

2 May 2017

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Our Ref: RO53/2017

Dear Responsible Officer

Annual Statement to Ofqual - 2017

Condition B2 of the General Conditions of Recognition requires each recognised awarding organisation to provide us with an annual statement specifying its level of compliance with its Conditions of Recognition.

The annual statement must be submitted between **Thursday 1 June and midnight on Friday 29 September**. In setting the submission window we have taken into account the dates that the qualifications' regulators in Wales and Northern Ireland expect you to submit such statements.

The process for submitting the annual statement will be similar to that used last year. Please see the attached instructions, which explain the information you will need to provide. To make your submission, you will need to complete an online form. Please find attached a copy of the system user guide that explains how to do this.

If you have any questions about the process please contact us in the Portal using Contact Ofqual, if you are have any problems accessing the Portal please email IT@ofqual.gov.uk.

Yours sincerely



Bryan Horne

Associate Director Standards for Vocational and Technical Qualifications