

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