

1. Purpose

The purpose of this policy is to ensure that PEER remains compliant with the requirements for issuing, storing and providing access to records, as per the Standards for RTOs 2015.

2. Policy Statement

Registered Training Providers issuing Certificates or Statements of Attainment under the Australian Qualifications Framework are responsible for maintaining and operating a secure, permanent and reliable system for recording and storing records. This records management policy is to ensure compliance and effective management of all records at PEER.

3. Definitions

- Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.
- AQF qualification type describes each category of AQF qualification, for example, Senior Secondary Certificate of Education, Certificate III, and Bachelor Degree.
- VETtrak: is a student management system that electronically stores student enrolment information.
- Standards for RTOs 2015: means the regulatory standards for training providers as set by The Council of Australian Governments' (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards
- National Standards for GTOs: means the regulatory standards for registration as a Group Training Organisation

4. Policy Principles

To conform to quality assurance requirements, all records will be stored and archived according to this procedure.

Server and cloud systems

- PEER's server is hosted and maintained by VINTEK with offsite back-up daily
- PEER utilises VETtrak, a server-based student management system to manage our student resulting and certification under AVETMISS
- PEER utilises a cloud-based system; PEER CAMPUS for our students to access their learning and enrolment which is linked to VETtrak.

Electronic Records

- All student statement of attainments and certificates are backed up electronically on PEER's server after their creation.
- All student files pertaining to the students training from VETtrak are backed up and archived accordingly.

Paper Records

- Paper Records (Student Training File) are stored in a secure/lockable cabinet within the customer service area at PEER. They are only accessible via electronic swipe locks on the door for staff only.
- On completion of a Contract of Training, the student file is transferred to our archive area, which is onsite at PEER on the second floor.

Records Retention Requirements

To maintain our compliance with **Legislation and Standards**, requirements regarding document storage and retention is applicable to:

- National Standards for GTOs
- National Standards for RTOs
- Human Resources / Industrial Relations
- Work Health & Safety
- Injury Management

Timeframes:

- 30 years for all student files, regardless of funding
- 3 years for all student assessments with WorkReady Funding
- 6 months for student assessments under ASQA