

14 November 2008



**BY EMAIL**

Qualifications and  
Curriculum Authority  
83 Piccadilly  
London W1J 8QA

Telephone: 020 7509 5555  
Minicom: 020 7509 6546  
Email: [info@qca.org.uk](mailto:info@qca.org.uk)  
[www.qca.org.uk](http://www.qca.org.uk)

Dear Mr Walker

**Freedom of Information Act Request 1206**

I write with reference to your request for information under the Freedom of Information Act 2000, received by the Qualifications and Curriculum Authority 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.*

I note that you have not received a response, and are now requesting an internal review of how your request was handled.

An investigation into this matter has now been carried out. It has been established that your request was processed, and it was found that the information you requested is not held by QCA. A draft response was prepared accordingly, and I am enclosing a copy of this response. Unfortunately the response was not signed off and sent out to you, and I sincerely apologise on behalf of QCA for this oversight.

Over the past several months, QCA has received an unprecedented number of requests under the Freedom of Information Act, and until recently there has been no dedicated resource in place to deal with FOIA requests. Measures have now been taken to provide additional resource and to improve processes, with the intention that oversights such as the one you have experienced will not occur in the future. This is not intended to excuse our failure to provide you with a response, but simply to explain the context in which this occurred.

I would be grateful if you could let me know whether this letter provides you with sufficient information as to how the delay in responding to your request occurred, or whether you wish to request a formal internal review.

I apologise to you once again for the handling of your request.

Yours sincerely

P.P. A handwritten signature in black ink, appearing to read 'Jane Howard', written over the initials 'P.P.'.

Jane Howard  
FOI & Data Protection Officer



INVESTOR IN PEOPLE