



Workforce Engagement  
Quality Framework

# User Guide

Prepare, declare and exchange  
Engagement Packages

Using the application or documentation pack

PACKAGE MODULE 1/3 | GREAT BRITAIN BETA

EDITION / REGULATORY REFERENCE BASIS

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# Welcome to WEQF

Pay matters, but it does not describe everything that accompanies work. People also need to understand the support, protections, choices and conditions available to them, and how those arrangements will work in practice.

The **Workforce Engagement Quality Framework (WEQF)** is a free and open, publicly documented standard for describing that wider picture. It gives the parties involved a shared way to explain arrangements, identify gaps and discuss improvements under a consistent method.

## Make the whole Package easier to understand

An **Engagement Package** is the set of arrangements being described for a particular engagement or a group of people who share materially common arrangements. WEQF brings benefits, protections, choices, conditions, support and remedies into view alongside Pay. It calls these **Provisions**.

The assessment also looks at the information and record arrangements supporting that account. These are its **Evidence** dimensions. Together, the answers and results help readers understand what is being offered or provided and ask more useful questions.

## Support better conversations and decisions

WEQF can help an organisation design a Package with the relevant parties, explain an existing one, or ask another organisation to describe its arrangements. The aim is an intentional, informed conversation about the work and the people doing it.

This guide covers Package Module 1/3, Great Britain Beta. Use the standard and published documentation under their published terms. A declaration is the responsible party's account of the stated arrangements; it is not independent verification, legal or tax advice, or certification of compliance.

# How WEQF works

You can use WEQF to describe your own Package or to understand one provided by another organisation. The same method supports both conversations.

1

## Create a Package

Decide which people, work and period it covers. Gather the relevant information, discuss the arrangements with those responsible and answer the questions. The result describes that defined Package.

2

## Declare and share

Review the answers and results. The responsible person then formally adopts the account: this is the declaration. Share its Profile and supporting assessment so others can understand what it covers.

3

## Request and respond

Ask another organisation for a declaration relevant to your work or enquiry. The recipient can prepare a suitable account or return an existing declaration whose coverage fits, explaining any differences.

**WEQF recommends the free web application.** It brings Package preparation, calculation, declaration, sharing, requests and responses into one place. Start with the access instructions on page 5.

## A documentation route is also available

The fillable PDF and paper-based pack is a backup option if you cannot use the app or need an offline process. It uses the same questions, answer meanings and calculation rules. You keep the records and exchange them privately, for example by email.

You do not need to assess your own Package simply to request another organisation's declaration. For the documentation route, go to page 19.

# Start with the web application

The free WEQF Beta application is the recommended way to create, declare and exchange Packages. You can begin in a web browser.

## OPEN THE APPLICATION

**[app.weqf.co.uk](https://app.weqf.co.uk)**

Click the address, type it into your browser, or scan this QR code with your phone's camera.



1

### Open the app and follow the welcome instructions

Use the current on-screen guidance to access the service. The Beta may develop over time, so follow the controls shown in the application.

2

### Choose the task you need

Prepare your own Package, request another organisation's declaration, or respond to a request you have received. If someone sent you an app request, follow its accompanying instructions.

3

### Review before you declare or send

Check the Package, its coverage, the recipient and the information being shared. Keep the references supplied by the app with your records.

Prefer or need the offline option? The next page introduces the documentation pack. The remaining instructions explain how to prepare, calculate, declare and exchange that document set.

# Your documents

Use this pack when you need the documentation alternative to the app. You can complete its fillable PDFs or write on printed copies, then keep and share the completed set privately.

The rest of this guide explains that route. Use matching Edition 1.0 documents; each component keeps its own Version number and date.

| Document                                                   | Use it to...                                                                                                                           |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Package Questionnaire Declaration</b><br>Version 0.1.d4 | Define the Package, answer all 87 questions and formally adopt the account.                                                            |
| <b>Package Scoring Sheet</b><br>Version 0.3.d4             | Record the eleven Area totals and bands, nine Evidence grades and overall result.                                                      |
| <b>Package Profile</b><br>Standalone form / Version 0.1.d5 | Present the identity, Scope and complete results from the matching questionnaire and scoring sheet.                                    |
| <b>Question Companion</b><br>Version 0.1.d5                | Look up the public question number when an answer condition or term needs explanation.                                                 |
| <b>Technical and Release Reference</b><br>Version 0.3.d5   | Check scope and release rules in Section 1, answers in Section 3, calculation in Section 4 and maintenance or comparison in Section 5. |
| <b>System Overview</b><br>Version 0.1.d3                   | Understand the system, its purpose, the Package lifecycle and the meaning of its results.                                              |

For the wider design rationale, read **Intentional and Collaborative Engagement Design, Version 0.27 / Public**.

The completed questionnaire, scoring sheet and manual Profile form a linked set. Keep and share them together, with matching references, Scope, dates and results.

# Working with the documents

The document route lets you work without an app account. Allow time to gather the information, check the calculations and keep the final records together. You do not have to complete everything in one sitting.

1

## Set up your working set

Save blank copies of the questionnaire, scoring sheet and separate two-page Package Profile. Use a PDF reader that supports form fields, or print the pages and enter clear answers.

2

## Work through and save as you go

Start with the Package details, then answer the questions. Use the Question Companion for explanations and ask the relevant person for facts you do not yet have. Keep unfinished work clearly marked Draft.

3

## Calculate and copy carefully

The forms do not calculate or validate your answers. Add the scores using the scoring sheet, check them and copy the results into the Profile.

4

## Reopen and check the finished files

Confirm that entries and selections remain visible after saving. Check printed copies too. Use clearly identified continuation sheets where you need more room.

Preparing your own Package? Continue to page 8. Responding to a request? Start with page 21. Asking another organisation for a declaration? Start with page 19.

Use the published documents and method unchanged under their published licence. This guide supplies a Profile example, reusable messages and a local exchange record.

# Define the Package

Before answering questions, make clear whose work you are describing and which arrangements apply. This is the Package's Scope. It helps everyone read the answers in the right context. Begin with the details on questionnaire pages 1-2.

## 1 Name and identify the Package

Enter a recognisable Package name. An Internal reference is optional on the form but useful for keeping the questionnaire, scoring sheet, Profile and any continuations together.

## 2 Describe the people and work

In Individuals and arrangements covered, identify the engagement or common Cohort, work, relevant parties and materially common Provisions. Record exclusions separately.

## 3 Choose Planned or Ongoing

Planned describes concrete arrangements committed to operate when required. Ongoing describes arrangements applying during the assessed period and their intended continuation. A later improvement does not erase an earlier material gap.

## 4 Record coverage and work locations

Enter the coverage start and either a specified end date or No specified end. Tick England, Scotland and/or Wales according to where the work takes place.

## 5 Identify the declarant and contact

Record the declarant entity or individual, applicable registry details, the person making the declaration and their capacity or authority. Give the correspondent details for enquiries.

A Cohort must share a materially common Package. A shared role, employer or legal-status label is insufficient. Use separate Packages where differences require different answers.

# Keep dates and references clear

Your completed documents need to be recognisable as one set. Clear references help you and the recipient find the right files later; clear dates show when the arrangements apply and when the account was adopted. Use each field for the purpose below.

| Field or record                | What it identifies                                                                                      |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| Coverage start / end           | When the Package applies. A request deadline is recorded in the exchange, not as the coverage end.      |
| Questionnaire reference date   | The latest update to your completed manual form. Keep it consistent wherever that record is referenced. |
| Declaration date               | When the responsible person adopts the account. Do not backdate it to the start of coverage.            |
| Scoring-sheet reference / date | The actual completed calculation record issued with this account.                                       |
| Profile reference / revision   | Your identifier and revision for the issued manual Profile. Use the same value in the questionnaire.    |
| Edition / document Version     | The method basis and component revision, printed on the documents. These are not your assessment dates. |

## References for an exchange

Use genuine app Package and Declaration references only where issued. Completing a PDF does not create an app record. For a private exchange, use clearly local references such as **LOCAL-REQ-001** and **LOCAL-RESP-001** in the Related Request and Response fields, and identify them as manual references.

For relationships to earlier declarations, use First or standalone, Replaces an earlier declaration, or Includes earlier arrangements. See page 24. Keep the printed publication dates unchanged; enter your own assessment dates in the relevant fields.

# Confirm the work categories

WEQF uses Permanent and Temporary to describe particular working arrangements. Check the definitions below even if you normally use those words differently, then record the applicable categories on questionnaire page 1. Ask whoever holds the agreed terms if you need clarification.

| Category  | Definition for this Beta                                                                                                                                                                        |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permanent | Guaranteed regular minimum working hours <b>and associated Pay</b> , with either no agreed end date or defined completion point, or an agreed total duration of more than twelve weeks.         |
| Temporary | An agreed end date or defined completion point and an agreed total duration of twelve weeks or less; or no guaranteed regular minimum working hours and associated Pay, regardless of duration. |

Use agreed total calendar weeks, not time served or remaining. **Exactly twelve weeks is Temporary.** Where an assignment sits within a continuing relationship, establish which arrangement you are assessing; guarantees do not transfer automatically from another arrangement.

## More than one category or country

Tick both categories, or several GB countries, only where the same answers fully describe the defined population. Do not average different Packages into one response.

## When the facts are unclear

Clarify missing facts before selecting. If neither category definition fits an arrangement, it is outside this Beta and cannot receive a Beta score.

WEQF work categories do not determine employment or tax status. All 62 Provision questions remain applicable across supported routes and statuses.

# Design and gather the information

A useful assessment starts with understanding what people can actually access. You may need information from several colleagues or organisations. Bring those pieces together and use the conversation to clarify responsibilities or improve the Package before you describe it.

## Design intentionally and collaboratively

Start with the needs the engagement should address. Discuss feasible support, eligibility, access, timing, costs and administration with the parties who understand and control those arrangements. Establish who is responsible for each commitment.

Buyers and project partners can explain broad objectives and relevant local needs. Providers use their knowledge of staffing and existing terms to develop and declare the actual Package. The questionnaire helps make that response clear; its answers must describe supported arrangements.

## Gather the governing information

- ☐ Terms, work requirements, policies and agreed arrangements.
- ☐ Benefits, protections and support, including conditions and restrictions.
- ☐ Who supplies, communicates and administers each material part.
- ☐ How approval, acceptance, changes, retention and access are handled.

Together, the governing information and relevant history form the **Engagement Record**. It can be held across connected documents and systems. Identify supporting-record references and ask the responsible parties for facts you cannot establish yourself.

Numerical Pay is not required for scoring. Questions about Pay treatment still apply. Preparing the assessment does not require publishing every underlying record.

# Complete the Prerequisites

The first sixteen questions, Q01-Q16, ask you to confirm the foundations needed for a completed assessment. Work through them with the people who know the arrangements. Each needs its own Yes or No response; these confirmations contribute no Provision points.

## 1 Read each statement

Include its applicability and timing conditions. Use the Question Companion when a term or condition needs explanation.

## 2 Establish the facts

Check the arrangements needed to answer for the selected Planned or Ongoing mode.

## 3 Record an explicit response

Do not infer Yes from your role, another answer or the presence of the statement in the questionnaire.

**Completion condition:** all sixteen responses must be Yes before the assessment can be completed, scored or published.

Yes confirms the matter described, taking account of applicability and the arrangements required within the selected mode. These confirmations do not constitute comprehensive legal certification.

If a response is No or unresolved, establish what needs to be clarified or addressed. Change the answer only when the statement's conditions are satisfied. Keep unresolved work as a draft.

# Answer the Provision questions

These questions describe what accompanies the work: its benefits, protections, choices, conditions, support and remedies. For Q17-Q78, select one answer for each of the 62 questions. Base it on the actual or committed arrangements, checking with those responsible where necessary.

1

## Read the complete choice

Read the question, every answer and its supporting guidance. Check access, eligibility, restrictions, timing and any qualification or warning.

2

## Choose the highest supported position

Select the highest permitted position whose complete factual criteria are supported in the selected mode. For a Cohort, the answer must describe the material population within those criteria.

3

## Copy the mapped points

Enter the selected answer's points in its result box. Each question has a maximum of 120 points and contributes once to its assigned Area of Concern.

## If you cannot select an answer

Consult the relevant Question Companion entry, then obtain the missing facts or clarification. Unknown, not applicable, none of these and blank responses do not complete a question. The lowest position has criteria too; it is not a substitute for missing information.

A supported low answer is valid. An unresolved answer keeps the assessment incomplete. Do not remove a question or reduce the denominator because of an employment status, tax treatment or contractual label.

Question colours show positions within each question's own three-, four- or five-position spectrum. The Areas of Concern use five reporting bands; these do not set the overall Evidence grade or colour the overall Provision total.

# Answer the Evidence questions

Readers need to understand the information and records behind the Package as well as the Provisions themselves. Q79-Q87 cover nine Evidence dimensions. Check how the Engagement Record is handled, involving the people responsible for those arrangements before choosing your answers.

## 1 Read the question and all three answers

Select the highest grade whose complete factual conditions are supported. Consider the record arrangements for the actual Scope and mode.

## 2 Record each individual letter

Copy C, B or A into the question's result box and its own row on scoring-sheet page 2. Keep all nine results identifiable.

## 3 Resolve every dimension

Unknown or missing facts leave the assessment incomplete. They cannot be converted into C to obtain a completed grade.

## Keep the grades separate from points

Evidence contributes no Provision points. Once all nine grades are resolved, the lowest grade determines the overall Evidence result: any C gives C; otherwise any B gives B; all nine A give A.

C / Red

B / Yellow

A / Blue

A declaration reports the supporting arrangements. It does not mean that an independent reviewer has inspected the records or verified delivery. State the actual scope of any separate review in its supporting record.

# Calculate the Provision result

Once every answer is resolved and all Prerequisites are Yes, the scoring sheet brings the Provision points together. It shows the result for each Area of Concern and for the Package overall. Start on page 1 of the two-page sheet.

1

## Match the account

Enter the same Package name and Internal reference as the questionnaire. Give the completed scoring sheet its own reference and date.

2

## Add the eleven Area totals

Add the selected points for the questions assigned to each Area. Enter the raw totals alongside their printed maxima. Each Provision contributes once.

3

## Select each Area band

Mark the printed range containing the raw total. Both endpoints are included; no division is needed. Record every Area, including low results.

4

## Add the overall Provision total

Add the eleven raw Area totals and enter the result out of 7,440 on scoring-sheet page 2. Do not average Area percentages, alter the denominator or add points for Prerequisites or Evidence.

**Example:** AOC-01 has a maximum of 240. A total of 180 falls in its printed range 144-191, so its Area band is **Green**.

You do not need percentages to complete the forms. If reporting them separately, retain raw totals and maxima and follow Section 4 of the Technical and Release Reference. Select bands using the unrounded calculation or the equivalent printed point range.

# Read the combined result

The finished result has two parts: Provision points and an Evidence letter. They describe different aspects of the same Package and should be read together. Use scoring-sheet page 2 to record both, then check the answers behind them.

Copy all nine Evidence letters into their own rows. Count the A, B and C results; the counts must total nine. Apply the lowest-grade rule to select the overall Evidence result.



Eight A grades, one B and no C give an overall Evidence grade of **B / Yellow**. The letter adds no points. This is an illustration, not an actual completed assessment.

## Keep both measures visible

The overall Provision total stays numerical and uncoloured. The Evidence letter supplies the headline rating colour: C is Red, B is Yellow and A is Blue. Stronger Evidence arrangements do not compensate for weaker Provisions, or the reverse.

WEQF sets no numerical quality pass threshold. A valid low result can be complete. Unresolved answers cannot be converted into zero points or a grade to produce a completed result.

# Prepare the Package Profile

The Profile gives your recipient an accessible summary of the Package, who is declaring it and its complete results. Prepare it from the questionnaire and scoring sheet, keeping all three consistent. The detailed answers remain in the questionnaire for anyone reviewing the account.

## Using the manual Profile

Use the separate **Package Profile, Version 0.1.d5**, supplied with the pack. Give it a reference and revision, then complete both pages from the matching questionnaire and scoring sheet. The fictional example on pages 26-27 shows how the finished summary looks.

| Profile page                             | What to enter                                                                                                                                                                       |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Identity and Scope</b><br>Page 1 of 2 | Package and Profile references; declarant, authority and contact; mode, work categories, countries and coverage; Scope and exclusions; matching records; overall result and counts. |
| <b>Complete results</b><br>Page 2 of 2   | The same Profile reference; all eleven Area totals, maxima and selected bands; all nine individually identified Evidence grades.                                                    |

The matching questionnaire carries registry details, declaration relationships and supporting-record references. The Profile points readers to those details where the two-page summary does not repeat them. Keep the linked set together.

## Make it easy to follow the account

Use clear names and enough Scope detail for the recipient to recognise the work. Where more space is needed, identify a continuation sheet and keep it with the set. Return both Profile pages, even when one page carries most of the information the recipient first needs.

The Profile reports the account adopted in the questionnaire. It does not create a second declaration or an app record. Complete the review and declaration before issuing it as a finished result; see page 18.

# Review and declare

Declaring means formally adopting the completed account. It makes clear who stands behind the stated arrangements and when they did so. The responsible person should review the whole document set before completing the declaration on questionnaire page 92.

## 1 Check the complete account

Confirm the actual Scope, mode, dates, declarant and authority. Check all sixteen Yes responses, every permitted Provision and Evidence answer, the calculations and release suitability.

## 2 Complete Review & declaration

Use questionnaire page 92. Read and select the declaration confirmation only when its conditions are met. Enter the Declaration date and the Questionnaire reference date.

## 3 Link the records

Enter the scoring-sheet reference and date, related Profile reference and supporting-record references or their list location. Include continuations and any separate review record.

## 4 Record applicable relationships

Complete the relationship to earlier declarations on questionnaire page 2. Enter genuine app identifiers only where they exist; identify local request and response references clearly.

## 5 Preserve the issued set

Save and reopen the completed files. Confirm all entries are visible and the records agree. Keep the exact adopted questionnaire, scoring sheet and Profile together.

If something remains uncertain, keep the set as a draft and ask the relevant person to resolve it. Once declared, retain the exact issued account; later changes need a clear, linked record.

# Request a declaration

A Declaration Request asks another organisation to describe the Package relevant to your enquiry. This can help you understand the arrangements proposed for a project or already in place. Explain what you need to learn so the recipient can prepare a useful response.

## 1 Explain the enquiry

Identify the work or project, people or group, countries, period and Planned or Ongoing mode. State the purpose and broad objectives you want the Package to address.

## 2 Identify the recipient and return route

Name the requesting and responding organisations and a contact. Agree a response date, email address or other private return channel, intended use and onward-sharing arrangements.

## 3 Create an exchange reference

For a private request, use a local identifier such as LOCAL-REQ-001. Keep a dated copy of the message and exact attachment list. Ask for acknowledgement where timing matters.

## 4 Describe a useful response

Request the completed linked set or an agreed equivalent declared app export. Invite clarification, explanations of Scope differences and separate Packages where arrangements differ.

A request seeks an account of actual or committed arrangements. Do not preselect questionnaire answers or present a target score as a WEQF pass requirement. Buyers remain involved in objectives, resources and discussion; the responsible providers design and declare their Packages.

Use the request message on page 28 as a starting point. The next page explains which documents to send and what to ask for in return.

# What to send

A clear request and a usable set of documents help the recipient get started. Send the blank forms and make the guidance easy to access, so they can complete the assessment without an app account. Explain which records you expect back.

| Send or make available                                                                                           | Purpose                                                                                                     |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Blank Package Questionnaire Declaration</b><br>Version 0.1.d4                                                 | Send the complete, unmodified form. Keep all questions and supporting guidance.                             |
| <b>Blank Package Scoring Sheet</b><br>Version 0.3.d4                                                             | Send both pages for calculation and return.                                                                 |
| <b>Blank Package Profile</b><br>Version 0.1.d5 / standalone form                                                 | Send both blank pages. The Guide contains a fictional example for reference.                                |
| <b>User Guide v0.1.d3</b><br><b>Question Companion v0.1.d5</b><br><b>Technical and Release Reference v0.3.d5</b> | Provide instructions and matching-edition reference documents. Send copies or accessible publication links. |
| <b>System Overview v0.1.d3</b><br><b>Engagement Design v0.27</b>                                                 | Optional background for a new recipient or wider discussion.                                                |

## State what should come back

For a complete manual return, ask for the **adopted questionnaire, matching scoring sheet and completed Profile**, with any continuations needed to interpret them. A questionnaire-only exchange may be preliminary or specifically limited; it is not the recommended final scored return.

Ask for supporting-record references and relevant explanations first. Agree access to underlying material separately; routine requests should not seek individual workers' personal information or an entire audit file.

Use the copyable request wording on page 28. Check that linked documents are the intended releases and accessible to the recipient before sending.

# Respond to a request

If you have received a request, another organisation wants to understand the arrangements relevant to its enquiry. Your role is to describe the Package you can stand behind and return the completed records. Ask the sender to clarify anything unclear before you begin.

1

## Read and acknowledge

Check the work, people, countries, period, mode, purpose, deadline and return route. Ask for clarification or a different timetable where needed.

2

## Check the fit

Identify the Package or Packages you can actually describe. Explain any difference from the enquiry. Use separate assessments where materially different arrangements require different answers.

3

## Prepare or reuse an account

For a new assessment, start at page 8. Otherwise use an existing declaration whose Scope and period genuinely fit. Information from another provider can inform your work; it does not automatically establish your answers.

4

## Confirm the declared account

For a new account, check completion, the result and the Profile, then adopt the declaration. For a reused declaration, retain its existing adoption and link it to this enquiry in your response message.

5

## Return the complete set

Send the adopted questionnaire, scoring sheet and both Profile pages, or an agreed complete declared app export. Use the response message on page 29 to identify the enquiry, coverage, differences and follow-up contact.

If unresolved, reply with clarification or clearly marked Draft or Incomplete material. Explain what remains open. Silence, delay or inability to respond is not Evidence grade C.

# Share or reuse a declaration

You can share a declaration in response to a request or to explain a Package directly. You may also reuse a suitable existing account. In each case, give the recipient enough information to identify the exact declaration, understand its coverage and read the supporting answers.

## Issue the complete manual set

Provide the adopted questionnaire, scoring sheet and completed two-page Profile together. Keep supporting continuations attached and identify any relevant record locations. Check recipient details, readability, matching references and intended use before sending.

## Reuse an existing declaration

Check its Scope, mode, period and release against the new enquiry. Link it through the new response message and exchange record. Do not change the previously issued questionnaire merely to add a new request reference. If the account itself needs changing, follow the revision process on page 24.

## If the declaration was prepared in the app

An agreed complete declared app export can serve as the private return if it includes equivalent Scope, attribution, answers, calculations and results. Include its actual declaration reference; a headline screenshot is insufficient. Email does not itself complete an app request or response.

## Control the issued record

Retain the files and message actually sent. Agree any onward sharing and separate access to underlying records. For public issue, record the Profile identifier and publication date with the published account; keep that date distinct from the document Version and Edition dates.

Sharing the Profile does not make every Engagement Record public. A shared Profile describes its stated Package and period; it is not an unrestricted rating of an organisation.

# Read and discuss a response

A response is the start of an informed discussion. First check whether it describes the work and people you asked about, then look at the arrangements that matter to your enquiry. Use the results to guide your reading and ask the respondent about any gaps.

1

## Check what was returned

Confirm the declaration, matching records and completed results. Check that the files are readable and that the Package, Profile and response references agree.

2

## Compare the actual Scope

Check people, work, countries, period, mode, exclusions and release against the enquiry. Several Packages may be needed. Record any mismatch before comparing results.

3

## Read the relevant answer conditions

Consider eligibility, restrictions, timing, responsibilities and supporting arrangements. A higher total or the same Evidence grade does not establish equivalent Provisions or fulfilment of an objective.

4

## Ask focused follow-up questions

Clarify missing context, who will provide support, what it depends on and how it relates to the project objectives. Keep the reply and any revised account attributable.

For comparisons across releases, follow the Technical and Release Reference: **Direct** means no relevant result-affecting method change; **Qualified** means identified differences must accompany the comparison; **Not direct** means bare totals must not be presented as equivalent measures.

Record receipt, review and any commercial decision separately. Receiving a declaration does not itself mean it satisfies the enquiry, proves delivery or creates an agreement.

# Keep the account current

People may continue to rely on a declaration after it is shared. Review it when the Package, people, period or responsible parties change materially. Make clear what changed, which account is now relevant and how it relates to the earlier record.

| Relationship                    | How to use it                                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| First or standalone             | No earlier declaration needs to be referenced. Leave the related earlier-record fields blank.                                         |
| Replaces an earlier declaration | Identify the earlier declaration, reason for change and change effective date. Preserve the previous account.                         |
| Includes earlier arrangements   | Identify the earlier references included alongside new arrangements. Confirm the new Cohort still shares a materially common Package. |

## Preserve the history

Keep the original declaration, answers and calculations. Link a revised account or correction, record what changed and when, and tell affected recipients which Profile is now relevant.

Administrative corrections remain visible and linked. They do not automatically require reassessment where meaning and result are unchanged. Material changes require review and a separately attributable revised account. A later statement cannot be presented as having existed earlier.

## Check the release basis

The Edition must suit the work location and period. Check published notices for replacement, expiry, withdrawal, reassessment and comparison instructions. If a scheduled review is overdue, new formal Profiles are paused until permitted use is confirmed. See Technical and Release Reference, Section 5.

A request deadline, declaration date and change effective date are different records. Keep each for its actual purpose.

# Before you issue or accept a return

Before sharing or relying on a return, take a moment to check that it is complete and relevant. Use the list for your role alongside the questionnaire's Review & declaration section.

## For the declarant

- ☐ The actual Scope, mode, work categories, countries, coverage and applicable Edition are identified.
- ☐ Declarant, authority, correspondent and document references are complete and consistent.
- ☐ All sixteen Prerequisites are Yes. Every Provision and Evidence question has one supported permitted answer.
- ☐ The scoring sheet records all eleven Area totals and bands, all nine Evidence grades and the correct overall result.
- ☐ The Profile matches the records; Evidence counts total nine. The questionnaire has been adopted and dated.
- ☐ The complete set and continuations are saved, reopened and readable. The exact issued records are retained.

## For the requester or reader

- ☐ The return is linked to the enquiry and clearly identifies its actual coverage and any differences.
- ☐ The complete account, selected answers and supporting references are available for the intended review.
- ☐ Clarifications, release differences and next actions are recorded. Receipt is kept separate from acceptance or a commercial decision.

The following pages show a fictional Profile, followed by reusable messages and a local exchange record. Complete the separate blank Profile supplied with the pack. Printed Edition, Version and dates are publication controls.

# Example Package Profile

Package name

Example: administrative support

Package Internal reference

EXAMPLE-PKG-001

## PROVISIONS

5,040

of 7,440 available points

## EVIDENCE / OVERALL GRADE

C

B

A

A count 8

B count 1

C count 0

## DECLARANT

Declarant organisation / entity or individual

Example Organisation

Registry (if applicable)

Not applicable

Registration number

Not applicable

Person making the declaration

Example Declarant

Declaring capacity / authority

Authorised representative

Correspondent name

Example Contact

Correspondent email / contact

contact@example.org

Mode

Planned

Work categories

☒ Permanent☐ Temporary

Countries where the work takes place

☒ England☐ Scotland☐ Wales

Individuals, work and arrangements covered; exclusions

Administrative support roles at one example site in England, with common travel and learning support arrangements. Excludes other roles and sites.

Coverage start (DD/MM/YYYY)

01/11/2026

End date, if specified

Not specified

Coverage end

No specified end

Completion shown as confirmed  
Self-declared; not independently verified.

All 16 Prerequisites are Yes; every Provision and Evidence answer is resolved.

Profile reference

EXAMPLE-PROFILE-001

Revision

1

Declaration date (DD/MM/YYYY)

02/10/2026

Questionnaire reference date

02/10/2026

Scoring-sheet reference

EXAMPLE-SCORE-001

Scoring-sheet date

02/10/2026

App Declaration reference (only if issued)

Not applicable - manual example

Continuation references (if used)

None

Fictional illustration. Complete the separate Package Profile (Version 0.1.d5); see page 17.

# Example Package results

Fictional totals and selections, continuing the 5,040 / B example on page 16.

Profile reference / revision

EXAMPLE-PROFILE-001 / revision 1

| PROVISIONS |                                             | POINTS / MAX. | Red                              | Orange                           | Yellow                           | Green                            | Blue                             |
|------------|---------------------------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 01         | Engagement identity and clarity             | 180 / 240     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| 02         | Work and income security                    | 150 / 600     | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| 03         | Pay treatment and financial exposure        | 800 / 840     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| 04         | Time, rest and time away                    | 1600 / 1,680  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| 05         | Choice, autonomy and flexibility            | 360 / 840     | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| 06         | Benefits and longer-term protection         | 100 / 720     | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| 07         | Safety, dignity, equality and accessibility | 360 / 600     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| 08         | Development and progression                 | 470 / 600     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| 09         | Voice, representation and participation     | 240 / 360     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| 10         | Information and comprehensibility           | 360 / 360     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| 11         | Challenge, correction and remedy            | 420 / 600     | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

## Evidence

One grade per card: C / Red, B / Yellow or A / Blue.

|                                                                                                                                                                    |                                                                                                                                                                          |                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Q79</p> <p>Completeness and availability of the Engagement Record</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p> | <p>Q80</p> <p>Linking the Engagement Record to the correct people and work</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p> | <p>Q81</p> <p>Linking the Engagement Record to the project or business requirement</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p> |
| <p>Q82</p> <p>Sources and responsibility for the Engagement Record</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p>   | <p>Q83</p> <p>Preparation of the Engagement Record before work</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p>             | <p>Q84</p> <p>Control of Engagement Record processing</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p>                              |
| <p>Q85</p> <p>When engagement events are recorded</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p>                    | <p>Q86</p> <p>Keeping earlier information and explaining changes</p> <p><input type="radio"/> C <input checked="" type="radio"/> B <input type="radio"/> A</p>           | <p>Q87</p> <p>Keeping records and protecting against loss</p> <p><input type="radio"/> C <input type="radio"/> B <input checked="" type="radio"/> A</p>                          |

The eleven Area totals sum to 5,040. Eight A grades and one B give overall Evidence B. All details are fictional. Use the separate blank form for your account, and return it with the adopted questionnaire and scoring sheet.

# Request message template

Use this as a starting point for a private request. Replace the bracketed details and keep only the options you have agreed.

SUBJECT

**WEQF Package Declaration Request [local request reference]**

Hello [name],

We would like to understand the [Planned/Ongoing] Engagement Package for [work, people or group, countries and period]. This will help us [purpose and broad objectives].

Could you describe your arrangements using WEQF? Please make your actual Scope and exclusions clear, noting any differences from this enquiry. Use separate Packages where arrangements require different answers. We are asking for your account, without prescribing particular answers.

We have included [documents, versions and links] to help you get started. Please use the applicable Edition and return the **completed, adopted Package Questionnaire Declaration, matching Scoring Sheet and both Profile pages** by [date] via [return channel]. [If agreed: a complete declared app export with equivalent assessment information is also welcome.]

The information will be used by [intended recipients] for [purpose and onward-sharing arrangements]. Please identify supporting-record references; we can agree any access to underlying material separately.

If you have questions, need more time or cannot provide a return, please contact [contact] so we can discuss the next step. Mark any preliminary material Draft or Incomplete and explain what remains open.

Thank you for your help. Please quote [local request reference] in your reply.  
[Sender name and organisation]

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Before sending: check the actual recipient, return address, deadline and attachments. Keep a dated copy of the request. Use the document list on page 20 and the exchange record on page 31.

# Response message template

Use this when returning a completed declaration privately. Help the reader understand what you are providing and where to find the details.

SUBJECT

**WEQF response [local response reference] to [request reference]**

Hello [name],

Thank you for your request. We are returning [Package name and Profile reference/revision], declared by [declarant] on [declaration date]. It covers [actual mode, people, work, countries and period].

We have enclosed [questionnaire reference/date, scoring-sheet reference/date and Profile reference, or complete declared app export and actual declaration reference]. These provide the detail behind the Profile.

To help you relate this account to your enquiry, please note [differences in coverage, exclusions and matters for follow-up, or state none identified].

Supporting records are identified at [reference/location]. If you would like to clarify the arrangements or discuss access to relevant material, please get in touch with [correspondent and contact details].

[Where reusing a declaration: This response links an existing declaration to this enquiry; its issued account is unchanged.]

[Where several Packages are returned: The attached list identifies each Package, its Scope and declaration reference.]

Thank you,  
[Sender name and organisation]

Attach the adopted questionnaire, completed scoring sheet and both Profile pages with any continuations, or the agreed complete declared app export.

Keep the sent message and exact attachments together. Record any agreed follow-up.

# Clarification and other replies

You may need to ask a question or explain what is possible before sending a declaration. Adapt one of these replies to help the sender understand the next step.

## Clarify the enquiry

Thank you for request [reference]. To make sure our response is useful, could you confirm [work, group, period, mode or other point]? The arrangements we can describe are [brief explanation]. This will help us check how they fit your enquiry.

## Propose a later response date

Thank you for request [reference]. We are gathering the information and expect to provide [the complete return / clarification] by [date], subject to [reason or dependency]. Would that work with your timetable? Please let [contact] know if we need to discuss the timing.

## Explain an inability to respond

Thank you for getting in touch about request [reference]. We are unable to provide the declaration for [Scope/period] because [brief reason]. If helpful, we can offer [relevant clarification or alternative, if any]. Please contact [contact] to discuss what may be useful.

## Send preliminary material

We are sharing an initial update for request [reference], covering [Scope]. This material is **Draft or Incomplete**, not a completed Package Declaration. We still need to resolve [open matters] and obtain [information/action]. Please contact [contact] if you would like to discuss these points.

Do not publish an overall completed result from unresolved answers. Silence, delay, a clarification request or an inability to respond is not an Evidence grade.

# Local exchange record

Optional manual record. Keep one for each enquiry and preserve the request, response messages and exact issued files.

Local request reference

Request date

Requesting organisation / contact

Responding organisation / contact

Enquiry: work, people, countries, period and requested mode

Agreed return route / address

Agreed response date

Local response reference

Response received date

Returned Package / Profile references and declaration dates

Exact attachment list / retained-file location

Local tracking label

Next action date

Review outcome, differences and next action / owner

These labels help you track the exchange; they are not quality grades. Record receipt and review separately from acceptance. Use an identified continuation for several Packages or a longer history.