



15 May 2018

Dear Responsible Officer

Statement of Compliance 2018

This letter sets out the process for submitting your 2018 annual statement of compliance to Qualifications Wales and outlines our lines of inquiry for this year.

You should already have secure login details for QiW so that you can complete and submit your statement of compliance online. If you require a reminder of your log-in details, please contact us at statementofcompliance@qualificationswales.org.

Only the Responsible Officer is authorised to approve and submit your statement of compliance, however, additional logins can be requested for colleagues to edit the statement of compliance. Additional logins have already been supplied to your colleagues who had significant involvement in the 2017 statement. If further logins are required, please provide full names and e-mail addresses to the statement of compliance inbox. We will endeavour to supply new log-in details or password reminders within 5 working days of the request.

As in previous years, we are requesting evidence to support your statement of compliance for some conditions. These are:

A4	Conflicts of Interest
A8	Malpractice and maladministration
G6/G7	Arrangements for reasonable adjustment / special consideration

Full details of the type of evidence we expect to receive to support your statement will be provided within the online statement of compliance.

We have consulted with Ofqual and CCEA Regulation and have agreed a common submission window, which will provide consistency for awarding bodies. You can access your 2018 statement of compliance via the secure section of the QiW website (www.qiw.wales) from Friday 1 June. You must submit your annual statement to us **between Friday 1 June and midnight on Friday 28 September 2018.**

The user guidance video produced for the first online submission in 2017 is still available to awarding bodies who wish to refamiliarize themselves with the process. For 2018, we have also produced a set of Frequently Asked Questions. These are both available through the [statement of compliance section](#) of our website and also accessible via the 'Guidance' link within QiW.

If you require any information relating to the 2018 statement of compliance process, do not hesitate to contact us at statementofcompliance@qualificationswales.org.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Denver Davies".

Denver Davies
Head of Monitoring and Compliance