



24 May 2019

Dear Responsible Officer

Statement of Compliance 2019

This letter sets out the process for submitting your 2019 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 previous statements. 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:

E3.1 / E3.2	Publication of a qualification specification
G1.1 / G1.3	Setting the assessment

Full details of the type of evidence we expect to receive to support your statement will be provided within the online statement of compliance. Further guidance on how to complete your statement of compliance can be found at the [statement of compliance section](#) of our website and via the 'Guidance' link within QiW. Here you can access the user guidance video and our recently updated Frequently Asked Questions. We also encourage awarding bodies to refer to their 2018 statement of compliance closure email where we outlined good practice and common issues found during the 2018 review.

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 2019 statement of compliance via the secure section of the QiW website (www.qiw.wales) from Monday 3 June. You must submit your annual statement to us between **Monday 3 June and midnight on Monday 30 September 2019**.

Qualifications Wales will conduct an initial review of the 2019 submissions between October 2019 – December 2019 and will aim to contact all awarding bodies following our review by the end of January 2020.

If you require any information relating to the 2019 statement of compliance process, do not hesitate to contact us at statementofcompliance@qualificationswales.org.

Yours sincerely

A handwritten signature in cursive script that reads "Denver Davies".

Denver Davies
Head of Monitoring and Compliance