

Centre Guidance

Retaining Learner Evidence

For external use



The retention of learners work by Recognised Centres will assist the development of consistency of Centre quality management systems. This guidance aims to provide clear and concise information to Centres to enable the development of an appropriate strategy for the retention of learner evidence.

The guidance supports the information provided to Centres within the Centre Handbook.

The regulatory arrangements for the Credit and Qualifications Framework, places the emphasis on awarding organisations to retain samples of learners work to ensure year on year monitoring of standards in respect of nationally accredited qualifications.

OCN Eastern Region achieves this through the annual cycle of standardisation for regulated qualifications and OCN accredited units, supported by the on going quality monitoring and external verification processes.

Centres will need to retain samples of learners work, as part of their internal quality management process

- To ensure year on year monitoring of standards of assessment;
- Used in the induction of new assessors;
- The development of existing assessors;
- To provide understanding of the requirements at different levels;
- To be incorporated into Centre standardisation of assessment meetings.

The result will be a representative sample of learner's work which is retained in the year following certification. It is recommended that the sample of retained learners work be kept for a rolling three year period.

In developing the strategy for retaining learners work the following factors will need to be incorporated

- Samples retained from the range of programmes delivered within the Centre;
- Samples retained at the levels delivered within the Centre;
- Samples retained to include all assessors;
- Samples retained to include the assessment methodologies used.

Samples should show examples of top, middle and bottom within a level.

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The factors that will constrain the size of the retained sample

- Availability of storage space;
- The amount of change of assessors.

A justification of why the sample is retained should be clearly referenced, with the sample to include:

- Unit of assessment;
- Assessment task;
- Learner's work;
- Tutor feedback.

Learner Records

Recognised Centres are required to retain records for a period of three years, from the end of the year that they relate to. The Centre Handbook states the format that the records need to be kept in.

Documentation

Centre Handbook