

Student Record Archive Policy (ADM135)

Compliance Focus

Standards for Registered Training Organisations (RTO) 2025

Introduction

Maintaining an appropriate and compliant archiving system is one of the responsibilities of an RTO. Public Transport South Australia Training (PTSAT) endeavors to always maintain compliance with ASQA requirements as well as good business practices. This Archiving Policy and Procedure identifies the steps required to Archive and Retain Student records for the required retention period.

Rationale

This Policy and Procedure applies to the Archiving Process of all Student Records participating and/or completing courses offered by PTSAT.

Governance

The Senior RTO Compliance Officer has the responsibility for the compliance of this Policy and Procedure within the organisation.

- The DIT Records Management Team has responsibility for the storage, maintenance and archiving of all training and assessment records in accordance with Standards for RTOs 2025.

Policy

All record keeping will comply with the VET Quality Framework standards for RTO. PTSAT will retain key data (eg; full name, date of birth, address, contact numbers, course enrolment details, results), necessary to enable the re-issue of a qualification or statement of attainment if required, for a period of 30 years:

In the event of closure of PTSAT as an RTO, the transfer of records to the regulating body will be consistent with the requirements of the VET Quality Framework.

All other records consistent with contractual and legal requirements and the requirements of the registering body will be retained, archived, retrievable and transferable.

The RTO and those acting on its behalf will safeguard any confidential information obtained.

OFFICIAL

TERM	MEANING
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a training package or by the learning outcomes of an accredited course.
Assessment tools	Assessment tools include the following components - context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).
Securely retain	To retain records in a manner that safeguards them against unauthorised access, fire, flood, termites or any other pests, and which ensures that copies of records can be produced if the originals are destroyed or inaccessible. Records may be in hard copy or electronic format.