

## Record Keeping Guidance

A centre must ensure the following records are available to the EV:

- Dated record of each learner's enrolment into the centre's programme
- Dated record of each learner's certification registration with CYQ
- The registration and certification of the learner's concerned must be completed accurately and made readily available to the EV if required
- All relevant information (dated) relating to learners requiring reasonable adjustments/special considerations
- All relevant information (dated) relating to a learner's appeal, including copies of documented evidence identifying the nature, date and circumstances surrounding the original notification along with resulting action plans
- Any relevant information and recording of learner achievements should enable the EV to carry out monitoring and review against the centre's equal and diversity policy and implementation action plan, to include:
  - Date of birth
  - Gender
  - Ethnic origin
  - Any provision of reasonable adjustments

The dated records of all learner assessment and certification, to include:

- Learner details (age, gender, ethnicity, reasonable adjustments and special considerations)
- Learner name and signature
- Assessor name and signature
- IV name and signature (if sampled) (Mandatory for NVQ)
- Relevant subject material assessed
- Evidence files/portfolios
- Date of birth and unique learner number
- Workplace address and contact details (NVQ only)
- CYQ unique learner number (if learner has registered/undertaken a CYQ unit/qualification before)

Internal verification reports, to include:

- Reports detailing feedback, guidance and support of tutors and assessors
- Minutes of meetings between assessment team and IV(s)
- Records of training and continued professional development
- External verifier reports and written evidence of any action points implemented

## Retention of centre and learner records

All records of assessment must be complete, securely stored and available for external verification and auditing purposes for the following time periods:

- One year (VRQ) after completion
- Three years (NVQ) after completion

These records should provide information covering:

- Learner details (age, address, gender, ethnicity, reasonable adjustments and special considerations)
- Registration details (including CYQ unique learner number)
- Learner name and signature
- Assessor name and signature
- IV name and signature (if sampled)
- Relevant subject material assessed
- Date of birth and unique learner number (where known)
- Workplace address and contact details (NVQ only)
- Learner achievements/certification claims
- Assessment records/plans
- IV reports /plans
- Evidence files or portfolios
- Developmental activities undertaken by assessors and IVs

NB: The IV signature must be included on all NVQ certification claims.

*Centre sanction - Failure to adhere to these administrative guidelines and provide appropriate administrative support and/or maintain appropriate records may result in a centre sanction and/or incur additional fees.*