



# Ministry of Defence

Air Command Secretariat  
Spitfire Block  
Headquarters Air Command  
Royal Air Force  
High Wycombe  
Buckinghamshire  
HP14 4UE

6 July 2015

Dear [REDACTED],

Thank you for your letter dated 11 June 2015 requesting the following information;

*Having searched recent publications and FOI Requests as published on the MOD website I am unable to find the information that I am seeking.*

*Could I please request the following information within the constraints of the Government FOI policy.*

*The information I am seeking is as follows and is concerned with business practices and activities as undertaken by the Royal Air Force single service only;*

- 1. A copy (or a link to if this is already within the public domain) of the RAF strategic level document which sets out and details the aims, purpose and outcomes of the undertaking of an audit (which may also be termed 'Quality Assurance') specifically in relation to a training function or training service deliverer within the RAF.*
- 2. A copy (or a link to if this is already within the public domain) of any functional 'scoring matrix' (perhaps termed as a 'tick sheet') used by the RAF which would detail specific areas of a training function that should be focussed upon and assessed as part of an audit/external audit assessment of a training function within the RAF. I would expect that this might also include a scoring matrix of sorts reflecting good, satisfactory practice, etc.*
- 3. A copy (or a link to if this is already within the public domain) of scored results of any external audit outcomes as a result of an external audit of training being undertaken if possible over a reasonable timescale.*

*Any information supplied would be acceptable in electronic format in order to save costs if this is possible.*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOI Act).

We have now completed a search for the information you requested and I can confirm that some information in scope of your request is held. In respect of questions one and two, I refer to the documents my colleague sent you directly on 16 June 2015 which contain some of the information you requested. In addition, please see the attached documents which contain the only matrix

system that the RAF uses for training auditing purposes and further information in respect of question two.

Details of third party personal data (names and contact details) contained in these documents have been withheld under Section 40(2) of the FOI Act (information that is personal data whose release is governed by the Data Protection Act).

In reference to question three, I have established that the information you requested concerning past scored results of external audits is not held by the Ministry of Defence. However, in accordance with Section 16 of the FOI Act (the duty to provide advice and assistance) please be aware that these documents are already available in the public domain. Please see the below links;

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/results/any/any/any/any/any/RAF/any/any/any/any/0/0>

<http://www.cqc.org.uk/search/site/RAF?location=&sort=default&la=&distance=15&mode=html>

<http://caa.searchimprove.com/search.aspx?pckid=263320194&aid=267271&group=274618655%2C274618655&sw=Training+Audits+RAF&group=274618655&swtype=all>

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

[REDACTED]

[REDACTED]