

Archangel First Aid Training Ltd

Record Retention Policy

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1. Overview

- 1.1 Archangel First Aid Training Ltd has completed and signed undertaking documents outlining agreed commitments in accordance with ITC First published procedures, enabling Archangel First Aid Training Ltd to deliver approved ITC qualifications, use assessment and verification documents and allow access to data by ITC and the regulators upon request.
- 1.2 The aim of this policy is to ensure that Archangel First Aid Training Ltd retains sufficient assessment and verification records to allow for the review of assessment over time.

For short first aid and workplace compliance qualifications all assessment evidence is moderated and evaluated by ITC.

2. Candidate Registration

- 2.1 Archangel First Aid Training Ltd collects data from its candidates in accordance with defined ITC First criteria and supplied documentation.
- 2.2 Candidate details collected:
- a) Hard copy physical registration documents for each candidate are **required** to be sent to ITC First by Archangel First Aid Training Ltd, and are kept for 5 years centrally by ITC.
 - b) Digital information is forwarded to ITC by Archangel First Aid Training Ltd regarding qualifications enrolled upon and achieved. This is stored by ITC First according to the requirements of the Data Protection Act.
- 2.3 Candidate details obtained from registration documents are:
- a) Prefix
 - b) First Name
 - c) Family (Surname) Name
 - d) Date of Birth
 - e) Gender
 - f) Ethnicity (Groups based upon 2001 census question)
 - g) Postal Address
 - h) Postcode
 - i) Email Address
 - j) Telephone
 - k) Mobile
 - l) Special Needs & Reasonable Adjustment Request
 - m) ULN consent
 - n) ULN
 - o) Undertaking Signature

3. Candidate Assessment

- 3.1 Archangel First Aid Training Ltd collects data from its candidates in accordance with defined ITC criteria identified on the qualification specification and other supplied documentation.
- 3.2 Archangel First Aid Training Ltd sends all physical assessment evidence it has collected to ITC (retains copies of assessment decisions and candidate registers), detailing:
- a) What was assessed, when and by whom
 - b) The assessment methods
 - c) The assessment decision

d) Tutor and candidate original signatures

3.3 Internal Assessment Verification

Archangel First Aid Training Ltd retains all internal verification records and activity evidence 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.

3.4 Archangel First Aid Training Ltd Staff/Employees

Archangel First Aid Training Ltd also collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. Archangel First Aid Training Ltd will treat this data in accordance with data protection principles.

4. Summary

4.1 Archangel First Aid Training Ltd collect and forward to ITC First, the registration, assessment, verification and evaluation evidence from candidates and qualifications.

4.2 Archangel First Aid Training Ltd forward all physical evidence to ITC First who will archive for a minimum of 5 years in line with regulatory and internal requirements.

4.3 Archangel First Aid Training Ltd will retain copies of qualification assessment decisions, course register and examination documents for a period of 5 years. These documents are available for inspection by the awarding body and/or regulator as requested.

4.4 If candidates request exemption or recognition of prior learning, credit transfer or a ULN then Archangel First Aid Training Ltd will contact ITC who will either perform these functions with the candidate data or inform Archangel First Aid Training Ltd how to do this function.

4.5 Archangel First Aid Training Ltd has agreed to utilise Archangel First Aid Training Ltd staff and employee data as required ensuring it is stored securely and only retained for as long as it is required.

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

5.1 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.