



Role of Personal Tutors in promoting skills for individual students and tracking improvement

- Set and review targets including L&N and DL **from WEST**
- Set College targets using prior attainment as indicator
- Ensure students are enrolled on appropriate skills level courses
- Ensure students attend classes:
Main course as well as GCSE/2 Year GCSE/**GCSE Start or ESW Application of Number and/or ESW Communication Skills**. Personal tutors must speak to students who are missing any classes
- Complete and review eLLP
- Use **Ontrack** for setting and reviewing short term targets with students

During induction all personal tutors must check their students' GCSE results and ensure that they are enrolled onto the appropriate SCC/ESW/GCSE/2 Year GCSE/ GCSE Start course.

Rôl y tiwtoriaid personol wrth hyrwyddo sgiliau ar gyfer myfyrwyr unigol A thracio gwelliant

- Gosod ac Adolygu Targedau gan gynnwys Llythrennedd a Rhifedd a Llythrennedd Digidol o **WEST**
- Gosod targedau'r Coleg wrth ddefnyddio cyrhaeddiad blaenorol fel dangosydd
- Sicrhau bod myfyrwyr yn cael eu cofrestru am gyrsgiau priodol o ran lefel y sgiliau
- Sicrhau bod myfyrwyr yn mynychu gwersi:
Prif gwrs yn ogystal â TGAU/TGAU 2 flynedd/
**TGAU Sylfaenol neu Gymhwysio Rhif SHC a/neu
Sgiliau Cyfathrebu SHC**
Rhaid i Diwtoriaid Personol siarad â myfyrwyr sy'n colli gwersi
- Cwblhau ac adolygu'r eLLP (E-gynllun dysgu unigol)
- Defnyddio **Ontrack** i osod ac adolygu targedau tymor byr gyda'r myfyrwyr

Yn ystod y cyfnod sefydlu mae gofyn i diwtoriaid personol wirio canlyniadau TGAU eu myfyrwyr a sicrhau eu bod wedi cofrestru am y cwrs /SHC/TGAU/TGAU 2 flynedd/TGAU Sylfaenol priodol.