

BIIAB Qualifications Ltd Transportation and Storage of Apprentices End Point Assessment Evidence Policy

1. Introduction

This policy is to set out clear guidance on the safe storage and/or transportation of apprentices' evidence relating to End-Point Assessment. This guidance is for BIIAB Qualifications Ltd staff.

2. Purpose

2.1 The purpose of this policy is to set out specific controls for the safe storage and/or transportation of evidence generated by apprentices for End-Point Assessment from BIIAB Qualifications Ltd to the End Point Assessor.

3. Applicability

3.1 This policy applies to:

- BIIAB Qualifications Ltd staff who are involved in administering End Point Assessments
- End Point Assessors who conduct End Point Assessments
- Other BIIAB Qualifications Ltd consultants who may be provided with access to the evidence for quality assurance, standardisation or moderation activities or for any other reason

4. Definitions and Processes

4.1 Electronic Evidence

4.1.1 BIIAB Qualifications Ltd strongly encourages Employer/Provider to store evidence required for End Point Assessment electronically. Where evidence has been produced on paper, centres are encouraged to scan and upload this evidence so that it can be transferred electronically.

4.1.2 It is the Employer/Provider responsibility to email evidence required for End point Assessment to BIIAB Qualifications Ltd within the timescale agreed to the correct address provided.

4.1.3 Evidence must be stored in an organised and secure manner, files should be named according to the Apprentice's name and Employer/Provider Name and must be password protected. Passwords should be communicated to BIIAB Qualifications Ltd by Employers/Providers in a separate email.

4.2 Paper evidence

4.2.1 BIIAB Qualifications Ltd will only accept paper-based evidence with prior agreement and this must be agreed with BIIAB Qualifications Ltd prior to End-Point Assessment commencing.

4.2.2 It is the Employer/Provider responsibility to securely deliver evidence to BIIAB Qualifications Ltd in line with the timescales agreed. It is the sole responsibility of the employer/provider to take a copy (digital or paper) of the evidence.

4.2.3 BIIAB Qualifications Ltd will log receipt of paper evidence and store this in a secure location.

4.2.4 BIIAB Qualifications Ltd will store evidence according to the apprentice's name and Employer/Provider name.

4.2.5 If the End Point Assessor requires access to the original paper-based evidence at an alternative location BIIAB Qualifications Ltd will organise delivery of this evidence to the End Point Assessor.

4.2.6 It is the responsibility of the Employer/Provider to collect paper evidence from BIIAB Qualifications Ltd following completion of the End-Point Assessment activity.

4.3 Lost Evidence

4.3.1 It is the Employer/Provider responsibility to follow their lost portfolio procedure in the case of paper evidence being lost in transportation to, or from, BIIAB Qualifications Ltd, or in storage at the Employer/Provider.

4.3.2 It is BIIAB Qualifications Ltd's responsibility to follow their lost portfolio procedure in the case of paper evidence being lost in transportation to or from the End Point Assessor or in storage at BIIAB Qualifications Ltd.

4.3.3 BIIAB Qualifications Ltd will not be held responsible for the loss of any evidence provided to it.

5. Limitations

5.1 Intellectual Property Rights

5.1.1 The apprentice/employer owns the intellectual property rights to all of their evidence.