

2nd Chance First Aid

Candidate Record Keeping Policy



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1. Introduction

1.1 **2nd Chance First Aid** has completed and signed undertaking documents outlining agreed commitments in accordance with **ITC First** published procedures. This enables **2nd Chance First Aid** to deliver approved **ITC First** qualifications, use assessment and verification documents.

1.2 As part of regulated procedures candidate data is utilised by **2nd Chance First Aid** for legitimate administrative purposes and, by **ITC First** and the regulators upon request.

1.3 The aim of this policy is to ensure that **2nd Chance First Aid** retains sufficient assessment and verification records to allow for the review of assessment over time.

1.4 For first aid qualifications all assessment evidence is moderated and evaluated by **ITC First**.

2. Candidate Registration

2.1 **2nd Chance First Aid** collects data from its candidates in accordance with defined **ITC First** criteria and supplied documentation.

2.2 Candidate details collected:

- a) Hard copy physical registration documents for each candidate are **required** to be forwarded to **ITC First** by **2nd Chance First Aid**, and are kept for 5 years centrally by **ITC First**.
- b) Digital information is forwarded to **ITC First** via secure website and posting by **2nd Chance First Aid**. This data relates to qualifications, the candidates enrolled and their achievement. This is stored by **ITC First** according to the requirements of the Data Protection Act.

2.3 Candidate details obtained from registration document (02) are:

Registration Data	Data Use
a) Prefix	a) Certificate
b) First Name	b) Certificate
c) Family (Surname) Name	c) Certificate
d) Date of Birth	d) Equality monitoring + Regulatory
e) Gender	e) Equality monitoring + Regulatory
f) Ethnicity (Groups based upon 2001 census question)	f) Equality monitoring + Regulatory need
g) Postal Address	g) Certificate posting
h) Postcode	h) Certificate posting
i) Email Address	i) Evaluation authentication
j) Telephone	j) Contact + authentication
k) Mobile	k) Contact + authentication
l) Special Needs & Reasonable Adjustment Request	l) Assessment reasonable adjustment
m) ULN consent	m) Regulatory
n) ULN	n) Regulatory
o) Undertaking Signature	o) Authenticity + cert replacement

3. Candidate Assessment

3.1 **2nd Chance First Aid** collects data from its candidates in accordance with defined **ITC First** criteria and supplied documentation.

3.2 **2nd Chance First Aid** sends all physical assessment evidence it has collected to **ITC First**, detailing:

- a) What was assessed, when and by whom
- b) The assessment methods
- c) The assessment decision
- d) Tutor and candidate original authenticating signatures

3.3 Internal Assessment Verification

2nd Chance First Aid retains any internal verification records and activity for its assessors and candidates. These are maintained according to agreed internal verification plan and made available to ITC and regulators upon request. This evidence is stored on the secure **ITC First** Web Office database after uploading by this Centre.

4. **2nd Chance First Aid Staff/Employees**

This Centre collects data from its staff and employees used for the processing of payroll, invoices, sending of course documentation etc. This Centre will treat this data in accordance with data protection principles.

5. **Summary of Record Retention for 2nd Chance First Aid**

5.1 This Centre collects and forwards to **ITC First** the registration, assessment, verification and evaluation evidence from candidates, assessors and qualifications for analysis to inform compliance with current equality legislation and future development.

5.2 This Centre forwards all hardcopy physical evidence to **ITC First** who will archive for a minimum of 5 years in line with regulatory and internal requirements.

5.3 This Centre, as agreed with **ITC First**, retains copies of qualification assessment decisions, course register and examination documents for a period of 5 years. These documents are available for inspection by the awarding body and/or external regulator, as requested.

5.4 If candidates request exemption or recognition of prior learning, credit transfer or a ULN then this Centre will contact **ITC First** for advice, who will either perform these functions with the collected candidate data or inform **2nd Chance First Aid** how to do this function.

5.5 This Centre has agreed to utilise Centre staff and employee data as required for the legitimate administration of the Centre, ensuring it is stored securely and only retained for as long as required.

6. **Rational for 5-year archive undertaking (first aid qualifications)**

6.1 **ITC First** qualifications are for life but the license to practice is only for 3 years. Thus, if the first aid qualification is required as a unit for a larger qualification, the larger qualification will remain valid. If the qualification is required, then it must be re-validated by attending another first aid qualification training course.