



POLICY – Student Records

Requirement
<ul style="list-style-type: none">• YouStudy will retain client records of attainment of units of competency and qualifications for a period of 30 years• YouStudy will provide returns of its clients records of attainment of units of competency and qualifications to the national VET Regulator on a regular basis, as determined by the national VET Regulator• YouStudy will meet the requirements for the implementation of a national unique student identifier
Record Retention Methods
<p>To ensure the integrity, accuracy and currency of YouStudy records, and to conform with quality assurance requirements, all of YouStudy's training records will be stored and archived according to the following records management procedures:</p> <ul style="list-style-type: none">• The Student Management System (SMS) is backed up on a regular basis by JobReady on their web-based, fully managed and hosted software and server.• The Learning Management System (LMS) is backed up on a regular basis by Bright Cookie (Moodle) and Catapult on their web-based, fully managed and hosted software and server.• The Quality Management System is backed up on a daily basis on the Head Office Server as well as on the Dropbox Cloud Storage• All client records are electronically stored within the JobReady SMS• Qualifications and Statements of Attainment will be issued in accordance with the Issuing of Qualifications Policy. Copies of all Qualifications and Statements of Attainment issued will be stored in the Client Qualifications Register (CQR) will be stored in the SMS – JobReady.• Student Assessments are saved and archived in the LMS• Data entry and records management is carried out by the CEO, Administration and Trainers/Assessors in the SMS and LMS in accordance with Job Descriptions• Enrolments are entered into the LMS and uploaded into the SMS by the CEO and Administration in accordance with enrolment processes• Assessments results are uploaded from the LMS into the SMS by the CEO and Administration in accordance with assessment processes• Enrolment forms, the acknowledgement of the Student Handbook, the Client Induction Checklist and receipts for payment are stored in the SMS• The SMS is AVETMISS compliant and can create and export reports on Competency completion data for all students• The SMS has the capability to attach and verify a Unique Student Identifier (USI) to each student record• Students may request access to their files by completing an Access to Student Records Authorisation Form and having this approved by the CEO.

Student Access to records in SMS and LMS	Responsibility
<p>Students have access to information and documents at all times of the day and from any location, YouStudy provides access via the LMS and the Student Portal in the SMS for students to:</p> <ul style="list-style-type: none"> • Check their unit and course progress • View their timetable • Upload assignments or download course materials 	<p>CEO Administration Trainers/Assessors Students</p>
Retention of Assessments	
<p>YouStudy will securely retain, and be able to produce in full at audit, if requested to do so, all completed student assessment items for each student for:</p> <ul style="list-style-type: none"> • the duration of the RTO's assessment appeal period <p>or</p> <ul style="list-style-type: none"> • a period of six months from the date on which the judgement of competence for the student was made <p>or</p> <ul style="list-style-type: none"> • the duration of the student's enrolment <p>These assessment records are available through the LMS and SMS and can be accessed via the:</p> <ul style="list-style-type: none"> - Student's name - Student ID number - Unit of competency title and code - Trainers/Assessors name 	<p>CEO Administration Trainer/Assessors</p>
Record of Online Delivery	
<p>Each student has access by a secure log-in to a specific learning activity for each unit of competency in which they are enrolled. The log-in record will demonstrate their online participation/engagement and will constitute evidence of student engagement and enrolment. The online record should identify:</p> <ul style="list-style-type: none"> - The students name and ID number - Date and time the student logged in for access to materials or assessment to indicate learning or assessment activity. <p>Students and trainers/assessors both have access to current and accurate records of their participation in their online course content and assessment 24/7.</p>	<p>CEO Administration Manager</p>
Record of Student and Trainer Interaction	
<p>A log of interaction is a record of contact between the trainer/assessor and the student and can be in the form of personal interviews, calendar/diary entries, telephone, email or</p>	<p>CEO Administration</p>

<p>other communication modes that specifically relate to the unit of competency in which the student is enrolled.</p> <p>Student and Trainer interaction can be recorded on a Student File Note, Instructor Notes or a Student Log.</p>	Trainers/Assessors
Archiving of Qualifications and Statements of Attainment	
<p>YouStudy has the ability to provide to the Australian Skills Quality Authority (ASQA) a record of all qualifications and statements of attainment issued to students in the event of the provider's closure as copies of all Qualifications and Statements of Attainment issued will be stored in the Client Qualifications Register (CQR) in the SMS – JobReady.</p>	<p>CEO</p> <p>Administration</p>
Related policies	
<ul style="list-style-type: none"> • Enrolment • Marking Assessment 	
Related procedures	
<ul style="list-style-type: none"> • Issuing of a qualification/statement of attainment • Marking Assessment 	
Related documents	
<ul style="list-style-type: none"> • Access to Student Records Authorisation Form • Student Handbook • Staff Handbook 	