

Record keeping guidance

Retention of Centre and Learner Records

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

- VRQ - one year after completion (minimum)
- NVQ - three years after completion (minimum)

These records should provide information covering:

- Learner details (date of birth, address, gender, ethnicity, reasonable adjustments and special considerations)
- Registration details (including YMCA Awards learner number if known)
- Learner name and signature
- Assessor name and signature
- IQA name and signature (if sampled)
- Relevant subject material assessed
- Unique learner number (where known)
- Workplace address and contact details (NVQ only)
- Learner achievements/certification claims
- Assessment records/plans (see below for further information)
- IQA reports /plans
- Evidence files or portfolios (see below for further information)
- Developmental activities undertaken by assessors and IQAs

Further information

Learner assessment records (LARs) and learner portfolios – original versions remain the property of the learner but copies must be retained by the centre for the above stated time periods. Scanned/electronic copies are acceptable.

All/any product that has been used to make an assessment judgment and decision must be copied and kept. This is to ensure that, in the case of an appeal (by a learner or centre), or in the case of any discrepancy raised by an External Quality Assurer (EQA), a complete record of evidence is available for adjudication.

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

A centre must ensure the following records are available to the EQA upon request:

- Dated record of each learner's enrolment into the centre's programme
- Dated record of each learner's registration with YMCA Awards
- Dated record of each learner's certification details once completed
- 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 EQA to carry out monitoring and review against the centre's equality and diversity policy and implementation action plan, to include:

- Date of birth
- Gender
- Ethnic origin
- Any provision of reasonable adjustments (with awarding organisation agreement where applicable)

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

- Learner details (date of birth, gender, ethnicity, reasonable adjustments and special considerations)
- Learner name and signature
- Assessor name and signature
- IQA name and signature (if sampled)
- Relevant subject material assessed (see above regarding retention of evidence)
- Evidence files/portfolios (as above)
- Unique Learner Number (where known)
- YMCA Awards learner number (where known)
- Workplace address and contact details (NVQ only)

Internal quality assurance reports, to include:

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