



22 March 2019

Dear Applicant

Welsh Language Support Grant: General and Vocational Qualifications Financial Year 2019-20 Application Pack

Purpose of the Grant and Key Dates

The Welsh Language Support Grant is available to all recognised awarding bodies in Wales to support learners wishing to take both general and vocational qualifications through the medium of Welsh. More detail on what the funding can be used for can be found on page three under [Eligible costs for funding](#).

Completed applications must be emailed to grants@qualificationswales.org by **26 April 2019**. Any applications received after this date will not be considered.

Applicants are able to apply for funding for all eligible costs incurred between **1 April 2019** to the final claim window of **13 March 2020**.

Qualifications Wales highlights that any recognised awarding body receiving financial support through this programme commits itself to the following:

- Making Welsh medium assessments available to centres
- Publicising the Welsh medium provision
- Quality assuring the Welsh medium provision
- Evidencing commitment to the sustainability of the qualification(s).

Qualifications Wales highlights that it may refuse to fund qualifications on the basis that similar provision is already available through the medium of Welsh.

Strategic Priorities

In accordance with Welsh Government's Welsh language strategy – [Cymraeg 2050: A million Welsh speakers](#), and our ongoing review of the [Regulatory Welsh-medium and Bilingual Qualifications Policy](#), we are currently identifying our longer term strategic priorities.

For 2019/20, the following types of qualifications are likely to be prioritised for funding through this grant if the total amount of grant funding requested exceeds our allocated budget:

1. Qualifications in areas which align with the Coleg Cymraeg Cenedlaethol or other national priority sectors. These include the following:
 - Health, Public Services and Care;
 - Business;
 - Leisure, Travel and Tourism;
 - Agriculture;
 - Construction;
 - Creative Industries;
 - Advanced materials and manufacturing;
 - Energy and environment;
 - Financial and Professional Services;
 - Information and Communication Technology; and
 - Life sciences.
2. Qualifications in areas where the proportion of Welsh speaking learners is highest e.g. *Construction, Planning and the Built Environment, Agriculture, Horticulture and Animal Care, Engineering and Manufacturing Technologies, Retail and Commercial Enterprise and Leisure, Travel and Tourism.*
3. Qualifications in areas where there is existing provision through the medium of Welsh at particular levels and an identified need to facilitate progression for learners.
4. Qualifications in areas of employment where the use of Welsh is highest e.g. *Agriculture, Energy and Water, Public Administration, Education and Health and Construction.*

Applicants should consider the areas outlined above in their response to [2a. The rationale for applying for this grant](#).

Application Submission Process

All applicants will need to submit **a completed application form** and a **supplementary information spreadsheet** by the date outlined above.

The application form can be found from [page 6](#) onwards and is split into three sections:

1. Contact details for organisation
2. Describing your processes for supporting Welsh language qualifications

3. Payment profile & declaration

Not all parts of the application will be scored but all parts must be completed. Failure to supply sufficiently detailed responses may result in your application being unsuccessful.

Scoring of your application

You will also be asked to provide details on why you need access to the grant funding under [2a. The rationale for applying for this grant](#). This part of the application is not scored but is required.

The following aspects of the application will be scored and are weighted:

Criteria	Outline	Weighting
2b. Quality Assurance	Awarding bodies will be expected to provide evidence of their ability to quality assure their activity related to the funding.	30%
2c. Sustainability	Awarding bodies will be expected to evidence how they plan to support the qualification(s) in the long term.	30%
2d. Demand	Awarding bodies will be expected to provide evidence demonstrating the level of demand/likely demand for qualification(s) and the intended benefits to learners and other stakeholders of the proposed provision.	40%

The criteria will be marked as follows-

Score	Description
1:	Does not answer the question
2:	Answers nearly all aspects of the question but with limited detail
3:	Answers the question fully with sufficient detail
4:	Answers the question fully, with excellent evidence that covers all part of the criterion

The **supplementary information** spreadsheet is a separate document and should be found with this letter and application form, please contact grants@qualificationswales.org if you need access to a copy.

Qualifications Wales requires the following detail, where possible, to be outlined in the Supplementary Information spreadsheet:

- **Qualification name** – full title of the qualification.

- **Unit name (where applicable)** – individual unit title if you are working at this level.
- **Accreditation end date** – the date that you will stop enrolling new learners on this qualification.
- **Certification end date** – the date by which all remaining learners will need to complete the qualification.
- **QiW code** – the code that is assigned to the qualification by Qualifications Wales (if applicable).
- **QAN code** – the code that is assigned to the qualification by Ofqual (if the qualification is regulated in England).
- **Item(s) to be supplied in Welsh** – for example specification, unit detail, assessments.
- **Breakdown of costs** per item - for any translation costs, please supply cost per 1,000 words.
- **Learner numbers** – Qualifications Wales requests an understanding of this in [Section 2.d Demand](#) but you may wish to provide more detail within the spreadsheet in addition to the narrative.
- **Staff Costs** – a description of staff costs that may or have been incurred over and above any English-medium costs.
- **Previously funded** - please indicate whether your organisation has received funding for Welsh Language support previously (either through QW or Welsh Government).
- **Timeline for planned activity** – this could include communication with translators and agreed deadlines for this work, along with your internal deadlines for the publications of materials and the longer-term marketing timeline for the qualification(s). Qualifications Wales will use this information to have ongoing conversations with you to agree appropriate claim dates that match the key deliverables. You may provide a diagram, a list of key dates or a narrative. Qualifications Wales understands that any detail submitted may be subject to change.
- **Additional Information** – if your organisation would like to provide any further supporting evidence please add this to the additional information tab provided.

Eligible costs for funding

The funding can be used for the following:

- Only by awarding bodies recognised by Qualifications Wales and for qualifications that are regulated by Qualifications Wales;
- To translate materials directly connected to qualifications: specifications, sample assessment materials and guidance of any kind;

- For administration costs which are over and above the equivalent English-medium costs which may include direct staff costs – editorial officers, subject clerks, word processor operators etc;
- For printing costs that are over and above the equivalent English-medium costs. For example, if printing 500 Welsh-medium examination papers costs £x and adding 500 to the English-medium print run would cost £y, Qualifications Wales will be willing to support the extra costs incurred in printing the Welsh-medium papers i.e. £x-£y.

Translation costs

In line with the Welsh Government National Procurement Service framework agreement for Welsh translation, Qualifications Wales expects translation costs to fall within the range of £70-£90 including VAT per 1,000 words. Qualifications Wales will accept costs that fall outside the lower end of the range providing there are no quality assurance implications. We will reimburse translation costs up to a maximum of £90 including VAT per 1,000 words.

After the application is submitted

All fully completed applications will be reviewed internally by Qualifications Wales against the criteria outlined and, if necessary, Qualifications Wales may contact you to request further information.

If the application is successful, Qualifications Wales will send a Grant Award Letter which will need to be signed and returned in order to activate the grant process. The Grant Award Letter will outline the total funding amount awarded, the grant conditions and key dates along with the evidence that will be required for any claim.

If the application is unsuccessful, Qualifications Wales will provide written feedback. The awarding body may request further details should it be required.

Claiming the funding

All funding must be claimed in accordance with the claim profile provided in the Grant Award Letter and the following evidence provided:

- An invoice(s) submitted relating to each claim window;
- Copies of any associated invoices relating to producing/administrating various work(s) such as translator fees, time sheets for direct staff costs and quality assurance of translations etc;
- Examples of translated documents relating to the qualifications listed in the application as supporting evidence.

The successful applicant will be required to provide progress updates to Qualifications Wales' grant manager and share evidence of work completed to date. This will usually be conducted by conference call.

Failure to claim by the date and/or provide the evidence required may result in the loss of funding.

Charging for VAT

VAT is not chargeable on your claim. If the costs you incur for relevant work completed include elements of irrecoverable VAT (and are evidencable by an invoice), then this can be included in the total amount of grant to be applied for.

New Grant Recipient

If this is the first time you are receiving this funding from Qualifications Wales, then it is likely that you will need to complete a new grant recipient form so that we can process your approved claims. If you are unsure about whether you need to complete the supplier form, please contact grants@qualificationswales.org.

Qualifications Wales – Key Contacts

Grant Manager: Laura Evans

Budget Holder: Daniel Tromans

Grant Sponsor: Kate Crabtree

Please send completed applications to grants@qualificationswales.org. Should you wish to discuss any queries in regard to your application, please contact the grant manager at laura.evans@qualificationswales.org.

Kind regards

A handwritten signature in black ink, appearing to read 'K Crabtree', with a long horizontal flourish extending to the right.

Kate Crabtree

Executive Director of Policy and Research, Qualifications Wales

Application for Welsh Language Support: General and Vocational Qualifications 2019-20

1. Contact Details for your Organisation

Please use this section to provide key contact information so that Qualifications Wales can communicate with you. Please give a name, email address and telephone number for the individuals requested and the full address for your organisation.

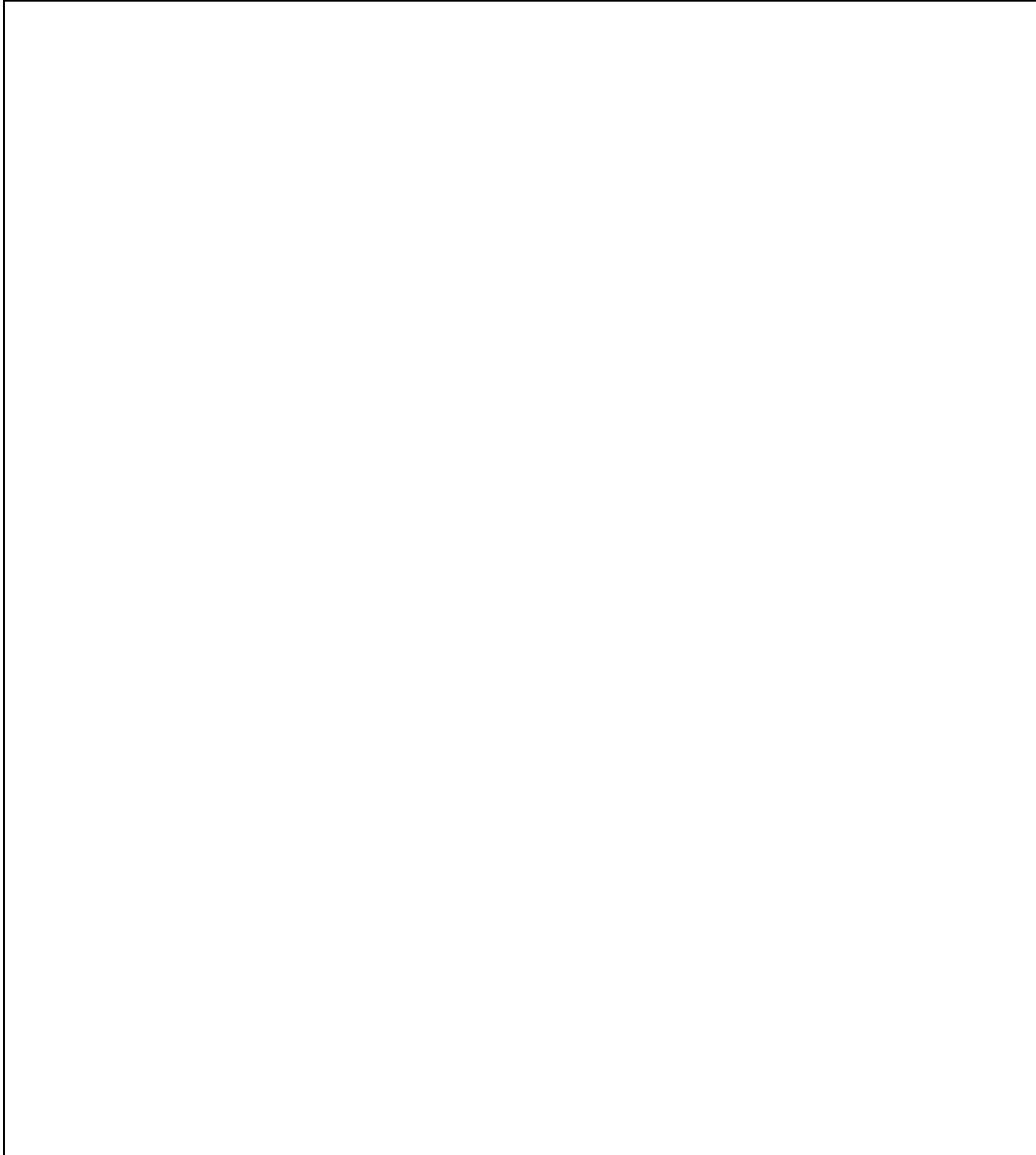
Role	Name	Email Address	Phone Number
Project Manager:			
Project Sponsor:			
Finance Lead:			

Awarding Body Main Address	
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2. Describing your processes for supporting Welsh language qualifications

2a. The rationale for applying for this grant: Please use this part of the application form to explain the purpose of your application, including references to the strategic priorities where applicable i.e. what you are seeking funding for and why you need our financial support in relation to this activity (this part of the application is not scored but is required).

2b. Quality Assurance: Please tell us how your organisation will quality assure the qualification(s)/unit(s) now and in future years. You should consider the processes you will be putting in place to produce Welsh medium materials, including the quality assurance of translations. You may also wish to consider how you will deal with Welsh medium assessment. Are there assessors and verifiers who will assess the qualification(s)/unit(s) through the medium of Welsh?



2c. Sustainability: Please outline how you plan to market the Welsh medium qualification(s)/unit(s). Please explain how you will look to ensure the sustainability and availability of the qualification(s) through the medium of Welsh and how you propose to support the qualification(s) in the long term. Please note that you can support the description of your marketing activity in the timeline requested in the **supplementary information**.

2d. Demand: Please evidence the likely demand or need for the qualification(s) or unit(s) to be provided through the medium of Welsh, including predicted learner numbers. Where this is not possible, you may provide historic learner numbers in the **supplementary information** spreadsheet to support this aspect. Please provide any evidence from centres, candidates, employers or relevant sector bodies that outlines a need for the qualification(s) or unit(s) to be provided through the medium of Welsh.

3. Payment Profile & Declaration

Please use this section to confirm the total funding being applied for, and the dates you will be submitting claims (we expect you to claim in accordance with your activity profile which confirms your key deliverables). Please note the final claim must be received by Friday 13 March 2020.

Payment Profile

Please tell us the total amount of funding you wish to claim:

Declaration:

I certify that that the information contained in this application is a true and accurate representation of the facts.

Name of awarding body contact:

Date:

Please send completed applications to Grants@QualificationsWales.org by 26 April 2019.