

Retention of Student Work and Archiving Policy (Third Party)

1. Purpose

VEG Education ensures secure, compliant retention and archiving of all student work, including assessments and evidence, for training delivered directly or through third parties (e.g. secondary schools) in accordance with the 2025 Standards for Registered Training Organisations. All records are managed in aXcelerate and remain accessible, authentic, and protected throughout the required retention period.

2. Policy Statement

- All student work (including assessment evidence, submitted work, feedback, and results) must be stored in aXcelerate or another approved secure electronic system.
 - Records are kept for a minimum of two years after completion of a VET training product, or as otherwise specified if contractual or funding requirements apply.
 - Third party (school) partners involved in delivery must comply with this policy and ensure prompt upload of student work into aXcelerate following assessment.
 - Access to retained student records is strictly controlled and limited to authorised personnel for audit, regulatory, and continuous improvement purposes.
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3. Procedure

3.1 Storage and Security

- All student work must be uploaded into aXcelerate by the delivering teacher/assessor as soon as possible after assessment.
- Electronic student records are to be clearly labelled with student name, course/unit code, assessment date, and assessor.
- Physical records (if any) must be scanned and uploaded to aXcelerate within 7 days of collection.
- The system is backed up regularly and protected against unauthorised access, alteration, or loss.

Retention of Student Work and Archiving Policy (Third Party)

3.2 Third Party Compliance

- Third party partners (secondary schools) must follow internal guidelines for secure handling of student work before upload.
- Prior to course commencement, written agreements must outline third party responsibilities for record retention and timely upload to aXcelerate.
- Routine checks ensure third parties have met the retention and upload requirements.

3.3 Retention Period

- Student work is retained in aXcelerate for at least two years after the student completes the training product.
- If a longer retention period is required (due to funding contracts or legal obligations), VEG Education will ensure compliance and update affected parties.

3.4 Access and Archiving

- Archived records in aXcelerate remain searchable and accessible for audits, investigations, student requests, and regulatory review.
- Access is restricted to authorised academic, compliance, and administration personnel only.
- If a student or regulatory body requests access, the record is provided within five business days.
- At the end of the retention period, disposal of records is managed securely and in compliance with privacy law and RTO policies.

3.5 Review and Monitoring

- Annual audits of the archiving process are conducted to ensure compliance, system integrity, and continuous improvement.
- Non-compliance or breaches are promptly investigated, with corrective actions documented and implemented.

Retention of Student Work and Archiving Policy (Third Party)

4. Responsibilities

- The CEO and Compliance Manager oversee implementation, monitoring, and review of this policy.
 - Third party partners must adhere to record retention and archiving responsibilities detailed in their RTO agreement.
 - All staff and third-party personnel are trained regularly in recordkeeping and archiving compliance.
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5. Records Management

All documentation and evidence relating to student work retention are handled according to VEG Education's Records Management Policy, in line with national and state VET legislative requirements.
