



21 March 2023

Dear Applicant

Welsh Language Support Grant: General and Vocational Qualifications Financial Year 2023-24 Application Guidance

Purpose of the Grant and Key Dates

The Welsh Language Support Grant is designed to assist recognised awarding bodies to make designated qualifications available in Welsh.

More detail on what the funding can be used for can be found on page 7 under **Eligible costs for funding**.

Completed applications must be emailed to grants@qualifications.wales by **3 May 2023**. We reserve the right to accept applications outside of the application window. However, this will be subject to funding availability, and we recommend that applications are submitted by the deadline.

Applicants are able to apply for funding for all eligible costs incurred between **1 April 2023** and the final claim window of **15 March 2024**.

Please note that while we encourage applicants to consider whether they are able to complete all of the activities applied for within the 2023/24 financial year, we will consider applications for medium and long-term programmes of work that may involve incremental developments that go beyond one financial year.

Grant Conditions

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

- Making Welsh-medium assessments available to centres.
- Publicising the availability of Welsh-medium qualifications.
- Quality assuring Welsh-medium assessments.
- Evidencing commitment to the sustainability of the qualification(s).
- Collecting and sharing data and/or information with Qualifications Wales¹ in order to enable Qualifications Wales to monitor the impact of grant funding on the uptake of qualification(s) in Welsh.²

Strategic Priorities

For 2023/24 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 that the majority of our available funding will be awarded to qualifications that fall within this Overarching Priority. However, applications are welcome for qualifications that do not fall within this priority. We will also prioritise qualifications for which demand and/or need is identified.

In our view it is best practice 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 deliver new qualifications and to provide an active and equal offer to learners from the outset.

It is also our expectation that awarding bodies will normally make qualifications funded through this grant fully available in Welsh. However, we understand that in some instances this may not be practicable. In such cases, awarding bodies should

¹ Please see page 8 for further information.

² At the time of publishing the 2023/24 grant application guidance, Qualifications Wales was in the process of consulting on conditions to strengthen Welsh-medium requirements. In particular, the consultation proposes conditions that would require awarding bodies to publish, maintain and comply with a Welsh-medium qualifications policy statement, and to proactively promote the availability of, and facilitate access to, Welsh-medium qualifications. Qualifications Wales also intends to engage with awarding bodies in the future to investigate how best to strengthen methods of collecting data relating to Welsh-medium qualifications.

provide a clear rationale in response to **Criteria 2a** of the **Application Pack** for why they are only able to make part of a qualification available in Welsh.

Sub-priority features

Within our Overarching Priority, we will further prioritise applications that meet one or more of the following features:

- New qualifications designed for first teaching from September 2023 or 2024 (these may replace existing qualifications).
- Qualifications that have recently been updated and/or reviewed.
- Qualifications where a need and/or demand has been highlighted by key stakeholders such as learning providers and learners, Coleg Cymraeg Cenedlaethol, and Welsh Government.
- Qualifications that have been identified through Qualifications Wales activities, such as Sector Reviews, Sector Qualification Groups, and Welsh-medium mapping work.
- Activities to support the assessment of learners currently undertaking a qualification through the medium of Welsh. For example, supporting External Quality Assurance activities through the medium of Welsh or translation of exam papers into Welsh. Such activities would only be supported in exceptional circumstances. See page 8 for further information.

Application Submission Process

All applicants must submit **a completed Application Form** and a **Supplementary Information spreadsheet** by **3 May 2023**.

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 returned to you.

Stage 1: Applications will be first prioritised as to whether or not they meet the **Overarching Priority**.

Stage 2: Whether or not the application meets the Overarching Priority, 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. Each criterion must score a 2 or above, and the application must have a score of 11 or above to be considered for funding in the first instance.

Stage 3: A second level of ranking will then take place. This allows Qualifications Wales to qualitatively rank applications based on the sub-priority features listed above, as well as any other relevant information collected through Qualifications Wales' own activities.³

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

Criteria	Outline	Weighting
2a. The rationale for applying for this grant	Awarding bodies should use this part of the application form to explain the purpose of their application, including what they are seeking funding for and why they need our financial support in relation to this activity. Please note that this part of the application is not scored but is required.	0%
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 of 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 likely demand/need for the qualification(s) and the intended benefits to learners and other stakeholders (such as employers) of the proposed provision.	30%
<u>2e. Evaluating grant impact</u>	<u>Awarding bodies should outline how they intend to evaluate the effectiveness of the work funded by the grant and what data/information they will provide to</u>	<u>10%</u>

³ Activities underpinning our qualitative judgement might include desktop research and/or engagement with stakeholders.

Qualifications Wales to be able to monitor the impact of the Welsh Language Support Grant.

2f. Policy	Awarding bodies should provide evidence to show how its proposal aligns with national policy in Wales, whether through education, Welsh Language, economic (including priority sectors), as well as any policies and activities set out by Qualifications Wales, such as the Choice for All Strategy and Sector Review reports.	15%
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Each criterion (except 2a) 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.

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

- intelligence gathered directly through our activities, or through representative bodies and centres in Wales about their demand for Welsh-medium provision;
- evidence from employers that the qualification(s) provide(s) an entry route into, or progression within, employment;
- 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(s) in the longer term (after the period of the funding).

The **Supplementary Information** spreadsheet is a separate document and can be found with this letter and application form.

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.
- **Typical Designation/Approval Final Start Date** – the final date a learner can be enrolled on the qualification.
- **Designation/Approval Certification End Date** – the final date a learner can be certificated for 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 and Benefits** 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 from Qualifications Wales 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;
- For qualifications with a Typical Designation/Approval Final Start Date of at least two years from the point of awarding the grant funding and/or for qualifications with a limited lifespan but there is a clear commitment from the awarding body to extend and/or replace with a new bilingual qualification.
- 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.
- For costs related to support the assessment of learners currently undertaking a qualification through the medium of Welsh. For example, supporting External Quality Assurance activities or translation of exam papers. See page 8 for further information.

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.

Translation of learner work from Welsh to English

Qualifications Wales is committed to ensuring the quality of assessment for all learners, including those choosing to complete their assessments through the medium of Welsh. In the policy context of developing a bilingual qualifications system in Wales, we do not regard activities, such as the translation of learner work from Welsh into English, to be best practice. However, we acknowledge that awarding bodies face challenges in building and maintaining a sustainable Welsh-medium offer, particularly in the area of quality assurance, and in exceptional circumstances awarding bodies will need to translate learner work from Welsh to English to ensure that learners currently undertaking qualifications can do so through the medium of Welsh. Where an application is being made for translating learner work, we would expect awarding bodies to be able to demonstrate clearly how they will actively **address any capacity issues** they face in building and maintaining their Welsh-medium offer in the medium to long term, e.g. active recruitment of Welsh-speaking assessors/verifiers.

Monitoring the impact of the Welsh Language Support Grant

Where it is practicable for an awarding body to collect data on the uptake of their qualification(s) in Welsh, **we would expect this to be produced annually, for a period of at least three years after the point of awarding the grant funding,** and to be submitted in a timely manner to Qualifications Wales at a point of the academic year which is reasonable and acceptable to both parties. Where it is not practicable for such data to be produced, Qualifications Wales would consider other forms of evidence, e.g. a written report outlining feedback from centres about the uptake and impact of the qualification(s) or unit(s) through the medium of Welsh. Where an awarding body is not able to provide any form of evidence, and with good reason, this must be agreed with Qualifications Wales in advance of agreeing to the terms and conditions of the grant.

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.

Once a grant has been awarded, a condition of payment being made will be that the appropriate Designation/Approval Certification End Date has been applied for and gained. We also expect the language field of QiW to be updated, as appropriate.

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 via a virtual meeting. 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@qualifications.wales.

Qualifications Wales – Key Contacts

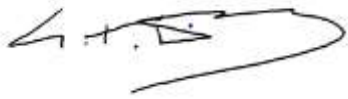
Grant Manager: Honor Taylor

Budget Holder: Gareth Downey

Grant Sponsor: Cassy Taylor

Please send completed applications to Grants@qualifications.wales. Should you wish to discuss any queries in regard to your application, please contact the Grant Manager at Grants@qualifications.wales.

With best wishes

A handwritten signature in black ink, appearing to read 'G. Downey', with a large, sweeping flourish extending to the right.

Gareth Downey

Senior Qualifications Manager, Qualifications Wales