Coleg Gwent

# FREEDOM OF INFORMATION PUBLICATION SCHEME

| | |
|---|---|
| **Date Equality Impact Assessment Completed:** | |
| **Approved By:** | Board |
| **Date Approved:** | 20 November 2018 |
| **Author:** | Governance Officer |
| **Review Date:** | October 2020 |

| **Published on:** | **Website (✓)** | **Intranet (✓)** | **Learner Portal (✓)** |
|---|---|---|---|
| | ✓ | | |

Available in large font and other formats on request

**This copy may be out of date if printed**

# Guide to the Coleg Gwent Publication Scheme

## Introduction

It is a requirement of The Freedom of Information Act 2000 (FOIA), that Coleg Gwent adopts and publishes a publication scheme that sets out what information we will routinely publish. The Freedom of Information Act, along with the Environmental Information Regulation (EIR), is intended to promote greater openness and accountability across the public sector by requiring all ‘public authorities’, including Further Education colleges, to proactively make information available to the public.

The Coleg Gwent Publication Scheme is based on a model publication scheme provided by the Information Commissioner’s Office (ICO)

### Information we must make available

The ICO requires us to make information available in the following categories:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

### Information we do not have to release

- Information that is exempt under one of the FOIA exemptions;
- Personal information under the Data Protection Act 2018/GDPR;
- Information that is archived, out of date or otherwise inaccessible;
- Information that would be impractical or resource-intensive to prepare for routine release;
- Information in draft form.

Further details about what information may be exempt under the FOIA or EIR can be found in our Freedom of Information Act and Environmental Information Regulation Policy (FOIA & EIR Policy), or on the ICO website.

### Requesting information

If you cannot find the information you need on the Coleg Gwent website, you may request it via the Governance Officer who also acts as the Freedom of Information Officer for the College.

Please provide your name, contact details and a clear description of the information you need.

- By e-mail: marie.carter@coleggwent.ac.uk
- By telephone: 01495 333519

- In writing :

Marie Carter
Governance Officer/Freedom of Information Officer
Coleg Gwent HQ
The Rhadyr
Usk
NP15 1XJ

**Charges for information**
The College may make a reasonable charge for information which is not available on its website or in its publications. Further information on charges can be found in our FOIA & EIR Policy

**Feedback**
It is important that the publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We welcome suggestions as to how our scheme might be improved. Any comments, queries or complaints relating to the publication scheme or the availability of information, should be addressed to the Governance Officer.

If we are unable to resolve a complaint, you can complain to the Information Commissioner, the independent body which oversees compliance with the Freedom of Information Act. Other general information on the Freedom of Information Act can be obtained from:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Email: wales@ico.org.uk
Tel: 0330 414 6421

Website: www.ico.org.uk

# Coleg Gwent Publication Scheme

This publication scheme commits Coleg Gwent to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below (where this information is held by Coleg Gwent or its subsidiary companies). Additional information on the definition of these classes is provided in sector specific guidance manuals issued by the Information Commissioner's Office (ICO).

The scheme commits Coleg Gwent to:

- proactively publish or otherwise make available as a matter of routine, information. (including environmental information), which is held by the College and that falls within the classifications below;
- specify what information is held by Coleg Gwent that falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update on a regular basis, the information the College makes available under this scheme;
- produce a schedule of any fees charged for access to information that is made proactively available;
- make this publication scheme available to the public.

## Classes of information

**1. Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance.

**2. What we spend and how we spend it -** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**3. What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews.

**4. How we make decisions** - policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

**5. Our policies and procedures** - current written protocols for delivering our functions and responsibilities.

**6. Lists and registers** - information held in registers required by law and other lists and registers relating to the functions of the authority.

**7. The services we offer -** advice and guidance, booklets and leaflets, transactions and media releases, a description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or which is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

Coleg Gwent will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Coleg Gwent, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, Coleg Gwent will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the college is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Coleg Gwent for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed via a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by the Welsh Government.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written requests**

Information held by Coleg Gwent that is not published under this scheme can be requested in writing, and its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**Coleg Gwent Information Held 2018-19**

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| **1. Who we are and what we do** | | | | |
| **1.1** | **Legal Framework** | Legal, Corporate & Charitable Status of the Corporation | | √ |
| | | Further & Higher Education Act 1992 | | √ |
| | | Instrument & Articles of Government | √ | |
| | | | | |
| **1.2** | **College Organisation** | Strategic Statements - Vision & Mission | √ | |
| | | Governance Structure | √ | |
| | | Chair/Vice Chair - ToR | | √ |
| | | Audit Committee - Description, ToR, Organisation | √ | |
| | | Remuneration Committee - Description, ToR, Organisation | | √ |
| | | Search Committee - Description, ToR, Organisation | √ | |
| | | Appeals Committee - Description, ToR, Organisation | | √ |
| | | Governor listing, gallery and backgrounds | √ | |
| | | Corporation & Committees Meetings Schedule | √ | |
| | | College Structure Chart | | √ |
| | | Corporate Management Team Structure Chart | √ | √ |
| | | College Senior Management Team Structure Chart | | √ |
| | | Campus Management Team Structure Chart | | √ |
| | | Management Teams/Groups Meetings Schedules | | √ |
| | | Description of Teams/Groups Mode of Operation | | √ |
| | | Description of Campus/Responsibilities of Campuses | | √ |
| | | College Calendar - Term Dates | √ | |
| | | Standing Orders | √ | |
| | | Governor Induction & Development Information | | √ |
| | | Governance Information and links | √ | |
| | | Campus Information | √ | |
| | | Employee Handbook | | √ |
| | | | | |
| **1.3** | **Partner Information** | Welsh Government/DfE | | √ |
| | | Local Authority - Torfaen (Local Government) | | √ |
| | | Local Authority - Blaenau Gwent | | √ |
| | | Local Authority - City of Newport | | √ |
| | | Local Authority - Caerphilly | | √ |
| | | Local Authority - Monmouthshire | | √ |
| | | University of South Wales (Higher Education) | | √ |
| | | Local Schools (Schools) | | √ |
| | | Various Employers (Employers) | | √ |

## Coleg Gwent Information Held 2018-19

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| | | UNISON (Trade Unions) | | √ |
| | | UCU | | √ |
| | | AMIE | | √ |
| | | Examining Boards | | √ |
| | | Estyn | | √ |
| | | Community Partnerships (now discontinued) | | √ |
| | | Coleg Gwent Employers' Forum | | √ |
| 1.4 | **Location and Contact Details** | Addresses & Maps of all main locations | √ | |
| | | Phone Numbers to connect to all main locations | √ | |
| | | Email Addresses of all main locations | √ | |
| | | Fax Numbers of all main locations | √ | |
| | | Contact Campus Direct Facility via website | √ | |
| | | | | |
| 1.5 | **Student Activities** | Student Union Constitution | | √ |
| | | Student Union Code of Practice | | √ |
| | | Student Union Activities - CGSU Website | √ | |
| | | List of Student Union Officers - CGSU Website | √ | |
| | | Other Association Activities - CGSU Website | √ | |
| | | Staff/Student Forum Minutes | | √ |
| | | Terms of Reference for Staff/Student Forum | | √ |
| | | Student Handbook | | √ |
| | | Services for Students with Special Needs | | √ |
| | | | | |
| **2. What we spend and how we spend it** | | | | |
| 2.1 | **Funding & Income** | Funding Grants e.g. LSF, EMA, ALG, HES | √ | |
| | | Course Fees | √ | |
| | | Endowment & Investment Income | | √ |
| | | Financial Strategy | | √ |
| | | Remuneration of Senior Staff as published in Accounts | | √ |
| | | Travel & Subsistence Rates | | √ |
| | | Pension Schemes | | √ |
| | | | | |
| 2.2 | **Budgetary & Account Information** | Monthly Financial Reports | | √ |
| | | Annual Statement of Accounts years ending 31.07.06 to 31.07.16 | | √ |
| | | | | |
| 2.3 | **Financial Audit** | Audit Reports | | √ |
| | | | | |
| 2.4 | **Capital Programme** | Capital Programme Progress Report | | √ |
| | | Capital Expenditure Programme years ending 31.07.06 to 31.07.16 | | √ |
| | | | | |
| 2.5 | **Financial Regulation** | Financial Regulations | | √ |
| | | Financial Control Procedures | | √ |

# Coleg Gwent Information Held 2018-19

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| | | Treasury Management Policy | | √ |
| | | Anti Fraud, Bribery & Corruption Policy | | √ |
| | | Anti Bribery & Corruption Framework | | √ |
| **2.6** | **Staff Pay** | Staff Pay & Grading Structure | | √ |
| | | | | |
| **2.7** | **Procurement** | Register of Suppliers | | √ |
| | | Procurement Strategy/Policy | | √ |
| | | Procurement & Tender Procedures | | √ |
| | | | | |
| **2.8** | **Contracts** | Contracts gone through Formal Tender | | √ |
| | | Reports of Successful Tender | | √ |
| | | | | |
| **3. What our priorities are and how we are doing** | | | | |
| **3.1** | **Annual Report** | Annual Report year ending 31/07/16 | | √ |
| | | Annual Report previous years | | √ |
| | | | | |
| **3.2** | **Strategic Plans** | Corporate (Strategic) Plan 2016-19 | √ | √ |
| | | Previous Corporate (Strategic) Plans | | √ |
| | | Strategic Equality Plan 2018-2023 | √ | |
| | | Technology Strategy 2017-2021 | | |
| | | Estates Strategy 2017-2024 | | |
| | | HE Strategy | | √ |
| | | Curriculum Strategy | | √ |
| | | | | √ |
| **3.3** | **Academic Quality & Standards** | Teaching & Learning Strategy 2017-2019 | | |
| | | Programme Specifications/Course Approvals/Documents | | √ |
| | | Annual Monitoring & Review Process | | √ |
| | | Accreditation & Monitoring Reports by Professional, Statutory or Registers Bodies | | √ |
| | | Assessment Strategies, Processes and Procedures | | √ |
| | | The range and nature of student work | | √ |
| | | Self Assessment Procedures and Outcomes | | √ |
| | | Arrangements for Academic & Tutorial Guidance, Support and Supervision | | √ |
| | | Library Service and Learner Support | | √ |
| | | Perceptions of the quality of teaching & range of teaching & learning methods | | √ |
| | | Assessment Arrangements | | √ |
| | | Quality of Pastoral Support | | √ |
| | | The effectiveness of Teaching and Learning | | √ |
| | | The range of Teaching Methods used | | √ |
| | | The availability and use of special equipment and other resources and materials | | √ |
| | | Self access to professional development to improve teaching performance, including peer observation and mentoring programmes | | √ |
| | | | | |

**Coleg Gwent Information Held 2018-19**

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| 3.4 | **External Review** | The use of external bench marking and other comparators | | √ |
| | | | | |
| 3.5 | **Corporate Relations** | Links with Employers | | √ |
| | | | | |
| 3.6 | **Government and Regulatory Reports** | Reports to/from Welsh Government | | √ |
| | | Inspectorates/Teaching Quality Assessment | | √ |
| | | Standard Bodies | | √ |
| | | Research Councils | | √ |
| | | Professional Bodies | | √ |
| | | Government Departments | | √ |
| | | Estyn | | √ |
| | | | | |
| 3.7 | **Environmental Reports** | Annual Environmental & Sustainability Report | √ | √ |
| | | | | |
| **4. How we make decisions** | | | | |
| 4.1 | **Corporation Board** | | | |
| | **Agendas** | Current & previous year | √ | |
| | | From origin to 2016 | | √ |
| | **Minutes** | From origin to present | | √ |
| | | | | |
| | **Current Board sub-committees** | | | |
| | **Agendas** | Current & previous year | √ | |
| | **Minutes** | From origin to present | | √ |
| | | | | |
| | **Former Board sub-committees** | | | |
| | **Agendas** | From origin to close | | √ |
| | **Minutes** | From origin to close | | √ |
| | | | | |
| 4.2 | **Teaching & Learning Minutes, Agendas** | Curriculum & Learners Minutes | | √ |
| | | Heads of School Meeting Minutes | | √ |
| | | Learner Services Group Meeting Minutes | | √ |
| | | College Counsellors Group Minutes | | √ |
| | | ALN Group Minutes | | √ |
| | | Learner Centre Group Managers Meeting Minutes | | √ |
| | | | | |
| 4.3 | **Staff/Student Consultation** | College Learner Panel Minutes & Agendas | | √ |
| | | School Forum Minutes & Agendas | | √ |
| | | Focus Group Minutes & Agendas | | √ |
| 4.4 | **Appointment Committee** | Appointment Committee Minutes (as and when Senior Post Holder is appointed) | | √ |
| | | | | |
| **5. Our policies and procedures** | | | | |
| 5.1 | **For conducting college business** | Corporation Standing Orders | √ | |
| | | Corporation Values & Behaviours | √ | |

**Coleg Gwent Information Held 2018-19**

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| | | Appointment Procedures & Search Committee TOR | | √ |
| | | Bilingual Strategy | | √ |
| | | Freedom of Information Guidance | √ | |
| | | Guide to the Publication Scheme | √ | |
| | | Publication Scheme | √ | |
| | | Information Published | √ | |
| | | Treasury Management Policy | | √ |
| | | Financial Regulations | | √ |
| | | Risk Management Policy | | √ |
| | | Anti Bribery & Corruption Framework | | √ |
| | | Employee Handbook | | √ |
| 5.2 | **Relating to academic services** | Changing Course | | √ |
| | | Appeal Procedures | | √ |
| | | HE Strategy | | |
| 5.3 | **Relating to learner services** | Student Admission, Enrolment & Registration | | √ |
| | | Accommodation | | √ |
| | | Attendance & Punctuality Policy | | |
| | | Management of the Student Record system | | √ |
| | | Assessment of External Qualifications | | √ |
| | | Internal Student Complaints and Appeals | | √ |
| | | Travel Policy | | √ |
| | | Travel Pass Scheme | √ | |
| | | Educational Visits Procedures | | √ |
| | | Student Guide to Financial Contingency Fund | | √ |
| | | Admissions Policy | √ | |
| | | Learner Guidance on Pregnancy & Maternity | | |
| | | Learner Involvement Strategy | | |
| | | Learning & Development Strateegy | | √ |
| | | Learner Appeals | | √ |
| | | Student Code of Conduct | | √ |
| | | Anti-Bullying (Student) | | √ |
| | | Child & Vulnerable Adult Policy | | √ |
| | | DBS Checks | | √ |
| | | Disability Statement | | √ |
| | | Freedom of Speech Code of Practice | | √ |
| | | Disclosure of unspent convictions policy (learner version) | | √ |
| | | Staff Professional Code of Conduct | | √ |
| | | Exams & Contingency Policy | | √ |
| | | | | |
| 5.4 | **Relating to human resources** | Terms and Conditions of Employment/ Common Contract (Generic) | | √ |

**Coleg Gwent Information Held 2018-19**

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| | | Collective Bargaining and Consultation with T.Us | | √ |
| | | Disciplinary | | √ |
| | | Disciplinary - Senior Postholders | | √ |
| | | Disclosure of Malpractice/Whistleblowing & Anonymous Allegations | | √ |
| | | Performance Excellence | | √ |
| | | Disclosure of Unspent Convictions Policy | √ | |
| | | Adverse Weather Policy | √ | |
| | | Anti fraud Policy | | √ |
| | | Benefits/Support during Pregnancy, Maternity & Adoption Leave | | √ |
| | | Capability | | √ |
| | | Criminal Offences Policy | | √ |
| | | DBS Retention & Disposal Policy | | √ |
| | | Dignity in the Workplace Policy | | √ |
| | | Flexible working | | √ |
| | | Sickness Absence Policy | | √ |
| | | Occupational Sick Pay Scheme | | √ |
| | | Managing Change Policy | | √ |
| | | Meeting family commitments & Public Duties | | √ |
| | | Overseas Business Travel Policy | | √ |
| | | Staff Retention & Support Policy | | √ |
| | | Adoption/Maternity Leave Policy | | √ |
| | | Transgender Policy | | √ |
| | | Alcohol & Drug Misuse Policy | | √ |
| | | Dealing with Allegations of Abuse | | √ |
| | | Domestic Abuse | | √ |
| | | Policy & Procedure to request annual leave | | √ |
| | | Staff Professional Code of Conduct | | √ |
| | | Retirement Policy | | √ |
| | | Stress Management | | √ |
| | | Managing Disruptive Behaviour | | √ |
| 5.5 | **Relating to recruitment** | Recruitment and Selection | | √ |
| | | Recruitment of Ex-Offenders Policy | | √ |
| | | Job Vacancies | √ | √ |
| 5.6 | **Equality & Diversity** | Strategic Equality Plan 2012-16 | | √ |
| 5.7 | **Health & Safety** | Health, Safety & Wellbeing Policy | | √ |
| | | No Smoking | | √ |
| | | | | |
| 5.8 | **Estate Management** | Estates Strategy | | √ |
| | | Environmental & Sustainability Policy | √ | |
| | | | | |
| 5.9 | **Complaints** | Complaints Procedure | √ | |
| | | Student Complaints Procedure | | √ |
| | | Complaints against the Board, Governors or Governance Officer | | √ |
| | | Grievance Procedure - Staff & Students | | √ |

## Coleg Gwent Information Held 2018-19

(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| | | Grievance Procedure - Senior Postholders | | √ |
| | | | | |
| 5.10. | **Records Management & Personal Data** | Information Security Framework | | √ |
| | | Archiving & Retention of Records | √ | |
| | | Data Protection Policy | √ | |
| | | | | |
| 5.11 | **Charging regimes & policies** | Fee Policy | √ | |
| | | | | |
| **6. Lists and registers** | | | | |
| 6.1 | **Information held in registers** | Register of Corporate Members | | √ |
| | | Register of Members of Committees | | √ |
| | | Register of Interests - Corporation/Committee Members | | √ |
| | | Register of Interests - Senior Post Holders & Directors | | √ |
| | | Register of Interests - Staff | | √ |
| | | Register of Gifts & Hospitality | | √ |
| | | Register of Use of Corporation Seal | | √ |
| | | Register of Access to Information | | √ |
| | | | | |
| 6.2 | **Asset Registers** | College Asset Register | | √ |
| | | | | |
| 6.3 | **Disclosure Logs** | Freedom of Information / EIR Register | | √ |
| 6.4 | **Environmental Registers** | Health and Saftey Executive Legal Register | | √ |
| | | Coleg Gwent Environmental Impacts & Aspects Register | | √ |
| | | | | |
| **7. The services we offer** | | | | |
| 7.1 | **Prospectus & Course Content** | Full Time Course Guide | √ | √ |
| | | Part Time Course Guide | √ | √ |
| | | Higher Education Guide | √ | √ |
| 7.2 | **Health Advice** | Student Handbook | | √ |
| | | Employee Handbook | | |
| 7.3 | **Careers/Work Experience Advice** | Student Handbook | | √ |
| 7.4 | **Chaplaincy & Counselling Services** | Student Handbook | | √ |
| 7.5 | **Learner Financial & Transport Advice** | Student Handbook | | √ |
| 7.6 | **Sports & Recreational Facilities** | Student Handbook | | √ |
| 7.7 | **Learning Resource Centres** | Student Handbook | | √ |
| 7.8 | **Learner Support** | Learners with Disabilities | √ | |
| | | Personal Tutors & Enrichment | √ | |
| | | Literacy & Numeracy Support | √ | |
| | | | | |
| 7.9 | **Enrolment & Induction Support** | How to Apply | √ | |
| | | How to Enrol | √ | |
| | | | | |
| 7.10. | **Conference Facilities** | Conference Facilities | | √ |

**Coleg Gwent Information Held 2018-19**
(Guide Only - additional information may be available)

| Class | Class Description | Information | Website | Other |
|---|---|---|---|---|
| **7.11** | **Advice & Information** | | | |
| | | Latest News | √ | |
| | | Media Contacts | √ | |
| | | Latest Events | √ | |
| | | Video Wall | √ | |
| | | | | |
| **7.12** | **Local Campaigns** | Local Campaigns | | √ |
| | | | | |
| **7.13** | **Media Releases** | Press Releases | √ | |
| | | Media Contacts | √ | |
| **7.14** | **Employment at Coleg Gwent** | Work for Us Information | | √ |
| | | | | |
| **7.15** | **International** | The International Office | √ | |
| | | International Experience | √ | |
| | | Living Accommodation | √ | |
| | | Courses | √ | |
| | | Support | √ | |
| | | Fees | √ | |
| | | | | |
| **7.16** | **Employer engagement** | Courses | √ | |
| | | Business training | √ | |
| | | Funding, partnerships etc | √ | |
| | | Food & Retail Academy | √ | |
| | | Apprenticeships | √ | |

# CYNLLUN CYHOEDDI
# RHYDDID GWYBODAETH

| | |
|---|---|
| **Dyddiad Cwblhau'r Asesiad o'r Effaith ar Gydraddoldeb:** | |
| **Cymeradwywyd gan:** | Bwrdd |
| **Dyddiad Cymeradwyo:** | 20 Tachwedd 2018 |
| **Awdur:** | Swyddog Llywodraethu |
| **Dyddiad Adolygu:** | Hydref 2020 |

| **Cyhoeddwyd ar:** | **Gwefan** (✓) | **Mewnrwyd** (✓) | **Porth Dysgwyr** (✓) |
|---|---|---|---|
| | ✓ | | |

Ar gael mewn ffont mawr a fformatiau eraill ar gais

**Efallai na fydd y copi hwn yn gyfredol os yw wedi ei argraffu**

# Canllaw i Gynllun Cyhoeddi Coleg Gwent

## Cyflwyniad

Mae'n ofynnol o dan Ddeddf Rhyddid Gwybodaeth 2000 (DRhG), bod Coleg Gwent yn mabwysiadu a chyhoeddi cynllun cyhoeddi sy'n amlinellu pa wybodaeth y byddwn yn ei chyhoeddi fel mater o drefn. Bwriad y Ddeddf Rhyddid Gwybodaeth, ynghyd â'r Rheoliadau Gwybodaeth Amgylcheddol, yw hyrwyddo mwy o ddidwylledd ac atebolrwydd ar draws y sector cyhoeddus drwy ei gwneud yn ofynnol i bob 'awdurdod cyhoeddus', gan gynnwys colegau Addysg Bellach, fynd ati'n rhagweithiol i sicrhau bod gwybodaeth ar gael i'r cyhoedd.

Mae Cynllun Cyhoeddi Coleg Gwent yn seiliedig ar gynllun cyhoeddi enghreifftiol a ddarparwyd gan Swyddfa'r Comisiynydd Gwybodaeth (SCG).

## Gwybodaeth y mae gofyn i ni sicrhau ei bod ar gael

Mae SCG yn gofyn i ni sicrhau bod yr wybodaeth yn y categorïau canlynol ar gael:

- Pwy ydym ni a beth a wnân
- Yr hyn a wariwn a sut ydym yn ei wario
- Beth yw ein blaenoriaethau a sut ydym yn perfformio
- Sut y gwnawn benderfyniadau
- Ein polisïau a gweithdrefnau
- Rhestrau a chofrestri
- Y gwasanaethau a gynigiwn

## Gwybodaeth nad oes rhaid i ni ei rhyddhau

- Gwybodaeth sydd wedi ei heithrio o dan eithriadau'r DRhG;
- Gwybodaeth bersonol o dan y Ddeddf Diogelu Data 2018/GDPR;
- Gwybodaeth sydd wedi ei harchifo, wedi dyddio neu sydd allan o gyrraedd am reswm arall;
- Gwybodaeth na fyddai'n ymarferol ei rhyddhau fel mater o drefn neu y byddai angen llawer iawn o adnoddau i'w pharatoi;
- Gwybodaeth ar ffurf drafft.

Gallwch ddod o hyd i ragor o fanylion ynghylch pa wybodaeth a all fod wedi ei heithrio o dan DRhG neu RhGA yn ein Polisi Rheoliadau Gwybodaeth Amgylcheddol a Deddf Rhyddid Gwybodaeth (Polisi RhGA a DRhG), neu ar wefan SCG.

## Gwneud cais am wybodaeth

Os nad ydych yn gallu dod o hyd i'r wybodaeth sydd ei hangen arnoch ar wefan Coleg Gwent, gallwch wneud cais amdani drwy'r Swyddog Llywodraethu sydd hefyd yn ymgymryd â rôl Swyddog Rhyddid Gwybodaeth y Coleg.

Rhowch eich enw, manylion cyswllt a disgrifiad clir o'r wybodaeth sydd ei hangen arnoch.

- Drwy e-bost: marie.carter@coleggwent.ac.uk
- Dros y ffôn: 01495 333519

- Yn ysgrifenedig: Marie Carter
  Swyddog Llywodraethu/Swyddog Rhyddid Gwybodaeth
  Pencadlys Coleg Gwent
  Y Rhadyr
  Brynbuga
  NP15 1XJ

**Talu am wybodaeth**
Gall y Coleg godi tâl rhesymol am wybodaeth nad yw ar gael ar ei wefan neu yn ei gyhoeddiadau. Gallwch ddod o hyd i ragor o wybodaeth am dalu yn ein Polisi RhGA a DRhG.

**Adborth**
Mae'n bwysig bod y cynllun cyhoeddi yn bodloni eich anghenion. Os ydych yn gweld y cynllun yn anodd ei ddeall, rhowch wybod i ni. Rydym yn croesawu awgrymiadau ynghylch sut y gellid gwella ein cynllun. Dylid cyfeirio unrhyw sylwadau, ymholiadau neu gwynion mewn perthynas â'r cynllun cyhoeddi neu argaeledd gwybodaeth at y Swyddog Llywodraethu.

Os na allwn ddatrys cwyn, gallwch gwyno i'r Comisiynydd Gwybodaeth, corff annibynol sy'n goruchwylio cydymffurfiaeth â'r Ddeddf Rhyddid Gwybodaeth. Gallwch gael gwybodaeth berthnasol arall am y Ddeddf Rhyddid Gwybodaeth gan:

Swyddfa'r Comisiynydd Gwybodaeth - Cymru
2il Lawr, Tŷ Churchill
Ffordd Churchill
Caerdydd
CF10 2HH

E-bost: wales@ico.org.uk <mailto:wales@ico.org.uk>
Ffôn: 0330 414 6421

Gwefan: www.ico.org.uk

# Cynllun Cyhoeddi Coleg Gwent

Mae'r cynllun cyhoeddi hwn yn ymrwymo Coleg Gwent i sicrhau bod gwybodaeth ar gael i'r cyhoedd fel rhan o'i weithgareddau busnes arferol. Mae'r wybodaeth y mae'r cynllun yn berthnasol iddi wedi ei nodi yn ôl y dosbarthiadau gwybodaeth a nodir isod (pan fo'r wybodaeth honno gan Goleg Gwent neu ei is-gwmnïau ). Rhoddir manylion pellach am ddiffiniad y dosbarthiadau hyn yn y llawlyfrau canllaw sy'n benodol i'r sector a gyhoeddir gan Swyddfa'r Comisiynydd Gwybodaeth (SCG) ar gyfer sectorau penodol.

Mae'r cynllun yn ymrwymo Coleg Gwent i:

- gyhoeddi gwybodaeth a gedwir gan y Coleg, gan gynnwys gwybodaeth amgylcheddol, ac sydd yn perthyn i'r dosbarthiadau isod, neu sicrhau ei bod ar gael mewn modd arall fel rhan o'i waith arferol;
- enwi'r wybodaeth a gedwir gan Goleg Gwent ac sydd yn perthyn i'r dosbarthiadau isod;
- gyhoeddi gwybodaeth yn unol â'r datganiadau a gynhwysir yn y cynllun hwn, neu sicrhau ei bod ar gael mewn modd arall fel mater o drefn;
- baratoi a chyhoeddi'r dulliau a ddefnyddir i ofalu bod y wybodaeth benodol ar gael fel mater o drefn fel bod modd i'r cyhoedd ei hadnabod a chael gafael arni'n hawdd;
- adolygu a diweddaru'n rheolaidd y wybodaeth mae'r Coleg yn sicrhau ei bod ar gael dan y cynllun hwn;
- gynhyrchu rhestr o bob ffi a godir i gael mynediad i'r wybodaeth y trefnir ei bod ar gael;
- sicrhau bod y cynllun cyhoeddi hwn ar gael i'r cyhoedd.

## Dosbarthiadau gwybodaeth

1. **Pwy ydym ni a beth a wnawn -** gwybodaeth am y sefydliad, lleoliadau a chysylltiadau, llywodraethu cyfreithiol a chyfansoddiadol.
2. **Yr hyn a wariwn a sut yr ydym yn ei wario -** gwybodaeth ariannol yn ymwneud ag incwm a gwariant wedi eu rhagamcanu ac incwm a gwariant real, tendro, caffael a chontractau.

3. **Ein blaenoriaethau a sut rydym yn perfformio** - gwybodaeth am strategaethau a pherfformiad, cynlluniau, asesiadau, arolygiadau ac adolygiadau.
4. **Sut y gwnawn benderfyniadau** - cynigion a phenderfyniadau polisi, prosesau penderfynu, meini prawf a gweithdrefnau mewnol, ymgynghoriadau.
5. **Ein polisïau a gweithdrefnau** - protocolau ysgrifenedig cyfredol yn ymwneud â chyflawni ein swyddogaethau a'n cyfrifoldebau.
6. **Rhestrau a Chofrestri** - gwybodaeth wedi ei chadw mewn cofrestri y mae gofyn cyfreithiol amdanynt a rhestrau a chofrestri eraill yn ymwneud â swyddogaethau'r Coleg.
7. **Y gwasanaethau a gynigiwn** - cyngor a chyfarwyddyd, llyfrynnau a thaflenni, trafodion a datganiadau i'r wasg, disgrifiad o'r gwasanaethau a gynigir.

Fel rheol, ni fydd y dosbarthiadau o wybodaeth yn cynnwys:

- Gwybodaeth y mae'r gyfraith yn gwahardd ei rhyddhau, neu sydd wedi ei heithrio o dan y Ddeddf Rhyddid Gwybodaeth, neu wybodaeth y mae'n briodol ystyried ei bod wedi ei diogelu rhag ei datgelu.
- Gwybodaeth ar ffurf ddrafft.
- Gwybodaeth nad yw bellach ar gael yn rhwydd gan ei bod mewn ffeiliau sydd wedi eu harchifo, neu sy'n anodd ei chyrraedd am resymau tebyg.

**Y dull a ddefnyddir i sicrhau bod y wybodaeth a gyhoeddir o dan y cynllun hwn ar gael**

Bydd Coleg Gwent yn dynodi yn glir i'r cyhoedd pa wybodaeth sy'n cael ei chynnwys dan y cynllun a sut y gellir cael gafael arni.

Pan fydd o fewn gallu Coleg Gwent, bydd gwybodaeth yn cael ei darparu ar wefan. Pan fydd yn anymarferol rhoi gwybodaeth ar wefan neu pan na fydd unigolyn yn dymuno cael y wybodaeth trwy'r wefan, bydd Coleg Gwent yn dynodi sut y gellir cael gwybodaeth trwy ddulliau eraill ac yn ei darparu trwy'r dulliau hynny.

Mewn amgylchiadau eithriadol gall peth gwybodaeth fod ar gael trwy ei gweld yn bersonol yn unig. Pan nodir y dull hwn, bydd manylion cyswllt yn cael eu rhoi. Bydd apwyntiad i weld y wybodaeth yn cael ei wneud o fewn amser rhesymol.

Bydd y wybodaeth yn cael ei darparu yn yr iaith y mae'n cael ei chadw ynddi neu mewn iaith arall sy'n ofynnol yn gyfreithiol. Pan fydd yn ofynnol yn gyfreithiol i goleg gyfieithu unrhyw wybodaeth, bydd yn gwneud hynny.

Cedwir at rwymedigaethau deddfwriaeth anabledd a chamwahaniaethu ac unrhyw ddeddfwriaeth arall i ddarparu gwybodaeth mewn ffurfiau neu fformatau eraill wrth ddarparu gwybodaeth o dan y cynllun hwn.

**Ffioedd y gellir eu codi am wybodaeth wedi ei chyhoeddi o dan y cynllun hwn**

Diben y cynllun hwn yw gwneud cymaint o wybodaeth ar gael yn hawdd yn y ffordd leiaf costus a mwyaf cyfleus i'r cyhoedd. Bydd y taliadau a godir gan Goleg Gwent am ddeunydd a gyhoeddir fel mater o drefn yn cael eu cyfiawnhau ac yn dryloyw ac yn cael eu cadw cyn lleied â phosibl.

Bydd deunydd sydd wedi ei gyhoeddi ar wefan ac a fydd yn cael ei gyrchu drwy wefan yn cael ei ddarparu'n ddi-dâl.

Gellir codi tâl am wybodaeth yn seiliedig ar drefn codi tâl a bennir gan Lywodraeth Cymru.

Mae'n bosibl y codir tâl am gostau gwirioneddol megis:

- llungopïo
- pecynnu a phostio
- y costau a ddaw yn uniongyrchol yn sgil edrych ar wybodaeth

Mae'n bosibl y codir tâl am wybodaeth a ddarperir dan y cynllun hwn hefyd pan fo hawl gyfreithiol i wneud hynny a phan fo'n cyd-fynd â rhestr ffioedd gyhoeddedig sydd ar gael yn hawdd i'r cyhoedd

Os codir tâl, cadarnheir y swm fydd yn ddyledus cyn i'r wybodaeth gael ei darparu. Efallai y gofynnir am y tâl cyn darparu'r wybodaeth.

**Ceisiadau ysgrifenedig**

Gellir gwneud cais ysgrifenedig am wybodaeth sydd gan Goleg Gwent nas cyhoeddwyd dan y cynllun hwn, ac ystyrir y cais yn unol â darpariaethau'r Ddeddf Rhyddid Gwybodaeth.

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| **1. Pwy ydym ni a beth a wnawn** | | | | |
| **1.1** | **Fframwaith Cyfreithiol** | Statws Cyfreithiol, Corfforaethol ac Elusennol y Gorfforaeth | | √ |
| | | Deddf Addysg Bellach ac Uwch 1992 | | √ |
| | | Offeryn ac Erthyglau Llywodraethu | √ | |
| | | | | |
| **1.2** | **Trefniadaeth y Coleg** | Datganiadau Strategol - Gweledigaeth, Cenhadaeth | √ | |
| | | Strwythur Llywodraethu | √ | |
| | | Cadeirydd/Is-Gadeirydd - Cylch Gorchwyl | | √ |
| | | Pwyllgor Archwilio - Disgrifiad, Cylch Gorchwyl, Trefniadaeth | √ | |
| | | Pwyllgor Tâl - Disgrifiad, Cylch Gorchwyl, Trefniadaeth | | √ |
| | | Pwyllgor Chwilio - Disgrifiad, Cylch Gorchwyl, Trefniadaeth | √ | |
| | | Pwyllgor Apeliadau - Disgrifiad, Cylch Gorchwyl, Trefniadaeth | | √ |
| | | Llywodraethwyr - rhestr, galeri a chefndiroedd | √ | |
| | | Rhaglen Cyfarfodydd y Gorfforaeth a'r Pwyllgorau | √ | |
| | | Siart Strwythur y Coleg | | √ |
| | | Siart Strwythur y Tîm Rheoli Corfforaethol | √ | √ |
| | | Siart Strwythur Tîm Uwch-Reolwyr y Coleg | | √ |
| | | Siart Strwythur Tîm Rheoli Campws | | √ |
| | | Rhaglen Cyfarfodydd Timau/Grwpiau/Bwrdd Rheoli | | √ |
| | | Disgrifiad o Ddull Gweithredu Timau/Grwpiau/Bwrdd Rheoli | | √ |
| | | Disgrifiad Campws/Cyfrifoldebau Campysau | | √ |
| | | Calendr y Coleg - Dyddiadau Tymhorau | √ | |
| | | Rheolau Sefydlog | √ | |
| | | Gwybodaeth am Ymsefydlu a Datblygu Llywodraethwyr | √ | |
| | | Gwybodaeth Llywodraethu a dolenni | √ | |
| | | Gwybodaeth Campws | √ | |
| | | Llawlyfr Cyflogai | | √ |
| | | | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| 1.3 | **Gwybodaeth am Bartneriaid** | Llywodraeth Cymru/Adran Addysg | | √ |
| | | Awdurdod Lleol - Torfaen (Llywodraeth Leol) | | √ |
| | | Awdurdod Lleol - Blaenau Gwent | | √ |
| | | Awdurdod Lleol - Dinas Casnewydd | | √ |
| | | Awdurdod Lleol - Caerffili | | √ |
| | | Awdurdod Lleol - Sir Fynwy | | √ |
| | | Prifysgol De Cymru (Addysg Uwch) | | √ |
| | | Ysgolion Lleol (Ysgolion) | | √ |
| | | Cyflogwyr Amrywiol (Cyflogwyr) | | √ |
| | | UNSAIN (Undebau Llafur) | | √ |
| | | UCU | | √ |
| | | AMIE | | √ |
| | | Byrddau Arholi | | √ |
| | | Estyn | | √ |
| | | Partneriaethau Cymunedol (wedi dod i ben) | | √ |
| | | | | |
| 1.4 | **Manylion Lleoliadau a Chyswllt** | Cyfeiriadau a Mapiau o'r holl brif leoliadau | √ | |
| | | Rhifau ffôn i gysylltu â'r holl brif leoliadau | √ | |
| | | Cyfeiriadau e-bost yr holl brif leoliadau | √ | |
| | | Rhifau ffacs yr holl brif leoliadau | √ | |
| | | Cyfleuster Cysylltu â Champysau'n Uniongyrchol trwy'r wefan | √ | |
| | | Fforwm Cyflogwyr Coleg Gwent | | √ |
| | | | | |
| 1.5 | **Gweithgareddau Myfyrwyr** | Cyfansoddiad Undeb y Myfyrwyr | | √ |
| | | Cod Ymarfer Undeb y Myfyrwyr | | √ |
| | | Gweithgareddau Undeb y Myfyrwyr - Gwefan UMCG | √ | |
| | | Rhestr o Swyddogion Undeb y Myfyrwyr - Gwefan UMCG | √ | |
| | | Gweithgareddau Cymdeithasau Eraill - Gwefan UMCG | √ | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Cofnodion Fforwm Staff/Myfyrwyr | | √ |
| | | Cylch Gorchwyl Fforwm Staff/Myfyrwyr | | √ |
| | | Llawlyfr Myfyrwyr | | √ |
| | | Gwasanaethau ar gyfer Myfyrwyr ag Anghenion Arbennig | | √ |
| | | | | |
| **2. Yr hyn a wariwn a sut yr ydym yn ei wario** | | | | |
| **2.1** | **Gwybodaeth am Gyllido/Incwm** | Grantiau Cyllido e.e. LSF, EMA, ALG, HES | √ | |
| | | Ffïoedd Cwrs | √ | |
| | | Incwm Gwaddolion a Buddsoddiadau | | √ |
| | | Strategaeth Ariannol | | √ |
| | | Tâl Uwch Reolwyr fel y'u cyhoeddwyd yn y Cyfrifon | | √ |
| | | Cyfraddau Teithio a Chynhaliaeth | | √ |
| | | Cynlluniau Pensiwn | | √ |
| | | | | |
| **2.2** | **Gwybodaeth am Gyllidebau a Chyfrifon** | Adroddiadau Cyllid Misol | | √ |
| | | Datganiad Cyfrifon Blynyddol blwyddyn ddaeth i ben 31.07.16 | √ | |
| | | Datganiad Cyfrifon Blynyddol blynyddoedd ddaeth i ben 31.07.06 hyd 31.07.15 | | √ |
| | | Cyllideb Flynyddol y Coleg (Refeniw a Chyfalaf) - Cymeradwywyd | | √ |
| | | | | |
| **2.3** | **Gwybodaeth am Adroddiadau Archwilio Ariannol** | Adroddiadau Archwilio | | √ |
| | | | | |
| **2.4** | **Gwybodaeth am y Rhaglen Gyfalaf** | Adroddiad Cynnydd y Rhaglen Gyfalaf | | √ |
| | | Rhaglenni Gwariant Cyfalaf blynyddoedd ddaeth i ben 31.07.06 hyd 31.07.14 | | √ |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | | | |
| **2.5** | **Gwybodaeth am Reoleiddio Ariannol** | Rheoliadau Ariannol | | √ |
| | | Gweithdrefnau Rheoli Ariannol | | √ |
| | | Polisi Rheoli Trysorlys | | √ |
| | | Polisi Gwrth-dwyll, Llwgrwobrwyd a Llydredd | | √ |
| | | Fframwaith Gwrth-lwgrwobrwyo a Llygredd | | √ |
| **2.6** | **Gwybodaeth am Dâl Staff** | Strwythur Tâl a Graddio Staff | | √ |
| | | | | |
| **2.7** | **Gwybodaeth ynghylch Caffael** | Cofrestr Cyflenwyr | | √ |
| | | Strategaeth/Polisi Caffael | | √ |
| | | Gweithdrefnau Caffael a Thendro | | √ |
| | | | | |
| **2.8** | **Gwybodaeth am Gontractau** | Contractau wedi mynd trwy Dendr Ffurfiol | | √ |
| | | Adroddiadau am Dendrau Llwyddiannus | | √ |
| | | | | |
| **3. Ein blaenoriaethau a sut rydym yn perfformio** | | | | |
| **3.1** | **Adroddiad Blynyddol** | Adroddiad Blynyddol blwyddyn ddaeth i ben 31.07.16 | √ | |
| | | Adroddiad Blynyddol blynyddoedd blaenorol | | √ |
| | | | | |
| **3.2** | **Cynlluniau Strategol** | Cynllun Corfforaethol (Strategol) - 2016-19 | √ | √ |
| | | Cynlluniau Corfforaethol (Strategol) blaenorol | | √ |
| | | Cynllun Cydraddoldeb Strategol - 2012-16 | √ | |
| | | Strategaeth Technoleg | | |
| | | Strategaeth Ystâd | | |
| | | Strategaeth AU | | √ |
| | | Strategaeth Cwricwlwm | | √ |
| | | | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| **3.3** | **Safonau ac Ansawdd Academaidd** | Strategaeth Dysgu ac Addysgu 2017-19 | | |
| | | Manylebau Rhaglenni/Cymeradwyo Cyrsiau/Dogfennau | | √ |
| | | Proses Monitro ac Adolygu Blynydddol | | √ |
| | | Adroddiadau Achredu a Monitro gan Gyrff Proffesiynol, Statudol neu Gofrestri | | √ |
| | | Strategaethau, Prosesau a Gweithdrefnau Asesu | | √ |
| | | Ystod a natur gwaith myfyrwyr | | √ |
| | | Gweithdrefnau a Chanlyniadau Hunanwerthuso | | √ |
| | | Trefniadau Cyfarwyddyd, Cefnogaeth a Goruchwylio Academaidd a Thiwtorialau | | √ |
| | | Gwasanaeth Llyfrgell a Chefnogi Dysgwyr | | √ |
| | | Canfyddiadau ynghylch ansawdd addysgu ac ystod dulliau dysgu ac addysgu | | √ |
| | | Trefniadau Asesu | | √ |
| | | Ansawdd Cymorth Bugeiliol | | √ |
| | | Effeithiolrwydd Addysgu a Dysgu | | √ |
| | | Ystod y Dulliau Addysgu a ddefnyddir | | √ |
| | | Argaeledd a defnydd offer arbenigol ac adnoddau a deunyddiau eraill | | √ |
| | | Mynediad i ddatblygiad proffesiynol i wella perfformiad addysgu, yn cynnwys rhaglenni arsylwi cymheiriaid a mentora | | √ |
| | | | | |
| **3.4** | **Gwybodaeth am Adolygiadau Allanol** | Defnydd ar feincnodi allanol a chymaryddion eraill | | √ |
| | | | | |
| **3.5** | **Perthnasau Corfforaethol** | Cysylltiadau gyda Chyflogwyr | | √ |
| | | | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| 3.6 | **Adroddiadau Llywodraeth a Rheoleiddio** | Adroddiadau ar gyfer/gan:- Llywodraeth Cymru | | √ |
| | | Asesiadau Ansawdd Dysgu/Arolygiaethau | | √ |
| | | Cyrff Safonau | | √ |
| | | Cynghorau Ymchwil | | √ |
| | | Cyrff Proffesiynol | | √ |
| | | Adrannau'r Llywodraeth | | √ |
| | | Estyn | | √ |
| | | | | |
| 3.7 | **Adroddiadau Amgylcheddol** | Adroddiad Amgylcheddol a Chynaladwyedd Blynyddol | √ | √ |
| | | | | |
| **4. Sut y gwnawn benderfyniadau** | | | | |
| 4.1 | **Corfforaeth** | | | |
| | **Cofnodion ac Agendâu** | Corfforaeth - y flwyddyn gyfredol a'r flwyddyn flaenorol | √ | |
| | | Corfforaeth - o'r cychwyn i'r flwyddyn ddaeth i ben 31.07.16 | | √ |
| | **Papurau Anghyfrinachol** | Corfforaeth - o'r cychwyn hyd heddiw | | √ |
| | | | | |
| | **Pwyllgor Archwilio** | | | |
| | **Cofnodion ac Agendâu** | Pwyllgor Archwilio - y flwyddyn gyfredol a'r flwyddyn flaenorol | √ | |
| | | Pwyllgor Archwilio - o'r cychwyn hyd at 31.07.16 | | √ |
| | **Papurau Anghyfrinachol** | Pwyllgor Archwilio - o'r cychwyn hyd at 31.07.16 | | √ |
| | | | | |
| | **Pwyllgor Cwricwlwm ac Ansawdd** | Mae'r pwyllgor hwn wedi ei ddileu | | |
| | | Cwricwlwm ac Ansawdd - Cofnodion, agendâu a phapurau anghyfrinachol | | √ |
| | | | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | **Pwyllgor Adnoddau** (Cofnodion, agendâu, papurau anghyfrinachol) | Pwyllgor Adnoddau 2006-2013 Mae'r pwyllgor hwn wedi ei ddileu | | |
| | | Pwyllgor Adnoddau - blwyddyn ddaeth i ben 31.07.13 | | √ |
| | **Pwyllgor Cyllid ac Ystadau** | Mae'r pwyllgor hwn wedi ei ddileu | | |
| | | Pwyllgor Cyllid ac Ystadau - o'r cychwyn hyd at y flwyddyn ddaeth i ben 31.07.12 | | √ |
| | | | | |
| | **Pwyllgor Tâl** | (Yn delio'n benodol gyda'r elfen honno o waith yr hen Bwyllgor AD a Thâl oedd yn ymwneud â Deiliaid Swyddi Uwch, a fydd ar y cyfan yn parhau'n gyfrinachol) | | |
| | **Cofnodion, agendâu, papurau anghyfrinachol** | Pwyllgor Tâl - blynyddoedd ddaeth i ben 31.07.12 hyd at 31.07.14 | | √ |
| | | | | |
| | ***Yr hen Bwyllgor AD a Thâl*** | | | |
| | ***Cofnodion, agendâu, papurau anghyfrinachol*** | *Pwyllgor AD a Thâl - o'r cychwyn hyd at y flwyddyn ddaeth i ben 31.07.11. Mae'r pwyllgor hwn wedi ei ddileu* | √ | |
| | | | | |
| | **Pwyllgor Chwilio** (yn cynnwys busnes a wnaed gynt gan y Pwyllgor Chwilio a Llywodraethiant) | | | |
| | **Cofnodion ac Agendâu** | Pwyllgor Chwilio - y flwyddyn gyfredol a'r flwyddyn flaenorol | √ | |
| | **Papurau Anghyfrinachol** | Pwyllgor Chwilio -y flwyddyn gyfredol a'r flwyddyn flaenorol | | √ |
| | **Cofnodion, agendâu, papurau anghyfrinachol** | Pwyllgor Chwilio - blynyddoedd ddaeth i ben 31.07.14 hyd at 31.07.16 | | √ |
| | **Cofnodion, agendâu, papurau anghyfrinachol** | Pwyllgor Chwilio a Llywodraethu o'r cychwyn hyd at y flwyddyn ddaeth i ben 31.07.13 | | √ |
| | | | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | **Cofnodion, Agendâu, Papurau Anghyfrinachol y Bwrdd Academaidd** | Bwrdd Academaidd - o'r cychwyn hyd at y flwyddyn ddaeth i ben 31.07.14 | | √ |
| | | (Wedi ei ddirwyn i ben nawr) | | |
| **4.2** | **Cofnodion ac Agendâu Addysgu a Dysgu** | Cofnodion Cwricwlwm a Dysgwyr | | √ |
| | | Cofnodion Cyfarfodydd Penaethiaid Ysgol | | √ |
| | | Cofnodion Cyfarfodydd Grŵp Gwasanaethau Dysgwyr | | √ |
| | | Cofnodion Grŵp Cwnselwyr y Coleg | | √ |
| | | Cofnodion Grŵp Cydlynwyr Cymorth Dysgu Ychwanegol | | √ |
| | | Cofnodion Cyfarfodydd Grŵp Rheolwyr Canolfannau Dysgwyr | | √ |
| | | Cofnodion Cyfarfodydd Gwasanaethau Myfyrwyr | | √ |
| | | | | |
| **4.3** | **Ymgynghoriadau Staff/Myfyrwyr** | Cofnodion ac Agendâu Panel Dysgwyr y Coleg | | √ |
| | | Cofnodion ac Agendâu Fforymau Ysgol | | √ |
| | | Cofnodion ac Agendâu Grŵp Ffocws | | √ |
| **4.4** | **Pwyllgor Penodi** | Cofnodion Pwyllgor Penodi (pan benodir i Swydd Uwch) | | √ |
| | | | | |
| **5. Ein polisïau a gweithdrefnau** | | | | |
| **5.1** | **Yn ymwneud â busnes y Coleg** | Rheolau Sefydlog y Gorfforaeth | √ | |
| | | Cod Ymddygiad y Gorfforaeth | √ | |
| | | Cod Moeseg y Gorfforaeth | √ | |
| | | Proses Ethol Aelodau Staff y Gorfforaeth | | √ |
| | | Gweithdrefnau penodi a chylch gorchwyl y Pwyllgor Chwilio | | √ |
| | | Strategaeth Ddwyieithog | | √ |
| | | Canllawiau Rhyddid Gwybodaeth | √ | |
| | | Canllaw i’r Cynllun Cyhoeddi | √ | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Y Cynllun Cyhoeddi | √ | |
| | | Gwybodaeth a Gyhoeddwyd | √ | |
| | | Polisi Rheoli Trysorlys | | √ |
| | | Rheoliadau Ariannol | | √ |
| | | Polisi Rheoli Risg | | √ |
| | | Fframwaith gwrth-lwgrwobrwyo a Llygredd | | √ |
| | | Llawlyfr Cyflogai | | √ |
| 5.2 | **Yn ymwneud â gwasanaethau academaidd** | Newid Cwrs | | √ |
| | | Gweithdrefnau Apelio | | √ |
| | | Strategaeth AU | | |
| 5.3 | **Yn ymwneud â gwasanaethau dysgwyr** | Derbyn, Ymrestru a Chofrestru Myfyrwyr | | √ |
| | | Llety | | √ |
| | | Polisi Presenoldeb a Phrydlondeb | | |
| | | Rheoli'r System Cofnodion Myfyrwyr | | √ |
| | | Asesu Cymwysterau Allanol | | √ |
| | | Cwynion ac Apeliadau Mewnol Myfyrwyr | | √ |
| | | Camwahaniaethu ac Aflonyddu | | √ |
| | | Cyfle Cyfartal | | √ |
| | | Polisi Teithio | | √ |
| | | Cynllun Cardiau Teithio | √ | |
| | | Gweithdrefnau Ymweliadau Addysgol | | √ |
| | | Canllaw Myfyrwyr i'r Gronfa Gyllid Wrth Gefn | | √ |
| | | Polisi Derbyn | √ | |
| | | Arweiniad i Ddysgwyr ar Feichiogrwydd a Mamolaeth | | |
| | | Strategaeth Cynnwys Dysgwyr | | |
| | | Strategaeth Cynnwys Dysgwyr | | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Apeliadau Dysgwyr | | √ |
| | | Cod Ymddygiad Myfyrwyr (Myfyrwyr) | | √ |
| | | Gwrth-fwlio (Myfyrwyr) | | √ |
| | | Polisi Plant ac Oedolion sy'n Agored i Niwed (Polisi Dioglelu o'r blaen) | | √ |
| | | Gwiriadau DBS | | √ |
| | | Datganiad Anabledd | | √ |
| | | Cod Ymarfer Rhyddid Mynegiant | | √ |
| | | Polisi Datgelu collfarnau heb ddarfod (fersiwn y dysgwr) | | |
| | | Cod Ymarfer Proffesiynol Staff | | √ |
| | | Polisi Arholiadau a Chynllun wrth gefn | | √ |
| **5.4** | **Yn ymwneud ag adnoddau dynol** | Telerau ac Amodau Cyflogaeth/Contract Cyffredin (Generig) | | √ |
| | | Cydfargeinio ac Ymgynghori gydag Undebau Llafur | | √ |
| | | Disgyblu | | √ |
| | | Disgyblu - Deiliaid Uwch Swyddi | | √ |
| | | Datgelu Camymarfer/Chwythu'r Chwiban | | √ |
| | | Rhagoriaeth Perfformiad | | √ |
| | | Polisi Datgelu collfarnau heb ddarfod | √ | |
| | | Polisi Tywydd Garw | √ | |
| | | Gwrth-dwyll | | √ |
| | | Buddion/Cefnogaeth yn ystod Beichiogrwydd, ac Absenoldeb Mamolaeth a Mabwysiadu | | √ |
| | | Galluogrwydd | | √ |
| | | Troseddau | | √ |
| | | Cadw a Dileu Cofnod SCT | | √ |
| | | Polisi Urddas yn y Gweithle | | √ |
| | | Gweithio hyblyg | | √ |
| | | Polisi Rheoli Salwch | | √ |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Cynllun Tâl Salwch Galwedigaethol | | √ |
| | | Polisi Rheoli Newid | | √ |
| | | Diwallu Ymrwymiadau Teuluol a Dyletswyddau Cyhoeddus | | √ |
| | | Polisi Staff yn Teithio Dramor ar Fusnes | | √ |
| | | Polisi Cadw a Chefnogi Staff | | √ |
| | | Absenoldeb Mamolaeth/Mabwysiadu | | √ |
| | | Polisi Trawsrywiol | | |
| | | Polisi Camddefnyddio Alcohol a Sylweddau | | √ |
| | | Delio gyda Chyhuddiadau o Gam-drin | | √ |
| | | Cam-drin yn y cartref | | √ |
| | | Polisi a gweithdrefn gwneud cais am wyliau blynyddol | | √ |
| | | Cod Ymddygiad Proffesiynol Staff | | √ |
| | | Ymddeol | | √ |
| | | Rheoli Straen | | √ |
| | | Rheoli Ymddygiad sy'n Tarfu | | √ |
| **5.5** | **Yn ymwneud â recriwtio** | Recriwtio a Dethol | | √ |
| | | Recriwtio Cyn-Droseddwyr | | √ |
| | | Swyddi Gwag | √ | √ |
| **5.6** | **Cydraddoldeb ac Amrywiaeth** | Cynllun Cydraddoldeb Strategol - 2012-16 | | √ |
| | | | | |
| **5.7** | **Iechyd a Diogelwch** | Polisi Iechyd, Diogelwch a Lles | | √ |
| | | Dim Ysmygu | | √ |
| | | | | |
| **5.8** | **Rheoli Ystadau** | Strategaeth Ystadau | | √ |
| | | Polisïau Amgylcheddol a Chynaliadwyedd | √ | |
| | | | | |
| **5.9** | **Cwynion** | Gweithdrefn Gwyno | √ | |
| | | Gweithdrefn Gwyno Myfyrwyr | | √ |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Cwynion yn erbyn y Bwrdd, y Llywodraethwyr neu'r Swyddog Llywodraethu | | √ |
| | | Gweithdrefn Gwyno – Staff a Myfyrwyr | | √ |
| | | Gweithdrefn Gwyno - Deiliaid Uwch Swyddi | | √ |
| 5.10. | **Rheoli Cofnodion a Data Personol** | Fframwaith Diogelu Gwybodaeth | | √ |
| | | Archifo a Chadw Cofnodion | √ | |
| | | Polisi Diogelwch Data | √ | |
| | | | | |
| 5.11 | **Cyfundrefnau a pholisïau codi tâl** | Polisi Ffioedd Dysgu | √ | |
| | | | | |
| **6. Rhestrau a chofrestri** | | | | |
| 6.1 | **Gwybodaeth a gedwir mewn cofrestri** | Cofrestr Aelodau Corfforaethol | | √ |
| | | Cofrestr Aelodau Pwyllgorau | | √ |
| | | Cofrestr Buddiannau – Aelodau'r Gorfforaeth/Pwyllgorau | | √ |
| | | Cofrestr Buddiannau – Deiliaid Swyddi Uwch | | √ |
| | | Cofrestr Buddiannau – Cyfarwyddwyr a Rheolwyr | | √ |
| | | Cofrestr Datganiadau Buddiannau | | √ |
| | | Cofrestr Rhoddion a Lletygarwch – Aelodau'r Gorfforaeth/Pwyllgorau | | √ |
| | | Cofrestr Defnydd Sêl y Gorfforaeth | | √ |
| | | Cofrestr Mynediad i Wybodaeth | | √ |
| | | | | |
| 6.2 | **Cofrestri Asedau** | Cofrestr Asedau'r Coleg | | √ |
| | | | | |
| 6.3 | **Cofnodion Datgelu** | Cofrestr Rhyddid Gwybodaeth | | √ |
| 6.4 | **Cofrestri Amgylcheddol** | Cofrestr Gyfreithiol yr Awdurdod Gweithredol Iechyd a Diogelwch | | √ |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Cofrestr Effaith ac Agweddau Amgylcheddol Coleg Gwent | | √ |
| | | | | |
| **7. Y gwasanaethau a gynigiwn** | | | | |
| 7.1 | **Prospectws a Chynnwys Cyrsiau** | Canllaw Cyrsiau Amser Llawn | √ | √ |
| | | Canllaw Cyrsiau Rhan-Amser | √ | √ |
| | | Canllaw Addysg Uwch | √ | √ |
| 7.2 | **Cyngor Iechyd** | Llawlyfr Myfyrwyr | | √ |
| | | Llawlyfr Cyflogai | | |
| 7.3 | **Cyngor Gyrfaoedd/Profiad Gwaith** | Llawlyfr Myfyrwyr | | √ |
| 7.4 | **Caplaniaeth a Gwasanaethau Cwnsela** | Llawlyfr Myfyrwyr | | √ |
| 7.5 | **Cyngor Ariannol a Chludiant i Ddysgwyr** | Llawlyfr Myfyrwyr | | √ |
| 7.6 | **Cyfleusterau Chwaraeon a Hamdden** | Llawlyfr Myfyrwyr | | √ |
| 7.7 | **Canolfannau Adnoddau Dysgu** | Llawlyfr Myfyrwyr | | √ |
| 7.8 | **Cymorth i Ddysgwyr** | Dysgwyr ag Anableddau | √ | |
| | | Tiwtoriaid Personol a Chyfoethogi | √ | |
| | | Cymorth Llythrennedd a Rhifedd | √ | |
| | | | | |
| 7.9 | **Cymorth Ymrestru ac Ymsefydlu** | Sut i Ymgeisio | √ | |
| | | Sut i Ymrestru | √ | |
| | | | | |
| 7.10. | **Cyfleusterau Cynadledda** | Cyfleusterau Cynadledda | | √ |
| 7.11 | **Cyngor a Gwybodaeth** | | | |
| | | Newyddion Diweddaraf | √ | |
| | | Cysylltiadau'r Cyfryngau | √ | |

| Dosbarth | Disgrifiad o'r Dosbarth | Gwybodaeth | Gwefan | Arall |
|---|---|---|---|---|
| | | Digwyddiadau Diweddaraf | √ | |
| | | Wal Fideo | √ | |
| | | | | |
| 7.12 | **Ymgyrchoedd Lleol** | Ymgyrchoedd Lleol | | √ |
| | | | | |
| 7.13 | **Datganiadau i'r Wasg** | Datganiadau i'r Wasg | √ | |
| | | Cysylltiadau'r Cyfryngau | √ | |
| 7.14 | **Cyflogaeth yng Ngholeg Gwent** | Gwybodaeth am Weithio i Ni | | √ |
| | | | | |
| 7.15 | **Rhyngwladol** | Y Swyddfa Ryngwladol | √ | |
| | | Profiad Rhyngwladol | √ | |
| | | Llety | √ | |
| | | Cyrsiau | √ | |
| | | Cymorth | √ | |
| | | Ffïoedd | √ | |
| | | | | |
| 7.16 | **Ymgysylltu â Chyflogwyr** | Cyrsiau | √ | |
| | | Hyfforddiant Busnes | √ | |
| | | Cyllido, partneriaethau ac ati | √ | |
| | | Academi Bwyd a Manwerthu | √ | |
| | | Prentisiaethau | √ | |
| | | | | |
| | **IB (AaCh) - Is-Brifathro (Adnoddau a Chynllunio)** | | | |
| | **IB (CacA) - Is-Brifathro (Cwricwlwm ac Ansawdd)** | | | |
| | | | | |