

MADEC Organisational Policy



Title: ETS Archiving of Records	Document Number: MOPO 10-1-2/02-04 Custodian: Community College Manager
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Purpose

The purpose of this policy is to ensure that MADEC maintains records of all students.

Scope

This policy applies to all MADEC Community College staff members.

Policy Statement

MADEC shall assure the integrity, accuracy and currency of student records. This includes

- The use of student records systems VETTRAK (current system) and CAS (old system)
- The implementation of an ongoing back-up system and
- The use of adequate and current virus protection systems.

All student results are stored electronically for a minimum of 30 years.

Vettrak files are subject to an off site back up on a daily basis and Department files (all sites), including Vettrak, are subject to a weekly off site backup. This process is managed by MADEC's IT Manager.

Current year student records including completed enrolment forms, and outcome forms are maintained in the Community College office.

Trainers and assessors are responsible for attendance records and individual student working records, including evidence of assessment material submitted.

Following the annual Invalid Enrolment audit conducted by the National Centre for Vocational Education Research (NCVER) all enrolment, student evidence materials and outcome forms will be transferred to the archives room for storage for a period of seven years.

For training conducted in Victoria, specific course materials must be maintained in accordance with Section 2.1 of the VRQA Guidelines for VET Providers. Trainers must ensure that these are maintained and archived with the relevant course.

All staff members are responsible for storing, indexing and filing records; maintaining legible records; readily identifying, accessing and retrieving records; and keeping a suitable environment to protect records from damage, deterioration or loss.

Review

This policy will be reviewed on a periodic annual basis (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Reviewed 21.01.09 – Authorised by Community College Manager

Reviewed 18.01.10 – Authorised by Community College Manager

Reviewed 24.12.10 – Authorised by Community College Manager

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Custodian

David Zacher
Community College Manager