



EEIAS Assessment Record Keeping

Introduction

Each EEIAS approved provider must establish and maintain systems for recording assessment decisions which are reliable and auditable. To meet the requirements of the EEIAS and the regulators, approved centres must, as minimum, maintain records to track candidate progress and to allow for the independent authentication of any claims for certification.

Record requirements

The minimum requirements are:

- List of all candidates registered with the awarding organisation for each qualification offered and include:
 - Candidate name
 - Candidate EEIAS candidate number
 - Candidate EUSR registration number
 - Candidates Unique Learner Number
 - Date of birth
 - Gender
 - Ethnic group
 - Contact address
 - Workplace address and contact details
 - Assessor(s) name(s)
 - Internal quality assurer(s) name(s)
 - Date of registration with the EEIAS
- Candidate assessment records detailing:
 - Who assessed what and when (i.e. Completed Candidate Assessment Plan)
 - The assessment decision (i.e. Completed Record of Portfolio Authentication Form),
- Records of internal quality assurance activity detailing:
 - Who quality assured what and when (i.e. Completed Record of Portfolio Authentication Form,)
 - Details of the sample selected and rationale on IQA sampling plans and records
 - Records of internal quality assurer standardisation meetings
 - Records of assessor support meetings
 - Assessor and quality assurer competence records



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- Monitoring records of assessor/internal quality assurer progress towards the achievement of the relevant qualification
- Assessor and internal quality assurer qualifications
- Records of certificates claimed (including unit and credit certificates) including who claimed the certificate and when.

Approved centres are required to retain the above records for a minimum of three years. Such records must be made available to the EEIAS and/or the regulator upon request for the purposes of resolving any issues arising from external quality assurance or appeals.

It is the duty of the EEIAS to safeguard the consistency and integrity of the awards. Approved centres that fail to comply with the record keeping requirements and cannot substantiate certificate claims will have their approval withdrawn and notification of non-compliances will be referred to the regulator.



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