



5th May 2017

Dear Responsible Officer

Statement of Compliance to Qualifications Wales

This letter sets out the process for submitting your 2017 annual statement of compliance to Qualifications Wales and outlines this year's lines of inquiry for which you will be required to provide supporting evidence.

This year we will be introducing an online statement of compliance, using our [QiW](#) website. As Responsible Officer, you will be allocated secure login details to access QiW to complete, approve and submit your statement of compliance. You may request additional login details for colleagues to edit your statement of compliance. However, please note that only the Responsible Officer will have permissions to approve and submit your statement of compliance.

If you require additional login details for staff to edit your statement of compliance, please notify us by **Monday 15th May 2017**, providing the name, job title and email address of the person(s) for whom you require the additional login details. Please send these details to statementofcompliance@qualificationswales.org. Your login details, alongside any additional login details that you request, will be sent to you prior to the opening of the submission window.

As in 2016, we will be requesting evidence in support of your statement of compliance for some conditions. The conditions selected for 2017 are:

- B2 - Your process for ensuring the accuracy of the statement
- D4 - Complaints procedure
- I1 - Appeals process
- C2.3 - Arrangements with centres
- E7 - Total Qualification Time and Guided Learning Hours

The final statement of compliance template will provide further information on the type of evidence we would expect to receive to support your statement.



We have consulted with Ofqual and CCEA Regulation and have agreed a common submission window which will provide consistency for awarding bodies. You must submit your annual statement to us **between Thursday 1st June and midnight on Friday 29th September 2017.**

If you require any information relating to the 2017 statement of compliance process, please contact us at statementofcompliance@qualificationswales.org.

Yours sincerely

A handwritten signature in black ink that reads "Denver Davies". The signature is written in a cursive style with a large initial 'D'.

Denver Davies
Head of Monitoring and Compliance