

Student Records Retention Policy

Generic RTO Pty Ltd

1. Purpose

This policy outlines the responsibilities and procedures for the retention, storage, and disposal of student records at Generic RTO Pty Ltd to ensure compliance with the Standards for Registered Training Organisations 2025 and other applicable legislative requirements.

2. Scope

This policy applies to all student records created and maintained by [Your RTO Name] during and after the delivery of nationally recognised training and assessment services.

3. Policy Statement

Generic RTO Pty Ltd is committed to maintaining secure, accurate, and accessible records of student participation, achievement, and assessment in accordance with the Standards for RTOs 2025 and relevant data retention obligations.

4. Legislative and Regulatory Framework

This policy is informed by:

- Standards for Registered Training Organisations (RTOs) 2025
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs)
- Relevant State and Territory archiving legislation

5. Retention Requirements

Record Type	Minimum Retention Period	Notes
Student enrolment and training records	30 years	To enable re-issuance of qualifications or statements of attainment
Student assessment evidence	2 years	Applies to completed assessment tools and records
Student attendance and participation	6 years	Where required for funding or contractual compliance
Records of qualifications and statements issued	30 years	Must include sufficient details to support re-issuance

6. Record Storage and Security

- Records must be stored securely, either physically or digitally, with appropriate access controls.
- Digital records must be backed up regularly and stored on secure, redundant systems.
- Access to student records is restricted to authorised personnel only.
- Records containing personal information must be handled in accordance with the Privacy Act.

7. Disposal of Records

- Records must be disposed of securely and in line with retention periods.
- Physical records must be shredded or destroyed using secure methods.
- Digital records must be permanently deleted from all systems after the required retention period, with a record of deletion kept.

8. Access and Re-issuance

- Students can request access to their records or a re-issuance of their qualification by contacting the RTO in writing.
- Requests will be verified and processed in accordance with the RTO's Privacy Policy and administrative procedures.

9. Responsibility

- The RTO CEO is responsible for ensuring compliance with this policy.
- The RTO Administration Team is responsible for maintaining, backing up, archiving, and securely disposing of records in line with this policy.

10. Review and Continuous Improvement

This policy will be reviewed at least annually or when legislative or regulatory changes occur to ensure ongoing compliance with the Standards for RTOs 2025.