



ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

AHPO Retention of Records Policy

Introduction

The Association of Health Professions in Ophthalmology (AHPO) is a professional organisation that promotes the practice, education, training and research in the field of ophthalmology and vision science throughout the United Kingdom, by promoting high standards of care and treatment of patients with disease or disability affecting the eyes or vision, advancing public education in ophthalmology and vision science, and representing the needs and interests of ophthalmology and vision science in the provision and advancement of health care.

Purpose

The regulatory authorities require AHPO to have a published policy for retaining AHPO Approved Centre records, assessment materials and Learners' work, which will ensure that adequate information is available to AHPO at all times.

This policy sets out guidelines and procedures for retaining AHPO Approved Centre records, assessment materials and Learners' work. Please read this in conjunction with AHPO's policy on Data Protection.

Scope

- This policy covers the whole of AHPO and relates to all its qualifications
- This policy applies to all stakeholders and includes: the Trustees of AHPO, AHPO administrative staff, members of AHPO Council, members of the AHPO Examinations and Education Committees, AHPO examiners and external examiners, assessors, tutors, and workplace mentors.

Retention of records requirements

AHPO will maintain records, programme and Learner details, relating to each AHPO qualification, for a minimum period of **three** years for the purposes of resolving any issues arising from external verification or appeals. Such records must be made available to the Regulatory Authorities upon request.

These must include:

- Learner name
- Date of birth
- Contact address
- Assessor's name(s)
- Internal Verifier's name(s)
- Date of registration with AHPO

Learner assessment records detailing:

- Who assessed what and when
- The assessment decision
- The assessment methods used for each unit
- The location of the supporting evidence
- Records of certificates claimed including unit/credit certificates
- Details of who claimed the certificate and when

Together with records of internal verification activity detailing:

- Who verified what and when, details of the sample selected and its rationale
- Records of Internal Verifier standardisation meetings
- Records of Assessor support meetings
- Assessor and Verifier competence records and monitoring records of Assessor/Internal Verifier progress towards achievement of the relevant Assessor and Internal Verifier qualifications

Centres must provide appropriate training and development opportunities to enable Assessors to have an understanding of the standards and other assessment requirements that apply. AHPO will monitor compliance with this requirement and will keep relevant records of such activity, (e.g. staff development records) as evidence.

Retention of assessment materials

AHPO will retain assessment materials, for each qualification, for a minimum period of **three** years to make them available for the purposes of resolving any issues arising from external verification or appeals. Such records must be made available to the Regulatory Authorities upon request.

AHPO will retain a copy of the assignments and work demanded of Learners mapped to the assessment guidelines or learning outcomes to show that all qualification requirements have been met by Learners and that the assessments themselves are valid, reliable, fair and appropriate.

Learner's work

AHPO will retain Learners' work, for each qualification, until AHPO has completed the external verification process to AHPO satisfaction. It is advisable that the Learners' work/records should be retained intact for **six** months, in case they are required for auditing purposes.

Representative samples of Learners' work

AHPO is required to retain representative samples of Learners' work. There should be samples for each qualification for which AHPO has Learners, and the samples should ensure that each delivery method for each qualification is covered. The **minimum** requirement is that there should be **one complete Learner portfolio for each qualification, and each delivery method for each academic year**. The academic year is from 1 September to 31 August. The portfolio may be a copy rather than the original, and the Learners written agreement for its retention **must** be obtained. Such samples should be held by the Centre for **three** years.

Regulatory Body requirements

If AHPO fails to comply with the requirements for maintaining auditable records and cannot substantiate claims made on behalf of Learners, AHPO will take appropriate measures to safeguard the consistency and integrity of the award. AHPO will inform the Regulatory Authorities of such cases and initiate agreed investigative procedures.

Data Protection

AHPO needs to keep certain information about its stakeholders. It is also necessary to process information electronically. To comply with the law, the information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, AHPO must comply with data protection principles, which are set out in the Data Protection Act 1998. Please refer to AHPO's Data Protection Policy for further information on how data will be used and stored.

Monitoring and Review

This policy will be reviewed annually to ensure the appropriateness and approach is fit for purpose.