

into | i mewn i work | waith

Advice Service | Gwasanaeth Cynghori

To help you get online or into work. The following help is available.

I'ch helpu i fynd ar-lein neu i gael gwaith. Mae'r help canlynol ar gael.

GET ONLINE

Basic Computer skills
Using the Internet
Setting up Email
Online forms
Online shopping

Sgiliau cyfrifiaduron sylfaenol
Defnyddio'r rhyngwyd
Creu cyfrif e-bost
Ffurflenni ar-lein
Siopa ar-lein

MYND AR-LEIN



JOB CLUB

Advice on CVs
Help with job applications
Universal Job Match

Cyngor ar CV
Help gyda ffurflenni cais
Paru swyddi

CLWB SWYDDI

TRAINING FOR WORK

HYFFORDDIANT GWAITH

Food Safety : Diogelwch Bwyd
First Aid : Cymorth Cyntaf
Health & Safety : Iechyd a Diogelwch
Retail & Customer Care : Manwerthu a Gofal Cwsmeriaid
Interview Skills : Sgiliau Cyfweld
Manual Handling : Codi a Chario
Telephone Skills : Sgiliau Ffôn
Managing Conflict : Rheoli Gwrthdaro
Essential Office Skills : Sgiliau Swyddfa Hanfodol
Confidence Building : Magu Hyder
Basic Life Support & : Cymorth Bywyd Sylfaenol a Defibrillator Diffibriliwr

029 2087 1000
intoworkadvice@cardiff.gov.uk

DEWCH
AR-LEIN
GAERDYDD



GET
CARDIFF
ONLINE



Into Work Advice Service Outreach Timetable

Amserlen Allgymorth Gwasanaeth I Mewn I Waith

Central Library Hub, 3rd Floor, Cardiff CF10 1FL
Monday to Friday 9am - 6pm (Thurs 10am – 7pm)

St. Mellons Hub
Monday to Friday 9am – 5pm (Thurs 10am – 5pm)

Ely & Caerau Hub
Monday to Friday 9am – 5pm (Thurs 10am – 5pm)

Grangetown Hub
Monday to Friday 9am – 5pm (Weds 10am – 5pm)

Hyb y Llyfrgell Ganolog, 3ydd Llawr, Caerdydd CF10 1FL
Llun – Gwener 9am - 6pm (Iau 10am – 7pm)

Hyb Llaneirwg
Llun – Gwener 9am - 5pm (Iau 10am – 5pm)

Hyb Trelái a Chaerau
Llun – Gwener 9am - 5pm (Iau 10am – 5pm)

Hyb Grangetown
Llun – Gwener 9am - 5pm (Mercher 10am – 5pm)

	Morning / Bore	Afternoon / Prynawn
Monday Dydd Llun	Cadwyn Housing Association (Newport Rd) Cadwyn Cymdeithas Tai (Heol Casnewydd) 9am – 1pm	Cadwyn Housing Association (Newport Rd) Cadwyn Cymdeithas Tai (Heol Casnewydd) 1pm – 4.30pm Rumney Partnership Hub Hyb Partneriaeth Tredelerch 2pm – 5pm
Tuesday Dydd Mawrth	Butetown Pavilion / Pafiliwn Butetown 10am – 1pm Llanrumney Hub / Hyb Llanrhymini 9am – 1pm	Butetown Pavilion / Pafiliwn Butetown 1pm – 3pm Llanrumney Hub / Hyb Llanrhymini 1pm – 5pm
Wednesday Dydd Mercher	Canton Library / Llyfrgell Treganna 9am – 1pm	Canton Library / Llyfrgell Treganna 2pm – 4pm
Thursday Dydd Iau	Butetown Hub / Hyb Butetown 9am – 1pm Powerhouse Llanedeyrn Y Powerhouse Llanedern 9am – 1pm	Butetown Hub / Hyb Butetown 1pm – 5pm Powerhouse Llanedeyrn Y Powerhouse Llanedern 2pm – 5pm
Friday Dydd Gwener	Fairwater Hub / Hyb y Tyllgoed 9am – 1pm STAR Hub / Hyb STAR 9am – 1pm	Fairwater Hub / Hyb y Tyllgoed 1pm – 5pm STAR Hub / Hyb STAR 1pm – 5pm