

Learning Training & Development Request Form

Ffurflen Gais Dysgu Hyfforddiant a Datblygu

Course Title / Teitl y
Cwrs:

Course Date / Dyddiad y
Cwrs:

Course Type /
Math o Gwrs:

Internal / Mewnol
External / Allanol
Qualifying /Cymhwysol

Name / Enw 1:

Staff Number /
Rhif Staff:

Language / Iaith:

Job Title /
Teitl Swydd:

E-mail /
E-bost:

Work Address /
Cyfeiriad Gwaith:

Telephone Number / Rhif
Ffôn:

Special requirements/
Gofynion Arbennig:

Name / Enw 2:

Staff Number /
Rhif Staff:

Language / Iaith:

Job Title /
Teitl Swydd:

E-mail /
E-bost:

Work Address /
Cyfeiriad Gwaith:

Telephone Number / Rhif
Ffôn:

Special requirements/
Gofynion Arbennig:

Name / Enw 3:

Staff Number /
Rhif Staff:

Language / Iaith:

Job Title /
Teitl Swydd:

E-mail /
E-bost:

Work Address /
Cyfeiriad Gwaith:

Telephone Number / Rhif
Ffôn:

Special requirements/
Gofynion Arbennig:

Managers Name /
Enw Rheolwr:

E-mail /
E-bost:

Date / Dyddiad:

Managers Approval / Cymeradwyaeth Rheolwr:

By marking the above box you;

Manager - confirm approval of this application, confirm a learning/training/development need has been identified at individual/team/organisation level and confirm (where applicable) that you agree to the terms and conditions outlined below.

Applicant(s) - confirm that you have sought managerial approval to complete the learning/training/development requested on this form and are willing to share information on a wider basis at individual/team/organisation level.

Drwy roi marc yn y blwch uchod rydych chi:

Y Rheolwr - yn cymeradwyo'r cais hwn, yn cadarnhau bod anghenion dysgu/hyfforddi/datblygu wedi'u nodi ar lefel unigol/tîm/sefydliad ac yn cadarnhau (lle bo angen) cytundeb i'r amodau a'r telerau a nodir isod.

Yr Ymgeisydd(wyr) - cadarnhau fy mod/ein bod wedi ceisio cymeradwyaeth gan reolwr i gwblhau'r dysgu/hyfforddi/datblygu y gofynnwyd amdano ar y ffurflen hon ac yr wyf/yr ydym yn fodlon rhannu gwybodaeth yn ehangach ar lefel unigol/tîm/sefydliad.

**Training Approval by /
Cymeradwyo'r
Hyfforddiant gan:**

**Budget /
Cyllideb :**

Notes for applicants

Please complete all of the required fields before returning your request form.

Where a request form is required for more than 3 people, please complete additional forms as required.

Managerial approval must be given for all requests. If you are returning your application electronically the authorising manager **MUST** be copied in.

All authorising managers will be carbon copied in to all electronic correspondence in relation to the learning/training/development requests.

Course confirmation will be sent electronically unless otherwise agreed or stated,

If your request is unsuccessful you will be notified electronically, unless otherwise agreed or stated.

Nodiadau i ymgeiswyr

Cwblhewch y meysydd gofynnol cyn cyflwyno'ch ffurflen gais.

Pan fydd angen cyflwyno cais ar gyfer mwy na 3 pherson, cwblhewch ffurflenni ychwanegol fel bo angen.

Rhaid derbyn cymeradwyaeth rheolwr ar gyfer pob cais. Os ydych yn dychwelyd y cais hwn ar e-bost, RHAID cynnwys y rheolwr awdurdodi ynddo.

Caiff yr holl reolwyr awdurdodi eu cynnwys ym mhob gohebiaeth e-bost sy'n ymwneud â cheisiadau dysgu/hyfforddi/datblygu.

Caiff gwybodaeth am y cwrs ei hanfon drwy e-bost oni chytunir fel arall neu a nodir yn wahanol.

Os yw eich cais yn aflwyddiannus cewch wybod drwy e-bost, oni chytunir fel arall neu a nodir yn wahanol.

Terms & Conditions for Private & Voluntary Partner Organisations

Fees will be charged as follows for any cancellations or non-attendance;

Courses facilitated by NPTCBC staff - £25 if cancelling 2 or less office working days before the start date.

Courses facilitated by external trainers - £30 or 50% (whichever is greater) if cancelling 3-5 office working days before the start date or £50 or 100% (whichever is greater) if cancelling 2 or less office working days before the start date.

There will be no charge for replacements or non-attendance/cancellation due to sickness where evidence can be provided.

Amodau a Thelerau ar gyfer Sefydliadau Partneriaid Preifat a Gwirfoddol

Bydd rhaid talu am ganslo neu absenoldeb fel a ganlyn;

Cyrsiau a hwylusir gan staff CNPT - £25 am ganslo 2 ddiwrnod gwaith neu lai cyn dechrau'r cwrs.

Cyrsiau a hwylusir gan hyfforddwyr allanol - £30 neu 50% (p'un bynnag sydd fwyaf) os ydych yn canslo 3-5 diwrnod gwaith cyn dechrau'r cwrs neu £50 neu 100% (pa swm bynnag sydd fwyaf) am ganslo 2 ddiwrnod gwaith neu lai cyn dechrau'r cwrs.

Ni chodir tâl am drefnu cwrs arall neu absenoldeb/ganslo oherwydd salwch lle ddarperir tystiolaeth i gadarnhau hyn.

E-mail / E-bost - training.admin@npt.gov.uk / 01639 685275

**Learning, Training & Development, 2nd Floor, The Quays, Brunel Way, Baglan Energy Park, Briton Ferry, SA11 2GG.
Dysgy, Hyfforddi a Datblygu, 2il Lawr, Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd, SA11 2GG.**



**Ysgrifennwch ataf yn Gymraeg neu Saesneg
Please write to me in Welsh or English**

We welcome applications in English and Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

Rydym yn croesawu ceisiadau Cymraeg a Saesneg. Ni chaiff cais a gyflwynir yn Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

If you would like to receive correspondence in relation to your learning, training and development in Welsh, please contact the Learning, Training and Development Team on training.admin@npt.gov.uk.

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch ddysgu, hyfforddi a datblygu yn Gymraeg, cysylltwch â'r Tîm Dysgy, Hyfforddi a Datblygu yn training.admin@npt.gov.uk.

Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
The management and administration of all learning, training and development opportunities, including but not restricted to the planning, delivery, review, quality assurance, recording and reporting of information in connection with any request or provision of training and qualification opportunities.
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions:
 - i. "The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).
 - ii. "The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller." (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties:
Social Care Wales; Welsh Government; External training/qualification/accreditation bodies e.g. City & Guilds; Training providers commissioned to provide training by the Council.
5. The personal information collected from you on this form will be held by the Council for a period of:
 - Routine staff training – 2 years after training completed.
 - Training concerning children – 35 years after training completed.
 - Training concerning occupational health & safety – 50 years after training completed.
 - Training proof of completion including certificates, awards, exam results, qualification results – 7 yearsThese retention time periods above are in line with Records Management Society of Great Britain General Disposal Guidelines for Local Authorities.
6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
9. The Council will not use your personal data for the purposes of automated decision making.
10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
 - i. The right of access to their personal data held by a data controller.
 - ii. The right to have inaccurate data corrected by a data controller.
 - iii. The right to have their data erased (in certain limited circumstances).
 - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
 - v. The right to object to their data being used for direct marketing.
 - vi. The right to data portability (i.e. electronic transfer of data to another data controller).Further information on all the above rights may be obtained from the Information Commissioner's website: www.ico.org.uk.
11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.
12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – www.ico.org.uk.

Ymddiheurwn nid yw'r wybodaeth hon ar gael eto trwy gyfrwng y Gymraeg. Mae'r wybodaeth yn cael ei chyfieithu ar hyn o bryd a bydd ar gael erbyn 1/8/2018.