



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

## **Qualifications Wales**

**Appointment of Member (1)**

**Closing date: 16 October 2020**



**The Commissioner for  
Public Appointments**

## Qualifications Wales

### Contents

	Page
<b>Making an Application</b>	<b>2-4</b>
<b>Annex A: The role of Chair / Member</b>	<b>5-6</b>
<b>Annex B: The role and responsibilities of Qualifications Wales</b>	<b>7</b>
<b>Annex C: The selection process</b>	<b>8-9</b>

## Making an application

Thank you for your interest in the appointment of member (Welsh essential) to the Qualifications Wales Board. Each new member will play a leading role by providing constructive challenge and bringing fresh ideas across the business of Qualifications Wales to ensure that all aspects of its strategy, direction and delivery are scrutinised for effectiveness and efficiency so that the organisation continues to make a difference to education in Wales. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of Qualifications Wales and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the Qualifications Wales Board vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

### Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. **It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.**

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### Indicative timetable

Closing date:	16th October 2020
Shortlisting:	W/C 2 <sup>nd</sup> November 2020
Interviews:	W/C 23 <sup>rd</sup> November 2020

### Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people.

### Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) to us know.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

## Qualifications Wales

**Contacts:**

For further information regarding the selection process, please contact:

Public Appointments Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of Qualifications Wales and the role of Member please contact either:

Judith Askew in the Qualifications Wales Sponsorship Branch:  
Tel: 03000 628627  
Email: [Judith.Askew@gov.wales](mailto:Judith.Askew@gov.wales)

Kay Powell, Head of Corporate Governance at Qualifications Wales:  
Tel: 01633 373344  
Email: [Kay.Powell@qualificationswales.org](mailto:Kay.Powell@qualificationswales.org)

If you need any further assistance in applying for this role, please contact: [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## Appointment of Member - Qualifications Wales

### Role description and person specification

#### Role and responsibilities of the Board members

- Provide strategic direction and leadership, driving performance and hold the Body to account against its strategic and corporate plans.
- Ensure propriety, regularity, economy, efficiency and effectiveness in the operation of the body.
- Adhere to the seven principles of public life (the Nolan principles).
- Together with other Board members, ensure that the Body fulfils its statutory aims and objectives.
- Be a champion for the organisation and its aims and objectives. Be a role model for both staff and stakeholders.
- Work co-operatively to build relationships with all stakeholders including key Welsh Government Departments, particularly the Department for Education and Public Services.
- Have an understanding of, and commitment to, the principles of public life
- A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices

#### Person Specification

##### Key Tasks

Members will assist the Chair in discharging the responsibilities of the Board for: -

- determining the Body's strategic direction and policies;
- ensuring that the Body discharges its statutory duties;
- ensuring that the Body is properly and effectively managed, to safeguard propriety, economy, efficiency and effectiveness in its operation; and
- Providing stewardship for the public funds entrusted to the organisation.

Members will also assist the Chair in his / her representative role. Members will be expected to:

- build an effective Board, by encouraging Board members to actively participate in collective decision-making, and Chair, or participate, where required in one or more committees of the Board;
- ensure collective responsibility for decisions of the Board;
- promote effective relationships and open communication, between Board members, the executive team and staff within the body; and

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment

##### Essential Criteria

For all Qualifications Wales Board members:

- the ability to bring fresh ideas to discussions on both strategic and practical issues outside of your areas of expertise;
- the ability to oversee, direct and/or make decisions in the face of political or financial uncertainty;
- the ability and experience to scrutinise our work to ensure that any reforms to qualifications are manageable, engaging and designed to meet the intended vision.
- a wide understanding of education issues in Wales. This knowledge may have been gained in any walk of life, including community involvement, voluntary work or professional background.

## Qualifications Wales

- An appreciation of the work of Qualifications Wales and its work with stakeholders.
- An understanding of, and commitment to, the principles of public life (Nolan Principles)
- A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices.

For these specific roles:

Expertise in the following areas is required – drawn from any industry sector:

- Regulation - expertise in regulating rather than being regulated (at least one post)
- Assessment – expertise in the theory and application of assessment and quality assurance (at least two posts)
- Business management – private sector expertise (at least one post)

### Welsh Language

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales, and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh. The following list of language requirements represents an objective assessment by the recruiting body of the Welsh language skills required to undertake the duties of this particular post.

**The ability to speak Welsh is essential**, as follows:

Understanding – Can understand all work-related conversations

Speaking – Fluent

Writing – Can prepare written material for all work-related matters

Reading - Full understanding of all work-related material

### Desirable Criteria

Understanding of the Education Sector - Qualifications Wales has a skills-based Board, so roles are not allocated to individuals from specific backgrounds. However, good knowledge of one of the following education sectors would be desirable for some of the roles available: schools and colleges, the university sector, work-based learning and apprenticeships.

### Key facts about the post

Location:	Qualifications Wales, Q2 Building, Pencarn Lane, Imperial Park, Coedkernew, Newport, NP10 8AR
	Meetings are usually held in the office but use of virtual technology is available
Time Commitment:	36 days a year (maximum) – not expected to be more than an average of 3 days per month.
Tenure of office:	3 years
Remuneration:	£282 per day based on a maximum time commitment of 36 days per year plus travel and other reasonable expenses within reasonable limits.

### Eligibility

Applicants should note that the Qualifications Wales Act 2015 disqualifies anyone from being a board member who is:

- (a) a member of an awarding body recognised by Qualifications Wales or a member of its staff;
- (b) a Member of the National Assembly for Wales;
- (c) a Member of the House of Commons or the House of Lords.

Applicants should also note that being a member of the Qualifications Wales Board is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

<http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>

### Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Member of Qualifications Wales, including any business interests and positions of authority outside of the role in Qualifications Wales.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

## Qualifications Wales

### **Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document [here](#).

## The role and responsibilities of Qualifications Wales

### Background

#### Overview

Under the Qualifications Wales Act 2015, Qualifications Wales became responsible for the regulation of awarding bodies and the quality assurance of non-degree qualifications delivered in Wales. Qualifications Wales, as an independent statutory body, is well placed to ensure that qualifications offered in Wales meet the needs of learners, employers and the economy.

Qualifications Wales is the principal authority on qualifications in Wales and provides professional advice to the Welsh Ministers on relevant matters as well as information, advice and support to a wide range of stakeholders. It communicates the value of qualifications offered in Wales to stakeholders inside and outside of Wales.

Qualifications Wales is independent from the Welsh Government. It takes professional and autonomous decisions on qualifications. It leads on aspects of qualifications policy development. It reports to the National Assembly for Wales on how it has fulfilled and how it plans to fulfil its functions.

#### Governance

The body is a Welsh Government Sponsored Body and as such is accountable for the governance of public funds. However, Qualifications Wales is the independent regulator accountable for delivery of its functions to the National Assembly for Wales. The Board of Qualifications Wales has an independent Chair and between 8 and 10 non-executive members.

The appointment process for the non-executive members is made in accordance with the Commissioner's Code of Practice for Ministerial Appointments to Public Bodies.

#### Board's Role

The role of the Board is to provide strong governance and effective leadership, to develop the strategic plan for Qualifications Wales and set challenging objectives. The Board promotes high standards of public accountability and upholds the principles of regularity, propriety and value for money. It ensures that Qualifications Wales' activities are conducted efficiently and effectively and it monitors performance to ensure that the body fully meets its aims, objectives and performance targets.

The Board has overarching governance arrangements and delegates its functions to officers through a scheme of delegation covering both financial and non-financial matters.



## The Selection Process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meets the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by David Jones (Chair of the Board of Qualifications Wales), Mark Langshaw, CEO, Continental Teves as Independent Panel Member, Georgina Haarhoff, Deputy Director, Curriculum.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.

We anticipate that during early November 2020 the panel will have decided who will be invited for interview in late November 2020. It is our intention that interviews will take place virtually due to Covid19.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme **and you meet the minimum essential criteria** for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know whether or not you have been invited to be interviewed.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as member of the Board of Qualifications Wales, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

### Queries

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

### If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).