

# Policy on Recording of the Professional Conversation Assessment Method

## Purpose

This policy outlines the process for recording the Professional Conversation as part of Elevate EPA Ltd's (Elevate) End-Point Assessment (EPA) procedures. It ensures that recordings are securely maintained for internal and external quality assurance purposes and clarifies the responsibilities of all parties regarding access and sharing of these recordings.

## Scope

This policy applies to all apprentices, assessors, internal quality assurers (IQA), external quality assurers (EQA), and other relevant staff involved in the End-Point Assessment process where the Professional Conversation is an assessment method.

## Policy Statement

### 1. Recording of the Professional Conversation

The Professional Conversation will be recorded as part of the EPA process to ensure transparency, accountability, and quality assurance in the assessment. These recordings are crucial for:

- Verifying assessment decisions during internal quality assurance (IQA) processes.
- Facilitating external quality assurance (EQA) reviews.
- Maintaining assessment records for regulatory compliance purposes.

### 2. Secure Handling and Storage of Recordings

Elevate will ensure that all recordings of Professional Conversations are securely stored in compliance with data protection laws and regulatory requirements. Access to these recordings is restricted to authorised personnel, including assessors, IQAs, and EQAs, as needed.

### 3. Apprentice Access to Recordings

Apprentices may be given access to their Professional Conversation recordings for their own review, where relevant. However, this access does not confer the right to share or distribute the recordings in any way.

#### 4. Restrictions on Sharing Recordings

Apprentices are strictly prohibited from sharing or distributing their Professional Conversation recordings with third parties, including:

- Posting the recordings on social media or public platforms.
- Sharing the recordings with other apprentices, colleagues, or unauthorised individuals.

This restriction is in place to maintain the integrity of the assessment process and to prevent unfair advantages or breaches of confidentiality.

#### 5. Consequences of Unauthorised Sharing

Any unauthorised sharing of Professional Conversation recordings by an apprentice will be considered a breach of this policy and may result in disciplinary actions, including:

- Immediate nullification of the assessment outcome.
- Notification to the apprentice's employer and relevant authorities.
- Additional sanctions as deemed appropriate by Elevate and regulatory bodies.

#### 6. Quality Assurance and Regulatory Compliance

Recordings will only be used by Elevate and authorised quality assurance personnel for the purposes of:

- Internal verification and standardisation.
- External quality assurance.
- Appeals or complaints processes where necessary.

### **Retention and Disposal of Recordings**

Professional Conversation recordings will be retained for a minimum period as required by regulatory bodies and Elevate retention policy. After this period, recordings will be securely disposed of to ensure compliance with data protection regulations.

### **Review of Policy**

This policy will be reviewed annually or as required to remain aligned with regulatory changes or internal procedure updates.

### **Contact Information**

For any queries regarding this policy, please contact Elevate Managing Director Melanie Feek on [melanie.feek@elevate-epa.co.uk](mailto:melanie.feek@elevate-epa.co.uk)