

Student Access to Records

Purpose

To ensure that Advanced Training institute ensures that students have timely and accurate records of their participation and progress.

Scope

This policy applies to the Advanced Training's full scope of operations of the RTO.

Principles

Advanced Training institute is committed to meeting its obligations under the Standards for Registered Training Organisations 2015.

Policy

ATI is committed to student's receiving timely and accurate information about their participation and progress in the training course enrolled in.

ATI will monitor student's participation and progress through the following records and data

- Attendance at scheduled classes
- Submission of assessment tasks
- Results of assessment tasks
- Practical placement feedback

Procedure

1. Attendance Records will be kept and recorded by the student support officer
2. Submission of assessment tasks will be recorded accurately and reliably by the student Support officer
3. Assessment results submitted by the ATI assessor will be recorded in the student management system and on a quarterly basis students will receive a progress report of their participation and progress obtained from ATI's Student Management System

4. Students can seek information about their participation at any time and the method for accessing records will be communicated in the Student handbook.

Definitions

Record	Record means a written, printed, or electronic document providing evidence that activities have been performed.
Participation	Engage in the learning and assessment activities as facilitated and described by ATI's training and assessment strategy including attending classes, undertaking practical placement where relevant and completing assessment tasks.

Standards for Registered Training Organisations 2015

3.4.	Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.
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Change History

Version	Approval Date	Approved by		Change
		CEO	Delegate	
2.1	March 2015	CEO	Compliance	As per SRTOs 2015
2	28 August 2014	Omar	Rod	As per SNR 2012
1	30 August 2012	Omar		

