

# SQA Evidence Retention Requirements



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

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

<b>Type of qualification</b>	<b>Retention time</b>	<b>Bulky evidence</b>	<b>Ephemeral evidence</b>
<b>Higher National Units and Professional Development Award Units</b>	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
<b>Higher National Graded Units</b>	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
<b>SVQ/NVQs***</b>	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
<b>Skills for Work Courses</b>	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
<b>NQ Units belonging to National Courses and Awards, even if taken as standalone units. NQ coursework</b>	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
<b>SQA Awards**, National Certificates, National Progression Awards</b>	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
<b>Construction short duration qualifications: Street Works qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards</b>	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
<b>Ofqual and Qualification Wales regulated qualifications</b>	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