

STUDENT ACADEMIC RECORDS MANAGEMENT POLICY

Document ID	Student Academic Records Management Policy
Related Documents	Privacy Policy Data Collection Policy Health Information Collection Policy Admission Policy Awards of Grades Policy Records Management Policy
Date	16 December 2016
Date of Next Review	16 December 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Governing Board, 3 March 2017
Version	1.1
Responsible Officer	Registrar
References and Legislation	Higher Education Standards Framework (Threshold Standards) 2015

Contents

1. Purpose.....	2
2. Scope	2
3. Definitions	2
4. Student Records	3
5. Storage of Records	3
6. Data Control and Validity	3
7. Access to and Security of Records.....	4
8. Information Kept on File for Current Students	4
9. Document Change Control	5

1. Purpose

This document sets out the College's policy on the maintenance of the academic records for all current and former students.

The objective of this policy is to maintain these records:

- accurately
- securely
- in a timely manner
- so that they meet the requirements of Commonwealth and State governments, relevant legislation and accreditation bodies

2. Scope

This policy applies to:

- all APIC staff who record information/data in an APIC student's academic record.
- all students in relation to their responsibility to maintain their contact details and to complete their online enrolment for each relevant teaching period.

This policy does not apply to records kept about students in respect to non-academic activities such as accommodation, counselling etc.

3. Definitions

Item	Definition
<i>Accuracy</i>	Data forming any part of student's records in either electronic or hard copy format is correct and factual.
<i>Control</i>	Governance and regulation of the configuration, use, and analysis of student data in either electronic or hard copy format.
<i>On-line Learning System (OLS)</i>	Database management system for designing and managing courses, teaching materials, assignments, collaborations, recording grades and the like.
<i>Records</i>	A part of, and resulting, from College activities and providing evidence of those activities. Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. Records may include, but are not limited to, any student's paper based records, electronic records, or electronic documents stored at APIC or on APIC equipment. A record does not include personal and/or private documents that are not part of official College records.
<i>RTO Manager</i>	Database management system for storing and recording student records.
<i>Security</i>	Safekeeping of the student records in both paper copy and electronic form.

Item	Definition
<i>Stewards</i>	Nominated APIC employee with responsibility for student records.
<i>Validity</i>	Precision and logicity of data

4. Student Records

Details pertinent to students are obtained from them at the time of their application and subsequent enrolments and are uploaded onto RTO Manager.

Electronic academic records are maintained for all students enrolled at APIC.

Historic documents are scanned and stored on SharePoint.

A student's permanent academic record includes the compilation of the final results for every enrolled unit across all courses, advanced standing and credit transfer, periods of intermission and the dates of course completion or discontinuance, award conferral and graduation..

5. Storage of Records

All records are permanently kept in an electronic format in RTO Manager, OLS or on SharePoint. Electronic records in RTO Manager and OLS are backed up daily by the ICT department and stored off site.

6. Data Control and Validity

The academic records of current and past students of APIC belong to the College.

The Registrar is the appointed steward of all academic records and is responsible for ensuring the control, accuracy and validity of the electronic student data. The Registrar is also responsible for ensuring the validity of the data reported to the Commonwealth Government through the Higher Education Information Management System, and submission of any and all required reports by the relevant deadlines.

To maintain the accuracy and validity of all data used and reported, both internally and externally, in relation to the academic program at APIC, only data and reports generated from RTO Manager are to be used. This includes, but is not limited to, data in relation to:

- enrolment
- class lists
- attrition rates
- completion rates
- progress rates
- course and unit offerings
- number of graduates each class/year

7. Access to and Security of Records

Only those staff within APIC who have legitimate reason within their job description to access students' academic records may do so. A username and personal password is required to access records in RTO Manager.

Current and former students of APIC have access to their own records on request and may have them corrected if necessary by contacting, in the first instance, Student Services

APIC provides students with accurate and up to date information about the status and outcomes of the units and courses in which they are enrolled. This information is available to current students in electronic form through the College's Online Learning System (OLS) ., Students require a username and personal password to log into the OLS.

Information about a student is not to be disclosed to any third party without the consent of the student concerned, unless required or permitted by law.

Persons outside of APIC do not have access to the records of individual students unless students have given written permission for the release of specific records, or unless the knowledge of such information is required to be provided to funding, immigration, accreditation or other agencies which are legally entitled to such information.

Information required by other education institutions for the purposes of confirming qualifications of a current or former student of APIC, such as confirmation of units of study completed, participation in officially recognised activities, and scholarships received by students, will not be released by APIC unless accompanied by written authorisation of the student.

8. Information Kept on File for Current Students

APIC Admissions staff, Course Convenors, Lecturers and Faculty/School Administrators enter and update information in RTO Manager, according to their level of access.

Information kept on record includes:

- Initial application information, together with all documentation requested and produced during the application process
- Signed or confirmed declarations associated with application and enrolment processes
- Letter of offer
- Acceptance or rejection of offer
- Copy of electronic Confirmation of Enrolment (international students only)
- Personal details (e.g.: names, birth date, contact details, emergency contact details, citizenship, copy of passport ID page and visa for international students, health insurance details for international students etc.)
- Enrolment information (e.g. course and unit enrolment)
- Academic progress information (e.g. grades, advanced standing and credit transfer, academic status, enrolment restrictions and encumbrances)
- (Letters and e-mails pertaining to advanced standing, cross-institutional study and academic progress at APIC.

- Academic Support or Counselling recommendations and outcomes
- Forms submitted regarding unit/course withdrawal or course changes
- Transcripts of telephone messages received from the student regarding his/her academic program.

9. Document Change Control

Version	Change Description	Date	Author
1.0	New policy development	16 December 2016	Corinne Green
1.1	Minor typos corrected	28 October 2017	Corinne Green