



1 March 2022

Dear Applicant

Welsh Language Support Grant: General and Vocational Qualifications Financial Year 2022-23 Application Guidance

Purpose of the Grant and Key Dates

The Welsh Language Support Grant is designed to assist recognised awarding bodies in enabling learners to take regulated qualifications through the medium of Welsh.

More detail on what the funding can be used for can be found on page five under **Eligible costs for funding**.

Completed applications must be emailed to grants@qualificationswales.org by **14 April 2022**.

Applicants are able to apply for funding for all eligible costs incurred between **1 April 2022** and the final claim window of **10 March 2023**.

A recognised awarding body receiving financial support through this programme commits itself to:

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

Strategic Priorities

For 2022/23 our **Overarching Priority** for the Welsh Language Support Grant is to support qualifications designed:

- for use by learners aged 14-19 on full-time funded programmes of learning *and/or*
- to be used on publicly funded apprenticeships.

We anticipate using the majority of our available funding for qualifications that fall within this overarching priority, however, applications are welcome for qualifications that do not fall within this priority.

In our view it is better for qualifications to be made available for learners in both Welsh and English from the point of first teaching. This approach increases the likelihood that centres in Wales will be encouraged to adopt new qualifications and to provide an active and equal offer to learners from the outset. Within the Overarching Priority, we will therefore further prioritise applications in the following order:

Category 1: New qualifications which have been designed for first teaching from September 2022 or 2023 (these may or may not replace existing qualifications) and/or qualifications which have been identified as a priority by Qualifications Wales activities.

Category 2: Qualifications which are being updated for teaching from September 2022 or 2023.

Category 3: Qualifications which have been recently updated or reviewed.

Category 4: Older qualifications and/or qualifications with a limited lifespan remaining.

To note: The qualifications operational end date must be three years from the award of grant funding. Where an awarding body wishes to apply for funding for qualifications which sit in more than one category above, we require a separate application form for each category. We also require a separate application for qualifications which are outside of our Overarching Priority.

In scoring applications, Qualifications Wales will also take into account:

- intelligence received directly, or through representative bodies, from centres in Wales about their demand for Welsh medium provision;
- evidence from employers that the qualification provides an entry route into, or progression within employment;
- Welsh Government's national priority areas;
- evidence as to how the awarding body will quality assure the activity provided by the funding;
- evidence of the sustainability of Welsh medium assessment for the qualification in the longer term (after the period of the funding).

Once a grant has been awarded, a condition of payment being made will be that the appropriate designation end date has been applied for and gained. We also expect the language section of QiW to be updated, as appropriate.

Applicants should consider the priorities outlined above in their response to **2a. The rationale for applying for this grant.**

Application Submission Process

All applicants must submit a **completed application form** and a **supplementary information spreadsheet** by 14 April 2022.

The application form can be found in the application pack and is split into three sections:

1. Contact details for the 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.

Stage 1: Applications will be prioritised first as to whether they meet the **Overarching Priority** above.

Stage 2: Whether the application meets the overarching priority or not, it will be scored as outlined below and ranked in order of score within its prioritisation. This will then be used as an order of preference for funding within each prioritisation grouping. Each criterion must score a 2 or above, and the application have a score of 9 or above to be considered for funding in the first instance.

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

Criteria	Outline	Weighting
2b. Quality Assurance	Awarding bodies should provide evidence of their ability to quality assure their activity related to the funding.	25%

2c. Sustainability	Awarding bodies should provide evidence how they plan to support the qualification(s) in the long term, beyond the lifespan of the funding.	20%
2d. Demand and benefits	Awarding bodies should provide evidence demonstrating the level of demand/likely demand for qualification(s) and the intended benefits to learners and other stakeholders (such as employers) of the proposed provision.	40%
2e. Policy	Awarding bodies should provide evidence to show how its proposal aligns to national policy in Wales whether through education, Welsh Language, economic (including priority sectors) and/or other policies.	15%

Each criterion will be marked as follows-

Score	Description
1:	Does not address the criterion
2:	Addresses most aspects of the criterion but with insufficient detail to make a secure judgement
3:	Addresses the criterion fully with sufficient detail to make a secure judgement
4:	Addresses the criterion fully, with compelling strong evidence.

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 applicable, 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.
- **Operational 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;
- Only for qualifications with an operational end date that is three years from the award of the grant;
- To translate materials directly connected to qualifications: specifications, sample assessment materials and guidance of any kind;
- For administration costs, including typesetting, 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

- For proofreading costs up to the maximum of £36 (including VAT) per hour.

Translation costs

In line with the Welsh Government National Procurement Service framework, normally we will reimburse translation costs up to a maximum of £90 including VAT per 1,000 words. However, we will consider supporting higher costs on a case-by-case basis where grant recipients have been unable to obtain translation services within the maximum cost threshold.

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 must 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. Claimants will be encouraged to

submit claims throughout the year as soon as work is completed, rather than wait until the final claim deadline.

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 new grant recipient form, please contact grants@qualificationswales.org.

Qualifications Wales – Key Contacts

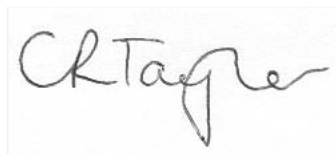
Grant Manager: Honor Taylor

Budget Holder: Daniel Tromans

Grant Sponsor: Cassy Taylor

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 honor.taylor@qualificationswales.org.

With best wishes

A handwritten signature in black ink, appearing to read 'C Taylor', enclosed in a thin black rectangular border.

Cassy Taylor

Director Qualification Policy and Reform, Qualifications Wales