

1 Overview

Purpose

The purpose of this document is to ensure integrity in the storage of data at EQUALS International (Aust) Pty Ltd (EQUALS).

This policy acknowledges the [Standards for Registered Training Organisations \(RTOs\) 2015](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#). EQUALS ensures that its practices are fair and equitable.

2 Policy statement

- 2.1 Electronic client records will be held in a secure location.
- 2.2 Student results will be maintained electronically for a period of thirty (30) years.
- 2.3 Student files will be maintained for a period of ten (10) years.
- 2.4 Student Data will not be disclosed to any third party without the written consent of the client except where sufficient evidence is provided and approved by the Chief Executive Officer or as required by law.
- 2.5 Students will have access to their personal records with at least thirty (30) days' notice in writing. Students should refer to the [Student Handbook](#) for more information.
- 2.6 The policy will be updated to reflect changes consistent with State or Territory registered body requirements.
- 2.7 The EQUALS Student Management System (WiseNet) complies with external Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reporting requirements and will actively seek updated information from the relevant AVETMISS stakeholders to ensure ongoing compliance.
- 2.8 Administration staff responsible for AVETMISS data, and in the case of overseas Students, PRISMS, will receive internal training and be expected to participate in relevant external AVETMISS & PRISMS professional development workshops/training seminars in order to ensure consistent generation of AVETMISS & PRISMS compliant data and reporting requirements. Internal training is typically supported by more experienced Administration staff and/or Coordinators.
- 2.9 **International Students Only** - Provider Registration and International Students Management System (the electronic system that holds CRICOS and the eCoE). **PRISMS** is the approved form for reporting information under s19 of the ESOS Act 2000.

3 Procedure

EQUALS maintain compliant AVETMISS records for government purchasers and other relevant external reporting requirements by adhering to the following procedures;

- 3.1 Accurate and signed (where relevant) hard copy participant enrolment and Student outcome data are to be supplied to administration staff for data entry. This hard copy data is usually supplied by the Educator/Facilitator or Assessor responsible for the Student. To ensure timeliness, wherever possible, this data should be supplied to administration staff within the same working week as it was completed.

- 3.2 Administration staff will input participant enrolment and Student outcome data from hard copy enrolment and Student outcome data. The data should be entered within twenty (20) working days of receipt or by the 7th day of each calendar month (whichever comes first). Information should reflect current enrolment status, including accurate course/qualification and module/unit of competency titles, codes and outcomes. Administration staff will refer to the AVETMISS Outcome Identifiers on the following page when inputting participant data. Interstate Administrators requiring clarification on data entry are required to contact the Administration Co-Ordinator, Head Office to raise the query.
- 3.3 Changes to AVETMISS reporting requirements and codes are monitored by Head Office through:
- subscription to AVETMISS Standards email and mail updates with the DFEEST and NCVET,
 - participation in DFEEST and NCVET professional development workshops throughout the calendar year and,
 - registration for updates with compliant software supplier, Wise.Net.

Information is disseminated to interstate offices by way of email and/or hard copy notification, i.e. facsimile or post.

Wise.Net provide AVETMISS compliant software for EQUALS and are responsible for notifying offices of changes to AVETMISS reporting requirements.

4 Responsibilities

Compliance, monitoring and review

- Aligns with relevant legislation, government policy and EQUALS values.
- Is implemented and monitored to reflect the changing policy environment and emerging issues identified.
- Is reviewed to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

5 Definitions

Terms not defined in this document may be in the [EQUALS Glossary](https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ)
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

6 Approval and Amendment History

Version	Approved by	Approval Date	Details
11.1	CEO	27/10/2016	Refer archived policy.
12.0	CEO	05/04/2019	Updated overview and terminology, minor updates throughout policy and procedure including edits to responsibilities, definitions, and comprehensive document map and clearer alignment to the appropriate responsible person/body. Change of policy number from 3-3000 to current.

7 Document Map

Approval Authority:	Executive Management Committee	Advisory Committee for Approval Authority	
Authorised By:	Chief Executive Officer		
Effective from:	05/04/2019		
Next Review Date:	05/04/2022		
File Location:	The current version of this policy can be accessed from the Policy Register (internal users only)		
Relevant Legislation:	Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards for Registered Training Organisations 2015		
Related Documents and/or Registers:	AVETMISS VET Provider Collection specifications: release 8.0 Archiving Procedure Chart Governance & Quality Assurance Framework Student Handbook WiseNet Security Statement		
Policy Subdivision	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management		
Administrator:	Quality Advisor		