

# Data Retention Requirements



Please see the table(s) below for further guidance on the minimum data retention requirements for Approved Training Centres (ATC). It is at your own discretion how long you wish to retain STA course documentation for after the minimum requirements detailed below:

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.**