Finance and Corporate Services
Information Management

16 September 2013
FOIA reference: F0001635

Dear XXXX

I am writing in respect of your recent request of 20 August 2013, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

Please supply the following information.

Sittings held at Gatwick for CPL(A) and CPL(H) examinations are bi-monthly. Please disclose -

1. *The number of actual sittings there have been out of the previous possible 12.*
2. *The number of candidates attending each of those sittings and the dates of those sittings.*

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to provide the information below.

1. All of the previous 12 bi-monthly examination sittings have taken place.
2.

Examination	Venue	Exam Date	Candidates
CPL(A)	Gatwick	12/09/2011	17
	Gatwick	14/11/2011	7
	Gatwick	16/01/2012	11
	Gatwick	12/03/2012	12
	Gatwick	15/05/2012	2
	Gatwick	16/07/2012	8
	Gatwick	10/09/2012	6
	Gatwick	12/11/2012	8
	Gatwick	14/01/2013	3
	Gatwick	11/03/2013	4
	Gatwick	14/05/2013	3
	Gatwick	08/07/2013	3

Civil Aviation Authority
Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR www.caa.co.uk
Telephone 01293 768512 rick.chatfield@caa.co.uk

CPL(H)	Gatwick	14/09/2011	5
	Gatwick	16/11/2011	2
	Gatwick	23/01/2012	21
	Gatwick	19/03/2012	10
	Gatwick	21/05/2012	15
	Gatwick	23/07/2012	17
	Gatwick	17/09/2012	10
	Gatwick	19/11/2012	13
	Gatwick	21/01/2013	17
	Gatwick	18/03/2013	16
	Gatwick	20/05/2013	17
	Gatwick	15/07/2013	13

Dates for all CPL examinations for 2013 and 2014 are available via the following link to the CAA examinations web page -
http://www.caa.co.uk/default.aspx?catid=2026&pagetype=90&pageid=11423

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at http://www.caa.co.uk/foi.

Yours sincerely

Rick Chatfield
Information Rights and Enquiries Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.