



## Retention of Records Policy

### Retention of Records Policy

#### General

This policy is for use by The Excellent Performance Team to ensure we are retaining evidence in a fair and consistent manner, in relation to the Awarding Organisations we work with.

As an Approved Training Centre (ATC), we must maintain rigorous quality assurance and control arrangements as outlined in the General / Standard Conditions of Recognition by our Regulators, Ofqual and Qualification Wales (Regulators).

We will be monitored as an ATC to ensure we are acting in accordance with the Conditions. This includes keeping records of learners' registration, achievements, internal verification and ensuring that the specified levels of attainment set for the qualifications we deliver, remain consistent over time and between similar qualifications.

#### ATC Retention of Records Learner Data

Registration records must be retained for all learners registered with us and should include details required by us for registering a learner. They must be retained and made available to the Awarding Organisations we work with and / or our Regulators for up to five years following registration.

This information may include:

- Date learners started their qualification (e.g. course / cohort start date)
- Learner name, ULN (where applicable) and date of birth
- Learner contact details
- Evidence of Learner eligibility
- Evidence of Learner pre-requisites (if applicable)
- Date Learners were registered with the Awarding Organisation
- Date certificates were claimed by the ATC
- Learner Outcomes

Approval Date: December 2022  
Reviewed Date: December 2023  
Review Date: December 2024  
Version 1



## Retention of Records Policy

### Workforce Data

The following information must be retained and made available to us and / or our Regulators for up to five years following Learner registrations. This information may include:

- Name of all individuals involved in the teaching, learning, assessment and internal verification of the learners
- Role they undertook (e.g. Tutor and / or Assessor or IV)
- Evidence of any appropriate / required qualifications
- Evidence of any appropriate licenses (such as a tutor License or licence to practice letter (if applicable))

### Learner Samples

Representative samples of learner work for the ATCs own monitoring and standardisation activities. There should be a minimum sample of one complete learner portfolio for each qualification the ATC delivers each year. The portfolio must be a copy rather than the original, and the learner's written agreement for its retention must be obtained. They must be retained and made available to the Awarding Organisation and / or their Regulators if requested.

### Assessment Evidence

Assessment evidence must be retained and made available to Awarding Organisations and / or their Regulators for up to one year following registration.

This information may include:

- A copy of the Assessment Task versions used (including references to how they are mapped to Learning Outcomes / Assessment Criteria)
- Summary of assessment decisions to include formative and summative decisions and when and by whom the decisions were made

### Learner Portfolios

Learner work is the property of the learner and therefore cannot be retained indefinitely. However, access may be required by the ATC, the Awarding Organisation and / or their Regulators for purposes of appeal, audit, or on-going monitoring. It is advisable to either retain copies of learner work (e.g. portfolios) and / or require learners to keep their work for a short period (e.g. up to six months) following final outcomes and / or the issuing of certificates.



## Retention of Records Policy

### **Internal Quality Assurance Records**

Internal Quality Assurance Records must be retained and made available to the Awarding Organisation, and / or their Regulators for up to one year following registration.

This information may include:

- Internal Verification / Quality Assurance Sampling Plans
- Internal Verification sign-off of Assessment Tasks (if applicable)
- Internal Verification reports
- Standardisation activities

### **Data Protection (Incorporating GDPR)**

The retention of any information and evidence described above should always be in line with the requirements of current Data Protection Legislation and General Data Protection Requirements and aligned to the individual organisations related policies and procedures.

The Excellent Performance Team

Mrs Ellie Purvis

The Excellent Performance Team

57 Deansway Avenue

Sturry

Kent

CT2 0NL

[courses@theexcellentperformanceteam.co.uk](mailto:courses@theexcellentperformanceteam.co.uk)

07939898510

Approval Date: December 2022  
Reviewed Date: December 2023  
Review Date: December 2024  
Version 1