



Vocational Quarterly Data Collection

Guide to the Data Submission Process

April 2019

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1. General data collection guidance

Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Qualifications Wales Act 2015¹, we require awarding bodies to provide exams data for regulated qualifications.

Updates to formats and guidance

This guidance is based on Ofqual's *Vocational Quarterly Data Collection*² document. It will be updated regularly; any changes to procedure will be incorporated into this guidance.

How to submit your data

Your data should be submitted to us in CSV format through the submission points on the QiW portal. Please refer to the separate guidance document³ to help you submit your files to us. Please do not send your data via email to any Qualifications Wales email address.

Uploaded Data

Once files have been successfully uploaded, the data will be validated against a set of validation rules. These are detailed in the sections below. If validation is successful, the data is automatically transferred into our systems. If the file is unsuccessful at any stage of validation you will receive an error message with details of the validation failure, in this instance please correct your file and resubmit it.

Amendments to data

Qualifications Wales staff will not alter data once it has been submitted. If you find an error or omission after you've had a successful upload, you will be able to resubmit a corrected file through the portal without notifying us (providing it is before the submission deadline). If the submission deadline has passed, please notify us of the error or omission by emailing datapoint@qualificationswales.org.

¹ <http://www.assembly.wales/Research%20Documents/Qualifications%20Wales%20Act%202015%20-%20Act%20Summary/15-035.pdf>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734851/Vocational_Quarterly_Data_Collection_-_Guide_to_the_Data_Submission_Process.pdf

³ <https://www.qualificationswales.org/media/2798/submitting-data-collection-files-on-qiw.pdf>

How your data will be used

This data will be used to undertake our regulatory activities and to produce statistics published in compliance with the UKSA Code of Practice for Statistics⁴. The statistics released by Qualification Wales are used to raise awareness and understanding, and to improve public confidence in regulated qualifications and assessments.

Qualifications Wales' statistics can be accessed via our website⁵.

If we do not receive your data

The return of your information to Qualifications Wales is mandatory. Failure to supply data in a timely and accurate manner is a breach of Qualifications Wales' Standard Conditions of Recognition (Condition B4: Notice to provide information to Qualifications Wales) and may lead to regulatory action.

If you do not have any data to submit for the quarter, you are required to submit a "No data to submit" declaration through the submission point. You can submit this declaration by selecting the "No data to submit for this collection" tick-box and clicking "Submit". Please **do not** tick this box if you are submitting a file. Ticking this box while also uploading a file will cause the file to be deleted and Qualifications Wales will be notified that you have no data to submit. In the event that a "No data to submit" declaration is made in error, please resubmit your data file(s) through the submission point, ensuring the box is not ticked.

⁴ <https://www.statisticsauthority.gov.uk/code-of-practice/>

⁵ <https://www.qualificationswales.org/english/publications/>

2. Vocational data collection

When is the data collected?

Data is collected on a quarterly basis, in January, April, July and October. The collection window starts on the day following the quarter end. This means that the time between the period covered and the publication date is kept to a minimum.

What data is collected?

In order to fulfil our regulatory and accreditation functions as set out in the Qualifications Wales Act 2015⁶, we require awarding organisations to provide aggregate data on the number of full certificates awarded for regulated vocational qualifications (i.e. all qualifications except GCSEs, GCEs and Advanced Extension Awards) in Wales. [Appendix A](#) provides more information on how we define a certificate awarded in Wales for this collection.

Certification numbers are mandatory as part of this data collection. This is so that we can monitor trends in qualifications and gain an understanding of the skills market at country level. This data is also used to inform our day to day regulatory activities.

The number of registrations per qualification is also requested. This is currently voluntary. This data is important to us as an indicator of participation and completion rates.

How is the data collected?

Qualifications Wales supplies to each awarding body a template listing the body's regulated qualifications. This template is made available to download via the QiW portal from the beginning of the collection window.

Awarding bodies can submit their data in one of two ways: either by filling in and returning the template provided (a Type 2 data return), or by supplying data in separate files at centre level (a Type 1 data return). Please see the sections below for detailed guidance for each process. The only difference between the Type 1 and Type 2 returns is the format in which the data is presented – the data requirements are the same for both (as detailed above).

Please only submit **either** a Type 1 **or** Type 2 return. You are not required to submit both. If you wish to change the format in which you submit your data, you can do this at any time. You do not need to notify us of the change.

⁶ <http://www.assembly.wales/Research%20Documents/Qualifications%20Wales%20Act%202015%20-%20Act%20Summary/15-035.pdf>

3. Completing the template file: Type 2 return

General completion guidelines

- The Type 2 template can be downloaded via the “download template” link on the submission page:



- Data should be added to the empty cells in the Wales Certificates Total column (data in the Wales Registrations Total column is optional). All Certification column cells must be filled with a numerical value or the file will not be accepted. If you have no certifications to report, please add a '0' (zero).
- Certification data should be provided for Wales based on the location of the assessment, as outlined in [Appendix A](#).
- It will not be possible to add new qualifications to the bottom of the template. If there are Other Regulated qualifications you wish to add, please contact recognitionandapproval@qualificationswales.org to arrange for these qualifications to be added to QiW. Once these have been added, you will be able to download an updated template. Please check your template carefully and well in advance of the submission deadline, to allow time for any additional qualifications to be added.
- Due to the ongoing work to transfer archived designated qualifications to the other regulated list, we have included all vocational and other qualifications held on QiW in the templates to ensure that no qualifications are missed. Therefore, you may find some qualifications on your template which are no longer awarded. Please simply report 0 for these qualifications.
- No additional columns should be inserted.
- No total figures at the end of columns should be included.
- No leading or trailing blanks or spaces should be included.
- The column headers must match those provided in the template.
- Submissions must be made in CSV format.
 - **NB** Some versions of Excel may automatically convert the template to Unicode text format instead of CSV. If you are using Excel, before completing the template, save a copy using “save as” and ensure the file type is set to CSV (Comma delimited).
- Do not tick the “No data to submit for this collection” box if you are submitting a file. Ticking the box will cause your file to be deleted and we will be notified that you are submitting a nil return.

Example file – Type 2

AutoSave On VQ template - Saved to SharePoint

File Home Insert Draw Page Layout Formulas Data Review View Add-ins Help Team Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

	A	B	C	D	E	F	G	H	I	J	K	L
1	Awarding Body ID	QAN	QUI	Qualification Title	Level	Type	Certification End Date	Quarter	Wales Registrations Total	Wales Certificates Total	Status	
2	ExampleAB	100/0000/1	C00/0000/1	ExampleAB Level 1 ...	Level 1	VRQ	31/12/2019	2018.3	0	210	Available to learners	
3	ExampleAB	100/0000/2	C00/0000/2	ExampleAB Level 2 ...	Level 2	VRQ	31/12/2019	2018.3	0	164	Available to learners	
4	ExampleAB	100/0000/3	C00/0000/3	ExampleAB Level 2 ...	Level 2	VRQ	31/12/2019	2018.3	0	80	Available to learners	
5	ExampleAB		C00/0000/4	ExampleAB Level 1 ...	Level 1	VRQ	31/12/2019	2018.3	0	180	Available to learners	
6	ExampleAB	100/0000/5	C00/0000/5	ExampleAB Level 1 ...	Level 1	VRQ	31/12/2021	2018.3	0	77	Available to learners	
7	ExampleAB		C00/0000/6	ExampleAB Level 3 ...	Level 3	VRQ	31/12/2019	2018.3	0	23	Available to learners	
8	ExampleAB	100/0000/7	C00/0000/7	ExampleAB Level 2 ...	Level 2	VRQ	31/12/2019	2018.3	0	7	Available to learners	
9	etc.											
10												
11	Can be left blank if qualification does not have a QAN.		New QUI Number - generated by QW, uniquely identifies each qualification.			The values in columns A to H should not be changed		If you have no registrations to report, fill the column with zeros or leave blank.		The values in Status (column K) should not be changed.		
12												
13												
14												
15												
16												

Note: QUI Number = QW Number for approved and designated qualifications.

Field specification – Type 2

The shaded fields require no data entry. The **red text** represents changes to how this data was collected by Ofqual.

Field Name	Description	Column	Validation rule	Format	Example	Notes
Awarding Body ID	Acronym of awarding organisation	A	Up to 255 characters, cannot be left blank	text	QW	Values provided by Qualifications Wales should not be altered.
QAN	Qualification Number	B	A valid qualification number or blank	text	601/2977/3	
QUI	QUI Number	C	A valid QUI number of the form Cxx/xxxx/x	text	C00/0318/1	
Qualification Title	Title of qualification	D	Up to 255 characters, cannot be left blank	text	Example AB Level 1 Award in Dance	
Level	Level of qualification	E	A QiW qualification level or one of the following: Level 1, Level 1_2, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8, Entry Level, A, F, H, P	text	Level 1	
Type	Type of qualification	F	A QiW qualification type or one of the following: BS, DIP, EL, ESOL, FS, FS NQF, FS, QCF, FSMQ, GCE, GCE AS, GCSE, HL, KS, NVQ, OG, OQ, PL, PROJ, QCF, VRQ, CVET, IVET, ESW, WB	text	QCF	
Certification End Date	The date when the qualification ceases to award certifications	G	Up to 20 characters	date dd/mm/yyyy or mm/dd/yyyy	31/12/2019	
Quarter	The calendar quarter for which data is being collected	H	Must match quarter of current collection	text (yyyy.q)	2018.3	
Wales Registrations Total	Number of registrations received in the quarter	I	Number between 0 and 99999999 or blank	number	50	
Wales Certificates Total	Number of certifications awarded in the quarter	J	Number between 0 and 99999999	number	19/02/1900	
Status	Current status of qualification	K	A QiW qualification status or one of the following: Archived, Effective, Expired, LiveComingSoon, LiveExpired, LivePublished, OtherRegulated, PendingDecision, PendingMoreInfo, PendingRecommendation, Rejected	text	Effective	Should not be altered.

4. Completing the template file: Type 1 return

General completion guidelines

- You should provide two files, one containing details of your centres and the other with registration and certification data by centre and qualification, according to the field specification below.
- Certification data is compulsory. Registration data is not currently compulsory.
- We will not accept data for qualifications that have not been declared as regulated (i.e. either publicly available on QiW or submitted on a list of Other Regulated qualifications). If you have issued certificates for qualifications not listed in the Type 2 spreadsheet, please update your list of Other Regulated qualifications by contacting recognitionandapproval@qualificationswales.org. Once these have been added, you will be able to download an updated Type 2 template. Please check your template carefully and well in advance of the submission deadline, to allow time for any additional qualifications to be added.
- If you do not know the QUI for a qualification, you can use the type 2 template as a lookup. Guidance on how to do this can be found [on our website](#).
- The column headers must match those detailed in the field specification below.
- Submissions must be made in CSV format.
 - **NB** Some versions of Excel may automatically convert the template to Unicode text format instead of CSV. If you are using Excel, before completing the template, save a copy using "save as" and ensure the file type is set to CSV (Comma delimited).
- Do not tick the "No data to submit for this collection" box if you are submitting files. Ticking the box will cause your file to be deleted and we will be notified that you are submitting a nil return.

Field specification – Centre file

The **red text** represents changes to how this data was collected by Ofqual.

Field Name	Description	Column	Validation rule	Format	Example
CentreID	The identification number of the centre	A	Up to 20 characters, cannot be left blank	text	12345A
CentreName	The name of the centre	B	Up to 255 characters or blank	text	QW Centre
CentrePostCode	The post code of the centre	C	Up to 8 characters, must be valid Wales post code or blank	text	NP10 8AR
CentreAddress1	Line one of the centre's address	D	Up to 255 characters or blank	text	Q2 Building
CentreAddress2	Line two of the centre's address	E	Up to 255 characters or blank	text	Pencarn Lane
CentreAddress3	Line three of the centre's address	F	Up to 255 characters or blank	text	Coedkernew
CentreAddress4	Line four of the centre's address	G	Up to 255 characters or blank	text	Newport
CentreType	The type code of the centre	H	Up to 3 characters or blank	text	123
NCNCode	The NCN code of the centre	I	Number between 0 and 99999999, alphanumeric (AANNN) or blank	text	AA123

Field specification – Data file

The **red text** represents changes to how this data was collected by Ofqual.

Field Name	Description	Column	Validation rule	Format	Example
CentreID	The identification number of the centre	A	Up to 20 characters, cannot be left blank	text	12345A
QAN	Qualification Number	B	A valid qualification number or blank	text	601/2977/3
QUI	QUI Number	C	A valid QUI number of the form Cxx/xxxx/x	text	C00/0318/1
Quarter	The calendar quarter for which data is being collected	D	Must match quarter of current data collection	text	2018.3
Registrations	Number of registrations received in the quarter	E	Number between 0 and 99999999 or blank	number	50
Certificates	Number of certificates awarded in the quarter	F	Number between 0 and 99999999	number	50

5. Data definitions

Certifications

A certificate should represent a candidate completing a qualification, regardless of whether or not a physical certificate is issued. If your processes allow for the physical certificates to be issued multiple times for each candidate (for example, if an administrative error is made) then you should count the candidate's completion of the qualification only once.

Certificate numbers should only represent certificates issued during the requested period. Any certificates in dispute or under review should only be included in the period during which they are finally issued. This should ensure minimal change in the reported figures.

Registrations

Registration numbers should represent the total number of candidates registered for the qualification during the period. The point of registration is when a candidate indicates an intention to gain the qualification. For modular qualifications this may be the point where a candidate requests the qualification, having completed the component units.

Quarters

Quarter 1 covers January to March; Quarter 2 covers April to June; Quarter 3 covers July to September; and Quarter 4 covers October to December.

6. Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact:

Qualifications Wales
Q2 Building
Pencarn Lane
Imperial Park
Coedkernew
Newport NP10 8AR

Telephone 01633 373 222

Email dataproject@qualificationswales.org

We wish to make our publications widely accessible. Please contact us at statistics@qualificationswales.org if you have any specific accessibility requirements.

This publication is available at www.qualificationswales.org.

Any enquiries regarding this publication should be sent to us via the address and/or phone number above.

Appendix A – Guidance for meeting vocational quarterly data collection requirements

We require awarding bodies to provide aggregate data on the number of full certificates awarded for regulated vocational qualifications in Wales. The Qualifications Wales Act 2015⁷ defines in section 12 subsection 3 the award of a qualification in Wales as "...its award to persons assessed in respect of the qualification wholly or mainly in Wales". Due to the practical complexities of applying this definition, the following aims to provide a feasible and reasonable measure of all certificates awarded in Wales, which may be a proxy rather than an exact measure:

For the purpose of data collection, a certificate awarded in Wales should be identified based on the location of the assessment centre or site attended by the learner for all or the majority of the assessment. In practice, a certificate awarded in Wales would be broadly defined as follows:

- In many cases, the assessment will take place at the same centre at which the learner is registered. In this case, the registration centre address should be used to determine if the certificate was awarded in Wales, e.g. by using Ordnance Survey postcode data or existing look-up tools held on awarding body systems.
- In cases where the registration centre is in a different country to the assessment centre/site, it is the assessment location that should be used to determine if the learner is in Wales. For example, if a learner is registered to a centre in England for administrative purposes (e.g. a training provider head office) but attends a location in Wales for the assessment (e.g. a satellite centre or training site), then the certificate awarded to that learner is awarded in Wales (and vice versa). If the assessment location is unknown (e.g. if a learner is registered to a centre but sits the assessment remotely from their home/workplace), then the registration centre should be used.
- In instances where a distance learner is registered directly with an awarding body (i.e. there is no centre), the address held on awarding body systems for that learner should be treated as the assessment location. If the registered address for the learner is in Wales, then any certificate awarded to that learner should be treated as being in Wales.

We believe that the above guidance covers the majority of circumstances in which a learner is awarded a certificate. However, if you encounter a scenario which is not covered by this guidance, or if you have any other queries about identifying certificates awarded in Wales for the VQ data collection, please contact us at datapoint@qualificationswales.org.

⁷ <http://www.legislation.gov.uk/anaw/2015/5/contents/enacted>

Definitions for the purpose of data collection

Learner

A person who is seeking to obtain, or who might reasonably be expected to obtain, qualifications.

Centre

A body undertaking the delivery of an assessment (and potentially other activities) to learners on behalf of an awarding body.

The following definitions are for the purpose of this data collection guidance document only:

Certificate

A formal acknowledgement of a student's achievement of a qualification. For the purposes of this document, this will be any award that is not graded as U, absent or X (fail), regardless of whether or not a physical certificate is issued.

Registration Centre

A centre with which a learner is registered to undertake assessment for a qualification for administrative purposes. This will often, but not always, be the same as the assessment centre.

Assessment Centre

A centre attended by a learner at which they complete all or most of the assessment for a qualification. This will often be the same as the registration centre but may be different in cases where the learner is registered to a central administrative centre but attends a different centre to complete the assessment (usually for reasons of convenience/locality).

Assessment site

A location attended by a learner at which they complete all or most of the assessment for a qualification. An assessment centre is an example of an assessment site, but not all assessment sites will be centres. For example, a location hired by a training company to deliver training and assessment of a qualification would be an assessment site but not necessarily a centre.