



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Data Collection, Recording and Reporting
Purpose Describe policy intent	To outline the requirement to collect, record and report on College enrolments and other College Business.
Scope List who this policy and procedure applies to	<p>The implementation of this policy is the responsibility of the Principal. Authority and actions are delegated to the following staff as appropriate:</p> <ul style="list-style-type: none"> • VET/Quality Manager • Program Manager • Office staff <p>Delegation to collect and/or provide data to College may be delegated to:</p> <ul style="list-style-type: none"> • VET Tutors and Assessors • Centre Coordinators • Participants
References and legislation	<p>National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Data provision requirements Privacy Act 1988 Student Identifiers Act 2014</p>
Definitions	4D is the GLEP database used by the College for all records
Policy	<p>All data pertaining to College business including day to day operations, (eg financial records, staff employment records, RTO records, payroll, assets etc) will be recorded in 4D.</p> <p>Reporting data will be extracted from the database and reported to relevant governing or legislative bodies at appropriate time.</p> <p>Database is backed up daily and a offsite.....</p>
Relevant documentation	<p>Access and Equity Policy Asset Register Policy Audit of Accounts Policy AVETMISS Policy Enrolment policy and Procedure Internal Audit Policy and Procedures Participant Records Privacy Policy Receipt of Fees Policy & Procedure Reporting of Acquittal of Funds USI Code of Conduct</p>
Communication and support for staff	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification.</p> <p>Hard copies will be made available upon request</p>
Procedure	See relevant documentation section



Macarthur Community College Inc
RTO ID 6860

Review date	March 2016			
Mapping to Standards for RTOs	7.5, 8.1, 8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

Printed copies of this document are not controlled