

22. Assessment Records Policy and Procedure

Purpose:

This policy and procedure is to be used by Culinary Solutions Australia Pty Ltd. to collect, store and protect assessment records of individual candidates to meet activity requirements

Scope:

This policy covers all assessment activities and documents associated with the AQF Standards for Registered Training Organisations (RTO's)

Definitions:

Assessment Records covers all documentation and information relating to assessment activities. It includes but is not limited to:

- Candidate enrolment data
- Commencement and completion dates for individuals of all competency units
- Individual candidate assessment information for each unit of competency
- Information on awards issued (award, date, certificate number)
- Individual candidate participation data (assignments, assessments attendance etc.)
- Documentation/records of complaints and appeals
- Recognition process documents (application and results)
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Policy:

Culinary Solutions Australia Pty Ltd is committed to maintain and safeguard the confidentiality and privacy of all individual candidate information. It will document and implement procedures to assure the integrity, accuracy and currency of records

Individual candidate records will be stored (including the backup of all electronic records) in a secure area and safeguard in place to minimise loss, unauthorised access and use, modification or misuse

Candidate results will be archived for a period of not less than 30 years

Assessment records will be collected and stored to meet the requirements of external reporting requirements

Access to individual assessment records must meet Commonwealth and State Privacy legislation and will be limited to:

Individuals wishing to access their personal records

- Individuals authorising releases of specific information to third parties
- Culinary Solutions Australia Pty Ltd staff that require the information for their job role

- Office of Training and Tertiary Education or their representative for activities under the AQF Standards for Registered Training Organisations
- Legal requirements (e.g. subpoena/search warrants/social service benefits/evidence act)

Culinary Solutions Australia Pty Ltd's Training manager will be the person responsible for the implementation and maintenance of the policy

Procedure:

Each individual candidate will have a personal file for storage of assessment records

Candidates assessment records will be stored in a secure manner (individual files in locked cabinets; electronic files with access by password)

All assessors involved in the program will be advised of their responsibilities under this policy

Requests for access to the information must be in writing and the release of information the decision of Culinary Solutions Australia's Training Manager

Records of candidates' results will be as per the State or Territory registering body requirements

Information on Culinary Solutions Australia Pty Ltd's Assessment Records Policy and Procedures will be included in the Assessment Candidate Kit

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