



Guidance for awarding bodies on Condition D9: Welsh-medium qualifications

August 2023



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Background

We are responsible for regulating qualifications and the qualification system in Wales. We regulate the awarding bodies that are recognised by us to develop, deliver, and award qualifications to Learners in Wales.

All recognised awarding bodies are subject to our rules, including those set out in the [Standard Conditions of Recognition](#).

Awarding bodies must have due regard for this guidance as required by **Conditions B7 and D5** of the Standard Conditions.

Version History

This guidance was published in August 2023 to support awarding bodies with ongoing compliance of Condition D9 of our Standard Conditions of Recognition and associated requirements.

If you have any questions or feedback on this guidance document, please email the Regulatory Policy Team on policy@qualifications.wales

This document is also available in **Welsh**.

1. Introduction

1.1. Condition D9 of our Standard Conditions of Recognition relates to Welsh-medium qualifications. This Condition makes provision for the following:

- availability of Regulated Qualifications in Welsh;
- publication of a Welsh-medium qualifications policy statement;
- promoting and facilitating the availability of Welsh-medium qualifications, and
- establishing arrangements to secure compliance with our rules

1.2. We recognise that there are a variety of methods and approaches that you, as awarding bodies, can take to comply with our rules. We also believe that you are best placed to make judgements on what promotional activities will be most effective in relation to your qualifications, and the Centres that you work with.

1.3. This guidance is designed to support your compliance with Condition D9.

1.4. Our published [guidance](#) for awarding bodies on the development, delivery and awarding of qualifications through the medium of Welsh may also help you to comply with our rules, including the following Standard Conditions:

Condition		
G2	Language of assessment	G2.1 ensures that all Learners taking one of your qualifications in Wales are assessed in Welsh and/or English
		G2.4 ensures that where you make available a qualification in more than one language, you must take all reasonable steps to ensure that assessments in different languages ensure a consistent Level of Demand for Learners.
G3	Use of language and stimulus materials	G3 ensures that the language must be appropriate, clear and easily understood and should enable Learners to demonstrate their level of achievement.
E6	Submitting qualifications to QiW	E6 ensures that information about your qualifications that are included on the QiW database is accurate and up to date – including details of the language medium of the qualifications.

2. Guidance on Condition D9

2.1. We set out below our guidance for the purposes of Condition D9.9(a), and in relation to the following:

- availability of Welsh-medium qualifications (Conditions D9.1-D9.2);
- publication of a Welsh-medium qualifications policy statement (Conditions D9.3-D9.4),
- promoting and facilitating those qualifications (Conditions D9.5-7), and
- establishing arrangements to secure compliance with our rules (Conditions D9.8-9)

Conditions D9.1-D9.2: Availability of Welsh-medium qualifications

What are the Conditions and Requirements?

2.2. Condition D9 refers to the availability of Approved and Designated Qualifications. Approved, Designated and Other Regulated Qualifications are the three categories of qualifications that we regulate. For further detail around these categories, please see our [Regulatory Framework and Approach](#).

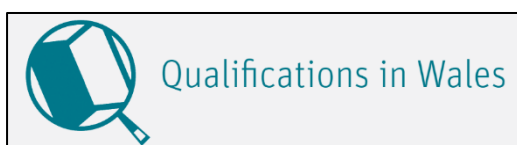
2.3. An overview of the Conditions and requirements relating to the availability of Welsh-medium qualifications is provided below:

Conditions	Requirements
<p>Condition D9.1 gives effect to our existing requirement, previously set out in our Regulatory Welsh-medium qualifications Policy, that an awarding body must make an Approved qualification available in Welsh and English.</p>	<ul style="list-style-type: none"> • When submitting your Regulated Qualifications to QiW, you must include clear and accurate information on the language(s) in which the qualification is available (Welsh only/ English only / Welsh and English). • Where a Regulated Qualification is identified as being available in both Welsh and English, you must confirm whether the qualification is: <ul style="list-style-type: none"> ○ Fully available in Welsh, or ○ Partially available in Welsh. • Where a Regulated Qualification is made fully available in Welsh, the following Supporting Materials must be made available in Welsh: <ul style="list-style-type: none"> ○ The specification for the qualification, including any relevant terminology required for the qualification; ○ All assessment materials to be completed by the Learner; ○ Specimen assessment materials¹, where applicable; and
<p>Condition D9.2 gives effect to our policy decision to reshape the 14-16 qualification offer, and to require that all publicly funded qualifications for 14-16-year-olds will be available in Welsh and English. Therefore, from September 2027, both Approved and Designated qualifications for 14-16-year-olds in Wales will need to be available in Welsh and English. However, awarding bodies may wish to make these qualifications available in Welsh prior to this date.</p>	

¹ Specimen assessment materials are also referred to as sample assessment materials within this guidance.

<p>Our Designation Policy sets out the matters we are likely to take into account in deciding whether to designate a form of qualification, in determining the period for which such a designation is to have effect, and in deciding whether to revoke such a designation.</p> <p>Awarding bodies may also want to refer to our published Rules about Applications for Designation of Qualifications.</p> <p>We are still considering what implications our Qualified for the Future reform activity will have on our overarching approach to designating qualifications for 14-16-year-olds, and whether there will be limited circumstances in which we would need to apply exceptions to our guiding principles². We are also undertaking some work to enable the transition to the new offer by September 2027. We will confirm our position and publish a revised Designation Policy by the end of 2023.</p>	<ul style="list-style-type: none"> ○ Any other materials that are mandatory for the Learner to have the opportunity to obtain the qualification. ● Where a qualification is made partially available in Welsh, you must make the Supporting Materials listed above available for every unit and/or Component that is made available in Welsh. ● Learners undertaking a qualification in Welsh must not be disadvantaged compared to Learners completing the equivalent qualification in English.
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How do I submit information on the language medium of a qualification to QiW?



[Qualifications in Wales \(QiW\) Database](#)

2.4. When submitting your Regulated Qualifications to QiW, you are required to:

- include clear and accurate information on the language(s) in which a qualification is made available, and
- where a qualification is made available in Welsh, confirm whether that is fully or partially available.

² Qualifications for 14-16-year-olds should:

- i. relate to, and support, the aims and purposes of the new curriculum for Wales (CfW);
- ii. be available in Welsh and English, and
- iii. contribute to a coherent and inclusive range that meets the needs of all learners.

- 2.5. QiW provides awarding bodies with the option to select one of three categories when referring to the language(s) in which a qualification is made available. The three categories are as follows:



English ONLY - qualifications that are only available in English.

Welsh ONLY - qualifications that are only available in Welsh.

English - Welsh - qualifications that are available in both English and Welsh.

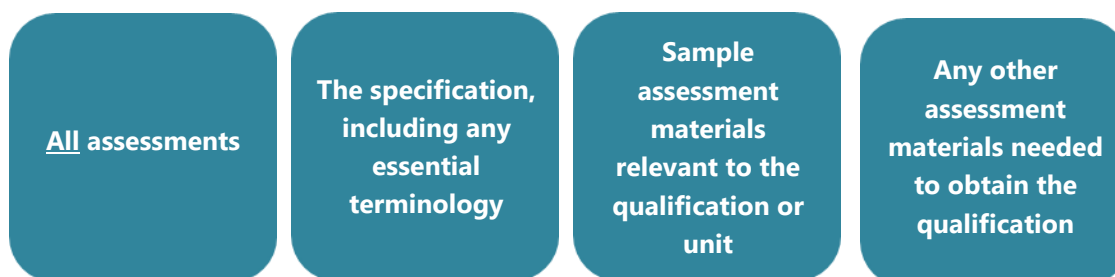
- 2.6. Where a qualification is identified as English-Welsh, this could mean that the qualification is either fully available, or partially available, in Welsh. QiW allows you to specify whether the qualification is 'Fully available in Welsh' or 'Partially available in Welsh'.

A screenshot of a web form. The top section is titled 'Language' with a help icon. It contains three radio button options: 'English ONLY', 'English-Welsh' (which is selected), and 'Welsh ONLY'. Below this is a section titled 'Additional Welsh language availability details' with a help icon. It contains a dropdown menu with the selected option 'Partially available in Welsh' and a close icon (x).

- 2.7. Specific Conditions relating to the submission of qualifications to QiW can be found in **Condition E6** of our [Standard Conditions of Recognition](#).

What aspects of a qualification need to be made available in Welsh?

- 2.8. If a qualification is identified on QiW as 'Welsh ONLY' or 'English-Welsh' and Fully available in Welsh, this means that all assessments to be completed by Learners are available in Welsh, and that the following supporting materials, as a minimum, are made available in Welsh.



- 2.9. For qualifications identified on QiW as 'Partially available in Welsh', the supporting materials relating to **each unit or Component** that you make available to Learners in Welsh, must also be made available in that language.

How can I ensure that Learners taking qualifications in Welsh are not disadvantaged?

- 2.10. To ensure that Learners undertaking a qualification in Welsh are not disadvantaged compared to Learners completing the equivalent qualification in English, information about Welsh-medium qualifications, assessments and supporting materials should be easily accessible, and seen to be equivalent, with equal prominence and status.
- 2.11. Here are some things you could consider when making Welsh-medium qualifications available to Learners:
- the accessibility of the qualification;
 - the steps which the Learner must take in order to obtain the qualification;
 - the standard, quality and consistency of the qualification and supporting materials;
 - the location and prominence of the information on Welsh-medium qualifications, and
 - when and how the qualification is made available to the Learner.
- 2.12. For further information and support on how to develop, deliver and award Welsh-medium and bilingual qualifications, please see our guidance on the development, delivery and awarding of qualifications through the medium of Welsh.

Conditions D9.3-D9.4: Publication of Welsh-medium qualifications policy statement

What are the Conditions and Requirements?

2.13. An overview of the Conditions and requirements relating to the publication of your Welsh-medium qualifications policy statement is provided below:

Conditions	Requirements
<p>Publication of a Welsh-medium qualifications policy statement</p> <p>Condition D9.3 An awarding body must publish, maintain, and comply with a policy statement which specifies whether or not it makes available, or proposes to make available qualifications in Welsh.</p> <p>Condition D9.4 In any circumstances where the policy statement it has in place states that it makes available, or proposes to make available a qualification in Welsh, an awarding body must ensure that the policy statement enables it to comply with its Conditions of Recognition.</p>	<p>Your published policy statement must:</p> <ul style="list-style-type: none"> • be reasonably accessible (by way of publication on your website), • be open, transparent, accurate and clear to Users of qualifications, • be shared directly with Centres, • be published bilingually where qualifications are made available to Welsh-medium and bilingual Centres, • explain the basis on which decisions have been made whether or not to make qualifications available in Welsh, • specify what aspects of a qualification are available in Welsh, and • be regularly reviewed.

How should the policy statement be published?

2.14. The policy statement may be contained in a single document, or otherwise.

2.15. When publishing your policy statement, you may wish to consider the following:

- Facilitating access to the Welsh language version of the policy statement (where applicable) by including a direct link to the Welsh language version, or by providing information on how to source the Welsh language document as part of the statement;
- Where your policy statement is positioned on your website, and the extent to which your policy statement is suitably prominent to relevant Users on your website;
- Including the policy statement on a dedicated section or webpage for Welsh-medium qualifications, and
- The extent to which such a section, or webpage could be published bilingually.

2.16. Section 3.3 of our [guidance on the development, delivery and awarding of Welsh-medium qualifications](#) includes further guidance on the steps you may wish to take when

marketing and promoting its Welsh-medium qualification offer, including where relevant, the ability to toggle to Welsh pages of your website.

What should the policy statement include?

2.17. The level of detail that is necessary and suitable to include within a policy statement will vary, and will be dependent on the extent to which you as an awarding body make Welsh-medium qualifications available.

2.18. When explaining the basis on which you have decided whether to make a qualification(s) available in Welsh, you may provide an overarching rationale within your published policy statement, or alternatively provide further detail, where relevant, relating to individual qualifications. However, the policy statement should be sufficiently clear for Users to reasonably understand the extent to which you make Welsh-medium qualifications available and where they can find information on which qualifications are available in Welsh. To that end, your policy statement should:

- be user-friendly;
- explain the reasons for deciding to make qualifications available in Welsh or not;
- identify the factors considered;
- include clear and specific evidence to support the decision, and
- note the outcome of the decision (which may include noting which qualifications are available in Welsh and which are not).

2.19. Please see **Annex A** of this Guidance for exemplar templates of a policy statement. The exemplars provided reflect the different qualification offers that may be available across awarding bodies, ranging from no Welsh-medium qualifications being made available, a mixed economy to a fully bilingual qualification offer. Please note that they are for guidance only and that a body is not required to use them in order to comply with the relevant Conditions.

2.20. You may want to seek views from Users of qualifications to help inform your published policy statement. You may also want to consider engaging directly with a representative sample of your Centres and their Learners.

2.21. Examples of information that Users of your qualifications may find helpful within a published policy statement include:

- Where information about Welsh-medium qualifications can be found on your website or within published promotional materials. You could include a link within your policy statement to a dedicated webpage which lists all qualifications available through the medium of Welsh.
- Who in your organisation would be the point(s) of contact for Welsh-medium qualifications enquiries. This could be an individual or a team.
- When they can expect to receive information about Welsh-medium qualifications. This may include interactions with awarding body representatives or dedicated Welsh-language champions.

- What supporting materials are made available in Welsh, for qualifications that are both fully and partially available in Welsh. You may wish to refer to our requirements for supporting materials within your policy statement to advise which supporting materials are made available.
- When Users of your qualifications can expect to receive updates on new qualifications you propose to make available, or qualifications you propose to withdraw.
- Information on the introduction of any new Welsh-medium qualifications you propose to make available, including dates for first teaching and registration.
- Information on any Welsh-medium qualifications that are due to be withdrawn, including registration and certification end dates and any replacements, where appropriate.
- How and when your organisation intends to engage with Centres to identify demand for Welsh-medium qualifications.
- What plans you have, if any, for expanding Welsh-medium qualification provision and associated timelines.
- Any changes made to your policy statement on the availability of Welsh-medium qualifications.

What if I already operate in a fully bilingual manner?

- 2.22. It is for the awarding body to satisfy itself that its approach meets the obligations set out in Condition D9 and its associated requirements.
- 2.23. If you have already published a policy statement, and/or you already have a marketing strategy in place, these must meet the obligations set out in Condition D9 and its associated requirements. If your policy statement then remains accurate and up to date and your marketing strategy remains effective in promoting and facilitating access to your Welsh-medium qualifications, you would not need to publish a separate policy statement or develop new marketing strategies.

What should be considered when reviewing the policy statement?

- 2.24. When reviewing your policy statement, you may want to consider the following factors:
- How has the policy statement been implemented, and to what extent has it been complied with?
 - Is the document still fit for purpose, including its implementation and practical application?
 - Is the document still relevant and current?
 - What feedback have you received from Users of your qualifications on this policy statement and its use since it was published?
 - What has changed since it was published and what updates, if any, are needed?
 - To what extent have your operational procedures linked to the delivery of qualifications in Welsh improved, where relevant?

Conditions D9.5-D9.7: Promoting the availability of, and facilitating access to, Welsh-medium qualifications

What are the Conditions and Requirements?

2.25. An overview of the Conditions and requirements relating to promoting and facilitating Welsh-medium qualifications is provided below:

Conditions	Requirements
<p>Promoting the availability of, and facilitating access to, Welsh-medium qualifications</p> <p>Condition D9.5 Where an awarding body makes available, or proposes to make available, a qualification in Welsh, it must promote the availability of, and facilitate access to, those qualifications.</p> <p>Condition D9.6 For the purposes of Condition D9.5, 'promote' means any efforts made by an awarding body to raise awareness of the availability of Welsh-medium qualifications.</p> <p>Condition D9.7 For the purposes of Condition D9.5, 'facilitate' means any actions taken by an awarding body to improve access to Welsh-medium qualifications.</p>	<p>You must ensure that any promotional materials that you produce, whether in hard copy or digitally, which refer to the English form of the qualification must also state, where relevant, that the qualification is available in Welsh.</p> <p>You must undertake annual activities in respect of every Centre, either face-to-face or remotely. These include:</p> <ul style="list-style-type: none"> (i) raising awareness of the qualifications you make available, or propose to make available, in Welsh, (ii) identifying what Welsh-medium resources and supporting materials related to those qualifications you would be reasonably expected to provide, (iii) assessing the likely demand for qualifications in Welsh, (iv) identifying opportunities to improve access to your qualifications in Welsh, and (v) identifying, where relevant and appropriate, specific qualifications to be prioritised for promotion, or specific audiences to be targeted.

How do I promote the availability of, and facilitate access to, Welsh-medium qualifications?

2.26. We believe that you are best placed to make judgements on what promotional activities will be most effective in relation to your qualifications, and the Centres that you work with.

- 2.27. However, when advertising or promoting your Welsh-medium qualifications, and in accordance with Condition B5.2, it is important that you do so in ways that are likely to make it clear to Users which parts of the qualification are available in Welsh.
- 2.28. Any activities to that effect, including promotional materials, should clearly identify the qualifications or units / Components of qualifications that are available through the medium of Welsh.
- 2.29. Any published information relating to the availability of a Welsh-medium qualification should not be treated less favourably than information which refers to the corresponding English version. This includes when and how the material is published, provided, or exhibited.
- 2.30. To raise awareness of the availability of your Welsh-medium qualifications, you may want to consider the following:
- publishing a statement in a prominent place on promotional materials or on your website, e.g. "Welsh version available";
 - if the document is electronic, including a link to the Welsh version, e.g. "Use the Welsh version here";
 - providing an indicator in the qualification title which denotes the qualification's availability in Welsh or bilingually;
 - highlighting the availability of a Welsh-medium qualification via methods such as social media or advertising material, and encouraging their take-up;
 - using *laith Gwaith* ("Working Welsh") material to highlight the availability of a Welsh-medium qualification;
 - publishing and sharing information on some or all of the qualifications you offer in Welsh via a leaflet, web page, social media, advertisements etc;
 - ensuring that the Users' qualification journey in Welsh is of the same standard and quality as the service in English, and
 - ensuring that Welsh-medium qualifications are given prominence, are easily accessible and are actively promoted.
- 2.31. The 'laith Gwaith' logo and the orange speech bubble badge, developed by the Welsh Language Commissioner's Office, is well-established and familiar to Users in Wales. It is widely recognised as indicating that a particular service is available in Welsh. It is seen as a simple way to encourage the use of Welsh and research has shown that when Users see the orange logo it reassures them that a Welsh language service is available, and encourages them to use Welsh with the organisation.



- 2.32. You may want to consider using the Iaith Gwaith logo, which is available as a free download from the [Welsh Language Commissioner's website](#).
- 2.33. An example of a corresponding statement that may be used to highlight the availability of Welsh-medium qualifications is provided below:



- 2.34. Other matters you may wish to consider when promoting the availability of, and facilitating access to, your Welsh-medium qualifications include the following:
- Publishing promotional materials and relevant webpages bilingually;
 - Providing entry codes that differentiate between Welsh-medium and English-medium forms of the qualification. Please note that having separate entry codes should not prevent Learners from taking Components of the qualification in Welsh, English or a combination of both, and
 - Collecting data on a Learner's language preference at the point of registration. Understanding a Learner's language preference could inform your planning of Welsh-medium provision, and provide useful intelligence on how many Learners may wish to undertake assessment in Welsh.
- 2.35. Our [Cynnig Cymraeg: Delivering the Active Offer in the qualification system resource pack](#) contains further information on delivering the Active Offer through use of promotional materials and guidance on promoting the availability of, and facilitating access to, Welsh-medium qualifications at the point of Learner registration.

What types of activities should I undertake with Centres?

- 2.36. Annual Centre activities can take a variety of forms. You as awarding bodies are best placed to determine what activities to undertake on an annual basis with your own Centres. However, such activities should be sufficient so as to allow you to identify Welsh language needs of both current and prospective Learners.
- 2.37. You may want to consider whether such annual activities can be incorporated into the agreements you already have in place with Centres in accordance with Standard Conditions C1 and C2.
- 2.38. When undertaking these annual activities, you may want to consider deploying staff with appropriate knowledge of your Welsh-medium qualifications to promote and raise awareness of their availability. These members of staff would be best-placed to follow up on all enquiries relating to the availability of Welsh-medium qualifications.
- 2.39. Some Centres that you work with in Wales, for example Further Education Colleges, may be subject to the Welsh Language Standards ("Standards")³. These standards require students to be informed that any written work submitted as part of those Centres' own assessments or examinations may be submitted in Welsh, and that work submitted in Welsh must not be treated less favourably than written work submitted in English.
- 2.40. An awarding body working with Centres subject to the Welsh Language Standards should have due regard to this legislation and seek to facilitate a Centre's compliance with the Standards.
- 2.41. When planning your annual activities with Centres, you may wish to consider the following:
- Maintaining an up-to-date record of the Centres with which you have agreements, which includes annual Centre interactions.
 - Deploying dedicated planning and business development staff responsible for the strategic planning of Welsh-medium and bilingual qualifications.
 - Encouraging more Centres to deliver more of your qualifications.
 - Training staff to deal with enquiries from Centres who deliver Welsh-medium qualifications e.g. discussing options for Welsh-medium qualifications as well as responding to common questions or concerns from Centres and other Users of qualifications.
 - Providing a mechanism for Centres to enable them to notify you of any Learners who wish to take a qualification in Welsh.
 - Regularly engaging with Centres and Learners to raise awareness of qualifications and supporting materials that are available in Welsh.
 - Reviewing the availability of resources and supporting materials to support Learners taking Welsh-medium qualifications.

³ Standard 90 and 90A of the Welsh Language Standards (No. 6) Regulations 2017 - <https://www.legislation.gov.uk/wsi/2017/90/schedule/1/part/1/made>

- Providing a mechanism for Centres to record and submit data on Learner language preference.
- Considering what steps you could take to ensure that language preference data is provided to those responsible for qualifications development within your organisation.
- Responding positively to requests for qualifications to be made available in Welsh.
- Evaluating the mechanisms in place for you to seek feedback and keep your arrangements with your Centres under review, using feedback to improve your annual activities and to ensure that these do not impose unnecessary burdens on Centres.

2.42. As part of your annual activities with Centres, you may want to provide them with a questionnaire relating to their Welsh-medium qualification needs. An exemplar questionnaire which you can tailor to meet your own needs is provided in **Annex B** of this guidance.

2.43. You may also want to employ some of the methods below to better understand the needs of both your Centres and its Learners:

Discussion groups

- Convene small groups of Users
- Open invitation or target specific User groups
- Informal structured conversation, facilitated by a member of staff
- Ask about experiences and opinions
- Prompts or resources can be used to stimulate discussion

Observation

- Record the behaviour of the actual service Users in terms of language choice, and what factors affect that.

User survey

- Many organisations seek the views of Users through surveys, such as online surveys seeking general feedback or feedback on a particular service
- These exercises can be used to gather information about Users' habits and needs when accessing Welsh-medium qualifications
- Examples of questions that can be asked:
 - "Do you know which of our qualifications are available in Welsh?"
 - "Are there any products or services relating to those qualifications that you would like to receive in Welsh?"
 - "What would make you more likely to use our Welsh-medium qualifications?"

How should I target specific audiences to promote the availability of Welsh-medium qualifications?

2.44. Targeting your promotional activity at different audiences will allow you to tailor your promotional messages and appeal to a wider audience. The table below gives examples of the types of promotional activity that you could use to target specific audiences. We also set out examples of different ways in which each type of promotion could be used to promote Welsh-medium qualifications, or interact with Users of qualifications:

Type of promotion	Target audience	Nature of communication / promotion
Website	Prospective Users of qualifications	<ul style="list-style-type: none"> • Dedicated webpage for Welsh-medium qualifications • What's new / Coming soon section alerting website visitors to new qualifications
Social Media	All Users of qualifications	<ul style="list-style-type: none"> • Allows you to create visually appealing promotions • Collect and analyse data on future demand • Different social media platforms to target different audiences
Email	Centres	<ul style="list-style-type: none"> • Two-way communication with Centres • Direct communication with Welsh-medium Centres • Direct communication with Welsh Language Champions • Sending questionnaires about future demand for Welsh-medium qualifications (see Annex B).
Direct promotion	Centres Learners	<ul style="list-style-type: none"> • Discussions with Centres and Learners during routine external quality assurance visits / annual promotional activities • Regular qualification / development communications
Engagement events	Centres Learners	<ul style="list-style-type: none"> • Centre and Learner engagement forums • Online and face-to-face events • Builds relationships with stakeholders

2.45. When planning targeted promotion, you may wish to consider the following:

- Using your annual activities with Centres to collect information on the profile of its Learners. You could use this information, alongside information you already hold on your Centres, to publish bespoke marketing messages about the availability of Welsh-medium qualifications to those identified groups.
- Collecting language preference data at the point of registration to target your promotional activities at those Learners that have indicated their language preference as Welsh. We know that some further education colleges collect data to

establish which Learners speak Welsh and have received pre-16 Welsh education, and then contact the Learners individually to inform them of opportunities to submit written work in Welsh, as well as complete parts of their course and/or assessments in Welsh.

- Introducing case studies and past experiences of Learners taking your Welsh-medium qualifications, and including these within promotional materials,
- Analysing data from promotional and raising awareness activities to identify opportunities to:
 - expand your Welsh-medium qualification offer;
 - work with a greater number of Welsh-medium and bilingual Centres in Wales.

2.46. You may also wish to work with other organisations who will have direct contact with specific audiences and provide a reliable means of reaching that audience. This can be particularly effective for qualifications where there is known or likely demand. For example, you may want to consider working with the Wales Federation of Young Farmers Clubs to promote agricultural qualifications in Welsh, or work with the Urdd Sports Department (Chwaraeon yr Urdd) to promote sport and coaching qualifications in Welsh.

2.47. You may want to establish a baseline and collect data on the numbers of Learners registered to take a qualification in Welsh before you target your promotional activity at different audiences, in order to measure the success of different promotional activities. One way of doing this would be to:

- collect data on the level of use before the intervention;
- intervene e.g. promote the qualifications via social media; and
- collect data on the level of use after the intervention.

2.48. In addition to quantitative data, it may be useful to ask Users of qualifications for qualitative feedback about their experiences in relation to the Welsh-medium qualifications you make available. Positive feedback could then be used within promotional materials for Welsh-medium qualifications.

2.49. Undertaking research of this kind will help you identify and consider the specific needs of your Learners, and Centres. It will also help you better understand what influences their behaviour, measure how their behaviour changes, and where appropriate, make variations to the way you deliver Welsh-medium qualifications. All of this information will be valuable as you target your Welsh-medium qualifications to different Users.

2.50. Measuring the impact of your activities to promote and facilitate Welsh-medium qualifications may also help you to identify opportunities to expand your Welsh-medium qualification offer and work with a greater number of Centres in Wales.

Which qualifications in which subject/sector areas should be prioritised for development?

2.51. Where you are seeking to better facilitate access to Welsh-medium qualifications through developing a wider range of your qualifications in Welsh, you should prioritise qualifications:

- in priority areas that have been identified in national strategies as requiring increased provision in Welsh;
- relating to post-16 settings and priority sectors therein;
- that address gaps in Welsh-medium provision; and
- that are more likely to lead to progression and/or employment where there is use of Welsh.

2.52. Within section 3.2 of our Guidance for awarding bodies on developing, delivering, and awarding Welsh-medium qualifications, you can find further guidance on identifying priority sectors.

Conditions D9.8-D9.9: Establishing arrangements to secure compliance with our Conditions and associated requirements

What are the Conditions?

Condition D9.8 states that an awarding body must ensure that it has arrangements for—

- (a) overseeing the way it complies with Condition D9;
- (b) publishing its policy statement;
- (c) promoting the availability of, and facilitating access to its Welsh-medium qualifications; and publishing a document that records those arrangements on its website.

Condition D9 states that an awarding body must ensure that in making Welsh-medium qualifications available, and promoting the availability of, and facilitating access to them, in accordance with Conditions D9.1-D9.9, it complies with –

- (a) any requirements, and has regard to any guidance, which may be published by Qualifications Wales and revised from time to time, and
- (b) any requirements which Qualifications Wales has communicated to it in writing.

How do I demonstrate that there are sufficient arrangements in place to comply with Condition D9?

2.53. In order to demonstrate that the arrangements you have in place are sufficient to comply with Condition D9, you may wish to document the following:

- which members of staff, teams and/or departments are responsible for monitoring compliance with the Conditions along with an outline of how this is done.
- which members of staff, teams and/or departments are responsible for promoting and facilitating your Welsh-medium qualifications along with an outline of how this is done e.g. what form your annual Centre activities take,
- which members of staff, teams and/or departments are responsible for undertaking a review of your published policy statement and who may also undertake an assessment of the impact of your interventions on your Welsh-medium qualification offer, with an outline of how this is done,
- recording the internal arrangements for overseeing the way in which third parties, where relevant, enable you to comply with the Conditions, and
- internal processes and structures used to assess and evaluate compliance with the Conditions and associated requirements.

2.54. You may comply with the requirements in one set of supervisory arrangements. You do not need to ensure that you have separate supervisory arrangements for each Condition and/or requirement. You may also include the relevant information which records those arrangements in one document.

3. Useful Information, Links and Resources

- 3.1. Within this section, we provide some useful information, links and resources to support you as you make Welsh-medium qualifications available, publish your Welsh-medium qualifications policy statement, and promote the availability of, and facilitate access to, Welsh-medium qualifications.

Guidance for Awarding Bodies on the development, delivery and awarding of qualifications through the medium of Welsh

- 3.2. This guidance is designed to support all awarding bodies offering, or thinking of offering Welsh-medium qualifications, whether you are starting, looking to increase provision or wanting to emulate good practice. The guidance takes you step by step through the development, design, delivery, and awarding of a qualification and also includes good practice examples and links to additional resources and contacts.

<https://qualifications.wales/media/l4nn4y01/guidance-for-abs-on-wm-qualifications-english.pdf>

Cynnig Cymraeg Active Offer Resource Pack

- 3.3. This interactive resource pack was commissioned by Qualifications Wales and created by IAITH: The Welsh Centre for language planning. The pack aims to support all recognised awarding bodies in delivering the Welsh Offer (“y Cynnig Cymraeg”), and to do so proactively. In this pack, we refer to this as the Active Offer.



<https://qualifications.wales/en/information-support/awarding-bodies-employers-stakeholders/qualifications-available-in-wales/qualifications/welsh-medium-qualifications/cynnig-cymraeg-active-offer/>

Qualifications Wales Welsh-medium Support Grant

- 3.4. We offer grants to awarding bodies to help maintain and increase the availability of Welsh-medium and bilingual provision. Awarding bodies can apply to us for financial support to help with the cost of meeting the demand for qualifications assessed in Welsh.

<https://qualifications.wales/en/information-support/grants/>

Coleg Cymraeg Cenedlaethol

- 3.5. The Coleg Cymraeg's [resource hub 'Porth'](#) contains a number of resources relevant to the work of awarding bodies such as the following:
- 3.6. [Raising confidence for assessors](#) - The purpose of this online self-study course is to give assessors the resources and information to work confidently bilingually with their Learners. The course is bilingual, but it is aimed at raising the confidence of Welsh-speaking assessors as they provide their training in Welsh.
- 3.7. [Sharing Good Practice Videos](#) – These videos demonstrate how further education and apprenticeship providers share good practice in bilingual and Welsh-medium teaching, training, and assessment.

Welsh Language Commissioner

- 3.8. The Welsh Language Commissioner has a number of specific regulatory functions and powers, including setting and enforcing Welsh language standards and determining on complaints and investigations.
- 3.9. In promoting and facilitating the use of the Welsh language, the Commissioner also works with public, private and third sector organisations to increase the use of Welsh language services and increase opportunities to use the language.
- 3.10. In assisting organisations, a range of helpful [guidance](#) has been published.

<https://www.welshlanguagecommissioner.wales/>

Welsh Language Rights Day

- 3.11. The Welsh Language Commissioner established a 'Welsh Language Rights Day' – a day when all organisations can promote their Welsh language services. It is held on 7 December; the date on which the Welsh Language Measure was passed by the Senedd.
- 3.12. The Measure confirms the official status of the Welsh language, and establishes the principle that the Welsh language should not be treated less favourably than the English language in Wales. This led to the establishment of rights to use Welsh when dealing with organisations.

3.13. A package of resources that organisations can use to promote their Welsh language services in a clear and simple way has been produced.

3.14. If you would like a copy of the pack, this can be requested via post@cyg-wlc.cymru.

Welsh Language Schemes

3.15. Welsh Language Schemes are plans that outline how and in what ways a body proposes to use Welsh in the provision of services to the public in Wales.

3.16. There are different routes and guidance for developing a Welsh Language Scheme:

- i. You, or Centres that you work with, may be subject to the Welsh Language Standards which cover areas such as service delivery, policy making, and promotion.
- ii. You, or Centres that you work with, may be subject to the Welsh Language Act 1993 and therefore be required to prepare a Welsh Language Scheme.
- iii. You, or Centres that you work with, may choose to voluntarily develop a Welsh Language scheme, or alternatively become part of their Cynnig Cymraeg (Welsh Offer) initiative. Further information on the Cynnig Cymraeg initiative is available below.

Cynnig Cymraeg (Welsh offer) initiative

3.17. The Cynnig Cymraeg (Welsh offer) initiative was developed by the Welsh Language Commissioner to ensure that Welsh speakers know what Welsh language services are available to them.

3.18. The initiative intends to provide organisations with a clear plan to follow, to maintain, and develop their Welsh language services over time (a Welsh Language Development Plan). It also demonstrates an organisation's commitment to providing Welsh language services to users.



- 3.19. The Welsh Language Development Plan is an organisation’s long-term plan for developing your Welsh language provision. With the Commissioner’s support, you will be able to submit your Welsh Offer for official recognition. You will then be able to use the exclusive logo.
- 3.20. Twenty-nine businesses in Wales have received the status since the scheme was established in June 2020. The Commissioner's office is working with over a hundred other organisations to develop their schemes.
- 3.21. The Commissioner’s Hybu (“Promotion”) Team will be there to support you as you:
- work to produce your development plan and Cynnig Cymraeg (Welsh Offer);
 - submit for official recognition and the right to use the Cynnig Cymraeg logo;
 - share internally and externally, promote, celebrate, and measure the impact.
- 3.22. If you are interested in receiving official recognition from the Welsh Language Commissioner, please contact hybu@cyg-wlc.cymru.
- 3.23. If you are operating a Welsh Language Scheme already, statutorily or voluntarily, you do not need to introduce a Cynnig Cymraeg scheme.

Annex A – Exemplar Templates: Policy Statements

Policy Statement 1 – Fully bilingual qualification offer

We understand that the Welsh language holds a significant place in the cultural fabric of Wales, and it is important to provide opportunities for learners to access educational resources and qualifications in their preferred language. Therefore, we are committed to offering **all** qualifications through the medium of Welsh.

By offering qualifications and resources in Welsh, we aim to support and empower Welsh-speaking learners, promoting inclusivity and enhancing their learning experience.

To ensure the availability of qualifications and resources through the medium of Welsh, we will:

1. Work with centres and Qualifications Wales to develop and maintain Welsh language versions of our qualifications and resources.
2. Allocate resources and invest in the translation of assessments, materials and supporting resources into Welsh, ensuring linguistic accuracy and cultural sensitivity.
3. Facilitate training and professional development opportunities for educators and assessors, enabling them to deliver qualifications effectively in Welsh and provide appropriate language support to learners.
4. Regularly review and update this policy statement to ensure our Welsh-medium qualification provision aligns with both policy and legislative developments in Wales, as well as the evolving needs of Welsh-speaking learners.
5. Seek feedback and engage with Welsh-medium and bilingual centres to ensure continuous improvement and address any concerns or suggestions related to the qualifications we make available in Welsh.
6. Communicate our policy position on the availability of Welsh-medium qualifications to centres.
7. Comply with Conditions of Recognition set out by Qualifications Wales in respect of Welsh-medium qualifications.

Through our commitment to this policy, we aim to contribute to a more inclusive and equitable educational landscape.

For more detailed information about Welsh-medium qualifications and supporting resources we currently make available, visit our website at: ourorganisation.wales

Cymraeg

Policy Statement 2 – Partial Welsh-medium qualification offer

Our organisation recognises the importance of language diversity and the promotion of Welsh culture. We strive to provide equal opportunities to individuals who prefer to pursue their qualifications through the medium of Welsh. While we aim to accommodate the linguistic preferences of our learners, we acknowledge that it may not be feasible or practical to offer all qualifications in Welsh.

Our policy regarding our Welsh-medium qualification offer is as follows:

1. Welsh Language provision

We are committed to offering a range of qualifications and units through the medium of Welsh to support Welsh speakers and contribute to the preservation of the Welsh language.

2. Availability of Welsh-medium qualifications

We will endeavour to provide Welsh-medium options for as many qualifications as possible, taking into account factors such as demand, resources and feasibility. For all qualifications or units we make available in Welsh, the respective assessments and materials will be in Welsh. We will regularly review our Welsh-medium qualification offer to identify opportunities for expanding the range of qualifications available in Welsh.

3. Targeted qualifications

We will prioritise offering Welsh-medium qualifications in subjects where there is identified demand and feasibility. We will take into consideration the needs of learners and schools and colleges as well as qualifications considered as priority areas in Wales.

4. Resource allocation

We will allocate appropriate resources, including qualified staff, materials and infrastructure, to support the delivery of Welsh-medium qualifications, with the aim of providing a high-quality learning experience for learners pursuing qualifications in Welsh.

5. Engaging with centres

We will actively engage with centres to seek feedback and ensure that their needs are being met. This will involve regular consultation, communication and collaboration to enhance our Welsh-medium provision and make informed decisions regarding the qualifications offered.

6. Review and improvement

We will review our policy on the availability of Welsh-medium qualifications on an annual basis. This review will also be informed by our interactions with centres to ensure its effectiveness and relevance. Feedback from learners, staff and stakeholders will be valuable in shaping our approach and identifying areas for development.

Click [here](#) to access this policy statement in Welsh, or access more [detailed information](#) on qualifications and/or units available in Welsh and the resources to support attainment of these qualifications.

Policy Statement 3 – English-only qualification offer

Our organisation recognises the importance of language diversity and cultural inclusivity. As an organisation committed to providing educational opportunities, we aim to accommodate the linguistic needs of our learners to the best of our abilities. However, due to certain constraints and considerations, we have made the decision **not to offer qualifications through the medium of Welsh** at this time.

The decision not to offer qualifications in Welsh is based on the following factors:

1. Availability of resources

Developing and delivering qualifications through multiple mediums requires significant resources, including qualified personnel, curriculum development, and assessment materials. Given our current resource constraints, we have prioritised offering qualifications in languages with higher demand and broader accessibility.

2. Market demand

While we recognise the importance of Welsh-medium education, the demand for qualifications through the medium of Welsh may vary across different regions and sectors. Our decision is also influenced by the demand from employers, schools and colleges, higher education institutions, and other stakeholders, which helps guide our qualification offer.

3. Alignment with Regulator Conditions and Requirements

Regulations published in respect of the qualifications we offer often have specific requirements and standards set outside Wales. In some cases, offering qualifications in Welsh may require additional approval and compliance measures that pose logistical and practical challenges at this time.

We will periodically review this policy to assess our capacity and evaluate the changing needs and demands of learners.

We welcome feedback and input from all stakeholders, including Welsh-medium and bilingual centres that we work with, as we strive to continuously improve our qualification offer.

Annex B – Exemplar Template: Centre Interaction Questionnaire

Centre Interaction Questionnaire	
Raising awareness of Welsh-medium qualifications	
Q1	How satisfied are you with the information we currently provide to promote Welsh-medium qualifications?
Q2	How satisfied are you with the way we make you aware of Welsh-medium qualifications?
Q3	How could we better communicate information to you about the availability of Welsh-medium qualifications and units?
Q4	How could we support you to better promote the availability of Welsh-medium qualifications to current and prospective learners?
Identifying and supporting materials relating to Welsh-medium qualifications	
Q5	How satisfied are you with the range of resources and supporting materials we currently provide related to the Welsh-medium qualifications you offer?
Q6	Are there any other resources and supporting materials you would expect us to provide? If so, what would these be, and for which qualifications?
Assessing demand for Welsh-medium qualifications	
Q7	As a centre, do you ascertain the language preference of your learners? If so, how is this information recorded?
Q8	Are there any qualifications you would like to offer that are not currently made available by us in Welsh? If so, please provide details of the subjects and levels of these qualifications.
Identifying opportunities to improve access to Welsh-medium qualifications	
Q9	Have you encountered any barriers or challenges in accessing Welsh-medium or bilingual qualifications?
Q10	What actions, if any, could be taken by us to improve access to encourage more of your learners to take our qualifications or units through the medium of Welsh?
Q11	What kind of support would be most helpful for your centre to increase the range of qualifications you offer through the medium of Welsh?
Prioritising qualifications for promotion or audiences to target	
Q12	Are there any specific qualifications you would like us to prioritise for promotion with your audiences? If so, please provide details of the subjects and levels of these qualifications
Q13	Are there any specific audiences you would like us to target?
Additional Support	
Q14	Are there any other aspects of delivering Welsh-medium qualifications you require support with?