

Careerswales.com – Updating your KS4 and Post 16 (16-18) Local Curriculum Offer for 2018-2019.

<https://www.careerswales.com/prof>

The careerswales.com courses section allows a logged in Professional at your school or college to Create, Edit and Manage courses that you are offering or delivering to learners. Courses drives other aspects of the online system such as the Free Choice survey, KS4 Options Programme(s), Learning Pathway Plans and Local Curriculum reports that support the Learning and Skills (Wales) Measure 2009. It is for this reason that the confirmation of 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 2018-2019 will be published on the Welsh Government My Local School website <http://mylocalschool.wales.gov.uk/>. Please ensure that all data confirmed is therefore accurate.

The careerswales.com 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 under 19 are available on QiW and can be found on the careerswales.com website.

Accessing the Professionals site:

➤ Login to the Professionals site: <https://www.careerswales.com/prof>

If you require a Username and Password, or have forgotten your Username and Password, please contact the careerswales.com helpline number on 02920 846799.

➤ Navigate to Administration.

Before updating the offer it may be advisable to run and print a report that will indicate those qualifications that are currently in the 'Published' courses section of the website, and those qualifications that have been 'Withdrawn or Archived' on the QiW database and require updating. To do this, complete the following steps:

- Navigate to View Reports
- Hover over 'Courses' and select 'KS4 and 16-18 All Qualifications'
- Select Academic Year 2018- 2019
- Choose stage; Select the language required; 'Current report'
- Click view report
- Export the report to Excel and Print.

The 'All Qualifications' report will indicate a strike through and/ or an asterisk where a qualification has been 'Withdrawn or Archived' on the QiW database and requires updating on careerswales.com.

If you experience any issues with the reports, please contact the careerswales.com Helpline number 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 all of your existing courses. The page may take some time to load due to the volume of courses. Courses with a qualification that has been 'Withdrawn or Archived' can be identified by the folder icon next to the course name. In addition, the Qualification, Awarding body and Vocational status will have a strike through the information.

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

To update a course, complete the following steps:

- Click the 'Edit' link next to the relevant course you wish to update.

In the course information screen you may see that the 'Status' of the current qualification associated to 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.

Please ensure that the qualification reference number (QAN) you have entered is accurate. You do not need to enter the slashes in the QAN in order for the appropriate qualification to return. The QAN or Approval/Designation Number is the unique number relating to the qualification, starting with C00, and can be referenced in the QiW database.

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

If you do not have the QAN, you can search for a qualification by selecting the Level; Awarding body; Qualification Title; General and/or Vocational fields. You can use one, all or a combination of these identifiers to search for a qualification.

Once the new qualification has been added, you can remove the old qualification by clicking the 'Remove' link. Please ensure that you 'Save' any changes that are made to a course.

Education Improvement Grant funded Qualifications:

In addition to the above, there is a check box that has been added to indicate whether or not a qualification has been Education Improvement Grant funded. You will be required to update this check box with a tick if the qualification has been Education Improvement Grant funded and this will apply to all qualifications that are part of the Local Curriculum Offer. The check box will be blank by default unless this box was checked as part of a previous year's Local Curriculum Offer.

When updating the Education Improvement Grant funded field, please ensure that you have clicked the 'Save' button before returning to the previous page.

Course information:

Once a qualification has been added to a course, you can also update other course information on the screen as required. For example, the Course name; Centre Code (for compatibility with your school or college

SIMS system if using the Options system); Start date and End date (This will only be set to 09/18 and 07/20 automatically when creating a **new** course).

The 'Study at' field has the ability to add more than one Learning Provider if required. This field indicates where the qualification will be taught. To search for a Learning Provider, click the green 'Provider Search' button. Once a Learning Provider has been located, click the green 'Add' button.

The 'Delivered in language' field has the option of adding 'Welsh and English' to a course if required. This option is in addition to courses being offered bilingually, however will be treated in the same way for reporting purposes.

Partnerships and Collaborative Partnerships.

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

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

1. Central Partnerships.

Networks have the ability to set up central Partnerships for KS4 and Post 16. This will enable schools or colleges to select the appropriate Partnership 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. You can remove or add additional Learning Providers as required.

2. Collaborative Partners.

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

- 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 At' field if appropriate
- Click the green 'Add' button
- Repeat as required.

In addition to the above, it may be the case that your Network prefers to add Partnership courses centrally. If this is the case, please check with your Network before completing the required collaborative course information.

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 2018-2019.
- Courses taught through the medium of Welsh. This information is required, however, the number of learners does not need to be entered for courses taught through the medium of English.

Once all changes have been made to the course information page, please ensure that you have clicked the 'Save' button.

Creating a new Course.

To create a new course, complete the following steps:

- Click the 'Add Course' button (If navigating from homepage select Administration; Courses (KS4 or Post 16 Course Offer) to return to published courses page.)
- Complete the same steps as outlined above for updating a course.

Once you have entered all of the information required, please ensure that you have clicked the 'Save' button.

Multiple Pathways

Prior to confirming your Local Curriculum Offer, you will need to ensure that your qualifications attribute the appropriate 'Choice' by completing the final stage of the administration process to indicate the correct number of pathways for which a course is being offered.

Normally, the only example of where 'Multiple' pathways may occur is with Art and Design. This qualification may be used by your school or college in a number of different ways, for example: 'Ceramics', 'Textiles' and 'Photography'. In this instance, the qualification WJEC Level 1/Level 2 GCSE in Art and Design, would need to count as 3 distinct 'Choices' in your Local Curriculum Offer.

Careerswales.com will automatically default instances where the same qualification is used numerous times to 1 Choice only. The reason for this is to ensure that we retain flexibility in the Options system, and also to avoid inaccuracies in the Local Curriculum reports.

- 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 link in the text '**Please Update**'. A screen will display all qualifications for KS4 or Post 16 in the system.

The next step will be to indicate the number of Pathways for which a qualification is being offered, next to the relevant qualification.

The courses column will indicate 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.com.

Confirming your Local Curriculum Offer.

Once you are happy with your courses, you will need to confirm your Local Curriculum Offer for the Welsh Government. Confirming your Local Curriculum 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 Local Curriculum reports until the deadline date has been reached. If you confirm your Local Curriculum Offer early, you can remove your confirmation and re-confirm providing the deadline date has not passed. All confirmed Local Curriculum Offer data will be published on the Welsh Government My Local School website <http://mylocalschool.wales.gov.uk/>.

To confirm your Local Curriculum Offer on careerswales.com, complete the following steps:

- Navigate to Administration.
- Navigate to Courses (KS4 or Post 16 Course Offer). The page will load in the 'Published' courses tab.
- Using the checkboxes next to the courses, you can select individual or all of the courses that you wish to confirm.
- Click the green 'Confirm' button at the top right hand corner of the page. A message will appear asking whether 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, new and old.
- To remove a confirmation that has not reached its deadline date, click the 'Delete' link. A message will appear asking whether "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.

Viewing your Local Curriculum Offer reports:

To view your Local Curriculum Offer reports, please complete the following steps:

- 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 2018-2019
- Select the appropriate language
- Click 'View Report'
- You can export the report to Excel or PDF as required.

Please leave 3 to 5 minutes between confirming your Local Curriculum Offer and running the required report to ensure that the system has had time to process all confirmed data and you are able to view the correct information in the report.

Please use the following contact details for all support queries:

Queries in relation to:	Contact:
careerswales.com	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	IMS@wales.gsi.gov.uk
Curriculum Planning & Pre/Post 16 choice	14-19@wales.gsi.gov.uk
Policy	Your 14-19 Network Coordinator