



## RECORD KEEPING

Centres are expected to be able to provide both ABC Awards (ABC) and the regulatory authorities with access to premises, people and records. Records must hold sufficient information to track learner progress and to allow for the independent authentication of any claims for certification.

Centres must maintain the following records:

### **1 Learner Registration and Certification**

- 1.1 Learner name and date of birth.
- 1.2 Learner contact address.
- 1.3 Workplace address and contact details<sup>1</sup>.
- 1.4 Tutor / assessor name.
- 1.5 Internal moderator / verifier name.
- 1.6 Full list of learners registered for each ABC qualification offered.
- 1.7 Date learners registered with ABC Awards.
- 1.8 Full and unit certification data.

### **2 Assessment**

- 2.1 Monitoring of assessor progress towards the achievement of the relevant assessor qualifications.
- 2.2 Assessment methods.
- 2.3 Details of assessment decisions to include when and by whom they were made.
- 2.4 Requirements for the retention of learner evidence of achievement (cf. ABC policy Retention of Assessment Materials).

### **3 Internal Moderation / Verification**

- 3.1 Monitoring of internal verifier progress towards the achievement of the relevant internal verifier qualifications.
- 3.2 Internal moderation / verification activity detailing sampling<sup>2</sup>, verifier standardisation and assessor support meetings.

Centres must retain the above records for a minimum period of three years.

<sup>1</sup> NVQs only.

<sup>2</sup> ABC Awards expects a centre to follow its own standard policy regarding sampling but as a minimum would expect the size of sample to be no less than 6 learners or 10% of the total number of learners if in excess of 60. The sample must include evidence from both the full range of units/modules/pathways and decisions made by all staff with an assessment responsibility.