

SQA Evidence Retention Requirements



Table 1: Centres **not selected** for external verification.

Type of qualification	Retention time	Bulky evidence	Ephemeral evidence
Higher National Units and Professional Development Award Units	31 December 2024	31 December 2024	31 December 2024
Higher National Graded Units	31 December 2024	31 December 2024	31 December 2024
SVQ/NVQs***	3 weeks after candidate group award completion date	3 weeks after candidate group award completion date	3 weeks after candidate group award completion date
Skills for Work Courses	3 weeks after candidate group award completion date	3 weeks after candidate group award completion date	3 weeks after candidate group award completion date
NQ Units belonging to National Courses and Awards, even if taken as standalone units. NQ Coursework	End of academic year in which unit resulted — 31 December 2024	Keep records of evidence to end of academic year in which unit resulted — 31 December 2024	Keep records of evidence to end of academic year in which unit resulted — 31 December 2024
SQA Awards**, National Certificates, National Progression Awards	31 December 2024	31 December 2024	31 December 2024
Construction short duration qualifications: Street Work qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards	End of academic year in which qualification resulted — 31 December 2024	Keep records of evidence to end of academic year in which qualification resulted — 31 December 2024	Keep records of evidence to end of academic year in which qualification resulted — 31 December 2024
Ofqual and Qualification Wales regulated qualifications	12 months after candidate qualification certification date	12 months after candidate qualification certification date	12 months after candidate qualification certification date

*Records of evidence may be in electronic, paper, visual or audio formats.

**SQA Awards — Customer Service; Cycling; Internet Safety; Personal Finance; Safe Road User; Wider Achievement.

*** SQA will be in contact directly with centres where evidence retention timeframes are extended.

Table 2: Centres **notified of selection** for external verification.

Type of qualification	Retention time	Bulky evidence	Ephemeral evidence
Higher National Units and Professional Development Award Units	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Higher National Graded Units	Retain project evidence for EV visit/examination evidence for central verification event	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
SVQ/NVQs***	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Skills for Work Courses	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
NQ Units belonging to National Courses and Awards, even if taken as standalone units. NQ coursework	End of academic year in which unit resulted — 31 December	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
SQA Awards**, National Certificates, National Progression Awards	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Construction short duration qualifications: Street Works qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit. Keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Ofqual and Qualification Wales regulated qualifications	Retain for EV visits	Retain physical evidence of identified unit sample for EV visit, and keep associated *records of evidence	Keep *record of evidence of unit sample, if EV visit not scheduled for date of assessment