



## DAYS SAFE PTY LTD

# Policy & Procedure – Records Management – Student Records

<b>Purpose</b>	The purpose of this Policy & Procedure (P&P) is to ensure that all DAYSAFE Student Records are managed effectively in accordance with legislative and Company requirements.
<b>Scope</b>	<p>The term 'Student Record' covers all recorded information related to students who participate in training and assessment with DAYSAFE , whether it is in hardcopy or soft copy.</p> <p>This includes:</p> <ul style="list-style-type: none"><li>• databases;</li><li>• spread sheets; and</li><li>• electronic mail.</li></ul>
<b>Definition</b>	Training and Assessment Materials are those documents used to support the training and assessment delivered by DAYSAFE . These are all documents that must be strictly controlled..
<b>Inputs</b>	<p><b><i>Essential standards for continuing registration</i></b></p> <p><b>SNR 17 - Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:</b></p> <p>17.4 - The NVR registered training organisation manages records to ensure their accuracy and integrity.</p>
<b>Requirement</b>	<p>DAYS SAFE uses a systematic approach that ensures it maintains all records relevant to its operations as an RTO, including the continuous improvement of its operations:</p> <ul style="list-style-type: none"><li>• Records are systematically managed.</li><li>• Records for demonstrating regulatory compliance are maintained.</li><li>• Staff meet their responsibilities for records management.</li><li>• The effectiveness of records management is monitored and reviewed.</li><li>• The continuous improvement of record management systems is demonstrated.</li></ul>

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<b>Reference Documentation</b>	<p>Other reference documentation which relates to this Policy &amp; Procedure includes:</p> <ul style="list-style-type: none"> <li>• TAC guidelines on Records Management</li> <li>• ASQA-General direction: Retention requirements for completed student assessment items</li> </ul>	
<b>Tools &amp; Templates</b>	<p>This P&amp;P is supported by the Tools &amp; Templates identified at each stage in the process.</p>	
<b>Policy</b>	<p>Daysafe must maintain the accuracy, integrity and currency of all training and assessment materials, and only the latest version of these materials must be in use.</p> <p>Electronic format copies of all training and assessment materials under development must be saved in the Course Folder on Dropbox.</p> <p>Electronic format copies of all current training and assessment materials must be saved in the Course Folder on Dropbox..</p> <p>Under no circumstances are training and assessment materials to be store on the individual computers of staff members. If electronic format copies are required for temporary use, they are considered to be uncontrolled and must be checked before they are used again.</p>	
<b>Student Enrolment</b>  <b>Output:</b>  <b>Responsibility:</b>	<p>Completed enrolment forms are received from the student via email or are submitted on the day of the course.</p> <p>New Students are entered into PowerPro. Existing students are updated in PowerPro.</p> <p>Copies of enrolment forms.</p> <p>Office Manager</p>	<b>Tools &amp; Templates</b> <ul style="list-style-type: none"> <li>• <i>Daysafe Student Enrolment Form</i></li> <li>• <i>PowerPro</i></li> </ul>

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<b>Responsibility:</b>	Office Manager	
<b>Learner and Employer Survey Data Reporting</b>	Survey responses from students and employers will be imported into PowerPro as received. Submit annually to regulatory body by 30 <sup>th</sup> June.	<b>Tools &amp; Templates</b> • <i>PowerPro</i>
<b>Output:</b>	Completed survey data	
<b>Responsibility:</b>	Office Manager	
<b>Competency Completion Online System (CCOS) Reporting</b>	Report on numbers of commencements and completions for the reporting period. Submit annually to the Regulatory Body by 30 June.	<b>Tools &amp; Templates</b> • <i>CCOS report from PowerPro</i>
<b>Output:</b>	Completed data	
<b>Responsibility:</b>	Office Manager	
<b>AVETMISS Reporting</b>	Statistical information captured at time of enrolment. Entered into PowerPro. Reporting frequency, period and who to report to, to be advised.	<b>Tools &amp; Templates</b> • <i>AVETMISS report from PowerPro</i>
<b>Output:</b>	Completed data	
<b>Responsibility:</b>	Office Manager	
<b>Complaints &amp; appeals correspondence</b>	All documentation in regard to Complaints & Appeals by students are to be retained in hardcopy and actioned in accordance with Daysafe P&P - Complaints & Appeals	<b>Tools &amp; Templates</b> • <i>AVETMISS report from PowerPro</i> • <i>Daysafe P&amp;P - Complaints &amp; Appeals</i>
<b>Output:</b>	Completed data	
<b>Responsibility:</b>	Office Manager	

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**Key Performance Indicator:**

The effectiveness of the student records outlined in this P&P is to be measured by:

- All student enrolments are to be recorded on PowerPro.
- All student outcomes are to be entered on PowerPro.
- Statistical standard information is captured.
- All reports submitted in accordance with the Regulatory Body requirements.

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