



Sailingworld Pty Ltd

ACN:092 478 718



POLICY AND PROCEDURE RECORDS MANAGEMENT

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



PURPOSE AND SCOPE POLICY

PURPOSE AND SCOPE

- 1.1** This policy supports the Records Management Procedure that outlines the activities carried out by Sailingworld to ensure its records are securely maintained, retained for the required periods, easily retrievable, and disposed of at the appropriate time. This includes the retention, retrieval and disposal of hard copy records as well as electronic records.
- 1.2** This policy ensures that all records related to the delivery of vocational education courses at Sailingworld align with the Standards for Registered Training Organisations (RTOs) 2015.
- 1.3** This Policy applies to all Sailingworld staff with responsibility to prepare advertising and marketing materials to ensure they are fully conversant with the requirements detailed in this document.

POLICY STATEMENT

- 1.4** Sailingworld recognises the importance of effective records management to support its operations, ensure compliance with regulatory requirements, and provide evidence of its activities and decisions.

PRINCIPLES

- 1.5** Sailingworld maintains accurate, complete, and reliable records of our operations, including training delivery, assessment processes, learner support services, and administrative processes.
- 1.6** Sailingworld ensures that our records are created, maintained, and disposed of in accordance with the relevant legal, regulatory, and accreditation requirements.
- 1.7** Sailingworld provides training and support to our staff to ensure that they understand the importance of records management and are equipped with the necessary knowledge and skills to create, maintain, and dispose of records effectively.
- 1.8** The Sailingworld records management system is secure, reliable, and accessible to authorised staff as needed.
- 1.9** Sailingworld regularly reviews and updates records management policies and procedures to ensure that they are aligned with best practices and the changing regulatory and accreditation requirements.
- 1.10** Sailingworld ensures that records are stored in a manner that preserves their integrity, confidentiality, and accessibility, and that they can be retrieved and accessed easily and quickly when required.
- 1.11** Sailingworld maintains records of certification for a period of 30 years in accordance with the relevant regulatory and accreditation requirements.
- 1.12** Sailingworld ensures that records are disposed of in a timely and secure manner in accordance with the relevant retention and disposal schedules.

ROLES AND RESPONSIBILITIES

- 1.13** The Sailingworld CEO is responsible for the application of this Policy.



1.14 The Sailingworld CEO is responsible for Maintaining accurate, complete and reliable records of all operations.



PURPOSE AND SCOPE PROCEDURE

PURPOSE AND SCOPE

2.1 This policy supports the Sailingworld Records Management Policy that outlines the activities carried out by Sailingworld to ensure its records are securely maintained, retained for the required periods, easily retrievable, and disposed of at the appropriate time. This includes the retention, retrieval and disposal of hard copy records as well as electronic records.

2.2 This procedure describes the processes in place to ensure records of all activities carried out by Sailingworld are securely maintained, retained for the required periods, easily retrievable, and disposed of at the appropriate time.

PROCEDURE

2.3 Determine the range and types of records to be retained from the activities and processes carried out in Sailingworld. Many of these records are indicated in documented procedures.

2.4 Enter the titles of the documents on the Quality Index of Records.

2.5 Consider the following retention and retrieval situations when completing the register:

- A daily back-up of all electronic records;
- The retention of learners' records will meet the requirements of the 'General Direction: Retention requirements for completed learner assessment items' provided by the VET Regulator. Sailingworld will retain actual piece(s) of work completed by a learner or evidence of that work, including evidence collected for an RPL process for a period of six months from the date on which the judgment of competence for the learner was made. For online units these assessments will be retained securely in the Sailingworld's Management System, with accompanying notes in the student management system.
- Learner's records of results will be retained for 30 years and will be maintained in a manner that meets the latest AVETMISS requirements. NB In the event of the RTO terminating its registration these records will be transferred to the National VET Regulator in a format suitable to the National VET regulator provided by the software which is used at the time. At the time of developing this policy, the student management system being used is Job Ready which is approved as AVETMISS compliant.
- Except as required by the Standards for Registered Training Organisations (RTOs) 2015 or by law, information about a client is not disclosed to a third party without the written consent of the client
- Access to their personal records or replacement of a Testamur is to be made in writing by the learner.

2.6 Records are stored securely and available for retrieval in the Student Management System (SMS) and Learner Management Systems (LMS).

2.7 Disposal of records is aligned with the minimums outlined in the standards (above)

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