

Document Retention and Secure Storage Policy

POLICY STATEMENT:

The purpose of this policy is to:

This Document Outlines how SALT TRAINING LIMITED maintain a reliable and auditable system for recording training, assessment and internal quality assurance of its awarding body provision. This document also identifies the duration certain information will be retained how it will be stored.

Information will be securely stored and be shared in case of external quality assurance by Awarding bodies, learner appeals, malpractice investigations or information requests from awarding or regulatory bodies.

The below information must be kept for a period of **at least seven years from the date of certification** to ensure that any claims for certification can be substantiated, to support any malpractice claims and to respond to information requests from awarding or regulatory bodies:

- a) Learner name.
- b) Learner number or ULN.
- c) Learner contact address and telephone number.
- d) Regulator reference and title of the qualification the learner was registered on.
- e) Date of the qualification achievement.
- f) Grade of the qualification (if applicable)

Details of unit achievement including:

- a) The name and regulator reference number of the unit achieved.
- b) The name of the Tutor/Trainer and Assessor for the unit.
- c) The name of the IQA (if sampled).
- d) The date the unit was judged as achieved within the Centre.
- e) Grade of the unit (if applicable)

In addition to the above, the below **must be kept for a minimum of three years** and will be made available to awarding bodies upon request:

- a) Records of the assessment plan and assessment decisions for each learner, 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.
- b) Details of all examinations conducted and their results.
- c) Synoptic Practical Assignments completed including any evidence generated.
- d) Records of progress/assessment criteria measured in guided learning hours (GLH) and total qualification time (TQT).
- e) A record of any exemption/Recognition of Prior Learning (RPL) used.
- f) The assessment methods used for each unit/component.
- g) Locations of where supporting evidence was gathered and stored at the time of assessment.

Policy Owner: Managing Director
Stage of Approval: Approved
Date of Review: January 2024

h) Assessment reviews.

Records of internal quality assurance activity including:

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

SALT TRAINING LIMITED's systems for logging and storing assessment evidence (for both paper-based records and electronic) are kept secure and that these are kept up to date by all Centre staff. The Managing Director has overall responsibility for the protection of data and records and ensuring that these remain free from cyber-attack, or intentional or unintentional destruction or removal by all Centre staff. Appropriate anti virus and processes are in place to mitigate.

All paper evidence is not removed from SALT TRAINING LIMITED's premises to ensure that all records are centrally logged and stored. Access to paper records are strictly controlled and a tracking system is in place to show where evidence has been removed from central archives. All assessment and IQA records are stored electronically to support the preservation of records.

Where records are stored electronically, SALT TRAINING LIMITED has a secure platform and staff permissions are controlled to avoid deliberate or accidental deletion of evidence. This Secure platform is also back up in the cloud. The Managing Director performs regular audit checks on Centre storage systems four times a year to ensure that records are stored in the correct place and to identify any data loss.