

One Awards Retention Policy



Retention of Learner Evidence and One Awards Standardisation Requirements

The information below details the requirements for the retention of learner evidence by One Awards recognised Centres.

Centre Evidence

Centres must keep complete and accurate records of all assessment decisions for all units for at least three years from the end of year to which they relate, and make these available to One Awards on request as part of the Centre Recognition agreement.

Centres are required to retain the following records:

- Name of learner, date of birth and contact address
- Title and accreditation number of each unit studied
- Name(s) of assessor(s)
- Assessment records, including assessment decision and reason for decision
- Name(s) of Internal Verifier(s) or Internal Quality Assurer(s)
- Internal Verification/Internal Quality Assurance reports

Evidence for Standardisation

All Centres should hold internal standardisation events as part of their quality assurance practice which should cover their full range of provision (for example a minimum of three pieces of evidence from every tutor/ assessor.) These should include:

- the unit
- learner's work
- assessment task
- tutor feedback.

Centres are required to retain samples of learner work for monitoring of standards over time.

Centres may be requested to provide evidence for regional standardisation events. Identified Centres will be supplied with full information on the type and amount of evidence and the date when they will need to submit this, directly from One Awards.

External Verifiers/External Quality Assurers will be responsible for identifying and collecting this specific evidence from Centres.

One Awards will retain these and other samples for its own use in order to monitor standards over time. Feedback from these events will be available to all Centres as appropriate.

For further advice and support please contact the Quality Team at quality@oneawards.org.uk

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