



Awarding Body: *Institute of British Sign Language*

Responsible Officer: [REDACTED]

Amended Special Conditions

Qualifications Wales (QW), in pursuance of Schedule 3, paragraph 4 of the Qualifications Wales Act 2015, Qualifications Wales has imposed the following amended Special Conditions on The Institute of British Sign Language ('IBSL') which replace all previous Special Conditions imposed on IBSL with effect from the date of this notice:

Condition IBSL 1 – Registration and enrolment of learners

- IBSL 1.1 IBSL must not register any new learner to take a regulated qualification.
- IBSL 1.2 IBSL must take all reasonable steps to ensure that no Centre concerned with or connected to the delivery of its qualifications, enrolls any new learner(s) to take any of IBSL's regulated qualifications.

Condition IBSL 2 – Protecting the interests of Registered and Enrolled learners

- IBSL 2.1 IBSL must provide accurate and complete learner information to Qualifications Wales, every 2 weeks from the date of these Conditions, which must include:
- a) the number of Learners that are awaiting certification,
 - b) the qualification(s) each Learner is registered to take,
 - c) the extent to which each Learner has completed their qualification(s),
 - d) the name of the Centre each Learner is enrolled at,
 - e) the steps IBSL is taking to prioritise the assessment and certification of Learners in respect of qualifications which are made available only by IBSL and where no alternative qualification is available,

- f) the number of qualification results and certificates that have been issued since the date of these Conditions, and the number that remain outstanding,
- g) the date on which the last registered Learner(s) received their certificate, including the date when the time period for an appeal will elapse (as applicable).

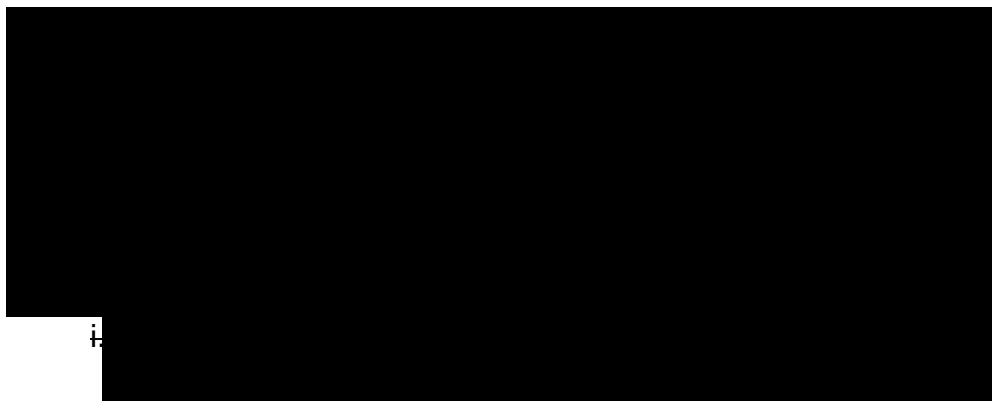
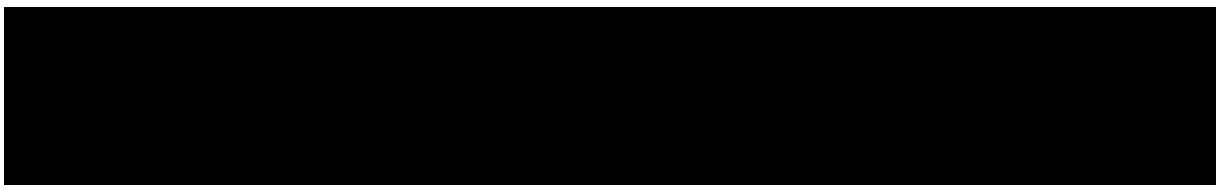
IBSL 2.2 IBSL must take all reasonable steps to assist any:

- a) 'Registered Learner';
- b) 'Enrolled Learner';
- c) Centre; and/or
- d) awarding body

which requests IBSL's assistance to transfer any learner(s) from an IBSL regulated qualification to any other qualification regulated by Qualifications Wales.

IBSL 2.3 IBSL must ensure that each and every Registered learner's records of achievement are up to date and maintained so as to facilitate learners gaining recognition for prior learning in the event that they transfer to another regulated qualification offered by an alternative awarding body.

IBSL 2.4 IBSL must prioritise the assessment and certification of Registered learners in respect of qualifications which are made available only by IBSL and where no alternative regulated qualification is available.



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Condition IBSL 4 – Issuing results and certificates

- IBSL 4.1 IBSL must provide to Qualifications Wales, every 2 weeks from the date of these Conditions, a statement of assurance confirming that it has complied with the Standard Conditions of Recognition in respect of each result and certificate it has issued since the date of these Conditions, in particular Conditions H5, H6 and I4.
- IBSL 4.2 The statement of assurance required under IBSL 4.1 must be formally approved by the Governing Body (Board of Trustees) and signed by the chair and Responsible Officer of IBSL.

Condition IBSL 5 – Communication with third parties

- IBSL 5.1 Under Standard Condition D6.6(b), IBSL must provide clear and accurate information about the change of status or withdrawal of its qualifications to Learners, Centres and purchasers of qualifications who are likely to be affected by the change of status or withdrawal of its qualifications. IBSL must not provide this information, or any information about the surrender of its recognition, to any Learner, Centre, purchaser of qualifications, or awarding body without prior written authorisation from Qualifications Wales.
- IBSL 5.2 In applying for authorisation under IBSL 5.1, IBSL must provide to Qualifications Wales for approval a copy of any communication that it intends to send to any third party, prior to it being sent.

Condition IBSL 6 – Interpretation and definitions

- IBSL 6.1 The rules of interpretation and definitions outlined in Standard Condition J1 shall apply to these Special Conditions.
- IBSL 6.2 For the purposes of these Special Conditions, the following additional definitions apply:
- (a) a 'Registered learner' refers to a 'Learner' as defined under Standard Condition J1.8: 'a person who is registered to take an IBSL qualification and to be assessed as part of that qualification.'
 - (b) an 'Enrolled learner' refers to a learner that is enrolled at a Centre for an IBSL qualification but that is not yet registered to take that qualification.

IBSL 6.3 Except in the circumstances described in Condition IBSL 6.4, the requirements imposed by these Special Conditions apply in addition to the requirements imposed by the Standard Conditions of Recognition and any relevant Qualification Level Conditions and Subject Level Conditions.

IBSL 6.4 To the extent that there is any inconsistency between –

- (a) a requirement of one of these Special Conditions, and
- (b) a requirement of a Standard Condition of Recognition, a Qualification Level Condition or a Subject Level Condition,

such that IBSL could not comply with both such requirements, the awarding body must comply with the requirement of the Special Condition and is not obliged to comply with the requirement of the other Condition.

Signed:

Date Amended: 9 February 2023

A handwritten signature in black ink, appearing to read 'J. Richards', with a stylized flourish at the end.

Jo Richards
Executive Director, Regulation

Annex to Special Conditions

Publication and sharing of information

1. Qualifications Wales may publish a Special Condition, either fully or in part, [on its website](#) unless Qualifications Wales is persuaded by an awarding body that there is a legitimate reason that this should not be published, including that this may have adverse commercial implications for the awarding body involved. Qualifications Wales does not propose to publish these Special Conditions at the time they are imposed but may consider publication at a later date. Qualifications Wales will consult with IBSL before publishing these Special Conditions.
2. Qualifications Wales may share information about these Special Conditions with other regulators in accordance with its powers, where it considers necessary.

Right of internal review

3. IBSL may request an internal review of the decision to impose a Special Condition within 10 working days of the date the Special Condition was imposed. Details on the process to be followed is set out in our [Regulatory Appeals Policy](#).
4. An internal review may be requested on the following grounds only:
 - a) The facts of the decision for imposing a Special Condition are incorrect;
 - b) A relevant fact has not been taken into account;
 - c) Qualifications Wales has not followed its own procedures; or
 - d) The decision to impose a Special Condition does not support the facts, an unreasonable decision.
5. Any internal review will be carried out by an officer of Qualifications Wales who has had no previous involvement in your matter.

Qualifications Wales review

6. Qualifications Wales may at any time review whether the requirements of these Special Conditions need to remain in place and IBSL may at any time request that Qualifications Wales carries out such a review.
7. If after review, Qualifications Wales considers that some or all of the requirements of the Special Conditions no longer need to remain in place, the relevant requirements will be removed.
8. If Qualifications Wales considers that some or all of the requirements need to remain in place, or that additional or alternative requirements need to be imposed, it may take one or more of the following steps, 8 below in isolation or combination:
 - a) set a new review date;
 - b) amend the terms of the Special Conditions (by adding and/or removing requirements),
 - c) determine whether there has been a breach of the Special Conditions,
 - d) take any regulatory action set out in Qualification Wales's Taking Action when Things go Wrong policy.
9. The process set out above is without prejudice to any other action that Qualifications Wales may take in line with its [Taking Action When Things Go Wrong policy](#).

Requests for information

10. Failure to provide the information as required by this Special Condition is a breach of the Special Conditions and Qualifications Wales may take regulatory action.
11. If IBSL is unable to provide the information or cannot provide it within the timescale required it should notify Qualifications Wales as soon as practical, giving details as to why this cannot be provided.
12. Unless specifically requested IBSL should redact personal information from any documents provided.
13. Where personal data is requested, IBSL must consider whether any steps need to be taken in order to ensure compliance with data protection legislation.
14. Where personal data is being transferred, IBSL may need to consider whether it needs to put in place any additional safeguards. Qualifications Wales can provide assurance that it will process personal data in accordance with UK data protection legislation. For more details about how Qualifications Wales processes personal data please see our privacy information. Awarding bodies must ensure that personal data is transferred securely.
15. All information submitted in response to the Special Conditions will be retained by Qualifications Wales and may be used for other purposes in accordance with Qualifications Wales's objectives and duties. Personal data will only be used for another compatible purpose and/or anonymised or pseudonymised where possible.
16. Qualifications Wales is subject to the Freedom of Information (FOI) Act 2000 and we may be asked to disclose information under that Act. No personal data will be disclosed unless required by law. Where an awarding body indicates that it considers information submitted to us to be commercially sensitive, we will take this into account when considering any FOI request. However, it will be for Qualifications Wales to determine whether the information must be disclosed or an exemption applied.
17. Qualifications Wales may share information provided to it by IBSL with other agencies or authorities where appropriate or where required by law.

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