

## Student Records

### Objective

To ensure that Cire Training collects, uses, stores, retains, archives and destroys information in our student record files according to the requirements of Cire Training's funding and registering bodies and the legislative requirements of the Federal and State governments.

### Scope

- Executive Manager, Training & Community Hubs
- RTO Manager
- Senior Manager, Training
- All Administration staff of Cire Training
- All students of Cire Training
- All Tutor/Trainers/ Assessors and Teaching Support Staff of Cire Training

### Policy

Cire Training endeavours to ensure that in relation to student records that it complies with the requirements of the Commonwealth Privacy Act 1988 and Amendments, the Victorian Privacy Act 2000, Public Records Act 1973 (Vic) (PR Act) and upholds the National Privacy Principles and the Information Privacy Principles.

These principles encompass: Collection, Use and Disclosure, Data Quality, Data Security, Openness, Assess and Correction, Unique Identifiers, Anonymity, Transborder Data Flows and Sensitive Information. *(For a summary of these principles refer to the Companion Document: Summary of the National Privacy Principles)*

Cire Training will uphold these Principles in the following ways:

1. **Collection:** Cire Training will only collect information as required by its registering and funding bodies (for example AVETMISS data and information required to establish funding eligibility). Cire Training will embed a Privacy explanation and disclosure into the enrolment form and discuss this with the individual at the time of enrolment. All enrolment information will be collected as far as possible from the individual and not from a third party.
2. **Use and Disclosure:** Cire Training will only use an individual's information for its primary purpose (enrolling into a course) and will not pass any information on to a third party, other than that required by its funding and registering bodies, without the individual's written consent.
3. **Data Quality:** Cire Training will ensure wherever possible the information it collects is accurate and up to date. Cire Training will check and update data in its Student Management System regularly and have processes by which individuals can have their information updated as required.
4. **Data Security:** Cire Training will protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by limiting access to student files to authorised personnel, safe and secure storage of files and password protected access to the student management system by authorised personnel only.
5. **Openness:** Cire Training has policies and procedures for the collection, storage, use and destruction of student records; these are available to students upon request.

6. **Access and Correction:** Cire Training has a policy and procedure for student access to their records and this information is made available to the student through the Student Handbook. Cire Training also has processes for students to update their information if required.
7. **Unique Identifiers:** Cire Training will use the unique student identifying numbers assigned to students by its registering and funding bodies as required by those bodies. Cire Training will not disclose these identifiers to a third party without the individual's written permission.
8. Where possible students of Cire Training will have the option of not identifying themselves when providing information, for example Student Satisfaction Surveys.
9. Cire Training will only transfer information outside the state as required by its registering or funding bodies, for example AVETMISS data.
10. **Sensitive Information:** Cire Training will not collect sensitive information about individuals without their consent and only as it applies to their ability to participate in the course of their choice.

## Collection of Individual Personal Information

Cire Training collects the personal information of individuals for enrolment purposes. This would include proof of age documentation in the form of a Driver's Licence, Learner's Permit or Key Card. This is an organisational decision for integrity of student data. This information is contained in the enrolment form and emergency contact form and in the results entered into the student management system. Individuals are to be informed of Cire Training's policy and procedures for the collection, use, retention and destruction of their records as well as their right to view and access their personal information as part of the enrolment process. This information is to be included in the Student Handbook.

## Use of Individual Personal Information

Cire Training will only use individual personal information for its primary purpose, enrolment into courses, the awarding of results/qualifications for those courses and as required by Cire Training's registering and funding bodies. Individual personal information is kept in student files or in the Student Management System.

## Storage of Student Records

All personal information relating to a student is to be kept in their individual student file. Student files are only to be accessed by authorised personnel such as the RTO Manager, RTO Data Coordinator and the relevant course Tutors/Trainers/Assessors. When not required by authorised personnel for updating or auditing purposes student files are to be kept in locked filing cabinets or cupboards in rooms only accessed by Cire Training staff.

Access to the Student Management System is to be limited to authorised personnel, with various levels of access and is to be password protected.

## Retention of Student Records Retention Requirements

Documentation	Time Period
Fee/s and Charges	7 years
Evidence of Eligibility for Funding	7 years
Training Plans	2 years
Financial Records	7 years
Evidence of Participation	2 years
Record of Attainment of Units of Competency	30 years
Record of Attainment of Qualification	30 years

Student files containing enrolment forms, fee and charges, training plans, evidence of participation and assessment are to be archived for 7 years. Cire Training will keep a record of student files and their destruction dates.

### Archiving of Student Files

Student files will be archived on site for 6 months after the completion of each course. After 6 months archived files will be moved to the off-site storage facility. Cire Training will maintain a record of all archive boxes, their contents and where the boxes are stored in order to ensure that all files can be found and accessed as required. This is to be maintained and managed by RTO Administration Coordinator and RTO Data Coordinator.

### Destruction of Student Files

Files reaching their destruction date will be checked by delegated education and Training staff, before being dismantled and destroyed. All sensitive documents are to be collected and destroyed by an authorised commercial company specialising in file destruction or by authorised education and Training staff on site. Cire Training will maintain a record of all files, their planned destruction date and their destruction date.

### Mandatory VET Activity Reporting Requirements

The Standards for registration include a requirement that all registered training organisations (RTOs) must collect and report full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data in accordance with the National VET Provider Collection Data Requirements Policy. This includes data on all qualifications and statements of attainment, issued under the Australian Qualifications Framework (nationally recognised training), and applies to both funded and non-funded activity. The Policy outlines the requirements on RTOs in collecting and reporting their nationally recognised training to the National VET Provider Collection which is managed by the National Centre for Vocational Education Research (NCVER).

Cire Training collects and reports full AVETMISS data to SVTS on our monthly mandatory funding reporting. SVTS system submits the full data to NCVER. In the event of closure a single source file will be provided to the regulator.

### Definitions

N/A

### Related Documents

- Student Records Procedure
- Student Handbook
- Student Access to Records Procedure
- Student Access to Records Form
- Summary of the National Privacy Principles

### Related Legislation

- Commonwealth Privacy Act 1988 and Amendments
- National Privacy Principles
- Victorian Privacy Act 2008
- Privacy and Data Protection Act 2014 (Vic)
- Public Records Act 1973

## Area of Compliance

- Skills First Service Agreement
- Standards for Registered Training Organisations 2015, Clause 3.6, 7.5

## Organisational Area

Cire Training and Community Hubs

## Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'ABS'.

Date: October 2021

## Operative Date

May 2019

Updated October 2021

## Review Date

October 2023