

Records Management Procedure



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Related procedures	<ul style="list-style-type: none">▪ Enrolment Procedure▪ Additional Support Procedure▪ Certificate Issuance Procedure▪ Continuous Improvement Procedure
Forms and supporting documents	<ul style="list-style-type: none">▪ Certificate template▪ Record of Results▪ Statement of Attainment▪ Enrolment form

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PURPOSE

The purpose of this Procedure is to serve as the guide and reference document for Australian Polytechnic Institute's record management.

Changes to this Procedure must only be made upon approval of the CEO.

RELEVANT STANDARD(S): Standards for Registered Training Organisations (RTOs) 2015 Standards 8 – Clause 1.2, and 1.8.

SCOPE

This Procedure applies to the management and all Australian Polytechnic Institute's staff responsible in developing, updating, and disseminating records management materials ensuring that they adhere to all the processes and practices outlined in this document.

PROCEDURES

1. Retention of Records

All Australian Institute Polytechnic documents and emails are saved to the system network (server), which is backed regularly by creating local soft copies and uploading additional copies to the file hosting website. (In case damage to local computer systems, caused by incidents like fires, render local soft copies inaccessible.)

Person Responsible	Record Type	Actions Taken
Trainer	Learner Enrolments	Receives the hard/digital copies of completed Enrolment Forms.
Administrator		Takes the hard copies (if digital copy is not available) of completed Enrolment Forms and scans them, then takes the hard copies for storage in locked filing cabinets for 30 years. Uploads the scanned soft copies into Australian Polytechnic Institute Student Management System, where they are archived for 7 years.
Trainer	Learner Assessment paperwork	Receives the Learner Assessment Paperwork
Administrator		Stores the Learner Assessment paperwork in the premises, secured in lockable cabinet for six (6 months) from the date on which the decision on

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		<p>competence for an individual unit or module was made.</p> <p>Scans the Learner Assessment paperwork. Ensures that electronic copies are kept for at least two (2) years after the person ceases to be an accepted student.</p>
Administrator	Student Records of Competencies Qualifications Statement of Attainment	Ensures that Student Records of Competencies, Qualifications, and Statement of Attainment are archived electronically in the file hosting website for no less than thirty (30) years.
Administrator	Course Payment Receipts	<p>Scan course payment receipts and ensures that those soft copies are securely stored in electronic file in the file hosting website.</p> <p>Ensures that these will be made available for reissue upon learner request.</p>

2. Destruction of Records

The steps below will guide the appropriate staff in thoroughly destroying documents:

1. Await the authorisation of the CEO. The CEO is the only individual who can authorise the destruction of records.
2. Ensure that the documents designated for destruction have gone past their specified retention period.
3. Secure the necessary equipment to dispose of records. Shredders may be used to destroy the records, after which, the paper waste should be recycled.

