



Rules about Applications for Awarding Body General Recognition

JULY 2021



Version control

This version (4) of Qualifications Wales' Rules About Applications for Awarding Body General Recognition was published in July 2021. This version replaces Version 3, which was published in August 2019.

Feedback from the public on this regulatory document is welcomed in the meantime. Please send your comments to policy@qualificationswales.org.

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General Principles

This document is for anybody who wishes to apply to Qualifications Wales to become a recognised awarding body and to have its qualifications regulated in Wales.

Under section 10 of the Qualifications Wales Act 2015 we must make rules about the making of applications to us for the recognition of an awarding body. The aims of the rules are to provide:

- clarity to an applicant on the information that Qualifications Wales needs to be able to consider a body for recognition; and
- clarity to an applicant on the process to apply for recognition.

Before applying, an applicant should read this document in conjunction with any published:

- [Criteria for General Recognition](#)
- Qualification-specific Criteria for Recognition, such as for [GCSE / GCE qualifications](#)
- [Standard Conditions of Recognition](#)
- [Approval Criteria and Conditions of Approval](#)
- [Rules About Applications for Designation of Qualifications](#)

This document primarily covers stage 1 of the application process. If successful at stage 1 Qualifications Wales will provide further details of stage 2 of the process to the applicant.

Awarding Body Recognition

In order to offer regulated qualifications in Wales an awarding body must be recognised by Qualifications Wales.

In order to offer regulated qualifications in Wales, an awarding body must be recognised by Qualifications Wales. Before recognition can be granted to an awarding body, it must submit an application to us, demonstrating that it meets our General Criteria for Recognition.

How to apply

If you would like to enquire about becoming recognised, please email statementofcompliance@qualificationswales.org.

We will ask you to tell us why you want to be recognised by us. This will help determine if recognition is right for you. To proceed with your application, you will then need to formally apply.

This will mean that you provide us with sufficient evidence of your ability to meet our requirements as set out in our [Criteria for General Recognition](#).

The formal application is a two-part process:

- **Part 1: Completion of the preliminary application form**

Following an initial enquiry, an eligible applicant will be invited to complete and submit a preliminary application form. This form will focus on Wales specific information which will include your business plan for Wales and details of predicted or actual demand for your qualifications.

If your preliminary application is considered sufficient you will be invited to complete a full recognition application.

- **Part 2: Completion of full application form**

A full application will need to demonstrate ability to meet the [Criteria for General Recognition](#) and potential to comply with our [Standard Conditions of Recognition](#).

Following submission of the full application, we will conduct an administrative check for completeness. Once we are satisfied the application is complete, we will assess the application against the [Criteria for General Recognition](#). We aim to reach our

decision within 3 months of starting our review, after which we will report back to you.

If you have not met the requirements of our *Criteria for General Recognition*, we will write to you and explain why we rejected your application.

After considering our feedback you may re-apply.

If you have met our criteria, we will formally recognise you as an awarding body in Wales. You will be able to offer all your recognised qualifications as regulated by Qualifications Wales, unless:

- a) we have published qualification-specific Criteria for Recognition which you have not met, or,¹
- b) you clearly specify that you wish certain qualifications, or descriptions of qualification to be excluded.

Ending or Amending your Recognition

If you want us to stop regulating some or all of your qualifications, you can 'surrender' your recognition. Surrender is a voluntary, formal process and must be made in compliance with the requirements as set out in Condition D6 of our Standard Conditions of Recognition. To surrender your recognition please email statementofcompliance@qualificationswales.org to discuss your plans and our requirements.

¹If an awarding body wishes to offer qualifications that have additional qualification-specific recognition criteria, we will contact the awarding body to discuss these additional requirements.