



Awarding Body Guide to QiW

Using QiW to request
amendments to
Designated qualifications



Qualifications in Wales

Introduction

This document is a supplement to the Awarding Body Guide to QiW, March 2018. The guidance within this document replaces the section “Amending a qualification on QiW.”

This guide provides an overview of Qualifications Wales’ new process for submitting amendment requests for Designated qualifications through QiW.

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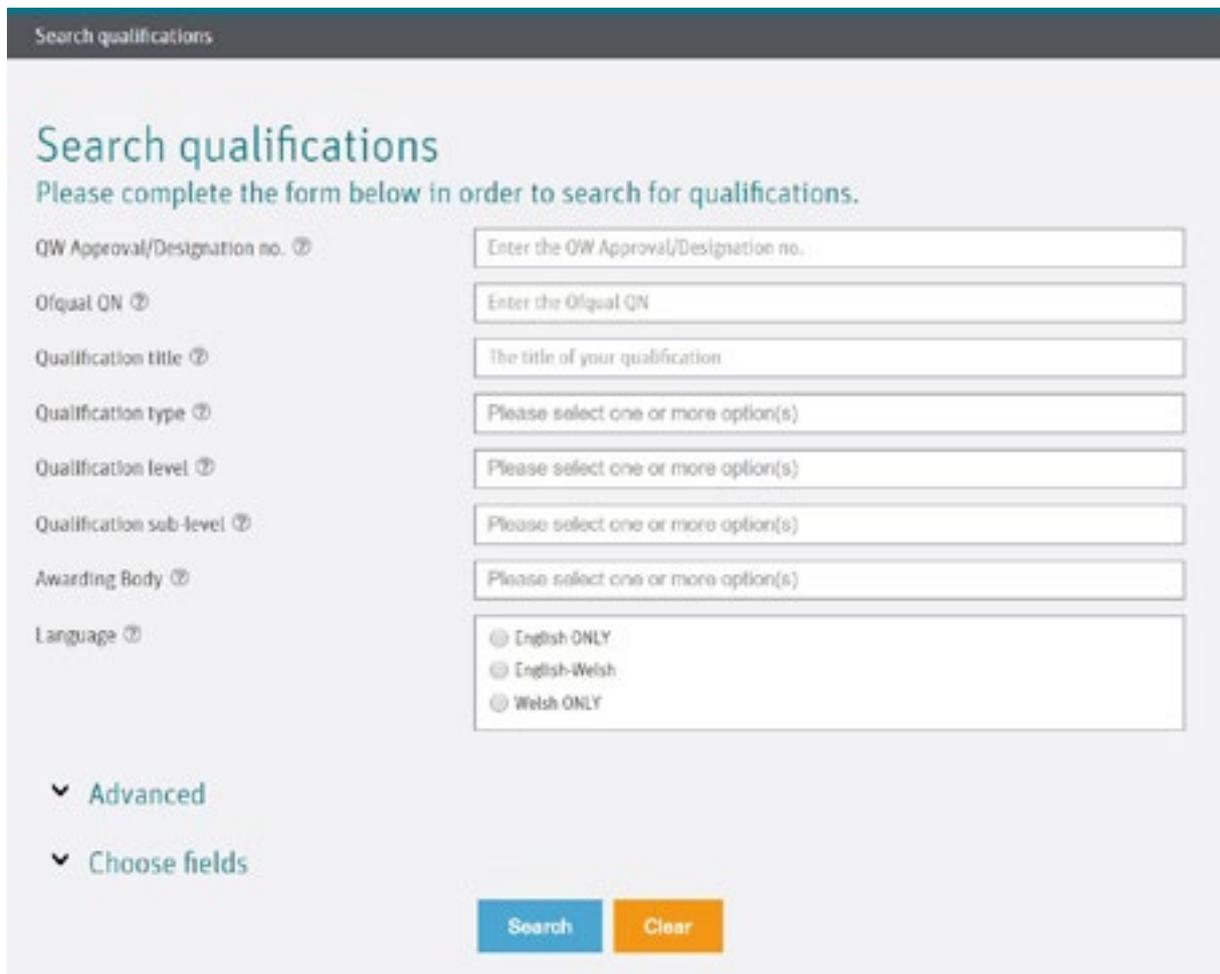
Creating a Designated Qualification Amendment Request

a) Selecting a qualification page

(i) Click to view the Search screen



(ii) Search for the qualification you wish to amend:

A screenshot of the 'Search qualifications' form. The form is titled 'Search qualifications' and includes the instruction 'Please complete the form below in order to search for qualifications.' The form contains several input fields: 'QW Approval/Designation no.', 'Ofqual QN', 'Qualification title', 'Qualification type', 'Qualification level', 'Qualification sub-level', and 'Awarding Body'. Each of these fields has a corresponding label and a placeholder text. The 'Language' field has radio button options for 'English ONLY', 'English-Welsh', and 'Welsh ONLY'. There are also two sections: 'Advanced' and 'Choose fields', both with a downward arrow icon. At the bottom of the form are two buttons: 'Search' (blue) and 'Clear' (orange).

(iii) Then click 'Search':



(iv) Your data will then appear on the results screen as below:

QW Approval/Designation no.	Ofqual QN	Qualification level	Qualification type	Qualification title	Status
COO/CU19/3	100/126/3	Level 3	GCE AS level	CCEA Level 3 Advanced Subsidiary GCE in Applied Information and Communications Technology CCEA TAG Cech dylunwr Lefel 3 awen	Being withdrawn soon

(v) Then click to 'View' the qualification record:



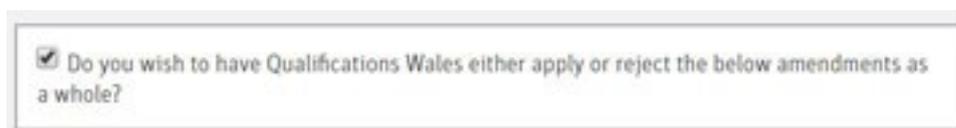
(vi) On the *View Qualification screen*, select the 'Request Designated Qualification Amendment' page by clicking on the button located to the right:



b) Create Designated Qualification Amendment Request Page



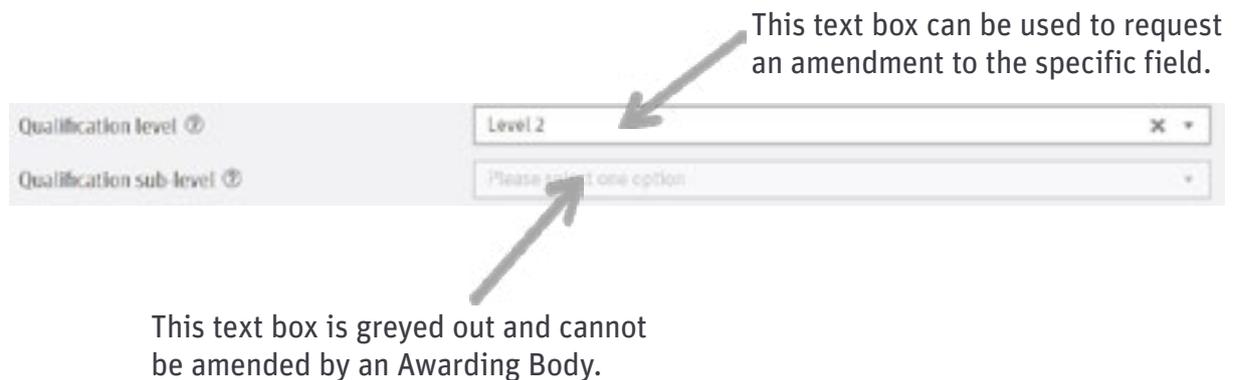
(vii) When requesting several amendments to a qualification within an amendment request, select the tick box at the top of the page if you would like amendments to be applied or rejected as a whole.



(viii) To request an amendment to a field, simply write over a text field or re-select the relevant tick box. These changes will be recorded by QiW, to be reviewed at a later stage.

All amendments should comply with the Qualifications Wales **Awarding Body Guidance to Designation.**

- (ix) Certain fields on this page cannot be amended by Awarding Bodies, for example, the fields “review type” and “Qualification sub-level” will appear greyed out on screen.

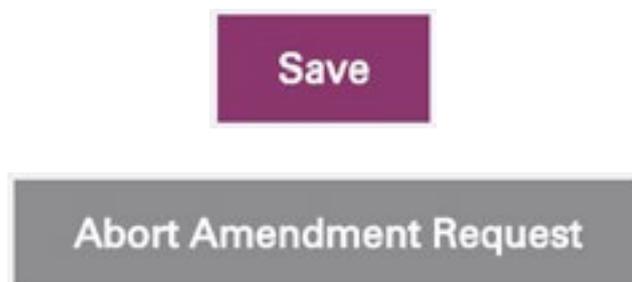


- (x) After making the necessary amendment requests, complete the ‘declaration’ at the bottom of the page:

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 recognition, criteria for approval or designation (whichever is 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.

- (xi) If you wish to save your submission to edit at another time, click the ‘Save’ button.

You can also choose to cancel an amendment request, by selecting “Abort Amendment Request.”



- (xii) To submit your qualification amendment request to be reviewed by Qualifications Wales, click ‘Submit’:



(xiii) If you have not completed mandatory fields, or if there are automatic errors in what you have submitted, the screen will provide error messages in red text next to relevant fields. These errors will need to be resolved before the submission can be completed.

Create Designated Qualification Amendment Request
Please complete the form below to create a Designated Qualification Amendment Request for this qualification.

Your qualification could not be submitted. Complete any mandatory fields to continue.

Total qualification time (TQT) Hours No. of TQT Hours not valid! Please enter between 1 - 5000 hours.

(xiv) QiW will inform you if your amendment request has been submitted successfully.

Success

A Designated Qualification Amendment Request for qualification "C0002893" has been submitted successfully.

Close

(xv) Following submission, the amendment request will appear on the “Track Amendment Request” page.
You will be notified of our decision via an automatic email, sent to the email address provided during the amendment request.

Track Amendment Requests

To track the status of your amendment requests...

(i) Select "Track Amendment Requests" on the top ribbon

CW Approval/Designation no.	Designation	Review Type	Qualification title	Date Requested	Amendment Status	View
C00/0289/3	CCEA Level 3 Advanced Subsidiary GCE In Applied Information and Communications Technology	Designation	CCEA Level 3 Advanced Subsidiary GCE In Applied Information and Communications Technology	05/07/2018	Pending Recommendation	View
C00/05500/2	CCEA Level 1/level 2 GCSE In Motor Vehicle and Road User Studies	Designation	CCEA Level 1/level 2 GCSE In Motor Vehicle and Road User Studies	25/06/2018	Pending Decision	View

(Date amendment request submitted by Awarding Body)

(ii) Status of amendment request process. Currently pending recommendation.

Complete Designated Qualification Amendment Request

- (i) If you have saved your amendment request before submission, you can return to the relevant Qualification Amendment Request page via the *View Qualification* screen. The Track Amendment Request tab will display all incomplete amendment requests as “New” under the Amendment Status.



- (ii) On the *View Qualification* screen, select the ‘Complete Designated Qualification Amendment Request’ page by clicking on the button located to the right of the screen:



- (iii) You can then continue with your amendment request.
- (iv) To submit your qualification amendment request, complete the declaration at the bottom of the page and then press the ‘Submit’ button.



- (v) The amendment request will appear on the Track Amendment Request page as “pending recommendation.” You will be notified of our decision via an automatic email, sent to the email address provided during the amendment request.

View/Abort Designated Qualification Amendment Request

(i) After submitting an amendment for a qualification, it is possible to abort a submission, or to simply view the submission made before it being reviewed. You can do this by selecting the “View/Abort Designated Qualification Amendment Request” button. This button is located on the right-hand side of the *View Qualification* screen.



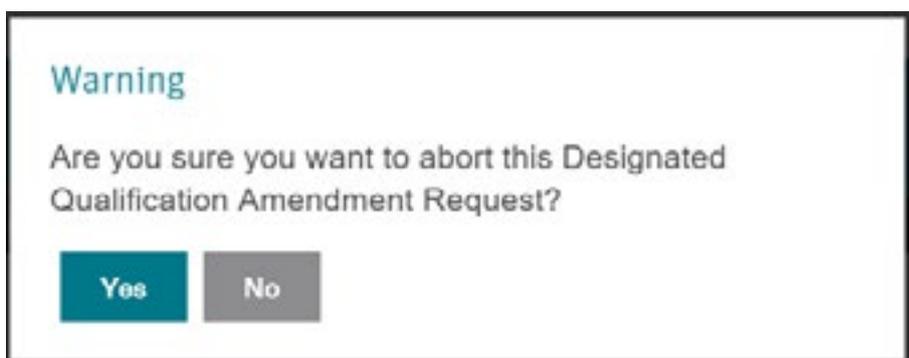
(ii) The amendment request(s) will appear in a right-hand column on the *View Amendment* page, opposite the original relevant field information. Information that was not requested to be amended will include “Unchanged” on the right-hand side.

Operational end date ⓘ	31/08/2015	Unchanged
Certification end date ⓘ	31/08/2016	31/08/2017

(iii) To cancel the amendment, select the “Abort Amendment Request” button on the right-hand side of the screen.



(iv) If you are sure that you would like to abort submission, select “Yes.” You will then receive confirmation.



Resubmitting Designated Amendment Requests following referral from Qualifications Wales

(i) Using the email address submitted as part of the amendment request, QiW will provide automatic notifications on the decision whether to approve or refer the approval request. The relevant *View Qualification* page can be accessed via a link included within the email notification.

The Track Amendment Request screen will also be updated to reflect the decision.



QW Approval/Designation no.	Review Type	Date Requested	Amendment Status	
COO/0005/8	Designation	12/07/2018	Pending More Information	View

(ii) On the right-hand side of the *View Qualification* page, the “Complete Designated Qualification Amendment Request” button will be now available to select. Specific comments provided from a Qualifications Wales member of staff will be shown at the bottom of the amendment request page. Comments provide a rationale for the decision, and will explain how the request should be taken forward.



(iii) To request further amendments, write over relevant text fields or re-select tick boxes as instructed.

(iv) Once satisfied that the amendment request is in line with the feedback provided and complies with the **Qualifications Wales Awarding Body Guidance to Designation**, complete the Declaration at the bottom of the page, and then click “Submit.”



(v) Following re-submission, the amendment request will re-appear on the “Track Amendment Request” page. You will be notified of our decision via an automatic email.

(vi) In some instances, the individual submitting the qualification amendment request may be directly contacted to discuss the re-submission.



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