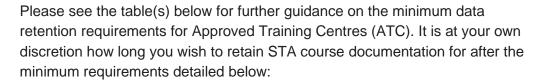
Data Retention Requirements





Swimming Teaching Qualifications	
Qualification Title	Retain for Lifetime of Qualification
Award in Swimming Teaching (No expiry, retain for the maximum period)	5 Years
Certificate in Swimming Teaching (No expiry, retain for the maximum period)	5 Years
Baby & Pre-School Award (No expiry, retain for the maximum period)	5 Years
Baby & Pre-School Diploma (No expiry, retain for the maximum period)	5 Years
People with Disabilities (No expiry, retain for the maximum period)	5 Years
Aquatic Tutor Status	3 Years
Lifesaving Qualifications	
Qualification Title	Retain for Lifetime of Qualification
Pool Lifeguard	3 Years
Safety Award for Teachers	2 Years
Pool Emergency Responder	2 Years
Open water Safety	3 Years
Lifesaving Tutor Status	3 Years

Pool Plant Qualifications	
Qualification Title	Retain for Lifetime of Qualification
Pool Plant Operations	5 Years
Swimming Pool Water Treatment	5 Years
Swimming Pool Water Testing	5 Years
Pool Plant Tutor Status	3 Years
First Aid Qualifications	
Qualification Title	Retain for Lifetime of Qualification
First Aid at Work	3 Years
Emergency First Aid at Work	3 Years
Paediatric First Aid Award	3 Years
Emergency Paediatric First Aid Award	3 Years
CPR and AED	2 Years
CPR and Anaphylaxis	2 Years
First Aid Tutor Status	3 Years
Health and Safety Qualifications	
Qualification Title	Retain for Lifetime of Qualification
Fire Marshall	3 Years
Safe Moving and Handling	3 Years
Fire Safety Tutor Status	3 Years
Manual Handling Tutor Status	3 Years

STA course documentation and assessment evidence can be stored either in hard copy or electronically, however you choose to retain this information is down to the ATC Centre Co-ordinator.

Please note that the above requirements are subject to change, dependent upon qualification reviews, qualification development, regulatory and legislation requirements.