

19 September 2017

Dear ,

ATISN 11605 ReAct request for recorded information

Thank you for your request which I received on 3 October 2017. You asked for:

- **The NVQ Level 3 Qualifications that were offered to ReAct Participants and Torfaen Training Participants who attended Coleg Qs in 2010 to 2015, including the course name and QCF number.**

From my preliminary assessment I estimate that it will cost more than the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to answer your request. The appropriate limit specified for central government is £600. This represents the estimated cost of it taking over 24 hours of time to determine whether we hold the information and to thereafter locate, retrieve and extract it.

In order to provide you with the information requested it would require the following actions:-

Action	Time
Identification of ReAct participants who trained with Coleg Qs and Torfaen Training during 2010-2015. <i>This has been completed and 57 participants have been identified.</i>	30 minutes
Each participant file is issued with a storage box number before it is sent to archive facilities. An investigation via electronic records would need to be conducted on each of the 57 participants to identify their storage box number. The files would then need to be recalled from archive. No time or cost has been allocated to the retrieval of these files from our storage facility.	5 Hours - estimated 5 minutes per file
Locate and extract participants' files from boxes recalled from archive storage	2 hours
Review each of the 57 participant's files, to determine the course undertaken with Coleg Qs and Torfaen Training. Each file on average has 200 pages, taking 30 minutes to review. This would give the sample of NVQ course at Level 3. (This would not include QCF numbers)	27 hours – estimated 30 minutes per file
Out of the identified NVQs courses at Level 3, review needed to cross reference with QCF numbers.	1 ½ hour
Collate information in preparation for formal response.	1 hours
Total 37 hours	

Due to the volume of information and the associated time required to process the request, a decision has been taken not to provide you with the information you have requested.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: FreedomOfInformationOfficer@wales.gsi.gov.uk

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.