



# Submitting data collection files on QiW – User Guide

Instructions on how to submit data files via  
the “Data collections” area of QiW

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## 1. Introduction

This document is a working guide on how to submit data files on QiW as part of Qualifications Wales' scheduled collection of data. Designated users should have received logon details for the relevant "Data collections" area of QiW.

If you have any queries with regards to signing in and uploading data to QiW or on Qualifications Wales' collection procedures, please contact [datapoint@qualificationswales.org](mailto:datapoint@qualificationswales.org).

## 2. Signing in to QiW

The QiW website is a platform for Awarding Bodies to submit data to Qualifications Wales. The logon details provided for the purpose of submitting scheduled data will provide the user with limited access to QiW.

Select to sign in via <https://www.qiw.wales/>



Sign in to QiW with relevant details provided by Qualifications Wales for submitting data collection files:



### 3. Submitting data

#### 3.1 QiW homepage

Following sign in, data can be submitted to Qualifications Wales via **“Data Collections”**

The screenshot shows the QiW homepage with a teal header. The 'Data Collections' link in the navigation bar is circled in red. The main content area includes a welcome message, a search bar, and several buttons for exporting data in Welsh or English.

#### 3.2 Data collections page

The “Data Collections” page lists the scheduled collections; these include data collections for General Qualifications and Vocational and Other Qualifications. The submission due date is also included on the page and should be noted by Awarding Bodies. Selecting the buttons to the right of the listed options will direct the user to the relevant upload and submission page.

The screenshot shows the 'Data Collections' page with a teal header. Below the header, there are three buttons: 'Templates and Specifications', 'Upcoming Submissions', and 'Previous Submissions'. A table lists the following data:

Collection Type	Exam Series	Reporting Type	Data cut-off date	Reporting Date	Submitted	Submission Date	Submit
Appeals	November 2017	Provisional	30/01/2018	29/08/2018	Yes	09/09/2018 15:40:00	Submit
Vocational Quarterly Q3 (Type 1)	June 2018	Final	31/08/2018	31/08/2019	Yes	12/10/2018 13:47:27	Submit
Vocational Quarterly Q3 (Type 2)	June 2018	Final	31/08/2018	31/08/2019	Yes	12/10/2018 16:58:55	Submit

*\*Please note: the list of submission points will differ between Awarding Bodies. You should only see the submission points relevant to you.*

### 3.3 Upload and submission pages

**Type 1** upload and submission page:

The screenshot shows the submission page for 'Vocational Quarterly Q1 (Type 1)'. The breadcrumb trail is 'Data Collections > Vocational Quarterly Q1 (Type 1)'. The main heading is 'Vocational Quarterly Q1 (Type 1)'. Below it, there is a paragraph: 'Please download, complete and upload both of the templates to the right to submit your Vocational Quarterly Q1 (Type 1) collection data.' To the right, there is a list of links: 'Download Centre template', 'Download Data template', 'Guidance', and 'Vocational Quarterly (Type 1) Specification'. Below this list, there is a paragraph: 'Please read our data project webpage here for guidance on submitting the data for this collection.' Another paragraph follows: 'If you have no data to report on for this series click the tick box to let us know, you don't need to submit an empty template. Once a file has been submitted, validation rules will be ran on the file (as found in the guidance). If the csv file does not meet the validation rules as set out on the guidance an error message will appear explaining why the file has been rejected. Please check the guidance and re submit. If the file has been accepted, similarly a message will appear to let you know. We will get in touch if we have any queries.' A third paragraph says: 'If you have any queries please contact [dataproject@qualificationswales.org](mailto:dataproject@qualificationswales.org).' Under the heading 'Upload your file', there are two file upload fields: 'Upload Centre CSV file' and 'Upload Data CSV file', both with 'Please select a file' text and an upload icon. Below these is a checkbox labeled 'No data to submit for this collection'. At the bottom, there is a 'Submit' button.

**Type of collection**

You can download relevant templates here if required for this collection

**Vocational Quarterly Q1 (Type 1)**

Please download, complete and upload both of the templates to the right to submit your Vocational Quarterly Q1 (Type 1) collection data.

Download Centre template

Download Data template

Guidance

Vocational Quarterly (Type 1) Specification

Please read our data project webpage here for guidance on submitting the data for this collection.

If you have no data to report on for this series click the tick box to let us know, you don't need to submit an empty template. Once a file has been submitted, validation rules will be ran on the file (as found in the guidance). If the csv file does not meet the validation rules as set out on the guidance an error message will appear explaining why the file has been rejected. Please check the guidance and re submit. If the file has been accepted, similarly a message will appear to let you know. We will get in touch if we have any queries.

If you have any queries please contact [dataproject@qualificationswales.org](mailto:dataproject@qualificationswales.org).

Upload your file

Upload Centre CSV file

Upload Data CSV file

No data to submit for this collection

Submit

Select for link to the Vocational Quarterly Specification

If you have no data to report, select this tickbox

Select to submit uploaded file

Select to upload completed CSV files for this collection. Following upload, the title of the document will appear to the left of this symbol.

**Type 2** upload and submission page

The screenshot shows the 'Vocational Quarterly Q1 (Type 2)' submission page. At the top, a breadcrumb trail reads 'Data Collections > Vocational Quarterly Q1 (Type 2)'. The main heading is 'Vocational Quarterly Q1 (Type 2)', followed by instructions: 'Please download, complete and upload the template to the right to submit your Vocational Quarterly Q1 (Type 2) collection data.' Below this is a link for guidance. A vertical menu on the right contains 'Download template', 'Guidance', and 'Vocational Quarterly (Type 2) Specification'. The 'Upload your file' section includes a file selection field with an upload icon, a checkbox for 'No data to submit for this collection', and a 'Submit' button. Annotations with arrows point to these elements, explaining their functions.

Type of collection

You can download the relevant template here for this collection. This is a prepopulated template.

Data Collections > Vocational Quarterly Q1 (Type 2)

Vocational Quarterly Q1 (Type 2)

Please download, complete and upload the template to the right to submit your Vocational Quarterly Q1 (Type 2) collection data.

Please read our data project webpage [here](#) for guidance on submitting the data for this collection.

If you have no data to report on for this series click the tick box to let us know, you don't need to submit an empty template. Once a file has been submitted, validation rules will be ran on the file (as found in the guidance). If the csv file does not meet the validation rules as set out on the guidance an error message will appear explaining why the file has been rejected. Please check the guidance and re submit. If the file has been accepted, similarly a message will appear to let you know. We will get in touch if we have any queries.

If you have any queries please contact [datapoint@qualificationswales.org](mailto:datapoint@qualificationswales.org).

Upload your file

Upload CSV file

Please select a file

No data to submit for this collection

Submit

Download template

Guidance

Vocational Quarterly (Type 2) Specification

Select for link to the Vocational Quarterly Specification



If you have no data to report, select this tickbox

Select to submit uploaded file

Select to upload completed CSV file for this collection. Following upload, the title of the document will appear to the left of this symbol.

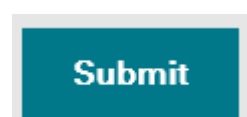
### 3.3 Upload and submissions page (continued)

The upload and submission page has several key features (please view previous page.)

	<p><b>Download</b> the relevant template here (to then be completed correctly, uploaded and submitted)</p>
	<p><b>UPLOAD</b> - The relevant CSV file for upload can be selected via the user's browser by selecting this button Following upload, the title of the document will appear to the left of this symbol.</p>
<input type="checkbox"/> No data to submit for this collection	<p>If you have no data to submit for a collection, select this tickbox.</p>

### 3.4 Submission stage

When you are satisfied that the relevant (and accurate) CSV document/s have been uploaded, OR the "No data to submit for this collection" tickbox has been selected; please select the "**submit**" button at the bottom of the page.



If the document has not been uploaded correctly and "No data to submit for this collection" has not been selected, then an error message will appear to prompt you to complete **one** of these actions.

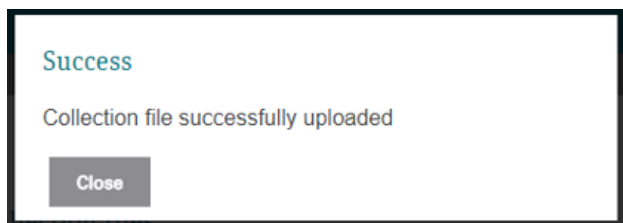
#### Please Note

If "No data to submit for this collection" is selected AND a file is uploaded to the webpage, selecting "Submit" will cause QiW to record that there is no data for the collection and your file will be deleted.

### 3.5 Acceptance of submission

After selecting "submit," if the uploaded CSV file meets the required validation rules then a confirmation message will appear on screen that the data has been successfully submitted.

Qualifications Wales will be in contact if there are any queries on the submitted data.



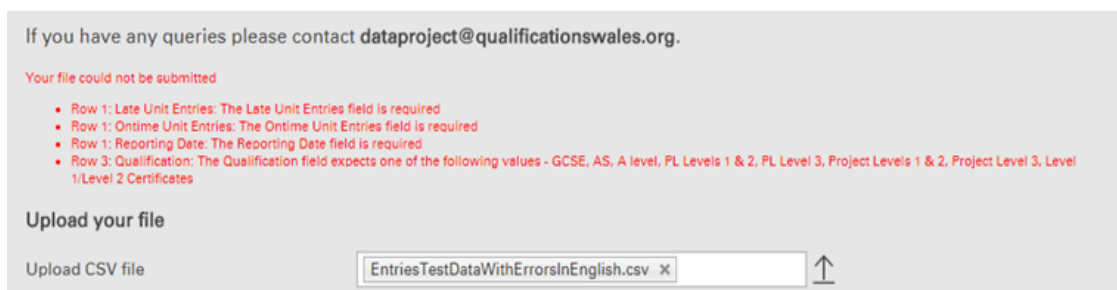
(Selecting "No data to submit for this selection" and then selecting "submit" will also be acknowledged with a confirmation message on screen.)

### 3.6 Rejection of submission

If the uploaded CSV file does not meet the validation rules as set out on the relevant guidance, an error message will appear explaining why the file has been rejected.

Please review the explanation, check the guidance and resubmit.

Example error messages:





## 4. Site security

It is the responsibility of the organisations submitting data to: -

- Keep their logon credentials secure.
- Ensure that all files that are uploaded are virus free.

Should you have any issues, you can contact us via [datapoint@qualificationswales.org](mailto:datapoint@qualificationswales.org) and we will arrange for our IT team to support you.