



DA 2020-010

## **TAFE Sector Agencies**

DA Type: Functional

## TAFE Sector Agencies

<b>Disposal Authority No</b>	2020-010
<b>Disposal Authority Type</b>	Functional
<b>Organisation/s</b>	[TAFE Sector Agencies]
<b>Disposal Authority Scope</b>	
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	17/05/2022

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# INTRODUCTION

## 1. ABOUT THIS SCHEDULE

### 1.1 Important Note

This Retention and Disposal Schedule (Schedule) will be used in combination with the State Records Office publication *General Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government.

The State Records Office guideline *Records Retention and Disposal Instructions* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

### **Records relevant to actual or alleged child sexual abuse and other records relating to children**

The final report of the Commonwealth Royal Commission into Institutional Responses to Child Sexual Abuse, released on 15 December 2017, contains several recommendations concerning recordkeeping by government organizations undertaking child-related functions or activities.

Organizations must be mindful of records that document, or may otherwise be relevant to, actual or alleged incidents of child sexual abuse, and the care, supervision, education and treatment of children by government employees, contractors, volunteers and outsourced service providers in contact with children. Such records may be subject to specific retention instructions as issued by the State Records Office.

### 1.2 Organisation Background

In 2016 a State Government initiative resulted in a more co-ordinated approach to Vocational Education and Training (VET) in WA. The 11 State Training Providers were amalgamated into five TAFE Colleges. The five TAFE Colleges and the Department of Training and Workforce Development now formed closer ties to deliver VET across the state.

The TAFE Sector agencies listed below deliver both full time and part time training using their own premises and at other locations as required.

- North Regional TAFE

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- Central Regional TAFE
- South Regional TAFE
- South Metropolitan TAFE
- North Metropolitan TAFE
- Department of Training and Workforce Development (provides training at Muresk Agricultural College)

This disposal authority is to apply to TAFE Sector agencies (includes Department of Training and Workforce Development)

### 1.3 Purpose of this Schedule

This Schedule has been developed to form part of the Recordkeeping Plan of the TAFE Sector, as required under section 16(3)(a-c) of the *State Records Act 2000*.

The objectives of this Schedule are to:

- Identify all core business records of the organisation;
- Identify which records are required for permanent retention as State archives and which records can be destroyed; and
- Establish retention periods for records that will be destroyed so that they are kept for appropriate periods to satisfy legal, business or other requirements.

### 1.4 Scope and Implementation of this Schedule

This Schedule covers the core-business records of the TAFE Sector which includes the Department of Training and Workforce Development.

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This Schedule supersedes SD2012-045 and 2013-053 (Department of Training and Workforce Development). Records already sentenced under SD2012-045 and 2013-053 which are still in the custody of the TAFE Sector will be re-sentenced as necessary in accordance with this Schedule.

This Schedule applies to records in all formats.

Before any records covered in this Schedule are destroyed or transferred to the State Records Office as State archives, they will be reviewed by the Corporate Information Section and authorised for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the organisation's authorised officer, will be retained in accordance with the *General Disposal Authority for State Government Information*.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the State Records Office for further evaluation.

### **1.5 Investigations, Inquiries and Freedom of Information**

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

### **1.6 Review of this Schedule**

Authorised employees of the TAFE Sector will review the structure, coverage and content of this Schedule within five years of its approval. The TAFE Sector will provide a report to the State Records Office of its review findings.

Any proposed revisions / amendments to this Schedule, or any intention to prepare a new Schedule to replace this one, will be discussed with the State Records Office prior to such activity commencing.



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### **2. SPECIFIC MATTERS**

#### **2.1 "Significant" Records**

In this Schedule, each disposal class has usually been assigned one disposal action (e.g. "Required as State archives" or "Destroy").

If a disposal class contains records of both archival and non-archival value, two disposal actions have been assigned and:

- the term "Significant" has been used to identify records of archival value;
- the term "Other" has been used to identify records of non-archival value.

In such cases, the criteria for identifying which records are "Significant" are that the records document matters which:

- Affect the whole-of-government or portfolio function; or
- Concern or affect Corporate Executive activity; or
- Concern major liabilities or obligations of the organisation or the State; or
- Relate to the development of legislation, regulations or government policy; or
- Significantly impact or affect the organisation's functions or structure; or
- Were precedent setting; or
- Involved substantial public debate or controversy; or
- Generated wide community interest; or
- Caused major changes to organisational policy; or

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- Involved items or property considered to have cultural heritage value.

## 2.2 Archives Not Transferred to the State Records Office

The TAFE Sector does not have any State Archive Records that will not be transferred to the State Records Office when facilities are available for their transfer. However the following records will be retained by the agencies:

2.1.2 Completed Qualifications - Data showing names and completed qualifications

2.1.4 Exam Papers - Master copies of examination question papers

## 2.3 Restricted Access Archives

A restricted access archive is *"a State archive that is a government record and to which access is restricted until it is of a certain age"* (*State Records Act 2000, sect. 3*). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

Any access restrictions that apply to State archives identified in this Schedule are documented in a separate *Restricted Access Justifications* report.

The TAFE Sector agencies do not have any archives which will require restrictions on access.

## 3. DEFINITIONS

### 3.1 Definition of Terms

**Custody:** *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

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**Destroy:** *applies to* records identified as having temporary value and which will be destroyed once their retention period has expired.

**Disposal Action:** *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archives" and "Destroy".

**Required as State archives:** *applies to* records identified as having permanent value. State archives are to be transferred to the State Records Office once their retention period has expired (unless the State Records Commission has given approval for the organisation to retain such records).

**Retain in agency:** *applies to* a record category which has been identified as not having archival value, but will be retained permanently within the TAFE Sector agency. In the case of the TAFE Sector agency ceasing to exist and no successor agency identified, the State Records Office will be consulted.

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>APPRENTICESHIP &amp; TRAINEESHIP MANAGEMENT</b>	<p>Records relating to the function of providing information and advice to employers, apprentices and trainees on matters relating to the Industrial Training Act 1975 and the VET Act 1996. Includes advice on the rights and obligations of employers, apprentices and trainees and on training options.</p> <p>Also includes records on mediation, dispute resolution and counselling services. Also includes management of apprenticeships and traineeships, including registration of Agreements, transfer, cancellation, suspension of agreements, and the issue of the Trade Certificate for apprentices.</p> <p>See also WA Apprenticeship Management System (WAAMS)</p>		
1.1	<b>Cases (Apprentices)</b>	Apprentices - files with copies of agreements, Training Program Outlines etc		
1.1.1	<b>Apprentices</b>	<p>For Department of Training and Workforce Development records relating to individual apprentices eg signed agreements, correspondence.</p> <p>For TAFE records see 6.6.4 / 6.6.5 / 6.6.6</p>	Destroy	Retain 75 years after date of birth, then Destroy.
1.2	<b>Cases (Trainees)</b>	Trainees - Files with copies of agreements, Training Program Outlines etc		
1.2.1	<b>Trainees</b>	For Department of Training and Workforce Development records relating to individual	Destroy	Retain 75 years after date of birth, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE DELIVERY</i>				
		apprentices eg signed agreements, correspondence. For TAFE records see 6.6.4 / 6.6.5 / 6.6.6		Destroy.
2	<b>COURSE DELIVERY</b>	The function of delivering established courses and qualifications (which includes training packages). Includes the on-going and final assessment of student progress, and activities that are part of delivery e.g. excursions and live work. Covers all modes of delivery including: E-learning, distance learning, open learning, full time, part time, flexible, on-line and combinations of these modes, and fee for service delivery. This term also includes the evaluation/analysis of delivery and utilisation of technology within the teaching and learning process.		
2.1	<b>Assessment</b>	Records relating to assessing students during a course and for placement in a course.		
2.1.1	<b>Results</b>	Assessment Results <i>See also Assessment data held in SMS (or equivalent system).</i> <ul style="list-style-type: none"> <li>• Appeals for Review</li> <li>• Fraud (not leading to prosecution)</li> </ul>	Destroy	Retain 10 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE DELIVERY - Assessment</i>				
		<ul style="list-style-type: none"> <li>• Maritime exam results</li> <li>• Australian Maritime Safety Authority question papers (AMSA requirement)</li> <li>• Nursing documentation/assessment results Documentation for Diploma students required by Australian Nursing and Midwifery Accreditation Council (ANMAC) and Australian Health Practitioners Regulation Agency (AHPRA). Includes mandatory checks, health clearance, assessment and work experience book, recognition of prior learning (RPL) evidence and certificates.</li> <li>• Plumbing / Gas Fitting (EnergySafety require that RTOs keep copies of the evidence used to make a decision on competency and not just marking sheets showing lecturers comments, signature and result of assessment)</li> <li>• Remedial Massage records (clinical and Client documentation)</li> <li>• Recreational Skippers Tickets (RST) including skills recognition</li> <li>• Results and Attendance rolls</li> <li>• Skills Recognition - applications for skills recognition, notifications, exemptions, transfer of credits, recognition of prior</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE DELIVERY - Assessment</i>				
		<p>learning, recognition of current competencies, marks/assessment records)</p> <ul style="list-style-type: none"> <li>• Veterinary Client records</li> </ul> <p>Structures - includes assessment details, delivery schedule, training and assessment plans, training program outlines, assessment tools and instruments, etc).</p> <p>Exemptions from course modules based of equivalent achievement gained in another Training Provider.</p> <p>Transfer of academic credit for students who have changed courses.</p> <p>Learning Outcomes and competencies relating to a course.</p>		
2.1.2	<b>Completed Qualifications</b>	Assessment - Data showing names and completed qualifications e.g. certificates and diplomas Extracted from the Student Management System.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
2.1.3	<b>Student Papers</b>	<p>Assessment - Examination questions (not Master copies) , test banks, worked scripts, tests, folios, field placement manuals, on the job checklists, training record books etc.</p> <p>N.B. Some log books may fall under the requirements of other regulatory agencies, resulting in a longer retention period (e.g. Nursing Board, Dental Board).</p>	Destroy	Retain 6 months after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE DELIVERY - Assessment</i>				
		N.B. Representative sample of Worked Assessments completed examination papers/assessments required for auditing and moderation.		
2.1.4	<b>Exam Papers</b>	Assessment - Master copies of examination question papers (representative papers from each program area of the TAFE Sector Agency.	Required as State archives	Retain 5 years, then transfer to the SRO.
2.1.5	<b>Course Variation</b>	Assessment - Course variation documentation includes approval. (A procedure we use if we are going to deliver a variation on the standard training package to suit local needs)	Destroy	Retain 30 years after action completed, then Destroy.
2.1.6	<b>Case Files (Fee for Service)</b>	Fee for Service - Delivery - enrolment details, results and other course arrangements where information is not entered into Student Management System	Destroy	Retain 7 years after action completed, then Destroy.
2.2	<b>Evaluation</b>	Records relating to evaluation and analysis of courses in terms of the delivery of education and training		
2.2.1	<b>Analysis (Significant)</b>	Records of significant or strategic level analysis of the delivery of education and training	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
2.2.2	<b>Analysis (Other)</b>	Other issues related to the analysis of the delivery of education and training	Destroy	Retain 3 years after action completed, then Destroy.
2.2.3	<b>Forms/Comments</b>	Evaluation forms, student comments, etc.	Destroy	Retain 1 year after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE DELIVERY - Monitoring</i>				
				Destroy.
2.3	<b>Monitoring</b>	Records on monitoring to ensure that providers of education services are abiding by regulatory requirements. Also includes the audit of training providers in specific industry sectors (strategic industry audits).		
2.3.1	<b>Regulatory / Audits</b>	Audit of training providers in specific industry sectors (strategic industry audits) and regulatory requirements.	Destroy	Retain 10 years after action completed, then Destroy.
3	<b>COURSE MANAGEMENT</b>	<p>The function of managing the development, accreditation, registration and maintenance of courses and qualifications.</p> <p>Includes documents relating to the maintenance of scope of registration with the Training Accreditation Council (TAC), documents for the registration of new courses with TAC, training package interaction with a relevant Commonwealth government department or industry skills council, plus supporting documentation with other Registered Training Organisations (RTOs), industry representatives and advisory groups.</p>		
3.1	<b>Compliance</b>	Records relating to compliance requirements for the accreditation of courses.		
3.1.1	<b>Compliance (Standards)</b>	<i>The Standards for Registered Training Organisations 2015</i> documentation, reports, etc.	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE MANAGEMENT - Development</i>				
3.2	<b>Development</b>	Records relating to the development of a course, such as curriculum development and identifying the resources required (including development of course material).		
3.2.1	<b>Course Ownership</b>	Development (where the course is owned by the developing TAFE Sector agency) curriculum and courses.  4 copies to Battye Library on publication and 1 copy to the National Library.	Retain in organisation	Retain in organisation
3.3	<b>Accreditation and Registration</b>	Records relating to TAFE College RTO registration/re-registration, Course Accreditation/Re-accreditation and Course Registration with the regulatory body (Training Accreditation Council (TAC) in WA, Victorian Registration and Qualifications Authority (VRQA) in Victoria or Australian Skills Quality Agency (ASQA) in all other states and territories (including Christmas and Cocos Islands).		
3.3.1	<b>RTO Registration/Re-registration</b>	Any organisation who wishes to deliver accredited training (Accredited courses, Training Package qualifications, skill sets and/or units of competency) and intends to issue record of results, statement of attainment and qualifications must be a Registered Training Organisation.  Includes Audit records, Initial registration, and re-registrations	Retain in organisation	Retain in organisation
3.3.2	<b>Course</b>	Course accreditation is where a course is developed	Retain in organisation	Retain in organisation

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No	Function/Activity	Description	Disposal Action	Custody
<i>COURSE MANAGEMENT - Accreditation and Registration</i>				
	<b>Accreditation/Re- accreditation</b>	by TAFE and has industry support to meet an industry need (Must not duplicate Training Package qualifications). RTOs must apply for re-accreditation once accreditation expires.  Includes Audit records, Initial accreditation, and re-accreditation		
3.3.3	<b>Course/Qualification Registration</b>	Course registration is where either Accredited Courses or Training Package qualifications are registered on the RTOs scope.  Includes Audit records, Initial registration and re-registration	Destroy	Retain 5 years after expired, then Destroy.
4	<b>CROSS SECTORAL RELATIONS</b>	The function of administering the formal relationship between the TAFE Sector agencies and other education and training delivery organisations.  Includes the TAFE Sectors relationship with other training providers, educational institutions in other sectors, universities, Registered Training Organisations, schools and VET in schools (VETIS) activities.		
4.1	<b>Arrangements</b>	Records relating to arrangements made with other educational organisations involving basic matters of operational or administrative requirements.		
4.1.1	<b>Overseas</b>	Arrangements made with Overseas Education Organisations to establish, develop and sustain business interests in terms of developing courses,	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CROSS SECTORAL RELATIONS - Articulation</i>				
		delivering courses, or auspicings for courses etc.		
4.2	<b>Articulation</b>	Records relating to formal linkage between different levels or different fields of study. Articulation arrangements allow the horizontal or vertical movement between education and employment.		
4.2.1	<b>Arrangements</b>	Articulation including credit transfer arrangements. Includes articulation arrangements between TAFE Sector agency courses and between schools and private providers and universities.	Destroy	Retain 7 years after action completed, then Destroy.
4.3	<b>College Seal</b>	College Seal Register		
4.3.1	<b>Compliance</b>	Register of Agreements and Contracts that require the Imprimatur of the Official College Seal.	Required as State archives	Retain 7 years, then transfer to the SRO.
5	<b>INTERNATIONAL TRAINING</b>	<p>Records relating to the function of regulating the provision of education to overseas students in Australia; and of marketing and promoting the expertise of Western Australian education and training to overseas countries either by encouraging overseas students to attend educational institutions in Western Australia, or taking education and training services to other countries. Includes records relating to the marketing of Australian education and training to governments, educational organisations, parents and students internationally.</p> <p>ETI is a registered Training Organisation (RTO) focusing on international education and training, ETI is a unit within the Department of Training and</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INTERNATIONAL TRAINING - Agents</i>				
		Workforce Development responsible for the recruitment and admission (ETI does not provide training) of international students studying at Western Australian TAFE Institutes and Public Schools. All international students applying to study at a Western Australian TAFE Colleges must apply through ETI. They act under the Australian Governments Education Services for Overseas Students (ESOS) legislation they are also register under the Commonwealth Register of Institutes and Courses for Overseas Students (CRICOS).		
5.1	<b>Agents</b>	Liaison between Department of Training and Workforce Development (DTWD) and Overseas Agents.		
5.1.1	<b>Arrangements</b>	Arrangements between the Department of Training and Workforce Development and overseas companies or individuals that recruit overseas students for attendance at Registered Training Organisations.	Destroy	Retain 7 years after action completed, then Destroy.
5.2	<b>Equivalence</b>	Overseas qualifications assessment.		
5.2.1	<b>Assessments / Skills</b>	Records relating to the assessment and formal recognition of the skills of a person including their overseas qualifications. Includes application forms and letters of assessment.	Retain in organisation	Retain in organisation
5.3	<b>Registration</b>	Records relating with renewal of registrations.		
5.3.1	<b>Compliance</b>	Records relating to the compliance requirements of ETI, includes Commonwealth Register of Institutions	Destroy	Retain 7 years after reference use ceases,

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT</i>				
		and Courses for Overseas Students (CRICOS) and Australian Skills Quality Authority (ASQA). Including but not limited to application forms etc.		then Destroy.
6	<b>STUDENT MANAGEMENT</b>	<p>The function of providing student support services for the well-being of the students, so as to assist them to undertake and successfully complete their studies. These services include <i>inter alia</i>:</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Arrangements</li> <li>• Awards</li> <li>• Bookshop services</li> <li>• Campus orientation</li> <li>• Codes of conduct</li> <li>• Counselling</li> <li>• Enquires</li> <li>• Enrolment</li> <li>• Insurance</li> <li>• Police Clearances</li> <li>• Pre enrolment</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Academic Awards</i>				
		<ul style="list-style-type: none"> <li>• Prospective students</li> <li>• Student files (Apprentices and others)</li> <li>• Work Experience forms and reports</li> </ul>		
6.1	<b>Academic Awards</b>	Covers those activities commencing with the successful completion of a program of study. It includes the verification of evidence that the study program has been completed, the receipt of an Application for Award, the preparation of the document including Certificates, Diplomas, Statements of Attainment etc.		
6.1.1	<b>Ceremonies</b>	Academic Awards ceremonies and events. Records relating to Academic Awards ceremonies and events.	Destroy	Retain 5 years after action completed, then Destroy.
6.1.2	<b>Successful Awards</b>	Applications for awards successful/eligible.	Destroy	Retain 5 years after action completed, then Destroy.
6.2	<b>Access and Equity</b>	Records relating to policies and approaches that ensure that vocational education and training is responsive to the diverse needs of all clients. Includes people with disabilities, people from non-English speaking backgrounds, indigenous Australians, rural and remote learners and similar		

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Access and Equity</i>				
		disadvantaged groups.		
6.2.1	<b>Policy</b>	Access and Equity - formulation, development and implementation of policies and programs.	Required as State archives	Retain 7 years after action completed, then transfer to the SRO.
6.2.2	<b>Students</b>	Access and Equity - by student name.	Destroy	Retain 7 years after action completed, then Destroy.
6.2.3	<b>General</b>	Access and Equity - general matters of participation, engagement, diversity, disability, inclusion, tutoring or enquiries regarding programs.	Destroy	Retain 7 years after action completed, then Destroy.
6.3	<b>Admissions</b>	Records relating to the process of enrolling students into a course. Includes applications for prospective students, pre-enrolments and enquiries.		
6.3.1	<b>Applications</b>	<p>Applications from prospective students, pre-enrolments, enquiries. May also include:</p> <ul style="list-style-type: none"> <li>• Folios/Artwork Submission (folios submitted for admission to a course. Includes artwork, plans or any type of work.</li> <li>• Testing applications for testing and results of testing.</li> </ul> <p>Note: If the student is awarded a place in a course then the original application/documentation will come under 6.3.3</p>	Destroy	Retain 6 months after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Admissions</i>				
6.3.2	<b>AVETMISS</b>	Enrolments - AVETMISS (Australian Vocational Education and Training Management Information and Statistical Standards) forms. These forms collect data that is recorded in Student Management System.	Destroy	Retain 1 year after action completed, then Destroy.
6.3.3	<b>Enrolments</b>	<p>Enrolments Records documenting enrolment of students includes:</p> <ul style="list-style-type: none"><li>• Original student application to enrol (i.e application forms, supporting documents, copies of previous achievements, correspondence).</li><li>• Application for combining academic records for the same course from other TAFE Sector agencies and authorisation to download information from other TAFE Sector agencies, including course related documentation</li><li>• Enrolment amendments containing information relating to subject transfer, withdrawal or addition of a student to or from a student roll and amendment of personal details. Includes student application forms detailing subjects withdrawn, refund of any fees due and relating correspondence.</li><li>• Application forms and related documents concerning payment of enrolment fees by instalments</li><li>• Applications, approvals and relating</li></ul>	Destroy	Retain 10 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Admissions</i>				
		<p>correspondence for waiver of fees</p> <ul style="list-style-type: none"> <li>• Enrolment register record name, address, personal details and courses applied for</li> <li>• Selection of students into a course</li> <li>• Enrolment data held in electronic format in Student Management System</li> <li>• Amalgamation of student identifications where student is issued with more than one ID number, and verification of which number to be used.</li> <li>• Roll Creation</li> <li>• Absentee reports where not on student file.</li> </ul>		
6.3.4	<b>Enrolments for Minors</b>	<p>Records relating to Minors (under 18 years of age at enrolment)</p> <p>Note: There is potential for alleged incidents of child sexual abuse.</p>	Destroy	Retain 60 years after action completed, then Destroy.
6.3.5	<b>Registers</b>	Enrolments - registers and receipts of folios	Destroy	Retain 1 year after action completed, then Destroy.
6.4	<b>Attendance</b>	<p>Records of attendance (rolls and online class lists).</p> <p>Includes records held in Celcat database</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Attendance</i>				
6.4.1	<b>Adults</b>	Records relating to Adult Students.	Destroy	Retain 10 years after action completed, then Destroy.
6.4.2	<b>Adults (with Minors)</b>	Adult student left alone with minors  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.4.3	<b>Minors</b>	Records relating to Minors (under 18 years at enrolment)  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.5	<b>Arrangements</b>	Activities and preparations for student travel / concessions / identification / equipment use as well as planning / monitoring and assisting students etc		
6.5.1	<b>Timetables/Venues</b>	Arrangements - exam timetables, venues, supervision, etc.	Destroy	Retain 6 months after action completed, then Destroy.
6.5.2	<b>Timetables/Venues - Adults (with Minors)</b>	Adult student left alone with minors.  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.5.3	<b>Timetables/Venues - Minors</b>	Records relating to Minors (under 18 years of age at enrolment).  Note: There is potential for alleged incidents of child	Destroy	Retain 60 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Arrangements</i>				
		sexual abuse.		
6.5.4	<b>Orientation/Travel etc - Adults</b>	Arrangements - orientation, accommodation, excursions, student travel.	Destroy	Retain 2 years after action completed, then Destroy.
6.5.5	<b>Orientation/Travel etc - Adults (with Minors)</b>	Adult student left alone with minors  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.5.6	<b>Orientation/Travel etc - Minors</b>	Records relating to Minors (under 18 years at enrolment).	Destroy	Retain 60 years after action completed, then Destroy.
6.5.7	<b>Student Travel Permits</b>	Student travel permits, includes application forms and replacements.	Destroy	Retain 1 year after action completed, then Destroy.
6.5.8	<b>permits - Tertiary</b>	Tertiary student permit register (lists travel permits, etc).	Destroy	Retain 2 years after action completed, then Destroy.
6.5.9	<b>ID Cards</b>	The issuing of student identification cards, eg student cards and library cards. Includes application forms and the re-issuing of lost or replacement cards	Destroy	Retain 1 year after action completed, then Destroy.
6.5.10	<b>ID Photos</b>	Photographic images for student identity cards.	Destroy	after superseded, then Destroy.
6.5.11	<b>Creche</b>	Records relating to provision of Child Minding Services for enrolled students.	Destroy	Retain 60 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Cases</i>				
		Includes Staff Employment Records, Rosters, Child Attendance Registers.  Note: There is potential for alleged incidents of child sexual abuse.		Destroy.
6.6	<b>Cases</b>	Case files relating to students by individual student name - includes placements, practicums, work experience etc.		
6.6.1	<b>Students - Adults</b>	Cases Records relating to Adult Students.	Destroy	Retain 10 years after action completed, then Destroy.
6.6.2	<b>Students - Adults (with Minors)</b>	Adult student left alone with minors  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.6.3	<b>Students - Minors</b>	Cases - Records relating to Minors (under 18 years at enrolment).	Destroy	Retain 60 years after action completed, then Destroy.
6.6.4	<b>Apprentices/Trainees - Adults</b>	Cases Apprentices and Trainees (files with copies of agreements, Training Program Outlines, etc plus working notes that lecturers add). <i>See also Section 1 Apprenticeship &amp; Traineeship Management</i>	Destroy	Retain 7 years after action completed, then Destroy.
6.6.5	<b>Apprentices/Trainees - Adults (with Minors)</b>	Adult student left alone with minors.  Note: There is potential for alleged incidents of child	Destroy	Retain 60 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Cases</i>				
		sexual abuse.		
6.6.6	<b>Apprentices/Trainees - Minors</b>	Cases - Records relating to Minors (under 18 years at enrolment).	Destroy	Retain 60 years after action completed, then Destroy.
6.6.7	<b>VET Fee Help</b>	Applications for loans, remission of debts etc.	Destroy	Retain 10 years after action completed, then Destroy.
6.7	<b>Counselling</b>	Advice or guidance given to students.		
6.7.1	<b>Adults</b>	Student counselling records.	Destroy	Retain 7 years after action completed, then Destroy.
6.7.2	<b>Adults (with Minors)</b>	Adult student left alone with minors.  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.7.3	<b>Minors</b>	Student counselling records for those under the age of 18.  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.8	<b>Discipline</b>	Records relating to the student discipline process including, investigation, charges, formal inquiries, punishment and appeals.		
6.8.1	<b>Non-expulsion</b>	Discipline - not resulting in expulsion or the right to	Destroy	Retain 10 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Discipline</i>				
		re-enrol.		action completed, then Destroy.
6.8.2	<b>Expulsion</b>	Discipline - resulting in expulsion or lifelong suspension.	Destroy	Retain 50 years after action completed, then Destroy.
6.9	<b>Grievances</b>	Records relating to the handling and resolution of grievances including complaints.		
6.9.1	<b>Records - Adults</b>	Student grievances records.	Destroy	Retain 7 years after action completed, then Destroy.
6.9.2	<b>Records – Adults (with Minors)</b>	Adult student left alone with minors. Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.9.3	<b>Records - Minors</b>	Records relating to Minors (under 18 years at enrolment).	Destroy	Retain 60 years after action completed, then Destroy.
6.10	<b>Insurance</b>	Blanket policy cover for Student Work Experience.		
6.10.1	<b>Work Experience</b>	Records relating to insurance for work experience students.	Destroy	Retain 7 years after action completed, then Destroy.
6.11	<b>Results - Validation</b>	Records relating to the processes associated with the collection and verification of student results and the provision of copies of results		

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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Results - Validation</i>				
6.11.1	<b>Applications</b>	Results (applications)  Applications made under the <i>Gender Reassignment act (No 2) of 1997</i> or <i>Witness Protection</i> to update the student database	Retain in organisation	Retain in organisation
6.11.2	<b>Templates</b>	Results (master templates)  Master templates or certificates	Destroy	Retain 2 years after action completed, then Destroy.
6.11.3	<b>Validation</b>	Validation  Records relating to the activity of requesting validation of qualifications issued by the agency. Includes requests from prospective employers and employment agencies. NB. For validation of overseas qualifications see <b><i>International Training</i></b> .	Destroy	Retain 2 years after action completed, then Destroy.
6.12	<b>Security</b>	Security measures associated with students		
6.12.1	<b>Criminal Record Checks</b>	Records related to criminal record checks on students.	Destroy	Retain 7 years after action completed, then Destroy.
6.13	<b>Visits</b>	Visits by students from/to other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation.		
6.13.1	<b>Arrangements - Adults</b>	Records relating to arrangements for visits - including details of attendees	Destroy	Retain 7 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>STUDENT MANAGEMENT - Visits</i>				
				Destroy.
6.13.2	<b>Arrangements – Adults (with Minors)</b>	Adult student left alone with minors.  Note: There is potential for alleged incidents of child sexual abuse.	Destroy	Retain 60 years after action completed, then Destroy.
6.13.3	<b>Arrangements - Minors</b>	Records relating to Minors (under 18 years at enrolment) - Including details of attendees.	Destroy	Retain 60 years after action completed, then Destroy.
6.13.4	<b>Arrangements - Specialists</b>	Specialist Speakers or Trainers who have come from outside the College to deliver particular or specialist training to students and where they may be left alone with minors.  Note: There is potential for alleged incidents of child sexual abuse	Destroy	Retain 60 years after action completed, then Destroy.
7	<b>VOCATIONAL EDUCATION &amp; TRAINING (VET)</b>	Records relating to the development, planning, managing and funding vocational educational and training opportunities, programs and initiatives in Western Australia, including the setting of strategies and policies for the VET sector.		
7.1	<b>Educational Measurement</b>	Records related to activities undertaken to measure student performance.		
7.1.1	<b>Examinations</b>	Educational Measurement (examination results).  TAFE examinations results from the old centralised Examination Bureau. The results are held on	Retain in organisation	Retain in organisation

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No	Function/Activity	Description	Disposal Action	Custody
<i>VOCATIONAL EDUCATION &amp; TRAINING (VET) - Performance Management</i>				
		<p>microfilm, microfiche and /or in a database.</p> <p>1958 - 1984 - Microfilm</p> <p>1979 - 1996 - Microfiche</p> <p>NB: 1984 - 1996 results are in the Academic Record Archive database which is covered by the TAFE Sector Agencies Disposal Authority.</p> <p>After 1996 individual TAFE colleges have been maintaining result.</p> <p>Registered Training Organisations (RTOs) examination results pre 1995. Results after 1995 are held by the Training Accreditation Council (Department of Education).</p> <p>Records relating to a Registered Training Organisation (RTO) that ceases to operate, includes records of student results, qualifications and final summation for each student.</p>		
7.2	<b>Performance Management</b>	Key Performance Indicators		
7.2.1	<b>Performance Measurement</b>	Records relating to the development of performance systems and performance indicators for VET and employment sector. Includes performance measurement.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
7.3	<b>Skills Recognition</b>	Assessment of students previous skills		

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No	Function/Activity	Description	Disposal Action	Custody
<i>VOCATIONAL EDUCATION &amp; TRAINING (VET) - Skills Recognition</i>				
7.3.1	<b>Recognition of Prior Learning (RPL)</b>	The activities associated with the assessment and formal recognition of skills in general. Includes skills recognition enquiries and projects.  <i>See also 2.1.1 Course Delivery - Results</i>	Destroy	Retain 10 years after action completed, then Destroy.
7.4	<b>Training Packages</b>	<i>Training packages</i> define the skills and knowledge needed by learners to perform a job. They do not specify how to train learners. Each <i>training package</i> contains three components: Units of competency define the skills and knowledge needed, and how to apply them in a workplace context.		
7.4.1	<b>Monitoring</b>	Records relating to the development, review and monitoring of training packages.  NB: Training packages are sets of qualifications and competency based units developed nationally with input from the Department.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.