

4 Doves First Aid Training

Record Retention Policy

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1. Overview

- 1.1 4 Doves First Aid Training has completed and signed undertaking documents outlining agreed commitments in accordance with ITC First published procedures, enabling 4 Doves First Aid Training to deliver approved ITC qualifications, use assessment and quality assurance documents and allow access to data by ITC and the regulators upon request.
- 1.2 The aim of this policy is to ensure that 4 Doves First Aid Training retains sufficient assessment and quality assurance records to allow for the review of assessment over time.

For short first aid and workplace compliance qualifications all assessment evidence is reviewed and evaluated by ITC.

2. Learner Registration

- 2.1 4 Doves First Aid Training collects data from its learner in accordance with defined ITC First criteria and supplied documentation.
- 2.2 Learner details collected:
- a) Hard copy of the physical registration documents for each learner are **required** to be sent to ITC First by 4 Doves First Aid Training, and are kept for 5 years centrally by ITC. 4 Doves First Aid Training will keep the (original) copy of the physical registration documents for 5 years at the Centre.
 - b) Digital information is forwarded to ITC by 4 Doves First Aid Training regarding qualifications enrolled upon and achieved. This is stored by ITC First according to the requirements of the Data Protection Act and subsequently the GDPR that came into force in 2018.
- 2.3 Learner details obtained from registration documents are:
- a) Prefix
 - b) First Name
 - c) Family (Surname) Name
 - d) Date of Birth
 - e) Gender
 - f) Ethnicity (Groups based upon 2001 census question)
 - g) Postal Address
 - h) Postcode
 - i) Email Address
 - j) Telephone
 - k) Mobile
 - l) Special Needs & Reasonable Adjustment Request
 - m) Undertaking Signature

3. Learner Assessment

- 3.1 4 Doves First Aid Training collects data from its learners in accordance with defined ITC criteria identified on the qualification specification and other supplied documentation.
- 3.2 4 Doves First Aid Training sends all physical assessment evidence it has collected to ITC (retains copies of assessment decisions and learner registers), detailing:
- a) What was assessed, when and by whom
 - b) The assessment methods
 - c) The assessment decision
 - d) Assessor and learner original signatures

3.3 Internal Assessment Verification/Quality Assurance

4 Doves First Aid Training retains all internal verification records and **internal quality assurance** activity evidence for its assessors and candidates. These are maintained according to agreed internal quality assurance plans and made available to ITC and regulators upon request. This evidence is stored on the secure ITC Web Office database.

4. Summary

- 4.1 4 Doves First Aid Training collect and forward to ITC First, the registration, assessment, verification/quality assurance and evaluation evidence from learners and qualifications.
- 4.2 4 Doves First Aid Training forward all physical evidence to ITC First who will archive for a minimum of 5 years in line with regulatory and internal requirements.
- 4.3 4 Doves First Aid Training will retain copies of registration documents, qualification assessment decisions, course register and examination documents for a period of 5 years. These documents are available for inspection by the awarding body and/or regulator as requested.
- 4.4 If learners request exemption or recognition of prior learning, or a credit transfer then 4 Doves First Aid Training will contact ITC who will review the request, then advise and provide guidance to 4 Doves First Aid Training.
- 4.5 4 Doves First Aid Training has agreed to utilise 4 Doves First Aid Training staff and employee data as required ensuring it is stored securely and only retained for as long as it is required.