

[TO BE TYPED ON HEADED NOTE PAPER]

Dear Mr Walker,

Freedom of Information Act request 1206

1. Your Freedom of Information Act request 1206

I refer to your request for information under the Freedom of Information Act 2000 ("the Act"), received by the Qualifications and Curriculum Authority ("QCA") on 2 August 2008. You requested the following information:

"1. Copies of QCA's policy documents relating to the selection of personnel for Common Purpose training;

2. Copies of all correspondence relating to the selection of personnel for Common Purpose training.

*By "Common Purpose", I mean the training organisation of that name:
<http://www.commonpurpose.org/home.aspx>"*

This letter deals with the QCA's response to the information you have requested. Please accept my apologies for the delay in responding to your request. This is due to the unprecedented number of FOIA requests that QCA is currently dealing with.

2. The QCA's response

QCA does not have a particular policy for the selection of personnel for courses provided by Common Purpose. We have reviewed our files and we do not hold any correspondence (by letter or email) relating to the selection of personnel for Common Purpose training.

3. Further queries

Should you have any questions relating to this response to your request please contact *[me] [or insert name of alternative contact]* by *[insert contact details]*. If you are unhappy in anyway with the way in which your request has been handled, QCA has an internal complaints procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting *[insert appropriate name and contact details]*.

If you are dissatisfied with the outcome of the complaints procedure, you can apply to the Information Commissioner, who will consider whether the QCA has complied with its obligations under the Act, and can require QCA to remedy any problems. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's website at: www.informationcommissioner.gov.uk. Complaints to the Information Commissioner should be sent to: FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,