



# Rules about Applications for Awarding Body General Recognition

AUGUST 2019



## **Version control**

This version (3) of Qualifications Wales' Rules About Applications for Awarding Body General Recognition was published in August 2019. This version replaces Version 2, which was published in June 2017.

Feedback from the public on this regulatory document is welcomed in the meantime. Please send your comments to [policy@qualificationswales.org](mailto: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 [recognitionandapproval@qualificationswales.org](mailto:recognitionandapproval@qualificationswales.org).

After you have notified us of your wish to become a recognised awarding body, you will be asked to complete a formal enquiry form so that you can set out your reasons for wanting to become recognised.

We aim to review your completed enquiry form within 10 working days of receipt and may invite you to discuss with us your particular reasons for applying.

If you wish to proceed after our discussion, we will ask you to complete and submit our Recognition Application form.

We will then support you to upload any supporting evidence you wish to submit alongside your application form.

Once submitted we will review all your submitted evidence against our General Criteria for Recognition so that a decision is reached within 40 working days.

If you have not met the requirements of our General Criteria for 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,
- 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 will need to 'surrender' your recognition. Surrender is a voluntary, formal process and must be made in compliance with the requirements as set out in Condition D7 of our Standard Conditions of Recognition.

### Partial Surrender

You can notify us of your intention to surrender your recognition to offer specific qualifications and/or descriptions of qualifications. In this case we will remove the agreed qualifications from the scope of your recognition, and you will remain recognised as an awarding body with us.

Those qualifications that have been surrendered will no longer be regulated qualifications. You will no longer be able to offer them as regulated by us. This change of status must be made clear to prospective purchasers of qualifications and must not be described as regulated qualifications when they are no longer so.

### Full Surrender

You can also notify us that you wish to surrender your recognition as an awarding body in full. When this is complete you will no longer be recognised by us and will be unable to offer regulated qualifications to learners in Wales.

To begin either process please email [recognitionandapproval@qualificationswales.org](mailto:recognitionandapproval@qualificationswales.org) and we will discuss your plans and our requirements.