


4 Minutes Training Ltd

Record Retention Policy

Title	Record Retention Policy
Document ID	4MPP/016
This Version	1.1
Author	Andy Crowhurst
Approved by	Andy Crowhurst
Position	Managing Director
Approved by (signature)	
Approval Date	10 July 2017
© 4 Minutes Training Ltd. All Rights Reserved	

Record Retention Policy	1
1. Document Control and Version History	3
2. Definitions.....	3
3. Overview.....	4
4. Candidate Registration	4
5. Candidate Assessment.....	5
6. 4 Minutes Staff and Employees	5
7. Summary.....	5
8. Archiving and Prior Learning	6

1. Document Control and Version History

Version Number	Reason for Change	Date
1.0	Initial Release	28 May 2010
1.1	Minor changes including 'soft opt-in' for MailChimp and telephone number change	18 Dec 2017

2. Definitions

Item	Definition
4 Minutes	4 Minutes Training Ltd
Booking	The act of Booking one or more individual places on a course and/or the act of Booking a course for a group of people
Awarding Organisation / Body	The Organisation that oversees 4 Minutes to ensure compliance with its policies and Procedures. It acts as an intermediary between 4 Minutes and Ofqual.
ICO	Information Commissioner's Office – Manages Data Protection in the UK
DPR	Data Protection Register
Staff	All staff working for 4 Minutes, either in a salaried, voluntary or Freelance capacity
Trainer or internal Assessor	A person that delivers the course and also assesses the learning during the course. Normally these roles are combined and a Trainer will be qualified as an Internal Assessor
Regulator	Ofqual in theUK, SQA in Scotland and WG in Wales



3. Overview

- 1.1. 4 Minutes has compulsory undertakings agreeing to commitments in accordance with Awarding Body and the Regulators published procedures, enabling 4 Minutes to deliver approved qualifications, use assessment and verification documents and allow access to data by appointed persons of 4 Minutes, the awarding organisation and the Regulators upon request.
- 1.2. The aim of this policy is to ensure that 4 Minutes retains sufficient Assessment and Verification records to allow for the review of assessment over time. For First Aid qualifications all assessment evidence is moderated and evaluated by the Awarding Bodies and internally by 4Minutes.

4. Candidate Registration

- 4.1. 4 Minutes collects data from its candidates in accordance with defined Awarding Organisations criteria and, in some cases, their supplied documentation
- 4.2. Candidate details collected:
 - 4.2.1. Hard copy (paper) physical registration documents for each candidate are required to be sent to the awarding body by 4 Minutes or to be kept by 4 Minutes internally. These are archived for 5 years.
 - 4.2.2. Digital information can be forwarded to the awarding body by 4 Minutes regarding qualifications enrolled upon and achieved. This can be stored by the Awarding Organisation according to the requirements of the Data Protection Act, their Policies and Procedures and the requirements of the Regulators.
 - 4.2.3. For specific information about how the Awarding Organisations and the Regulators use and hold data you are advised to contact them directly.
- 4.3. Candidate details obtained from registration documents can be:
 - 4.3.1. Prefix
 - 4.3.2. First Name
 - 4.3.3. Family (Surname) Name
 - 4.3.4. Date of Birth
 - 4.3.5. Gender
 - 4.3.6. Ethnicity (Groups based upon 2001 census question)
 - 4.3.7. Postal Address
 - 4.3.8. Postcode
 - 4.3.9. Email Address
 - 4.3.10. Telephone
 - 4.3.11. Mobile
 - 4.3.12. Special Needs & Reasonable Adjustment Request
 - 4.3.13. ULN (Unique Learner Number) consent to access and or generate



4.3.14. Signature

- 4.4. Candidates' names and email addresses are added to a MailChimp email list via 'soft opt-in' for the purposes of sending out occasional (no more than monthly) Newsletters. All Newsletters sent out this way have clear instructions on how to opt out of future Newsletters. These records are retained indefinitely unless the candidate opts out.

5. Candidate Assessment

- 5.1. 4 Minutes collects data from its candidates in accordance with Awarding Body criteria and/or supplied documentation as well as internal requirements of 4 Minutes.
- 5.2. 4 Minutes sends all physical assessment evidence it has collected to the Awarding Body and retains copies of assessment decisions and candidate registers, detailing:
- 5.2.1. What was assessed, when and by whom
 - 5.2.2. The assessment methods
 - 5.2.3. The assessment decision
 - 5.2.4. Tutor and candidate original signatures
- 5.3. Internal Assessment Verification
- 5.3.1. 4 Minutes retains any Internal Verification records and activity for its Assessors and Candidates.
 - 5.3.2. These are maintained and stored by 4 Minutes according to 4 Minutes policies and procedures and made available to Awarding Bodies and Regulators upon request.
 - 5.3.3. This evidence can be stored on a secure Awarding Body web office database (that may or may not be accessible by 4 Minutes) or by 4 Minutes internally according to our Data Protection Policy.

6. 4 Minutes Staff and Employees

- 6.1 4 Minutes also collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. 4 Minutes will treat this data in accordance with its Data Protection Policy.
- 6.2 All 4 Minutes Trainers are enrolled onto a MailChimp mailing list (names and email addresses) to facilitate the sending out of information about courses requiring Trainers, updates and reminders. These records are retained indefinitely unless the Trainer opts out or 4 Minutes no longer wishes to use the Trainer.

7. Summary

- 7.1. 4 Minutes collects and may forward to the Awarding Organisation information including (but not limited to) Registration, Assessment, Verification and Evaluation evidence from candidates and



qualifications for analysis to ensure compliance with current equality legislation and future business and qualifications development.

- 7.2. 4 Minutes may forward all hard copy (paper) physical evidence to the Awarding Body that will be archived for a minimum of 5 years in line with regulatory and/or internal requirements and its internal policies and procedures.
- 7.3. 4 Minutes will retain copies of Qualification Assessments decisions, course register and examination documents for a period of 5 years. These documents are available for inspection by the Awarding Body and/or Regulators as requested.
- 7.4. If candidates request exemption or recognition of prior learning, credit transfer or a ULN (Unique Learner Number) then 4 Minutes will contact the Awarding Body who will either perform these functions with the candidate data or assist 4 Minutes in how to do this function if it is unable to do it internally.
- 7.5. 4 Minutes is required to gather information and data on its staff and employees and will ensure it is stored securely and only retained for as long as it is required
- 7.6. 4 Minutes maintains mailing lists on MailChimp to facilitate communications with its Trainers and to send out Newsletters to hard/soft opt-in students.

8. Archiving and Prior Learning

- 8.1. First aid qualifications are for life but the license to practice is only for 3 years. Thus if the first aid qualification is required as a unit for a larger qualification, the larger qualification will remain valid. If the qualification is required in its own right then it will have to be re-validated by attending another First Aid Qualification training course after three years.
- 8.2. 4 Minutes will retain all administration for a period of not less than 5 years in accordance with the Data Protection Policy

END OF DOCUMENT