



Completed Assessment Items Retention Policy and Procedure

TABLE OF CONTENTS

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
4.	POLICY STATEMENT	3
5.	PROCEDURE	3
6.	RESPONSIBILITIES	4

1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) completed assessment retention policy and procedure. It sets out how the College ensures it meets the requirements of ASQA's *General direction—Retention requirements for completed student assessment items*, and the requirements of Schedule 5, Clause 4(g) and 8(b) of the *Standards for Registered Training Organisations (RTOs) 2015*.

2. SCOPE

- 2.1 This document applies to all staff in the College.

3. DEFINITIONS

- 3.1 *Assessment*: is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a training package or by the learning outcomes of an accredited course.
- 3.2 *Assessment tools*: includes the following components — context and conditions of assessment, tasks to be administered to the learner, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).
- 3.3 *Completed learner assessment items*: is the actual item(s) of work completed by a learner or evidence of that work, including evidence collected for an RPL process. An assessor's completed marking guide, criteria, and observation checklist for each learner may be sufficient where it is not possible to retain the learner's actual work. However, the retained evidence must have enough detail to demonstrate the assessor's judgement of the learner's performance against the standard required.
- 3.4 *RPL*: is recognition of prior learning
- 3.5 *Records*: is the electronic record of learner results.
- 3.6 *Securely retain*: is to retain records in a manner that safeguards them against unauthorised access, fire, flood, termites or any other pests, and which ensures that copies of records can be produced if the originals are destroyed or inaccessible. Records may be in hard copy or electronic format.

4. POLICY STATEMENT

- 4.1 The College will securely retain, and be able to produce in full at audit if requested to do so, all completed learner assessment items for each learner, as per the definition above, for a period of six months from the date on which the judgement of competence for the learner was made.
- 4.2 The College will retain records of AQF certification documentation (testamurs and statements of attainment) issued for a period of 30 years.

5. PROCEDURE

- 5.1 Trainers and assessors are responsible for the collection of completed learner assessment items for marking.
- 5.2 Once the assessment items have been marked, the trainer and assessor will enter the results into Moodle.

- 5.3 The Head of Product will then arrange for the moderation of a sample of learner assessments to be undertaken in line with the College Assessment Validation and Moderation Policy and Procedure.
- 5.4 Once the moderation process is complete, the responsible trainer and assessor will amend any learner results on Moodle as directed by the outcome of the moderation process.
- 5.5 Once any required amendments have been made to learner results in Moodle, the Head of Product will authorise the results be pushed to the College records management system. Learner results are considered final at this step in the process.
- 5.6 The trainer and assessor is responsible for the retention of all completed assessment items for the minimum six-month required duration, either in hard copy (if practical) or electronic copy (if not practical). If electronic retention is required, the responsible trainer and assessor will scan or collect all applicable items and store as appropriate on the learner's file.
- 5.7 Completed hard copy assessment items will be retained on the College campus only. Electronic copies of assessment items will be retained in cloud-based storage.
- 5.8 The Head of Product and responsible trainer and assessor will establish reminders in six-month's time that the completed assessment items can be disposed of securely.
- 5.9 The responsible trainer and assessor will dispose of all hard copy completed assessment items by either shredding or through secure document disposal methods. Electronic completed assessment items can be deleted.
- 5.10 All records of learner results, and records of AQF certification documentation (testamurs and statements of attainment), will be retained for a period of 30 years. Backups of the learner records management system are completed daily and stored in cloud-based storage.

6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R			X			X			
A	X								
S									
C									X
I		X		X			X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

Policy and Procedure Contact Person	Rupi Malhi
Contact Details	ceo@laneway.edu.au

Revision History			
Date	Version	Description of Modifications	Approved By
11/10/2017	1.0	Original	Dan Wortley
12/10/2017	1.1	Minor content edits	Dan Wortley
18/03/2019	2.0	Change to company name	Dan Wortley
04/06/2019	2.1	Minor document format and content edits	Stuart Hicks
25/07/2023	2.2	Contact person updated	Rupi Malhi