

ASH Healthcare Training

Record Retention Policy



Record Retention Policy

1. Overview

- 1.1 ASH Healthcare Training has completed and signed undertaking documents outlining agreed commitments in accordance with NCFE / Cache published procedures, enabling ASH Healthcare Training to deliver approved NCFE / CACHE qualifications, use assessment and quality assurance documents and allow access to data by NCFE / CACHE and the regulators upon request.
- 1.2 The aim of this policy is to ensure that ASH Healthcare 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 NCFE / Cache.

2. Learner Registration

- 2.1 ASH Healthcare Training collects data from its learner in accordance with defined NCFE / Cache 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 NCFE / Cache by ASH Healthcare Training, and are kept for 5 years centrally by NCFE / CACHE. ASH Healthcare Training will keep the (original) copy of the physical registration documents for 5 years at the Centre.
 - b) Digital information is forwarded to NCFE / CACHE by ASH Healthcare Training regarding qualifications enrolled upon and achieved. This is stored by NCFE / Cache 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 ASH Healthcare Training collects data from its learners in accordance with defined NCFE / Cache criteria identified on the qualification specification and other supplied documentation.
- 3.2 ASH Healthcare Training sends all physical assessment evidence it has collected to NCFE / CACHE (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

ASH Healthcare 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 NCFE / Cache and regulators upon request. This evidence is stored on the secure NCFE / Cache Web Office database.

3.4 ASH Healthcare Training Staff/Employees

ASH Healthcare Training also collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. ASH Healthcare Training will treat this data in accordance with current data protection principles.

4. Summary

- 4.1 ASH Healthcare Training collect and forward to NCFE / Cache, the registration, assessment, verification/quality assurance and evaluation evidence from learners and qualifications.
- 4.2 ASH Healthcare Training forward all physical evidence to NCFE / Cache who will archive for a minimum of 5 years in line with regulatory and internal requirements.
- 4.3 ASH Healthcare 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 ASH Healthcare Training will contact NCFE / Cache who will review the request, then advise and provide guidance to ASH Healthcare Training.
- 4.5 ASH Healthcare Training has agreed to utilise ASH Healthcare Training staff and employee data as required ensuring it is stored securely and only retained for as long as it is required.