

ULN Privacy Notice

- The information you supply will be used by the Skills funding Agency to issue you with a Unique Learner Number (ULN).
- This number will be used to create your own Personal Learning Record.
- Your Personal Learning Record will include information about your qualifications, awards and training events and learning achievements which are part of the Qualifications and Credit Framework.
- It also means that information about your learning can be shared with others who have a responsibility for your education and training.
- For further details about how the information you have provided to us will be used, please ask your school, careers, training or education advisor or refer to the Learning Records Service website:
www.learningrecordsservice.org.uk/privacynotice
- If you have still not reached the age of 16, you might first wish to discuss this privacy notice explanation with your parent or legal guardian.
- The Chief Executive of Skills Funding is the legal representative of the **Skills Funding Agency** which funds some of the qualifications and training that you may be receiving through your college, training or learning provider. Funding in Wales is provided by the Welsh Assembly Government.
- Your Personal Learning Record will include information about your qualifications, awards and training events plus learning achievements that you may collect throughout your lifetime of learning – at all levels and also whilst you are working and learning.
- The information that you provide to us will be passed to the Learning Records Service for the purpose of allocating you with a ULN. This is a ten digit reference number and is unique and individual to you. Please keep this number in a safe place since you will need it during your lifetime, just like your National Insurance Number.
- It will also be used to create your own Personal Learning Record. This record will include information about your qualifications, awards, learning achievements and ‘credits’ which will be conveniently located in one online area for you and your advisors to refer to, with your permission. Your record will help you to confirm to others, what you have learned, where and when. It will also help you identify other areas of learning to help you progress towards your own goals. Please note that **you will always be in control** of who accesses your Personal Learning Record for the Qualifications and Credit Framework for Wales (QCFW). Only you can give them permission to view the information.
- Your ULN will also be used to collect and share information amongst education related organisations. Such information includes qualifications, awards, certificates, work-based training and learning (this is also called achievement and participation data). Your Personal Learning Record will be a lifelong record of your participation, learning and achievement in education. Your Personal Learning Record will be

accessible to you, plus to organisations linked to your education and any other organisations you allow to view your Personal Learning Record for the purposes of advice and guidance. This could include Careers Wales, careers advisors, college registration and course enrolment staff and future employers if you give them access.

- Your Personal Learning Record allows you and other organisations to check your own learning 'credits' achieved. One of the long term key benefits is that it will help you to see how well you are progressing towards your own learning outcomes, training or qualifications and help you find alternative ways of reaching your own learning goals.
- For further details of how your information is shared and used by the Learning Records Service and how to opt-out or modify who has access to your information please visit the Learning Records Service website at www.learningrecordsservice.org.uk/privacynotice

ULN Hysbysiad Preifatrwydd

- Bydd yr Asiantaeth Ariannu Sgiliau yn defnyddio'r wybodaeth a roddir gennych i roi Rhif Dysgu Unigol (ULN) i chi.
- Defnyddir y rhif hwn i greu'r Cofnod Dysgu Personol.
- Bydd eich Cofnod Dysgu Personol yn cynnwys gwybodaeth am eich cymwysterau, dyfarniadau a digwyddiadau hyfforddi, a chyflawniadau dysgu sy'n rhan o'r Fframwaith Cymwysterau a Chredydau.
- Mae'n golygu hefyd y gall gwybodaeth am eich dysgu gael ei rhannu ag eraill sy'n gyfrifol am eich addysg a hyfforddiant.
- Am ragor o fanylion ar sut y bydd gwybodaeth a roddwyd gennych yn cael ei defnyddio, gofynnwch i'ch ysgol, eich ymgynghorydd gyrfaoedd, hyfforddiant neu addysg neu ewch i wefan y Gwasanaeth Cofnodion Dysgu:
<http://bit.ly/bmHWNp>.
- Os nad ydych yn 16 oed eto, efallai yr hoffech drafod yr esboniad o'r hysbysiad preifatrwydd hwn â'ch rhiant neu warcheidwad cyfreithiol yn gyntaf.
- Y Prif Weithredwr Ariannu Sgiliau yw cynrychiolydd yr **Asiantaeth Ariannu Sgiliau** sy'n ariannu rhai o'r cymwysterau a'r hyfforddiant y gallwch eu hennill drwy eich coleg, darparwr hyfforddiant neu ddysgu. Mae cyllid yng Nghymru'n cael ei ddarparu gan Lywodraeth Cynulliad Cymru.
- Bydd eich Cofnod Dysgu Personol yn cynnwys gwybodaeth am eich cymwysterau, dyfarniadau a digwyddiadau hyfforddi ynghyd â chyflawniadau dysgu y gallwch eu casglu drwy gydol eich oes fel dysgwr – ar bob lefel a hefyd pan fyddwch yn gweithio ac yn dysgu.
- Bydd yr wybodaeth a roddwch i ni'n cael ei throsglwyddo i'r Gwasanaeth Cofnodion Dysgu er mwyn dyrannu ULN ar eich cyfer. Mae hwn yn gyfeirnod deg digid ac mae'n unigryw i chi. Cadwch y rhif hwn mewn man diogel gan y bydd ei angen arnoch yn ystod eich oes, yn union fel eich rhif Yswiriant Gwladol.
- Bydd hefyd yn cael ei ddefnyddio i greu'ch Cofnod Dysgu Personol. Bydd y cofnod hwn yn cynnwys gwybodaeth am eich cymwysterau, dyfarniadau, cyflawniadau dysgu a 'chredydau' a fydd yn cael eu cadw'n hwylus mewn un lle ar-lein i'ch galluogi chi a'ch ymgynghorwyr i gyfeirio ato, gyda'ch caniatâd. Bydd eich cofnod yn eich helpu i gadarnhau i eraill yr hyn yr ydych wedi ei ddysgu, yn lle a phryd. Bydd hefyd yn eich helpu i ganfod meysydd eraill o ddysgu i'ch helpu i symud ymlaen tuag at gyflawni'ch nodau eich hun. Cofiwch mai **chi fydd bob amser yn rheoli** pwy sy'n cael mynediad at eich Cofnod Dysgu Personol ar gyfer y Fframwaith Cymwysterau a Chredydau. Dim ond chi all roi caniatâd iddynt i weld yr wybodaeth hon.
- Bydd eich ULN yn cael ei ddefnyddio hefyd i gasglu a rhannu gwybodaeth ymhlith sefydliadau sy'n ymwneud ag addysg. Mae gwybodaeth o'r fath yn cynnwys cymwysterau, dyfarniadau, tystysgrifau, hyfforddiant a dysgu yn y gweithle (gelwir hwn yn ddata cyflawniad a chyfranogiad hefyd). Bydd eich Cofnod Dysgu Personol yn gofnod gydol oes o'ch cyfranogiad, eich dysgu a'ch cyflawniad mewn addysg. Bydd eich Cofnod Dysgu Personol ar gael i chi ac i sefydliadau sy'n gysylltiedig â'ch addysg ac unrhyw sefydliadau eraill sy'n cael

caniatâd gennych i weld eich Cofnod Dysgu Personol i ddibenion cynghori ac i roi arweiniad. Gallai hyn gynnwys Gyrfa Cymru, ymgynghorwyr gyrfa, staff cofrestru a chyrsgau colegau a chyflogwyr yn y dyfodol os ydych am roi caniatâd iddynt i'w weld.

- Mae'ch Cofnod Dysgu Personol yn eich galluogi chi a sefydliadau eraill i wirio'r 'creydau' dysgu yr ydych wedi eu cyflawni. Un o'r prif fuddiannau tymor hir yw y bydd yn eich helpu i weld i ba raddau yr ydych yn dangos cynnydd tuag at gyflawni eich deilliannau dysgu, eich hyfforddiant neu'ch cymwysterau'ch hun, a bydd yn eich helpu i ddod o hyd i ddulliau gwahanol o ymgyrredd at eich nodau dysgu'ch hun.
- Am ragor o fanylion ar sut mae'r Gwasanaeth Cofnodion Dysgu yn rhannu ac yn defnyddio'ch gwybodaeth a sut y gallwch gael eich eithrio neu addasu pwy sy'n cael gweld eich gwybodaeth, ewch i wefan y Gwasanaeth Cofnodion Dysgu yn <http://bit.ly/bmHWNP>.