

Understanding Student File Management

Student files constitute all information an RTO is required to accumulate and maintain as part of the student profile and individual learning activities. These files are subject to various considerations relating to creation, maintenance, storage, access, and privacy legislation.

Importance of Student Files

Accurate record keeping of student files is crucial for compliance purposes and for issuing qualifications or Statements of Attainment to the students. It reflects the RTO's judgement on a student's competence and their achievement status.

While compliance with regulations is of paramount importance, the value of accurate student files goes beyond that, playing a key role in issuing qualifications and documenting the learning journey of each student. RTOs must, therefore, ensure they adhere strictly to all regulations and guidelines when handling student files.

Key Considerations

Privacy Legislation Requirements

Student files are sensitive and are subject to privacy legislation requirements. RTOs are mandated to ensure that student information is managed according to these requirements, ensuring confidentiality and privacy.

Integrity and Accuracy

The integrity and accuracy of student files are critical. If asked by the Regulator, RTOs should be capable of producing complete student files for audit purposes.

Retention Time Limits

Various time limits apply to the retention of student files. These limits depend on the funding contracts or agreements under which training, and assessment have been provided.

General Direction

ASQA's General Direction – Retention requirements completed student assessment items, guides RTOs on retaining evidence demonstrating the validity on which judgement of student competence was made.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.