

REPORT OF A BREACH OF THE CODE OF PRACTICE FOR STATISTICS

1. Core Information

Title and link to statistical output	Publication of Technical and Professional (Vocational) Qualifications (including Essential Skills) Quarterly Bulletin for October to December 2017 http://ccea.org.uk/news/2018/quarterly_bulletin_0
Name of producer organisation	Council for the Curriculum, Examinations and Assessment (CCEA)
Name and contact details of person dealing with report	Terri McComiskey tmccomiskey@ccea.org.uk
Link to published statement about the breach (if relevant)	http://ccea.org.uk/more/research_statistics/qualifications/technical_professional
Date of breach report	26 th April 2018

2. Circumstances of breach

Relevant pillars, principles and practices	Trustworthiness (T3.6) Statistics should be released to all users at 9.30am on a weekday.
Date of occurrence of breach	26th April 2018
The publication was set-up on the CCEA website in advance of the 09:30 hrs release time in accordance with internal guidance but the link to the publication didn't appear on the website until 10:20 hrs. We realised shortly after 10:00 hrs that the link hadn't appeared and we raised the matter with the CCEA staff member responsible for the upload to the website. This was due to a human oversight.	

3. Impact of the breach

This has had limited impact as statistics were published within the hour and we received no complaints.

4. Corrective actions (taken or planned) to prevent re-occurrence

The processes have been updated to reflect this need to ensure future publications being made available at 09:30 hrs exactly. A new desktop procedure has been created to ensure this risk will be mitigated in the future. The procedure includes oversight by multiple staff and computer automation. And has been circulated to the relevant teams.
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