**Families and Babies (FAB)**

**Record Keeping Policy**

Families and Babies have a responsibility to maintain accurate records for the purpose of evidencing acceptable quality standards.

Records of learners, assessment decisions and evidence of internal verification will be kept securely for seven years from learner completion. These records will be available on request for quality assurance purposes.

**Centre Records**

1. **Learner Records**

Families and Babies will keep the following records;

Individual Learner Registration forms to include;

* Learner Name
* Date of Birth
* Address
* Contact telephone number
* Email address

A full list of each learner enrolled onto training

Date of Enrolment

Date of certificates received and despatched to learners

1. **Assessment and Internal Moderation**

Assessor and Internal Moderator qualifications and experience

CPD activity for assessors and verifiers

Assessment tasks and methods linked to assessment criteria

Assessment decisions

Samples learner portfolio’s for standardisation

Internal verification records for each verification activity

Feedback to Assessors

Records of sampling and standardisation activities

Please see Families and Babies Privacy statement for further information