



## SYDNEY FILM SCHOOL

<b>Name</b>	<b>Management of Student Records</b>		
<b>What is the purpose of this policy?</b>	To outline Sydney Film School's (SFS) procedure for managing student records and to ensure that students have timely access to current and accurate records of their participation and course progress.		
<b>Version</b>	#3	<b>Next review</b>	July 2017
<b>What law applies?</b>	The RTO Standards 2015: Standard 3 - Clause 3.4; Standard 8 – Clause 8.1(f). ASQA's General Direction: Retention Requirements for completed student assessment items.		
<b>Who is affected by this policy?</b>	<b>Who has rights?</b>	<b>Who has responsibilities?</b>	
	Student	Director of Education (Owner) Education Administrator Student Registrar Course Coordinators	

### Policy

Student records may contain the following:

- application and enrolment documents;
- course progress matrix;
- assessment evidence;
- LLN, welfare and special needs;
- relevant email correspondence; and
- official complaints made by or against the student (if relevant).

SFS will ensure that student records are up-to-date and remain confidential.

Students are entitled to have access to their student records upon request.

### Procedure

#### **Management of Student Records**

##### *Assessment Records*

The Director of Education will ensure that all course progress matrices are updated, collated and checked regularly at the end of each unit of study.

### *Academic Records*

The Director of Education will ensure that all assessment records and course progress matrices are updated, collated and checked regularly at the end of each unit of study.

### *Applicant Records*

This includes a students' application form, supplementary application material (CV and personal statement) and enrolment documents. The Student Registrar will be responsible for ensuring all materials are correctly stored.

### *LLN and special needs*

LLN and special needs issues are logged as identified and kept in SFS' LLN and Special Needs Register by the Course Coordinators.

### *Complaints*

Complaints are logged as identified and kept in SFS' Complaints Register by the Director of Education.

### **Access to Student Records**

Students can request access to their student records at any stage throughout the course. Students can apply for access to their file in the LLN and Special Needs Register through the Course Coordinators, and for their file in the Complaints Register through the Director of Education. Requests are to be made for course progress or academic evidence to the Education Administrator.

### **Retention of Student Records**

SFS will retain the following records for a period of 30 years:

- application forms;
- enrolment documents;
- course progress matrix;
- Unique Student Identifier;
- the qualification/statement of attainment plus record of results issued.

All student assessment items – including assessment tasks sheets marked by assessors and assessment evidence (e.g. film scripts, films) will be retained for a minimum period of 6 months (from successful completion of the course). SFS has a current practice of retaining assessment evidence electronically for the life of the student.

All these records will be retained electronically in individual student files on the SFS server.

## **Version Control**

<b>Approved by</b>	<b>Version #</b>	<b>Date</b>
Policy and Procedure Committee	1	16 April 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	11 July 2016