

## Alexandra Community Hub

### Records Management Policy

Policy No: 16

#### Policy:

Alexandra Community Hub (ACH) uses a systematic approach that ensures it maintains all records relevant to its operations as a Registered Training Organisation. ACH will ensure that all records are managed to ensure their accuracy and integrity and to demonstrate compliance with regulatory and contractual requirements. Records management will be systematically monitored and reviewed to support continuous improvement.

ACH will ensure staff are aware of their responsibilities for records management.

Documents will be Version Controlled where appropriate.

Records of student enrolments and assessments will be retained for a period of 3 years after course completion and results will be retained for a period of 30 years.

Records of verified competencies of staff will be collected and managed to demonstrate currency.

Private information relating to staff, students and volunteers will be stored securely in locked filing cabinets, offices or archives.

ACH will ensure that Training Packages are managed effectively to ensure transition on new Training Packages occurs within 12 months of publication on the National Register of Training Packages ([www.training.gov.au](http://www.training.gov.au))

All electronic records are securely stored with password protection. Automatic backup is in place.

#### Procedure:

1. Ensure the following documents are version controlled:
  - a. Policies and procedures
  - b. Training and Assessment Strategies
  - c. Assessment Tools
  - d. Marking Guides
  - e. Mapping documents
2. Ensure all version controlled documents have the dates of current and previous versions noted in the footer.
3. Ensure current electronic versions of documents are filed in the appropriate location and previous versions are moved to archives.
4. Ensure that when changes are made to documents that all previous print versions are removed from circulation.
5. File policy and procedure documents and planning documents, ensuring reviews are scheduled, performed and documented in the Policy Register.
6. File assessment evidence for subcontracted courses in password protected Dropbox, shared with the subcontractor. All other courses assessment evidence will be filed in

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the students Learner Logbook in Wisenet SMS or within Moodle Learning Management System.

7. Ensure staff files demonstrating current competencies are uploaded to password protected Wisenet database. Staff records will be updated at the commencement of each calendar year or for Certificate courses before the commencement of each new delivery. Hard copies of staff files will be held in locked filing cabinets.
8. Ensure electronic student records are accurately maintained in Wisenet.
9. Maintain student assessments, participation and enrolment records, for a period of three years from completion of course. Hard copies of student records will be kept in locked filing cabinets for a period of at least one year after completion date of course and then transferred to a secure archive. Destruction date will be noted on Archive boxes.
10. Maintain electronic records of qualifications issued in Wisenet for a period of 30 years.
11. Ensure that records are not inaccurately amended. Should amendments be necessary ensure there is sufficient documentation to ascertain the nature of and rationale for the changes.
12. Subscribe to notifications from the following to ensure Training Packages are kept up to date:
  - a. [www.training.gov.au](http://www.training.gov.au)
  - b. Relevant Industry Skills Councils
13. When new Training Packages are published on the National Register:
  - a. Prepare course materials
  - b. Complete required documentation to have new qualification added to scope
14. Ensure only delivery of currently endorsed Training Packages.
15. Ensure all records are made available to regulatory or funding bodies for audit or other purposes
16. Ensure intellectual property rights are not infringed in the production of documentation.

## Related Standards for RTO's 2015

Standard 1.26, 2

## Related Documents

## Related Policies

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