

RECORDS RETENTION SCHEDULE GUIDANCE FOR CENTRES

STUDENT REGISTRATION FORMS

Student registration forms should be retained for 10 years. Centres have discretion as to whether a database or paper record is retained.

ASSESSMENT AND INTERNAL QUALITY ASSURANCE RECORDS

On completion of a competence-based programme all assessment and Internal Quality Assurance records must be retained for a period of 3 years.

ASSESSMENT MATERIALS

Portfolios are the property of the candidate and should be returned to them following the final External Quality Assurance visit.

Centres may wish to keep samples of work, but there is no requirement to do so. Samples could be retained for the following reasons:

- Comparison of long-term standards
- Standardisation events by centres