**Creo Skills Limited**

**Retention of Assessment Materials Policy**

1. **Introduction**

Creo Skills will retain sufficient evidence of assessed learner work for defined periods of time, as set out in this policy, to meet its own internal quality assurance needs and those of the awarding bodies for which it is a recognised centre.

This policy should be read in conjunction with the appropriate awarding body policy on the Retention of Assessment Materials. These can be found at:

* Agored Cymru- [Policies (agored.cymru)](https://www.agored.cymru/About-Us/Policies)
* CMI- [AB POL 0010 Jul18 V03 CMI Retention of Records Policy v3.doc.docx (managers.org.uk)](https://www.managers.org.uk/wp-content/uploads/2021/06/AB-POL-0010-Jul18-V03-CMI-Retention-of-Records-Policy-doc.docx.pdf)

1. **Records**

* We shall keep learner’s registration and certification details on our data base for a minimum of three years in order to comply with the awarding bodies requirements.
* We will keep learner assessment records for a minimum of 3 years and these records will include:
* Who assessed (name of the assessor) what and when (date of the assessment)
* The assessment decision
* The assessment methods and tasks used for each unit including workbooks/portfolios (version controlled)
* The location of the assessment
* Records of certificates claimed including unit/credit certificates
* Details of who claimed the certificate and when
* Tracking records/assessment result sheets
* Internal Quality Assurance records including:
* Who verified what and when, details of the sample selected and its rationale (sampling plan) including IQA Feedback records.
* Records of standardisation meetings
* Records of Assessor support meetings and Team Meetings
* Assessor and IQA competence (CPD ) records and monitoring records of Assessor/IQA progress towards achievement of the relevant Assessor and IQA qualifications
* Assessor and IQA CV’S.

1. **Learner work**

* We will keep the work of all learners for 6 months following certification.
* We will retain all learner assessment evidence and IQA documentation where learners are awarded certificates pending a retrospective EQA for 6 months following the date of the EQA.
* We will keep representative samples from each year for at least three years to support our internal quality assurance process from all our qualifications and QALL units.
* All learner assessment materials will be disposed off through a reputable shredding company and treated as confidential waste.