

All records and documents created, received or used by ASC staff are the property of ASC unless otherwise agreed. Official records are the corporate memory of the College and are required for operations and evidence of transactions and activities.

Records management principles will be based on:

- managing the records continuum, from the design of a record-keeping system to the end of the record's existence;
- managing records in a consistent and structured manner;
- providing a service to meet the needs and protect the interests of this organisation and its clients;
- capturing complete, accurate, reliable and useable documentation of this organisation's activities to meet legal, evidential and accountability requirements in an authorised recordkeeping system;
- storing records in a secure manner with appropriate access levels;
- managing records as an asset and information resource, and
- promoting efficiency and economy, both in the management of records and in the organisation's activities as a whole, through sound record-keeping practices.

College Directors have primary responsibility for records management, other than financial records, across the College, and the academic administration staff are accountable for implementing overall records management.

File Storage and Protection

ASC maintains a mixture of electronic and hard copy records for all enrolled students. This includes all enrolment, financial, evidence of participation, assessment, and results records.

Hardcopy records are secured in the Directors Office which is locked when not occupied.

Electronic records are secured according to the College's Data Management procedures.

Document Storage (Archiving)

- Enrolment, evidence of participation & assessment records are kept for a minimum of 2 years post study cessation.
- Financial records are maintained for a minimum of 2 years post study cessation.
- Eligibility to receive government funding records are maintained for 7 years post study cessation.
- Qualification outcomes (results), Graduate Award Issuance & Statement of Attainment records are maintained for 30 years.

File Auditing

Student files are audited annually to ensure the accuracy and completeness of student lifecycle documentation.

The file management systems and processes are also reviewed annually to ensure regulatory requirements are met.

Staff Awareness of Data Collection Requirements

Teachers are informed each year of the importance of maintaining accurate training data and of the functions that this data serves. Collection and recording requirements, and the need to maintain these records for auditing purposes.

Data relevant to training and College operations are collected, analysed and acted upon and utilised as part of the College annual continuous improvement processes.