

## Archive Policy

### STUDENTS WORK

#### For all Awarding Bodies

##### Proof of achievement

Material relating to candidates achievement along with IV reports will be kept by the CDC for a minimum of three years

#### For all Non-Accredited Courses:

##### Proof of achievement

Copies of registration forms and a sample of work will be retained for eighteen months.

#### Learners Appeals:

The CDC will keep records of all appeals and resulting decisions for a period of three years.

### EMPLOYEE'S DETAILS

All records and correspondence relating to employees will be kept on record for a period of two years after their departure from the CDC.