Continuing Professional Development

Retention of Records Schedule

Reference:	Retention of Records (CPD)
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Data Subject	Function	Type of Records	Retention Period
FINANCE		All finance is in line with the central finance retention schedule	
	Financial Accounting	Records documenting the issue of sales invoices and the processing of incoming payments. Records documenting the receipt and payment of purchase invoices. Records documenting the receipt and processing of tuition fees. Records documenting hourly paid claim forms / Ltd Company / Sole Trader Engagement Records of SKE Claim Forms	Current financial year + 6 years
	Funding Management	Records documenting the administration of grant funding	Termination of grant + 6 years
		Records documenting the administration of funding from the Department for Education (DfE) i.e. Subject Knowledge Enhancement Courses	Current financial year + 6 years
	Financial Planning & Budgeting	Records documenting the preparation of annual operating budgets, forecasts, re-forecasts	Current financial year + 1 year
	Statutory Returns	Records documenting staff, student numbers and financial spending.	Current financial year + 6 years

STUDENT FINANCE			
	Partner Tuition Fees / CPD Group Discounts	Records documenting any discounts given	Current financial year + 6 years
	Tuition Fee Collection	Records documenting the collection and receipt of tuition fees.	Current financial year + 6 year
CPD CONTRACTS / QUALITY ASSURANCE / GOVERNANCE			
	Supplier Approval	Supplier database	While current
	Contract Management	CPD Contracts, Legal Agreements, Consultancy Agreements Records documenting variations to contracts (e.g. revisions, extensions). Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract + 6 years
	Strategic Partnerships	Records documenting the formal arrangements for strategic partnerships	Superseded + 3 years
	Quality Assurance of Partnerships	Records documenting quality assurance of formal partnerships i.e. QA Guidelines, Exit Strategy arrangements, committee reports	Termination of contract + 6 years
CONFERENCING AND EVENTS			

	Events and Conference Management	Records documenting all events held by the CPD including internal or external contacts , including delegate registrations	Completion of event + 1 year
	Special Requirements management	Records documenting Personal Emergency Evacuation Plans (PEEP) and dietary requirements.	End of relevance of PEEP + 6 years
AUDIT			
	Risk Identification & Assessment	Records documenting identified risks to the CPD unit/CPD work and assessments of those risks.	Superseded + 1 year
	Audit Management	Records documenting the conduct and results of CPD audits, and action taken to address any issues raised (if applicable).	Completion of audit + 5 years
CPD RECRUITMENT		All CPD admissions is in line with the central Student Admissions retention schedule	
	Student Recruitment	Records documenting the design, conduct, organisation and summary results of CPD recruitment campaigns.	Completion of campaign + 1 year
		Records documenting the issue of CPD recruitment materials in bulk to schools and other organisations.	Current academic year
		Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year

		Records documenting marketing activities for students who have received offers from the CPD team.	Current academic year + 1 year
		Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years
ADMISSIONS/ STUDENT ADMINISTRATION (IN LINE WITH CENTRAL POLICY)		All CPD Admissions are in line with the central admissions: Records Management Policy Student Administration Retention Schedule	
EXAM BOARDS		All CPD exam boards are in line with the central retention schedules	
	Academic Award Conferment	Records documenting the notification of awards to students and the issue of awards certificates.	Conferment of award + 1 year
	Award Ceremony Administration	Records documenting the production of award certificates. Records documenting the mailing of award certificates to students	Completion of ceremony + 1 year
	External Examiner Administration	Records documenting the selection and appointment of external examiners including administrative matters.	Termination of appointment + 1 year

		Records documenting liaison with external examiners annual reports.	Current academic year + 3 years
	External Assessors Administration	Records documenting the selection and appointment of external assessors including administrative matters.	Current academic year + 1 year
	Assessment Administration	Records documenting the collation of examination results and compilation of pass lists and individual notifications of results. Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances. Records documenting the issue of awards lists and individual notifications of awards.	Current academic year + 1 year
	Examination Board Administration	Records documenting the conduct of the business of a committee: agenda, minutes and papers. Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current academic year + 6 years
SURVEYS AND EVALUATIONS		Records documenting response to surveys/Evaluations	Completion of survey/Evaluation + 5 years
LIBRARY			
	Copyright Compliance Administration	Records documenting the compilation of statistical and other data required by the	Current year + 1 year

		Copyright Licensing Agency, and the submission of this data to the Agency.	
	Purchase Management	Records documenting purchase and management of electronic services and resources.	Current financial year + 6 years
		Records of individuals who want to take photographs, for personal use, publications and loans.	Current year + 6 years
CPD MARKETING			
	Market Research	Records documenting the design and development of market research tools. Market research data: aggregated data and analyses including website usability studies.	Completion of research + 5 years
		Market research data: data relating to identifiable individuals.	Completion of analysis of data
	Marketing Campaign Management	Records documenting the design, implementation and review of marketing campaigns.	Completion of campaign + 3 years
	Advertising Management	Records documenting the development, placement and impact of advertisements.	Current + 5 years
	General	Records documenting the generation of leads for prospective students, the organisation of events to market CPD programmes	Completion of event + 1 year
		Records documenting specific case studies to include within marketing material used	Date of publication + 1 year

		to promote CPD activity and student profiles.	
		CPD Emails sent	
		CPD Contact Databases	