



**Awarding
Body Guide
to QiW – Adding &
Archiving Other
Regulated
Qualifications to
QiW**

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1. Introduction

Other Regulated qualifications on QiW

QiW is the database of regulated qualifications in Wales, owned and managed by Qualifications Wales.

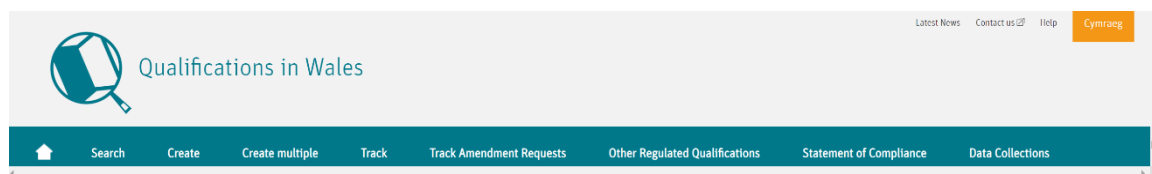
Currently, only Approved or Designated qualifications, that is all qualifications that are eligible for public funding for learners under 19, are publicly viewable on QiW. However, from October 2020, we will make all regulated qualifications, including Other Regulated qualifications that are not eligible for public funding for learners under 19, publicly viewable by all QiW users.

To ensure your qualification records are correct on QiW, we have added new functionality to the database. This will allow you to add and archive any Other Regulated qualifications yourself when logged into QiW.

Please see details below for guidance on how to add and archive Other Regulated qualifications on QiW.

2. Adding Other Regulated qualifications on QiW

1. Log in to QiW & then select 'Create' from the top menu.



2. Populate the information in each of the mandatory fields (Qualification Title, Qualification Level, Qualifications Type, Sector subject area, Sub sector area & confirmation check box).

Other fields are non-mandatory; however, an Awarding Body may also wish to complete the further detail for these fields if they have the information available.

The screenshot shows the 'Create qualification' form. At the top, it says 'Create qualification' and 'Please complete the form below to create a new qualification.' The form is divided into several sections: 'Basic qualification details', 'Key dates', and 'Additional qualification details'. Under 'Basic qualification details', there are fields for 'Review type' (radio buttons for Approval, Designation, Other Regulated), 'Offered in England' (checkbox), 'Ofqual QN' (text), 'Awarding Body' (dropdown), 'Welsh qualification title' (text), 'English qualification title' (text), 'Qualification level' (dropdown), 'Qualification sub-level' (dropdown), 'Qualification type' (dropdown), 'Age ranges' (checkboxes for -16, 16-18, 18+), 'Sector subject area' (dropdown), 'Sub-sector subject area' (dropdown), and 'Language' (radio buttons for English ONLY, English-Welsh, Welsh ONLY). Under 'Key dates', there are three date pickers for 'Start date', 'Proposed operational end date', and 'Proposed certification end date'. Under 'Additional qualification details', there is a field for 'IVET/CVET' (radio buttons for CVET, IVET, Not applicable) and a field for 'Assessment methods' (text).

Total qualification time (TQT) [?]	330	Hours
Guided learning hours (GLH) [?]	300	Hours
Purpose [?]	B. Prepare for further learning or training and/or develop knowledge and/or skill... X	
Sub-purposes [?]	Please select one or more option(s)	
Tags	Please select one or more option(s)	
Grading scale [?]	Please select one option	
Qualification Specification [?]	Please provide a hyperlink to your organisation website	
For use in apprenticeship frameworks? [?]	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Apprenticeship framework number	Enter the apprenticeship framework number	
Part of a suite of qualifications?	<input type="radio"/> No <input type="radio"/> Yes	
Suite qualification numbers		
Supporting Evidence	Please select one or more file(s)	
Send submission queries to [?]	Please enter an email address	
<input checked="" type="checkbox"/> 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.		
<input type="button" value="Submit"/> <input type="button" value="Save"/>		

- Once the required fields have been populated, click 'Submit' to send the Other Regulated qualification to QiW.

Alternatively, select 'Save' to capture the data already entered and return to submit the request at a later date.

- If there are errors or missing data from the submission, a notification will appear in red at the top of the qualification.

Fields that need to be addressed will be highlighted in red, as shown in the example below:

Create qualification

Please complete the form below to create a new qualification.

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

Basic qualification details

Review type [?]

Approval
 Designation
 Other Regulated

Offered in England

Ofqual QN [?]

Enter the Ofqual reference number

Awarding Body [?]

TAB - Test Awarding Body

Welsh qualification title [?]

The Welsh title of your qualification

English qualification title [?]

Level 3 Diploma in Test Qualification

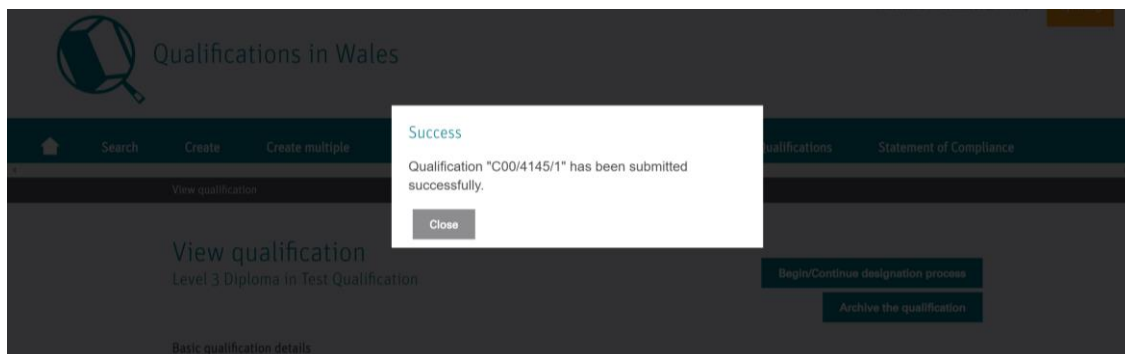
Qualification level [?]

Please select one option This field is required.

Qualification sub-level [?]

Please select one option

5. Once the 'Submit' button is clicked and the fields accepted, you will be notified of the qualification successfully being submitted to QiW along with the qualification number that has been assigned to that qualification.



6. The information submitted should then be viewable to the Awarding Body on QiW:

A screenshot of the 'View qualification' page for 'Level 3 Diploma in Test Qualification'. The page features a light blue header with the title and two buttons: 'Begin/Continue designation process' and 'Archive the qualification'. Below the header, there is a section titled 'Basic qualification details' containing a table of fields and their values. The fields include 'Review type', 'Qualification Unique Identifier', 'Offered in England', 'Qualification number', 'Awarding Body', 'Welsh qualification title', 'English qualification title', 'Qualification level', 'Qualification sub-level', 'Qualification type', 'Sector subject area (SSA)', and 'Sub-sector subject area'. The values are: 'Other Regulated', 'C00/4145/1', 'No', 'not set', 'TAB - Test Awarding Body', 'not set', 'Level 3 Diploma in Test Qualification', 'Level 3', 'not set', 'IVET', '13. Education and training', and '13.1 Teaching and lecturing'. A 'Key dates' section is also visible at the bottom.

7. Awarding Bodies can also search for the submitted Other Regulated qualifications using the search facility & typing in the qualification number:

Qualifications in Wales

Search qualifications

Search qualifications

Please complete the form below in order to search for qualifications.

QW Approval/Designation no.

Ofqual QN

Qualification title

Qualification type

Qualification level

Qualification sub-level

Awarding Body

Language English ONLY
 English-Welsh
 Welsh ONLY

Search qualifications - Results [Export to CSV](#) [Refine criteria](#)

Current Search Criteria:

- QW Approval/Designation no. = c00/4145/1

Show 25 entries

QW Approval/Designation no.	Ofqual QN	Awarding Body	Qualification level	Qualification sub-level	Qualification type	Qualification title	Status
▼ C00/4145/1		TAB - Test Awarding Body	Level 3		IVET	Level 3 Diploma in Test Qualification	Available View

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Search qualifications > Results > View qualification

View qualification
Level 3 Diploma in Test Qualification

[Begin/Continue designation process](#)
[Archive the qualification](#)

Basic qualification details

Review type

Qualification Unique Identifier

Offered In England

Qualification number

Awarding Body

Welsh qualification title

English qualification title

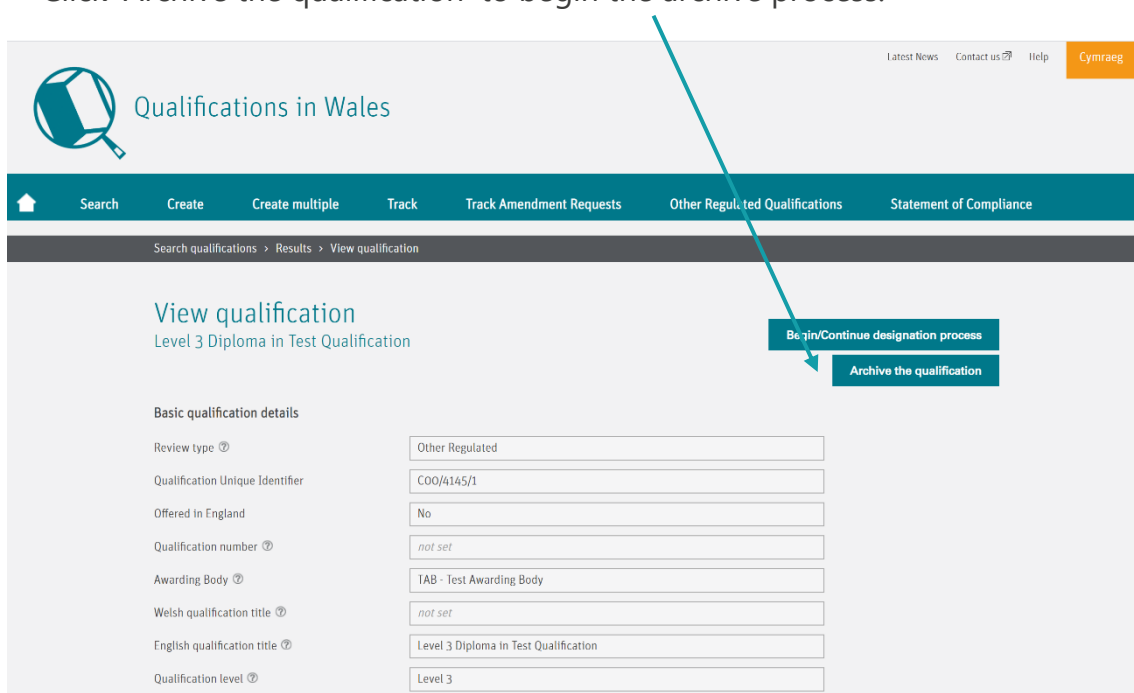
Qualification level

3. Archiving Other Regulated qualifications on QiW

1. Log in to QiW & search for the Other Regulated qualification you wish to archive (please see previous step on searching).

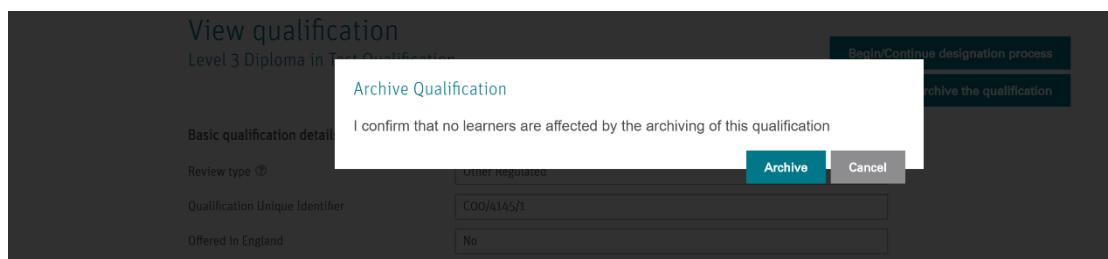
When you view the qualification, you will see two option buttons in the top right of your screen.

Click 'Archive the qualification' to begin the archive process.



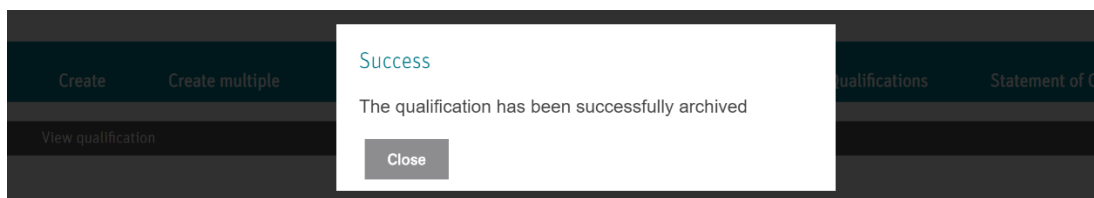
2. A pop-up notification will appear asking you to confirm that no learners are affected by archiving this qualification.

To confirm the statement, click 'Archive'.



Alternatively, if you cannot confirm the statement, please click 'Cancel'.

3. If you selected 'Archive' a pop-up notification will appear confirming the Other Regulated qualification has been successfully archived.



4. Further Support

If you have any queries regarding QiW or Other Regulated qualifications, please contact recognitionandapproval@qualificationswales.org

Alternatively, please contact 0333 077 2701 and request to speak to a member of the Approvals and Designation Team.

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

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