Skillwise Training Document Retention & Archiving Policy

Title	Date	Who
Origin date	April 2017	Ian Simms
Reviewed	November 2020	Jen Moore
Last Review	November 2022	Lee Croucher
Next Review	November 2023	Lee Croucher

Documentation Retention and Archiving Policy

This policy sets out approved document retention periods in order that Skillwise Training may meet its obligations to students; comply with quality assurance requirements; reduce burdens on space and storage; and comply with the Data Protection Act by not retaining documentation longer than is justifiably necessary.

a) Data Protection Act 1998: The Act stipulates that personal data must only be used for the purpose for which it was obtained and kept for no longer than necessary. When personal data is no longer required to be retained, it must be destroyed.

b) Retention: Documentation may be retained for a longer period of time than stated in this document, but Skillwise Training must make explicit the reasons for doing so, e.g. to retain project work that includes original data and/or analysis; for surveys of trends in student achievement; to use as examples to future students. The documentation must be destroyed when the stated purpose has been fulfilled.

c) Professional, Statutory and Regulatory Bodies: Where relevant, Staff should refer to PSRB guidance on the archiving of assessed work to ensure that they will comply with any specific requirements.

d) Students: The policy on the retention of student work and files should be made available to students via the programme handbook or website.

e) Formats: Paper (e.g. files, forms, folders) or electronic (e.g. word-processed documents, databases, spreadsheets, web, scanned images). Records held electronically must remain accessible and not lost in obsolete technology. Electronic storage should be reviewed periodically and, if necessary, arrangements made for it to be moved to new software. Long-term data should be held on a central server to ensure that it is adequately backed up.

f) Storage and Disposal: If it is helpful to retain both paper and electronic copies as the official record, this may be done; if not the non-official copy should be destroyed as soon as the need for reference ceases. In order to make disposal easier, make a note on folders or folder lists when they are due for disposal at the creation or closure of that folder. For each area, there should be someone with responsibility for organising disposal of specific files/data. Paper documentation with personal data should be shredded on disposal.

g) Before undertaking **permanent disposal** of student data it is **vital** to ensure that any student marks and results information, including pass lists, are retained by the Skillwise Training, or on the Student Data System itself. If in doubt, please check with the Senior Management Team before destroying files.

h) This policy will be a growing document as needs evolve.

Safe Storage of Learners' Work

All staff have a duty of care to safeguard learners' work, evidence, reviews and personal information at all times.

The following process will be followed when handling learners' work, reviews and evidence:

a) Any work submitted by learners undertaking programmes of study with Skillwise Training will remain the property of the learner at all times

b) Paper-based portfolios should remain in the possession of the learner until such time as they are required for assessment, IQA or EQA. If the portfolio is removed from the learner's possession the member of staff should sign to say that they are in possession of the portfolio and will safeguard the work at all times

c) Learners using the E-Portfolio system will be issued with a unique log in and password to protect their work, staff will access the work for assessment, IQA or EQA via their own unique log in

d) Where portfolios are required by external agencies, they are required to be sent recorded delivery by head office staff to the nominated person and the tracking number scanned and logged onto OneDrive

e) Staff who are unable to hand deliver the portfolios to Head Office should send them by recorded delivery and send a copy of the tracking number to Head Office

f) Reviews are to be sent to the office on a weekly basis with a batch header via recorded delivery or via email

g) All learner records and work will be kept in a secure environment to safeguard them while they are the responsibility of Skillwise Training

h) All documentation sent to external agencies should be scanned, logged on a batch header and sent recorded delivery. A copy of the tracking number should be added to the batch header

i) If learners' work is lost, stolen or misplaced it should be reported to the directors within 24 hours of the matter being identified with a report of the circumstances surrounding the matter and actions taken to remedy

j) Learners are advised to retain their work for 3 years after certification in case any external agencies request to view them