

Candidate information pack



Appointment of Board members to Qualifications Wales



Role	Board member (regulated)
Closing date	11 November 2026
Appointments commence	March to September 2027, on a staggered basis
Application route	Public Appointments

About this pack

This pack provides information about the roles, Qualifications Wales as an organisation, the assessment requirements and the selection process. It should be read alongside the **Candidate Guidance**.

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Message from the Cabinet Minister

Thank you for your interest in becoming a Board member of Qualifications Wales.

Public appointees play a vital role in helping to shape the services, organisations and decisions that affect people across Wales. As a member of Qualifications Wales, you will have the opportunity to use your skills, experience and perspective to support effective leadership, good governance and better outcomes for the people and communities the organisation serves.

We are looking for people who can bring sound judgement, constructive challenge and a commitment to public service. We welcome applications from people with a wide range of backgrounds, experiences and perspectives, helping to ensure our public bodies better reflect the diversity of Wales.

Whether you have previous board experience or are considering a public appointment for the first time, I encourage you to consider how your skills and experiences could contribute to the work of Qualifications Wales.

Thank you for your interest, and I wish you every success with your application.

Anna Brychan, Cabinet Minister for Education and the Welsh Language

The opportunity at a glance

The Welsh Government is recruiting seven new members to the Qualifications Wales Board. Appointments will begin on a staggered basis between March and September 2027.

Why this role matters

Board members help shape strategic decisions, provide constructive challenge and support the effective governance of an organisation whose work affects learners, education providers, employers and communities across Wales.

Key facts

Location 	Board meetings are generally held at Qualifications Wales' offices in Newport. Two meetings each year are held elsewhere in Wales. Committee meetings are generally online.
Time commitment 	Up to 36 days a year (maximum), averaging no more than three days a month. May require less time during certain periods.
Term 	Three years.
Remuneration 	£292 a day, based on a maximum time commitment of 36 days a year, including preparation time. Qualifications Wales will administer this maximum daily fee on an hourly rate where appropriate (ie for part-days being served).

Who should apply

Previous public appointment or Board experience is not required. Applications are welcomed from people with different backgrounds, experiences and perspectives, including those bringing lived experience, community insight, professional expertise or a fresh viewpoint.

The role offers an opportunity to contribute to public life in Wales while developing strategic leadership, governance and influencing skills.

Gateway criteria: specialist skills and experience

Each Board position has a specific area of focus. When applying, candidates will be asked to demonstrate the relevant skills and experience for the position or positions in which they are interested.

- **Regulation:** Board-level operations in a regulatory body.
- **Assessment:** Assessment, quality assurance systems and compliance.
- **Digital technology:** Using digital technologies to deliver services and improve wider organisational practice.
- **Media and public relations:** Media and PR activity in Wales or a bilingual context.
- **Vocational qualifications:** Designing, delivering or overseeing vocational qualifications and education provision, including learner progression.
- **Apprenticeships or alternative education:** Overseeing post-16 vocational education through apprenticeships, ideally in Wales, or delivering alternative education provision.
- **Human resources or compliance:** Senior-level people management, workforce governance, recruitment or organisational compliance.

What every Board member will contribute

- Fresh perspectives and effective contributions to strategic and practical discussions, including matters outside their own expertise.
- Oversight, direction and sound decision-making in a complex and changing environment.
- Constructive scrutiny of qualifications policy and reform, focused on whether proposals are well considered, deliverable and aligned with intended outcomes.
- An understanding of education in Wales, gained through professional, voluntary, community or other relevant experience.
- An appreciation of Qualifications Wales' role and its work with learners, stakeholders and the wider qualifications system.
- A commitment to the Nolan Principles of Public Life, demonstrated through integrity, sound judgement and accountability.

Assessment criteria

Your application must provide evidence against all four assessment areas.

1. Motivation, public service and integrity

Commitment to public service, sound judgement and integrity, together with an understanding of the responsibilities of public office.

2. Collaboration and constructive challenge

The ability to work well with others, listen to different perspectives and offer respectful, effective challenge.

3. Curiosity, judgement and ethical decision-making

The ability to consider evidence, weigh risk and make balanced, ethical decisions in the public interest.

4. Future awareness: role, organisation and Welsh context

An understanding of Qualifications Wales, Welsh public accountability and the wider context affecting people and communities in Wales.

Relevant evidence

Evidence may come from employment, professional practice, voluntary work, community leadership, caring responsibilities, trustee or governance roles, public, private or third sector work, and lived experience. We welcome applications from both experienced board members and first-time applicants.

Eligibility

Membership of the Qualifications Wales Board is a disqualifying office for membership of Senedd Cymru under The Senedd Cymru (Disqualification) Order 2025.

[Read the Disqualification Order 2025](#)

Cymraeg

Welsh language skills are **desirable** for this role.

Conflicts and standards

Applicants must declare private interests that may conflict, or be perceived to conflict, with the role, including business interests and positions of authority. Conflicts will be discussed at interview and, if appointed, recorded in a public register.

Successful candidates must demonstrate high standards of corporate and personal conduct and subscribe to the [Code of Conduct for Board Members of Public Bodies](#).

About Qualifications Wales and its Board

Qualifications are important personal assets that open doors to further learning, employment and opportunity. Qualifications Wales protects its value so it remains trusted, meaningful and responsive to learners' needs.

Established under the Qualifications Wales Act 2015, Qualifications Wales is the independent regulator of non-degree qualifications in Wales. It is funded by the Welsh Government, has operational and regulatory independence, and is accountable to the people of Wales through Senedd Cymru.

Its two principal aims are to:

- ensure that qualifications and the Welsh qualifications system meet the reasonable needs of learners in Wales
- promote public confidence in qualifications and the Welsh qualifications system

Qualifications Wales regulates recognised awarding bodies and shapes the qualifications available in Wales, including by commissioning new qualifications and restricting provision where appropriate.

It also promotes and facilitates the use of Cymraeg across the qualifications system and provides professional advice to Welsh Ministers.

The Board's role

Board members bring independence, judgement and constructive challenge. They set strategic direction, scrutinise performance and decisions, and oversee the governance of public funds. New appointments will replace members reaching the end of their final terms and strengthen the Board's collective experience at an important time for qualifications in Wales.

Priorities, challenges and opportunities

Strategic priorities

Qualifications Wales has three wellbeing objectives, which guide its strategy and the Board's decision-making:

- Shape qualifications that prepare and support learners in life, learning and work, and promote equality of opportunity.
- Develop an agile Welsh qualifications system that responds to socio-economic change while protecting the value of qualifications.
- Operate as a forward-thinking, high-performing and inclusive organisation that delivers for the people of Wales.

National 14–16 qualifications

Qualifications Wales is leading a major reform programme aligned with Curriculum for Wales. New qualifications are being introduced in three waves:

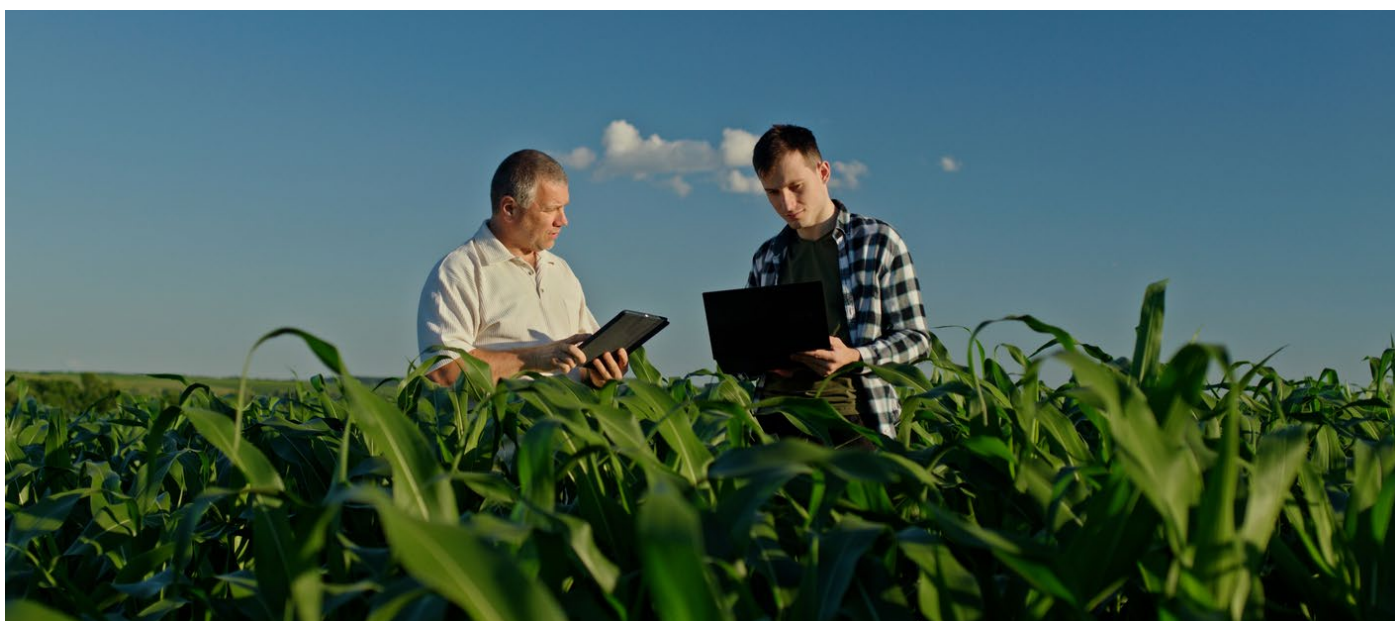
Wave	Qualifications	Timing
Wave 1	Most new GCSEs	First teaching September 2025
Wave 2	Remaining GCSEs	First teaching September 2026
Wave 3	VCSEs, Skills Suite qualifications, a personal project and work-related or general foundation qualifications	First teaching September 2027

The Board will oversee the launch and early delivery of these qualifications, balancing strategic ambition with the practical challenges faced by education settings and protecting learners' interests.

Post-16 vocational and technical qualifications

The post-16 landscape is also changing. Qualifications Wales has developed 'made-for-Wales' qualifications in areas such as agriculture and health and social care, designed around the needs of learners and employers and available in Cymraeg and English.

Reforms in England mean that many qualifications currently shared across Wales and England are expected to disappear. Qualifications Wales will need to work with the Welsh Government and stakeholders to secure a viable, innovative vocational and technical offer for learners, providers and employers in Wales.



How to apply

Visit the [Public Appointments vacancies page](#), open the vacancy and select “apply”. First-time users must register on the Welsh Government online application system. The account can then be used to track this and future applications.

Application checklist

- ✓ Complete the Gateway Criteria to confirm that you meet the specialist skills and experience required for the Board position(s) you are applying for.
- ✓ Show clearly how you meet each assessment area.
- ✓ Answer each question using your own personal experience.
- ✓ Declare conflicts of interest, relevant appointments and political activity where requested.
- ✓ Submit your application by 11 November 2026.

Key dates

Stage	Date
Closing date	11 November 2026
Shortlisting	November 2026
Assessment	December 2026/early January 2027, with interviews and a Board simulation
Appointments begin	March to September 2027, on a staggered basis

Dates are subject to change.

Selection process

1. Application assessment

The Advisory Assessment Panel will assess evidence against all [four assessment areas](#).

2. Shortlisting

The panel expects to decide in November 2026 who will progress to assessment.

3. Due diligence

The Welsh Government Public Appointments Team will carry out due-diligence checks on all candidates shortlisted for assessment. These will include, but are not limited to, social media, internet and financial searches. Candidates may be asked about any findings at interview.

4. Assessment

Assessments will take place through Microsoft Teams and will combine a structured interview with a Board simulation. The simulation will involve reviewing information and contributing to a board-style discussion. Evidence from both elements will be considered together. Shortlisted candidates will receive as much notice as possible of the assessment date and time. If a candidate cannot attend, the Welsh Government will try to rearrange the assessment, although this may not always be possible because of the timetable or panel availability.

5. Recommendation and decision

Candidates assessed as appointable are recommended to the responsible Welsh Government Minister, who makes the final decision. The Minister may meet appointable candidates before deciding. Candidates who have been interviewed will be kept informed of progress. Successful candidates will be contacted with details of the next steps.

6. Vetting and appointment

Vetting and reference checks will take place before an official offer. Once completed, successful candidates will receive an appointment letter from the Cabinet Minister confirming the terms.

Advisory Assessment Panel

- Jo Trott, Deputy Director, Learner Pathways Division, panel chair and responsible for Qualifications Wales sponsorship.
- Paul Bevan, Chair of the Qualifications Wales Board and Welsh-speaking panel member.
- Mark Langshaw MBE, independent panel member.
- Jayne Woods, independent panel member

Guaranteed interview scheme

Applicants using the guaranteed interview scheme who meet the essential minimum criteria will be invited to assessment. Meeting the minimum criteria means being assessed as 'achieved' (or 'exceeded') in all four assessment areas. The panel will otherwise select the strongest applicants who best demonstrate the criteria.



Diversity, adjustments and contacts

Diversity and inclusion

The Welsh Government wants public bodies to reflect a wide range of cultures, identities and backgrounds and encourages applications from every part of society. Applications are welcomed regardless of age, marriage or civil partnership, sexual orientation, sex, gender identity, impairment or health condition, race, religion or belief, or pregnancy. It particularly welcomes applications from groups currently under-represented on public body boards, including women, Black, Asian and Minority Ethnic people, disabled people and LGBTQ+ people.

Disability confident

The Welsh Government uses the social model of disability and is committed to removing recruitment barriers. As a Disability Confident Leader, it will interview candidates who meet the minimum criteria and who have an impairment or health condition, are neurodivergent, or use British Sign Language.

Recruitment adjustments

Recruitment adjustments may include changes to the environment, additional equipment, accessible information, or changes to how the assessment is carried out. We are committed to making our recruitment processes fair and accessible for everyone. You can tell us about any adjustments you need on the application form. Recruitment adjustments can be made at any stage of the recruitment process.

Contacts

Selection process and applications	publicappointments@gov.wales
Qualifications Wales sponsor team	Mike.Keoghane@gov.wales Debra.Lewis@gov.wales Robert.Stroud@gov.wales
Public appointments in Wales	www.gov.wales/public-appointments

Queries and complaints

For questions about an application, contact publicappointments@gov.wales. The Welsh Government aims to process applications promptly, fairly and courteously. Complaints about how an application has been handled should be sent to the same address. You may also contact the Office of the Commissioner for Public Appointments, Ground Floor, 1 Horse Guards Road, London SW1A 2HQ, or email publicappointments@csc.gov.uk

Further information

Visit the [Qualifications Wales website](#) and hear directly from our current Board members in our recruitment video.

