

Access to Student Records

Organisational Area

RTO

Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POLCH&LC) on 25th February 2025.

Review date

This Policy will be reviewed every 3 years or sooner if required.

Scope

This policy applies to the Manager and all staff members at Park Orchards Community House & Learning Centre Inc. (POCH&LCI) involved in the management of student enrolments in Vocational Education and Training (VET) programs.

Additionally, this policy applies to all course applicants and enrolled students at Park Orchards Community House & Learning Centre Inc. (POCH&LCI).

Objective

This policy is designed to ensure that student access to their records is consistent with our community values and meets our legislative and contractual compliance obligations with government and funding bodies.

The policy provides clear guidelines for staff and students to determine when and how access to records may be granted.

Objectives:

- To establish a transparent process for staff to determine when a student may access their records and the procedures for accessing them.
- To ensure that students enrolling in courses are fully informed about the Access to Student Records Policy.
- To comply with the POCH&LCI Privacy Policy and relevant National Privacy Legislation.

Policy

A student may request access to their personal records at any stage during their course or after course completion.

Access to a student's records will not be provided to a third party without written authorisation from the student. The student may authorise the transfer of their records to another person.

Students acknowledge, upon enrolment in accredited courses, that records (including assignments and assessment materials) provided to Park Orchards Community House & Learning Centre Inc. may be used for:

- Trainer moderation and validation activities
- Compliance purposes related to the VET Quality Framework standards for the registration of Park Orchards Community House & Learning Centre Inc. as a registered training organisation

Definitions

N/A

Related Documents

Student Information Handbook	Access to Student Records Form
Access to Student Records Procedure	Certificate Issuing Policy
Privacy Policy	Certificate Issuing Procedure
Monitoring of Student Progress & Participation Policy	
Monitoring of Student Progress & Participation Procedure	

Document Locations

Website
Policy and Procedures Manual
Student Information Handbook

Related Legislation

Standards for Registered Training organisations (RTOs) 2025
Privacy Act

Area of Compliance

ASQA RTO Standards 2025 Outcome 2.3

Date reviewed	Version	Details of changes (if any)	Date of next review
2010	1	Original document	
27/08/2015	2	New template, general review Separated Policy from Procedure	27/08/2018
16/11/2015	3	Update format	16/11/2018
16/04/2020	4	General review	16/04/2023
16/02/2022	5	Update ASQA Compliance	16/02/2025
25/2/2025	6	Update to the revised ASQA standards 2025.	25/02/2028

Master document is the Electronic File.

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