



Qualifications in Wales

Quick Guide

Creating and submitting a single qualification

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Introduction

Awarding Bodies will need to use QiW in future to submit qualifications intended for both approval and designation by Qualifications Wales.

Whilst the guidance relating to creating and submitting a single qualification in QiW applies to both approval and designation, the process overview included at Annex 2 and the evidence guide included at Annex 3 apply to designation only. Process and evidence requirements for approval will be discussed with affected Awarding Bodies as necessary.

How to create and submit a single qualification in QiW

1. Sign into 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:

The screenshot shows the 'Create qualification' form in the QiW system. The form is titled 'Create qualification' and includes a sub-header 'Please complete the form below to create a new qualification.' The form is divided into several sections: 'Basic qualification details', 'Key dates', and 'Additional qualification details'. The 'Basic qualification details' section includes fields for Review type (Approval or Designation), Qualification number, Awarding Body (CCEA - Council for the Curriculum, Examinations and A), Welsh and English qualification titles, Qualification level, Qualification sub-level, Qualification type, Age ranges (16, 16-18, 18+, 19+), Sector subject area, Sub-sector subject area, and Language (English ONLY, English-Welsh, Welsh ONLY). The 'Key dates' section includes fields for Start date, Proposed operational end date, and Proposed certification end date. The 'Additional qualification details' section includes fields for IVET/CVET (CVET, IVET, Not applicable), Assessment methods, Total qualification time (TQT), Guided learning hours (GLH), Purpose, Sub-purposes, Grade descriptions, Further qualification information (hyperlink to organisation website), For use in apprenticeship frameworks? (No, Yes), Further Qualification documents, and Send submission queries to. A confirmation checkbox is located at the bottom of the form, and there are 'Submit' and 'Save' buttons at the bottom right.

Qualifications in Wales

Contact us Help [Cymraeg](#)

Home > Create qualification

Create qualification

Please complete the form below to create a new qualification.

Basic qualification details

Review type Approval Designation

Qualification number

Awarding Body

Welsh qualification title

English qualification title

Qualification level

Qualification sub-level

Qualification type

Age ranges -16 16 - 18 18+ 19+

Sector subject area

Sub-sector subject area

Language English ONLY English-Welsh Welsh ONLY

Key dates

Start date

Proposed operational end date

Proposed certification end date

Additional qualification details

IVET/CVET CVET IVET Not applicable

Assessment methods

Total qualification time (TQT) Hours

Guided learning hours (GLH) Hours

Purpose

Sub-purposes

Grade descriptions

Further qualification information

For use in apprenticeship frameworks? No Yes

Further Qualification documents

Send submission queries to

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](#)

3. Input the following information:

FIELD	VALIDATIONS /TIPS FOR INPUT	OPTIONAL?
Basic Qualification Details		
Review Type	See Annex 1 - Brief guide to approval and designation for help in determining the 'type' of review.	
Is the Qualification offered in England?	If your qualification is also offered in England, please tick the box	
*Ofqual Qualification Number	Ticking the box above will activate this field. Please enter the Ofqual Qualification Number	Yes
Awarding Body	<i>Automatically populated – Max string : 500 Characters</i>	
Welsh Qualification Title	Follow regulatory format: <i>Max string : 225 Characters</i> AB name; level; Award/Certificate/Diploma; in/for; indication of content (endorsement)	Yes - Complete 1 or both Title fields
English Qualification Title	Follow regulatory format: <i>Max string : 250 Characters</i> AB name; level; Award/Certificate/Diploma; in/for; indication of content (endorsement)	Yes - Complete 1 or both Title fields
Qualification Level		
*Qualification Sub-Level	Becomes available when 'Entry Level' is selected above	
Qualification Type		
Age Ranges	You can select multiple age ranges	
Sector Subject Area (SSA)		
Sub-Sector Subject Area (Sub SSA)		
Language	Please select the Language(s) that the qualification is available to be taught in	
Key Dates		
Start Date	Must be the first day of the month and can be in the future	
Proposed End Date	Qualifications Wales determines this date, but you can provide a suggested end date if you wish. It must be the last day of the month and cannot be more than 5 years from the start date	
Proposed Certification End Date	Qualifications Wales determines this date, but you can provide a suggested certification end date if you wish. It must be the end of the month and cannot be more than 5 years from the start date	
Additional Qualification Details		
IVET/CVET		Yes
Assessment Methods	You can select multiple assessment methods	
Total Qualification Time (TQT)	Please note that the 'Credit' field will only be populated if you supply the Total Qualification Time for the qualification	Yes
Guided Learning Hours (GLH)	Must be greater than or equal to one.	
Purpose		
Sub-Purpose		
Grade Descriptions	Select appropriate grade descriptions – if not available choose the 'most similar' and inform Qualifications Wales	

Further qualification information	Provide a URL to more information on your website. <i>Max string : 500 Characters</i>	
For inclusion in Apprenticeship Frameworks?		
Supporting Documents	Please see Annex 3 – Designation evidence guide - for more details (supporting documents for approval will be discussed with affected ABs as necessary)	Yes
Submission details to:	Must provide an email - Internal Use Only <i>Max string : 200 Characters</i>	
Declaration	Must be ticked to proceed with submission.	

4. Once the qualification is created, click the SUBMIT button. You will receive a notification to tell you that the submission was successful and the unique Qualifications Wales Approval/Designation Number it has been allocated.

Annex 1 - Brief guide to approvals and designations

As part of our remit, Qualifications Wales will approve or designate qualifications for use on publicly funded programmes of learning for learners under the age of 19 in Wales.

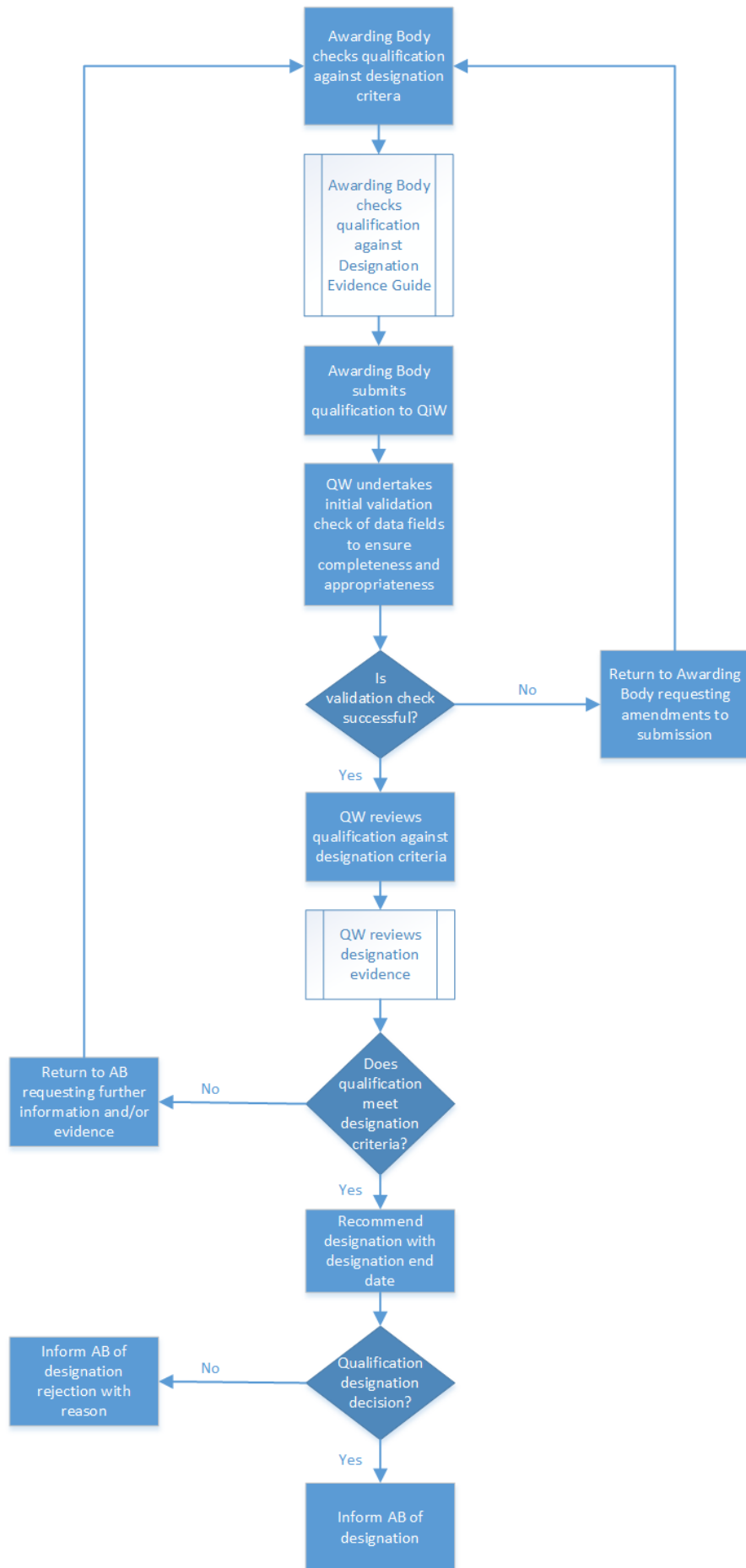
Approved qualifications will have met approval criteria that ensure they meet the needs of learners in Wales.

Designated qualifications may be offered in other UK countries and will have met designation criteria that ensure they meet the needs of learners in Wales.

Further information on the approval and designation of qualifications in Wales can be found at:

- 'Rules about applications for approval and designation of qualifications.'
- 'Approval Criteria; Criteria for designating a qualification; conditions of approval; and further provisions about designation.'

Annex 2 – Designation process overview



Annex 3 - Designation evidence guide / Meeting the criteria for Designation

Guidance for Recognised Awarding Bodies applying to Qualifications Wales for the designation of a qualification under section 29 of the Qualifications Wales Act (2015)

Background

This document is for a recognised Awarding Body who wishes to apply for a qualification to be designated by Qualifications Wales under section 29 of the Qualifications Wales Act 2015 ('the Act'). Section 47 of the Act requires Qualifications Wales to publish a statement of the matters we are likely to take into account in deciding whether to designate a qualification. These matters are set out in our criteria for designating a qualification and are repeated below.

This document is a guide to the types of evidence required when making such an application: it is neither exhaustive nor prescriptive but is designed to give as much help and guidance to Awarding Bodies as possible in order for them to supply sufficient evidence to enable Qualifications Wales to make a decision on whether a qualification meets the criteria for designation. It is not sufficient simply to assert that the qualification meets criteria: you must supply evidence.

Evidence required for designated qualifications

In applying for designation of a qualification by Qualifications Wales, an Awarding Body must supply evidence to meet the following criteria:

- i. there is evidence of substantiated **demand** for the qualification from an identified cohort of candidates in Wales.
- ii. there is evidence that the qualification is **relevant**, where applicable, in a Welsh context (for example references to Welsh legislation and policies).
- iii. there is evidence that the qualification is **appropriate** for the age ranges selected. In particular, if the qualification is primarily awarded to a course of education or training normally undertaken by pre 16 learners the qualification should not attest to occupational competence or be focused on specific occupations - rather it should offer a general introduction to an industry sector.
- iv. there is evidence of **support** from relevant professional bodies, subject representatives or industry representatives for the qualification to be designated in Wales. In particular, in relation to qualifications in the field of early years, childcare and social care, there must be evidence that the qualification is supported by the Care Council for Wales.

Types of evidence Awarding Bodies may need to take into consideration when making an application to designate a qualification include:

- i. Demand for the qualification
 - The evidence submitted should be representative of the types of candidates that the qualifications may be awarded to. For example, if pre 16 and 16-18 age ranges are identified in QiW, then evidence is expected from both age ranges, or if the qualification is in an apprenticeship framework, evidence is expected from work based learning providers.

- Evidence of demand may come from centres in the form of a letter. If Awarding Bodies choose to use a letter of demand then the following should be included:
 - Full title of the qualification
 - Age range applicable to the centre
 - Potential number of candidates (if known)
 - Brief explanation as to why they are interested in offering this qualification

- ii. Relevance of the qualification:
 - Evidence is required that, where relevant, the qualification references Welsh legislation and policies. For example, if the qualification is relevant to employment in a sector where there is specific Welsh legislation, the qualification should not only reference UK legislation. If the qualification is to be used as part of an apprenticeship framework, it should be compliant with the Specification of Apprenticeship Standards for Wales – and evidence should be provided to illustrate this.

- iii. Appropriate age range of the qualification:
 - For Vocational Qualifications, only IVET (Initial vocational education and training) qualifications will be designated as eligible for learners under the age of 16: Awarding Bodies should confirm that the qualification does not pertain to demonstrate occupational competence. In Wales, qualifications aimed at learners under the age of 16 should be broad rather than overly specialised.
 - Awarding bodies should identify the appropriateness of the level to the selected age range and should identify any Health & Safety issues that may preclude an age range.

- iv. Support for the qualification:
 - Evidence should be provided from relevant professional bodies, subject representatives or industry representatives. Where they exist, evidence should derive from such bodies or representatives **in** Wales where ever possible. For most subjects or vocational areas, Qualifications Wales does not prescribe which body/representative should be used, but the Awarding Body must ensure support is valid and appropriate. However, *for qualifications in the areas of early years, childcare or social care, support for the qualification must be evidenced from the Care Council for Wales.* (The Care Council for Wales is the social care workforce regulator in Wales responsible for promoting and securing high standards across the social services and social care workforce - more information can be found at: <http://www.ccwales.org.uk>.)
 - Evidence of support may come from organisations in the form of a letter. If Awarding Bodies choose to use a letter of support then the following should be included:
 - Full title of the qualification
 - Age range applicable
 - Brief explanation as to why they are supporting this qualification.