# Ffurflen cais am gyfieithu Cymraeg /

# Welsh Bilingual Translation Request Form

Rhaid llenwi’r ffurflen hon i wneud cais am gyfieithiad i’r Gymraeg. Nodwch fod angen caniatáu 3 mis i VTCT gyflawni’r cais am gyfieithu.

This form must be completed to request a product for Welsh bilingual translation. Please note VTCT require a minimum of 3 months to complete the translation request.

Wedi ichi lenwi’r ffurflen, anfonwch hi i [translations@vtct.org.uk](mailto:translations@vtct.org.uk).

Once completed, please email this form to [translations@vtct.org.uk](mailto:translations@vtct.org.uk).

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| **Manylion y ganolfan / Centre details** | |
| Enw cyswllt /  Contact name |  |
| Enw a rhif y ganolfan / Centre name and number |  |

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| **Manylion y cymhwyster / Qualification details** | |
| Teitl y cymhwyster / Qualification title |  |
| Cod y cymhwyster / Qualification code |  |

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| **Adnoddau i’w cyfieithu / Resources to be translated** | | |
| Manylion (cymhwyster a/neu uned) / Specifications (qualification and/or unit) | Rhowch fanylion / Please detail: |  |
| Cofnod o’r Asesiad / Record of Assessment |  |  |
| Unedau Dewisol / Optional Units | Rhowch fanylion yr unedau angenrheidiol / Please detail units required: |  |
| Papurau Arholiad / Exam Papers | Nodwch y dyddiad a drefnwyd ar gyfer yr asesiad / Please state scheduled assessment date: |  |
| Unrhyw adnoddau eraill / Any other resources  e.e. taflenni ymgynghori / e.g. consultation sheets | Rhowch fanylion / Please detail: |  |

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| **Dyddiad cychwyn gweithredu / Operational start date** | |
| Dyddiad pan fydd yr adnodd dwyieithog Cymraeg yn weithredol /  Date for the Welsh Bilingual Resource to be effective from |  |
| Nodwch fod rhaid i hwn fod o leiaf 3 mis ar ôl dyddiad y cais gwreiddiol /  Please note this must be a minimum of 3 months from original request | |

Tudalen hanes diwygio’r ddogfen / Document amendment history page

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| --- | --- | --- | --- | --- |
| **Fersiwn/ Version** | **Perchennog y ddogfen / Document Owner** | **Dyddiad cyflwyno / Issue Date** | **Newidiadau / Changes** | **Rôl / Role** |
| v1.0 | Pennaeth Cymwysterau a Phrosesu /  Head of Qualifications and Processing | 15/03/2019 | Cyhoeddwyd gyntaf / First published | Gweinyddwr Cymwysterau / Qualification Administrator |
| v2.0 | Pennaeth Cynnyrch a Rheoleiddio /  Head of Product & Regulation | 20/10/2021 | Adolygwyd / Reviewed | Gweinyddwr Cymwysterau / Qualification Administrator |
| v3.0 | Pennaeth Datblygu Cynnyrch / Head of Product Development | 19/04/2024 | Diweddaru'r logos / Update to logos | Rheolwr Cynnyrch a Rheoleiddio / Product and Regulation Manager |
| v4.0 | Pennaeth Asesu / Head of Assessment | 09/10/2024 | Diweddaru'r logos / Update to logos | Pennaeth Asesu |

Adolygu’r ddogfen / Document Review

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| --- | --- |
| **Rôl / Role** | **Statws adolygu / Review Status** |
| Gweinyddwr Cymwysterau /  Qualification Administrator | Adolygwyd / Reviewed |
| Pennaeth Datblygu Cynnyrch / Head of Product Development | Adolygwyd / Reviewed |

Perchennog y ddogfen / Document Owner

|  |  |
| --- | --- |
| **Perchennog y ddogfen / Document Owner** | **Rhannwyd y ddogfen gyda / Document shared with** |
| Pennaeth Asesu / Head of Assessment |  |

Cymeradwyo’r ddogfen / Document Sign-off

|  |  |
| --- | --- |
| **Rôl / Role** | **Dyddiad cymeradwyo / Sign-off Date** |
| Pennaeth Cymwysterau a Phrosesu /  Head of Qualifications and Processing | 15/03/2019 |
| Pennaeth Cynnyrch a Rheoleiddio /  Head of Product & Regulation | 20/10/2021 |
| Pennaeth Asesu / Head of Assessment | 09/10/2024 |