



Awarding Body Guide to Designation

Contents

1.	Introduction	3
2.	Status Definitions in QiW	5
3.	How to create and submit a single qualification in QiW	6
4.	QiW Field Checklist	7
5.	Designation Process Map	11
6.	Rules for designation	12
7.	Evidence against rules for designation	13
8.	Further Designation process map	17
9.	How to apply for further designation	18
10.	Evidence requirements for further designation requests	18
11.	Amendments Process	18
12.	Withdrawal of qualifications	19
13.	Sector Review Qualifications	20
14.	Annual Cleanse of QiW	21

1. Introduction

QiW is an independent system that is not reliant on The Register. Awarding bodies need to submit all qualifications they wish to be made eligible for public funding in Wales to QiW. These will not automatically feed in from The Register.

QiW is not a repository for all regulated qualifications. QiW contains details of all qualifications that are approved or designated for teaching in Wales for learners aged under 19, excluding higher education, resulting in their eligibility for public funding in Wales.

Awarding bodies that are recognised in Wales automatically have all qualifications regulated – other than those where they have surrendered any recognition.

This guide contains the process that must be adhered to when submitting a qualification for designation. It involves the steps that a qualification must successfully go through in order to be designated in Wales.

Qualifications Wales does not recognise individual units. Awarding bodies should submit full qualifications to QiW only. If a unit is also a full qualification in its own right, then this can be submitted to QiW.

Qualifications Wales, our Regulatory Framework and our Approach



OTHER REGULATED QUALIFICATIONS

All non-degree qualifications awarded by recognised awarding bodies (unless recognition surrendered). Regulated under Standard Conditions of Recognition.

DESIGNATED QUALIFICATIONS

Designated as eligible for use on publicly funded programmes of learning, for learners under the age of 19. Must meet designation matters. Regulated under Standard Conditions of Recognition.

APPROVED QUALIFICATIONS

Reviewed to ensure they meet approval criteria. Likely to be on list of Priority Qualifications. Regulated under Standard Conditions of Recognition and any conditions of approval that apply.

RECOGNISED AWARDING BODIES

Must meet the criteria for recognition. Regulated under Standard Conditions of Recognition.

QiW

Database of approved and designated qualifications for teaching in Wales for learners aged under 19, excluding higher education.

RESTRICTED PRIORITY QUALIFICATIONS

Only a limited number (or one version) will be approved. Reviewed to ensure they meet Approval criteria. Must be on list of Priority Qualifications. Restrictions must be implemented through fair and open competition – either for an awarding body to be commissioned to develop a qualification or to choose between existing specifications.

2. Status Definitions in QiW

Public Status	Awarding body/ Internal Status in QiW	Definition
New	New	Awarding body has created the qualification in QiW but has 'Saved' it rather than 'Submitted' it.
Not visible to the public	Pending Recommendation	Awarding body has submitted the qualification to QiW and it is awaiting a recommendation.
Not visible to the public	Pending More Information	The qualification has been sent back to the AB with a request for further information to ensure the designation requirements are met.
Not visible to the public	Pending Decision	A decision on the qualification has been recommended for consideration by the Head of Recognition and Approval.
Available to New Learners	Live	The qualification is designated and is published to QiW. The start date has passed. It is available for learners and eligible for funding.
Coming Soon	Coming Soon	The qualification is suitable for designation and is published to QiW. The start date is in the future. It will be available for learners and eligible for funding.
No Longer Available to New Learners	Withdrawn	The Operational End Date has passed. Therefore, no new learners can start the qualification. EXISTING learners can continue to be taught up until the certification end date.
No Longer Available	Archived	The Certification End Date has passed. Therefore, the qualification has ended and learners can no longer be taught/certificate.

3. How to create and submit a single qualification in QiW

1. Sign into QiW
2. Click on 'Create' in the ribbon at the top of the page. This will direct you to the Create Qualification screen as shown below. Please see next page for more details on each field in QiW.

Create qualification
Please complete the form below to create a new qualification.

Basic qualification details

Review type Approval Designated

Offered in English

Ofqual QN

Awarding Body

Welsh qualification title

English qualification title

Qualification level

Qualification sub-level

Qualification type

Age ranges 16

Additional qualification details

WJLT/CVET CVET WJLT Not applicable

Assessment methods

Total qualification time (TOT) Hours

Guided learning hours (GLH) Hours

Purpose

Sub-purposes

Tags

Grading scale

Qualification Specification

For use in apprenticeship frameworks? No Yes

Apprenticeship framework number

Part of a suite of qualifications? No Yes

Suite qualification numbers

Supporting Evidence

Send submission queries to

QW Owner

I confirm that I am aware of the relevant and applicable regulatory requirements and that this qualification complies with these requirements including those contained within conditions of registration, criteria for approval or designation (where applicable), and any other relevant regulatory documents published by Qualifications Wales. I acknowledge that should it be determined that the qualification is not compliant with the requirements identified above that Qualifications Wales may be required to take regulatory action in respect of the qualification as appropriate.

3a. Field Checklist

Please note that all fields in QiW are mandatory.

FIELD	VALIDATIONS FOR INPUT / CRITERIA
Basic Qualification Information	
Review Type	– Approval if present in Priority Qualifications List. If not, designation.
Is the Qualification offered in England?	– If ticked, ensure that Ofqual Qualification number is entered in field below.
* Ofqual Qualification Number	– Ofqual QAN must be entered if offered in England box is ticked.
Awarding Body	– Must match the Awarding Body acronym in the Qualification Title.
English Qualification Title	– The format is not set. The title must contain: <i>i) Awarding body name</i> <i>ii) Level</i> <i>iii) Award/Certificate/ Diploma (optional)</i> <i>iv) in/for</i> <i>v) Indication of content e.g. Business/ hairdressing</i> Title must not include QCF.
Welsh Qualification Title	– Format should match the English Title. – Qualifications Wales will populate if not possible
Qualification Level	– Must match Level contained in Title.
Qualification Sub-Level	– Should only be populated for Entry Level Qualifications
Qualification Type	– Must be populated from a drop-down menu.
Age Ranges	– Must be populated and can be multiple age ranges. – If qualification is classed as CVET, Pre16 can not be selected – Must match what is stated in Qualification Specification
Sector Subject Area (SSA)	– Must be populated from a drop down menu. – Must be comparable with the title.
Sub-Sector Subject Area (Sub SSA)	– Must be populated from a drop down menu
Language	– Must be populated
Key Dates	
Start Date	– Must be the first day of the month – Can be set in future
Proposed Operational End Date (OED)	– Must be the last day of the month – Should not be set to more than 5 years from the Start Date <i>*This field is used by Welsh Government for funding purposes.</i>
Proposed Certification End Date (CED)	– Must be the last day of the month – Should be different from the Operational End Date. – Can be set to a maximum of 3 years from the OED

ADDITIONAL QUALIFICATION DETAILS	
IVET/CVET	<ul style="list-style-type: none"> – Must be populated – If qualification is classed as CVET, Pre16 can't be selected <p><i>*Please refer to the glossary for definitions</i></p>
Assessment Methods	<ul style="list-style-type: none"> – Multiple can be selected – Qualifications which contain NVQ in the Title must be <ul style="list-style-type: none"> i) work based assessment <p>AND/OR</p> <ul style="list-style-type: none"> ii) portfolio of evidence.
Total Qualification Time (TQT)	<ul style="list-style-type: none"> – Must be populated – Must be the same as or greater than GLH
Credit	<ul style="list-style-type: none"> – Awarding bodies cannot see this field. – This will automatically calculated – Value = TQT/10 (rounded to the nearest whole number). <p><i>*Awarding bodies should contact Qualifications Wales if the value will automatically calculate to 0 but should be 1.</i></p>
Guided Learning Hours (GLH)	<ul style="list-style-type: none"> – Must be populated – Mean GLH value must be entered – Must be less than or equal to the TQT. <p><i>*This field is used by Welsh Government to determine performance information.</i></p>
Purpose	<ul style="list-style-type: none"> – Must be populated with D if NVQ is in title – IVET qualifications = Purpose A,B,C – CVET qualifications = Purpose D,E <p><i>*please contact Qualifications Wales if you believe a qualification is an exception to this rule.</i></p>
Sub-Purpose	<ul style="list-style-type: none"> – Must be populated with D1 if NVQ is in title

ADDITIONAL QUALIFICATION DETAILS	
Grading Scale	<ul style="list-style-type: none"> – Must be populated from a drop-down menu. <i>*This field is used by Welsh Government to determine performance information</i>
Qualification Specification	<ul style="list-style-type: none"> – Must be populated with a URL directly to the qualification specification on the awarding bodies website. – Specifications should be published until the Certification End Date has passed. <i>*If the qualification is not yet Live, then this must be provided within 3 days after being designated</i>
For inclusion in Apprenticeship Frameworks?	<ul style="list-style-type: none"> – Yes/No as appropriate
Apprenticeship framework number	<ul style="list-style-type: none"> – Must be populated if available in a Welsh apprenticeship framework. – More than one number can be added.
Part of a suite of qualifications?	<ul style="list-style-type: none"> – Yes/ No as appropriate
Suite qualification numbers	<ul style="list-style-type: none"> – Must be populated if part of a suite of qualifications – More than one number can be added.
Supporting Evidence	<ul style="list-style-type: none"> – Should be populated with: <ol style="list-style-type: none"> 1. Evidence of demand 2. Evidence of support Please refer to evidence requirements on pages 15.
Submission details to	<ul style="list-style-type: none"> – Must be populated with email details of awarding body. – This should be a generic awarding body mailbox or responsible officer email address.

3b. What happens next?

3. Once the qualification is created, click the Submit button.

You will receive a notification to tell you that the submission was successful and the unique Qualifications Wales Approval/Designation Number it has been allocated.

4. This will be reviewed by Qualification Wales against the designation matters outlined in the Rules.
5. If the qualification does not meet our requirements, this will be referred back to the awarding body via QiW with a comment containing details on how the submission should be amended.

An email notification will be sent to the email address provided in the 'submission details to' field on QiW with the referral details.

When a qualification is referred back, the qualification will then be in a 'Pending more information' state on QiW.

If a qualification does meet our requirements, a decision will be made with regards to designation.

An email notification will be sent to the email address provided in the 'submission details to' field on QiW with the decision.

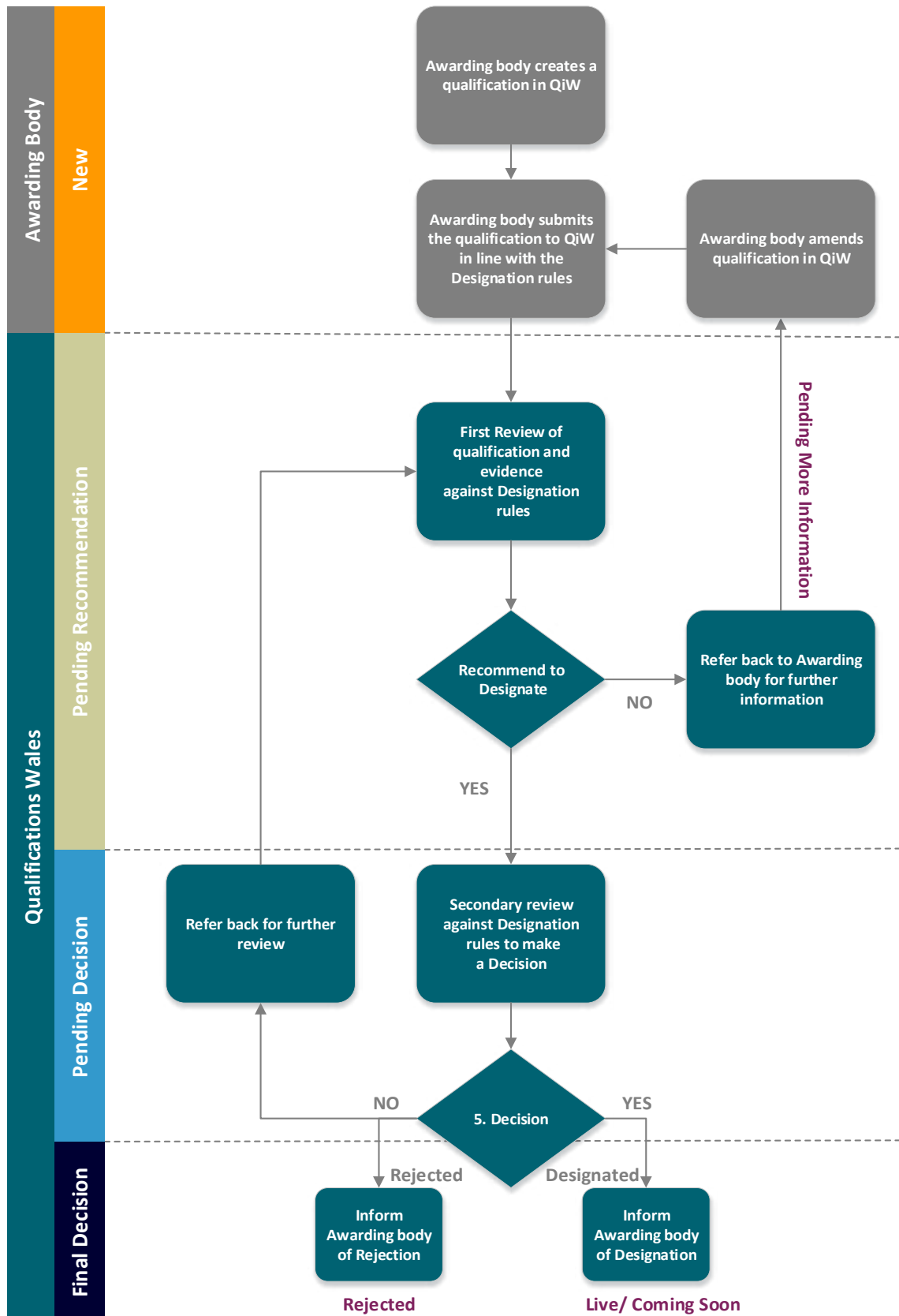
6. To resubmit the qualification, please find the qualification in the 'Track' screen on QiW, and then click 'Continue/Abort submission'.

If you no longer wish to submit this qualification for designation, please click 'Abort'.

If you wish to submit this qualification for designation, please edit the submission and then click 'Submit'. These buttons are located at the bottom of the qualification record page.

Please see next page for a summary of this process.

4. Designation Process Map



5. Rules for designation

The designation policy outlines which matters we will take into account when deciding whether to designate a qualification.

To satisfy ourselves that these are met, we will only designate qualifications where:

1. There is demand for the qualification from candidates in Wales at the relevant age range(s) [this requirement relates to Standard Condition of Recognition E1.3 and E1.4]
2. There is support from relevant end users or stakeholders [this requirement relates to Standard Condition of Recognition E1.3, E1.4 and E1.5]
3. References to legislation, policies and organisations within the qualifications are applicable in Wales [this requirement relates to Standard Condition of Recognition D1.1]
4. The qualification is appropriate for the age ranges selected. In particular, if the qualification to be designated for pre-16 learners, the qualification should not normally attest to occupational competence [this requirement relates to Standard Condition of Recognition D1.1].
5. Additional requirements for GCSEs, AS and A levels

Please refer to [Rules about Applications for Designation of Qualifications](#) for more information.

6. Evidence against rules for designation

MATTER 1

There is demand for the qualification from candidates in Wales at the relevant age range(s)

In the context of designation, this evidence of demand must:

- i. Be from a centre and presented either by letter signed by a senior member of staff on headed paper or an email from a company or organisation, and dated within the last academic year
- ii. Include the full title of the qualification
- iii. Show demand from the lowest age range that you're requesting designation for. Letters from multiple centres can be submitted.
- iv. Potential number of candidates - based either on the previous year figures or centre planning figures
- v. Brief explanation as to why they are interested in offering this qualification

If the qualification submitted is replacing an earlier version of a qualification, (i.e. a qualification of the same level, in the same subject, targeting the same type of learners for the same purpose) the awarding body should note this on the submission, along with the old qualification number. Evidence of registrations for the qualification being replaced will be accepted as evidence of demand in place of the evidence options listed above.

Please note:

Awarding bodies do not need to submit evidence against this criteria in relation to:
– GCSEs, AS and A levels

Multiple letters from multiple centres/training providers can be submitted.

Multiple qualifications can be stated on one letter.

Letters can be submitted in either Welsh or English.

MATTER 2:

There is support from relevant end users or stakeholders

In the context of designation, the evidence of support must:

- i. Be representative and related to the intended purpose and progression route of the qualification (please see table in next page for guidance)
- ii. Include the full title of the qualification
- iii. Include the applicable age range(s)
- iv. Include a brief explanation as to why the qualification is supported

The support can be in the form of:

- A signed letter from a senior member of staff of a relevant body on headed paper or an email from a company or organisation, and dated within the last calendar year
- OR
- A credible document such as an internal business case which includes details of consultation with relevant end users, or minutes of a consultation meeting with relevant end users
- OR
- a description of qualification development undertaken detailing engagement with relevant stakeholders

Please note:

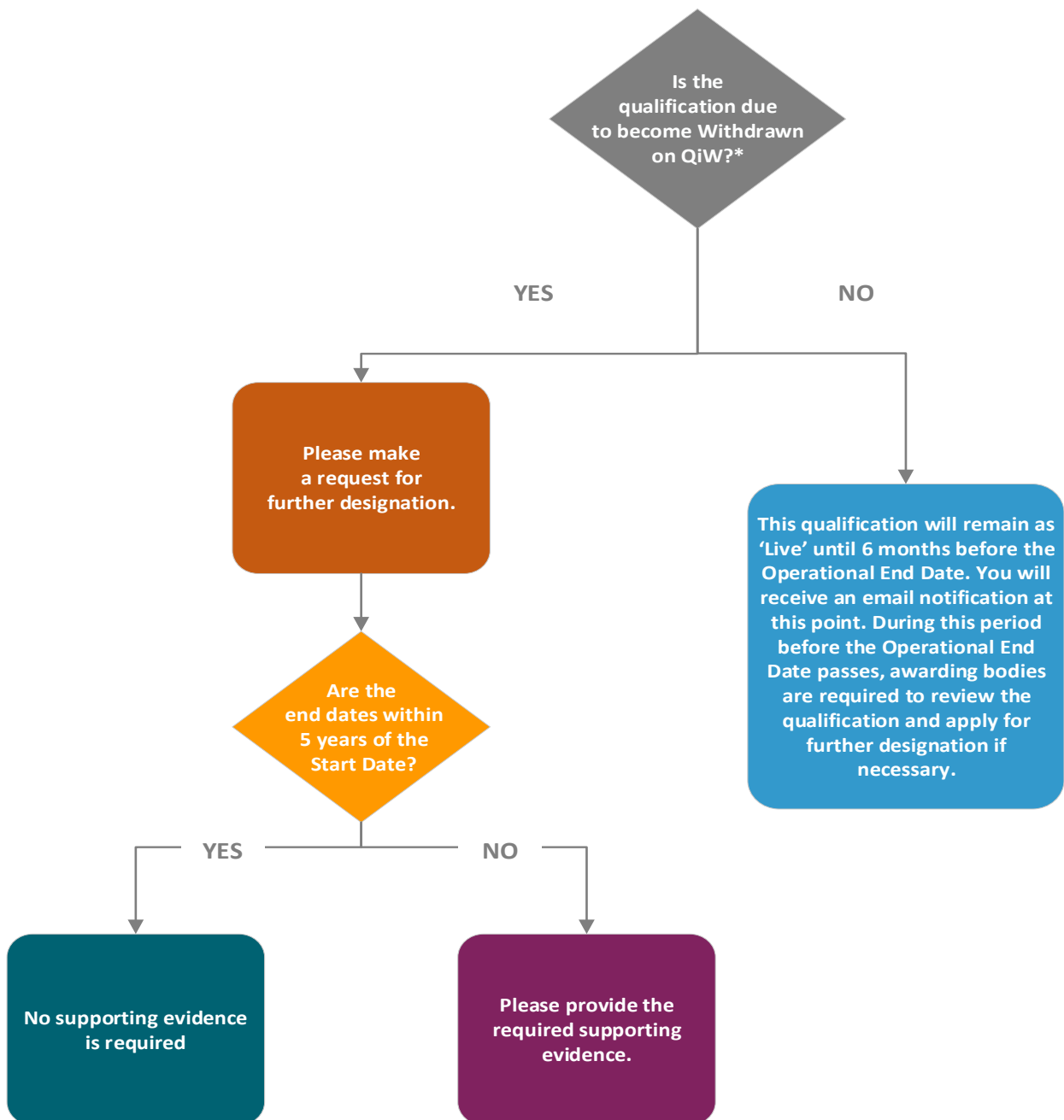
- Awarding bodies do not need to submit evidence against this criteria in relation to:
 - qualifications that have been accepted onto Welsh apprenticeship frameworks.
 - GCSEs, AS and A levels
 - Entry Level Qualifications
- If an awarding body is also a professional/industry or sector body, and wishes to submit support from the professional/industry or sector body arm, it must complete and submit the conflict of interest declaration at annex b.
- If an awarding body is also a professional/industry or sector body, and wishes to submit support from the professional/industry or sector body arm, it must complete and submit the conflict of interest declaration at annex b.
- If you are seeking designation for a qualification that is part of a suite, and you have already submitted evidence of support in relation to another relevant qualification within the suite, you will not need to supply the support again, but note the relevant qualification number in your submission.

ADDITIONAL GUIDANCE

Support Required (All evidence must be signed by a relevant senior manager, dated within the last year and submitted on headed paper)	
Qualifications that prepare learners for further learning in school	<p>Either:</p> <ul style="list-style-type: none"> – Letter from a regional consortium or school in Wales, focussing on the relevance of the qualification for further study <p>OR</p> <ul style="list-style-type: none"> – Evidence of a recent qualification review by the awarding body that demonstrates support from schools in Wales <p>OR</p> <ul style="list-style-type: none"> – An agreed business plan or formal minutes demonstrating evidence of support from schools in Wales <p>This evidence could cover both support and demand</p>
Qualifications that prepare learners for further learning in Further Education	<p>Either:</p> <ul style="list-style-type: none"> – Letter from a Further Education college in in Wales, focussing on the relevance of the qualification for further study <p>OR</p> <ul style="list-style-type: none"> – Evidence of a recent qualification review by the awarding body that demonstrates support from Further Education colleges in Wales <p>OR</p> <ul style="list-style-type: none"> – An agreed business plan or formal minutes demonstrating evidence of support from Further Education colleges in Wales <p>This evidence could cover both support and demand</p>
Qualifications that prepare learners for Higher Education	<p>Either:</p> <ul style="list-style-type: none"> – Letter from an UK Higher Education Institution <p>OR</p> <ul style="list-style-type: none"> – Evidence of a recent qualification review by the awarding body that demonstrates support from UK Higher Education Institutions <p>OR</p> <ul style="list-style-type: none"> – An agreed business plan or formal minutes demonstrating evidence of support from UK Higher Education Institutions
Qualifications that prepare learners for further learning with a Work based learning provider or training provider	<p>Either:</p> <ul style="list-style-type: none"> – Letter from a Work based learning provider or training provider <p>OR</p> <ul style="list-style-type: none"> – Evidence of a recent qualification review by the awarding body that demonstrates support from a Work based learning provider or training provider <p>OR</p> <ul style="list-style-type: none"> – An agreed business plan or formal minutes demonstrating evidence of support from a Work based learning provider or training provider

Support Required (All evidence must be signed by a relevant senior manager, dated within the last year and submitted on headed paper)	
<p>Qualifications that: - give learners personal growth and engagement in learning</p>	<p>Either:</p> <ul style="list-style-type: none"> - Letter from a relevant centre or organisation in Wales, focussing on the relevance of the qualification for personal growth and engagement in learning <p>OR</p> <ul style="list-style-type: none"> - Evidence of a recent qualification review by the awarding body that demonstrates support from a relevant centre or organisation in Wales <p>OR</p> <ul style="list-style-type: none"> - An agreed business plan or formal minutes demonstrating evidence of support from a relevant centre or organisation in Wales
<p>Qualifications that: - Prepare learners for employment - Support a role in the workplace Demonstrate competence</p>	<p>Either:</p> <ul style="list-style-type: none"> - Letter from a relevant professional/sector body with a remit that covers Wales <p>OR</p> <ul style="list-style-type: none"> - Letter from the Head Office of a large/significant relevant employer who is active in Wales <p>OR</p> <ul style="list-style-type: none"> - Letters from a minimum of 3 smaller relevant employers active in Wales <p>OR</p> <ul style="list-style-type: none"> - Evidence of a recent qualification review by the awarding body that demonstrates support from any of the stakeholders listed above <p>OR</p> <ul style="list-style-type: none"> - An agreed business plan or formal minutes demonstrating evidence of support from any of the stakeholders listed above
<p>Qualifications that will be used in a Welsh apprenticeship framework</p>	<p>Either:</p> <ul style="list-style-type: none"> - An agreed business plan or formal minutes demonstrating evidence that qualification will be used in a Welsh apprenticeship framework <p>OR</p> <ul style="list-style-type: none"> - An agreement in principle from the relevant Issuing Authority.

7. Further Designation process map



** Awarding bodies should use the Track screen on QiW to monitor the status of their qualifications.*

8. How to apply for further designation

To apply for further designation, please complete an amendment form and submit to recognitionandapproval@qualificationswales.org

You can download this form from the 'Track' screen on QiW.

Please note the 5 year principle noted in the form. Please see next page for more information on evidence requirements.

9. Evidence requirements for further designation requests

If the new Operational End Date requested is within 5 years of the start date, supporting evidence is not required.

For all further designation requests greater than 5 years from the start date, evidence of support should be submitted as per pages 15-18.

Evidence of support is not required for qualifications which appear in an apprenticeship framework. However, the awarding body will need to confirm the Welsh apprenticeship framework number.

Qualifications can only be further designated for a maximum of 5 years following the current Operational End Date.

If evidence of support cannot be submitted for the lowest age range, the awarding body will need to confirm that there are no Welsh learners of that age range registered. Designation for this age range will then be removed.

Evidence of support for this age range can be provided at a later date, and it will be re-designated for that age range.

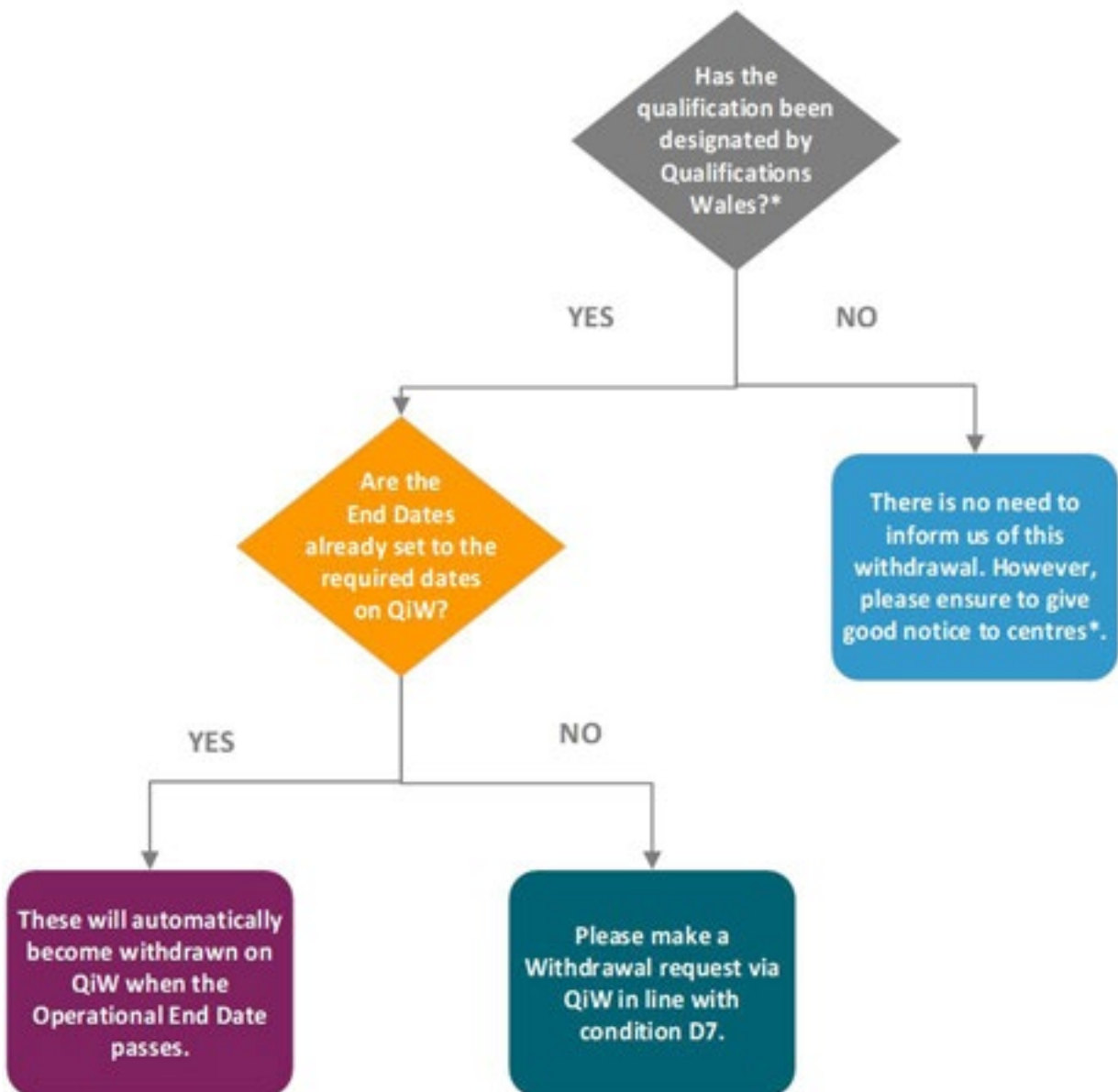
All further designation requests will be completed within 15 working days of submission.

10. Amendments Process

To make amendments to any of your qualifications which appear on QiW, please complete an amendment form and submit to recognitionandapproval@qualificationswales.org

You can download the form from the 'Track' screen on QiW.

11. Withdrawal of qualifications



** All withdrawals must be clearly communicated with centres with good notice. An awarding body must give reasonable notice to Qualifications Wales of its anticipated change of status or withdrawal of a designated qualification, and must do so prior to the time of which it provides that information to any learners, centres, or purchasers of qualifications.*

12. Sector Review Qualifications

Qualifications Wales is committed to reviewing Vocational Qualifications to ensure that they reflect the needs of employers at all ages and stages. We are taking a sectoral approach to qualification review – focusing on the qualifications within particular employment sectors.

While sector reviews are taking place, Qualifications Wales will apply maximum end dates to any qualification which fall within those sectors until the scope of the review is determined.

Current sector review which are taking place include:

Review	Sector Subject Area (SSA)	Maximum Operational End Date	Maximum Certification End Date	Action to take
Health and Social Care	1.3, 1.5	31/08/2019	31/08/2021	<p>These dates apply to all qualifications on the list of restricted qualifications.</p> <p>Any other qualifications within these sectors will be discussed internally before dates are applied.</p>
Construction and the Built Environment	5.1, 5.2, 5.3	31/08/2020	31/08/2022	<p>All qualifications within SSA 5.2, maximum end dates will be applied.</p> <p>All qualifications within SSA 5.1 and 5.3 will be discussed internally before dates are applied. Maximum end dates may be applied to some of these qualifications.</p>
Information and Communication Technologies	6.1, 6.2	31/08/2020	31/08/2022	All qualifications within SSA 6.1 and 6.2, maximum end dates will be applied.
Engineering, Advanced Manufacturing and Energy	4.1	31/08/2022	31/08/2024	All qualifications within SSA 4.1, maximum end dates will be applied.

13. Annual Cleanse of QiW

Qualifications Wales will complete an annual cleanse of QiW. This cleanse will focus on redundant qualifications. For the purposes of this exercise, the term 'redundant' refers to any qualification that has not been awarded in Wales within the previous 2 years. This will enable us to ensure that the data on QiW is accurate and to allow for an accurate service to our users. We will contact awarding bodies with this information, and ask them to confirm that the data is correct, and that no learners are currently registered for these qualifications.

Once confirmed, these qualifications will be archived on QiW.

After the qualification is archived, if it becomes apparent that there are learners registered on these qualifications, evidence of demand/registrations will be required, and the end dates will be reverted back to their previous value on QiW.



Q2 Building,
Pencarn Lane,
Imperial Park,
Newport
NP10 8AR

☎ 01633 373 222