



POLICY NAME	Records Management Policy			POLICY NO.	2024.12
EFFECTIVE DATE	31/01/2024	DATE OF LAST REVISION	31/01/2024	VERSION NO.	1

ADMINISTRATOR RESPONSIBLE	Sarah Burnett	CONTACT INFORMATION	admin@aota.com.au
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APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett

APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This Records Management Policy applies to:

- Staff members: who are employed by AHRT (i.e. full time, part time and casual employees) and who work at or with AHRT in a voluntary capacity,
- Affiliates: Contractors (including Trainers and Assessors), Agents, Consultants or any other persons who participate in social media and who may be identified as having an association with AHRT

POLICY STATEMENT

AHRT will maintain effective, accurate and relevant records and reporting systems. Records management is the responsibility of the administration staff.

AHRT will abide by the National Privacy Principles. Student information is not disclosed to anyone outside the RTO without the student's consent. Student records are confidential and available to the student only and on request.

However, Information provided by the students to AHRT may be made available to the Commonwealth and State Agencies. AHRT keeps all records of students' results for 30 years in electronic format.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
AHRT	All High Risk Training Pty Ltd
AVETMISS	AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information and covers the national VET data collections
Learner/Student	An individual who is enrolled in one of AHRT's training products.
Qualification	The AQF defines a testamur as 'an official certification document that confirms that a qualification has been awarded to an individual'.
Unit of Competency	Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.
Course	The details of the training package being delivered
Statement of Attainment	A statement of attainment is issued when a student has successfully completed a number of accredited units of study which do not amount to a full qualification. The statement should meet the requirements set out in the AQF Qualifications Issuance Policy and any applicable standards for the sector.
aXcelerate	AHRT's student management system, which is cloud based and requires individual logins.

POLICY SECTIONS

Procedure

AHRT manages all records in a systematic and efficient manner that is subject to continuous development; ensuring that a comprehensive, reliable and accurate record history is maintained at all times.

All current material including Handbooks, Resources, student records, staff records, training records and Administration records are kept under lock and key or password protected on RTO's servers via a secure Dropbox account and aXcelerate. There are also secure separate hard drives that are locked up at the end of the day.

Students' records are confidential and available to the student only and on request. Students must request their student records from the CEO in writing including their full name, date of birth and signature. The CEO is the only person who can authorise revealing the information to the student after checking the student identity with our database.

Student's Attendance Records, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure. AHRT ensures at all times that information about a client is not disclosed to a third party without the written consent of the client. Students sign a statement of understanding that their personal information may be made available to Commonwealth and State Agencies.

Information regarding students and staff is not disclosed to any third party without the written consent of the student or staff member. All other records are retained, archived and transferred by Administration as per the contractual and legal requirements and the requirements of the concerned registering body. AHRT retains a hardcopy of the students' training results for a period of 2 Years after which the documents are scanned and records are stored on the servers for 30 years.

AHRT ensures the safe management of confidential information of its students.

In the unforeseen event of AHRT closure ASQA will be advised in writing by the CEO and instruction taken from them as to the procedures for transfer of AHRT's records.

Important note: No official certificates (e.g. statements of attainment, certificates of graduation) will be released to a student on completion of any Unit of Competency/Course until the student has paid all outstanding fees in full.

AVETMISS Data

AHRT's student records management system meets the requirements of The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for VET providers. Accordingly, AHRT's student records management system is capable of storing and exporting AVETMISS data. It covers students and their enrolments: who they are, where they study and what they study.

Training Records

These include:

- Student enrolment and fees

- Student attendance details for each session detailing number of hours in attendance per day
- Records of assessments that include records of formative and summative assessment of competencies and reports of all RPL/RCC assessments
- Transcripts of students' outcomes
- Any correspondence concerning the students

Students' records are confidential and available to them only and on request.

Policy Complaints and Enquiries

If you have any queries or complaints about our Enrolment Policy please contact us at:

613 Princes Highway, RUSSELL VALE NSW 2517

admin@aota.com.au

024 06 8378

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

National Vocational Education and Training Regulator Act 2011

<https://www.legislation.gov.au/C2011A00012/2021-09-01/text>

Standards for RTO's 2015 <https://www.asqa.gov.au/rto/users-guide-standards-rto-2015>

Professional Development Policy

AQF <https://www.aqf.edu.au/framework/australian-qualifications-framework>

AVETMISS <https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers>

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CEO	Authoring and updating
CFO	Publishing on the internet

Administration Manager	Ensuring all personnel are informed

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
CEO	Sarah Burnett	42068378	admin@aota.com.au
CFO	Nigel Burnett	42068378	info@aota.com.au
Administration Manager	Robin Lore	42068378	robin@aota.com.au