

Student Access to Records

At the Institute of Education and Training we acknowledge that students may need access to their records in order to monitor their progress and participation. The Institute of Education and Training will facilitate access to records to a student on request.

Requesting access to records

Students who require access to their records are required to complete a Records Request Form. This form can be obtained from any Institute of Education and Training staff member. It is the responsibility of all staff to respond positively to these requests and assist the student to complete the request form and facilitate access.

It should be noted that access will only be provided to the student in person and only after identification has been confirmed. Photo ID is required. The Institute of Education and Training also requires the payment of an administrative fee of \$10.00 if the student requires a copy of their records. This is a one-off admin fee that is only payable where copies are requested to take away by the student. If the student is simply requesting access to view records then this incurs no cost. The student does however need to complete the Records Request Form on all occasions where access is requested. The completed Records Request Form can be submitted to any staff member who will pass the request to the appropriate personnel. The Institute of Education and Training will respond to the request within two business days.

What records can be accessed?

The Records Request Form seeks to identify what specific records are requested to access. These may include:

- hard copy records from your student file which will include enrolment administrative records and assessment evidence.
- activity data which is contained within the Institute of Education and Training student management system including your electronic training plan and details of awarded units of competency.

How are records accessed?

Once a student has requested access to records, a staff member will organise for the student to attend the Institute of Education and Training office where controlled access

will be provided. Controlled access means, hardcopy records may be viewed by the student in the presence of an Institute of Education and Training staff member.

Students who request activity data from the Institute of Education and Training student management system can be provided this in a printed report format which details all activity recorded within the student's training plan for any specific enrolment which includes achievement of units of competency. Where records are to be mailed, registered mail must be used.

If a request is received from someone other than the Candidate themselves, the requesting party will be advised that this information can only be released to them upon the Institute of Education and Trainings receipt of written consent from the Student.

Students who request to access their records are to be provided with this access at the earliest opportunity. The Institute of Education and Training is committed to maintaining a transparent and equitable training environment.

Access by external authorities

The Australian Skills Quality Authority is entitled to collect activity data about a student's enrolment and achievements. This information includes all information submitted by the student during the enrolment process. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information provide by students may be accessed by Commonwealth officers and by the National Centre for Vocational Education Research (NCVER) for statistical research purposes.

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