DYSGU A DATBLYGU

GWASANAETHAU CORFFORAETHOL
CYNGOR GWYNEDD

SUPPORT FOR FRONT LINE WORKERS
Mandatory Titles

What is Mandatory Training?

Mandatory Training is a set of training that is important to the way we operate as an employer. As a member of Gwynedd Council staff, every staff member will be expected to complete the mandatory training below:

- Data Protection
- Equality
- Safeguarding
- Welsh Language Awareness
- Violence Against Women, Domestic Abuse and Sexual Violence
- Prevent 2023
- Health and Safety
- Freedom of Information

Why is it important to complete it?

The requirement to complete the above Mandatory Titles is part of the employment agreement for each of us as Gwynedd Council staff members.

How can you complete them?

You can complete them either through an e-module or traditional training (if available). You can complete the e-modules by going to the e-learning Portal, and to complete the traditional training, you can register through Self-Service.

How can you check if you have completed them?

You can check whether you have completed a Mandatory Title by going to the 'My Employment' tab and then 'My Learning Programme' in Self-Service Portal. The record will be updated weekly.

Is monitoring carried out?

Completion record reports are produced for Departments as required. In addition, Managers can view their Staff's records on Self-Service (Guide).

Who can I ask for additional support?

For general support, contact:
Dysgu@gwynedd.llyw.cymru
If you are having trouble logging in to
Self-Service, contact:
Desgarchebioncefnogol@gwynedd.llyw.cymru
If you are having trouble logging in to the
e-learning Portal, contact:
Dysgu@gwynedd.llyw.cymru

Guidelines to Support Frontline Workers in Completing Mandatory Training

Due to a lack of equipment and, in some cases, the digital skill levels of several frontline workers, additional support/arrangements are needed to enable some individuals to complete the Mandatory training. Here is a practical process to support the frontline:

The Manager/Supervisor of the team requiring support will need to:

Step 1: Ensure that every individual who wishes to complete the e-modules has an account on the e-learning Portal. To do this, email dysgu@gwynedd.llyw.cymru, including the names and payroll numbers of all staff who will attend the training.

Step 2: Make arrangements to borrow iPads and headphones from the Learning and Development service. Maximum available: 6

Step 3: Arrange an appropriate time and room (quiet and comfortable) for individuals to complete the e-modules on the iPads. Ensure supervision and support during the training to facilitate learning. Helpful guidance can be found on the next page.

Guide

- After logging into the iPad using the number 679079, click on the button:

- Then, to log in to the e-learning Portal, enter your payroll number and the password before clicking on the silver 'Log In' button.

PORTH E-DDYSGU

E-LEARNING PORTAL

https://gwynedd.learningpool.com

DYSGU A DATBLYGU

Rhif cyflog

Cyfrinair

Choose a language   cy ⌄

☐ Cofio'r enw defnyddiwr

Ydych chi wedi anghofio'ch enw defnyddiwr neu gyfrinair?

Mewngofnodi

Guide

- Then click on this button:

- Then, you will see the 8 Mandatory Titles that need to be completed

- Then choose which one you would like to complete (Welsh or English). See an example of the Safeguarding e-module below.

Diogelu / Safeguarding

🗄 Diogelu

🗄 Safeguarding

- Each e-module should take less than 30 minutes to complete.