


Documentation Retention and Secure Storage Policy November 2024


Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.11.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  Date 01.11.24

Signature (COO)  Date 01.11.24

Version Control

Version	Date	Changes
V1	01/01/24	Original document

1. Introduction

1.1. This policy and procedure details how the Centre (Edit Education) will retain, and store documents and information associated with students, assessment and quality assurance.

2. Who is this policy for?

2.1. The intended audience for this policy is:

- a) Students registered at Edit Education.
- b) Tutors, Assessors and IQAs and other delivery staff at Edit Education.
- c) The registered Awarding Organisation for the product being delivered.

3. What we will retain and store

3.1. Edit Education will retain and store the following documents / information for a period of **at least 7 years** and should be made available to the awarding organisation on request:

- Student name.
- AO learner number or ULN.
- Student contact address and telephone number.
- Regulator reference and title of the qualification the student was registered on.
- Date of the qualification achievement.
- Grade of the qualification (if applicable)
- Details of unit achievement including:
 - The name and regulator reference number of the unit achieved.
 - The name of the Tutor/Trainer and Assessor for the unit.
 - The name of the IQA (if sampled).
 - The date the unit was judged as achieved within Edit Education.

3.2. The below must be kept for a **minimum of three years** and should be made available to the awarding organisation upon request:

- Records of the assessment plan and assessment decisions for each student, including the details of who assessed, what was assessed (learning outcome reference and assessment criteria), where it was assessed and the date the assessment decision was made.
- Details of all examinations conducted and their results.
- Synoptic Practical Assignments completed including any evidence generated.
- Records of progress/assessment criteria measured in guided learning hours (GLH) and total qualification time (TQT).
- A record of any exemption/Recognition of Prior Learning (RPL) used.

- Records of any Reasonable Adjustments or Special Considerations application
- The assessment methods used for each unit/component.
- Locations of where supporting evidence was gathered and stored at the time of assessment.
- Assessment reviews.

3.3. Records of internal quality assurance activity including:

- Details of the sample selected and internal quality assurance strategy.
- Internal quality assurance details including the assessment decisions verified, the name of the IQA and the date the verification took place.
- Records of internal quality assurance standardisation meetings.
- Records of Assessor support meetings and/or query resolution records.
- All completed declaration of authenticities.

4. How we will retain and store

4.1. Edit Education will ensure that retention and storage of documents and information is in line with the requirements of relevant legislation.

4.2. All documents and information whether in hard copy or online (cloud based) will be stored securely.

4.3. Paper based records will be stored in a lockable cupboard within the staff office and will not be removed from centre premises without the written permission of the Head of Centre (CEO). Documents may only be removed from the centre for a legitimate reason such as delivering assessment papers to a satellite location where an assessment is taking place. Where documents are removed from the centre, a documented audit trail will be kept, and documents booked and signed out and back into the centre by the CEO or COO.

4.4. Where records are stored electronically, they will be stored on a secure platform and staff permissions will be controlled to avoid deliberate or accidental deletion of evidence. All staff will have a personal password to access documents that are relevant to their role and must ensure that password is kept securely and not shared with anyone else. The Head of Centre (CEO) with the required authority, will perform regular checks on Edit Education storage systems to ensure that records are stored in the correct place and to identify any data loss.

5. How we will retain and store

5.1. In the event of documents or data being lost the Head of centre (CEO) will be informed.

- 5.2. The Head of Centre (CEO) will inform the relevant awarding organisation within 1 working day of the loss and the nature of the missing document and / or information.
- 5.3. The Head of Centre (CEO) will instigate an internal investigation into the loss and how it occurred. The Head of Centre (CEO) will appoint an appropriate member of staff to carry out the investigation together with taking steps to recover the documents / information.
- 5.4. Edit Education staff must be aware the AO may wish to investigate the loss and as such the centre will cooperate with any such investigation.