Privacy

Data Control

Purpose

BUS will ensure commitment to secure and effective document/record/data control. This procedure outlines the management of both electronic and paper records and information.

Implementation

BUS will comply with The Standards for Registered Training Organisations (2015) and ensure secure retention of data and or records:

- Access to BUS’s network is secure and is password protected. Only authorised employees and those deemed appropriate e.g., ASQA Officers will have access to BUS’s network.
- Soft copies will be kept where possible.
- Printed documents to be used only as per necessary and for specific reasons e.g. audit, and should be considered uncontrolled documents.
- Version control will be implemented
- Documents, policies, procedures, etc. that require review and or updating will be controlled managed using version control principles will be
- Manual back-up of IT systems will occur daily
- Security systems will be installed and kept up to date across the BUS network and scans will be performed periodically
- Obsolete documents are removed or stored accordingly
Record Keeping

Purpose

The purpose is to establish minimum requirements for records to be kept by BUS related to Learner participation and Training and Assessment activities.

Implementation

BUS will comply with Standards for Registered Training Organisations (2015), the NCVER national audit requirements for evidence of learner participation and the general direction made under section 28 (1) of the National Vocational Education and Training Regulator Act 2011 (Cth) (The Act).

ASQA General Direction: Retention requirements for completed learner assessment items and NCVER national audit requirements for evidence of learner participation.

Specifically, BUS will:

- Maintain registers of all statements of attainments issued
- Retain records of statements of attainment issued for a period of 30 years; and
- Provide reports of its records of statements of attainment issued to its VET
- Securely retain completed learner assessments items for each learner for a period of 6 months from the date judgment of competence was made for the learner.
- Other records may be retained securely if required to do so e.g. where training and assessment is conducted under a government funded agreement or contract.
- In addition to this:

Records will be maintained regarding implementation and outcomes of:

- Training Assessment Strategies
- Validation
- Qualifications of Trainers
- Delivery Schedules
- Learner participation
- Learner assessment
- Learner Recognition/Credit

* Record means a written, printed, or electronic document providing evidence that activities have been performed. These records will be stored securely on the network drive. These will include dates of assessment.

**Associated documentation**

- Data Control
- Issuing Result Documents
- Validation
- Training and Assessment Strategy
• Recognition/Credit
• Delivery Schedule
• Trainers and Assessors
• Enrolment

**Review**

7 October 2016