



Macarthur Community College Inc
RTO ID 6860

POLICY				
Title	Participant Records			
Purpose Describe policy intent	To clarify the conditions under which the College manages VET Course Participant Records.			
Scope List who this policy and procedure applies to	VET/Quality Manager Program Manager Office Staff			
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988			
Definitions	Participant – student enrolled a VET course run by the College 4D – Integrated Computerised Student Management system			
Policy	<p>The College will electronically maintain appropriate and up to date Participant Records in the 4D computer system.</p> <p>All Participant records will be kept secure and confidential. Back up disks will be kept at an offsite location. All electronic records will be kept for a period of 30 years.</p> <p>Participants will be able to access their own records of assessment and attendance by providing request in writing contacting the Principal.</p>			
Relevant documentation	Enrolment forms Course rolls Participant Course Assessment Records Completed Participant assessments Copies of Participant Certificates			
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	Enrolment forms			
Review date	March 2016			
Mapping to Standards for RTOs	8.1, 8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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