RECORDS MANAGEMENT POLICY & PROCEDURE

PURPOSE

This Policy ensures that Life International Training remains compliant with the requirements for issuing; storing and providing access to records.

SCOPE

Registered Training Providers issuing Statements of Attainment under the Australian Qualifications Framework are responsible for maintaining and operating a secure, permanent and reliable system for recording and storing records. The records management policy is to ensure compliance and effective management of all records.

PROCEDURE

RECORDS

To conform to quality assurance requirements, all records will be stored and archived according to this procedure.

ELECTRONIC RECORDS

To conform to quality assurance requirements, all Life International Training RTO records will be stored and archived according to records management procedures:

Electronic:
- Details of assessment outcomes are entered into Axcelerate CRM. Axcelerate CRM is an AVETMISS compliant software system listed on the NCVER website.
- Axcelerate CRM manages the security and redundancy of the data.
- *Quality Indicator Reports* are to be uploaded in accordance with the AQTF Quality Indicator Guidelines.

Paper:
- Paper Records (Student Training File) are stored in a secure/lockable cabinet within the Administration area for a period of 6 months on completion of Training or Assessment.
- Paper Records are securely disposed of after 6 months.
- Electronic copies of training and assessment records are securely stored on the Life International Training server.

DATA ENTRY PROCESSES

Data entry and records management is carried out by the Administration Coordinator or delegate, in accordance with the Position Description.

Enrolments are entered into Axcelerate.

Assessments results are entered into Axcelerate and the paper copy will be held in the monthly course assessment file.

Qualifications and *Statements of Attainment* will be issued in accordance with the *Issuing of Qualifications Policy and the USI Collection & Student Verification Policy*. Copies of all Qualifications and Statements of Attainment issued are stored in Axcelerate.

Clients may request access to their file by completing an *Access Authorisation Form* and having this approved by the Managing Director or Training Director.