



SYDNEY FILM SCHOOL

Name	Management of Student Records		
What is the purpose of this policy?	To outline Sydney Film School's (SFS) procedures for gathering, storing, recording and reporting student data and to ensure that students have timely access to current and accurate records of their participation and course progress.		
Version	#4	Next review	July 2018
What law applies?	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.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Student	Head of Film (Owner) Student Services Manager Student Registrar Course Coordinator	

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

Academic Records

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

- Gathering, Storing and Recording of Academic Records:
 1. Student submission evidence
 - a. Collected and kept on CANVAS – a cloud based learning management system
 - i. Canvas “classrooms” are accessible to the student online. Each subject has set assignment tasks with instructions for the students to complete the required task.
 1. Upload documentation
 2. Answer a quiz/questionnaire – directly within Canvas
 3. Complete an observation assessment within a building/classroom with their trainer present
 - b. If a student has any trouble with uploading to Canvas, the Student Services Manager can receive evidence via email or hard drive and upload to the SFS Server in the student’s file.
 - c. Student Films - are kept on hard drives managed by the Equipment Storeroom.
 2. Trainer Assessment/Marking
 - a. Trainers mark directly in CANVAS against the required UOC Criteria and Rubric.
 - b. Trainers mark attendance directly in CANVAS
 - c. Any assessment marking that trainers do outside of CANVAS can be scanned and sent to the Education Administrator to upload to the SFS Server. Scans can also be uploaded to CANVAS.
 3. Student Course Progress Records
 - a. The Student Services Manager maintains a course progress matrix for each enrolled student.
 - b. The Student Services Manager updates the course progress matrix after trainers have assessed students.

- c. The Student Services Manager regularly discusses with students their course progress at UOS Review meetings, taking notes where necessary.
- d. The Student Services Manager emails students as needed to update them on their course progress. Emails are retained in the School's gmail system.

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.

- Gathering and Storing Application documentation:
 - a. Application forms
 - i. kept on SFS Server
 - b. Enrolment documents
 - i. kept on SFS Server
 - c. USI numbers
 - i. Activated and kept on WISENET: a cloud-based student information management system
 - ii. Included on the student contact list of current enrolments which is kept on Google Drive, accessible to administrative staff.
 - d. Contact details
 - i. Activated and kept on WISENET: a cloud-based student information management system
 - ii. Contact list of current enrolments kept on Google Drive, accessible to administrative staff.

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 Coordinator.

Complaints

Complaints are logged as identified and kept in SFS' Complaints Register by the Course Coordinator or Head of Film.

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 Coordinator, and for their file in the Complaints Register through the Head of Film. Requests are to be made for course progress or academic evidence to the Student Services Manager.

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, written assessment tasks) 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 indefinitely. Student Films are kept by the Equipment Storeroom.

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

Reporting of Student Records

SFS currently uses WISENET to store student data and to submit any required government reporting. WISENET is a cloud-based student information management system.

<https://www.wisenet.co>

WISENET is also used to maintain the student's class timetable.

- Student Personal Information
 - Legal Name
 - Date of birth
 - Contact information
 - Next of Kin
 - TFN/ABN
- Student Education Information

- USI number
- CHESSN
- Student ID number
- Student Photo
- AVETMISS
 - Workforce status
 - Level of education completed
 - Language (English) skills
 - Indigenous status
 - Disability flags
- Courses enrolled in at SFS
 - Diploma of Screen and Media
 - Advanced Diploma of Screen and Media
 - National Course Code
 - Start date
 - Units enrolled
 - Units completed
 - Course end date
 - Completed status – Units of Study and Course
- Student Timetable Information
 - Class times and schedule – students can access

REPORTING:

Reports are generated and sent to HEIMS via HEPCAT according to the *VET Data Collection and Reporting Schedule* -

http://heimshelp.education.gov.au/sites/heimshelp/2017_Data_Requirements/2017VET/Documents/VET_Data_Collections_2017_Reporting_Schedule.pdf

http://heimshelp.education.gov.au/sites/heimshelp/2017_data_requirements/2017vet/pages/vet-2017

Version Control

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

Senior Management Meeting	4	22 Sept 2017
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