

Evidence retention requirements



Table 1: Centres NOT selected for external verification				Table 2: Centres NOTIFIED of selection for external verification		
Type of qualification	Retention time	Bulky evidence	Ephemeral evidence	Retention time	Bulky evidence	Ephemeral evidence
Higher National Units Professional Development Award Units	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	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	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	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
Regulated 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	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 NQ Coursework	End of academic year in which Unit resulted — 31 July	Keep records of evidence to end of academic year in which Unit resulted — 31 July	Keep records of evidence to end of academic year in which Unit resulted — 31 July	End of academic year in which Unit resulted — 31 July	Retain physical evidence of identified Unit sample for EV visit, keep *records of other evidence record 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	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	3 weeks after candidate Unit completion date	3 weeks after qualification completion date	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 Work qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards	End of academic year in which qualification resulted — 31 July	Keep records of evidence to end of academic year in which qualification resulted — 31 July	Keep records of evidence to end of academic year in which qualification resulted — 31 July	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

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