

## Documents and records retention policy (International Centres)

To ensure compliance with EDI and the qualification regulators' requirements, centres need to retain a number of documents. These can be split into three areas: Regulatory documents, EDI documents and centre documents and records.

### Regulatory documents:

- Centre approval documentation and relevant supporting evidence submitted

### EDI documents

Centre guidance documents are available to download on the EDI website and centres will need to hold copies indefinitely (for the life of their approval):

- Centre Approval and Data Protection document
- Examination Guide for LCCI IQ Centres
- Operations Guide for Centres
- EDI Sanctions Policy
- EDI Appeals Policy
- Access Arrangements, Reasonable Adjustments and Special Consideration Online Test Invigilation Procedures
- Subject specific updates and guidance

### Centre documents and records

These must be held for a minimum of three years and, where relevant, in accordance with the Data Protection Act 1998:

- Health and Safety Policy
  - Equal Opportunities Policy
  - Internal Appeals Procedure
  - Internal Quality Assurance Policies and Procedures
  - Centre enrolment records
  - Learner database (electronic or manual) to include:
    - Name
    - Date of birth
    - Contact address
    - Learner workplace and contact details
    - Assessor(s)/Tutor(s) name
    - Internal Quality Assurer's name
    - Initial assessment
    - Date of enrolment
    - Date of registration with EDI
    - Qualification(s) title and level
    - EDI learner number
    - Assessment records detailing who assessed what and when, the assessment decision and the location of the supporting evidence
    - Records of certificates claimed (including unit certificates) including who claimed the certificate and when
    - Records of course materials, registers and schemes of work
    - Records of learner attendance and any individual learning plans
    - Records of tutor monitoring, classroom observations and CPD
    - Records of internally marked/moderated work, where appropriate
  - Centre staff details:
    - Tutor professional competence and continuing professional development (CPD) records, to include CVs showing how staff satisfy professional requirements
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- Records of internal quality assurance activity detailing who assessed what and when, with details for the sample selected and its rationale, where appropriate
- Records of internal marking standardisation meetings and activities, including observations
- Records of any internal appeals

Centres must make sure that these records are available to EDI for inspection/review and that they provide an audit trail which can clearly substantiate the authenticity of claims for certification.

Where a centre fails to comply with these requirements, EDI will take the necessary action, which will be consistent with the tariff of sanctions, and penalties as laid down by the Regulatory Authorities and found in the EDI Sanctions Policy.