



# Retention of Learner Records Policy

## Version History

Version	Date	Author	Change Description
Original	July 2015	Quality Assurance	Centre handbook
2	June 2018	Quality Assurance	Design Change (Centre Handbook)
3	February 2019	Quality Assurance	Design Change (Centre Handbook)
4	April 2020	Quality Assurance	Review (Centre Handbook)
5	February 2021	Quality Assurance	Review (Centre Handbook)
6	October 2021	Sarah Edmundson	Review (Centre Handbook)
7	February 2022	Sarah Edmundson	Formatting and design change (Centre Handbook)
8	August 2022	Sarah Edmundson	Updates to reflect system changes (Centre Handbook)
9	September 2023	Sarah Edmundson	Separated into individual policy
10	January 2023	Abigail Dannatt	Design Change

## Introduction

In accordance with the requirement of the regulators, awarding organisations must provide Centres with instructions and guidance on record keeping. The requirement for record keeping must specify the minimum information required to track learner progress and allow for independent authentication of any claim for certification.

Focus Awards require the following as a minimum, to be retained for 3 years. Records may be retained in an electronic or paper format (in line with your Centre practice for archiving) and must include the following:

1. Lists of all learners registered with the awarding organisation for each qualification offered to include:
  - learner name;
  - date of birth;
  - contact address;
  - workplace address and contact details (if applicable);
  - assessor(s) name;
  - internal quality assurer(s) name;
  - date of registration with awarding organisation;
2. Learner assessment records detailing:
  - who assessed what and when;
  - the assessment decision;
  - the assessment methods used for each unit / component;
  - the location of the supporting evidence;
3. Records of internal quality assurance activity detailing:
  - who verified what and when;
  - details of the sample selected and its rationale;
  - records of internal quality assurance standardisation meetings;
  - assessor and internal quality assurance competence records;
  - monitoring records of assessor / internal quality assurance progress toward achievement of the relevant assessor and internal quality assurance qualifications; (IQA)
  - requirements for the retention of learner evidence;
4. Records of certificates claimed including unit certificates, who claimed the certificate and when it was issued to the learner.

## Contact us

If you have any queries about the contents of the policy, please contact our support team

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