

20 May 2016

Dear Responsible Officer

Statement of Compliance to Qualifications Wales

I write to inform you of the process, and to provide you with the template, for submitting your annual Statement of Compliance to Qualifications Wales. Condition B2 of our Standard Conditions of Recognition requires all recognised awarding bodies to submit an annual statement to us.

I wrote to you in April informing you of our intention to request additional information to support your compliance with some conditions. The attached template outlines the information that you are required to provide.

Your statement must comply with condition B2 of our Standard Conditions of Recognition. You are no longer required to report on how you conducted face-to-face meetings with centres/teachers in the previous 12 months, which had previously been required under condition B2.6. Your statement must be completed in full and signed by the Chair (or equivalent) of your Governing Body and your Responsible Officer. Electronic signatures are acceptable.

You must submit your annual statement to us **between Wednesday 1 June and midnight on Friday 30 September 2016**. Please send your completed statement as a PDF document to statementofcompliance@qualificationswales.org.

If you require any information relating to the 2016 Statement of Compliance process, please contact us at statementofcompliance@qualificationswales.org.

Yours sincerely



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Senior Regulator Monitoring and Compliance

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