

# Record Management Policy

Trade Training Group ta MultiSkills Training – RTO: 40846



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Purpose:	The purpose of this policy is to ensure that MultiSkills has strict protocols for the collection and destruction of personal information in regards to relevant regulatory authority requirements.
Scope:	This policy applies to all MultiSkills Staff responsible for processing, collecting and maintaining student and employee documents and personal information.
Responsibilities:	The CEO is ultimately accountable for adherence to this policy.
Standards:	These procedures contribute to compliance with clause 3.4, 8.1. This policy contributes to compliance with the Privacy Act 1998,
Procedure:	This policy is supported by the <i>Records Management Procedure</i> .
Tools:	This policy is supported by the <i>Governance and Compliance Policy &amp; Record Management Procedure, IT Security and Awareness Policy</i> .

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## Policy Statement

- a) Regarding privacy in the collection of student personal information, MultiSkills will:
- i) comply with the requirements and privacy principles as set out by the Privacy Act 1998 legislation and any state-based regulations in which it operates
  - ii) ensure that all personal information collected from prospective and enrolled students be kept confidential, secure, and only used for the purposes of providing training services
  - iii) ensure that individuals can request their personal information
  - iv) ensure that individuals can make complaints if they feel their personal information has been mishandled
  - v) ensure that individuals provide their consent and permission for Unique Student Identifier (USI) verification or application on their behalf, with the Student Identifiers Registrar
  - vi) only provide to the Australian Government designated reporting authorities such as ASQA or state training authorities personal information regarding students, their enrolment, their progress, and their learning outcomes
  - vii) only provide the relevant information including but not limited to; full name, date of birth, address and learning outcomes to the following third parties
    - i. WorkSafe Victoria for all High Risk Licence applications
    - ii. WorkSafe Victoria for all Construction Induction applications
    - iii. Energy Safe Victoria for all Spotters applications
  - viii) seek individual's prior consent and permission prior to personal information disclosure beyond item (vi & vii) above, and
  - ix) ensure that any electronic marketing materials or distribution lists allow individuals the permission rights to opt out of future marketing materials.
- b) Regarding privacy in the collection of employee personal information, MultiSkills will:
- i) comply with the requirements and privacy principles as set out by the Privacy Act 1998 legislation and any state-based regulations in which it operates
  - ii) ensure that all personal information collected from prospective and current employees is kept confidential and secure
  - iii) ensure that employees can request their personal information
  - iv) ensure that employees can make complaints if they feel their personal information has been mishandled

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Rob Gaunt  
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- v) only provide to the Australian Government designated reporting authorities such as ASQA or state training authorities personal information regarding employees, their qualifications, and any additional information required upon request
  - vi) only provide the relevant information including, but not limited to, full name, date of birth, address, qualifications and employment history to the following third parties during an audit:
    - i. WorkSafe Victoria
    - ii. Energy Safe Victoria
  - vii) seek individual's prior consent and permission prior to personal information disclosure beyond item (v & vi) above.
- c) Regarding archiving and destruction of student paper records MultiSkills will:
- i) ensure that all training material and personal information collected from enrolled students is stored securely and destroyed according to the regulatory requirements:
    - i. ASQA, student hard copy records are retained for a period of 6 months
    - ii. DET Skills First, student hard copy records are retained for a period of 3 years from the time of completion or withdrawal
    - iii. WorkSafe, student files are retained for a period of seven years.
  - ii) Once the retention period is reached, MultiSkills ensures:
    - i. for AQSA, DET Skills First, and WorkSafe; files are destroyed by the DocShop secure shredding service.
    - ii. Please refer to the *Records Management Procedure* for further details.

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