

Document Retention Policy

Centre Direct Claims Status:

All centre portfolios will be retained until the next E.V visit from all Awarding Bodies where the SVQ will decide generally before the next visit which portfolios will be sampled by name for the SVQ centre visit. At this stage all portfolios up to this point can be returned after the visit back to the learners. The centre will retain records of certification and the return of portfolios to learners.

Centre without Direct Claims Status:

All portfolios must be retained in centre until the SVQ has been to sample these, at this stage the claims can then be processed, and portfolios then returned to the learner. All awarding Body documentation will be held in Archive for a period of 10 years or in line with the prescribed time scales set by the Awarding Body for storage.

Storage of portfolios:

All portfolios whether they are in use or archived will be in locked location in centre, this room is closed at all times and only accessible to relevant staff.

All learner paperwork (As confirmed with BCTG must be retained for a minimum of 10 years electronically or paper based. All confidential information that is disposed of at Floorskills will be shredded in all cases, this will be information that holds any information relating to learners, staff or financial information.

Ace certificates and Awarding Body Certificates:

All certificates that are delivered to centre will be stored safely in line with procedures and uploaded onto the ACE website when the Exams Officer requests the framework certificate.

All financial information will be retained by the Company secretary for a period of 7 years.

Please see the Data Protection Policy for more detailed information on documentation used in centre.

Signed

Matt Bourne
Floorskills Training Centre