

 <p>The logo for Vose Seminary features a stylized orange fan-like shape above the text 'vose' in blue and 'seminary' in orange.</p>	Title:	
	<h1>Student Records and Document Control</h1>	
	Version: V2.00	Date: 28 April 2014
	Policy Area: Records Management	Next Review: 28 April 2015
Approval: Management Team	Signature: 	

Vose Seminary stresses the importance of accurate and consistent record keeping with all of its staff. Record Keeping is conveyed as being an integral aspect of the company's compliance obligations under the NVR Act 2011.

The records of information required for conferring awards and academic transcripts to students will be kept in perpetuity, in good condition and in a safe place at the Seminary.

The student shall retain the right to view the student's statement of academic record held by the Seminary at any time during semester in normal office hours. Please refer to the latest Fees Schedule to determine whether a fee is payable.

At all times, Vose will follow the guidelines set out under the National Privacy Act 1988, inclusive of the Australian Privacy Principles (APPS). Records shall be confidential and available only to the officers and staff of the Seminary, the Australian College of Theology, duly authorised auditors, and duly authorised officers of Australian government departments. Until the time of the student's death, those records may only be made available to other parties with the prior, written consent of the student involved. Following the death of a student, permission will be sought from the student's spouse in the first instance, and failing this, a parent or nominated guardian of their affairs. This shall not preclude the inclusion of such data in statistical information where the content and identity of individual student records remains confidential.

Student File Essentials

Academic Administration best practice dictates that student files will normally contain:

- 1) a coloured photograph;
- 2) most recent contact details for the student.
- 3) for international students, a copy of the title and Australian visa pages of their passport;
- 4) a record of the student's religion, if any;

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- 5) emergency contact telephone numbers, with next of kin details, agent or sponsor (as applicable);
- 6) other significant personal details – eg, student ID, course details, medical conditions, allergy information, etc.;
- 7) medical insurance status;
- 8) enrolments and participation;
- 9) assessment records;
- 10) records of fees paid and refunds given

Vose Seminary will retain certain documents for the purposes of auditing. Vose Seminary will retain documents required for audit purposes for a period of at least five years. These documents may include the following:

- Attendance rolls that show the names of students, the unit/s of competency identifier and/or name, date/s of attendance and signature or initial of trainer/lecturer.
- Records of assessment and/or training record books that show the date of assessment/s, unit/s of competency, student name and outcome of assessment/s.
- Training delivery and assessment policies and strategies for all qualifications/courses.
- Assessment tools and instruments.
- Recognition of Prior Learning assessment records.
- All policies and procedures.
- All financial (including income and expenditure), enrolment and assessment records relating to any delivery and performance agreement held with the Department of Training and Workforce Development, or any other government body.
- Complaints.

Records of Domestic Student work will be kept as follows:

- for students who are appealing an assessment outcome, then student work will be kept for the duration of the appeal period *or*
- a period of six months from the date on which the judgement of competence for the student was made *or*
- until all moderation for that assessment area has been completed

whichever is the longer period.

Records of International Student work will be kept as follows:

- for students who are appealing an assessment outcome, then student work will be kept for the duration of the appeal period *or*
- a period of 2 years from the date on which the judgement of competence for the student was made *or*
- until all moderation for that assessment area has been completed

whichever is the longer period.

In the event that Vose Seminary ceases to operate, it will transfer, within 20 working days, all records to the Australian Skills Quality Authority and ensure all participants have all received a copy of their records.

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Learner Management System

Vose Seminary has purchased and implemented the use of an AVETMISS compliant Learner Management System (LMS). Certain nominated staff within Vose Seminary are specifically trained in how to record and extract data related to students and our training services.

Information that the LMS is able to record, amongst other things, include:

- Student demographics like age, sex, ethnicity and disability information
- Personal details, e.g. address, phone numbers, etc
- Course selection of each student
- Training Progress Reports for each student
- Assessment outcomes for each student
- File notes of all interactions and communications with the student
- Payment and refund details
- Copies (scanned or photo) of certificates / qualification / Statement of Attainment issued
- Disciplinary actions (if applicable)
- Details of complaints and appeals

File Note Policy

Vose Seminary implements a File Note Policy with regard to student records and information.

Any changes to a student's enrolment or training activities will be captured using a File Note system that will include the date, a short description of the relevant item and the name of the person who actioned it. File notes will be kept against a student's enrolment on the Learner Management System.

Hard copy file notes may also be kept in the students hard copy file as appropriate.

Electronic Back Up Policy

Electronic files are kept up to date and backed up regularly each day. The backup copy is to be kept offsite or in a fireproof and flood-proof safe.

Contact Details

Vose Seminary will endeavour to obtain the latest contact details for every student, both domestic and International, on a 6 monthly basis.

Assessment Records

Vose Seminary will endeavour to update its Learner Management Systems with the latest student results as they are obtained from academic staff. This will ensure that students who leave the Seminary unexpectedly or who require access to their results quickly, will have the ability to do so and have confidence that all records are up to date.

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Appendix: Document History and Version Control Record

Document Title: Student Records and Document Control

Source Documents:

Associated Internal Documents:

Associated External Documents

Authorised Officer: Compliance Officer

Approved by: Management Team

Date of Approval: 28 April 2014

Assigned Review Period: 1 year

Date of Next Review: 28 April 2015

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30/05/2003	College Board	Policy included in General Policy Handbook
1.01	1/07/2013	JV	Policy separated from General Policy Handbook Title changed from "Document Control and Records". Document modified to include current history and version controls
V2.00	28/04/2014	Management Team	Information around Contact Details and Assessment Records added. Information around the Seminary's Learner Management System added.

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