

# **A2E First Aid Training**

## **Record Retention Policy**

## Record Retention

### 1. Overview

1.1 A2E First Aid Training (A2E) has completed and signed undertaking documents outlining agreed commitments in accordance with ITC published procedures. This enables A2E to deliver approved ITC qualifications, use assessment and verification documents.

1.2 As part of regulated procedures candidate data is utilised by A2E for legitimate administrative purposes and, by ITC and the regulators upon request.

1.3 The aim of this policy is to ensure that A2E retains sufficient assessment and verification records to allow for the review of assessment over time.

1.4 For first aid qualifications all assessment evidence is moderated and evaluated by ITC.

### 2. Candidate Registration

2.1 A2E collects data from its candidates in accordance with defined ITC criteria and supplied documentation.

2.2 Candidate details collected:

- a) Hard copy physical registration documents for each candidate are **required** to be forwarded to ITC by A2E, and are kept for 5 years centrally by ITC.
- b) Digital information is forwarded to ITC via secure website and posting by A2E. This data relates to qualifications, the candidates enrolled and their achievement. This is stored by ITC according to the requirements of the Data Protection Act.

2.3 Candidate details obtained from registration document (02) are:

Registration Data	Data Use
a) Prefix	a) Certificate
b) First Name	b) Certificate
c) Family (Surname) Name	c) Certificate
d) Date of Birth	d) Equality monitoring + Regulatory
e) Gender	e) Equality monitoring + Regulatory
f) Ethnicity (Groups based upon 2001 census question)	f) Equality monitoring + Regulatory need
g) Postal Address	g) Certificate posting
h) Postcode	h) Certificate posting
i) Email Address	i) Evaluation authentication
j) Telephone	j) Contact + authentication
k) Mobile	k) Contact + authentication
l) Special Needs & Reasonable Adjustment Request	l) Assessment reasonable adjustment
m) ULN consent	m) Regulatory
n) ULN	n) Regulatory
o) Undertaking Signature	o) Authenticity + cert replacement

### 3. Candidate Assessment

3.1 A2E collects data from its candidates in accordance with defined ITC criteria and supplied documentation.

3.2 A2E sends all physical assessment evidence it has collected to ITC, detailing:

- a) What was assessed, when and by whom
- b) The assessment methods
- c) The assessment decision
- d) Tutor and candidate original authenticating signatures

### 3.3 Internal Assessment Verification

A2E retains any internal verification records and activity for its assessors and candidates. These are maintained according to agreed internal verification plan and made available to ITC and regulators upon request. This evidence is stored on the secure ITC Web Office database after uploading by this Centre.

## 4. A2E Staff/Employees

This Centre collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. This Centre will treat this data in accordance with data protection principles.

## 5. Summary of Record Retention for A2E

5.1 This Centre collects and forwards to ITC the registration, assessment, verification and evaluation evidence from candidates, assessors and qualifications for analysis to inform compliance with current equality legislation and future development.

5.2 This Centre forwards all hardcopy physical evidence to ITC who will archive for a minimum of 5 years in line with regulatory and internal requirements.

5.3 This Centre, as agreed with ITC, retains evidence that will be archived for 5 years. This Centre recognises that there is no need for this Centre to store any candidate data (other than any central group organisers/contact details), as this function is undertaken by ITC for first aid qualifications.

5.4 If candidates request exemption or recognition of prior learning, credit transfer or a ULN then this Centre will contact ITC for advice, who will either perform these functions with the collected candidate data or inform A2E how to do this function.

5.5 This Centre has agreed to utilise Centre staff and employee data as required for the legitimate administration of the Centre, ensuring it is stored securely and only retained for as long as it is required.

## 6. Rational for 5 year archive undertaking (first aid qualifications)

6.1 ITC qualifications are for life but the license to practice is only for 3 years. Thus if the first aid qualification is required as a unit for a larger qualification, the larger qualification will remain valid. If the qualification is required in its own right then it will have to be re-validated by attending another first aid qualification training course.

Reviewed and amended 24<sup>th</sup> January 2014 Cara Allison

Next review due: April 2015

Reviewed March 2015

Next review due March 2016