



OXFORD COLLEGE OF BUSINESS
RTO No: 21442 CRICOS No. 02573B

VET Records Management Policy

1. PURPOSE

The purpose of this policy is to define policy and procedures for VET records management. This policy should be read in conjunction with the General Records Management and VET Assessment Outcomes Policy. It is to ensure that Oxford College of Business (Oxford) records management supports the continuous improvement principle and to provide evidence of compliance with the ASQA VET Quality Framework, ESOS and relevant legislations.

2. SCOPE

This policy and procedure applies to all staff, contractors and students involved with delivery of VET courses.

3. POLICY

- 3.1 The management of records at Oxford is the responsibility of all staff in a varying capacity.
- 3.2 The records, files and documentation are categorised into financials, on line documentation, Oxford specific documentation and other data to ensure records can be accessed timely.
- 3.3 Oxford will provide accurate and current records and information on its performance and governance consistent with the Data Provision Requirements as updated from time to time. Data reporting currently falls into two categories:
- Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, and
 - Quality Indicator data.

4. FINANCIAL RECORDS

- 4.1 The financial records are archived at the end of each financial year. The data is placed into archive boxes, clearly labelled and stored for 7 years. At the end of this period the documents are shredded.
- 4.2 Oxford will maintain up to date records of financial information including fees paid and refunds given.

5. ELECTRONIC / ON-LINE DOCUMENTATION

- 5.1 Any electronic/on-line documentation regarding the quality system is updated as required on-line. Printed out-of-date documentation is to be destroyed by relevant staff members as soon as they have been notified of any amendments to documents. Out-of-date documents are to be placed into the locked security recycling bins or shredded in-house.
- 5.2 On-line information is stored in appropriate folders on the computer by the Heads of Departments.

6. STUDENT RECORDS

- 6.1 Ozford must keep record of each accepted student who is enrolled with Ozford or who has paid any tuition fees for a course provided by Ozford in an AVETMISS compliant student management system.
- 6.2 Accepted student means a student (whether within or outside Australia) who is accepted for enrolment, or enrolled, in a course provided by Ozford.
- 6.3 The records must consist of the following details for each accepted student:
- (a) The student's current residential address;
 - (b) The student's mobile phone number (if any);
 - (c) The student's email address (if any);
 - (d) Any other details prescribed by the ESOS regulations (applicable to international students on student visa only).

The record will be entered onto the VETTrak Student Management System and scanned into the secured network drive. Student files will be maintained for two years after the student ceases to be an accepted student in a secure network drive after which time they will be deleted.

- 6.4 Ozford maintains up to date records of all student enrolments, participation and assessment, in paper-based and/or electronic forms as appropriate.
- 6.5 The College's student records, including attainment of units of competency and qualifications will be maintained for a period of 30 years.
- 6.6 Student participation record and actual assessment tasks will be kept for a period of 6 months from the date on which the judgement of competence for the student was made.
- 6.7 The College will ensure the retention, archiving and timely retrieval of sufficient information on client results to enable the re-issue of a qualification or statement of attainment if required.
- 6.8 Ozford ensures that there is adequate security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

7. ASSESSMENT RECORDS

- 7.1 Assessment records include Assessment Tools and Completed student assessment items.
- 7.2 Assessment tools include the following components—context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment.
- 7.3 Completed student assessment items are the actual piece(s) of work completed by a student or evidence of that work, including evidence collected for an RPL process. An assessor's completed marking guide, criteria, and observation checklist for each student may be sufficient where it is not possible to retain the student's actual work. However, the retained evidence must have enough detail to demonstrate the assessor's judgement of the student's performance against the standard required.

7.4 Ozford is required to **securely retain**, and be able to produce in full at audit if requested to do so, all completed student assessment items for each student, as per the definition above, for a period of six months from the date on which the judgement of competence for the student was made.

8. INFORMATION PRIVACY

8.1 Ozford implements the Information Privacy Principles specified in the *Information Privacy Act 2000 (Vic)*.

8.2 The collection and use of personal and health information must relate directly to the legitimate purposes of Ozford.

8.3 Individuals must be aware of, or informed of, the purposes for which personal and health information is obtained.

8.4 Ozford will take all reasonable measures to ensure that the personal information it receives and holds is up to date.

8.5 Ozford will take all reasonable measures to store personal information securely.

8.6 Individuals are entitled to have access to their own records, unless prevented by law.

8.7 Third party access to personal and health information may only be granted in accordance with the Privacy principles and Ozford policy and procedures.

8.8 Ozford will amend records shown to be incorrect.

8.9 Ozford will safeguard the confidentiality of information obtained on its behalf and will ensure that except as required under the Standards for Registered Training Organisations or by law, information about a client is not disclosed to a third party without written consent of the client.

9. STAFF COMPETENCIES

9.1 The Academic Director, VET Coordinator, trainers and relevant administrative staff are responsible for maintaining up to date records of the verified training and/or assessment and vocational competencies of all staff and persons working on behalf of the College as trainers and assessors. These documents are kept secured in the Accounts office.

10. OTHER DOCUMENTATION

10.1 All other hard-copy documentation is archived as required by staff and management. All archive boxes are to be clearly labelled and stored for 7 years. At the end of this period the documents are shredded.

11. DATA REPORTING AND PROVISION

11.1 Ozford will provide accurate and current information on its performance and governance consistent with the Data Provision Requirements as updated from time to time.

11.2 Ozford is required to report nationally accredited training activity of the previous calendar year by the end of **February** the following year. The AVETMISS data is collated from Student Management System (VETtrak) and submitted via National Centre for Vocational Education Research (NCVER) reporting tool. VETtrak is an AVETMISS compliant software recognized by the NCVER.

11.3 Ozford is required to collect and provide an annual summary report of its performance against the learner engagement and employer satisfaction quality indicators (QI data) to the regulator (ASQA). The data is collected using questionnaire template available on ASQA website. The result is collated and the QI data for previous calendar year is required to be reported by the end of **June** the following year using ASQA's Quality Indicator Annual Summary Report template available on ASQA website.

12. COMPUTER DATA BACK-UP PROCEDURE

12.1 The IT Department ensures that backups are done on a daily basis. Contents of the shared drives are backed up to local backup servers and offsite storage.

12.2 A back up for the network drive is maintained that contains students' records of attainments of units of competency and qualification for a period of 30 years. This information can be supplied to regulator in the preferred format upon request.