

Archiving & Closure of Student Records Policy and Procedure

On closure, all files must be submitted for archive to a secure (fire/flood/tamper proof) system.

- Closed files are to be removed from the current system and placed in (in full) into an archive system that is accessible and on-site, for a period of two years.

- Between three and thirty years, records may be reduced and kept electronically. These records must include data relevant to:
 - Enrolment details including student name, postcode and date of birth
 - Credential(s) issued
 - Module/unit completion details (by unit name, code and outcome)
 - RPL and Grievance records (if relevant)

Documents not being transferred to archive must be shredded and disposed of in an appropriate and secure manner.

Should SSNT cease its RTO operations, the Victorian Registration and Qualifications Authority (VRQA) must be contacted in writing and all records must be archived electronically and forwarded by email with written notice of closure