



Notting Hill College

Documentation Retention and Secure Storage Policy

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Head Office

19, Waters Edge Business Park, Modwen Road, Salford,
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Centre Details

Centre Name:

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Centre Number:

Throughout this policy, the term 'the Centre' will be used to refer to the Centre details above.

Policy Details

Date Published:

19 May 2025

Version Number:

DRSSPV2025

Date of Next Review:

May 2026

Individuals Responsible for Policy:

Amira Madkour and Iryna Hurkova

1. Introduction

1.1. This policy and procedure details how the Centre will retain, and store documents and information associated with learners, assessment and quality assurance.

2. Who is this policy for?

2.1. The intended audience for this policy is:

- a) Learners/apprentices registered at the Centre.
- b) Tutors, Assessors and IQAs and other delivery staff at the Centre.
- c) The registered Awarding Organisation for the product being delivered.
- d) External regulators, auditors, and funding bodies.
- e) Centre administration and data protection officers.

3. What we will retain and store

3.1. The Centre will retain and store the following documents / information for a period of **at least 7 years** and should be made available to the awarding organisation on request:

- Learner name.
- AO learner number or ULN.

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- Learner contact address and telephone number.

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- Regulator reference and title of the qualification the learner was registered on.
- Date of the qualification achievement.
- Grade of the qualification (if applicable)
- Details of unit achievement including:
 - The name and regulator reference number of the unit achieved.
 - The name of the Tutor/Trainer and Assessor for the unit.
 - The name of the IQA (if sampled).
 - The date the unit was judged as achieved within the Centre.

3.2. The below must be kept for a **minimum of seven years** and should be made available to the awarding organisation upon request:

- 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.
- Details of all examinations conducted and their results.
- Synoptic Practical Assignments completed including any evidence generated.
- Records of progress/assessment criteria measured in guided learning hours (GLH) and total qualification time (TQT).
- A record of any exemption/Recognition of Prior Learning (RPL) used.
- Records of any Reasonable Adjustments or Special Considerations application
- The assessment methods used for each unit/component.
- Locations of where supporting evidence was gathered and stored at the time of assessment.
- Assessment reviews.

3.3. Records of internal quality assurance activity including:

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

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- Assessor observation and feedback reports.
- CPD and Staff training logs.
- Compliance and audit trail documentation.

4. How we will retain and store

- 4.1. The Centre will ensure that retention and storage of documents and information is in line with the requirements of relevant legislation.
- 4.2. All documents and information whether in hard copy or online will be stored securely.
- 4.3. Paper based records will be stored in **lockable filing cabinets and lockable offices** and will not be removed from centre premises without the written permission of the Head of Centre. Documents may only be removed from the centre for a legitimate reason such as delivering assessment papers to a satellite location where an assessment is taking place, conducting external quality assurance (EQA) visits, providing evidence for an awarding body audit. Where documents are removed from the centre, a documented audit trail will be kept, and documents booked and signed out and back into the centre by **the Data Protection Officer**.
- 4.4. Where records are stored electronically, they will be stored on a secure platform and staff permissions will be controlled to avoid deliberate or accidental deletion of evidence. All staff will have a personal password to access documents that are relevant to their role and must ensure that password is kept securely and not shared with anyone else. The Head of Centre or delegated individual such as **the Data Protection Officer** with the required authority, will perform regular checks on Centre storage systems to ensure that records are stored in the correct place and to identify any data loss.

5. How we will retain and store

- 5.1. In the event of documents or data being lost the Head of centre will be informed.
- 5.2. The Head of Centre will inform the relevant awarding organisation within 1 working day of the loss and the nature of the missing document and / or information.

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5.3. The Head of Centre will instigate an internal investigation into the loss and how it occurred. The Head of Centre will appoint an appropriate member of staff to carry out the investigation together with taking steps to recover the documents / information.

5.4. Centre staff must be aware the AO may wish to investigate the loss and as such the centre will cooperate with any such investigation.

6. Version History

Version	Date Published	Changes Made	Signed off by
DRSSPV2025	19 May 2025		Iryna Hurkova

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