VET Records Management Procedure

Section 1 - Background and Purpose

(1) These Procedures cover the capture, maintenance, retrieval and transfer of VET records consistent with SNRs 3, 6 and 8 of the Standards for Registered Training Organisations 2015.

Section 2 - Scope

(2) Applies to all VET AQF awards.

Section 3 - Policy Statement

(3) Refer to the [Records Management Policy](#).

Section 4 - Procedure

Storage

(4) VET student records are captured on the VETtrak student management software and in a hard copy student file.

(5) Hard copy files for each course are securely stored in the office of the Senior Educator for that course.

Course Records

(6) A hard copy file is created for each VET course. The course file contains:

a. a learning and assessment strategy including:
    i. course (nomenclature and code)
    ii. clients/student list
    iii. information provided to students
    iv. entry requirements
    v. student pathways
    vi. course structure
    vii. master copies of student learning and assessment resources - including learner and facilitator guides, workbooks, assessment instruments and clear criteria for assessment/marking guide (maintained for 1 year post course completion)
    viii. delivery arrangements
    ix. duration
    x. delivery schedule

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    xi. assessment arrangements

    xii. assessment matrix

    xiii. information guide for assessors

    xiv. industry legislation

    xv. staff matrix

b. student feedback

c. employer/industry feedback

d. trainer/assessor feedback

e. competency/module completions

Student Records

(7) Records of VET student enrolments and progress are captured, maintained and retrieved through VETtrak student management software and also by way of a hard copy file for each student.

(8) The VETtrak student record contains all data required for AVETMISS reporting purposes as determined from time to time, including, but not necessarily limited to:

a. family and given names

b. date of birth

c. student ID number

d. enrolment date

e. special requirements

f. credit transfer/RPL

g. advanced standing

h. course enrolled in (including code)

i. units of competency

j. details of work placements

k. assessments against units of competency

l. awards (qualifications and Statements of Attainment issued and Certificate number)

(9) The hard copy student record contains:

a. enrolment documentation

b. credit transfer/RPL

c. advanced standing

d. all written communication with the student

e. work placement agreements signed by student and workplace supervisor

f. master copies of student assessment and training resources (including learner and facilitator guides, workbooks, assessment instruments, clear criteria for assessment/marking guide)

g. completed student assessment activities for units of competency with 'competent' or 'not yet competent' assessment recorded against each assessment activity and for the overall unit of competency (maintained for six months post course completion)

h. certification and graduation details.

Staff Records

(10) The staff records file for each trainer/assessor contains:

a. name and contact details

b. position description

c. employment contract/agreement

d. current CV - signed by Trainer/Assessor

e. trainer skills matrix - signed by trainer/assessor

f. assessor qualifications - verified by RTO or otherwise certified

g. professional development activities - verified and/or signed by trainer/assessor.

Responsibilities

(11) Managers are responsible for promoting and ensuring that VET recording requirements are understood by all trainers, assessors and administration staff and that records are accurate and complete.

(12) Trainers, assessors and administrative staff are responsible for ensuring they are aware of their responsibility for ensuring that records of assessment and training outcomes are accurate and complete.

Continuous Improvement

(13) For each course, improvements/amendments to the delivery of training and assessment, learning and assessment resources, learning and assessment strategies, student information, student services etc. are recorded in the relevant documents under version control and in the Continuous Improvement file maintained by the Senior Educator.

(14) For the RTO as a whole, improvements/amendments (e.g. to the student information system, to policies and procedures) are recorded in files held by the Chief Executive Officer of the RTO or by his or her delegate.

Retrieval/Access

(15) VET records will be stored to facilitate ease of retrieval and access to records on demand. Students' access to their own records will be granted during normal business hours.

Transfer

(16) Transfer of records to archives will be in accordance with the [Records Management Policy](#).

(17) Records requiring permanent retention will be transferred into the custody of the Public Record Office Victoria in accordance with authorised university retention authorities and the [Public Records Act (1973) Victoria](#).

Section 5 - Definitions

(18) For the purpose of this Procedure:

a. AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard.

b. VETtrak: Student Management Software designed specifically for compliance with AVETMISS.

c. VRQA: Victorian Registration and Qualifications Authority (the Registering Body in Victoria).

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