

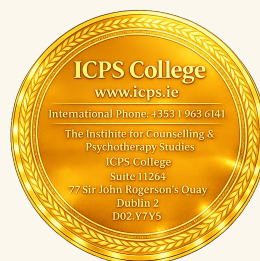


Retention of Learner Evidence

Requirements for the retention of assessment records, learner evidence and standardisation materials in support of accreditation and quality assurance

The Institute for Counselling & Psychotherapy Studies *ICPS College, Dublin*

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Retention of Learner Evidence

The information below details the requirements for the retention of learner evidence by ICPS College, in support of the College's ongoing accreditation through the CPD Standards Office (Provider PDCD1110) and its alignment with the Irish Counselling and Psychotherapy Association.

Evidence

ICPS College must keep complete and accurate records of all assessment decisions for all courses for at least **seven years** from the end of the year to which they relate, and must make these available on request to external verifiers.

We are required to retain the following records:

- ◆ Name of learner, date of birth and contact address
- ◆ Title of each module 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

The College holds internal standardisation events as part of its quality assurance practice, which covers the full range of provision (for example, a minimum of three pieces of evidence from every tutor or assessor). These should include:

- ◆ The module
- ◆ The learner's work
- ◆ The assessment task
- ◆ Tutor feedback

Retention Period at a Glance — 7 years. The minimum retention period for all assessment decision records, calculated from the end of the year to which they relate. Records are retained securely under the College's Record Keeping Policy and Data Protection commitments under GDPR and the Data Protection Act 2018.

Cross-Reference to Related Policies

This policy operates in conjunction with the following ICPS College documents:

- ◆ **Record Keeping Policy** — the broader institutional framework governing the maintenance of learner records and the responsibilities of assessors, internal verifiers and external verifiers
- ◆ **Privacy Policy** — the data protection framework under which learner personal data is processed
- ◆ **Enrolment Terms & Conditions** — the contractual basis upon which learner data is collected and retained

APPROVED BY

Head of Academic Standards & Accreditations

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