



Macarthur Community College Inc
RTO ID 6860

POLICY				
Title	AVETMISS			
Purpose Describe policy intent	To outline the College Policy on the Collection and handling of AVETMISS Data.			
Scope List who this policy and procedure applies to	All staff who handle participant data All staff who are responsible for collection, entry and delivery of AVETMISS Data.			
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 College Procedures for Data Handling Privacy Act 1988			
Definitions	AVETMISS Data is the required mandatory reporting requirements of the demographic information about College participants as specified by NCVER.			
Policy	<p>Data is collected at the most opportune times for various courses where staff can explain the purpose for collection.</p> <p>All staff are required to maintain absolute confidentiality of the data and are directed neither to seek particular information nor divulge information which does come to their attention to any other person unless required under law</p> <p>Data Forms are kept only as long as necessary to be sure that entry to the 4D system is accurate and complete. They are then disposed of in a manner which is both efficient and ensures that they will not be likely to be able to be accessed by other persons without authority. (i.e. They are loaded under College supervision into a paper compacting container for recycling)</p>			
Relevant documentation	Hard copy College Enrolment forms 4D electronic enrolment form			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Data handling			
Review date	March 2016			
Mapping to Standards for RTOs	2.2, 7.5, 8.1, 8.2, 8.4, 8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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