

Assessment Record Policy



Policy Overview – AQTF Essential Standards for Registration & Conditions of Registration

Essential Standard 2 – Element 2.5

Students have timely access to current and accurate records of their participation and progress.

Essential Standard 3 – Element 3.3

The RTO manages records to ensure their accuracy and integrity.

Condition of Registration 6

The RTO will have a student records management database in place that has the capacity to provide the registering body with AVETMISS compliant data.

The RTO will provide returns of its client records of attainment of units of competence and qualifications to the registering body on a regular basis, as determined by the registering body.

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| Department | Vocational Education & Training | Author | RTO/Training Manager | |
| Document Title | Assessment Records Policy | Approved | RTO/Training Manager | |
| Version | 1.1 (Modified - September 2011) | Authorised | CEO | |
| AQTF Standard(s) | ES2.5, ES3.3, CR 6 | Distribution | Internal | RTO Manager, RTO Staff, |
| | | | External | State Training Authority |

| Processes to be followed | By Whom | By When | Policy Statement/ Relevant Documents |
|---|---------------------------------------|--------------|---|
| <p>1.0 Student Records Maintenance Procedures for RTO Staff</p> <ul style="list-style-type: none"> • RTO Staff are required to maintain records of attendance, progress and assessment for Students. • RTO staff will be required to use the appropriate recording form templates provided by the RTO. <ul style="list-style-type: none"> ○ Should RTO staff wish to use other forms, then these must be first approved by the RTO Manager. • RTO Staff are required to mark an attendance roll at start of each session. Absentees, early departures and late comers should be duly noted. • RTO staff will be expected to maintain sufficient information regarding Student progress so that the RTO Manager should be able to determine the progress towards completion for any Student. • RTO staff are required to update Student assessment records at least at the completion of each unit of competency. • RTO Staff will complete a Results Input sheet for each of their classes as required by the Database Administrator. • In order to verify results data entered on Database, RTO Staff shall review and sign Results sheets, as required by the Database Administrator. | RTO/Training Manager Administrator | As scheduled | Policy Statement |

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| <p>2.0 Issuing Qualifications</p> <ul style="list-style-type: none"> The RTO Manager shall be responsible for ensuring that qualifications are issued in the timely manner to eligible Students. A Register of Qualifications Issued will be maintained. <p>The Register should record:</p> <ul style="list-style-type: none"> Student Name and Date of Birth RTO ID Qualification Issued (Certificate or Statement of Attainment) and Units Certificate Number / Statement of Attainment Number Date Issued All other data required for re-issuing qualifications is maintained on Database <ul style="list-style-type: none"> The Register of Qualifications Issued shall be stored securely in accordance with the RTO Data Backup and Retrieval Policy. | RTO/Training Manager | As scheduled | Register of Qualifications |
| <p>3.0 Retention of Student Records</p> <p>Student records shall be retained in accordance with the RTO Data Backup and Retrieval Policy.</p> | RTO/Training Manager | As required | RTO Data Backup and Retrieval Policy |
| <p>4.0</p> <p>The CEO will be the person responsible for the implementation and maintenance of the policy.</p> | CEO | At all times | Policy Statement |

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