



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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Record Management Policy

Policy Compliance:

This policy complies with Ofqual,
Handbook 3.



IIMTS

Awarding Body

Awarding Quality Qualifications through Global Recognition

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Title of the Policy: Record Management Policy	Authorised by Responsible Officer	Created: Version 1 1 November 2023
Conditions of Recognition: General Conditions of Recognition		Current version: 3 Next Review Date: 1 April 2026

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer or the HR Manager-

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Awarding body:

IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

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A. Policy Objectives:

- To maintain transparent records at various stages of operations
- Ensure the records are made available to the regulatory body
- Ensure the confidentiality of records at IIMT Studies and in its recognised centres
- Ensure centre records are made available for IIMT Studies and the regulatory body
- To ensure compliance with Ofqual regulations in record-keeping

B. Regulatory compliance:

IIMT Studies is committed to maintaining the highest standards in our practices and processes. In line with this commitment, we ensure to comply with the conditions of recognition of Ofqual.

C. Record maintenance:

Regulators expect all awarding organisations to ensure that all records are maintained at various stages of their operations. To comply with this, IIMT Studies, while maintaining all records up to date, also expects its recognised centres to maintain all records as to the quality standards set by IIMT Studies in compliance with the conditions of recognition.

D. Timeframe of record maintenance:

All records must be maintained for a minimum of 6 calendar years.

E. Record locations:

All record locations must be private and ensure they are restricted and accessible to only authorised staff members. In order to maintain record confidentiality, IIMT Studies and its centres ensure that they have invested in infrastructure to develop sites, cloud or in-person, to record the data.

F. Record confidentiality:

At IIMT Studies, we prioritise the confidentiality of records. We are committed to maintaining the privacy and security of all information, ensuring that records are handled with confidentiality. Our stringent measures include restricted access, secure storage, and a data protection framework, ensuring that sensitive records remain confidential and protected from unauthorised access in compliance with Data Protection law. All centres recognised by IIMT Studies must ensure that they have a record

Confidentiality at all times.

The record-keeping at IIMT Studies and its recognised centres includes, but is not limited to:

- All records of certificates issued by IIMT Studies, including the replacement certificates
- Records of decisions made with respect to any adverse effect that has occurred or is likely to occur, whether or not to correct the result, and on any other action taken to prevent, mitigate, or correct any adverse effect or any action plan prepared.
- An explainable record on a case-by-case basis in relation to effects and actions that might have been taken
- Record of learners' data
- Record evidence that has user support for its qualifications, and it proposes to the Ofqual register for accreditation
- Recording the feedback from users on their opinion about the benefit the qualification would provide to learners who register for those qualifications
- Evaluate the clarity of the qualification's objectives and assess the likelihood of meeting these objectives effectively
- Examine the rationale behind the proposed assessment framework and its capacity to facilitate the valid assessment of the required knowledge and skills
- Assess the achievability of plans related to the recruitment, training, standardisation, and monitoring of Assessors by the awarding organisation and/or Centres to support valid assessment
- In accordance with Condition A4.2, establish and maintain an up-to-date record of all Conflicts of Interest related to the awarding organisation
- Cross-reference any previous allegations, suspicions, or evidence against existing records. Keep a log of all allegations and suspicions of malpractice and maladministration, conducting investigations and gathering evidence from interviews
- In a specific case, for example, a teacher has alleged that the head teacher of a school opened exam papers on receipt, using the information for revision sessions. Despite previous allegations made by parents regarding inappropriate help from invigilators, insufficient evidence was found. The current allegation, received six months after the incident, implicates the head of the centre involved in previous investigations. While there is a delay in reporting, given the detailed information provided, the awarding organisation believes reasonable grounds exist to investigate
- Maintain a record of any disadvantage deemed justifiable, outlining the reasons for considering it as such.
- Seek, record, and analyse feedback from Users of qualifications, including employers and professional bodies. Incorporate this feedback during the review of a qualification
- Evaluate, record, and implement improvements to the approach in developing, delivering, and awarding a qualification in a timely and effective manner. Ensure that Learners are not unfairly advantaged or disadvantaged due to the implementation of changes
- Keep records and documents related to the breach of confidentiality and investigations for an appropriate period

- Maintain a record of decisions made by the awarding organisation.
- Keep up-to-date records of third parties working with the awarding organisation and their roles in the development, delivery, and awarding of qualifications.
- Maintain an up-to-date record of the Centres with which the awarding organisation has agreements, and these agreements
- Keep records of interactions with Centres, including inspections or malpractice investigations. Monitor and manage the risks presented by these Centres
- Maintain the risk register as per the policy
- Maintaining all records of centres and centre journeys.

In compliance with the conditions of recognition, IIMT Studies ensures the definition and record of the role and responsibilities of the Responsible Officer, including in a job description/role specification or another appropriate record.

G. Access to records of Ofqual:

IIMT Studies ensures to provide access to all records of IIMT Studies, cloud-based and site-based, whenever required.



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