

## Document Retention Policy

### General policy statement

Management at Welcome Skills are responsible for the monitoring and implementation of the archiving and storage policy and procedures, which cover all information, documents and files relating to employees, candidates and employers.

This Policy Statement also covers all documentation relating to all qualifications undertaken by candidates at this centre.

### Relevant items

List of items, which are archived and stored (paper-based and computerised):

- Learner personal details and records relating to all aspects of the programme.
- Employer details.
- Registration and certification records.
- Assessment and internal quality assurance records.
- External quality assurance records.
- Learner learning and assessment records (stored for sampling by external quality assurance organisations).
- Evaluative data.
- Management information.
- Minutes of all meetings including full staff meetings, team meetings, IQA meetings, management team meetings.
- Staff personal details including contact details, staff training & development, appraisals and supervisions
- Company accounts and financial information.
- Company strategic plan and development plan.

### Archiving and storage regulations

The following records are required to be kept for inspection and auditing purposes:

- All records relating to funding and learner personal details are required to be kept for 13 years.
- All records relating to qualifications, assessments, internal and external quality assurance are required to be kept for 3 years.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Document Retention Policy	July 2021	7	K.Hussin	June 2022

- Minutes of meetings are required to be kept for 6 years.
- Evaluative data and management information is required to be kept for 6 years.
- Staff records are required to be kept for 6 years.
- Company accounts and financial information are required to be kept for 13 years.
- Company strategic plan and development plan are required to be kept for 6 years.

### Systems to support archiving and storage

All learners, employers and staff records are kept in individual files and/or electronic format. Once an learner or member of staff leaves Welcome Skills, his/her records are removed and archived. Records relating to employers, who are no longer current are archived.

All financial information is stored on Welcome Skills HO drive with printouts being kept by Financial & Quality Assurance personnel in a lockable metal filing cabinet.

Financial accounts can only be accessed by the company Directors and Financial personnel.

All systems and procedures are up-dated yearly by specific members of staff and the management team. All up-dated systems and procedures are dated to show they have been reviewed and/or amended.

All staff have access to relevant learner/employer records and company procedure manuals. The Operations Director, Quality Assurance, Human Resources and Finance personnel have full access to all staff records and company accounts relevant to their area.

### Computer records

All computerised records relating to candidates, employers and financial information are on passworded systems and are backed up on a regular basis using on and off-site storage facilities.

### Disposal of records

There is a shredder available to all staff for the disposal of any confidential paper-based information no longer required by the company.

When records have exceeded the mandatory period for retention they are shredded by an authorised member of staff and disposed of responsibly, or securely deleted in the case of computerised files.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Document Retention Policy	July 2021	7	K.Hussin	June 2022