



# **Awarding Body Guide to Designation**

## Contents

1.	<a href="#"><u>Introduction</u></a>	3
2.	<a href="#"><u>Status Definitions in QiW</u></a>	5
3.	<a href="#"><u>How to create/submit a single/OR qualification for designation</u></a>	6
4.	<a href="#"><u>QiW Field Checklist</u></a>	11
5.	<a href="#"><u>Designation Process Map</u></a>	15
6.	<a href="#"><u>Rules for designation</u></a>	16
7.	<a href="#"><u>Evidence against rules for designation</u></a>	18
8.	<a href="#"><u>Sector Skills Area 4 and 6</u></a>	23
9.	<a href="#"><u>Further designation map and how to apply</u></a>	26
10.	<a href="#"><u>Evidence requirements for further designation requests</u></a>	27
11.	<a href="#"><u>Amendments Process</u></a>	27
12.	<a href="#"><u>Withdrawal of qualification/Change of Status process map</u></a>	29
13.	<a href="#"><u>Sector Review Qualifications</u></a>	31
14.	<a href="#"><u>Contact Details</u></a>	33
15.	<a href="#"><u>Annex</u></a>	33

# 1. Introduction

QiW is an independent database that displays all qualifications regulated by Qualifications Wales.

QiW displays all qualifications that are eligible for use on publicly funded programmes of learning for learners under the age of 19 (approved and designated qualifications).

As of 30<sup>th</sup> October 2020, 'other regulated' qualifications data became accessible on QiW. These are qualifications that Qualifications Wales regulate but are **not** eligible for use on publicly funded programmes of learning for learners under the age of 19.

QiW clearly differentiates between those that are eligible for use on publicly funded programmes of learning for learners under the age of 19 (approved and designated) and those that are not (other regulated) on the qualification records and in the search functionality.

Condition E6.1 states that 'An awarding body must not make available a qualification unless it has first submitted that qualification to QiW.' Awarding bodies recognised by QW automatically have all qualifications regulated by us – unless they have previously surrendered any recognition. QiW is independent to Ofqual's Register and data of all qualifications should be entered on QiW whether they are other regulated, approved or designated.

Awarding bodies should only submit full qualifications to QiW. If a unit is also a full qualification in its own right, then this can be submitted to QiW, however we do not designate individual units.

Our service level agreement for initial designation requests is *15 working days*.

### QiW

QiW is an independent database that displays all qualifications that are regulated by Qualifications Wales (approved, designated and other regulated).

### Designated Qualifications

Designated as eligible for use on publicly funded programmes of learning, for learners under the age of 19. Must meet designation matters. Regulated under standard conditions of recognition.

### Approved Qualifications

Reviewed to ensure they meet approval criteria. Likely to be on list of Priority Qualifications. Regulated under Standard Conditions of Recognition and any conditions of approval that apply.

## Qualifications Wales – Regulation of Qualifications

### Qualifications Wales, our Regulatory Framework and our Approach



### Recognised Awarding Bodies

Must meet the criteria for recognition. Regulated under Standard Conditions of Recognition (SCoR).

### Other Regulated Qualifications

All non-degree qualifications awarded by recognised awarding bodies (unless recognition surrendered). Regulated under standard conditions of recognition. These are qualifications that Qualifications Wales regulate but are **not** eligible for use on publicly funded programmes of learning for learners under the age of 19.

### Restricted Priority Qualifications

Only a limited number (or one version) will be approved. Reviewed to ensure they meet Approval criteria. Must be on list of Priority Qualifications. Restrictions must be implemented through fair and open competition – either for an awarding body to be commissioned to develop a qualification or to choose between existing specifications.

## 2. Status Definitions in QiW

Public Status	Awarding body/ Internal Status in QiW	Definition
<b>Not visible to the public</b>	New	Awarding body has created the qualification in QiW but has 'Saved' it rather than 'Submitted' it.
<b>Not visible to the public</b>	Pending Recommendation	Awarding body has submitted the qualification to QiW and it is awaiting recommendation by QW reviewer to Head of Approval and Designation.
<b>Not visible to the public</b>	Pending More Information	The qualification has been sent back to the AB with a request for further information to ensure the designation requirements are met.
<b>Not visible to the public</b>	Pending Decision	Designation of the qualification has been recommended for consideration to the Head of Approval and Designation.
<b>Available to New Learners</b>	Live	The qualification is designated/approved and is published to QiW. The start date has passed. It is available for learners and eligible for use on publicly funded programmes of learning, for learners under the age of 19.
<b>Coming Soon</b>	Coming Soon	The qualification is suitable for designation and is published to QiW. The start date is in the future. It will be available for learners and eligible for use on publicly funded programmes of learning, for learners under the age of 19.
<b>No Longer Available to New Learners</b>	Withdrawn	The Operational End Date has passed. Therefore, no new learners can start the qualification. EXISTING learners can continue to be taught up until the certification end date.
<b>No Longer Available</b>	Archived (pre 2020) Other Regulated (2020 onwards)	The Certification End Date has passed and the AB have confirmed that the qualification should no longer be available to learners in Wales (funded or unfunded). Therefore, the qualification has ended and learners can no longer be taught/certificate.

<b>Other Regulated</b>	Other Regulated	<p>When a designated qualification passes its CED, it will become an other regulated qualification unless an AB advises us that the qualification is to be withdrawn and confirms compliance with D6. An AB can archive other regulated qualifications if they are no longer available/required on programmes of study in Wales.</p> <p>Please visit <a href="https://qualificationswales.org/media/6583/july-20-qiwwguide_or.pdf">https://qualificationswales.org/media/6583/july-20-qiwwguide_or.pdf</a> for guidance on Adding and Archiving Other Regulated qualifications to QiW.</p>
------------------------	-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 3a. How to create and submit a new single qualification for designation in QiW

1. Sign in to QiW
2. Click on 'Create' in the ribbon at the top of the page. This will direct you to the Create Qualification screen as shown below.

3. Please complete all mandatory fields with the necessary detail and upload supporting evidence where required before ticking the declaration and clicking Submit to send the submission to QiW. Further guidance on each field can be found on page 10.

## Create qualification

Please complete the form below to create a new qualification.

### 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 [?](#)

The English title of your qualification

Qualification level [?](#)

Please select one option

Qualification sub-level [?](#)

Please select one option

Qualification type [?](#)

Please select one option

Age ranges [?](#)

- 16  
 16 - 18  
 18+

Sector subject area [?](#)

Please select one option

Sub-sector subject area [?](#)

Please select one option

Language [?](#)

- English ONLY  
 English-Welsh  
 Welsh ONLY

## Key dates

Start date [?](#)

Please choose date



Proposed operational end date [?](#)

Please choose date



Proposed certification end date [?](#)

Please choose date



## Additional qualification details

IVET/CVET [?](#)

- CVET  
 IVET  
 Not applicable

Assessment methods [?](#)

Please select one or more option(s)

Total qualification time (TQT) [?](#)

e.g. 300 hours

Hours

Guided learning hours (GLH) [?](#)

e.g. 200 hours

Hours

Purpose [?](#)

Please select one option



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? [?](#)

- No  
 Yes

Apprenticeship framework number

Enter the apprenticeship framework number

Part of a suite of qualifications?

- No  
 Yes

Suite qualification numbers

Supporting Evidence

Please select one or more file(s)



Send submission queries to [?](#)

Please enter an email address

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.

Submit

Save



## 3b. How to submit an other regulated qualification for designation in QiW

1. Sign in to QiW
2. Search for the other regulated qualification you wish to have designated.
3. Click on the 'Begin/Continue designation process' button in the top right hand section of the screen.

**View qualification**  
Level 3 diploma in Test Qualification  
*Diploma Lefel 3 mewn Cymhwyster Prawf*

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

This qualification is not eligible for use on publicly- funded programmes of learning for learners under the age of 19.

**Basic qualification details**

Review type <sup>?</sup>	Other Regulated
Qualification Unique Identifier	COO/4146/1
Offered in England	No
Qualification number <sup>?</sup>	not set
Awarding Body <sup>?</sup>	TAB - Test Awarding Body
Welsh qualification title <sup>?</sup>	Diploma Lefel 3 mewn Cymhwyster Prawf
English qualification title <sup>?</sup>	Level 3 diploma in Test Qualification
Qualification level <sup>?</sup>	Level 3
Qualification sub-level <sup>?</sup>	not set
Qualification type <sup>?</sup>	IVET
Sector subject area (SSA) <sup>?</sup>	13. Education and training
Sub-sector subject area <sup>?</sup>	13.2 Direct learning support

4. This will direct you to a 'Continue Submission' screen as shown below. Please complete all mandatory fields with the necessary detail and upload supporting evidence where required, before ticking the declaration and clicking Submit to send the submission to QiW. Further guidance on each field can be found on page 10.

## Create qualification

Please complete the form below to create a new qualification.

**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 [?](#)

The English title of your qualification

Qualification level [?](#)

Please select one option

Qualification sub-level [?](#)

Please select one option

Qualification type [?](#)

Please select one option

Age ranges [?](#)

-16  
 16 - 18  
 18+

Sector subject area [?](#)

Please select one option

Sub-sector subject area [?](#)


Please select one option

Language [?](#)

English ONLY  
 English-Welsh  
 Welsh ONLY

Suite qualification numbers

Supporting Evidence

Please select one or more file(s) 

Send submission queries to [?](#)

Please enter an email address

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.

**Submit** **Save** **Abort**

## 4. Field Checklist

FIELD	VALIDATIONS FOR INPUT / CRITERIA
<b>Basic Qualification Information</b>	
<b>Review Type</b>	<ul style="list-style-type: none"> <li>- Select Approval if present in Priority Qualifications List.</li> <li>- Select Designation if adding a qualification that you wish to be made eligible for use on publicly funded programmes of learning for learners under the age of 19.</li> <li>-Select Other Regulated if adding a qualification that is <b>not</b> required to be eligible for use on publicly funded programmes of learning for learners under the age of 19.</li> </ul>
<b>Is the Qualification offered in England?</b>	<ul style="list-style-type: none"> <li>- If ticked, ensure that Ofqual Qualification number is entered in field below.</li> </ul>
<b>* Ofqual Qualification Number</b>	<ul style="list-style-type: none"> <li>- Ofqual QAN must be entered if offered in England box is ticked.</li> </ul>
<b>Awarding Body</b>	<ul style="list-style-type: none"> <li>- Must match the Awarding Body acronym in the Qualification Title.</li> </ul>
<b>English Qualification Title</b>	<ul style="list-style-type: none"> <li>- The format is not set. The title must contain:               <ul style="list-style-type: none"> <li>i) <i>Awarding body name</i></li> <li>ii) <i>Level</i></li> <li>iii) <i>Award/Certificate/ Diploma (optional)</i></li> <li>iv) <i>in/for</i></li> <li>v) <i>Indication of content eg. Business/hairdressing</i></li> </ul> </li> <li>Title must not include QCF.</li> </ul>
<b>Welsh Qualification Title</b>	<ul style="list-style-type: none"> <li>- This is the Welsh language title for the qualification</li> <li>- Format should match the English Title.</li> <li>- Qualifications Wales can populate if not possible, we advise against the use of Google translate</li> <li>- The accuracy of qualification titling is the responsibility of the awarding body</li> </ul>
<b>Qualification Level</b>	<ul style="list-style-type: none"> <li>- Must match Level contained in Title.</li> </ul>
<b>Qualification Sub-Level</b>	<ul style="list-style-type: none"> <li>- Should only be populated for Entry Level Qualifications</li> </ul>
<b>Qualification Type</b>	<ul style="list-style-type: none"> <li>- Must be populated from a drop-down menu.</li> <li>-Should be matched to the qualification type outlined in the specification.</li> </ul>

<b>Age Ranges</b>	<ul style="list-style-type: none"> <li>– Must be populated and can be multiple age ranges.</li> <li>– If qualification is classed as CVET, Pre16 must <b>not</b> be selected</li> <li>– Must match what is stated in qualification specification.</li> </ul>
<b>Sector Subject Area (SSA)</b>	<ul style="list-style-type: none"> <li>– Must be populated from a drop down menu.</li> <li>– Must be comparable with the title.</li> </ul>
<b>Sub-Sector Subject Area (Sub SSA)</b>	<ul style="list-style-type: none"> <li>– Must be populated from a drop down menu</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>– Must be populated</li> </ul>
<b>Key Dates</b>	
<b>Start Date</b>	<ul style="list-style-type: none"> <li>– Must be the first day of the month</li> <li>– Can be set in future</li> </ul>
<b>Proposed Operational End Date (OED)</b>	<ul style="list-style-type: none"> <li>- Must be the last day of the month</li> <li>- Should not be set to more than 5 years from the Start Date</li> </ul> <p><i>*This field is used by Welsh Government for funding purposes.</i></p>
<b>Proposed Certification End Date (CED)</b>	<ul style="list-style-type: none"> <li>– Must be the last day of the month</li> <li>– Should be different from the Operational End Date.</li> <li>– Can be set to a maximum of 3 years from the OED</li> </ul>

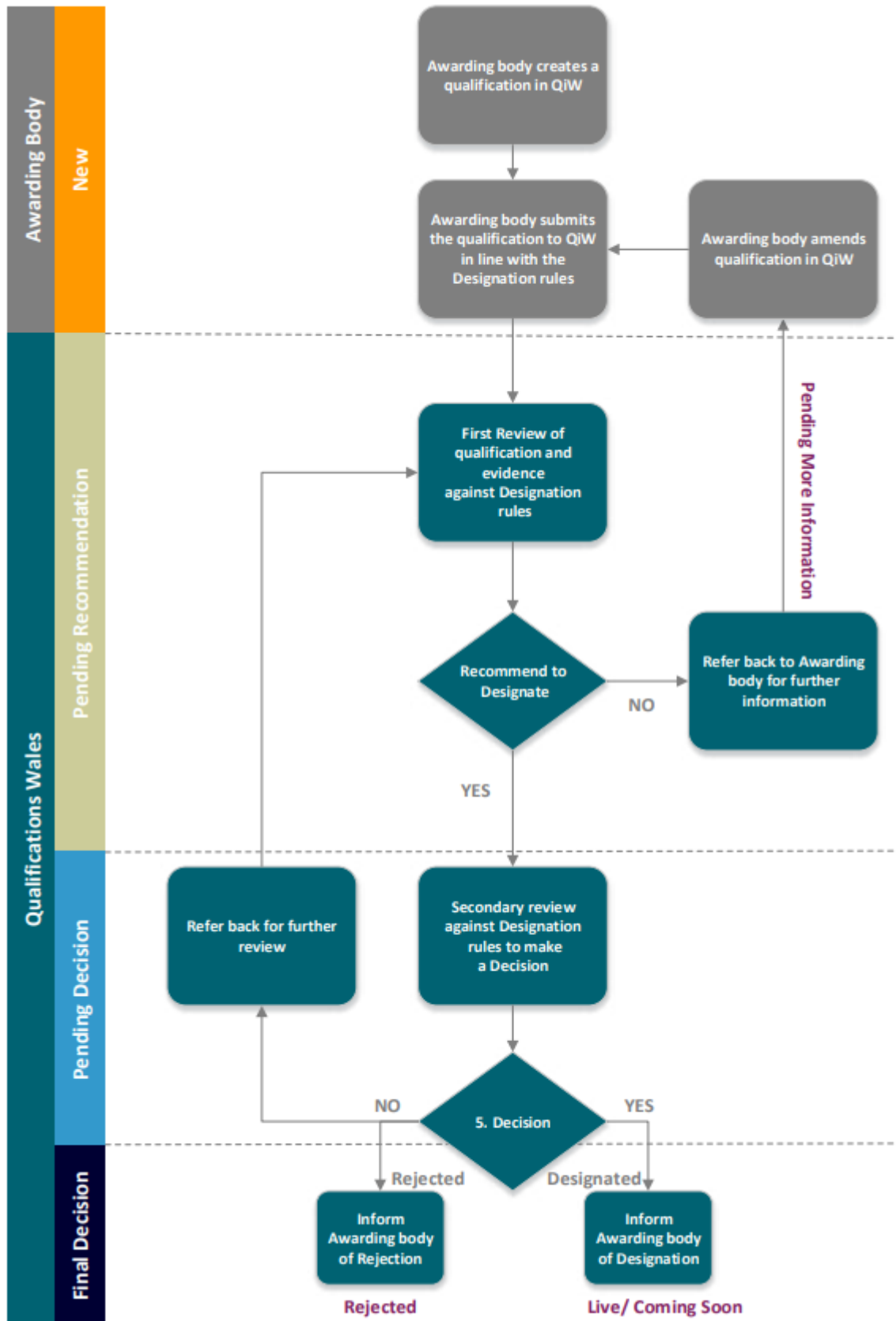
<b>ADDITIONAL QUALIFICATION DETAILS</b>	
<b>IVET/CVET</b>	<ul style="list-style-type: none"> <li>– Must be populated</li> <li>– If qualification is classed as CVET, Pre16 must <b>not</b> be selected</li> </ul> <p>IVET = Initial Vocational Education and Training also known as Introductory Vocational Qualifications suitable for all ages and abilities (these qualifications types are available to pre 16 learners)</p> <p>CVET = Continued Vocational Education and Training also known as Occupational Competence Vocational Qualifications are for those over the age of 16 (these qualifications are not available to pre 16 learners).</p>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>- Multiple can be selected</li> <li>- Qualifications which contain NVQ in the Title must be</li> </ul> <p>i) work based assessment <b>AND/OR</b> ii) portfolio of evidence.</p>
<b>Total Qualification Time (TQT)</b>	<ul style="list-style-type: none"> <li>– Must be populated</li> <li>– Must be the same as or greater than GLH</li> </ul>

	<ul style="list-style-type: none"> <li>– Must be the same as stated in the specification</li> </ul>
<b>Credit</b>	<ul style="list-style-type: none"> <li>– This will be automatically calculated.</li> <li>– Value = TQT/10 (rounded to the nearest whole number).</li> </ul> <p><i>*Awarding bodies should contact Qualifications Wales if the value will automatically calculate to 0 but should be 1.</i></p>
<b>Guided Learning Hours (GLH)</b>	<ul style="list-style-type: none"> <li>– Must be populated</li> <li>– Mean GLH value must be entered</li> <li>– Must be less than or equal to the TQT.</li> </ul> <p><i>*This field is used by Welsh Government to determine performance information.</i></p>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>– Must be populated with D if NVQ is in title</li> <li>– IVET qualifications = Purpose A,B,C</li> <li>– CVET qualifications = Purpose D,E</li> <li>– -Should be matched to the purpose outlined in the specification.</li> </ul> <p><i>*please contact Qualifications Wales if you believe a qualification is an exception to this rule.</i></p>
<b>Sub-Purpose</b>	<ul style="list-style-type: none"> <li>– Must be populated with D1 if NVQ is in title</li> </ul>

ADDITIONAL QUALIFICATION DETAILS	
<b>Grading Scale</b>	<ul style="list-style-type: none"> <li>– Must be populated from a drop-down menu.</li> <li>-Should be matched to the grading scale for the qualification as outlined in the specification.</li> </ul> <p><i>*This field is used by Welsh Government to determine performance information</i></p>
<b>Qualification Specification</b>	<ul style="list-style-type: none"> <li>– Must be populated with a URL directly to the qualification specification or a link to the landing page specifically related to the qualification on the awarding body website.</li> <li>– Specifications must be published until the Certification End Date has passed.</li> </ul> <p><i>*If the qualification is not yet Live, then this must be provided within 3 days after being designated</i></p>

<b>For inclusion in Apprenticeship Frameworks?</b>	– Yes/No as appropriate
<b>Apprenticeship framework number</b>	<ul style="list-style-type: none"> <li>– Must be populated if available in a Welsh apprenticeship framework.</li> <li>– More than one number can be added.</li> <li>– Should be a <i>current</i> Welsh framework number.</li> <li>– Confirmation that the qualification meets current National Occupational Standards (NOS) should be added in the comments when submitting.</li> </ul>
<b>Part of a suite of qualifications?</b>	– Yes/ No as appropriate
<b>Suite qualification numbers</b>	<ul style="list-style-type: none"> <li>– Must be populated if part of a suite of qualifications</li> <li>- More than one number can be added.</li> <li>-A suite refers to a group of qualifications within the same sector.</li> </ul>
<b>Evidence of demand</b>	<ul style="list-style-type: none"> <li>– Should be populated with: Evidence of demand</li> <li>Please refer to evidence requirements on pages 18.</li> </ul>
<b>Evidence of support</b>	<ul style="list-style-type: none"> <li>– Should be populated with: Evidence of support</li> <li>– Please refer to evidence requirements on pages 18.</li> </ul>
<b>Submission details to</b>	<ul style="list-style-type: none"> <li>– Must be populated.</li> <li>– This should be a generic awarding body mailbox or responsible officer email address.</li> </ul>

# 5. Designation Process Map



## 6. Rules for designation

The designation policy outlines which matters we will take into account when deciding whether to designate a qualification.

To satisfy ourselves that these are met, we will only designate qualifications where:

1. There is demand for the qualification from candidates in Wales at the relevant age range(s)  
[this requirement relates to Standard Condition of Recognition E1.3 and E1.4]
2. There is support from relevant end users or stakeholders [this requirement relates to Standard Condition of Recognition E1.3, E1.4 and E1.5]
3. References to legislation, policies and organisations within the qualifications are applicable in Wales [this requirement relates to Standard Condition of Recognition D1.1]
4. The qualification is appropriate for the age ranges selected. In particular, if the qualification to be designated for pre-16 learners, the qualification should not normally attest to occupational competence [this requirement relates to Standard Condition of Recognition D1.1].
5. There are additional requirements for GCSEs, AS and A levels.
6. There are additional requirements for qualifications in Subject Sector Area 6.

We will only consider designating a qualification in Subject Sector Area 6 if the awarding body has provided evidence that:

- i. the subject content is up to date.
- ii. the qualification meets the needs of learners and industry in Wales.

7. There is an additional requirement for qualifications in Sector Subject Area 4  
**(effective from 31<sup>st</sup> May 2021)**

We will only consider designating a qualification in Subject Sector Area 4 if the awarding body has also provided evidence that:

- i. the subject content is up to date.
- ii. the qualification meets the needs of learners and industry in Wales.
- iii. the assessment balances the requirements for validity, reliability and manageability.



8. There are additional requirements for qualifications included/proposed for inclusion in Apprenticeship Frameworks in Wales.  
We will only consider designating a qualification that is included/proposed for inclusion in an Apprenticeship Framework in Wales if we have received confirmation that the qualification is aligned to the latest NOS or relevant industry standards.

Please refer to page 7 of the [Rules about Applications for Designation of Qualifications](#) for more information.

## 7. Evidence against rules for designation

### MATTER 1

There is demand for the qualification from candidates in Wales at the relevant age range(s)

**In the context of designation, this evidence of demand must:**

- i. Be from a centre and presented either by letter signed by a senior member of staff on headed paper or an email from a company or organisation, and ***dated within the last academic year***
- ii. Include the ***full title*** of the qualification
- iii. Show demand from the ***lowest age range*** that you're requesting designation for. Letters from multiple centres can be submitted.
- iv. ***Potential number of candidates*** - based either on the previous year figures or centre planning figures
- v. Brief ***explanation*** as to why they are interested in offering this qualification

If the qualification submitted is replacing an earlier version of a qualification, (i.e. a qualification of the same level, in the same subject, targeting the same type of learners for the same purpose) the awarding body should note this on the submission, along with the old qualification number. Evidence of registrations for the qualification being replaced will be accepted as evidence of demand in place of the evidence options listed above.

**Please note:**

Awarding bodies do not need to submit evidence against this criteria in relation to:

- GCSEs, AS and A levels

Multiple letters/emails from multiple centres/training providers can be submitted.

Multiple qualifications can be stated on one letter. Letters can be submitted in either Welsh or English.

## MATTER 2:

### There is support from relevant end users or stakeholders

#### In the context of designation, the evidence of support must:

- i. Be representative and related to the intended purpose and progression route of the qualification (please see table on next page for guidance)
- ii. Include the **full title** of the qualification
- iii. Include the **applicable age range(s)**
- iv. Include a **brief explanation** as to why the qualification is supported

#### The support can be in the form of:

- A signed letter from a senior member of staff of a relevant body on headed paper or an email from a company or organisation, and **dated within the last calendar year**
- OR
- A credible document such as an internal business case which includes details of consultation with relevant end users, or minutes of a consultation meeting with relevant end users
- OR
- A description of qualification development undertaken detailing engagement with relevant stakeholders

#### Please note:

- Awarding bodies do not need to submit evidence against this criteria in relation to:
  - GCSEs, AS and A levels
  - Entry Level Qualifications
- If an awarding body is also a professional/industry or sector body, and wishes to submit support from the professional/industry or sector body arm, it must complete and submit the conflict of interest declaration at Annex A.
- If you are seeking designation for a qualification that is part of a suite, and you have already submitted evidence of support in relation to another relevant qualification within the suite that is already designated, you will not need to supply the support again, but note the relevant qualification number in your submission.

## ADDITIONAL GUIDANCE

Please consider the **purpose** of your qualification when sourcing evidence of support.

Qualification purpose	Support Required (All evidence must be signed by a relevant senior manager, dated within the last year and submitted on headed paper)
<b>Qualifications that prepare learners for further learning in school</b>  <b>(Purpose B)</b>	Either: – Letter from a regional consortium or school in Wales, focussing on the relevance of the qualification for further study OR – Evidence of a recent qualification review by the awarding body that demonstrates support from schools in Wales OR – An agreed business plan or formal minutes demonstrating evidence of support from schools in Wales  This evidence could cover both support and demand
<b>Qualifications that prepare learners for further learning in Further Education</b>  <b>(Purpose B)</b>	Either: – Letter from a Further Education college in in Wales, focussing on the relevance of the qualification for further study OR – Evidence of a recent qualification review by the awarding body that demonstrates support from Further Education colleges in Wales OR – An agreed business plan or formal minutes demonstrating evidence of support from Further Education colleges in Wales  This evidence could cover both support and demand
<b>Qualifications that prepare learners for Higher Education</b>  <b>(Purpose B)</b>	Either: – Letter from an UK Higher Education Institution OR – Evidence of a recent qualification review by the awarding body that demonstrates support from UK Higher Education Institutions OR - An agreed business plan or formal minutes demonstrating evidence of support from UK Higher Education Institutions

Support Required (All evidence must be signed by a relevant senior manager, dated within the last year and submitted on headed paper)	
<p><b>Qualifications that prepare learners for further learning with a Work based learning provider or training provider</b></p> <p><b>(Purpose B, C)</b></p>	<p>Either:</p> <ul style="list-style-type: none"> <li>– Letter from a Work based learning provider or training provider</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– Evidence of a recent qualification review by the awarding body that demonstrates support from a Work based learning provider or training provider</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– An agreed business plan or formal minutes demonstrating evidence of support from a Work based learning provider or training provider</li> </ul>
<p><b>Qualifications that:</b></p> <ul style="list-style-type: none"> <li>- give learners personal growth and engagement in learning</li> </ul> <p><b>(Purpose A)</b></p>	<p>Either:</p> <ul style="list-style-type: none"> <li>– Letter from a relevant centre or organisation in Wales, focussing on the relevance of the qualification for personal growth and engagement in learning</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– Evidence of a recent qualification review by the awarding body that demonstrates support from a relevant centre or organisation in Wales</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– An agreed business plan or formal minutes demonstrating evidence of support from a relevant centre or organisation in Wales</li> </ul>
<p><b>Qualifications that:</b></p> <ul style="list-style-type: none"> <li>-Prepare for employment</li> <li>-Support a role in the workplace</li> <li>-Demonstrate competence</li> </ul> <p><b>(Purpose C, D, E)</b></p>	<p>Either:</p> <ul style="list-style-type: none"> <li>– Letter from a relevant professional/sector body with a remit that covers Wales</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– Letter from the Head Office of a large/significant relevant employer who is active in Wales</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– Letters from a minimum of 3 smaller relevant employers active in Wales</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– Evidence of a recent qualification review by the awarding body that demonstrates support from any of the stakeholders listed above</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>– An agreed business plan or formal minutes demonstrating evidence of support from any of the stakeholders listed above</li> </ul>

<p><b>Qualifications on an existing Welsh apprenticeship framework</b></p> <p><b>(Purpose D, E)</b></p>	<p>Either:</p> <ul style="list-style-type: none"> <li>-Evidence of support from a relevant, large employer/sector skills body operating in Wales</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>-Evidence of engagement with stakeholders, including Welsh Government, indicating that this qualification is needed within an apprenticeship framework in Wales.</li> </ul>
<p><b>Qualifications that will be used on a new Welsh apprenticeship framework</b></p> <p><b>(Purpose D, E)</b></p>	<p>Either:</p> <ul style="list-style-type: none"> <li>-An agreed business plan or formal minutes demonstrating evidence that qualification will be used in a Welsh apprenticeship framework</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>-An agreement in principle from the relevant Issuing Authority.</li> </ul>
<p>*Please contact <a href="mailto:recognitionandapproval@qualificationswales.org">recognitionandapproval@qualificationswales.org</a> if you have any queries regarding the type of evidence required for your qualification.</p>	

## 8. Sector Subject Area 4 and 6

In addition to Matters 1 and 2, qualifications in sector subject area 4 (Engineering and manufacturing technologies), **from 31<sup>st</sup> May 2021** are subject to additional evidence requirements. Qualifications in sector subject area 6 (Information and communication technology) are already subject to these additional requirements which are designed to address the findings from our qualification sector reviews in these areas.

### For Linked Qualifications

For nested qualifications and/or those part of the same suite, awarding bodies will only need to submit one set of additional evidence requirements (one template). This aligns with Matter 2 within the current designation rules. However, for this to apply, the qualifications must:

- have a similar/related purpose and progression route,
- include some shared subject content,
- have been jointly developed.

For qualifications in SSA4, the qualification assessments will also need to be linked and be subject to the same operational development/review processes.

Otherwise, separate templates must be submitted for each individual qualification.

Please use the following guidance to support your application for designation.

### **For new qualifications submitted for designation in Sector Subject Area 4 and Sector Subject Area 6**

We require a rationale explaining the processes you have followed during the development of the qualification to ensure that it contains the most up-to-date subject content.

We also require a rationale explaining how the subject content reflects the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the development of the qualification.

Your rationale must include details of stakeholder engagement undertaken during the development of the qualification (unless this forms part of the evidence submitted under Matter 2).

For qualifications submitted for designation in Sector Subject Area 4, **after 31<sup>st</sup> May 2021**, we also require a rationale explaining how you have ensured that the qualification assessment balances the requirements of validity, reliability and manageability. Please refer to conditions D1.2 and D1.3 in the Standard Condition of Recognition for further information on meeting this requirement.

**Please note, we will be judging the evidence based on the processes and/or actions you have followed to secure this requirement, and not on the format of the assessment itself.**

Within your rationale, you may wish to refer to evidence such as:

- Qualitative review activities such as subject experts' analysis of subject content in the specification; consultation on draft assessment materials; engagement with learners and teachers/lecturers or other relevant stakeholders. And/Or,
- Operational processes such as assessment development procedures; audit trails of assessment development activities; specification development documentation.

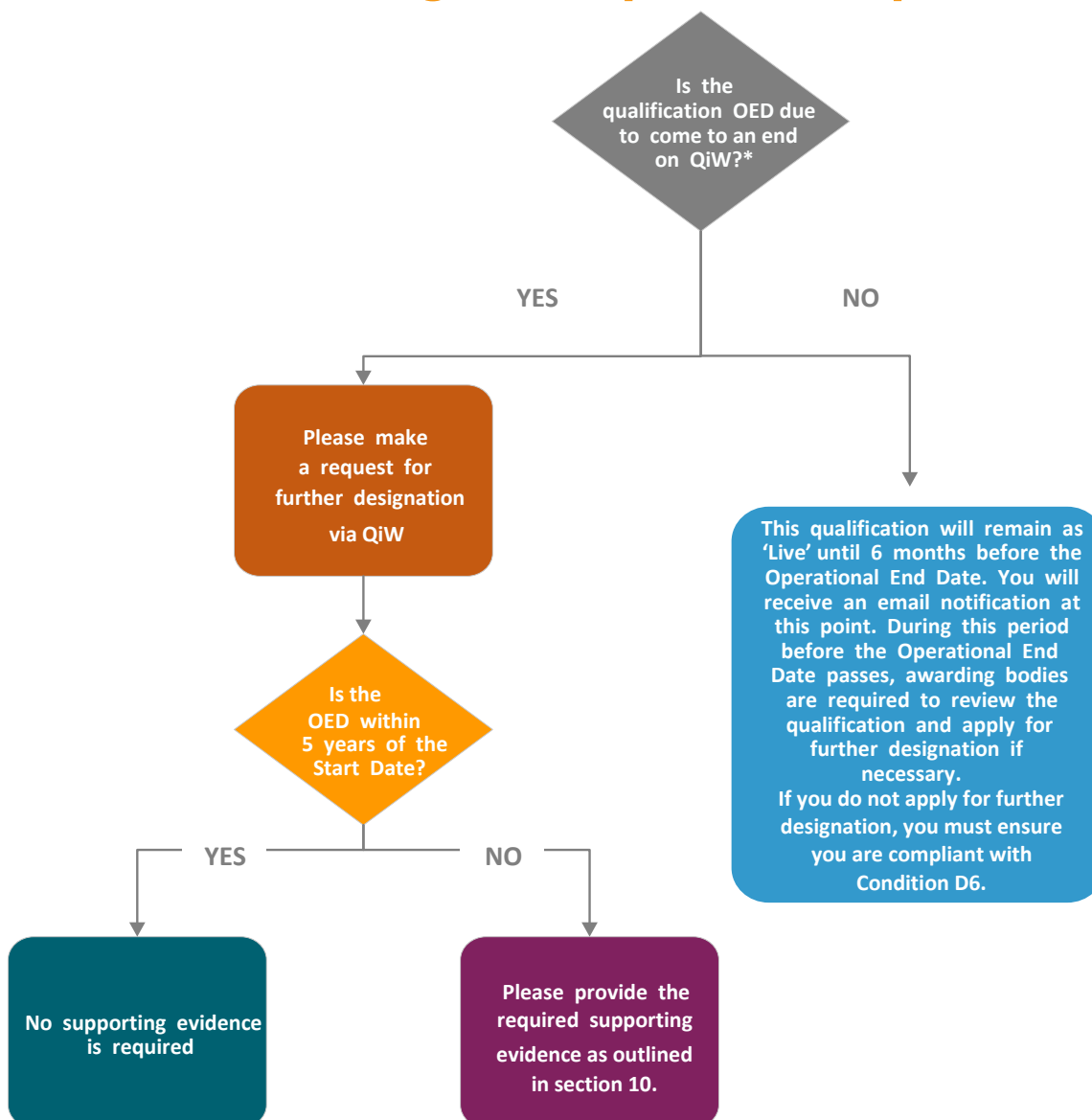
**Please note, these are suggested examples only and other relevant sources of evidence will be considered.**

Your rationale must be submitted using the template found in Annex B.





## 9. Further Designation process map



\* Awarding bodies should use the Track screen on QiW to monitor the status of their qualifications.

The OED is the Operational End Date – once this date passes, the qualification will no longer be available to new learners.

An Awarding body can choose to further designate the qualification and apply for an extension of the end dates via QiW (please see 'Awarding Body Guide to QiW' for further information on this process)

Our service level agreement for further designation requests is 15 working days.

## How to apply for further designation

Please refer to the [Awarding Body Guide to QiW](#) for further instructions.

### 10. Evidence requirements for further designation requests

If the new Operational End Date requested is within 5 years of the start date, supporting evidence is **not** required.

For all further designation requests greater than 5 years from the start date, evidence of support should be submitted as outlined in the guidance table above relating to evidence of support.

For new Operational End Dates where the qualification is used on a Welsh apprenticeship framework, we will require:

- Confirmation that the qualification meets the latest NOS or relevant industry standard
- Check to ensure the apprenticeship framework number is to a **current** framework and not archived.

AND

- If the qualification was last revised more than 5 years ago, evidence of support dated within the last year, from a relevant, large employer/sector skills body operating in Wales

OR

- A credible document such as an internal business case which includes details of consultation with relevant end users, or minutes of a consultation meeting with relevant end users.

Qualifications can only be further designated for a maximum of 5 years following the current Operational End Date.

If evidence of support cannot be submitted for the lowest age range, the awarding body will need to confirm that there are no Welsh learners of that age range registered. Designation for this age range will then be removed. Evidence of support for this age range can be provided at a later date, and it will be re-designated for that age range.

**For qualifications submitted for further designation in SSA4 (from 31<sup>st</sup> May 2021) and SSA6**

We require a rationale explaining the processes you have followed to ensure the qualification subject content remains up to date.

Within your response, please provide details on when the qualification subject content was last reviewed and/or updated. If the content was updated, please provide a summary of the changes that were made and the processes you followed to ensure that these have been validated.

If no updates have been made since the qualification was last designated, please provide evidence to support the continued currency of the qualification subject content.

We also require a rationale explaining how the subject content continues to reflect the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the review of the qualification.

For qualifications submitted for designation in Sector Subject Area 4, **from 31<sup>st</sup> May 2021**, we also require a rationale explaining how you have ensured that the qualification assessment continues to balance the requirements of validity, reliability and manageability. Please refer to conditions D1.2 and D1.3 in the Standard Condition of Recognition for further information on meeting this requirement.

**Please note, we will be judging the evidence based on the processes and/or actions you have followed to secure this requirement, and not on the format of the assessment itself, or the outcomes or decisions taken as a result of any assessment review activities.**

Within your rationale, you may wish to refer to evidence such as:

- Qualitative review activities such as subject experts' analysis of assessment materials; reviews of lead assessor reports; engagement with learners and teachers/lecturers. And/Or,
- Quantitative review processes such as statistical analysis of assessment items and/or learner performance data. And/Or,
- Operational processes such as assessment evaluation procedures; audit trails of assessment activities; specification or assessment review documentation.

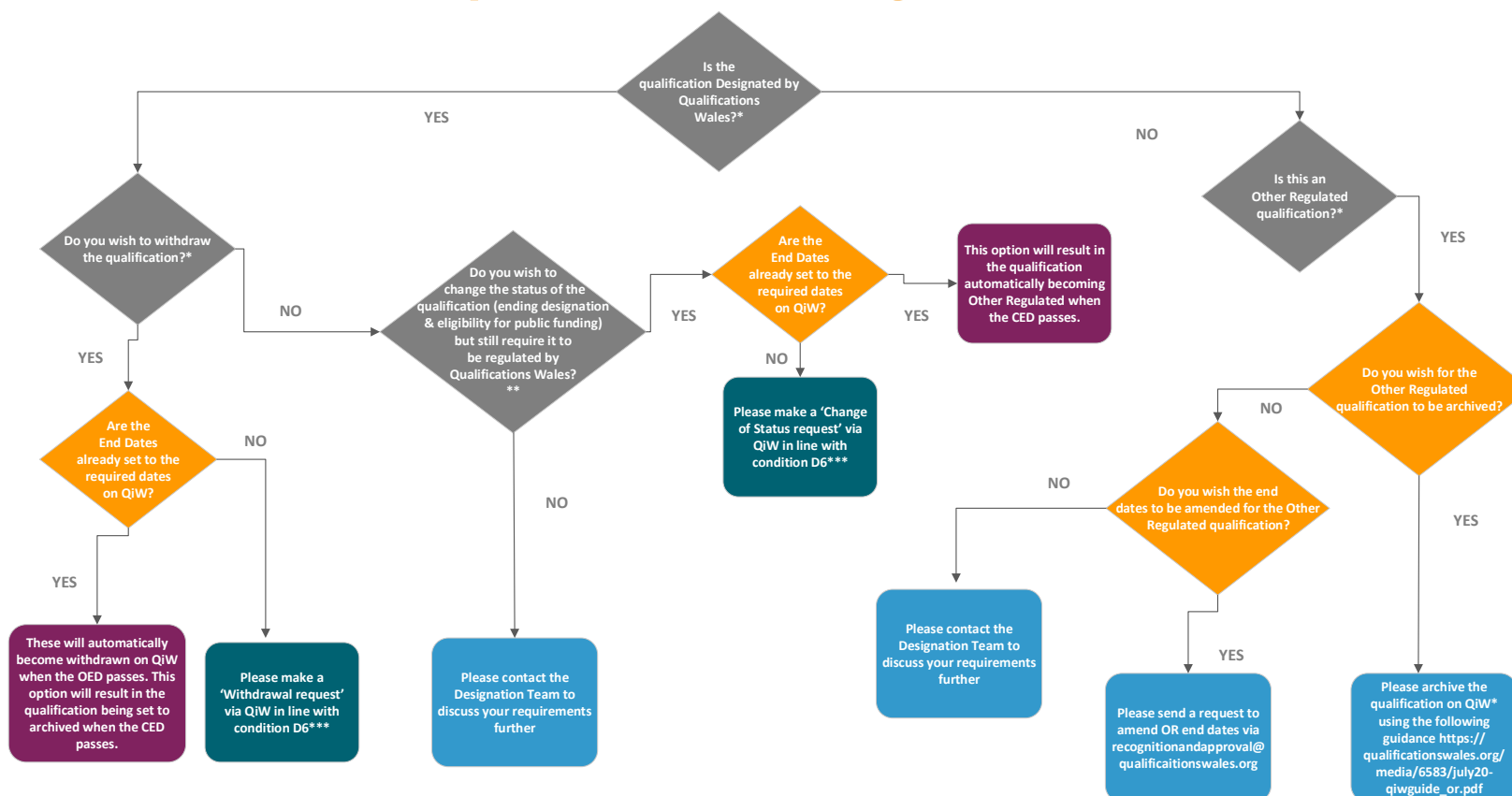
**Please note, these are suggested examples only and other relevant sources of evidence will be considered.**

Your rationale must be submitted using the template found in Annex B.

## **11. Amendments Process**

Please refer to the ['Awarding Body guide to QiW'](#) for further instructions.

## 12. Withdrawal of a qualification/Change of Status



\*Withdrawal – when the CED passes this will result in the qualification being archived and no longer being a regulated qualification in Wales.

\*\*Change of status – effectively ending the designation of the qualification – when the CED passes the qualification will no longer be eligible for use on publicly funded programmes of learning for learners under the age of 19 but will change status to become an other regulated qualification on QiW.

\*\*\* All withdrawals must be clearly communicated with centres with good notice. An awarding body must give reasonable notice to Qualifications Wales of its anticipated change of status or withdrawal of a designated qualification, and must do so prior to the time of which it provides that information to any learners, centres, or purchasers of qualifications.

Where an awarding body requests withdrawal or change of status, compliance with D6 should be made clear in communications with QW via QiW submissions against each of the following:

- D6.4 – Confirm all reasonable steps have been taken to protect the interest of Learners in relation to the qualification.
- D6.6 (a) – Confirm a written plan is prepared, maintained and complied with, which also specifies how the interests of Learners in relation to the qualification will be protected;
- D6.6 (b) – Confirm that clear and accurate information about the change of status or withdrawal is provided to Learners, Centres, and purchasers of qualifications who are likely to be affected by the change of status or withdrawal.

Please provide this information when submitting a request to bring forward end dates on QiW.

## 13. Sector Review Qualifications

Qualifications Wales is committed to reviewing Vocational Qualifications to ensure that they reflect the needs of employers at all ages and stages. We are taking a sectoral approach to qualification review – focusing on the qualifications within particular employment sectors.

While sector reviews are taking place, Qualifications Wales will apply maximum end dates to any qualification which fall within those sectors until the scope of the review is determined.

Current sector review which are taking place include:

Review	Sector Subject Area (SSA)	Maximum Operational End Date	Maximum Certification End Date	Comments
Health and Social Care (HSC)	1.3, 1.5	31/08/2019	31/08/2021	These dates apply to all qualifications on the list of <a href="#">restricted qualifications</a> bar the exceptions stated.
All Level 1 HSC qualifications	1.3, 1.5	Usual designation rules	Usual designation rules	No action as outside scope.
Level 2 & Level 3 CVET/small CPD unit type qualification	1.3,1.5			Subject to review of relationship to restricted reformed qualifications
Level 3 Diploma for CCLPD (Children's Care, Learning and Development)	1.5	31/08/2020	31/08/2023	
Level 3 Extended Diploma for CCLPD	1.5	31/12/2020	31/12/2023	
Level 3 HSC Diploma/ Certificate/Extended Certificate	1.3, 1.5	31/08/2021	31/08/2023	
Level HSC 3 Extended Diploma	1.3 1.5	31/12/2021	31/12/2022	
All playwork qualifications	1.5	Usual designation rules	Usual designation rules	Outside restriction

Review	Sector Subject Area (SSA)	Maximum Operational End Date	Maximum Certification End Date	Comments
Construction and the Built Environment (CBE)	5.1, 5.2, 5.3	Subject to review	Subject to review	Subject to review of relationship to restricted reformed qualifications
Above Level 3	5.1 5.2 5.3	Usual designation rules	Usual designation rules	Outside restriction

Review	Sector Subject Area (SSA)	Maximum Operational End Date	Maximum Certification End Date	Comments
Information and Communication Technologies (ICT)	6.1, 6.2			<p>New GCSE will be in place from 2021 and AS/A Level from 2022.</p> <p>Awarding bodies that wish to extend the designation of their current qualifications need to provide evidence as listed in sections 8 and 11 above. Please use the template in Annex B when submitting your qualifications to QiW.</p>

Review	Sector Subject Area (SSA)	Maximum Operational End Date	Maximum Certification End Date	Comments
Engineering, Advanced Manufacturing and Energy	4.1, 4.2 and 4.3	31/08/2023	31/08/2025	<b>From 31<sup>st</sup> May 2021</b> , these maximum end dates will no longer be in place and the amended rules and guidance above will apply. Please use the template in Annex B when submitting your qualifications to QiW.



## 14. Contact Details

Our Designation Team are available using the following details in order to assist with any queries you may have regarding qualifications on QiW:

Telephone: 0333 0772701 (please request to speak to a member of the designation and approvals team).

Email: [recognitionandapproval@qualificationswales.org](mailto:recognitionandapproval@qualificationswales.org)

## Annex A

Conflict of Interest

I confirm that XXXX is a professional body and strategic partner of XXXX. XXXX has collaborated with XXXX in the design of the XXXX qualification. We have a conflict of interest policy and take care to maintain divisions between any awarding body activity and professional body activity.

'I confirm that xxx is both a professional body and a recognised awarding body. We have a conflict of interest policy and take care to maintain divisions between any awarding body activity and our professional body activity.

Signed

Dated'

# Annex B

## Template for new qualifications submitted for designation in SSA4 from 31<sup>st</sup> May 2021

There is no word limit for each section, but please ensure your responses are written as clearly and concisely as possible.

### **Section 1:**

Please provide evidence of the processes you have followed during the development of the qualification to ensure that it contains the most up-to-date subject content.

### **Section 2:**

Please provide evidence for how the subject content reflects the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the development of the qualification.

### **Section 3:**

Please provide evidence for how you have ensured that the qualification assessment balances the requirements of validity, reliability and manageability.



## **Template for new qualifications submitted for designation in SSA6.**

There is no word limit for each section, but please ensure your responses are written as clearly and concisely as possible.

### **Section 1:**

Please provide evidence of the processes you have followed during the development of the qualification to ensure that it contains the most up-to-date subject content.

### **Section 2:**

Please provide evidence for how the subject content reflects the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the development of the qualification.

**Template for qualifications (with an Operational End Date 31<sup>st</sup> May 2021 onwards) submitted for further designation in SSA4**

There is no word limit for each section, but please ensure your responses are written as clearly and concisely as possible.

**Section 1:**

Please provide evidence of the processes you have followed to ensure the qualification subject content remains up to date. Within your response, please provide details on when the qualification subject content was last reviewed and/or updated.

**Section 2:**

Please provide evidence for how the subject content continues to reflect the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the review of the qualification.

**Section 3:**

Please provide evidence for how you have ensured that the qualification assessment continues to balance the requirements of validity, reliability and manageability.



## **Template for qualifications submitted for further designation in SSA6.**

There is no word limit for each section, but please ensure your responses are written as clearly and concisely as possible.

### **Section 1:**

Please provide evidence of the processes you have followed to ensure the qualification subject content remains up to date. Within your response, please provide details on when the qualification subject content was last reviewed and/or updated.

### **Section 2:**

Please provide evidence for how the subject content continues to reflect the needs of learners and industry in Wales, and, where relevant, how the views of industry have been considered during the review of the qualification.



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

0333 077 2701

©2021 Qualifications Wales