

CARDIFF  
UNIVERSITY

PRIFYSGOL  
CAERDYDD



The image shows a vibrant university campus scene. On the left, a grand, multi-story building with classical architectural features like arched windows and stone columns stands prominently. The foreground is dominated by a lush green lawn where several students are engaged in conversation. One student is sitting on the grass with a bag. In the background, a paved path curves through the lawn, and more students are seen sitting or walking. The sky is bright, and the overall atmosphere is one of a busy, sunny day on a university campus.

CARDIFF  
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CAERDYDD

Recruiting our students  
and graduates

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“The Student Futures team have been a great support to us enabling us to recruit students from Cardiff. Arranging events on campus is always made simple and we are supported throughout the entire process. A great team to deal with.”

**Melissa Hopper,**  
Graduate Recruitment Manager, Mott MacDonald





## RECRUITING OUR STUDENTS AND GRADUATES

Cardiff University is dedicated to preparing our students for today's world of work with the skills and qualities that employers are looking for.

Recruiting our students and graduates will supply your workforce with talented, enthusiastic, and diverse individuals, with a zest for learning and application.

The Employer Engagement team works collaboratively with organisations across all sectors, from SMEs to multinational corporations to offer a consultative, needs-based approach designed to support your attraction and recruitment campaigns. Whether you have a graduate training scheme, direct entry jobs, student placements or internship opportunities, we offer a comprehensive and bespoke range of services and events to help you build your brand and identify future talent.

## Advertise your vacancies with us

Advertise your vacancy to over 34,000 active, diverse and talented Cardiff University students and recent graduates through our online **jobs board**.

With over 3,000 apply clicks each month, promoting your opportunity couldn't be easier and it's free of charge.

You can advertise for:

- Permanent graduate positions
- Short-term contracts
- Placements and Internships (we have a dedicated team to support with this recruitment)
- Bespoke project work
- All of the above both within the UK and overseas

We can help with selection processes too, we offer:

- Digital interview platforms
- Breakout rooms for informal chats
- Graduate-level assessment centre activities

## Meet our students and graduates

We continue to offer a blended approach to engagement activity, and will work with you to promote your opportunities and build your brand in the most suitable way, whether that be virtually or face to face.

We are delighted to welcome employers into our iconic Centre for Student Life building at the heart of the university, as well as to identify alternative locations on campus that put you in front of the students you want to meet.

### Featured Events

Our careers fairs and events give students the opportunity to engage with alumni and employers and gain an insight and more information about graduate jobs, internship and placement opportunities and help discover their future career with skills sessions, talks and workshops.

Autumn 2024 will see the return of our popular **Careers and Placements Fair**, a must-attend recruitment event for any organisation looking to build brand awareness and promote placements, internships, entry level and graduate roles to our diverse and talented students.

- **Careers and Placements Fair – 14 October**
- **STEM and Life Sciences Fair - 28 October**
- **Cardiff Law Fair - 29 October**



“We thoroughly enjoyed talking to the students about Circle and making them aware of our services and current partnership with University IT to deliver a large-scale Network Re-refresh Project for the University. Interacting via different methods of communication to share our experiences was enjoyable - and it was great to see the number of students happy to partake in discussion.”

Catrin Masling,  
HR Business Partner, Circle IT



## Bespoke employer activity

Our team will meet with you to discuss the best activity for your campaign and recruitment needs and can support you with setting up the event and will manage everything from student bookings to marketing both before and on the day of your event.

We recommend:

- Spotlight on employers: webinars/presentations with networking and live Q&A
- Interactive skills sessions
- Ask me anything: live recruiter Q&A sessions
- Find your future in.....: Sector-specific and themed events
- Alumni panel events and insights
- Virtual insights / office tours
- Online employer content such as blogs, video content and contributions to our podcast.

We also offer a wide range of brand-building and sponsorship opportunities and are always interested to discuss any innovative ideas that you may have.

To discuss your attraction and recruitment needs further, please contact:

Employer Engagement Team

[employerservices@cardiff.ac.uk](mailto:employerservices@cardiff.ac.uk)

+44 (0)29 2087 4230



“ I delivered a virtual Leadership and Resilience skills workshop in collaboration with the Cardiff University careers service. The careers service’s communication throughout the organisation and delivery of this event was excellent, and they were very helpful in promoting the event to their students. Even though this event was virtual, the student engagement was great which made for an interactive session. ”

**Mazdak Kamyab, Recruitment Officer, Unlocked Graduates**

## Build your brand with our students

Whether on or off campus, make sure you maintain the brand you have built up with students in the past few years.

We offer a wide range of brand-building and sponsorship opportunities and are always keen to discuss any innovative ideas that you may have.

- Have you got Cardiff alumni working for your organisation? Employers and alumni are always welcome to join our industry-focused and diversity panel events.
- We welcome opportunities to co-deliver workshop sessions and practice assessment centres with you.
- Raise your profile by sponsoring virtual careers fairs, themed panel events or even by contributing to modules in the curriculum.
- Video clips are a great way to highlight skills and attributes that you are looking for, and bring your organisation to life; as we continue to deliver online, why not work with us to create authentic video content and offer students and graduates an insight into your organisation, people and culture.
- Mentor our students by taking part in our Career Mentoring scheme.



## Social mobility and diversity

**Student Futures are committed to working with recruiters to improve social mobility and diversity in the workplace.**

Students with a disability or long-term health condition, or talented students from under-represented groups can face barriers which may prevent them from competing in the graduate recruitment market. Our service is dedicated to working on improving the skills and graduate destinations of these students and we particularly welcome working with recruiter partners on promoting inclusivity in the workplace and helping you diversify your workforce.



“ I recruited two interns via Cardiff University to work on business development. Having two bright and enthusiastic students, who are quick to learn and able to work remotely and independently, has given me the opportunity to build my business at a time when permanent recruitment of staff is impossible. They are already bringing in business and I couldn't be more pleased with the way this has gone! ”

**David Lovatt, Taclus Confidential Shredding Services**

## WHY WORK WITH CARDIFF UNIVERSITY TO RECRUIT STUDENTS ON PLACEMENT?

Cardiff University works in partnership with employers to give students an educational and professional experience that enriches their lives, preparing them for the world of work, and enabling them to participate fully in society. Employability is at the heart of what we do, and we are dedicated to creating work-ready graduates.

We have a varied placement offer, designing a range of initiatives which allow employers like you to offer meaningful work experience to our students and graduates and to build a talent pipeline. Working with students can provide you with extra resource to deliver on short-term projects, whilst also giving you the advantage of the fresh insight that a student can bring to your workforce.

Our students can join you in person, remotely or on a blended basis.

## What types of placements can we help you arrange?

### Insights

- A collaboration between employer and student that combines 'learning and doing', allowing students to gain an insight into an organisation or industry.
- 35 - 70 hours
- Throughout the year
- Unpaid

### Short Internships

- Your chance to get a project or piece of research completed by a student or to add short-term support to your workforce in advance of an event or busy period.
- Up to 12 weeks
- Mostly June and September, but can be throughout the year
- Living wage + (in most instances)

### Longer Internships

- Boost your existing workforce with a student or graduate intern for up to 12 months. These can be arranged as sandwich placements or as part of the curriculum.
- 5-12 months
- These placements can be part of the student's university course.
- Living wage + (in most instances)

### Career Mentoring

- Opportunity to mentor a student interested in finding out more about careers and job roles in your sector. This gives the student valuable insights whilst enabling your staff to develop their skills.
- 6 sessions over a 4-month period, flexible to suit mentor and mentee.
- Jan - April
- Unpaid

### Career Confident: talent spotting, diversity and corporate social responsibility

Career Confident: supporting underrepresented students at Higher Education is funded through HEFCW.

Tailored and flexible work experience ranging from, Meet the Professional: up to three short meetings (unpaid). An unpaid insight: up to 70 hours/10 days. Paid placements: up to 6 weeks/30 days – Career Confident will reimburse the cost of the students salary.

View our student **Case Studies** on page 18 to see how these placement opportunities have helped shape their career journey.



### Contact our team

To discuss placements or work experience please contact:

#### Work Experience Team

[workexperience@cardiff.ac.uk](mailto:workexperience@cardiff.ac.uk)



### Find out more

To discuss Career Confident and any work experience you can offer please email:

[careerconfident@cardiff.ac.uk](mailto:careerconfident@cardiff.ac.uk)

## We make it easy for you

We offer all the services of a recruitment agency, but without the fee. We act as a bridge between you and students to manage the placement process for you. We collaborate with you to design the work experience which will benefit your organisation and can undertake shortlisting on your behalf and help co-ordinate your selection process. Alternatively, if your organisation already has an established placements programme, simply advertise your vacancies via our Jobs Board.

Finally, if we aren't the correct people to deal with your requirements, we will put you in contact with someone at the University who can help.



## How it works

### Step 1

An initial discussion between you and a Work Experience Account Manager to scope out your requirements.

### Step 2

Role specification created.

### Step 3

Role advertised to students and/or recent graduates on our online recruitment system.

### Step 4

Applications shortlisted by employer or the Work Experience Team and sent to you before we help you to co-ordinate interviews.

### Step 5

You conduct interviews and appoint your chosen candidate.

### Step 6

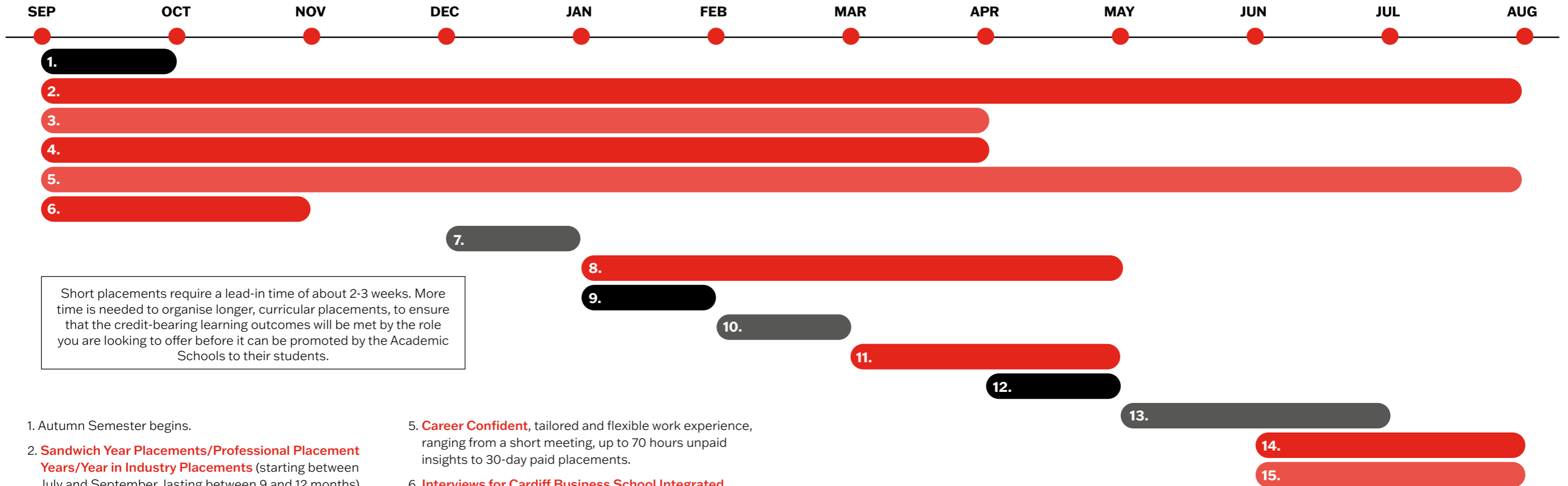
Relevant paperwork completed and returned by student and employer.

### Step 7

Placement starts.

Your Work Experience Account Manager keeps in touch throughout the placement to ensure everything is running smoothly and is on hand to assist with any queries.

# PLACEMENT TIMELINE – MAKING YOUR WORK EXPERIENCE OPPORTUNITY WORK WITH THE ACADEMIC CALENDAR



Short placements require a lead-in time of about 2-3 weeks. More time is needed to organise longer, curricular placements, to ensure that the credit-bearing learning outcomes will be met by the role you are looking to offer before it can be promoted by the Academic Schools to their students.

1. Autumn Semester begins.

2. **Sandwich Year Placements/Professional Placement Years/Year in Industry Placements** (starting between July and September, lasting between 9 and 12 months) take place - generally between the students' penultimate and final year of study. Students start their search for a placement around Christmas time (although the largest graduate recruiters may start to advertise sooner than this) and will hope to have secured a role by Easter.

3. **Insights**, supported by the Student Futures Team (part-time during termtime, but can be full-time during academic recesses). From initial discussion with employer, to advertising, recruiting and placing student can be as fast as 3 weeks if required.

4. **Career Mentoring** - 6 sessions over a 4 month period, flexible to suit mentor and mentee, unpaid.

5. **Career Confident**, tailored and flexible work experience, ranging from a short meeting, up to 70 hours unpaid insights to 30-day paid placements.

6. **Interviews for Cardiff Business School Integrated Placements** take place. We will reach out to employers from April onwards, with the aim of finalising roles and job descriptions by August.

7. Christmas Recess (mid December to mid January).

8. **Cardiff Business School Integrated Placements** (full-time, taken during students' second year). On this unique and innovative programme, BSc Business Management students join your organisation to complete a structured period of work experience. This placement contributes towards a student's degree. For more information contact: [carbsplacements@cardiff.ac.uk](mailto:carbsplacements@cardiff.ac.uk)

9. Exam period (mid January to start of February). Students are unlikely to be available to undertake work experience.

10. Spring semester begins.

11. **Promotion of Summer Internships** begins. Students often prefer to secure their Internship before their exams begin.

12. Easter Recess.

13. Exam period (mid May to mid June) - students are unlikely to be able to undertake work experience.

14. **Masters-Level Live Projects**, arranged by Academic Schools for students in specific disciplines, take place. For more information contact: [workexperience@cardiff.ac.uk](mailto:workexperience@cardiff.ac.uk)


15. **Paid Summer Internships** (lasting up to 12 weeks) for students and recent graduates take place. Students often undertake research or complete a project on behalf of the host employer. Summer Internships provide an ideal stepping stone to graduate employment.

## INSIGHTS

1-2 weeks full-time or 35-70 hours, flexibly set up around the students' timetables and your availability – you can recruit at any point of the academic year. It is essential that you allocate the student(s) a supervisor who has some expertise related to the work the student(s) will be undertaking. Insights are particularly useful for students wanting to gain experience, but also allow you to talent-spot and build your recruitment pipeline.

### Examples of previous Insights:

- Journalism Insight – Content Creation & Social Media
- Sustainability Advisor Insight
- Heritage Consultancy Insight
- Geographical Information Systems Technician Insight



“ I enjoyed having the opportunity to be in charge of content creation, which I'd never done before. Additionally, getting to work for a small, local charity meant I could help raise awareness of a rare disease. The charity leader, Alan Thomas, was helpful and friendly and I feel like I've gained a lot of confidence and knowledge from completing this insight. ”

**Imogen Bland, BSc Psychology – PR and Social Media Insight, Ataxia and Me**

“ We have had such a wonderful time working with Erykah, Zainab and Dominic - they have all been an absolute credit to Cardiff University and a huge asset to the Iris team for the festival this year. ”

**Employer Feedback – Iris Prize LGBT+ Film Festival**



**Name:** Elena Sargent      **Course:** BSc Economics

**What is the name of your placement and what does it involve?**

I was a business support assistant, and I was tasked with using Excel to organise direct costs, labour costs and minimise the amount of publishing projects with unexpected costs, whilst also conducting data analysis to assess productivity and researching the usefulness of reading magnets. Furthermore, I optimised the formula used to calculate PayPal fees.

**What attracted you to apply for the Insight?**

I wanted to learn more about business support and how a small business works in terms of pricing of services, coordination of multiple activities, cooperation of different employees and further expand my own knowledge of market research and learn new skills. I wanted to gain experience from a different sector than the ones I worked in before and be able to apply my experience from my economics degree. I was attracted because being a business support assistant is a good stepping stone towards a

career in business analysis which I wanted to explore.

**As you completed this placement remotely, how have you found working from home? Do you have any tips for completing a placement remotely?**

I was guided by Cat Charlton, at Rowanvale Books, who gave me brilliant advice and communicated with me very frequently to ensure I understood my tasks and that I had enough help whilst also ensuring that my university work was my priority and that my wellbeing was good. I felt that everything was very organised and that I was given a good variety of tasks to improve my skills and gain new ones. I made sure to have a quiet and organised environment and to allocate specific hours in the week to do my tasks which was made easier since the company was very flexible with my hours. I ensured that I was organised both in my university assignments and study and in my work tasks whilst also making sure I asked questions to ensure the quality of my work.

-  Rowanvale Books
-  Remote Insight
-  Business Support Assistant
-  rowanvalebooks.com

**Describe your experience of working with the organisation**

It was an overwhelmingly positive experience where I received lots of support and help and where all my colleagues were friendly and easy to reach. I was never bored as Cat made sure I was challenged and could gain skills through a variety of tasks. I felt like everything was well organised and that I could ask questions about anything. Furthermore, I felt that being proactive was encouraged and I felt very supported in everything I did. I very much appreciated the flexibility shown towards me in my working hours especially during exam season where I faced added responsibilities.

**What did you gain from the Insight?**

I have learnt to ask more questions and better questions and effectively communicate with colleagues. Furthermore, I learnt how to be more independent and work better remotely. I gained better experience with the use of Excel and analysing different types of data. My commercial awareness has greatly increased as I have a better understanding of how small business work and how the publishing industry works. I was able to be more proactive and provide my own solutions.

**Would you recommend completing an Insight through the Work Experience team?**

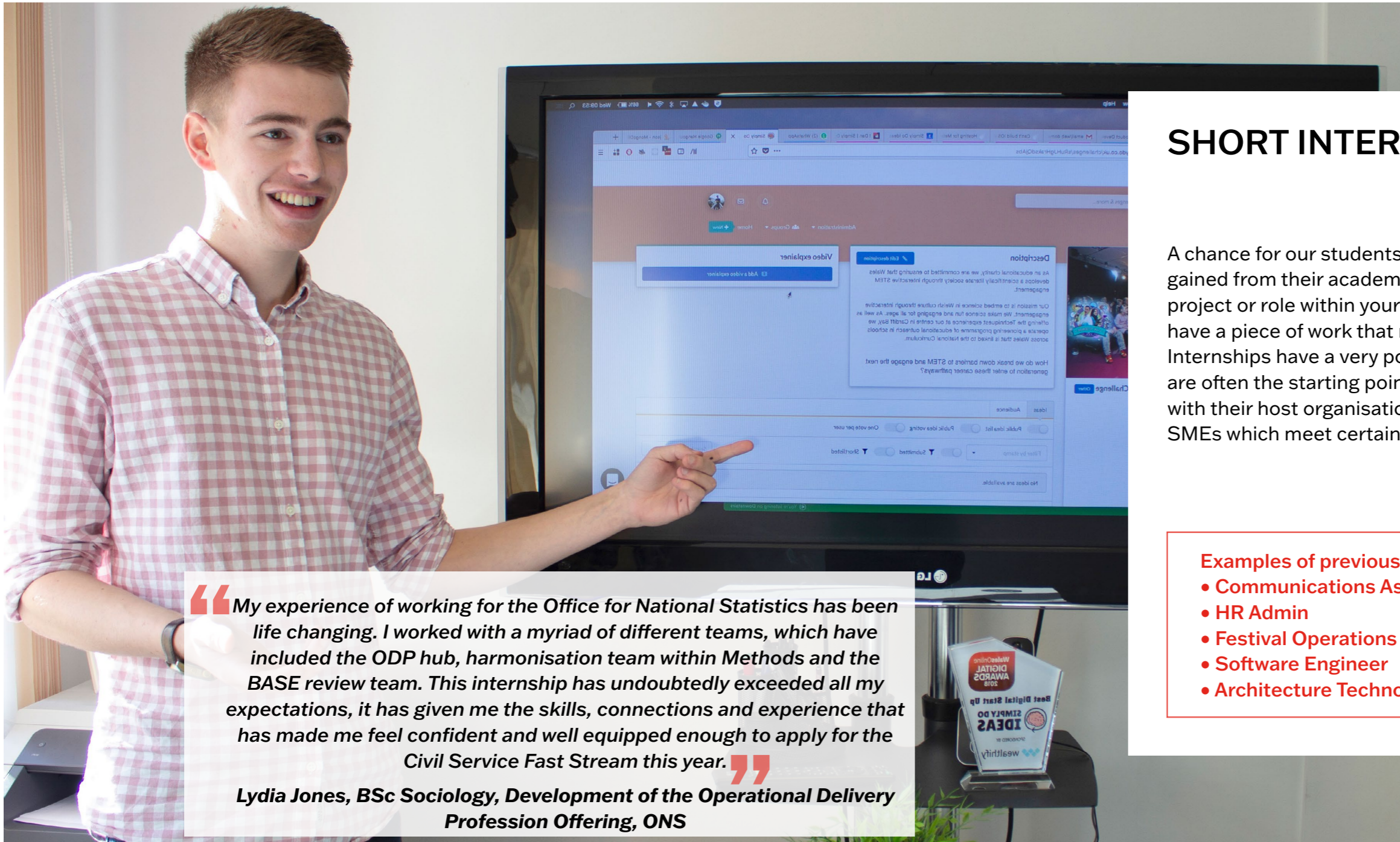
I would recommend gaining work experience through the Work Experience team because of the support for my own career choices, how to write my CV and cover letters and how to search for internships. I am always able to get appointments with careers advisers and I always get prompt responses to my emails. I also appreciate the work experiences suggestions sent to me through emails.

**“ My commercial awareness has greatly increased as I have a better understanding of how small business work and how the publishing industry works. ”**

**Would you recommend completing a remote placement to other students?**

I would recommend completing a remote placement as it makes it easier to balance studying and working at the same time since there is no need for travelling, costs are lower, and it is easier and more flexible to balance with other responsibilities. It has also allowed me to work from both Cardiff and from my family home when I have needed to go back home.





“My experience of working for the Office for National Statistics has been life changing. I worked with a myriad of different teams, which have included the ODP hub, harmonisation team within Methods and the BASE review team. This internship has undoubtedly exceeded all my expectations, it has given me the skills, connections and experience that has made me feel confident and well equipped enough to apply for the Civil Service Fast Stream this year.”

**Lydia Jones, BSc Sociology, Development of the Operational Delivery Profession Offering, ONS**

## SHORT INTERNSHIPS

A chance for our students and graduates to use the skills and knowledge gained from their academic studies and to apply them to a specific project or role within your organisation; an Internship is ideal if you have a piece of work that needs delivering in a short timeframe. These Internships have a very positive effect on students' employability and are often the starting point for an ongoing working relationship for them with their host organisations. Limited funding is sometimes available for SMEs which meet certain criteria.

### Examples of previous Internships:

- Communications Assistant
- HR Admin
- Festival Operations Support
- Software Engineer
- Architecture Technologist



**Name:** Victoria Merker

**Course:** BSc Business Management (Integrated Work Placement/Professional Placement Year)


**How did you hear about this Internship opportunity and made you decide to apply?**


I saw the Internship on the Cardiff University Jobs and Opportunities Board. I decided to apply as I've always been interested in NHS management, and I saw it as a paid opportunity to develop my interest further. It was a pilot scheme therefore, I thought I had an opportunity to shape the internship to suit my goals. I wanted to improve my CV, my project management skills and understand what I had been taught in lectures through hands-on experience, especially with my first year being taken over by COVID.

**What is the name of your placement and what does it involve?**

Health Education and Improvement Wales Summer Internship. The project initially involved two weeks at Easter planning the internship. This won't be continued as we were the pilot group. Following this, the actual paid internship consisted of being given a large selection of projects to choose from and then eventually selecting your top 3 to be given one. During the

 Health Education and Improvement Wales

 Summer Internship

 Primary Care Mental Health Research Internship

 heiw.nhs.wales

6-week placement, you undertake your chosen project within your team. For me, this meant I worked with the mental health programme team and completed a project which fitted in with one of the milestones of the Together for Mental Health Delivery Plan. I had 6 weeks to attempt to map the primary care mental health pathways across Wales, through a range of methods, and then provide a range of suggestions from primary and secondary research.

**Do you feel you have learnt valuable skills that can be transferable to future career opportunities?**

Most prominently, my project management skills were improved as I had to undertake a project with a high level of autonomy. Many other skills were gained and enhanced such as: communication, professionalism, collaboration, business awareness, initiative and organisation. Additionally, I earned certificates for undertaking courses and masterclasses such as IQT Bronze (quality improvement), compassionate leadership, manual handling etc.

**Describe your experience of working with the organisation.**

During my experience I worked under the Nursing Transformation team in the very small Mental Health Programme department. I had a manager (who was also my mentor) and we spoke every day but had dedicated mentoring session once a week. This was very beneficial and being embedded in a team, rather than being separate, meant the project ran smoother and the internship was more valuable.

**What was the most positive aspects of your Internship?**

As mentioned above, the most positive aspect was the mentoring as it helped me to get the most out of the internship and learn from my mentor who has continued to offer support in the future. Additionally, there were so many opportunities to network, to get involved in the company and to talk to/present to executive staff. They have offered a follow up 1 year internship and to stay in contact with any other opportunities that arise. I am also guaranteed an interview for their graduate scheme.

**Do you have any suggestions of how your experience could have been improved?**

I don't have many suggestions as everything was run well and will only improve next year, now the pilot has been completed. I would recommend thinking about how doable some of the projects are and putting an emphasis on i they are large, only getting some n t all of it completed. I also think in non covid times it would be nice to meet more people in person and have proper chats with them, although a coffee morning online was helpful.

**“The Internship has significantly helped my employability skills and improved my CV which is extremely important when trying to find a job or placement.”**

**How did you find the location of your Internship?**

We were given the opportunity to have a hybrid approach to working, remote some days and in person on others. Being in the office really helped with motivation and feeling part of the company, however if you didn't drive the location was very hard to get to so next time transport could be looked into.

**Would you recommend completing an Internship to other students?**

Yes. The Internship has significantly helped my employability skills and improved my CV which is extremely important when trying to find a job or placement. It was also an enjoyable experience and have made some solid friends therefore I would definitely recommend.

**Do you have any tips for students considering and application or starting an Internship?**

I would suggest trying the Student Futures online employability pathways as they were very helpful in writing my CV and cover letter. I would also strongly suggest researching the company, their values and having a practice interview beforehand in order to prepare yourself.




## LONGER INTERNSHIPS (5-12 MONTHS)

Students work full-time for the organisation, usually for a semester or a full year, and their work will count towards their final degree result. Students always learn so much from a full year in employment and you gain the dual advantage of building your talent pipeline and adding an extra employee to your team for the year. Year-long Internships are a crucial part of many large graduate employers' talent attraction strategies and can play a useful role for any growing business. If you're not sure where to get started, we can help.

### Examples of previous Internships:

- Undergraduate Innovation Specialist Placement
- Assistant Heritage Manager Placement
- Junior Data Consultant Placement
- BioPharmaceutical and Oncology Research and Development Undergraduate Industrial Placement
- Gallery Trainee Placement
- Cardiff Business School Integrated Placements



“Our placement student from Cardiff University has been an integral part of our team over the last year. They have shown dedication, professionalism and willingness to learn and develop themselves. They have made a big impact in our process and projects throughout the year, we wish they could stay longer!”

**Lucy Elliott, Danone**



-  Simply Do Ideas
-  Internship
-  Simply Do Ideas Software Engineering
-  simplydo.co.uk

**Name:** Paige Lowe **Course:** BSc Computer Science (Year In Industry)

**What is the name of your Internship and what does it involve?**

Simply Do Ideas Software Engineering Internship - Since beginning the placement I have been involved in many projects of varied size. These projects ranged from fixing bugs within the application code itself, to updating the front-end for an improved user experience. When working on the front end I have had to take on feedback from others and make decisions regarding design and I have been working on adding various new functionality to the platform clients. I have also been given chance to learn about different sectors of the company, including the current market and clients and how they plan to grow.

**What attracted you to the Internship?**

I was attracted to taking an Internship as I felt it would best prepare me for my career upon completing my degree and would improve both my technical skills and professional skills. I also wanted to spend time working in the industry to

decide where I may want to take my career in the future as my degree covers a varied number of career paths. The Santander Internship Scheme, paired with the support provided through the university offered me the ideal platform to reach out to organisations and find potential placement opportunities. Upon completion of the Internship I hope to have highly developed my programming skills whilst also gaining a deeper understanding of some emerging technologies. This knowledge can then be applied whilst I finish my studies and can guide me towards a career path best suited to my interests.

**Would you recommend completing an Internship through the Work Experience team?**

Yes, I would definitely recommend the scheme to others. Working for an SME has given me opportunity to feel like a valued member of the team, I have seen my work directly impact the platform and gain a deep level of satisfaction from seeing my work in use. The high level of

trust/responsibility to complete tasks correctly is rewarding and the fast pace of the company's growth allows me to develop my skillset rapidly as I am always working on - or learning new things. This also keeps the Internship interesting as I pick up new tasks from week to week.

**Describe your experience of working at Simply Do Ideas**

Due to the smaller team size I have been given opportunity to gain knowledge across a range of company sectors. I have worked with other team members to learn about product, market and research whereas a bigger company would have had separate departments for this meaning I may not have come into contact with anything besides software development. By working within multiple areas of the business I have been able to see other fields that I find interesting and am aware that in the future this is something that I may want to pursue. Furthermore, the smaller team size means that everyone is always fairly aware of what others are working on/towards so can offer support at all times. It also means that communication is easier as everyone knows each other and leads to a very friendly supportive work place environment.

**What did you gain from the Internship?**

In the time since starting the Internship I have already highly developed my web development skills, particularly back-end as I had no previous experience working with API's. I have also become familiar with GIT which is the industry standard for version control so a crucial technology to be experienced with. I have also worked using Slack and Trello to manage my workflow and communicate with other team members. My soft

skills have also developed as a result of working in a professional environment. A major personal improvement is my ability to talk comfortably about what I've been working on and explain it effectively to others, this is a skill that has developed by having opportunity to discuss my weekly projects with the team at review meetings. I have also learned the importance or perseverance and problem solving when trying to complete a task that is completely new and initially proves to be challenging.

**“Working for an SME has given me opportunity to feel like a valued member of the team. The fast pace of the company's growth allows me to develop my skillset rapidly as I am always working on - or learning new things.”**





## CAREER MENTORING

Mentoring has proven a really popular way to raise your brand and work with students whilst giving some responsibility/career development opportunities to your staff. Staff from your organisation, be they recent graduate recruits or more experienced professionals, use the benefit of their knowledge and expertise to work with students on a one-to-one basis in a mentoring capacity. We match mentors and student mentees and supply you with a framework for your conversations. Students benefit from discussing their career plans with someone in their chosen field or with someone who studied a similar degree to them. From then on, it's up to you – continue the mentoring relationship or even better, when the time is right, take the student on to undertake a work placement with your organisation.

“The mentoring programme is well designed and provides a great opportunity for students to connect with industrial professions. It has helped me to develop my own interpersonal and mentoring skills as a professional.”

Hannah Little, Mott MacDonald

Previous Career Mentors have come from organisations including:

- NHS
- Mott MacDonald
- Admiral Group
- Circle IT
- Judicial Appointments Commission



**Name:** Louise Stack

**Course:** MBiomed Biomedical Science

### What did taking part in the Career Mentoring scheme involve?

The application process involved filling out a form to indicate motivations for joining the scheme, areas of interest and indication as to which industry you would prefer your mentor to be from. Then once assigned a mentor, we organised a time and date for fortnightly meetings. In terms of preparation for each meeting, the scheme provided a designated topic to be covered each session. There were then some preparatory exercises to complete on Your Career Journey so to give you a general sense of what this topic involved before the session. After each session, a short reflective paragraph was completed on how the session went and things learned from it.

### What attracted you to apply for the Career Mentoring scheme?

I was attracted to the Scheme so that I could gain guidance as to what options are available

### Are you looking to inspire and advise young people interested in your area of work?

### Do you want to develop your coaching and leadership skills?

We're looking for professionals to support our students in their career journey through our online mentoring programme. Our programme includes:

- Structured sessions
- Content guidance and tips
- Ongoing support
- Flexibility to suit mentor and mentee

to me after my degree, the best way of how to apply for these, and how to stand out in job applications. I also wanted to build my network, and gain knowledge of my field of interest from someone who is already a part of it. Specifically, I wanted to get advice about doing a PhD from someone who did one but was no longer necessarily working within academia.

### Describe your experience of working with your mentor.

Alan was very easy to get along with and I felt like I could ask him any career-related questions I had. Despite my mentor not being in the exact same industry as mine of interest, the knowledge and skills he had were still very transferable and in some ways, it was actually more beneficial to gain an alternative perspective. The suggested topics provided by the Scheme were very useful as they gave us structure to our conversations. It also meant that Alan was able to prepare in advance and therefore found some really useful

resources for us to use both during and after the sessions. Overall, I found working with my mentor very relevant and useful in preparation for my future career.

### What did you gain from the mentoring?

I gained an array of skills from my mentoring, such as communication, interview techniques, effective ways to research companies of interest, how to build resilience and commercial awareness. I also developed my time management and note-taking skills through our meetings, and improved in reflection, both prior to sessions so I could think of effective questions to ask, and after sessions when I consolidated topics covered.

### Would you recommend taking part in the Career Mentoring scheme through the Work Experience team?

I would definitely recommend taking part in the Career Mentoring Scheme if you're curious/ unsure of the opportunities available to you after graduation, or if you'd like to gain perspective on how people got into industries that interest you. The entire process was clear and easy to navigate, and the work experience team were always available to answer any questions I had.

### How have you found working from home? Do you have any tips for completing a scheme virtually?

I quite enjoyed completing the scheme virtually. I found it easier to fit into my schedule, and found that utilising online platforms during our sessions was really beneficial. The Scheme also helped me maintain a better work-life balance in that I knew there were specific days/evenings that I had to switch off from doing uni work so that I could look into career-related topics. If I hadn't

had the Scheme, I may not have taken the time to consider future career options, and thus would now be a lot more confused about what my next steps after graduation will be.

### Would you recommend completing a virtual scheme to other students?

Yes!

**“ I had a great experience speaking with my Mentee, one that I believe was mutually beneficial: I learned a lot about the struggle current students face in these uncertain times, and I hope I was able to impart some useful advice around networking, job applications and work/life balance. The resources provided throughout the scheme were excellent, and I appreciated the time and effort the University put into supporting both the Mentee and Mentor.”**

**Sandy Kelly, EDF**

## CAREER CONFIDENT

### Career Confident: supporting underrepresented students at Higher Education is funded through MEDR.

Career Confident can help you to talent spot, diversify your workforce and support your corporate social responsibility.

You can benefit from a fresh perspective and new ideas by offering flexible work experience for our students. These can be virtual, face to face or blended.

#### Work experience ranges from:

- **Meet the Professional:** up to three short meetings.
- **Paid placements:** up to 4 weeks or 20 days.
- **Insights:** up to 2 weeks or 10 days of unpaid work experience.

Career Confident has generous funding to cover the student's salary when on paid placements. We also have funding to cover training opportunities, travel and accommodation expenses and reasonable adjustments if required.





For more information contact:  
[careerconfident@cardiff.ac.uk](mailto:careerconfident@cardiff.ac.uk)

“ Whilst placements need support, they also provide new perspectives and students undertake tasks so the organisation benefits too. ”  
**Ele Hicks, Policy, Engagement and Research Manager for Diverse Cymru - Employer feedback**





**Name:** Nicole Gulliford      **Course:** MSc Social and Public Policy

-  Diverse Cymru
-  Unpaid insight
-  Policy Officer
-  [diversecymru.org.uk](http://diversecymru.org.uk)



This has been a massive boost to my confidence as someone from a lower-socio economic background and being the first to go to university so to have this support means I was able to branch out.

**“ I developed communication skills and working independently in an environment that I have not experienced before. I believe I have become more confident to apply for jobs in the third sector... ”**

#### What work experience and / or employability support did you undertake through Career Confident?

I undertook a Policy and Research Insight role. I had a variety of tasks including questions and answers with staff members, reading ethos of charity, looking at government documents and consultations, worked on a summary for social care reform response, writing comments from Pride, advisory group meeting and transcription. I felt that my experience was varied and positive, especially meeting other people.

#### What did you develop through Career Confident?

I wanted to develop my employability and build my CV as it was quite short and not varied at all. It was important to me to have flexibility due to my health condition. I gained flexible experience that did make my CV more varied and interesting.

#### Describe the work experience / employability support you undertook?

My work experience was within the policy team at Diverse Cymru. I developed communication skills and working independently in an environment that I have not experienced before. I believe I have become more confident to apply for jobs in the third sector since my own ethos and values and skills align with charity work. I also developed time management by balancing my own life and academic commitments with my work experience.

#### Would you recommend Career Confident? If so, why?

I really do recommend! I liked knowing that I had support in the background so if I ever felt unsure about my experience then I had contacts with someone outside of the work environment who knew my circumstances.



## Supporting your needs

We are dedicated to preparing our students for the commercial world with the skills and qualities that employers are looking for.

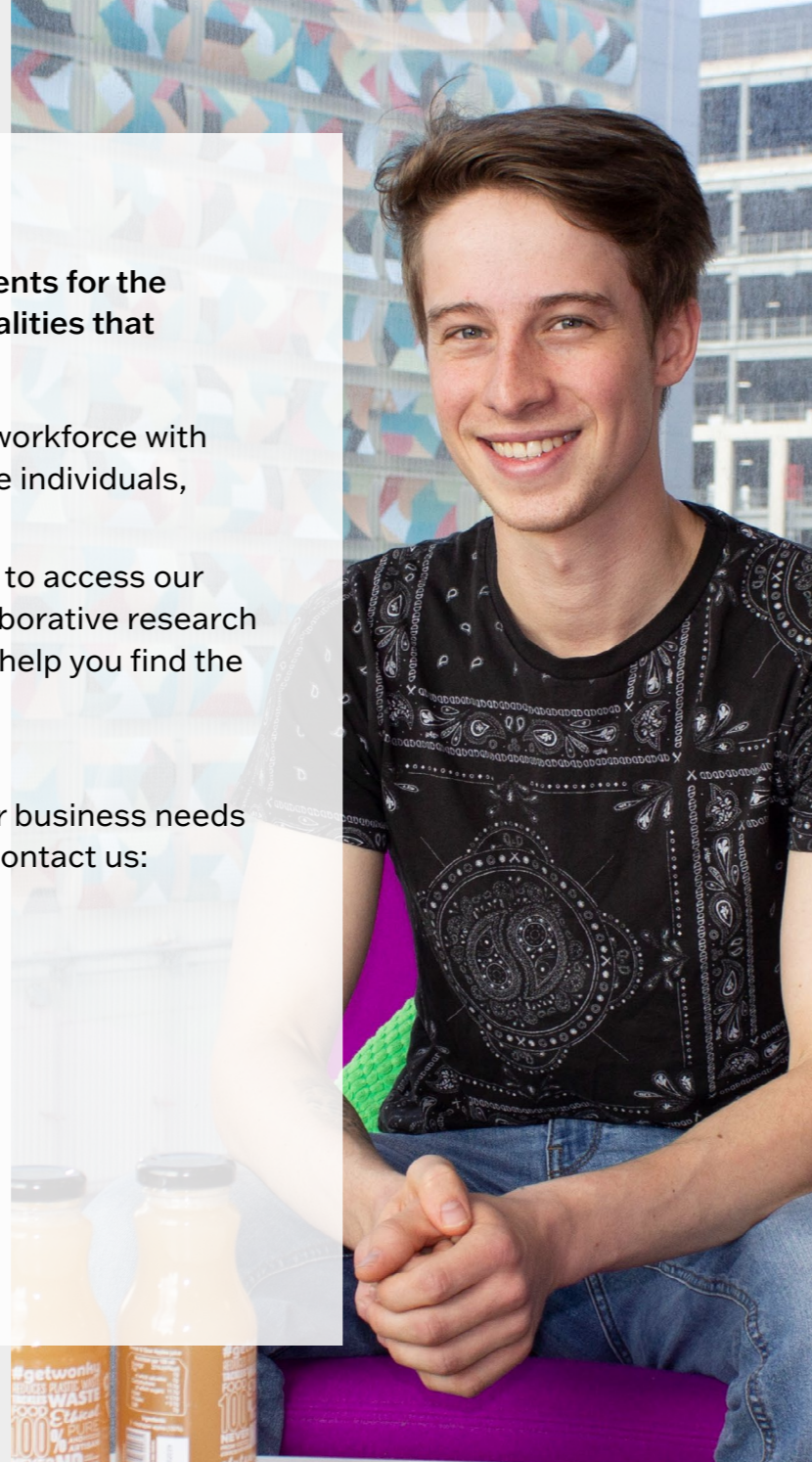
Recruiting our students will supply your workforce with talented, enthusiastic, and highly capable individuals, with a zest for learning and application.

Visit our **business pages** to find out how to access our knowledge and expertise, including collaborative research opportunities. Working together, we can help you find the right expertise for your requirements.

For further information or to discuss your business needs in more detail please do not hesitate to contact us:

**Employer Engagement Team**  
employerservices@cardiff.ac.uk  
+44 (0)29 2087 4230

**Work Experience Team**  
workexperience@cardiff.ac.uk



“Completing a placement is like nothing I have ever done before. I was sceptical at first and wasn't sure how much I would enjoy it but am so glad to have had the opportunity and taken it on! I had such an amazing experience and learned so much - from new skills, to how to communicate with others in a corporate environment, and also things about myself like what aspects of work I enjoy and what I would like to do in the future. I have made so many friends and connections, have surprised myself with how resilient and strong I could be, and now have a new approach to work.”

**Emily Clubley, Cardiff Business School.  
Placement Year in Janssen (Johnson & Johnson)**





CARDIFF  
UNIVERSITY



PRIFYSGOL  
CAERDYDD



Recrwtio ein myfyrwyr  
a'n graddedigion

# Cynnwys

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“ Mae'r tîm Dyfodol Myfyrwyr wedi bod yn gymorth gwych i'n galluogi ni i recriwtio myfyrwyr o Gaerdydd. Mae trefnu digwyddiadau ar y campws bob amser yn syml a chawn gefnogaeth drwy gydol y broses gyfan. Tîm gwych i weithio gydag ef. ”

**Melissa Hopper,**  
Rheolwr Recriwtio Graddedigion, Mot MacDonald





## RECRIWTIO EIN MYFYRWYR A'N GRADDEDIGION

Mae Prifysgol Caerdydd wedi ymroi i baratoi ein myfyrwyr ar gyfer y byd gwaith heddiw gyda'r sgiliau a'r rhinweddau y mae cyflogwyr yn chwilio amdanynt.

Drwy recriwtio ein myfyrwyr a'n graddedigion, byddwch yn cyflogi unigolion talentog, brwdfrydig ac amrywiol sy'n awyddus i ddysgu a rhoi eu sgiliau ar waith.

Mae'r tîm Ymgysylltu â Chyflogwyr yn cydweithio â sefydliadau ar draws pob sector, o fusnesau bach a chanolig i gorfforaethau rhyngwladol, i gynnig dull ymgynghorol sy'n seiliedig ar anghenion a gynlluniwyd i gefnogi eich ymgyrchoedd denu a recriwtio. P'un a oes gennych gynllun hyfforddi graddedigion, swyddi mynediad uniongyrchol, lleoliadau myfyrwyr neu gyfleoedd ar gyfer interniaeth, rydym yn cynnig ystod gynhwysfawr a phwrpasol o wasanaethau a digwyddiadau i'ch helpu i ddatblygu eich brand a dod o hyd i dalent ar gyfer y dyfodol.

## Hysbysebu eich swyddi gwag gyda ni

Gallwch hysbysebu eich swyddi i dros 34,000 o fyfyrwr gweithgar, amrywiol a dawnus a graddedigion diweddar Prifysgol Caerdydd drwy ein **hysbysfwrdd swyddi** ar-lein.

Gyda thros 3,000 o geisiadau'n cael eu cyflwyno bob mis, gallai hi ddim bod yn haws hyrwyddo eich cyfle, ac mae am ddim!

Gallwch hysbysebu ar gyfer:

- Swyddi parhaol i raddedigion
- Contractau tymor byr
- Lleoliadau ac interniaethau (mae gennym dîm ymroddedig i gefnogi gyda'r recriwtio hwn)
- Gwaith prosiect pwrpasol
- Pob un o'r uchod yn y DU a thramor

Gallwn helpu gyda phrosesau dethol hefyd, rydym yn cynnig:

- Platfformau cyfweld digidol
- Ystafelloedd grŵp bach ar gyfer sgysiau anffurfiol
- Gweithgareddau canolfan asesu ar lefel graddedigion

## Cwrdd â'n myfyrwr a'n graddedigion

Rydym yn parhau i gynnig dull cyfunol o gymryd rhan mewn gweithgareddau ymgysylltu, a byddwn yn gweithio gyda chi i hyrwyddo eich cyfleoedd ac yn adeiladu eich brand yn y ffordd fwyaf addas, p'un a yw hynny'n rhithwir neu wyneb yn wyneb.

Mae'n bleser gennym groesawu cyflogwyr i adeilad eiconig Canolfan Bywyd y Myfyrwr yng nghanol y brifysgol, yn ogystal â nodi lleoliadau eraill ar y campws sy'n eich rhoi o flaen y myfyrwr yr ydych am gwrdd â nhw.

### Digwyddiadau o dan sylw

Mae ein ffeiriau a'n digwyddiadau gyrfaoedd yn rhoi'r cyfle i fyfyrwr gwrdd â chynfyfyrwr a chyflogwyr yn ogystal â chael gwybod rhagor am swyddi i raddedigion, interniaethau a lleoliadau gwaith. Maen nhw hefyd yn eu helpu i ddod o hyd i'w gyrfa yn y dyfodol drwy gynnig sesiynau sgiliau, sgysiau a gweithdai.

Bydd ein **Ffair Gyrfaoedd a Lleoliadau** poblogaidd yn dychwelyd yn hydref 2024. Mae'n ddigwyddiad recriwtio hynod ddefnyddiol i unrhyw sefydliad sydd am godi ymwybyddiaeth o'i frand a hyrwyddo lleoliadau gwaith, interniaethau, swyddi lefel mynediad a swyddi i raddedigion i'n myfyrwr amrywiol a thalentog.

- **Ffair Gyrfaoedd a Lleoliadau** - 14 Hydref
- **Ffair STEM a Gwyddorau Bywyd** - 28 Hydref
- **Ffair y Gyfraith Caerdydd** - 29 Hydref



“Gwnaethom fwynhau siarad â'r myfyrwr am Circle yn fawr iawn, ynghyd â rhoi gwybod iddynt am ein gwasanaethau a'n partneriaeth bresennol gyda TG y Brifysgol i gyflwyno Prosiect Adnewyddu Rhwydwaith y Brifysgol ar raddfa fawr. Roedd hi'n bleser rhyngweithio trwy ddulliau cyfathrebu gwahanol i rannu ein profiadau – ac roedd hi'n wych gweld cynifer o fyfyrwr yn barod i gyfrannu at drafodaeth.”

Catrin Masling, Partner Busnes Adnoddau Dynol, Circle IT

## Gweithgarwch pwrpasol i gyflogwyr

Bydd ein tîm yn cwrdd â chi i drafod y gweithgarwch gorau ar gyfer eich ymgyrch a'ch anghenion recriwtio, a'ch cefnogi chi i drefnu digwyddiad, gan reoli popeth o archebion myfyrwyr i farchnata cyn eich digwyddiad ac ar y diwrnod.

Rydym yn argymhell:

- Sylw ar gyflogwyr: gweminarau/cyflwyniadau gyda rhwydweithio a sesiwn holi ac atebion fyw
- Sesiynau sgiliau rhyngweithiol
- Gofynnwch unrhyw beth i mi – sesiynau holi ac ateb byw gan recriwtwyr
- Dod o hyd i'ch dyfodol yn.....: Digwyddiadau sy'n benodol i'r sector ac ar thema
- Digwyddiadau a mewnwleidiadau panel cynfyfyrwyr
- Cipolygon / teithiau swyddfa rhithwir
- Cynnwys ar-lein gan gyflogwyr megis blogiau, cynnwys fideo neu gyfraniadau i'n podlediad.

Rydym hefyd yn cynnig ystod eang o gyfleoedd datblygu brand a noddi ac mae gennym bob amser ddiddordeb i drafod unrhyw syniadau arloesol sydd gennych.

I drafod eich anghenion denu a recriwtio ymhellach, cysylltwch â'r:

Tîm Ymgysylltu â Chyflogwyr

[employerservices@caerdydd.ac.uk](mailto:employerservices@caerdydd.ac.uk)

+44 (0)29 2087 4230



“Cynhaliais weithdy sgiliau Arweinyddiaeth a Gwydnwch rhithwir ar y cyd â gwasanaeth gyrfaedd Prifysgol Caerdydd. Roedd y gwasanaeth gyrfaedd mewn cyswllt gwych drwy gydol y trefniadau ar gyfer y digwyddiad ac wrth ei gynnal, ac roedden nhw o gymorth mawr wrth hyrwyddo'r digwyddiad i'w myfyrwyr. Er mai digwyddiad rhithwir oedd hwn, roedd ymgysylltiad y myfyrwyr yn wych, ac felly roedd yn sesiwn ryngweithiol.”

**Mazdak Kamyab, Swyddog Recriwtio, Unlocked Graduates**

## Datblygu eich brand gyda'n myfyrwyr

P'un ai ar y campws neu oddi arno, gwnewch yn siŵr eich bod yn cynnal y brand rydych wedi'i ddatblygu gyda myfyrwyr yn ystod y blynyddoedd diwethaf.

Rydym yn cynnig ystod eang o gyfleodd i ddatblygu brand a noddi, ac rydym bob amser yn awyddus i drafod unrhyw syniadau arloesol a allai fod gennych.

- A oes cynfyfyriwr o Brifysgol Caerdydd yn gweithio i'ch sefydliad? Mae croeso bob tro i gyflogwyr neu gynfyfyrwyr ymuno â'n digwyddiadau panel ynghylch amrywiaeth neu'r diwydiant.
- Rydym ni'n croesawu cyfleoedd i gyd-gyflwyno sesiynau gweithdy a chanolfannau asesu ymarfer gyda chi.
- Rhowch hwb i'ch proffil drwy noddi ffeiriau gyrfaoedd rhithwir, digwyddiadau panel â thema neu hyd yn oed drwy gyfrannu at fodiwlau yn y cwricwlwm.
- Mae clipiau fideo yn ffordd wych o dynnu sylw at sgiliau a rhinweddau rydych yn chwilio amdanynt, a dod â'ch sefydliad yn fyw; wrth i ni barhau i gyflwyno ar-lein, beth am weithio gyda ni i greu cynnwys fideo dilys a chynnig cipolwg i fyfyrwyr a graddedigion ar eich sefydliad, eich pobl a'ch diwylliant.
- Gallwch fentora ein myfyrwyr drwy gymryd rhan yn ein cynllun mentora gyrfaoel newydd.



## Symudedd cymdeithasol ac amrywiaeth

Mae Dyfodol Myfyrwyr wedi ymrwmo i weithio gyda recriwtwyr i wella symudedd cymdeithasol ac amrywiaeth yn y gweithle.

Gall myfyrwyr ag anabledd neu gyflwr iechyd hirdymor, neu fyfyrwyr dawnus o grwpiau heb gynrychiolaeth ddigonol wynebu rhwystrau a allai eu hatal rhag cystadlu yn y farchnad recriwtio graddedigion. Mae ein gwasanaeth wedi ymrwmo i weithio ar wella sgiliau a chyrchfannau graddedigion y myfyrwyr hyn ac rydym yn croesawu'n arbennig gweithio gyda phartneriaid recriwtio ar hyrwyddo cynwysoldeb yn y gweithle a'ch helpu i sicrhau amrywiaeth yn eich gweithlu.



“*Recriwtiais i ddau intern drwy Brifysgol Caerdydd i weithio ar ddatblygu'r busnes. Roedd cael dau fyfyrwr disglair a brwdfrydig, sy'n dysgu'n gyflym ac yn gallu gweithio o bell ac yn annibynnol, wedi rhoi'r cyfle i mi ddatblygu fy musnes ar adeg amhosib i recriwtio staff yn barhaol. Maent yn denu busnes yn barod ac ni allwn i fod yn hapusach gyda'r canlyniad!*”

**David Lovatt, Gwasanaethau Rhwygo Cyfrinachol Taclus**

## PAM GWEITHIO GYDA PHRIFYSGOL CAERDYDD I RECRIWTIO MYFYRWYR AR LEOLIAD GWAITH?

Mae Prifysgol Caerdydd yn gweithio mewn partneriaeth â chyflogwyr i roi profiad addysgol a phroffesiynol i fyfyrwyr sy'n cyfoethogi eu bywydau, gan eu paratoi ar gyfer byd gwaith, a'u galluogi i gymryd rhan lawn mewn cymdeithas. Mae cyflogadwyedd wrth wraidd yr hyn a wnawn, ac rydym yn ymroddedig i greu graddedigion sy'n barod am waith.

Mae gennym ni gynnig lleoliad amrywiol, gan ddylunio ystod o fentrau sy'n galluogi cyflogwyr fel chi i gynnig profiad gwaith ystyrlon i'n myfyrwyr a'n graddedigion ac i adeiladu piblinell dalent. Gall gweithio gyda myfyrwyr roi adnoddau ychwanegol i chi gyflawni ar brosiectau tymor byr, tra hefyd yn rhoi mantais i chi o'r mewnwelediad ffres y gall myfyriwr ei gynnig i'ch gweithlu.

Gall ein myfyrwyr ymuno â chi yn bersonol, o bell neu ar sail gyfunol.

## Pa fathau o leoliadau y gallwn ni eich helpu i'w trefnu?

### Blas ar fyd gwaith

- Cydweithrediad rhwng cyflogwr a myfyriwr sy'n cyfuno 'dysgu a gwneud', gan alluogi myfyrwyr i gael cipolwg ar sefydliad/diwydiant.
- Hyd at 70 awr / 2 wythnos
- Drwy gydol y flwyddyn.
- Di-dâl

### Interniaethau byr

- Eich cyfle i gael prosiect neu ddarn o ymchwil wedi'i gwblhau gan fyfyrwr neu ychwanegu cymorth tymor byr i'ch gweithlu cyn digwyddiad neu gyfnod prysur.
- Hyd at 12 wythnos
- Mehefin a Medi yn bennaf, ond gall fod drwy gydol y flwyddyn
- Cyflog byw + (yn y rhan fwyaf o achosion)

### Interniaethau hirach

- Rhoi hwb i'ch gweithlu presennol gyda myfyriwr neu intern graddedig am hyd at 12 mis. Trefnir y rhain fel lleoliadau rhyngosod neu fel rhan o'r cwricwlwm.
- 5-12 mis

- Mae'r lleoliadau hyn yn rhan o gwrs prifysgol y myfyriwr
- Cyflog byw + (yn y rhan fwyaf o achosion)

### Mentora gyrfaol

- 6 sesiwn dros gyfnod o 4 mis, yn hyblyg i fod yn addas i'r mentor a'r mentora
- Diwedd yr hydref – gwanwyn
- Di-dâl

### Hyder o ran Gyrfa: chwilio am dalent, amrywiaeth a chyfrifoldeb cymdeithasol corfforaethol

Ariennir Hyder o ran Gyrfa: cefnogi myfyrwyr sydd heb gynrychiolaeth ddigonol mewn Addysg Uwch, drwy HEFCW.

Profiad gwaith wedi'i deilwra a hyblyg yn amrywio o, Cwrdd â'r Gweithiwr Proffesiynol: hyd at dri chyfarfod byr (di-dâl). Mewnwelediad di-dâl: hyd at 70 awr / 10 diwrnod. Lleoliadau â thâl: hyd at 6 wythnos / 30 diwrnod – Bydd Hyder o ran Gyrfa yn ad-dalu cost cyflog y myfyriwr.

Edrychwch ar ein **hastudiaethau achos myfyrwyr** ar dudalen 18 i weld sut mae'r cyfleoedd hyn am leoliad gwaith wedi helpu i lunio taith eu gyrfa.



### Cysylltu â'r tîm

I drafod lleoliadau neu brofiad gwaith, cysylltwch â:

**Tîm Profiad Gwaith**

**[workexperience@caerdydd.ac.uk](mailto:workexperience@caerdydd.ac.uk)**



### Rhagor o wybodaeth

I drafod Hyder o ran Gyrfa ac unrhyw brofiad gwaith y gallwch ei gynnig e-bostiwch:

**[careerconfident@caerdydd.ac.uk](mailto:careerconfident@caerdydd.ac.uk)**

## Rydym yn ei gwneud yn hawdd i chi

Rydym yn cynnig holl wasanaethau asiantaeth recriwtio, ond heb y ffi! Rydym yn gweithredu fel pont rhyngoch chi a myfyrwyr i reoli'r broses o gynnal lleoliadau ar eich rhan. Rydym yn cydweithio â chi i ddylunio'r profiad gwaith a fydd o fudd i'ch sefydliad a gallwn greu rhestr fer ar eich rhan a helpu i gydlynu eich proses ddethol. Fel arall, os oes gan eich sefydliad raglen lleoliadau gwaith sefydledig eisoes, hysbysebwn eich swyddi gwag drwy ein Hysbysfwrdd Swyddi.

Yn olaf, os nad ni yw'r bobl gywir i ddelio â'ch gofynion, byddwn yn eich rhoi mewn cysylltiad â rhywun yn y Brifysgol a all helpu.



## Sut mae'n gweithio

### Cam 1

Trafodaeth gychwynnol rhyngoch chi a Rheolwr Cyfrif Profiad Gwaith i nodi eich gofynion.

### Cam 2

Creu manylebau rôl.

### Cam 3

Hysbysebu'r rôl i fyfyrwyr a/neu raddedigion diweddar ar ein system recriwtio ar-lein.

### Cam 4

Y Tîm Profiad Gwaith yn creu rhestr fer o'r ceisiadau ac yn ei hanfon atoch cyn i ni eich helpu i gydlynu cyfweiliadau.

### Cam 5

Rydych yn cynnal cyfweiliadau ac yn penodi'r ymgeisydd o'ch dewis.

### Cam 6

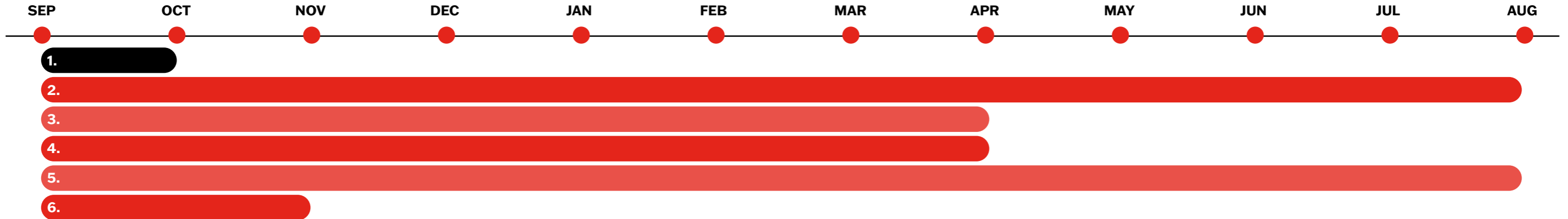
Gwaith papur perthnasol wedi'i gwblhau a'i ddychwelyd gan y myfyriwr a'r cyflogwr.

### Cam 7

Mae'r lleoliad gwaith yn dechrau.

Mae eich Rheolwr Cyfrif Profiad Gwaith yn cadw mewn cysylltiad drwy gydol y lleoliad er mwyn sicrhau bod popeth yn mynd rhagddo'n ddiraffferth ac mae wrth law i gynorthwyo gydag unrhyw ymholiadau.

# LLINELL AMSER LLEOLIAD GWAITH – GWNEUD I'CH CYFLE PROFIAD GWAITH GYD-FYND Â'R CALENDR ACADEMAIDD



Mae lleoliadau byr yn gofyn am gyfnod arweiniol o tua 2-3 wythnos. Mae angen mwy o amser i drefnu lleoliadau hirach, cwricwlaidd, er mwyn sicrhau y bydd y deilliannau dysgu sy'n dwyn credyd yn cael eu bodloni gan y rôl rydych yn bwriadu ei chynnig cyn y gall yr Ysgol Academaidd ei hyrwyddo i'w myfyrrwyr.

- Mae semester yr hydref yn dechrau.
- Lleoliadau Blwyddyn Rhyngosod/Blynyddoedd Lleoliad Proffesiynol/Lleoliadau Blwyddyn mewn Diwydiant** (gan ddechrau rhwng mis Gorffennaf a mis Medi, sy'n para rhwng 9 a 12 mis) – yn gyff edinol rhwng blwyddyn astudio olaf ond un a blwyddyn olaf y myfyrrwyr. Bydd myfyrrwyr yn dechrau chwilio am leoliad tua'r Nadolig (er y gall y recriwtwyr graddedigion mwyaf ddechrau hysbysebu'n gynt na hyn) a byddant yn gobeithio sicrhau rôl erbyn y Pasg.
- Cynlluniau blas ar fyd gwaith**, gyda chefnogaeth y Tîm Dyfodol Myfyrrwyr (rhan-amser yn ystod y tymor, ond gall fod yn llawn amser yn ystod toriadau academaidd). O'r drafodaeth gychwynnol gyda chyflogwr, gall hysbysebu, recriwtio a dod o hyd i leoli i fyfyrwyr fod mor gyflym â 3 wythnos os oes angen.
- Mentora Gyrfaol** - 6 sesiwn dros gyfnod o 4 mis, yn hyblyg i fod yn addas i fentor a mentora, heb dâl.
- Hyder o ran Gyrfa**, profiad gwaith hyblyg wedi'i deilwra, yn amrywio o gyfarfod byr, hyd at 70 awr o fewnwelediadau di-dâl i leoliadau cyflogedig 30 diwrnod.
- Cynhelir cyfweiliadau ar gyfer **Lleoliadau Integredig Ysgol Busnes Caerdydd**. Byddwn yn estyn allan i gyflogwyr o fis Ebrill ymlaen, gyda'r nod o gwblhau rolau a disgrifiadau swydd erbyn mis Awst.
- Toriad y Nadolig (canol Rhagfyr i ganol mis Ionawr).
- Lleoliadau Integredig Ysgol Busnes Caerdydd** (llawn amser, a gymerwyd yn ystod ail flwyddyn y myfyrrwyr). Ar y rhaglen unigryw ac arloesol hon, mae myfyrrwyr BSc Rheoli Busnes yn ymuno â'ch sefydliad i gwblhau cyfnod strwythuredig o brofiad gwaith. Mae'r lleoliad hwn yn cyfrannu at radd myfyriwr. I gael rhagor o wybodaeth, cysylltwch â: [carbsplacements@caerdydd.ac.uk](mailto:carbsplacements@caerdydd.ac.uk)
- Cyfnod arholiadau (canol Ionawr i ddechrau mis Chwefror). Mae'n annhebygol y bydd myfyrrwyr ar gael i gwblhau profiad gwaith.
- Mae semester y gwanwyn yn dechrau.
- Dechreuir **hyrwyddo Interniaethau'r Haf**. SY'n aml, mae'n well gan fyfyrwyr sicrhau eu hinterniaeth cyn i'w harholiadau ddechrau.
- Gwyliau'r Pasg.
- Cyfnod arholiadau (canol Mai i ganol Mehefin) – mae myfyrrwyr yn annhebygol o allu cwblhau profiad gwaith.
- Cynhelir **Prosiectau Byw ar Lefel Meistr**, a drefnir gan Ysgolion Academaidd ar gyfer myfyrrwyr mewn disgyblaethau penodol. I gael rhagor o wybodaeth, cysylltwch â: [workexperience@caerdydd.ac.uk](mailto:workexperience@caerdydd.ac.uk)
- Cynhelir **Interniaethau Haf â Thâl** (sy'n para hyd at 12 wythnos) ar gyfer myfyrrwyr a graddedigion diweddar. Mae myfyrrwyr yn aml yn gwneud gwaith ymchwil neu'n cwblhau prosiect ar ran y cyflogwr sy'n eu derbyn. Mae Interniaethau'r Haf yn gam delfrydol tuag at gyflogaeth i raddedigion.

## BLAS AR FYD GWAITH

1-2 wythnos yn llawn amser neu 35-70 awr, wedi'u trefnu'n hyblyg o amgylch amserlenni'r myfyrwyr a'ch argaeledd – gallwch recriwtio ar unrhyw adeg o'r flwyddyn academaidd. Mae'n hanfodol eich bod yn dyrannu goruchwyliwr i'r myfyriwr/myfyrwyr sydd â rhywfaint o arbenigedd yn gysylltiedig â'r gwaith y bydd y myfyriwr/myfyrwyr yn ei wneud. Mae cynlluniau blas ar fyd waith yn arbennig o ddefnyddiol i fyfyrwyr sydd am gael profiad gwaith, ond hefyd yn eich galluogi chi i ddod o hyd i dalent ac adeiladu eich piblinell recriwtio.

### Enghreifftiau o gyfnodau blas ar fyd gwaith blaenorol:

- Cynllun blas ar fyd gwaith ym maes newyddiaduraeth – creu cynnwys a'r cyfryngau cymdeithasol
- Cynllun blas ar fyd gwaith Cynghorydd Cynaliadwyedd
- Cynllun blas ar fyd gwaith mewn ymgynghoriaeth treftadaeth
- Cynllun blas ar fyd gwaith Technegydd Systemau Gwybodaeth Ddaearyddol

“ Mwynheais gael y cyfle i fod yn gyfrifol am greu cynnwys, nad oeddwn erioed wedi'i wneud o'r blaen. Yn ogystal, roedd dod i weithio i elusen fach leol yn golygu y gallwn helpu i godi ymwybyddiaeth o glefyd prin. Roedd arweinydd yr elusen, Alan Thomas, yn gymwynasgar ac yn gyfeillgar ac rwy'n teimlo fy mod wedi magu llawer o hyder a gwybodaeth o gwblhau'r cynllun blas ar fyd gwaith hwn. ”

**Imogen Bland, BSc Seicoleg – Mewnwelediad Cysylltiadau Cyhoeddus a Chyfryngau Cymdeithasol, Ataxia and Me**

“ Rydym wedi cael amser mor wych yn gweithio gydag Erykah, Zainab a Dominic – maent i gyd wedi bod yn glod llwyr i Brifysgol Caerdydd ac yn gaffaeliad enfawr i dîm Iris ar gyfer yr ŵyl eleni. ”

**Adborth Gan Gyflogwr – Gŵyl Ffilm LGBT+ Gwobr Iris**




**Enw:** Elena Sargent **Cwrs:** BSc Economeg


### Beth yw enw eich lleoliad a beth mae'n rhaid ichi ei wneud?


Roeddwn i'n gynorthwy-ydd cymorth busnes, a chefais y dasg o ddefnyddio Excel i drefnu costau uniongyrchol, costau llafur a lleihau faint o brosiectau cyhoeddi sydd â chostau annisgwyl yn ogystal â hefyd i gynnal dadansoddiad data i asesu cynhyrchiant ac ymchwilio i ddefnyddioldeb magnetau darllen. Ar ben hynny, gwnes i optimeiddio'r fformiwla a ddefnyddir i gyfrifo ffioedd PayPal.

### Beth wnaeth eich denu i wneud cais ar gyfer yr interniaeth?

Roeddwn i eisiau cael rhagor o wybodaeth am y maes cymorth busnes a sut mae busnes bach yn gweithio o ran prisio gwasanaethau, cydlynio nifer o weithgareddau a chydweithio, yn ogystal ag ehangu fy ngwybodaeth fy hun am ymchwil i'r farchnad a dysgu sgiliau newydd. Roeddwn i eisiau cael profiad o sector gwahanol i'r rhai y gwnes i weithio ynddynt o'r blaen a gallu defnyddio fy mhrofiad o fy ngradd economeg. Cefais fy nenu gan fod swydd cynorthwy-ydd

 Rowanvale Books

 Interniaeth o bell

 Cynorthwydd  
Cymorth Busnes

 rowanvalebooks.com

busnes yn gam da tuag at yrfa mewn dadansoddi busnes, yr oeddwn am ei hystyried.

### Gan eich bod wedi gorfod gwneud rhan o'r lleoliad hwn o bell, sut ydych chi wedi ymdopi â gweithio gartref? A oes gennych chi unrhyw gyngor ar gyfer gwneud lleoliad o bell?

Cefais fy arwain gan Cat Charlton, yn Rowanvale Books. Gwnaeth roi cyngor gwych i mi a chysylltu â mi yn aml iawn i sicrhau fy mod i'n deall fy ngwaith ac yn cael digon o help ond hefyd sicrhau mai fy ngwaith prifysgol oedd fy mlaenoriaeth a bod fy lles yn dda.

Roeddwn i'n teimlo bod popeth yn drefnus iawn a fy mod i wedi cael amrywiaeth dda o dasgau i wella fy sgiliau a datblygu rhai newydd. Gwnes i sicrhau bod gennyf amgylchedd tawel a threfnus a fy mod i'n neilltuo oriau penodol yn yr wythnos i wneud y tasgau, a oedd yn hawdd ei wneud gan fod y cwmni'n hyblyg iawn o ran oriau gwaith. Gwnes i sicrhau fy mod i'n drefnus o ran aseiniadau prifysgol a gwaith astudio ac o ran fy nhasgau gwaith, ond hefyd sicrhau fy mod i'n

gofyn cwestiynau er mwyn sicrhau bod fy ngwaith o safon dda.

### Disgrifiwch eich profiad o weithio gyda'r sefydliad

Roedd yn brofiad hynod gadarnhaol lle cefais lawer o gefnogaeth a chymorth, ac roedd fy nghydweithwyr i gyd yn gyfeillgar ac yn hawdd eu cyrraedd. Doeddwn i byth wedi fy niflasu gan fod Cat yn gwneud yn siŵr fy mod i'n cael fy herio ac y gallwn ddatblygu sgiliau drwy amrywiaeth o dasgau. Roeddwn i'n teimlo bod popeth wedi'i drefnu'n dda ac y gallwn ofyn cwestiynau am unrhyw beth. Ar ben hynny, roeddwn i'n teimlo fy mod i'n cael fy annog i fod yn rhagweithiol a bod cefnogaeth fawr i bopeth roeddwn i'n ei wneud. Roeddwn i'n wir yn gwerthfawrogi'r hyblygrwydd o ran fy oriau gwaith, yn enwedig yn ystod tymor yr arholiadau pan oedd gennyf gyfrifoldebau ychwanegol.

### Sut y gwnaethoch chi elwa o'r interniaeth?

Rwyf wedi dysgu i ofyn mwy o gwestiynau a chwestiynau gwell a chyfathrebu'n effeithiol â chydweithwyr. Ar ben hynny, dysgais sut i fod yn fwy annibynnol a gweithio'n well o bell. Cefais ragor o brofiad o ddefnyddio Excel a dadansoddi gwahanol fathau o ddata. Mae fy ymwybyddiaeth fasnachol wedi cynyddu'n fawr gan fod gennyf ddealltwriaeth well o sut mae busnesau bach a'r diwydiant cyhoeddi'n gweithio. Roeddwn i'n gallu bod yn fwy rhagweithiol a chynnig fy atebion fy hun.

### A fydddech chi'n argymhell cwblhau Interniaeth drwy adran Tîm Profiad Gwaith?

Byddwn yn argymhell gwneud profiad gwaith drwy dîm Profiad Gwaith oherwydd y gefnogaeth a gefais ar gyfer fy newisiadau gyrrfa, sut i ysgrifennu fy CV a llythyrau esboniadol a sut i chwilio am interniaethau. Rwyf bob amser yn gallu cael

**“Mae fy ymwybyddiaeth fasnachol wedi cynyddu'n fawr gan fod gennyf ddealltwriaeth well o sut mae busnesau bach a'r diwydiant cyhoeddi'n gweithio.”**

apwyntiadau gyda chynghorwyr gyrfaoedd ac rwyf bob amser yn cael ymatebion prydlon i'm negeseuon ebost. Rwyf hefyd yn gwerthfawrogi'r profiadau gwaith a awgrymir a anfonir ataf drwy ebyst.

### A fydddech chi'n argymhell cwblhau lleoliad o bell i fyfyrwyr eraill?

Byddwn i'n argymhell cwblhau lleoliad o bell gan ei fod yn ei gwneud hi'n haws cydbwysu astudiaethau a gwaith ar yr un pryd gan nad oes angen teithio. Mae'r costau'n is, ac mae'n haws ac yn fwy hyblyg o ran cydbwysu'r broses â chyfrifoldebau eraill. Mae hefyd wedi caniatáu i mi weithio o Gaerdydd ac o gartref fy nheulu pan oedd angen i mi fynd adref.



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## INTERNIAETHAU BYR

Cyfle i'n myfyrwyr a'n graddedigion ddefnyddio'r sgiliau a'r wybodaeth a ddatblygwyd yn ystod eu hastudiaethau academaidd a'u rhoi ar waith mewn prosiect neu rôl benodol o fewn eich sefydliad. Mae interniaeth yn ddelfrydol os oes gennych ddarn o waith y mae angen ei gyflawni mewn cyfnod byr. Mae'r interniaethau hyn yn cael effaith gadarnhaol iawn ar gyflogadwyedd myfyrwyr ac yn aml dyma'r man cychwyn ar gyfer perthynas waith barhaus iddynt gyda'r sefydliadau sy'n eu derbyn. Cyllid cyfyngedig sydd ar gael weithiau ar gyfer busnesau bach a chanolig sy'n bodloni meini prawf penodol.

“ Mae fy mhrofiad o weithio i'r Swyddfa Ystadegau Gwladol wedi newid fy mywyd. Gweithiais gyda myrdd o wahanol dimau, sydd wedi cynnwys y ganolfan ODP, y tîm cysoni o fewn Dulliau a thîm adolygu BASE. Heb os, mae'r interniaeth hon wedi rhagori ar fy holl ddisgwyliadau, mae wedi rhoi'r sgiliau, y cysylltiadau a'r profiad sydd wedi gwneud i mi deimlo'n hyderus ac yn ddigon cymwys i wneud cais am Lwybr Carlam y Gwasanaeth Sifil eleni.”

**Lydia Jones, BSc Cymdeithaseg, Datblygu'r Ddarpariaeth Weithredol Cynnig Proffesiwn, SYG**

### Enghreifftiau o interniaethau blaenorol:

- Cynorthwy-ydd Cyfathrebu
- Gweinyddydd Adnoddau Dynol
- Cymorth Gweithrediadau'r Wyl
- Peiriannydd Meddalwedd
- Technologydd Pensaerniaeth



**Enw:** Victoria Merker

**Cwrs:** BSc Rheoli Busnes (Lleoliad Gwaith Integredig/  
Blwyddyn ar Leoliad Gwaith Proffesiynol)

### Sut clywoch chi am y cyfle hwn i wneud interniaeth a pham y gwnaethoch chi benderfynu gwneud cais?

Gwelais yr interniaeth ar Hysbysfwrdd Swyddi a Chyfleoedd Prifysgol Caerdydd. Penderfynais wneud cais gan fy mod bob amser wedi bod â diddordeb mewn rheoli yn y GIG, ac roeddwn yn ei weld fel cyfle â thâl i ddatblygu fy niddordeb ymhellach. Roedd yn gynllun peilot, felly roeddwn i'n meddwl bod gen i gyfle i lunio'r interniaeth i gyd-fynd â'm nodau. Roeddwn i eisio gwella fy CV, fy sgiliau rheoli prosiect a deall beth oeddwn wedi'i ddysgu mewn darlithoedd drwy brofiad ymarferol, yn enwedig gyda COVID yn cael y prif sylw yn fy mlwyddyn gyntaf.

### Beth yw enw eich lleoliad a beth mae'n rhaid ichi ei wneud?

Interniaeth Haf Addysg a Gwella Iechyd Cymru. Ar y dechrau, roedd y prosiect yn cynnwys treulio pythefnos dros y Pasg yn cynllunio'r interniaeth. Ni fydd hyn yn parhau gan mai ni oedd y grŵp peilot. Yn dilyn hyn, roedd yr interniaeth â thâl yn cynnwys cael detholiad mawr o brosiectau cyn

mynd ati i ddewis y 3 oedd orau gennych yn y pen draw. Yn ystod y lleoliad 6 wythnos, rydych yn ymgymryd â'ch prosiect dewisol yn eich tîm. I mi, roedd hyn yn golygu fy mod yn gweithio gyda thîm y rhaglen iechyd meddwl ac yn cwblhau prosiect oedd yn cyd-fynd ag un o gerrig milltir y Cynllun Cyflwyno Law yn Llaw at Iechyd Meddwl. Cefais 6 wythnos i geisio mapio'r llwybrau iechyd meddwl gofal sylfaenol ledled Cymru, drwy amrywiaeth o ddulliau, cyn cynnig ystod o awgrymiadau o ymchwil sylfaenol ac eilaidd.

### Ydych chi o'r farn eich bod wedi dysgu sgiliau gwerthfawr y gellir eu trosglwyddo i gyfleoedd gyrfaol yn y dyfodol?

Yn fwyaf amlwg, fe wnaeth fy sgiliau rheoli prosiect wella gan fod yn rhaid i mi ymgymryd â phrosiect gyda lefel uchel o weithio ar fy mhen fy hun. Cafodd llawer o sgiliau eraill eu hennill a'u gwella megis: cyfathrebu, proffesiynoldeb, cydweithio, ymwybyddiaeth busnes, menter a threfnu. Ar ben hynny, rwy'n ennill tystysgrifau ar gyfer ymgymryd â chysiau a dosbarthiadau meistr fel IQT Efydd (gwella ansawdd),



Health Education and Improvement Wales



Interniaeth Haf



Interniaeth Ymchwil Iechyd Meddwl Gofal Sylfaenol



heiw.nhs.wales

arweinyddiaeth dosturiol, codi a chario ac ati.

### Disgrifiwch eich profiad o weithio yn y sefydliad.

Yn ystod fy mhrofiad, gweithiais o dan y tîm Trawsnewid Nyrsio yn adran fach iawn y Rhaglen Iechyd Meddwl. Roedd gen i reolwr (a oedd hefyd yn fentor i mi) ac roeddem yn siarad bob dydd ond yn cael sesiwn fentora bwrpasol unwaith yr wythnos. Roedd hyn yn fuddiol iawn ac roedd bod yn rhan o dîm, yn hytrach na bod ar wahân, yn golygu bod y prosiect yn rhedeg yn fwy llyfn ac roedd yr interniaeth yn fwy gwerthfawr.

### Beth oedd yr agweddau mwyaf cadarnhaol ar eich interniaeth?

Fel y soniwyd uchod, yr agwedd fwyaf cadarnhaol oedd y mentora gan ei fod wedi fy helpu i gael y gorau o'r interniaeth a dysgu gan fy mentor sydd wedi parhau i gynnig cymorth yn y dyfodol. Ar ben hynny, roedd cynifer o gyfleoedd i rwydweithio, i gymryd rhan yn y cwmni ac i siarad â staff gweithredol/cyflwyno iddynt. Maent wedi cynnig interniaeth 1 flwyddyn ddilynol a chadw mewn cysylltiad ag unrhyw gyfleoedd eraill sy'n codi. Rwyf hefyd wedi cael gwarant o gyfweiliad ar gyfer eu cynllun i raddedigion.

### Oes gennych chi awgrymiadau ynghylch sut y gellid bod wedi gwella eich profiad?

Nid oes gennyf lawer o awgrymiadau gan fod popeth wedi cael ei gynnal yn dda a bydd ond yn gwella'r flwyddyn nesaf, nawr mae'r peilot wedi'i gwblhau. Byddwn yn argymhell ystyried pa mor ymarferol yw rhai o'r prosiectau, ac os ydynt yn fawr, rhoi pwyslais ar gwblhau rhywfaint ohonynt yn unig. Rwyf hefyd yn meddwl, mewn adegau heb covid, y byddai'n braf cwrdd â mwy o bobl wyneb yn wyneb a chael sgwrsiau go iawn gyda nhw, er bod bore coffi a -lein yn ddefnyddiol.



**Mae'r interniaeth wedi helpu fy sgiliau cyflogadwyedd gryn dipyn ac wedi gwella fy CV sy'n hynod bwysig wrth geisio dod o hyd i swydd neu leoliad gwaith.**

### Sut daethoch chi o hyd i leoliad eich interniaeth?

Cawsom gyfle i weithio mewn dull hybrid, o bell rai dyddiau ac wyneb yn wyneb ar eraill. Roedd bod yn y swyddfa yn help mawr gyda chymhelliant a themlo fel rhan o'r cwmni, ond os nad oeddech yn gyrru roedd y lleoliad yn anodd iawn i'w gyrraedd felly y tro nesaf gellid ymchwilio i drafndiaeth.

### Fyddech chi'n argymhell myfyrwyr eraill i gwblhau interniaeth?

Byddwn. Mae'r interniaeth wedi helpu fy sgiliau cyflogadwyedd gryn dipyn ac wedi gwella fy CV sy'n hynod bwysig wrth geisio dod o hyd i swydd neu leoliad gwaith. Roedd hefyd yn brofiad plaserus ac rydw i wedi gwneud nifer o ffrindiau da, felly rwy'n ei argymhell yn bendant.

### Oes gennych chi awgrymiadau i fyfyrwyr sy'n ystyried cyflwyno cais neu ddechrau interniaeth?

Byddwn yn awgrymu rhoi cynnig ar y llwybrau cyflogadwyedd Dyfodol Myfyrwyr ar-lein gan eu bod yn ddefnyddiol iawn wrth ysgrifennu fy CV a'm llythyr esboniadol. Byddwn hefyd yn awgrymu'n gryf ymchwilio i'r cwmni, eu gwerthoedd ac ymarfer cael cyfweiliad ymlaen llaw er mwyn paratoi eich hun.



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Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## INTERNIAETHAU HIRACH (5-12 MIS)

Mae myfyrwyr yn gweithio amser llawn i'r sefydliad, fel arfer am semester neu flwyddyn gyfan, a bydd eu gwaith yn cyfrif tuag at ganlyniad eu gradd. Mae myfyrwyr bob amser yn dysgu cymaint o flwyddyn gyfan mewn cyflogaeth ac rydych yn cael y fantais ddeuol o adeiladu eich piblinell talent a chael cyflogai ychwanegol am y flwyddyn. Mae interniaethau blwyddyn o hyd yn rhan hanfodol o lawer o strategaethau denu talent cyflogwyr graddedigion mawr a gallant chwarae rhan ddefnyddiol ar gyfer unrhyw fusnes sy'n tyfu. Os nad ydych yn siŵr ble i ddechrau arni, gallwn helpu

### Enghreifftiau o interniaethau blaenorol:

- Lleoliad arloesedd arbenigol i israddedigion
- Lleoliad rheolwr treftadaeth cynorthwyol
- Lleoliad ymgynghorydd data iau
- Lleoliad diwydiannol ymchwil a datblygu biofferyllol ac oncoleg i israddedigion
- Lleoliad hyfforddai mewn oriel
- Lleoliadau integredig Ysgol Busnes Caerdydd

“ Mae ein myfyriwr ar leoliad o Brifysgol Caerdydd wedi bod yn rhan annatod o'n tîm dros y flwyddyn ddiwethaf. Mae wedi dangos ymroddiad, proffesiynoldeb a pharodrwydd i ddysgu a datblygu ei hun. Mae wedi cael effaith fawr yn ein proses a'n prosiectau drwy gydol y flwyddyn, byddai'n braf petai'n gallu aros yn hirach! ”

Lucy Elliott, Danone



-  Simply Do Ideas
-  Interniaeth
-  Simply Do Ideas Peirianeg Meddalwedd
-  simplydo.co.uk

**Enw:** Paige Lowe **Cwrs:** BSc Cyfrifiadureg (Blwyddyn mewn Diwydiant)

### Beth yw enw eich interniaeth a beth mae'n ei gynnwys?

Interniaeth Peirianeg Meddalwedd Simply Do Ideas – Ers dechrau'r lleoliad gwaith, rwyf wedi bod yn rhan o nifer o brosiectau o wahanol feintiau. Mae'r prosiectau hyn yn amrywio o drwsio gwallau yng nghôd y rhaglen ei hun, i ddiweddarau'r rhyngwyneb blaen i roi profiad gwell i ddefnyddwyr. Wrth weithio ar y rhyngwyneb blaen, rwyf wedi gorfod cymryd adborth gan eraill a gwneud penderfyniadau ynghylch dyluniad, ac rwyf wedi bod yn ceisio ychwanegu swyddogaethau amrywiol newydd i gleientiaid y platfform. Rwyf hefyd wedi cael y cyfle i ddysgu mwy am sectorau gwahanol o'r cwmni, gan gynnwys y farchnad gyfredol a chleientiaid a sut maen nhw'n bwriadu tyfu.

### Beth wnaeth eich denu at yr interniaeth?

Cefais fy nenu at gwblhau interniaeth gan fy mod yn teimlo y byddai'n fy mharatoi yn y ffordd orau ar gyfer fy ngyrfa ar ôl cwblhau fy ngradd ac y byddai'n gwella fy sgiliau technegol a'm sgiliau

proffesiynol. Roeddwn i hefyd eisiau treulio cyfnod yn y diwydiant i benderfynu llwybrau gyrfa posibl yn y dyfodol, oherwydd bod fy ngradd yn ymdrin â nifer o lwybrau gyrfa amrywiol. Gwnaeth Cynllun Interniaeth Santander, ar y cyd â'r cymorth a ddarparwyd drwy'r Brifysgol, gynnig y platfform delfrydol i mi estyn allan i sefydliadau a dod o hyd i gyfleoedd posibl am leoliadau gwaith. Ar ôl cwblhau'r interniaeth, rwy'n gobeithio y byddaf wedi datblygu fy sgiliau rhaglennu yn fawr yn ogystal ag ennill dealltwriaeth ddyfnach o rai o'r technolegau sy'n dod i'r amlwg. Yna gellir cymhwyso'r wybodaeth hon wrth i mi orffen fy astudiaethau, a gall fy arwain tuag at lwybr gyrfa sy'n gweddu orau i'm diddordebau.

### A fydddech chi'n argymhell cwblhau interniaeth drwy adran Tîm Profiad Gwaith?

Byddwn yn bendant yn argymhell y cynllun i eraill. Mae gweithio i BBACh wedi rhoi'r cyfle i mi deimlo fel aelod gwerthfawr o'r tîm. Rwyf wedi gweld fy ngwaith yn cael effaith uniongyrchol ar y platfform, ac wedi cael llawer o foddhad o weld

fy ngwaith yn cael ei ddefnyddio. Mae'r lefel uchel o ymddiriedaeth/cyfrifoldeb i gwblhau tasgau'n gywir yn werth chweil, ac oherwydd bod y cwmni'n tyfu'n gyflym, rwy'n gallu datblygu fy sgiliau'n gyflym am fy mod i bob amser yn gweithio ar, neu'n dysgu, pethau newydd. Mae hyn hefyd yn sicrhau bod yr interniaeth yn ddiddorol, oherwydd fy mod i'n gyfrifol am dasgau newydd o wythnos i wythnos.

### Disgrifiwch eich profiad o weithio yn Simply Do Ideas

Oherwydd maint llai y tîm, cefais gyfle i ennill gwybodaeth ar draws ystod o sectorau cwmnïau. Rwyf wedi gweithio gydag aelodau eraill y tîm i ddysgu am gynnyrch, marchnadoedd ac ymchwil, ond byddai cwmni mwy wedi cael adrannau ar wahân ar gyfer hyn, sy'n golygu efallai na fyddwn wedi dod i gysylltiad ag unrhyw beth heblaw datblygu meddalwedd. Drwy weithio mewn sawl maes o'r busnes, rwyf wedi gallu gweld meysydd eraill sydd o ddiddordeb i mi ac rwy'n ymwybodol bod hyn yn rhywbeth y gallwn fod am ei ddilyn. At hynny, mae maint llai y tîm yn golygu bod pawb bob amser yn weddol ymwybodol o'r hyn y mae eraill yn gweithio arno/tuag ato felly gallant gynnig cefnogaeth ar bob adeg. Mae hefyd yn golygu ei fod yn haws cyfathrebu, oherwydd bod pawb yn adnabod ei gilydd, gan arwain at amgylchedd gwaith hynod gyfeillgar a chefnogol.

### Sut gwnaethoch chi elwa o'r interniaeth?

Ers dechrau'r interniaeth, rwyf eisoes wedi datblygu fy sgiliau datblygu'r we, yn enwedig o ran systemau cefndirol oherwydd nid oedd unrhyw brofiad blaenorol gennyf o weithio gyda rhyngwynebau rhaglennu cymwysiadau. Rwyf hefyd wedi ymgyfarwyddo â GIT sef safon y

diwydiant ar gyfer rheoli fersiynau, felly mae'n hanfodol fy mod i'n gyfarwydd â'r dechnoleg hon. Rwyf hefyd wedi gweithio gyda Slack a Trello i reoli fy llif gwaith a chyfathrebu ag aelodau eraill o'r tîm. Rwyf hefyd wedi datblygu fy sgiliau meddal yn sgil gweithio mewn amgylchedd proffesiynol. O safbwynt personol, mae fy ngallu i siarad yn gyfforddus am yr hyn rwyf wedi bod yn gweithio arno a'i esbonio'n effeithiol i eraill wedi datblygu'n fawr. Dyma sgil sydd wedi datblygu drwy gael y cyfle i drafod fy mhrosiectau wythnosol gyda'r tîm mewn cyfarfodydd adolygu. Rwyf hefyd wedi dysgu pwysigrwydd dyfalbarhau a datrys problemau wrth geisio cwblhau tasg sy'n gwbl newydd ac sy'n heriol i ddechrau.

**“Mae gweithio i BBACh wedi rhoi cyfle i mi deimlo fel aelod gwerthfawr o'r tîm. Oherwydd bod y cwmni'n tyfu'n gyflym, rwy'n gallu datblygu fy sgiliau'n gyflym am fy mod i bob amser yn gweithio ar, neu'n dysgu, pethau newydd.”**





“Mae'r rhaglen fentora wedi'i chynllunio'n dda ac mae'n rhoi cyfle gwych i fyfyrwyr gysylltu â phroffesiynau diwydiannol. Mae wedi fy helpu i ddatblygu fy sgiliau rhyngbersonol a mentora fy hun fel gweithiwr proffesiynol.”

Hannah Little, Mot MacDonald

## MENTORA GYRFAOL

Mae mentora wedi profi'n ffordd boblogaidd iawn o roi hwb i'ch brand a gweithio gyda myfyrwyr os a) mae profiad gwaith ar y safle yn broblem i'ch sefydliad o hyd, b) eich bod am roi rhai cyfleoedd datblygu cyfrifoldeb/gyrfa i'ch staff.

Mae staff o'ch sefydliad, boed yn fyfyrwr graddedig a recriwtiwyd yn ddiweddar neu'n weithwyr proffesiynol mwy profiadol, yn defnyddio budd eu gwybodaeth a'u harbenigedd i weithio gyda myfyrwyr ar sail un-i-un mewn swydd fentora. Rydym yn paru mentoriaid a myfyrwyr ac yn rhoi fframwaith i chi ar gyfer eich sgysiau.

Wrth gyfarfod am o leiaf chwe sesiwn, mae myfyrwyr yn elwa ar drafod eu cynlluniau gyrfa gyda rhywun yn eu maes dewisol neu gyda rhywun a astudiodd radd debyg iddynt.

Ar ôl hynny, chi sydd i benderfynu – gallwch barhau â'r berthynas fentora neu, hyd yn oed yn well, ar yr adeg gywir, gallwch wahodd y myfyriwr i wneud lleoliad gwaith gyda'ch sefydliad.

**Mae mentoriaid gyrfaol blaenorol wedi dod o sefydliadau gan gynnwys:**

- Y GIG
- Mot MacDonald
- Grŵp Admiral
- Circle IT
- Y Comisiwn Penodiadau Barnwrol



**Enw:** Louise Stack

**Cwrs:** MBIomed yn y Gwyddorau Biofeddygol

### Beth oedd y cynllun mentora gyrfaol yn ei gynnwys?

Roedd y broses ymgeisio yn cynnwys llenwi ffurflen i nodi ymhellion ar gyfer ymuno â'r cynllun, meysydd o ddiddordeb ac arwydd o ba ddiwydiant y byddai'n well gennych eich mentor ddod. Yna, ar ôl neilltuo mentor, trefnwyd amser a dyddiad ar gyfer cyfarfodydd. O ran paratoi ar gyfer pob cyfarfod, darparodd y cynllun bwnc dynodedig i'w drafod bob sesiwn. Yna cafwyd rhai ymarferion paratoi i'w cwblhau ar Taith Eich Gyrfa er mwyn rhoi ymdeimlad cyff edinol i chi o'r hyn y mae'r pwnc hwn yn ei gynnwys cyn y sesiwn. Ar ôl pob sesiwn, cwblhawyd paragraff myfyriol byr ar sut aeth y sesiwn a phethau a ddysgwyd ohono.

### Beth wnaeth eich denu i wneud cais ar gyfer y cynllun mentora gyrfaol?

Cefais fy nenu at y cynllun fel y gallwn gael arweiniad ynghylch pa opsiynau sydd ar gael i mi ar ôl graddio, y ffordd orau o wneud cais

### Ydych chi am ysbrydoli a chynghori pobl ifanc sydd â diddordeb yn eich maes gwaith?

### Ydych chi am ddatblygu eich sgiliau hyfforddi ac arwain?

Rydym yn chwilio am weithwyr proffesiynol i gefnogi ein myfyrwyr yn eu taith gyrfa drwy ein rhaglen fentora ar-lein. Mae ein rhaglen yn cynnwys:

- Sesiynau strwythuredig
- Canllawiau ac awgrymiadau cynnwys
- Cymorth parhaus
- Hyblygrwydd i weddu i fentor a mentora

am y rhain, a sut i hoelio sylw mewn ceisiadau am swyddi. Roeddwn hefyd am ddatblygu fy rhwydwaith a chael gwybodaeth am fy maes diddordeb gan rywun sydd eisoes yn rhan ohono. Yn benodol, roeddwn am gael cyngor ynghylch gwneud PhD gan rywun a wnaeth un ond nad oedd o reidrwydd yn gweithio yn y byd academiaidd.

### Disgrifiwch eich profiad o weithio gyda'r mentor.

Roedd yn hawdd iawn cyd-dynnu ag Alan, ac roeddwn i'n teimlo y gallwn ofyn unrhyw gwestiynau sy'n gysylltiedig â gyrfa a oedd gennyf. Er nad oedd fy mentor yn yr un diwydiant â'm diddordeb, roedd y wybodaeth a'r sgiliau a oedd ganddo yn drosglwyddadwy iawn o hyd ac mewn rhai ffy dd, roedd yn fwy buddiol cael persbectif arall. Roedd y pynciau a awgrymwyd gan y cynllun yn ddefnyddiol iawn gan eu bod yn rhoi strwythur i ni i'n sgysiau. Roedd hefyd yn golygu bod Alan yn gallu paratoi ymlaen llaw ac

felly wedi dod o hyd i adnoddau defnyddiol iawn i ni eu defnyddio yn ystod y sesiynau ac ar eu hôl. Yn gyff edinol, roedd gweithio gyda fy mentor yn berthnasol iawn ac yn ddefnyddiol wrth baratoi ar gyfer fy ngyrfa yn y dyfodol.

### Sut y gwnaethoch chi elwa o'r mentora?

Enillais amrywiaeth o sgiliau o'm mentora, megis cyfathrebu, technegau cyfweld, ffy dd effeithiol o ymchwilio i gwmnïau o ddiddordeb, sut i feithrin gwydnwch ac ymwybyddiaeth fasnachol. Datblygais hefyd fy sgiliau rheoli amser a chymryd nodiadau drwy ein cyfarfodydd, a gwella sgiliau myfyrio cyn y sesiynau er mwyn i mi allu meddwl am gwestiynau effeithiol i'w gofyn, ac ar ôl sesiynau pan roeddwn yn cadarnhau'r pynciau a drafodwyd.

### A fydddech yn argymhell cymryd rhan yn y cynllun mentora gyrfaol drwy dîm Profiad Gwaith?

Byddwn yn bendant yn argymhell cymryd rhan yn y cynllun mentora gyrfaol os ydych yn chwilfrydig/yn ansicr o'r cyfleoedd sydd ar gael i chi ar ôl graddio, neu os hoffech gael persbectif ar sut aeth pobl i mewn i ddiwydiannau sydd o ddiddordeb i chi. Roedd y broses gyfan yn glir ac yn hawdd ei llywio, ac roedd y tîm profiad gwaith bob amser ar gael i ateb unrhyw gwestiynau oedd gennyf.

### Sut brofiad yw gweithio gartref i chi? Oes gennych chi unrhyw awgrymiadau ar gyfer cwblhau cynllun yn rhithwir?

Mwynheais gwblhau'r cynllun yn rhithwir. Roeddwn yn haws ei ffitio i m hamserlen, a chanfu fod defnyddio llwyfannau ar-lein yn ystod ein sesiynau yn fuddiol iawn. Roedd y cynllun hefyd yn fy helpu i gynnal cydbwysedd gwell rhwng bywyd a gwaith gan fy mod yn gwybod bod diwrnodau/nosweithiau penodol roedd yn rhaid i mi newid

o wneud gwaith prifysgol fel y gallwn ymchwilio i bynciau sy'n ymwneud â gyrfa. Pe na bawn wedi cwblhau'r cynllun, efallai na fyddwn wedi cymryd yr amser i ystyried dewisiadau gyrfa yn y dyfodol, ac felly byddwn i wedi drysu llawer mwy ynghylch beth fydd fy nghamau nesaf ar ôl graddio.

### Fydddech yn argymhell cwblhau cynllun rhithwir i fyfyrwyr eraill?

Byddwn!

**“Cefais brofiad gwych yn siarad â'm mentora, un a oedd, yn fy marn i, o fudd i'r ddwy ochr: Dysgais lawer am y frwydr y mae myfyrwyr presennol yn ei hwynebu yn y cyfnod ansicr hwn, a gobeithio y gallwn roi cyngor defnyddiol ynghylch rhwydweithio, ceisiadau am swyddi a chydbwysedd rhwng gwaith a bywyd. Roedd yr adnoddau a ddarparwyd drwy gydol y cynllun yn rhagorol, a gwnes i werthfawrogi'r amser a'r ymdrech a roddodd y Brifysgol i gefnogi'r mentora i'r mentor.”**

**Sandy Kelly, EDF**

## HYDER O RAN GYRFA

### Ariennir Hyder o ran Gyrfa: cefnogi myfyrwyr sydd heb gynrychiolaeth ddigonol mewn Addysg Uwch, drwy MEDR.

Gall Hyderus o ran Gyrfa eich helpu i ddod o hyd i dalent, amrywiaethu eich gweithlu a chefnogi eich cyfrifoldeb cymdeithasol corfforaethol.

Gallwch elwa o bersbectif ffres a syniadau newydd drwy gynnig profiad gwaith hyblyg i'n myfyrwyr. Gall y rhain fod yn rhithwir, wyneb yn wyneb neu'n gymysg.

#### Mae profiad gwaith yn amrywio o:

- Cwrdd â'r Gweithiwr Proffesiynol: hyd at dri chyfarfod byr.
- Lleoliadau taledig: hyd at 4 wythnos neu 20 diwrnod.
- Mewnwelediadau: hyd at 2 wythnos neu 10 diwrnod o brofiad gwaith di-dâl.

Mae gan Hyderus o ran Gyrfa gyllid hael i dalu am gyflog myfyrwyr pan fyddant ar lleoliad â thâl. Mae gennym hefyd gyllid i dalu am gyfleoedd hyfforddi, costau teithio a llety ac addasiadau rhesymol os oes angen.

Am fwy o wybodaeth cysylltwch â:  
[careerconfident@caerdydd.ac.uk](mailto:careerconfident@caerdydd.ac.uk)

“ Er bod angen cymorth ar lleoliadau, maent hefyd yn darparu safbwyntiau newydd ac mae myfyrwyr yn ymgymryd â thasgau fel bod y sefydliad yn elwa hefyd. ”  
Ele Hicks, Rheolwr Polisi, Ymgysylltu ac Ymchwil ar gyfer Diverse Cymru - Adborth gan gyflogwr





**Enw:** Nicole Gulliford

**Cwrs:** MSc Polisi Cymdeithasol a Chyhoeddus

### Pa gymorth profiad gwaith a/neu cyflogadwyedd wnaethoch chi ei gyflawni drwy Hyderus o ran Gyrfa?

Ymgymerais â rôl Mewnwelediad Polisi ac Ymchwil. Cefais amrywiaeth o dasgau gan gynnwys cwestiynau ac atebion gydag aelodau staff, darllen ethos elusen, edrych ar ddogfennau ac ymgynghoriadau'r llywodraeth, gweithio ar grynodedeb ar gyfer ymateb diwygio gofal cymdeithasol, ysgrifennu sylwadau o Pride, cyfarfod grŵp cynghori a thrawsgrifio. Teimlais fod fy mhrofiad yn amrywiol a chadarnhaol, yn enwedig cyfarfod â phobl eraill.

### Beth wnaethoch chi ei ddatblygu trwy Hyder o ran Gyrfa?

Roeddwn i eisiau datblygu fy nghyflogadwyedd ac adeiladu fy CV gan ei fod yn eithaf byr a heb fod yn amrywiol o gwbl. Roedd yn bwysig i mi gael hyblygrwydd oherwydd fy nghyflwr iechyd. Cefais brofiad hyblyg a wnaeth fy CV yn fwy amrywiol a diddorol.



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Mewnwelediad di-dâl



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Mae hyn wedi bod yn hwb enfawr i fy hyder fel rhywun o gefndir cymdeithasol-economaidd is ac mae bod y cyntaf i fynd i'r brifysgol felly mae cael y gefnogaeth hon yn golygu fy mod wedi gallu ehangu.

**“Datblygais sgiliau cyfathrebu a gweithio'n annibynnol mewn amgylchedd nad wyf wedi'i brofi o'r blaen. Rwy'n credu fy mod wedi dod yn fwy hyderus i wneud cais am swyddi yn y trydydd sector...”**

### Disgrifiwch y cymorth profiad gwaith / cyflogadwyedd a wnaethoch?

Roedd fy mhrofiad gwaith o fewn tîm polisi Diverse Cymru. Datblygais sgiliau cyfathrebu a gweithio'n annibynnol mewn amgylchedd nad wyf wedi'i brofi o'r blaen. Rwy'n credu fy mod wedi dod yn fwy hyderus i wneud cais am swyddi yn y trydydd sector gan fod fy ethos a'm gwerthoedd a'm sgiliau fy hun yn cyd-fynd â gwaith elusennol. Datblygais hefyd reolaeth amser trwy gydbwysu fy mywyd fy hun ac ymrwymiadau academaidd gyda fy mhrofiad gwaith.

### A fydddech chi'n argymhell Hyder o ran Gyrfa? Os felly, pam?

Dwi wir yn argymhell! Roeddwn i'n hoffi gwybod bod gen i gefnogaeth yn y cefndir felly os oeddwn i erioed yn teimlo'n ansicr am fy mhrofiad yna roedd gen i gysylltiadau â rhywun y tu allan i'r amgylchedd gwaith a oedd yn gwybod fy amgylchiadau.



## Cefnogi eich anghenion

Rydym ni'n ymroi i baratoi ein myfyrwyr ar gyfer y byd masnachol gyda'r sgiliau a'r nodweddion y mae cyflogwyr yn chwilio amdanynt.

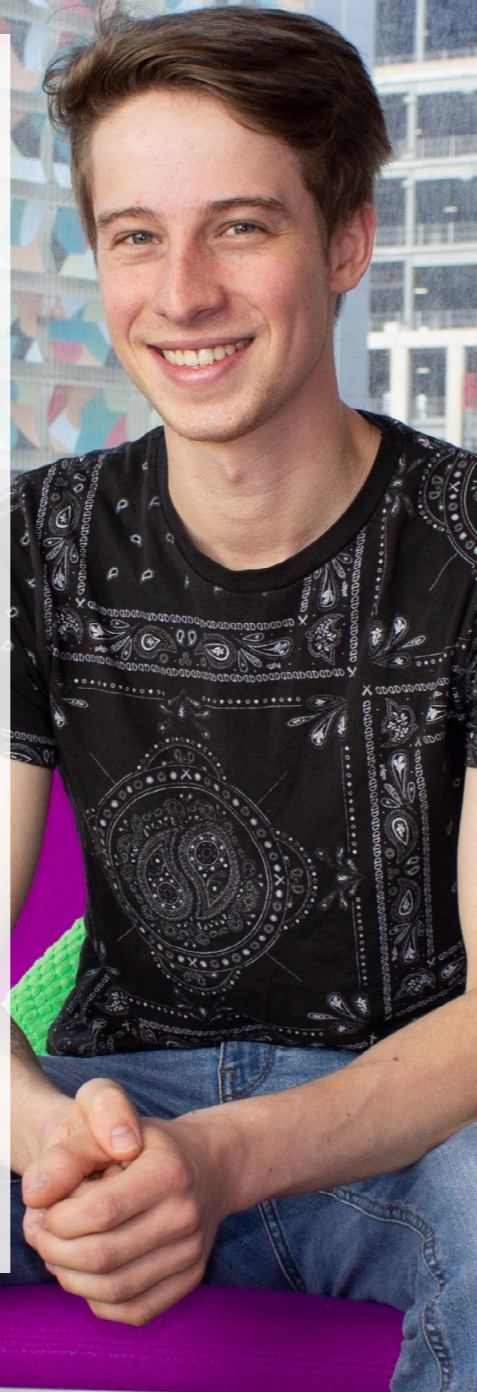
Drwy recriwtio ein myfyrwyr, byddwch yn cyflogi unigolion talentog, brwdfrydig a hynod fedrus sy'n awyddus i ddysgu a rhoi eu sgiliau ar waith.

Ewch i'n **tudalennau busnes** i gael gwybod sut i gael gafael ar ein gwybodaeth a'n harbenigedd, gan gynnwys cyfleoedd ymchwil cydweithredol. Gan weithio gyda'n gilydd, gallwn eich helpu i ddod o hyd i'r arbenigedd cywir ar gyfer eich gofynion.

I gael rhagor o wybodaeth neu i drafod anghenion eich busnes yn fanylach, mae croeso ichi gysylltu â ni:

**Tîm Ymgysylltu â Chyflogwyr**  
employerservices@caerdydd.ac.uk  
+44 (0)29 2087 4230

**Tîm Profiad Gwaith**  
workexperience@caerdydd.ac.uk



“ Mae cwblhau lleoliad yn hollol wahanol i bopeth rwyf wedi'i wneud o'r blaen. Roeddwn i'n amheus ar y dechrau ac nid oeddwn yn siŵr faint y byddwn i'n ei fwynhau ond rwyf mor falch o fod wedi cael y cyfle i'w gwblhau! Cefais brofiad mor anhygoel a dysgu cymaint – o sgiliau newydd i sut i gyfathrebu ag eraill mewn amgylchedd corfforaethol, a hefyd pethau amdanaf fi fy hun fel pa agweddau ar waith rwy'n eu mwynhau a'r hyn yr hoffwn ei wneud yn y dyfodol. Rwyf wedi gwneud cynifer o ffrindiau a chysylltiadau, wedi synnu fy hun gyda pha mor wydn a chryf y gallwn fod, ac erbyn hyn mae gennyf ddull newydd o weithio. ”

**Emily Clubley, Ysgol Busnes Caerdydd.**  
Blwyddyn ar leoliad gwaith yn Janssen  
(Johnson & Johnson)

