

Managing Student Files Procedure

RTO Number 90198

Document Number	TRIM Ref: DOC19/4061
TRIM Document Classification	GOVERNANCE - Academic - Procedures
Publication Date	20 May 2020
Contact	Executive Manager, NSW Health RTO
Consultation	NSW Health RTO Strategic and Steering Committee NSW Health RTO Operations and Compliance Committee
Applies to	NSW Health RTO
Related Policies	<ul style="list-style-type: none"> Record Management Issuance of Certification Smart and Skilled
Related Procedures	<ul style="list-style-type: none"> Capturing and Recording of Student AVETMISS Capturing and Recording Student USI Issuance of Certification Re-Issuance of Certification Smart and Skilled VET Student Loans
Forms and supporting documents	<ul style="list-style-type: none"> Filing Structure for VET Programs and Student Files Certificate Register Replacement Certificate Register RTOEO Checklist for Issuance of Certification
Review date	20 May 2021

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	February 19	RTOEO	Removed the Procedure information from the Policy Set up a standalone procedure.
v1.1	May 19	RTOEO	Addition of Smart and Skilled and VET Student Loans information.
v1.2	May 20	RTOEO	Amended the titles of the RTO new Committees

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE).

Definitions

ARS	Assessment Record Summary
ASQA	Australian Skills Quality Authority, National Regulator for RTOs
Assessment	The process for collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Assessment Tools	<p>Includes, context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment.</p> <p>NSW Health RTO uses the following documents:</p> <ul style="list-style-type: none"> • Student Assessment Workbook (SAW) • Workplace Observation Books • Assessment Decision Criteria (ADC) • Competency Mapping Matrix (CMM), and • Associated policies, procedures and guidelines
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
Certificate	Issued to students who complete a full qualification (i.e. deemed competent for each UOC within the qualification).
CT	Credit Transfer.
MHL	My Health Learning – The NSW Health state-wide learning management system (LMS) that is used to manage student enrolments and progressions.
Program	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency, as well as accredited full and short courses and modules.
ROR	Record of Results – Issued with the Certificate. This document lists all the UOCs attained for the qualification
RTOEO	NSW Health RTO Executive Office.
SOA	Statement of Attainment - Issued to students who complete one or more UOCs including a skill set/skills cluster, stand-alone Unit of Competency or partially completes a full qualification.
UOC	Unit of Competency.
USI	Unique Student Identifier.
VET	Vocational Education and Training.
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency.

Procedure

- Management of student records must be undertaken in accordance with the NSW Health RTO Records Management Policy and RTOEO Filing Structure for VET Programs.
- For all training programs including all assessment tools and all completed student assessment items and their attendance records will be kept for a **minimum of 3 years from the time a student is deemed competent.**
- Records of all Student Certifications issued must be retained for a **minimum of 30 years.** This includes:
 - Assessment Record Summaries, fully completed and signed by the Program Coordinator/ Assessor
 - Copies of signed certificates and Record of Results
 - Copies of signed Statements of Attainment

<p>Delivery Site Record Keeping for Student Enrolments</p>	<ul style="list-style-type: none"> • Enrol Students in the relevant program following MHL protocols • Ensure students are enrolled correctly by completing their AVETMISS and USI information on MHL • Keep records of any relevant documentation relating to student enrolments. Enrolment documents may include, but not limited to: <ul style="list-style-type: none"> - Student's Expression of Interest (where relevant) - Learning Plans - Signed Declarations - LLN test results - Notes from interviews - Student Support information and records
<p>Delivery Site Record Keeping of Student Participation</p>	<ul style="list-style-type: none"> • Must securely keep the following items: <ul style="list-style-type: none"> - Attendance records (sign on sheets) at training for all students - Records of class activities undertaken by each student - Completed assessments undertaken in class
<p>Delivery Site Record Keeping of Student Progressions</p>	<ul style="list-style-type: none"> • Must securely keep the following items completed by students: <ul style="list-style-type: none"> - Assessment items (Student Assessment Workbooks) - Observation checklists (clinical and non-clinical) - Workplace assessment requirements - Exam papers and results • Update the student status on MHL on completion of each UOC. • Ensure the Assessment Decision and Feedback (located in the SAW) is completed by course coordinators.
<p>Delivery Site Record Keeping of Student Completions</p>	<ul style="list-style-type: none"> • On completion of the course, ensure that program coordinators complete the Assessment Record Summary document and provide to the RTOEO for issuance of relevant certification. • Once certification received from the RTOEO, upload in the student record, on MHL the following, relevant documentation: <ul style="list-style-type: none"> - ARS (whether it is for a Certificate or a Statement of Attainment) - Certificate and Record of Results, or - Statement of Attainment

RTOEO
Smart and Skilled

- The RTOEO will securely store all Smart and Skilled student information including forms.

RTOEO
VET Student
Loans

- The RTOEO will securely store all VET Student Loans information including forms.

NSW Health Registered Training Organisation

St Leonards NSW

Level 2, 1 Reserve Road
St Leonards NSW 2065

Office hours:
Monday to Friday
8:00am – 5:00pm

T: 02 9844 6551

E: hsnsw-rto@health.nsw.gov.au

W: heti.nsw.gov.au/nswhealthrto
