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Professional Accreditation Body

RECORD RETENTION POLICY

Purpose

The purpose of this document is to ensure the recall of data submitted to the organisation.

Scope

The Scope of this document covers all Staff of the organisation and Training Providers affiliated to the ETQA of this organisation who are:

- ✓ Offering unit standards based training within a qualification
- ✓ Emerging and not yet ready to be accredited
- ✓ Have applied for accreditation and are in the process of being accredited
- ✓ Provisionally accredited or
- ✓ Accredited

The role of the ETQA

The role of ETQA according to Regulations under the SAQA Act of 1995 is amongst others to:

- Ø Monitor and audit achievements of learners
- Ø Promote quality amongst constituent providers
- Ø Maintain a database acceptable to SAQA

Policy Statement

It is therefore the policy of the ETQA, as is required by law, that all institutions maintain, as part of their quality management, all recorded information of learners for a period of five (5) years. The ETQA, shall retain learner and provider information for a period of Twenty Five (25) years. This is also as stipulated in and conforms to the Archives Act of SA. The ETQA shall ensure that this policy is implemented at all registered providers.

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