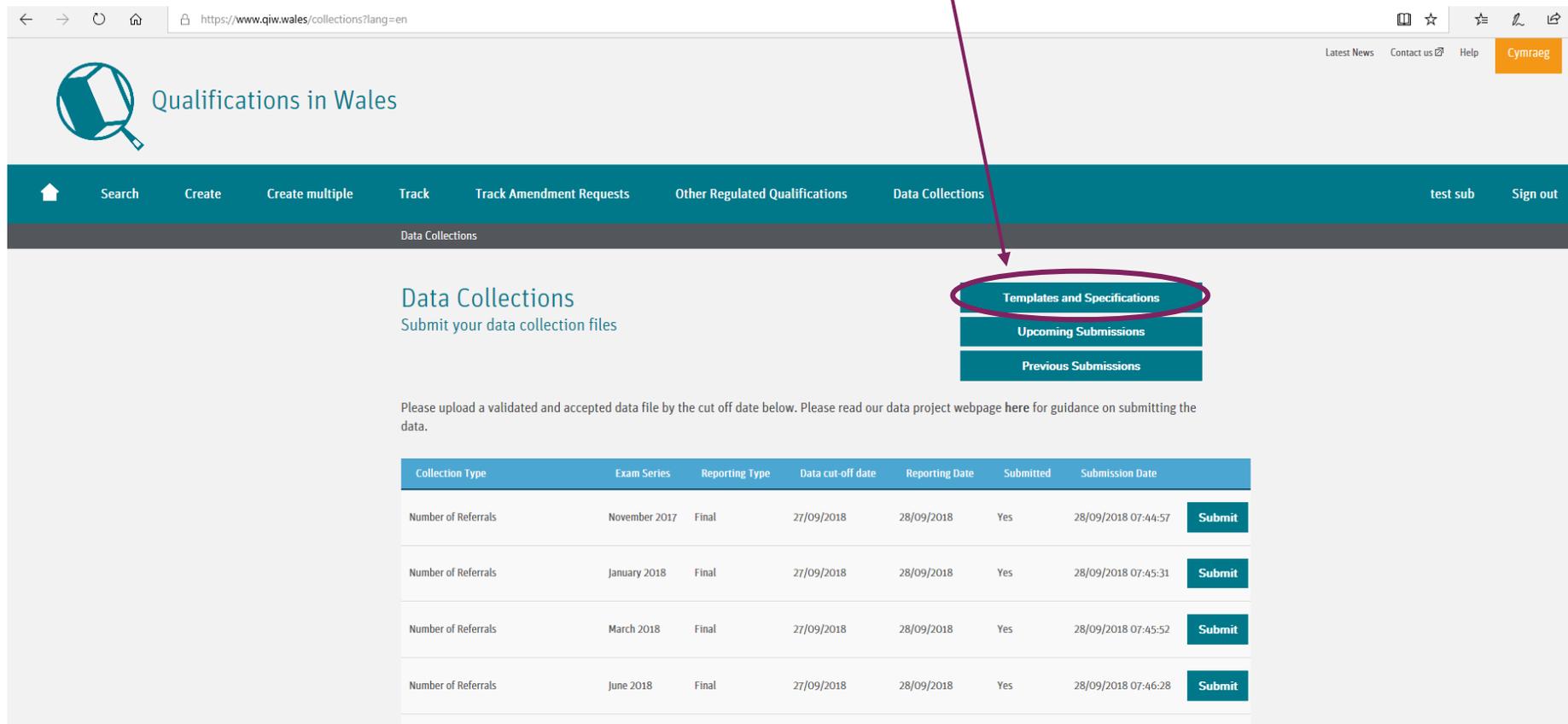




Submitting Vocational Quarterly (Type 1) data collection files with QW/QUI numbers – User Guide

Instructions on how to look up QW/QUI numbers using the Type 2
template

From the Data Collections tab, navigate to the Templates and Specifications page:



The screenshot shows the Qualifications in Wales website. The navigation menu at the top includes: Search, Create, Create multiple, Track, Track Amendment Requests, Other Regulated Qualifications, Data Collections, test sub, and Sign out. The 'Data Collections' tab is selected. Below the navigation menu, the page title is 'Data Collections' with the subtitle 'Submit your data collection files'. A red arrow points from the 'Data Collections' tab in the navigation menu to the 'Templates and Specifications' button, which is circled in red. Below this button are two other buttons: 'Upcoming Submissions' and 'Previous Submissions'. Below the buttons, there is a paragraph of text: 'Please upload a validated and accepted data file by the cut off date below. Please read our data project webpage here for guidance on submitting the data.' Below the text is a table with the following data:

Collection Type	Exam Series	Reporting Type	Data cut-off date	Reporting Date	Submitted	Submission Date	
Number of Referrals	November 2017	Final	27/09/2018	28/09/2018	Yes	28/09/2018 07:44:57	Submit
Number of Referrals	January 2018	Final	27/09/2018	28/09/2018	Yes	28/09/2018 07:45:31	Submit
Number of Referrals	March 2018	Final	27/09/2018	28/09/2018	Yes	28/09/2018 07:45:52	Submit
Number of Referrals	June 2018	Final	27/09/2018	28/09/2018	Yes	28/09/2018 07:46:28	Submit

Select the "Download template" option for the Vocational Quarterly (Type 2) collection:

The screenshot shows the 'Data Collections Templates and Specifications' page. The table below lists various collection types and their corresponding specifications and templates. The 'Vocational Quarterly (Type 2)' row is highlighted with a purple circle, and its 'Download template' button is also circled. A purple arrow points from the instruction above to this button.

Collection Type	Specification	Template
Appeals	Appeals Specification	Download template
Entries, Late Entries and Awards	Entries, Late Entries and Awards Specification	Download template
Entries By Year Group	Entries By Year Group Specification	Download template
Reviews of marking and moderation (DR1)	Reviews of marking and moderation (DR1) Specification	Download template
Extended Review of marking and moderation (T8A)	Extended reviews of marking and moderation (T8A) Specification	Download template
Modified papers	Modified Papers Specification	Download template
Number of Referrals	Number of Referrals Specification	Download template
Number of Candidates Taking Exams	Number of Candidates Taking Exams Specification	Download template
e-Assessment	e-Assessment Specification	Download template
Online vs Traditional Marking	Online and Traditional Marking Specification	Download template
Special Consideration	Special Consideration Specification	Download template
Malpractice	Malpractice Specification	Download template
Reviews of marking and moderation (DR2)	Reviews of marking and moderation (DR2) Specification	Download template
Vocational Quarterly (Type 1)	Vocational Quarterly (Type 1) Specification	Download Data template Download Centre template
Vocational Quarterly (Type 2)	Vocational Quarterly (Type 2) Specification	Download template

This will generate a template pre-populated containing all Vocational Approved, Designated and Other Regulated qualifications that are in the QiW database for your organisation.

The Qualifications Wales reference number is shown in Column C of this template, with Ofqual's qualification number shown in Column B:

Ofqual QAN QW / QUI number

	A	B	C	
1	Awarding Body ID	QAN	QW/QUI number	Qualification Title
2	WJEC - WJEC-CBAC	10022995	C00/0077/7	WJEC Advanced Certificate in We
3	WJEC - WJEC-CBAC	50060946	C00/0078/8	WJEC Intermediate Certificate in
4	WJEC - WJEC-CBAC	50031430	C00/0078/9	WJEC Foundation Certificate in V
5	WJEC - WJEC-CBAC	60032996	C00/0402/5	WJEC Level 1 Certificate for IT Us
6	WJEC - WJEC-CBAC	60032984	C00/0402/6	WJEC Level 1 Award for IT Users
7	WJEC - WJEC-CBAC	60045206	C00/0460/5	WJEC Level 1 Award in Using Lar
8	WJEC - WJEC-CBAC	60045218	C00/0460/6	WJEC Level 1 Award in Using Lar
9	WJEC - WJEC-CBAC	6004522X	C00/0460/7	WJEC Level 3 Award in Using Lar
10	WJEC - WJEC-CBAC	60053185	C00/0465/1	WJEC Level 1 Award in Spoken F
11	WJEC - WJEC-CBAC	60053136	C00/0465/2	WJEC Level 1 Award in Spoken G
12	WJEC - WJEC-CBAC	60053008	C00/0465/3	WJEC Level 1 Award in Spoken It
13	WJEC - WJEC-CBAC	60052983	C00/0465/4	WJEC Level 1 Award in Spoken S
14	WJEC - WJEC-CBAC	60052910	C00/0465/5	WJEC Level 1 Award in Spoken M
15	WJEC - WJEC-CBAC	60053045	C00/0465/7	WJEC Level 1 Award in Written F
16	WJEC - WJEC-CBAC	60053215	C00/0465/8	WJEC Level 1 Award in Written G
17	WJEC - WJEC-CBAC	60054293	C00/0465/9	WJEC Level 1 Award in Written It
18	WJEC - WJEC-CBAC	6005413X	C00/0466/0	WJEC Level 1 Award in Written S

You can then use software to merge the QW number from this export file to your type 1 data file, or you can use the vlookup function or an index/match function in Excel to look up the QW number from the export file. For more guidance on how to use Excel to perform the lookup, please see appendix 1.

Appendix 1

Using INDEX MATCH to lookup values in Excel

NB This is an alternative method to the VLOOKUP function that many users will be familiar with.

The formula for performing an INDEX MATCH looks like this:

=INDEX(result_column, MATCH(lookup_value, lookup_column, 0))

- result_column is the column that you want to pull the values from;
- lookup_value is a single value that you want to match to;
- lookup_column is the column that will contain the lookup_value.
- 0 indicates that we are looking for an exact match

Type 1 data file:

	A	B	C	D	E	F
1	Centre ID	QAN	QW/QUI number	Quarter	Registrations	Certificates
2	68123	10022995		2018.3	10	12
3	68234	10022995		2018.3	5	8
4	68345	10022995		2018.3	16	11
5	68123	50060946		2018.3	12	15

lookup_value

Insert formula here

Type 2 template:

	A	B	C	
1	Awarding Body ID	QAN	QW/QUI number	Qualification Title
2	WJEC - WJEC-CBAC	10022995	C00/0077/7	WJEC Advanced Certificate in W
3	WJEC - WJEC-CBAC	50060946	C00/0078/8	WJEC Intermediate Certificate in
4	WJEC - WJEC-CBAC	50031430	C00/0078/9	WJEC Foundation Certificate in V
5	WJEC - WJEC-CBAC	60032996	C00/0402/5	WJEC Level 1 Certificate for IT Us
6	WJEC - WJEC-CBAC	60032984	C00/0402/6	WJEC Level 1 Award for IT Users
7	WJEC - WJEC-CBAC	60045206	C00/0460/5	WJEC Level 1 Award in Using Lar
8	WJEC - WJEC-CBAC	60045218	C00/0460/6	WJEC Level 1 Award in Using Lar
9	WJEC - WJEC-CBAC	6004522X	C00/0460/7	WJEC Level 3 Award in Using Lar
10	WJEC - WJEC-CBAC	60053185	C00/0465/1	WJEC Level 1 Award in Spoken F
11	WJEC - WJEC-CBAC	60053136	C00/0465/2	WJEC Level 1 Award in Spoken G
12	WJEC - WJEC-CBAC	60053008	C00/0465/3	WJEC Level 1 Award in Spoken It
13	WJEC - WJEC-CBAC	60052983	C00/0465/4	WJEC Level 1 Award in Spoken S
14	WJEC - WJEC-CBAC	60052910	C00/0465/5	WJEC Level 1 Award in Spoken N
15	WJEC - WJEC-CBAC	60053045	C00/0465/7	WJEC Level 1 Award in Written F
16	WJEC - WJEC-CBAC	60053215	C00/0465/8	WJEC Level 1 Award in Written G
17	WJEC - WJEC-CBAC	60054293	C00/0465/9	WJEC Level 1 Award in Written It
18	WJEC - WJEC-CBAC	6005413X	C00/0466/0	WJEC Level 1 Award in Written S

lookup_column

result_column

So the formula will look something like this:

=INDEX([Type2template]Sheet 1)!C:C, MATCH(B2, [Type2template]Sheet 1)!B:B,0))

	A	B	C	D	E	F	G	H	I
1	Centre ID	QAN	QW/QUI number	Quarter	Registrations	Certificates			
2	68123	10022995	=INDEX([Type2template.csv]Sheet1!\$C:\$C,MATCH(B2,[Type2template.csv]Sheet1!,0))						
3	68234	10022995		2018.3	5	8			
4	68345	10022995		2018.3	16	11			
5	68123	50060946		2018.3	12	15			

NB When typing the formula, simply click on the cell/column you need and Excel will insert it into the formula. To select an entire column, click on the letter at the top of the column.

Once you've inserted the formula into the first cell, hover over the bottom left until a plus(+) sign appears and use this to drag the formula down to the rest of the column.