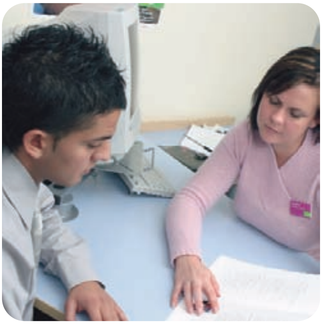
Treialon Gwaith

Cyfnod prawf mewn swydd go iawn

canolfanbydgwaith

Rhan o'r Adran Gwaith a Phensiynau

Mae Treial Gwaith yn brawf hyd at 30 niwrnod gwaith mewn swydd go iawn. Mae ar gael i helpu pobl sydd ag anawsterau wrth ddod o hyd i swydd ac mae'n gwbl wirfoddol.



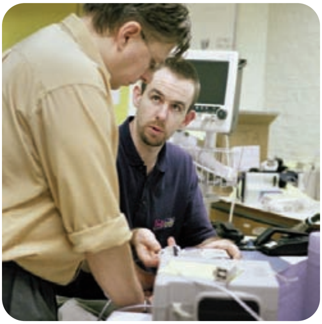
Os oes gennych ddiddordeb mewn cymryd rhan, siaradwch â'ch ymgynghorydd personol a fydd yn gwirio os ydych yn gymwys i gymryd rhan.

Beth sydd angen i mi ei wybod?

Sut mae'n gweithio?

Os byddwch yn penderfynu gwneud Treial Gwaith, cewch:

- cyfle i roi cynnig ar swydd a dangos i gyflogwr mai chi yw'r person iawn ar gyfer y swydd
- parhau i gael eich budd-dal, a
- cael treuliau.



Os byddwch yn penderfynu rhoi cynnig ar Dreial Gwaith, byddwn yn trefnu i chi barhau i gael eich budd-daliadau ac yn ateb unrhyw gwestiynau a fydd gennych.

Ni chaiff eich budd-daliadau eu heffeithio os byddwch am:

- gadael y Treial Gwaith yn gynnar, neu
- gwrthod swydd os caiff ei chynnig i chi ar ddiwedd y treial.

Os cewch gynnig swydd a'i derbyn, nid yw'n golygu y bydd eich holl fudd-daliadau yn dod i ben. Gallwn ddweud wrthych am fudd-daliadau y gallech hawlio tra rydych yn gweithio.

Sut y gallaf drefnu Treial Gwaith fy hun?

Os hoffech drefnu Treial Gwaith eich hun, dylech ofyn yn eich Canolfan Gwaith agosaf.

Byddant fel arfer yn rhoi copi o'r llythyr 'Treialon Gwaith: Rhowch gynnig iddo'. Dylech anfon hwn at y cyflogwr gyda'ch ffurflen gais, a llythyr gwneud cais neu CV.

Yna cewch ateb naill ai gan y cyflogwr neu'ch Canolfan Gwaith.

Os ydych yn cael eich cyfweld ar gyfer swydd

Os byddwch mewn cyfweliad ac mae'r cyflogwr yn amau eich bod yn addas ar gyfer y swydd, gallech sôn am Dreialon Gwaith.

Yna gallwch ddangos copi o 'Treialon Gwaith: Rhowch gynnig iddo' i'r cyflogwr er mwyn rhoi gwybod iddo eich bod yn gymwys ar gyfer y prawf (gweler 'Sut y gallaf drefnu Treial Gwaith fy hun', uchod). Dylech sôn fod y llythyr yn dweud wrthynt bwy y dylent gysylltu â hwy os bydd ganddynt ddiddordeb.

Gwybodaeth bwysig am y daflen hon

Canllaw yn unig yw'r daflen hon ac nid yw'n cwmpasu pob amgylchiad. Rydym wedi gwneud ein gorau i sicrhau bod y wybodaeth yn y daflen hon yn gywir ym mis Mawrth 2009. Mae'n bosibl y bydd rhywfaint o'r wybodaeth wedi'i gorsymleiddio, neu'n dod yn llai cywir dros amser, er enghraifft oherwydd newidiadau i'r gyfraith.

Mae'r Ganolfan Byd Gwaith yn ymroddedig i gymhwyso egwyddorion cyfle cyfartal yn ei rhaglenni a'i gwasanaethau.

canolfanbydgwaith

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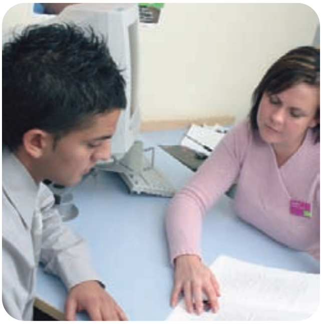
Work Trials

A trial period in a real job

jobcentreplus

Part of the Department for Work and Pensions

A Work Trial is a trial of up to 30 working days in an actual job. It is to help people who are having difficulties finding a job and is completely voluntary.



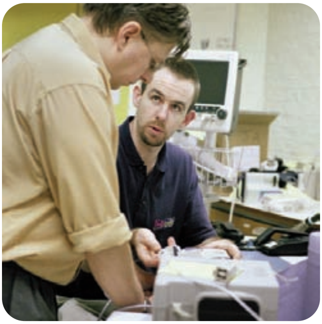
If you are interested in taking part, speak to your personal adviser who will check if you qualify to take part.

What do I need to know?

How does it work?

If you decide to take up a Work Trial, you will:

- get the chance to try out a job and show the employer that you are the right person to do the job
- continue to receive your benefits, and
- be paid expenses.



If you decide to take up a Work Trial, we will arrange for you to continue receiving your benefits and will answer any questions you have.

Your benefits will not be affected if you:

- want to leave the Work Trial early, or
- turn down the job if you are offered it at the end of the trial.

If you are offered a job and you decide to accept it, this does not automatically mean that all your benefits will end. We will be able to tell you about benefits you may be able to claim while you are working.

How can I arrange my own Work Trial?

If you want to arrange your own Work Trial, you should ask at your nearest Jobcentre.

They will usually give you a copy of the letter 'Work Trials: Try it for yourself'. You should send this to the employer with your application form, and letter of application or CV.

You will then get a response either from the employer or from your Jobcentre.

If you are being interviewed for a job

If you are at an interview and the employer seems to have doubts about whether you are the right person for the job, you could always mention Work Trials.

You can then show the employer a copy of 'Work Trials: Try it for yourself' to let them know that you qualify for a trial (see 'How can I arrange my own Work Trial', above). Point out that the letter tells them who to contact if they are interested.

Important information about this leaflet

This leaflet is only a guide and does not cover every circumstance. We have done our best to make sure that the information in this leaflet is correct as of March 2009. It is possible that some of the information is oversimplified, or may become inaccurate over time, for example because of changes to the law.

Jobcentre Plus is committed to applying the principles of equal opportunities in its programmes and services.

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