawb yn cael y cyfle i gyflawni eu potensial a chyfrannu'n gadarnhaol at eu sefydliadau.

Maent yn cynnwys cyngor ymarferol ar sut i ddenu, recriwtio a chadw gweithwyr anabl, ynghyd â gwybodaeth am y cymorth a'r adnoddau sydd ar gael i helpu cyflogwyr i greu gweithlu amrywiol a chynhwysol.

What is it?

These online resources have been developed to inspire more employers to take action, to ensure everyone has the opportunity to achieve their potential and contribute positively to their organisations.

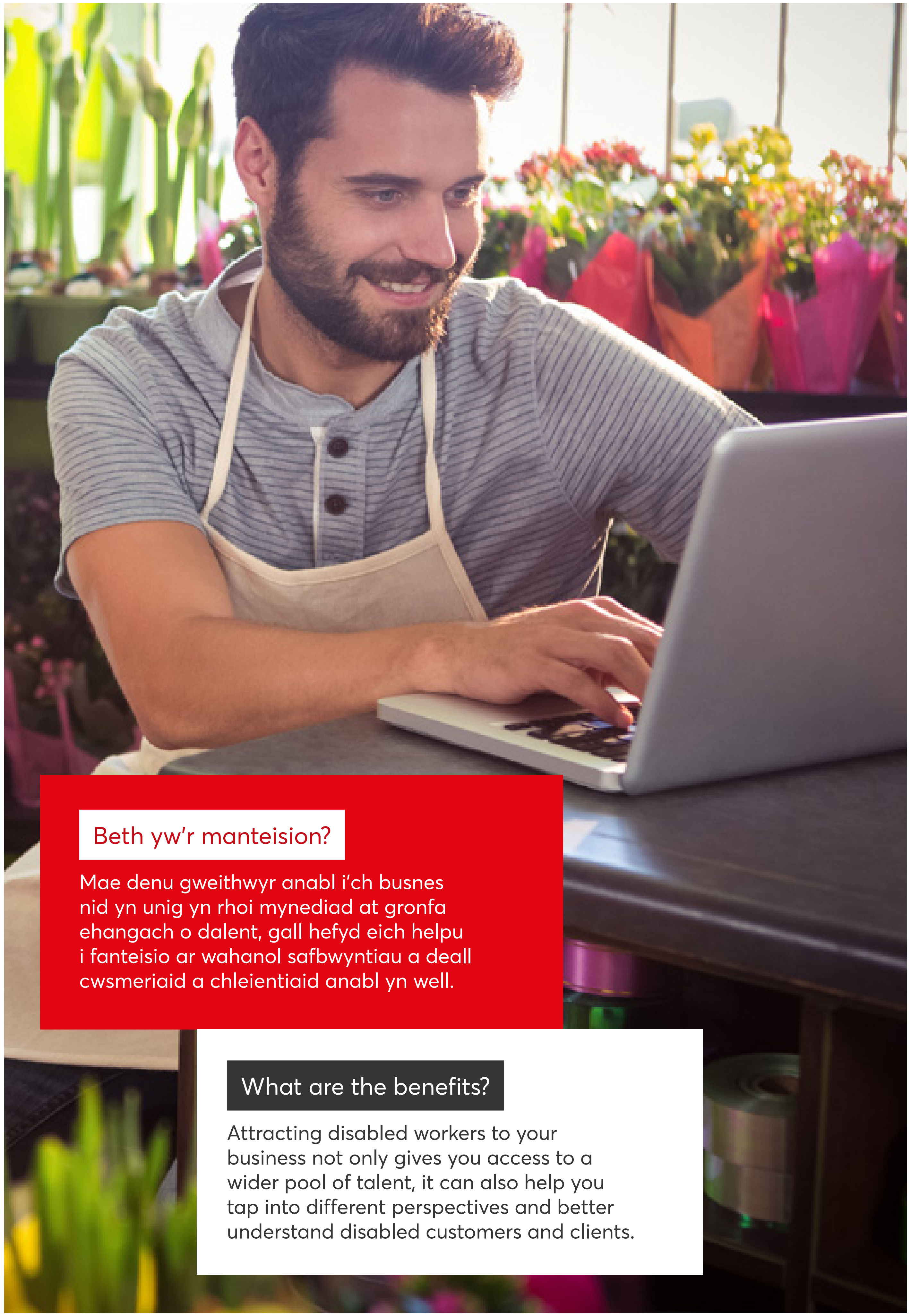
They contain practical advice on how to attract, recruit, and retain disabled workers, along with information on the support and resources available to help employers create a diverse and inclusive workforce.

Pwy sy'n gymwys?

- Mae'r canllaw yn adnodd am ddim sydd ar gael i bob busnes.

Who's eligible?

- This guide is a free resource available to all businesses.



Beth yw'r manteision?

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

What are the benefits?

Attracting disabled workers to your business 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.

Gwaith Teg
Fair Work

Beth yw e?

Mae gwaith teg yn golygu creu gweithle lle mae gweithwyr yn cael cyflog teg ac yn cael eu clywed a'u cynrychioli'n deg, lle mae ganddynt sicrwydd a chyfleoedd am ddyrchafiad mewn amgylchedd iach a chynhwysol sy'n parchu eu hawliau.

Bydd ymagwedd pob sefydliad at waith teg yn wahanol, ond mae gwaith teg yn cynnwys - talu cyflog teg i'r gweithwyr, rhoi llais i'r gweithwyr, darparu sicrwydd a hyblygrwydd, creu cyfleoedd, sicrhau gweithle diogel ac iach, a pharchu hawliau eich staff bob amser.

What is it?

Fair work means creating a workplace where employees are fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive environment where their rights are respected.

Every organisation's approach to fair work will be different, however, fair work includes - paying workers fairly, giving workers a voice, providing security and flexibility, creating opportunities, ensuring a safe and healthy workplace, and respecting the rights of your staff at all times.

Pwy sy'n gymwys?

- Mae egwyddorion gwaith teg yn berthnasol i bob sefydliad a chyflogwr yng Nghymru. Waeth beth fo maint neu sector eich cwmni, gallwch gymryd camau i ymgorffori arferion gwaith teg. Rydym wedi creu canllaw i gefnogi sefydliadau i barhau â'u taith gwaith teg.

Who's eligible?

- Fair work principles apply to all organisations and employers in Wales. Regardless of size and sector, you can take steps to embed fair work practices. We have created a guide to support organisations to continue their fair work journey.

Beth yw'r manteision?

Gwaith teg yw'r peth iawn i'w wneud – ond mae hefyd yn gwneud synnwyr i'ch busnes. Mae sefydliadau sy'n dilyn arferion gwaith teg yn aml yn gweld gwell cyfraddau recriwtio a chadw, gwell cynhyrchiant, ymrwymiad a morâl, gweithlu iachach a llai o absenoldeb salwch, a gwell enw da – gall ymgorffori arferion gwaith teg wella sut mae eich sefydliad yn cael ei weld gan gwsmeriaid, cleientiaid a'r cyhoedd yn ehangach. Gall hefyd eich helpu i elwa ar weithlu mwy amrywiol a thalentog.

What are the benefits?

Fair work isn't just the right thing to do – it makes good business sense. Organisations that embrace fair work practices often see better recruitment and retention, improved productivity, engagement and morale, a healthier workforce and reduced sickness absence and an enhanced reputation – embedding fair work can improve how your organisation is viewed by customers, clients and the wider public. It also helps you benefit from a more diverse and talented workforce.

05

Partneriaeth Gymdeithasol
Social Partnership

Beth yw e?

Mae Partneriaeth Gymdeithasol yn fframwaith cydweithredol rhwng cyflogwyr a chynrychiolwyr gweithwyr neu undebau llafur. Mae'n hyrwyddo penderfyniadau cynhwysol, nodau cyffredin, a chydberthynas sy'n seiliedig ar ymddiriedaeth i wella diwylliant a darpariaeth gwasanaethau yn y gweithle. Mae Llywodraeth Cymru wedi ymrwymo i gefnogi a hyrwyddo Partneriaeth Gymdeithasol fel y 'Ffordd Gymreig' o weithio, dull a nodweddir gan gydberchnogaeth ac ymrwymiad i ddatblygu consensws a chyfaddawd mewn meysydd sydd o fudd i bob parti. Mae'n fodel sy'n goresgyn ffiniau, ac ni ddylid ei gyfyngu i leoliadau na sefydliadau sy'n dod o fewn cwmpas y ddeddfwriaeth yn unig.

What is it?

Social Partnership is a collaborative framework between employers and employee representatives or trade unions. It promotes inclusive decision-making, shared goals, and trust-based relationships to improve workplace culture and service delivery. The Welsh Government is committed to supporting and promoting Social Partnership working as the Welsh Way, an approach characterised by shared ownership and a commitment to developing consensus and compromise on areas of mutual interest. It is a model that transcends barriers, and it shouldn't be restricted to settings nor organisations captured by the legislation.

Pwy sy'n gymwys?

- Gall unrhyw sefydliad fabwysiadu egwyddorion Partneriaeth Gymdeithasol yn wirfoddol, hyd yn oed os nad yw'n ofynnol yn gyfreithiol o dan Ddeddf Partneriaeth Gymdeithasol a Chaffael Cyhoeddus (Cymru) 2023. Mae hyn yn cynnwys busnesau preifat, elusennau, a chyrff sector cyhoeddus sy'n ceisio gwella trefniadau llywodraethiant, ymgysylltiad â'r gweithlu, a gwerth cymdeithasol.

Who's eligible?

- Any organisation can adopt Social Partnership principles voluntarily, even if not legally required under the Social Partnership and Public Procurement (Wales) Act 2023. This includes private businesses, charities, and public sector bodies seeking to improve governance, workforce engagement, and social value.

Beth yw'r manteision?

Gall mabwysiadu Partneriaeth Gymdeithasol yn wirfoddol wella effeithiolrwydd sefydliad a hyrwyddo diwylliant cadarnhaol yn y gweithle. Drwy gynnwys gweithwyr mewn penderfyniadau allweddol, gallwn helpu i greu gweithlu llawn cymhelliant ac ymrwymiad, sy'n hollbwysig er mwyn darparu gwasanaethau yn effeithiol.

- Cyfathrebu Gwell: Deialog agored rhwng rheolwyr a gweithwyr ar gyfer datrys problemau yn gynt
- Ymgysylltu â Gweithwyr: Cynnwys staff mewn penderfyniadau yn rhoi hwb i forâl a chynhyrchiant.
- Gwell Cydberthnasau yn y Gweithle: Lleihau gwrthdaro a meithrin ymddiriedaeth.
- Mantais Gystadleuol: Dangos ymrwymiad i waith teg a gwerth cymdeithasol, gwella enw da a chyfleoedd caffael.
- Gwydnwch Sefydliadol: Meithrin cydberthynasau cryf sy'n helpu pan fo ansicrwydd.
- Cadw a Recriwtio: Gweithwyr brwd sy'n aros yn hirach ac yn perfformio'n well.

What are the benefits?

The voluntary adoption of Social Partnership can enhance organisational effectiveness and promote a positive workplace culture. Engaging the workforce in key decisions fosters a motivated and committed workforce which is critical to the effective delivery of services.

- Enhanced Communication: Open dialogue between management and employees for quicker issue resolution.
- Employee Engagement: Involving staff in decisions boosts morale and productivity. Improved Workplace Relations: Reduces conflict and fosters trust.
- Competitive Advantage: Demonstrates commitment to fair work and social value, improving reputation and procurement opportunities.
- Organisational Resilience: Builds strong relationships that help navigate uncertainty.
- Retention and Recruitment: Engaged employees stay longer and perform better.

Beth nesaf?

I ddysgu mwy am unrhyw un o'r rhaglenni neu adnoddau a nodir yn y llyfryn hwn, ac er mwyn cael cyngor penodol ar sgiliau a chyflogaeth, ewch i **Busnes Cymru** neu ffoniwch **03000 6 03000**.

What's next?

To find out more about any of the programmes or resources outlined in this brochure, and receive dedicated skills and employment advice, head to **Business Wales** or call **03000 6 03000**.

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