





## Accuracy and Integrity of Student Records Policy

|                        |                         |  |                  |
|------------------------|-------------------------|--|------------------|
| Policy number          | P-14                    |  |                  |
| Version number         | 3.0                     |  |                  |
| Drafted by             | Veronica Kioria         |  |                  |
| Responsible person ECM | Veronica Kioria         | Signature<br>  | Date:<br>27/3/19 |
| Approved by the Board: |                         |  |                  |
| On behalf of the Board | David Ling<br>President | Signature<br> | Date:<br>27/3/19 |
| Scheduled review date  | December 2020           |  |                  |

### Basic Beliefs/Purpose

This policy provides the framework for student records management within Diamond Valley Learning Centre (DVLC) to ensure the authenticity, integrity, accuracy and accessibility of all electronic and paper records. This policy must be read in conjunction with P-19 Records Management and Archive Policy.

### Scope

This policy applies to all DVLC staff, in particular, teachers, administrators and accounts / finance staff.

### Policy Guidelines

DVLC is committed to maintaining a student records management system that ensures the authenticity, integrity, reliability and accessibility of all electronic and paper records. DVLC recognises that a good student records management system:

- promotes good decision-making;
- meets legal responsibilities and requirements;
- encourages consistent service provision;
- protects student records from accidental or malicious damage, or alteration; and
- promotes continuous improvement of training and assessment services.

In order to meet its student record keeping obligations DVLC undertakes to:

- report AVETMISS quality data that is comprehensive and timely and meets the requirements of the National VET Data Policy;
- manage the privacy requirements of student data according to the DVLC Privacy Policy and state and commonwealth privacy legislation;

- manage the disposal of student records according to State and Commonwealth legislation and the requirements of funding bodies;
- comply with the requirements of student identifiers such as USI and VSN;
- retain student enrolment records and attainment results for 30 years;
- use version control to manage documentation and ensure that the most up to date version is in use;
- provide students with timely, current and accurate records of their learning and assessment;
- monitor student records to verify that evidence of participation aligns with funding claims;
- provide students with the opportunity to update their personal information as needed;
- ensure that student assessments are authenticated as far as reasonably possible;
- prevent or minimise plagiarism, cheating, collusion and academic misconduct to preserve the integrity and authenticity of student records;
- perform routine checks to ensure the accuracy, completeness and authenticity of student records; and
- perform regular backup of electronic student records.

## Definitions

**Accessibility** means that a student record can be readily located by authorised staff and retrieved from storage.

**Accuracy** means that a student record is full, correct, and as up to date as possible.

**Authenticity** means that a student record correctly reflects what was done, communicated or decided, and can be trusted as a true representation of what has occurred.

**AVETMISS** means the Australian Vocational Education Training Management Information Statistical Standard (AVETMISS) for VET Providers. It is a national data standard that ensures the consistent and accurate capture of VET information about students, their courses, units of activity, and qualifications completed. It provides the mechanism for national reporting of the VET system (AQTF Essential Conditions and Standards for Continuing Registration).

**Integrity** means that the student record is full and accurate, has been kept in a secure environment and has been protected from damage or alteration.

## Related Policies

P-19 Records Management and Archive Policy  
 P-38 Version Control Policy  
 P-39 Document Control Policy  
 P-16 Student Complaints and Appeals Policy and Procedure  
 P-23 Certification Policy  
 P-30 Assessment Policy and Procedure  
 P-43 privacy Policy  
 P-52 VCAL Assessment Policy and Procedure

## Related Documents

F-004 Practical Placement Agreement  
 F-007 Student File Checklist  
 F-009 Enrolment Form  
 F-019 Student Withdrawal Transfer Accredited Courses  
 Pre training Assessment documentation  
 Training plans  
 Course Attendance records  
 Assessment records

## Legislation

Electronic Transactions (Victoria) Act 2000  
 Freedom of Information Act 1982 (Vic)  
 Health Records Act 2001 (Vic)  
 Privacy Act 1988  
 Privacy and Data Protection Act 2014 (Vic)  
 Public Records Act 1973 (Vic)

## Mapping Information

AQTF Standard 3

VRQA Guidelines for VET Providers: Guideline 1.3 c)

VRQA Guidelines for Non-school Senior Secondary Education providers: Minimum Standards for Registration to provide an accredited senior secondary course, Standard 4