

Community Training Centres - ETB TQAS Records Retention Log

Retention times take account of ESF funding regulations and the following records should be retained as outlined below.

Record Reference	Form / Document Title	Retention Time	Location
TQAS-8b-F01	Strategic Plan Checklist	16 years	Local Office File
TQAS-8b-F02	Initial Training Proposal Form - CTC	16 years	Local / ETB Office File
TQAS-8b-F03	CTC Business Plan Template	16 years	Local Office File
TQAS-8b-F04	Recommended CTC Budget	16 years	Local / ETB Office File
TQAS-8b-F09	CTC Agreement to Collaborate	16 years	Local / ETB Office File
TQAS-8b-F10	CTC Agreement to Collaborate Checklist	16 years	Local Office File
TQAS-8b-F11	CTC Monthly Claim Form	16 years	Local / ETB Office File
TQAS-8b-F12	Monthly Claim Form - Advocate	16 years	Local / ETB Office File
TQAS-8b-F14	Annual Training Monitoring Schedule	16 years	Local Office
TQAS-8b-F15	Training Monitoring Report	16 years	Local Office File
TQAS-8b-F16	Learner Training Induction Checklist	16 years	Project File
TQAS-8b-F17	Trainer Criteria Checklist for External Trainers	16 years	Project File
TQAS-8b-F20	Local Training Specification	16 years	Local Office File
TQAS-8b-F21	Training Review Report	16 years	Local Office File
TQAS-8b-F22	Financial Monitoring Programme Checklist	16 years	Local Office File
TQAS-8b-F24	Advocate Agreement	16 years	Local / ETB Office File
TQAS-8b-F29	Learner Record of Receiving Provisional Results	16 years	Local Office
TQAS-8b-F30	CTC Travel and Subsistence Form	16 years	Local / ETB Office File
TQAS-8b-F31	CTC Monthly Bank Reconciliation Form	16 years	Local / ETB Office File
TQAS-8b-F32	CTC Weekly Summary Attendance Sheet	16 years	Local Office File



Cómhaoiniú ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland

Investing in your Future



Record Reference	Form / Document Title	Retention Time	Location
TQAS-8b-F33	CTC Monthly Statistical Returns Form	16 years	Local / ETB Office File
TQAS-8b-F34	CTC Statistical Returns Verification Form	16 years	Local / ETB Office File
TQAS-8c-F11	Project Visit Report	16 years	Local Office File
TQAS-6c-F03	Learner Request for Assessment Support & Approval Form	16 years	Local Office and Training Standards Office File
TQAS-6c-F04	Notification of Assessment Event / Assessment Request	16 years	Local Office and Training Standards Office File
-	Assessment Appeals Application Form	16 years	Training Standards Office File
TQAS-8b-L01	Confirmation of Strategic Plan Letter	16 years	Local Office File
TQAS-8b-L02	Initial Training Proposal Letter	16 years	Local Office File
TQAS-8b-L03	Initial Training Proposal Acknowledgement Letter	16 years	Local Office File
TQAS-8b-L04	Initial Training Proposal Outcome Letter	16 years	Local Office File
TQAS-8b-L05	Business Plan Template Cover Letter	16 years	Local Office File
TQAS-8b-L07	Agreement to Collaborate Cover Letter	16 years	Local / ETB Office File
TQAS-8b-L08	Notification of Training Monitoring Letter	16 years	Local Office File
TQAS-8b-L09	Training Monitoring Visit Outcome Letter	16 years	Local Office File
TQAS-8b-L10	Notification of Financial Monitoring Letter	16 years	Local Office File
TQAS-8b-L11	Financial Monitoring Follow up Letter	16 years	Local Office File
TQAS-8b-L12	Advocate Funding Non Approval Letter	16 years	Local / ETB Office File
TQAS-8b-L13	Advocacy Agreement Letter	16 years	Local / ETB Office File