Three expired pieces of evidence, and what it took to revive them

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Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The three conditions applied to any evidence:** it is **dated**, it is **tied to a real session**, and it **covers the audited period**. One missing and the evidence is flagged — a complete file can be an expired file.

Indicator	What the file contained	Missing condition	What the agent tied in
Learner needs assessment	An excellent template, last completed copy from **March 2025**	**Does not cover the audited period**	**41 assessments from 2026 recovered from e-mail**
Assessment of learning	Complete grids, none later than December 2025	**Not tied to a recent session**	**63 completed grids left in trainers' folders**

Indicator	What the file contained	Missing condition	What the agent tied in
Trainer qualifications	Up to date for the 6 permanent staff	**9 freelancers out of 23 have a CV more than three years old, 4 of whom taught in 2026**	9 CV requests prepared, to be read over before sending

Where the documents were lost, and why

None of the three was a failure of work. Needs assessments went out as e-mail attachments and never came back to the file; assessment grids stayed with the trainer who completed them; CVs had no expiry date, so no moment at which anyone reopened them. **Three losses in circulation, not in diligence** — and that is exactly what filing as the sessions run removes.

Correction in place	Effect
The needs assessment is sent **from the session** and returns to it	**The document no longer has to be found: it is in place**
The assessment grid is tied to the session the moment it is filed	No more isolated document in a trainer's folder
Every trainer CV carries a review date	**A request goes out automatically before the CV turns three**

> **The three indicators move from "expired evidence" to "covered" without a single new document being produced.** That is the most useful outcome of this review, and the least spectacular.

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