

WJEC Endorsement Policy

Who is this policy for?

This policy is for publishers of both print and digital content who are seeking endorsement for resources that will support one of our WJEC qualifications and for those seeking to market those resources at our CPD events.

The policy sets out the process a publisher needs to follow in order to gain our endorsement for their resource.

Why do we need a policy?

WJEC wants to ensure that teachers and learners have access to a wide range of high quality bilingual material to support each of our courses, in varying styles and formats.

In order to achieve this we are happy to work with publishers who are as passionate as we are about creating bilingual content that will enrich the learning experience for learners following one of our specifications.

We have a transparent endorsement policy, giving all publishers equal opportunity to have their product endorsed providing they meet our criteria. WJEC also creates in-house resources and these undergo the same stringent quality assurance processes as third party material.

We abide by the [JCQ Agreed Code of Practice](#) and are bound by Qualification Wales' Conditions of Recognition: [Regulation C3](#).

What is an endorsed resource?

This can be a print or digital resource that has been reviewed and approved by a subject expert on behalf of WJEC. It will only carry an Endorsed by WJEC logo when we are confident that the content is:

- accurate
- has appropriate breadth and depth coverage of the specification, unit or topic it supports
- is pitched at the correct level for the target audience
- has assessment practice in line with our relevant assessment principles
- is of comparable quality in both languages.

What are the benefits of seeking endorsement?

- Endorsed resources give our teachers and learners confidence in the quality of the material and its relevance to the course they are following.
- Your resource will undergo a rigorous quality assurance process, allowing you to feel confident when marketing the material that its content will be of value to the target audience.
- WJEC will allow you to display your materials at CPD events.
- WJEC will make centres aware of all endorsed content.

What will we endorse?

We are happy to consider the following types of resources for endorsement:

Textbooks and eBooks: A textbook should include an appropriate balance of knowledge, skills and assessment preparation to enable learners to study a course that leads to one of our specifications. A successful textbook should encourage teacher and learners to explore a subject in its broader contexts rather than just focusing on assessment.

Supporting material (revision guides): Revision guides should cover an entire specification and prepare learners for assessment.

Supporting material (specific themes): These resources could cover skill development or a specific theme or topic from a specification.

Digital teaching and learning material: These should cover an entire topic, theme or unit within a specification and should encourage the development of skills.

In order to ensure that we provide teachers and learners with high quality, accurate and appropriate teaching and learning content we will only endorse content that follows the endorsement process set out below.

What won't we endorse?

- Anything that isn't created in Welsh and English simultaneously.
- Anything that implies that learners or teachers need the resource in order to successfully complete one of our courses.
- Anything that implies that it is an 'official' WJEC resource or that we are recommending this resource over others
- Anything that identifies the author's possible connection to WJEC in order to make the resource seem more official.
- Anything that focuses on 'exam style' questions. All questions must be taken from our past papers and there will be a fee for this.
- Anything that uses one of our exams in its entirety. We will agree the number of questions you can use on a case-by-case basis and there will be a charge per question.
- Anything that implies that learners could achieve a particular grade by using the resource.
- Anything that includes 'examiner tips'.
- Anything that cannot be made available nationally.

Our Endorsement process

- Publishers wishing to seek endorsement of their materials in either print or digital format, need to fill in an application form and send it to resources@wjec.co.uk Please note that while we prefer to endorse content that we have been involved with from the planning stage, we will consider endorsing products retrospectively providing it meets our endorsement criteria.
- Our subject expert and resources team will review the application and if it meets our endorsement criteria we will issue a service level agreement.
- The publisher will then send us the C.V. of their preferred author for us to approve before they are appointed. WJEC will approve the author in writing within five working days.
- If the content has already been written, the publisher must send us the author's C.V. in order for us to decide whether we wish to proceed with the endorsement.
- WJEC will nominate a subject expert to review the content on our behalf.
- Appointed author(s) will need to submit a synopsis of the resource and a breakdown of the content for approval. This will be reviewed and feedback sent within five working days.
- The publisher will ensure that the written content is passed to WJEC for review by the agreed deadline one unit at a time.
- WJEC will need a lead time of five working days to check the resource thoroughly and provide feedback.
- The author will make the required changes and pass back to the reviewer.
- The reviewer will check the content again and ensure that all requested changes have been made. We require a lead time of ten working days for this.
- The reviewer will recommend sign off to WJEC and you will be notified in writing that we have approved the unit to be sent for translation.
- This will then be translated and edited to ensure consistency of terms, quality and pitch of the content.
- WJEC will need a lead time of 10,000 – 15,000 words per week for translation of each unit and additional editorial time.
- WJEC will pass back the translated work.
- The process will continue a unit at a time until all content is signed off in both languages.

- During the production process the publisher is not allowed to market their material as being endorsed by WJEC but can state that endorsement is being sought.
- Once the resource is complete in both languages, a member of the resources team will send you the appropriate logo and endorsement statement.
- This should be placed in a position that doesn't imply that this is a WJEC resource but is clear that it has been endorsed by WJEC.
- Material will be reviewed on a case by case basis in terms of the position and size of logo. This will be reviewed and signed off by our Marketing Department.
- The publisher can now market their material as being endorsed by WJEC.
- All marketing materials and anything that carries the WJEC logo needs to be sent to us for approval before distribution.
- WJEC will then pay our reviewer and send an invoice to the publisher for the quality check.

How much will endorsement cost?

WJEC nor anyone employed by WJEC will benefit from the sale or distribution of this book. We will charge a flat admin fee for the input of our internal team. The costs for reviewing the resource are set out in the table below.

Number of pages/ screens	Admin fee	First check	Second check
1 - 100	£50	£200	£50
101 - 300	£50	£350	£75
301 - 500	£50	£500	£100
501+	£50	£650	£125

We will also want to take responsibility for the editing and translation of the content. For this, we will charge a flat admin fee for the input of our internal team. The costs for translating the resource are set out in the table below.

Number of pages/screens	Admin fee	Translation
1 - 100	£50	£85 per 1,000 words
101 - 300	£50	£85 per 1,000 words
301 - 500	£50	£85 per 1,000 words
501+	£50	£85 per 1,000 words

There will also be additional editorial cost to be discussed for each project. Please note that for digital resources, our reviewers will only check content, they will not check or comment on design, or functionality.

Where resources are created by WJEC we will also pay the same amount to external verifier's to check and approve our content.

Who can author endorsed content?

As part of the [Standard of Recognition](#), Qualification Wales require all awarding organisations to identify, monitor and manage any conflict of interest. For this reason, anyone involved in the creation of assessment material needs to be approved by WJEC before they are allowed to author teaching and learning content.

Authors used in production of content to support any of our WJEC qualifications must have current experience of delivering of our Wales specifications.

Will content from a textbook appear in an exam?

We endeavour to ensure that there will never be an instance of content from a textbook appearing as a question in an exam. WJEC will require all examiners that are also involved in the creation of teaching and learning material (apart from use in their own classrooms) to guarantee that none of the content they have authored for third parties is used during question setting.

How can materials be marketed?

- WJEC must be given the opportunity to check any promotional material, including any accompanying letter. Neither of these should give the impression that the communication comes from WJEC. Therefore use of the logo and the design/layout will need to be checked carefully.
- WJEC will not distribute promotional material on behalf of publishers. However, it will publicise endorsed material in accordance with the Agreed Code of Practice, which states that we must also publicise any content suitable for use with one of our qualifications irrespective of whether it has received endorsement.
- Publishers of endorsed materials are welcome to attend CPD events to distribute their resources.

Next steps

Anyone who wishes to seek endorsement should first check their eligibility by completing the self-assessment checklist.

If you can answer yes to all of the questions then please complete the application form and we will be in contact within ten working days.

Endorsement statements

Textbooks and eBooks

The teaching content of this resource is endorsed by WJEC to support [Insert name, level and code of qualification]

This resource has been reviewed against WJEC's endorsement criteria. As this resource belongs to a third party, there may be occasions where a specification may be updated and that update will not be reflected in the third party resource. Users should always refer to WJEC's specification and Sample Assessment Materials to ensure that learners are studying the most up to date course.

It is recommended that teachers use a range of resources to fully prepare their learners for the exam and not rely solely on one textbook or digital resource.

WJEC, nor anyone employed by WJEC has been paid for the endorsement of this resource, nor does WJEC receive any royalties from its sale.

Digital resource

The teaching content of this resource is endorsed by WJEC to support [Insert name and level qualification and also name(s) of units/theme/topics/skills covered]

This resource has been reviewed against WJEC's endorsement criteria. As this resource belongs to a third party, there may be occasions where a specification may be updated and that update will not be reflected in the third party resource. Users should always refer to WJEC's specification and Sample Assessment Materials to ensure that learners are studying the most up to date course.

It is recommended that teachers use a range of resources to fully prepare their learners for the exam and not rely solely on one textbook or digital resource.

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