**Careerswales.gov.wales -**

**Updating your KS4 and Post-16 (16-18) Local Curriculum Offer for 2020-2021.**

The careerswales.gov.wales Administration section allows school or college co-ordinators to create, edit and manage courses being offered or delivered to learners. These courses drive other aspects of the online system such as the Free Choice survey, KS4 Options Programme(s) and Local Curriculum reports, which support the Learning and Skills (Wales) Measure 2009. It is for this reason that confirmation of the offer process is necessary to ensure that the correct data is submitted to the Welsh Government.

All qualifications confirmed as part of the Local Curriculum Offer for 2020-2021 will be published on the Welsh Government’s My Local School website (<http://mylocalschool.gov.wales/>). Therefore, please ensure that all data submitted as part of this process is accurate.

The careerswales.gov.wales database is aligned with the Qualifications in Wales (QiW) database: <https://www.qiw.wales/>

All qualifications that are approved and designated for teaching in Wales for learners aged 19 and under are available on QiW and can be found on [careerswales.gov.wales](https://careerswales.gov.wales/).

**The deadline for offers to be submitted for the academic year 2020-2021 is 31 April 2020**

Support and training in relation to this process is available from the Careers and the World of Work Team – contact details are available at the end of this guide.

**Accessing the Professionals site:**

From [Careers Wales homepage](https://careerswales.gov.wales/), click on ‘[Careers professionals](https://careerswales.gov.wales/careers-professionals)’ then ‘[Administration](https://careerswales.gov.wales/careers-professionals/administration)’ and click on ‘[Post 16 Course Offer](https://www.careerswales.com/prof/server.php?show=nav.5518)’ and login.

**If you require a Username and Password, or have forgotten your login details, please contact the careerswales.gov.wales helpline on 02920 846799.**

**Checking Existing Provision**

Before updating your offer, it is advisable to run a report indicating the qualifications you currently make available, and those qualifications which have been withdrawn or archived and will need updating in order to be counted in your offer. To do this:

Navigate to Administration

Navigate to View Reports

Hover over ‘Courses’ and select ‘KS4 and 16-18 All Qualifications’

Select Academic Year 2020-2021

Choose stage (‘KS4’ or ‘16-18’)

Select the desired language (English, Welsh or both)

Select ‘Current Report’ from the list of available stages

Click ‘view report’

Export the report to Excel or PDF and print if needed.

Any qualifications which have been withdrawn or archived will be indicated by an asterisk or be struck through on the report.

If you have any difficulties viewing reports, try using ‘compatibility mode’. In Internet Explorer, when on careerswales.gov.wales, click the  icon in the top right-hand corner. Select ‘Compatibility View Settings’ and click ‘Add’ to add the address to the list in the box below.



If you experience any further issues, please contact the careerswales.gov.wales helpline on 02920 846799.

**Completing the KS4 and Post-16 Local Curriculum Offer:**

Navigate to Administration

Navigate to Courses (KS4 or Post-16 Course Offer)

The Courses (KS4 or Post-16 Offer) page will load in the ‘Published’ tab and will list your existing provision. Depending on the volume, this page may take some time to load. Courses that have been withdrawn or archived can be identified by a folder icon next to the course name and the Qualification, Awarding body and Vocational status information will also be struck through.

You can search for a specific course name using the course search box in the ‘Published’ tab.

**Updating an archived course:**

On the list of courses, click the ‘Edit’ link next to the course you wish to update.

On the course information screen you may see that the status of the current qualification associated with this course is ‘withdrawn’ or ‘archived’.

Click the green ‘Qualification Search’ button

Enter the relevant qualification reference number (Ofqual Number (QAN)) if known into the ‘Qualification Number’ box

Click the blue ‘Search’ button

Click the ‘Qualification Title’ to add the qualification to the course.

Once the new qualification has been added, you can remove the old qualification by clicking ‘Remove’.

* The remainder of this screen allows you to update the course information as required, including the course name; centre code and the start and end dates (This will only be set to 09/18 and 07/20 automatically when creating a **new** course).
* The ‘study at’ field indicates where the qualification will be taught. If needed, this can list more than one provider. To search for a Learning Provider, click ‘Provider Search’ and click ‘Add’ when the desired provider is selected.
* ‘Delivered in language’ – select whether the course will be delivered in English, Welsh or both.
* As part of this process, you will also be required to check whether the qualification is funded via the Education Improvement Grant. If this is the case, tick the box in the last but one column of the table. (This will be left blank by default unless this was checked as part of a previous year’s Local Curriculum Offer.)
* Partnerships and Collaborative Partnerships:

The Welsh Government requires all schools and colleges to indicate the collaborative partners with whom they offer courses.

There are two ways in which this section can be completed:

1. Central Partnerships

Networks can create central partnerships for KS4 and Post-16. If completed schools can select this from the ‘Partnership’ drop down box when creating or updating a course.

When a Partnership name is selected, the ‘Collaborative Partnership’ field will be populated with the names of the Learning Providers who form part of that Partnership.

2. Collaborative Partnerships

If your Network has chosen not to set up Partnerships at KS4 or Post-16, you have the ability to enter Collaborative Partners manually. To do this:

Click the green ‘Provider Search’ button

Search for a Learning Provider by name or the A-Z menu

Select the Learning Provider

Check the ‘Add to Collaborative Partnership’ field and un-check the ‘Add to Study’ field if appropriate

Click the green ‘Add’ button

Repeat as required

***Your Network may be adding Partnership courses centrally (See Central Partnerships section). If this is the case, check with your Network before completing the necessary collaborative course information.***

**Adding a new Course**

To create a new course:

Click the ‘Add Course’ button

Complete the same steps as outlined above for updating a course.

Once you have added the required information, make sure you click **save** to ensure these are added to the database.

**Multiple Pathways (automated update)**

In instances where a single qualification can be offered via multiple pathways (i.e. Ceramics, Textiles and photography all leading to a qualification in Art and Design) these will only be counted automatically.

You will need to navigate to either the KS4 Courses section, or the Post-16 Course Offer section of the Administration area of the site.

Click the ‘Please update’ link. A screen will display all qualifications for KS4 or Post-16 in the system.

**Multiple Pathways (manual update)**

It is also possible to indicate the number of Pathways for which a qualification is being offered, next to the relevant qualification.

The courses column indicates where the same qualification has been entered more than once in careerswales.com.

Click on the number, i.e. 1 in the Pathways column.

Select the number of Pathways for which a qualification is being offered using the arrow on the select box.

Once the relevant number has been selected, the system will automatically save this information.

An audit trail of when the number of Pathways for a qualification was updated and by whom, will be visible on the screen.

**The facility to indicate the number of Pathways for which a qualification is offered will only be available where the same qualification has been entered more than once in careerswales.gov.wales.**

**Confirming your Local Curriculum Offer**

**Confirming your offer**

Once you are happy with your courses, you will need to confirm your Local Curriculum Offer for the Welsh Government. Confirming your offer will make the data available in the Local Curriculum reports for schools, colleges, Networks and the Welsh Government. The Welsh Government will not access the reports until the deadline for returns has passed. If you confirm your offer early, you will be able to remove your confirmation and amend your provision right up until the deadline. All confirmed Local Curriculum Offer data will be published on the Welsh Government My Local School website (<http://mylocalschool.gov.wales/>)

To confirm your Local Curriculum Offer on careerswales.gov.wales:

Navigate to Administration.

Navigate to Courses (KS4 or Post-16 Course Offer). The page will load in the ‘Published’ courses tab.

Using the checkboxes, select the relevant course(s) that you wish to confirm.

Click the green ‘Confirm’ button in the top right-hand corner of the page. A confirmation box will appear asking if you are sure you want to “Confirm your Local Curriculum Offer for the Welsh Government?” Click ‘Yes’ to confirm or ‘No’ to cancel.

Clicking ‘Yes’ will take you to the ‘View Confirmations’ tab where you will be able to view all confirmations made to date.

To remove a confirmation (prior to the set deadline), click the ‘Delete’ link. A message will appear asking if “you are sure you want to delete the confirmation?” Click ‘Yes’ to confirm or ‘No’ to cancel.

To re-confirm your Local Curriculum Offer, navigate to the ‘Published’ tab and follow the steps as outlined above.

Only courses that appear in the ‘published’ tab will count towards your offer – those listed on the draft or archived tabs will not.

**Viewing your Local Curriculum Offer reports:**

To view your Local Curriculum Offer reports:

Navigate to Administration

Navigate to View Reports

Hover over ‘Courses’ and select ‘KS4 Local Curriculum Report’ or ’16-18 Local Curriculum Report’

Choose the academic year 2020-2021

Select the appropriate language

Click ‘View Report’

You can export the report to Excel or PDF as required.

Please leave 3 to 5 minutes before confirming your Local Curriculum Offer and running the required report, to ensure the system has processed all confirmed data and the report contains the fully updated information.

**Confirming learner take-up of offer**

* Number of Learners:

The Number of Learners field **only** applies to:

* the Take-up of Offer process and does not need to be completed for the KS4 or Post-16 Local Curriculum Offer for 2020-2021.
* Courses taught through the medium of Welsh. The number of learners does not need to be entered for courses taught through the medium of English.

**Please use the following contact details for all support queries:**

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| **Queries in relation to:** | **Contact:** |
| careerswales.gov.wales | Support helpline:  02920 846799 |
| Use and navigation of QiW | Recognitionandapproval@qualificationswales.org |
| Qualifications Wales data on QiW | Initially contact the awarding body offering the qualification. For further support contact:  Recognitionandapproval@qualificationswales.org |
| Welsh Government data on QiW  Performance Points & Discounting Codes  Curriculum Planning & Pre/Post-16 choice | IMS@wales.gsi.gov.uk  14-19@wales.gsi.gov.uk |
| Policy | Your 14-19 Network Coordinator |

**Careers and the World of Work Co-ordinators**

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| --- | --- | --- | --- | --- |
| **Region** | **Name** | **Address** | **Telephone** | **Email** |
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