

POLICY

RETENTION OF STUDENT ASSESSMENT

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1. Purpose

- 1.1 This policy outlines the requirements for the retention of student assessment items for Allens Training Pty Ltd (hereinafter referred to as the RTO) and third parties delivering training and assessment on their behalf, ensuring compliance with the Standards for Registered Training Organisations (RTOs).
- 1.2 This policy also emphasizes secure storage and regular backup of assessment evidence to facilitate production when required by the National VET Regulator Australian Skills Quality Authority (ASQA).

2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third-party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third-party providers.

3. Policy Statement

- 3.1 The RTO and all associated third party providers delivering training and assessment on behalf of the RTO must retain completed student assessment items, whether in hardcopy or digital format, for a minimum period of six months from the date on which a judgement of competence for the student is made.
- 3.2 In addition to the six-month retention period, the RTO and third party entities participating in specific training and assessment activities, including those under government-funded agreements or contracts, must adhere to any additional record-keeping requirements outlined in those agreements or contracts.
- 3.3 All assessment items must comply with the Standards for Registered Training Organisations (RTOs), which mandates the provision of quality training and assessment services across all operations.
- 3.4 The RTO and all associated third party providers delivering training and assessment on behalf of the RTO are responsible for securely storing assessment items. This includes safeguarding against unauthorised access, protecting against natural disasters, pests, and ensuring that records can be reproduced if the originals are destroyed or inaccessible.
- 3.5 The destruction of hardcopy student assessment evidence should:

- Only be conducted 6 months after a competent judgement outcome has been recorded and the student has been processed in Training Desk; and
 - Be destroyed securely using document disposal bins, shredding or other secure method of document destruction.
- 3.6 Regular backups of assessment evidence, whether in hardcopy or digital format, must be conducted to ensure data integrity and availability. Backup procedures are designed to facilitate the timely production of assessment evidence if requested by ASQA.
- 3.7 The RTO commits to ensuring that assessment evidence is stored securely and back up regularly to meet ASQA requirements. In the event that ASQA requests student evidence as part of their monitoring activities, the RTO will promptly produce the required assessment evidence to demonstrate compliance with the Standards for Registered Training Organisations (RTOs).

4. Procedures

4.1 The following procedures shall apply:

- Digital student assessment managed directly via Training Desk will be automatically tagged to the student enrolment and course via Training Desk – no further requirements;
- Hardcopy student assessment items should be scanned and uploaded when processing the student's enrolment in a course via Training Desk. Scanned student assessment items should be retained for a period of 6 months from the date of competency judgement.
- Hardcopy student assessment paperwork should be retained for a period of 6 months from date of competency judgement.
- Training and assessment delivered under a Government Funded Contract or other type Contract must be kept for the specific period as outlined in the terms and conditions of the Contract before being destroyed.

5. Responsibilities

Compliance, monitoring and review

5.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

5.2 No additional reporting is required.

Records management

5.3 Evidence relating to the collection of student assessment evidence leading to a judgement decision must be maintained in Training Desk.

6. Definitions

Terms and definitions

Assessment: The process of collecting evidence and making judgments on competency.

Assessment Evidence: Components such as context, tasks, evidence criteria, and administration/record-keeping requirements for assessment.

Completed Student Assessment Items: Actual work completed by a student or evidence of that work, including RPL process evidence.

Detail Requirement: Retained evidence must have enough detail to demonstrate the assessor's judgment of the student's performance against the required standard.

Securely Retain: Retain records in a way that safeguards against unauthorised access, natural disasters, pests, ensuring production of copies if originals are inaccessible.

Formats: Records can be in hard copy or electronic format.

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
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