

# REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

Retention of Records Policy

Dated: June 2020

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals' policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

## Retention of Records Policy

Regulatory Requirements – General Conditions of Recognition: Condition A5

### Purpose

The RECAO requires the REC Professionals Centre to have a published policy for retaining REC Professionals Centre records, assessment materials and learners' work, which will ensure that adequate information is available to RECAO at all times.

### Introduction

This policy sets out guidelines and procedures for retaining REC Professionals Centre records, assessment materials and learners' work.

### Scope

This policy applies to all RECAO Awarding Body Centres.

### Retention of records requirements

The REC Professionals Centre is required to maintain records, programmes and learner details, relating to each RECAO qualification, for a minimum period of three years and to make them available to RECAO for the purposes of resolving any issues arising from external verification or appeals. Such records must be made available to the Regulatory Authorities upon request.

These must include:

- Learner name.
- Date of birth.
- Contact address.
- Date of registration with RECAO.

Learner assessment records detailing:

- The assessment decision.
- Records of certificates claimed including unit/credit certificates.
- Details of who claimed the certificate and when this was claimed.

### Regulatory Body requirements

If REC Professionals Centre fails to comply with the requirements for maintaining auditable records and cannot substantiate claims made on behalf of learners, RECAO will take appropriate measures to safeguard the consistency and integrity of the award. RECAO will inform the Regulatory Authorities of such cases and initiate agreed investigative procedures.

### Data Protection Law

RECAO Centres are required to maintain all learner records and details of achievement in an accurate, timely and secure manner in line with the requirements of RECAO and Data Protection Legislation and make these records available for external quality assurance and auditing purposes, as required.

## Monitoring and Review

Use of this policy will be monitored and reviewed annually to ensure the policy and its approach remains fit for purpose.