

## Specialist Training Programmes 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-F14      | Annual Training Monitoring Schedule     | 16 years       | Local Office            |
| TQAS-8b-F15      | Training Monitoring Report              | 16 years       | Local Office File       |
| TQAS-8b-F20      | Local Training Specification            | 16 years       | Local Office File       |
| TQAS-8b-F21      | Training Review Report                  | 16 years       | Local Office File       |
| TQAS-8d-F01      | TPS & LTS Checklist and Evaluation Form | 16 years       | Local Office File       |
| TQAS-8d-F03      | STP Agreement to Collaborate            | 16 years       | Local / ETB Office File |
| TQAS-8d-F04      | STP Agreement to Collaborate Checklist  | 16 years       | Local Office File       |
| TQAS-8d-F05      | Trainee Start /Transfer Form            | 16 years       | Local / ETB Office File |
| TQAS-8d-F07      | Revision to Expected Finish Date        | 16 years       | Local / ETB Office File |
| TQAS-8d-F08      | Learner Exit Form                       | 16 years       | Local / ETB Office File |
| TQAS-8d-F09      | Learner Late Placement Form             | 16 years       | Local / ETB Office File |
| TQAS-8d-F10      | Visit Report Form                       | 16 years       | Local Office File       |
| TQAS-8d-F11      | Monthly Claim Form                      | 16 years       | Local / ETB Office File |
| TQAS-8d-F12      | Monthly Claim Summary Form              | 16 years       | Local / ETB Office File |
| TQAS-8d-F13      | Weekly Attendance Sheet                 | 16 years       | Local Office File       |
| TQAS-8d-F14      | Payments Checklist                      | 16 years       | Local Office File       |
| TQAS-8d-F15      | Payment Approval Sheet                  | 16 years       | Local / ETB Office File |
| TQAS-8d-F18      | Training Proposal Form                  | 16 years       | Local / ETB Office File |
| TQAS-8d-F19      | Training Proposal Evaluation Checklist  | 16 years       | Local Office File       |
| TQAS-8d-F21      | Training Specification Approval Form    | 16 years       | Local / ETB Office File |
| TQAS-8d-F22      | Initial Training Proposal Form          | 16 years       | Local / ETB Office File |
| TQAS-8d-F24      | Business Plan Template - STP            | 16 years       | Local / ETB Office File |
| TQAS-8d-F25      | Learner Training Induction Checklist    | 16 years       | Local / ETB Office File |
| TQAS-8d-F26      | STP Statistical Returns Form            | 16 years       | Local / ETB Office File |

| <b>Record Reference</b> | <b>Form / Document Title</b>                           | <b>Retention Time</b> | <b>Location</b>                        |
|-------------------------|--|-----------------------|--|
| TQAS-6c-F03             | Learner Request for Assessment Support & Approval Form | 16 years              | Local / Training Standards Office File |
| TQAS-6c-F11             | Notification of Assessment Event / Assessment Request  | 16 years              | Local / Training Standards Office File |
| -                       | Assessment Appeals Application Form                    | 16 years              | Local / Training Standards Office File |
| -                       | Learner Feedback Form                                  | 16 years              | Local Office File                      |
| -                       | Instructor / Trainer Feedback Form                     | 16 years              | Local Office File                      |
| -                       | Stakeholder Feedback Form                              | 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-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-8d-L02             | TPS and LTS Approval Letter                            | 16 years              | Local Office File                      |
| TQAS-8d-L05             | Training Proposal Cover Letter                         | 16 years              | Local Office File                      |
| TQAS-8d-L07             | Training Proposal Non Approval Letter                  | 16 years              | Local Office File                      |
| TQAS-8d-L08             | Training Proposal Approval Letter                      | 16 years              | Local Office File                      |
| TQAS-8d-L09             | Business Plan Template Cover Letter                    | 16 years              | Local Office File                      |
| TQAS-8d-L10             | Agreement to Collaborate Cover Letter                  | 16 years              | Local Office File                      |
| TQAS-8d-L11             | Initial Training Proposal Letter                       | 16 years              | Local Office File                      |