



## Access to Student Records

### Organisational Area

RTO

### Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POLCH&LC) on 16<sup>th</sup> February 2022.

### Review date

This Policy will be reviewed every 3 years or sooner if required.

### Scope

This policy is for the Manager and any Staff at Park Orchards Community House & Learning Centre Inc. (POCH&LCI) who manage the enrolment students in Vocational Education and Training.

This policy also applies to course applicants and students at Park Orchards Community House & Learning Centre Incorporated. (POCH&LCI)

### Objective

This policy is designed to ensure that student access to their records is consistent with our community values and meets our legislative and contractual compliance obligations with government and funding bodies. The policy outlines guidelines for staff and students when determining if access to records may be granted.

The objective is;

- to provide a transparent process for staff to determine when a student may access their records and how records are to be accessed
- to ensure students enrolling in courses are aware of the Access to Students Records policy
- to comply with the POCH&LCI Privacy Policy and National Privacy Legislation

### Policy

A student may request, at any stage during a course or after course completion, access to their personal records.

Access to student's records is not provided to a third party without written authorisation by the student. A student may authorise transfer of their student records to another person.

Students acknowledge on enrolment in accredited courses that records (assignments and assessments material) provided by them to Park Orchards Community House & Learning Centre Inc. may be used for ;

- Trainer moderation and validation activities
- Compliance purposes of the Australian Quality Training Framework standards for registration of Park Orchards Community House and Learning Centre Inc. as a registered training organisation



## Definitions

N/A

## Related Documents

|  |                                |
|--|--------------------------------|
| Student Information Handbook                             | Access to Student Records Form |
| Access to Student Records Procedure                      | Certificate Issuing Policy     |
| Privacy Policy   | Certificate Issuing Procedure  |
| Monitoring of Student Progress & Participation Policy    |                                |
| Monitoring of Student Progress & Participation Procedure |                                |

## Document Locations

Website  
Policy and Procedures Manual  
Student Information Handbook

## Related Legislation

Standards for Registered Training organisations (RTOs) 2015  
Privacy Act

## Area of Compliance

ASQA Standards Clause 3.3,3.4,7.5



| Date reviewed | Version | Details of changes (if any)                                     | Date of next review |
|---------------|---------|---|---------------------|
| 2010          | 1       | Original document   |                     |
| 27/08/2015    | 2       | New template, general review<br>Separated Policy from Procedure | 27/08/2018          |
| 16/11/2015    | 3       | Update format   | 16/11/2018          |
| 16/04/2020    | 4       | General review  | 16/04/2023          |
| 16/02/2022    | 5       | Update ASQA Compliance  | 16/02/2025          |
|               |         |   |                     |

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