



Quality Assurance System

PL10 – Script Retention Policy

Rev 1.0

Script Retention Policy

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Amendment History:

Date	Revision Number	Details of amendment
	1.0	New Document

Purpose: LASNTG is committed to ensuring that Learners are assessed in a fair, transparent, manner and clearly understand all assessment procedures. These assessment procedures must be in line with the Programme’s assessment requirements and national standards and are implemented consistently.

1.1 Responsibilities

- The Secretary, working with the RTC Managers, is responsible for the implementation of the assessment processes and procedures according to the Quality Assurance System (QAS).
- The Trainers and assessors are responsible for ensuring all assessment activities are carried out as set out in the Programme Specification/Modular Assessment Plan (MAP).
- The Results Approval Panel (RAP) approves and signs off assessment results and recommends the final approved results for certification.

1.2 “Script” is defined as any specific element that is submitted by a learner to determine the overall QQI grade, any assignment, project, or examination submitted by a learner in order to form an overall result.

1.3 The assessment process is outlined in the PL01 Assessment Policy.

1.4 Key to the assessment process is the submission of scripts, projects and other assignments by a learner. Such material should be retained for a reasonable period of time to allow for queries, appeals etc. to be processed. LASNTG’s policy on script retention is as follows: -

Scripts	Retention period	Disposal Method
Records which contribute towards module grade i.e. examination scripts, skills demonstration scripts, skills assessment scripts, log books etc.	Retain for a period of 24 months from 1. The QQI certification date pertaining to the course (if the learner has submitted all elements of the course) 2. The QQI certification date pertaining to the course (where a learner has not submitted all elements) See examples in Appendix 1	Confidential shredding/secure deletion of electronic files
Final Results Sheet	To be maintained in line with the RTC/LASNTG Host Authorities retention policy	Confidential shredding/secure deletion of electronic files

Note: - Where a specific reason may give rise to a requirement to retain a script for longer than the period above, a justification needs to be approved by the LASNTG Secretary.

Appendix 1:

Example 1. A retained firefighter undertakes the firefighting skills course and it starts on the 8th January 2024 and concludes on the 26th of January 2024. Learner details and results are submitted on QQI on the 12th February 2024, with a QQI Certification date of 14th February 2024, all scripts should be destroyed on the 14th February 2026. There are no projects etc. associated with this course and the final outcome from the Course Director after the 26th January comprises all required elements for QQI certification.

Example 2. A learner undertakes TTM Design Level 1 & 2 course and it starts on 22nd April 2024 and concludes on the 23rd April 2024. The learner then has 4 weeks (i.e. must be submitted by 21st May 2024) to submit a project. The submission date for this course is potentially the 12th June 2024, in this case learner details and results are not submitted on QQI until the 12th August 2024, with a QQI Certification date of 14th August 2024. All scripts should be destroyed on the 14th August 2026.

Example 3. A learner undertakes TTM High Speed Static course and it starts on the 4th March 2024 and concludes on the 5th March 2024. The learner then has 6 months to complete the logbook, a QQI required element (i.e. the log book must be submitted by 5th September 2024). The submission date for this course is potentially then the 12th October 2024, in this case the Learner details and results are not submitted on QQI until the 12th December 2024, with a QQI Certification date of 14th December 2024. All scripts should be destroyed on the 14th December 2026.

Example 4. A learner undertakes the Wastewater Treatment Plant Operators course and it starts on the 22nd January 2024 and concludes on the 26th January 2024. The learner has 12 weeks from the first day of the course to undertake the practical assessment (i.e. it must be completed by 15th April 2024). Therefore, this course could be submitted on the 12th June 2024, however learner details and results are not submitted until the 12th August 2024, with a QQI Certification date of 14th August 2024. All scripts should be destroyed on the 14th of August 2026.