

## Centre Record Keeping Policy

### 1 General

- 1.1 Centres are expected to be able to provide both BIIAB Qualifications Limited<sup>1</sup> and the Regulators<sup>2</sup> with access to premises, people and records. Records must hold sufficient information to confirm the internal quality assurance of assessment activity which will allow for the independent authentication of any claims for certification.
- 1.2 These records must be retained for at least three years from completion of all qualifications and must be made available upon request. However, Centres are advised to refer to any additional specific funding body requirements in relation to the retention of documents for qualifications for which they have received funding.
- 1.3 All records and details of achievement must be maintained in an accurate, timely and secure manner and must be made available for any external quality assurance activity or regulatory request.

### 2 Centre Records

Centres must retain the following records

#### 2.1 Learner Enrolment, Registration and Certification

- Full list of learners enrolled on each qualification offered;
- Date learners enrolled with the centre;
- Learner name, ULN (where applicable) and date of birth;
- Learner contact details; \*
- Name of learner's workplace where work-based or on placement;
- Evidence of learner eligibility for access to the qualification; \*
- Date certificates received and despatched to learners.

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<sup>1</sup> BIIAB Qualifications Limited is a recognised awarding organisation and part of the Skills and Education Group.

<sup>2</sup> Which may include Ofqual in England; Qualifications Wales; CCEA Regulation in NI and SQA in Scotland.

## 2.2 Assessment<sup>3</sup>

- Assessor qualifications and experience; \*
- Assessor CPD activity; \*
- Assessment methods / tasks mapped to learning outcomes / assessment criteria;
- Summary of assessment decisions to include when and by whom they were made;
- Sample learner evidence sufficient for standardisation and benchmarking.

## 2.3 Internal Quality Assurance<sup>4</sup>

- Internal Quality Assurer qualifications and experience; \*
- Internal Quality Assurer CPD activity; \*
- Internal Quality Assurer sign-off of internal assessment tasks;
- Internal Quality Assurer feedback reports to assessors; \*
- Internal Quality Assurer activity detailing sampling and standardisation activities.

\*Retention subject to currency and the requirements of data protection legislation.

# 3 Quality Assurance

- 3.1 This policy and any associated guidance is reviewed annually to ensure it continues to meet the needs of our Regulators and any other stakeholders to which we are subject.

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<sup>3</sup> See BIIAB Qualifications Limited Delivery and Assessment of Qualifications Policy

<sup>4</sup> See BIIAB Qualifications Limited Internal Quality Assurance of Qualifications