



Record Keeping

Each Approved Centre must establish and maintain systems for recording assessment decisions which are reliable and auditable.

To meet the requirements of the ECITB Awarding Body and the regulators, Approved Centres must, as minimum, maintain records to track candidate progress and to allow for the independent authentication of any claims for certification.

The minimum requirements are:

- list of all candidates registered with the Awarding Body for each qualification offered and include:
 - candidate name
 - candidates ECITB candidate number
 - candidates Unique Learner Number
 - date of birth
 - gender
 - ethnic group
 - contact address
 - workplace address and contact details
 - assessor(s) name(s)
 - internal quality assurer(s) name(s)
 - date of registration with the Awarding Body
- candidate assessment records detailing:
 - who assessed what and when (*i.e. Completed Candidate Assessment Plan*)
 - the assessment decision (*i.e. Completed Record of Portfolio Authentication Form, Parts 1 and 2*)
- records of internal quality assurance activity detailing:
 - who quality assured what and when (*i.e. Completed Record of Portfolio Authentication Form, Part 2 plus IQA records*)
 - details of the sample selected and rationale on IQA sampling plans and records
 - records of internal quality assurer standardisation meetings
 - records of assessor support meetings
 - assessor and quality assurer competence records
 - monitoring records of assessor/internal quality assurer progress towards the achievement of the relevant
 - assessor and internal quality assurer qualifications
- records of certificates claimed (including unit and credit certificates) including who claimed the certificate and when

Approved Centres are required to retain the above records for a **minimum of three years**. Such records must be made available to the ECITB Awarding Body and/or the regulators upon request for the purposes of resolving any issues arising from external quality assurance or appeals.

It is the duty of the ECITB Awarding Body to safeguard the consistency and integrity of the awards. Approved Centres that fail to comply with the record keeping requirements and cannot substantiate certificate claims may have their approval withdrawn and notification of non-compliances will be referred to the regulator.

Review Arrangements

We will review this procedure as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

Contact us

If you have any queries about any aspect of this process, please contact:

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