

OSN[®]

ONE STOP NVQ'S

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20/02/2020
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POLICY ON PORTFOLIO RETENTION

1. All Portfolios will be retained (once complete) by the centre and will be held within a secure environment.
2. Paper Portfolios will be held from one EQA visit to the next EQA visit (annually) and will be available as required by the awarding body.
3. Once the EQA visit has concluded and the Awarding body has received a report from the EQA and a copy has been sent to the centre, the LIQA will inform the centre co-ordinator when the portfolios can be scanned and retained (electronically) within One Stop Nvq's Learner Database.
4. Once all three previous steps have taken place paper portfolios along with any physical audio/video (disk form) will either be retained for training purposes (Learners will be informed of this) or are to be destroyed securely in line with the General data protection regulations (GDPR) 2018