



16 September 2022

Dear Responsible Officer

I hope you had an enjoyable summer and are ready for the busy autumn ahead.

I am writing to invite you to our upcoming Sector Qualification Groups that will take place this autumn. While our sector reviews from the backbone of our strategic approach to vocational qualifications, we want to work even more closely with learning providers and other key stakeholders in Wales across the full range of post-16 vocational qualifications, on an ongoing basis. To that end we are setting up Sector Qualification Groups – one per sector – to meet twice a year and to focus on the post-16 vocational qualifications in that sector.

The groups will be formed of representatives from further education, work-based learning, sixth-form schools, and wider stakeholders. This will be an opportunity to identify issues and concerns, share good practice and to identify gaps in the market. Draft terms of reference including the proposed membership and the dates of the first meetings are provided in annex 1 of this letter.

We are inviting awarding bodies to nominate a representative(s) for the sector groups that are relevant to your organisation. For the first meeting we propose that each awarding body (with an interest in the relevant sector) provides a brief update on developments in the sector which will be followed by a question and answer session. There is a separate template in annex 2 of this letter that can be used to record your nominations for each group and returned to us. Please send your nominations to [sqgroups@qualificationswales.org](mailto:sqgroups@qualificationswales.org) by **Friday 30 September**. I look forward to attending some of the groups myself and hope that they prove to be a successful collaboration.

With very best wishes

Cassy Taylor

Director of Qualifications Policy and Reform

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## Annex 1

### Post-16 Sector Qualification Groups

#### Draft Terms of Reference- August 2022

Qualifications Wales intends to establish Sector Qualification Groups in the following sectors:

	<b>Group</b>	<b>Date of first meeting</b>
1	Health and Social Care and Childcare	Monday 14 <sup>th</sup> November 2022 14:00-16:00
2	Construction and the Built Environment	Thursday 17 <sup>th</sup> November 2022 14:00-16:00
3	ICT/Digital	Monday 7 <sup>th</sup> November 2022 14:00-16:00
4	Engineering and Manufacturing	Tuesday 8 <sup>th</sup> November 2022 14:00-16:00
5	Hospitality, Catering, Travel and Tourism	Wednesday 9 <sup>th</sup> November 2022 14:00-16:00
6	Sport and Public Services	Tuesday 15 <sup>th</sup> November 2022 14:00-16:00
7	Agriculture, Horticulture and Animal Care	Monday 28 <sup>th</sup> November 2022 14:00-16:00
8	Business, Admin and Retail	Wednesday 30 <sup>th</sup> November 2022 14:00-16:00
9	Art, Creative and Media	Wednesday 16 <sup>th</sup> November 2022 14:00-16:00
10	Hair and Beauty	Tuesday 22 <sup>nd</sup> November 2022 14:00-16:00
11	Education and Training	Monday 21 <sup>st</sup> November 2022 14:00-16:00
12	Preparation for Life and Work (including Independent Living Skills)	Wednesday 23 <sup>rd</sup> November 2022 14:00-16:00

### Purpose

The purpose of the Sector Qualification Groups is to:

- receive feedback relating to regulated post-16 qualifications from learning providers and relevant stakeholders in each sector.
- identify and, where appropriate, resolve issues relating to regulated post-16 qualifications in each sector.
- share current information relating to regulated post-16 qualifications with learning providers and relevant stakeholders in each sector.
- build and maintain strong relationships with learning providers and other relevant stakeholders in each sector.
- identify gaps in the availability of post-16 qualifications, including Welsh-medium qualifications, in each sector.
- support ongoing sector reviews, phase 2 sector reviews and qualification reform programmes.

## Meeting arrangements

- We expect Sector Qualification Groups to meet online (via Teams/Zoom or alternative) twice per year (once in the autumn term and again in the spring or summer term) but groups may decide to meet more than twice a year, if needed.
- Meetings should generally not exceed two hours in duration, but the length of meetings will be determined by the amount of group activity at any one time.
- Meetings will be chaired and serviced by representatives from Qualifications Wales.
- Notes and actions of meetings will be shared with representatives from each Sector Qualification Group.

## Membership

Membership of each Sector Qualification Group should include a representative from:

- each further education college – typically a head of subject in the relevant sector
- the ColegauCymru Curriculum and Quality Group
- any work-based learning provider offering qualifications in the sector
- at least one sixth form secondary school in each of the regional consortia areas<sup>1</sup>
- NTfW
- Estyn
- Welsh Government
- Coleg Cymraeg Cenedlaethol

Other stakeholders (for example, awarding bodies, sector bodies and employer groups) may be invited to attend meetings to provide relevant updates.

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<sup>1</sup> A representative from GwE, EAS, CSC and Partneriaeth will be invited as well as a representative from Ceredigion, Powys and Neath Port Talbot.