

<h1>Document and record management policy</h1>		BCA National Policy Manual Policy Number: BCAP0002 Date of Issue: 31/08/2016 Date Reviewed: 20/03/2017 Review Date: 08/02/2019 RTO Code: 91758 CRICOS Code: 03419D	
		Authorised by: BC	Issued to: RTO staff

1. Purpose

This policy ensures that BCA National Training Group (BCA National) is able to effectively administer documentation to manage its operations and maintain compliance with Standards for Registered Training Organisations (RTO's) 2015.

2. Policy statement

BCA National will maintain records and systems that allow us to provide consistent and accurate data to stakeholders. Stakeholders can be defined as students, regulatory bodies, staff and contractors. We will ensure data security and confidentiality through restricted access to both physical and electronic records, backups and archiving.

BCA National use a version control system that ensures currency of training materials, resources, forms and templates. (Refer to *BCAP0023 Version control policy* for more information.)

2.1 Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)

The student record system will be AVETMISS compliant. BCA National will collect and provide the reporting of data to regulatory bodies as required under our registration or contract agreements.

2.2 Quality Indicators

Quality indicator data will be collected, collated and reported within timeframes specified by the registering body.

3. Records held

The records held by BCA National may include but are not limited to:

- Evidence to demonstrate that each trainer and assessor has the necessary training and assessment competencies and the relevant vocational competency for each VET qualification, and unit of competency that they deliver and assess.
- Evidence to demonstrate that each trainer and assessor has current industry skills directly relevant to the training/assessment being undertaken.
- Evidence of ongoing access to staff, facilities, equipment and training and assessment materials.
- Student enrolment information including personal and AVETMISS data.
- Evidence of student participation and assessment.
- Feedback.
- Records of assessment outcomes.
- Induction records.
- Staff personal information.

- Qualifications and Statements of Attainment.
- Financial records, receipts, invoices, fees and refunds, budgets.
- Service agreements/contracts.
- Industry consultation.

4. Storage of files

Records will be kept securely with restricted access (Refer to *BCAP0018 Privacy policy* for more information) and kept in accordance with *BCAP0064 Archiving and retention policy*. The document management system requires a secure login for access and assists with version control.

5. Legislation

Legislation which applies to this policy:

1. National Vocational Education and Training Regulator Act 2011.
2. VET Quality Framework, Data Provision Requirement.

6. Related Policies

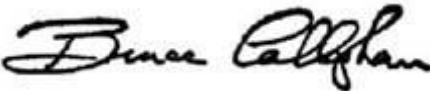
- BCAP0018 Privacy policy.
- BCAP0023 Version control policy.
- BCAP0064 Archiving and retention policy.

7. Responsibility

- All staff.

8. Related Documents and Forms

- BCAP0116 Quality Assurance System

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<i>Approved by</i>	Bruce Callaghan	Date: 20/3/2017
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<i>Entered in policy register by</i>	Justine Steward	Date: 20/03/2017