

How can I deliver the Health, Social Care and Child Care suite of qualifications?

- To deliver these qualifications you will need to apply for approval. To streamline the approval application process for City & Guilds/WJEC qualifications we have developed a joint form for centre and/or qualification approval. As a provider you would only need to make one application via this form to offer one or more qualifications in the suite. The form is available in both English and Welsh and used for the City & Guilds/WJEC Health, Social Care and Child Care suite of qualifications in Wales(excluding GCSE and AS/A level), whether you are an existing centre with City & Guilds and/or WJEC, or a new customer to both Awarding Bodies.
- The approval process and customer journey are outlined in the administration guide appendices
- Initial queries about the suite of qualifications can be directed to info@hclw.wales
- Queries about the approval process can be directed to approval@hclw.wales

How do I make an application?

- By completing an application form, which, along with the guidance, will be available on the consortium website
- Applications for GCSE/A Level qualifications will follow WJEC standard processes

What are the criteria for centre and qualification approval?

- The criteria for centre approval are listed in the application form. This relates to a customer's ability to meet requirements regarding policies, staff resources, management and administrative systems and Quality Assurance
- The qualification-specific criteria are outlined in the qualification handbook/specification for each qualification. This relates to staff occupational competency, qualifications held, CPD as well as physical resources specific to each qualification.
- Approval decisions will be based solely upon the ability to meet the centre and qualification criteria which are specified in the application form and relevant qualification handbook(s)/specification(s).

How long will it take to receive a decision?

- It will take up to 30 working days for you to receive a written approval decision after submitting a completed application. Please note that if the information on your application is incomplete it will be referred back to you and will not be accepted until it is complete.

Is there a fee to apply for approval?

- No, there are no fees for approval for this suite of qualifications

Is there a financial threshold or income requirement to deliver these qualifications?

- No, there are no customer financial or income requirements to seek or maintain approval, nor is there a minimum number of learners a customer must guarantee.

When can I become approved for the Health, Social Care and Child Care suite of qualifications?

- For qualifications for first delivery from September 2019, the centre and qualification approval window will open from Monday 15 April 2019
- Guidance documents relating to approval will be uploaded to the website during the week of 8 April 2019
- Customers are advised that if they are intending to start delivering a qualification from September 2019, they should apply for centre and qualification approval by June 2019. This timeframe is suggested in order to ensure centres are ready for the qualification start dates, but is not a formal deadline for approval applications.

When can I start to deliver the Health, Social Care and Child Care suite of qualifications?

- The below qualifications within the suite will go live for learner registration and delivery from September 2019
 - Level 2 Health and Social Care Core
 - Level 2 Health and Social Care: Principles and Contexts
 - Level 2 Health and Social Care: Practice (Adults)
 - Level 3 Health and Social Care: Practice (Adults)
 - Level 3 Health and Social Care: Practice (Children and Young People)
 - Level 2 Children's Care, Play, Learning and Development: Core
 - Level 2 Children's Care, Play, Learning and Development: Practice and Theory
 - Level 2 Children's Care, Play, Learning and Development: Practice
 - Level 3 Children's Care, Play, Learning and Development: Practice

I am already a City & Guilds and/or WJEC centre – what changes will I experience?

- Existing approved centres will experience a small change in the approval process. The approval application form has been created as a new document, to be completed electronically and submitted by email.
- Any customer seeking approval for the GCSE, AS or A level qualifications will follow the WJEC standard centre approval procedure for all general qualifications.

Will the qualifications be funded?

- The new qualifications will be approved by Qualifications Wales. This means they will be eligible for public funding on programmes of learning for learners up to the age of 19.
- Some of the qualifications in the new suite will be on apprenticeship frameworks for social care or children's care, learning and development. These will be funded through Welsh Government apprenticeship schemes. Although funding will be available in different ways for each of the new qualifications, learners and employers in certain circumstances may need to fund themselves or their employees in order to complete the qualification

What support is in place for

- New customer approval?
 - Guidance and support documents relating to the application and approval process will be published on the website during the week of 8 April 2019

- Welsh language?
 - All principal documentation, including the approval forms, supporting documents, qualification handbooks/specifications, and assessments will be available in both English and Welsh. Customers will also have access to bilingual customer support, quality support and External Quality Assurers.
- Centre administration?
 - Once approved, centre support will be handled by the awarding body responsible for the qualification(s) you are approved for. A new customer service statement for this suite of qualifications is available on the website, but queries in relation to a particular awarding body process or system will go through the existing channels for customer support in each awarding body. E.G. if your query relates to City & Guilds Walled Garden, this would be directed to City & Guilds centre support.