

**Disposal Schedule  
for  
Functional records of the  
Tasmanian Qualifications  
Authority**

**Disposal Authorisation No. 2299**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) , or by phoning 03 6165 5581.

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2299**

**Title:** **Disposal Schedule for Functional records of the  
Tasmanian Qualifications Authority**

**Authorisation:**

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History  
Build Status**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>	<b>Sections</b>
1.1	August 2014	Sam Foster-Davies	Class revision	Update base document template, and revision to class 05.02.08
1.0	November 2008	David Benjamin	Initial Release	All

**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
		Change to class

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of the Tasmanian Qualifications Authority.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.



## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

## **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<b>01.00.00</b>	<b>AUTHORITY MANAGEMENT</b> The function of managing the Tasmanian Qualification Authority. Includes providing formal statements, briefing notes, discussion papers and reports.  <i>See DA 2157 for records documenting:</i> <ul style="list-style-type: none"> <li>• Remuneration payments made to the members of the Authority</li> <li>• Development and revision of strategic, corporate and business plans including final versions of plans</li> <li>• Preparation and passing of legislation</li> <li>• Records documenting strategic plans promulgated by the Authority</li> </ul>	
<b>01.01.00</b>	<b>Board Management (AUTHORITY MANAGEMENT)</b> The activities involved in managing the agency's governing body.	
01.01.01	Records documenting the appointment and resignation/retirement of the members of the Governing Body of the Authority	PERMANENT
<b>01.02.00</b>	<b>Board Meetings (AUTHORITY MANAGEMENT)</b> The activities associated with the conduct and management of board meetings. Includes arrangements, agenda, proceedings, minutes and reports.  <i>See 01.03.00 for the meetings of committees and task forces.</i> <i>See DA No 2157 for meetings at conferences</i>	
01.02.01	Master sets of Board minutes, papers and briefing notes	PERMANENT
01.02.02	Records relating to major issues raised with the board or board members including: <ul style="list-style-type: none"> <li>• reports on general educational matters</li> <li>• submissions for/by the board</li> <li>• issues raised by other agencies relating to education</li> </ul>	PERMANENT
01.02.03	Records relating to routine issues not included in 01.02.02 (above).	TEMPORARY Destroy 7 years after action completed
01.02.04	Arrangements for meetings including scheduling, advising meeting times, booking venues, and arranging transport for board members	TEMPORARY Destroy 2 years after action completed
<b>01.03.00</b>	<b>Committees (AUTHORITY MANAGEMENT)</b> The activities associated with the management of committees and task forces of the Authority. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.  <i>See DA No 2157 for forums and the meetings of individuals and groups that are not considered committees</i>	
01.03.01	Records documenting agenda, minutes and meeting papers of committees. Includes meetings of the Senior Assessment Review Committee (SARC).  <i>See 05.02.00 for investigations into candidate misconduct that are presented to SARC for determination.</i>	PERMANENT
01.03.02	Records documenting the establishment of committees to assist the Authority in carrying out its functions	PERMANENT
01.03.03	Records documenting conduct and administration of committees.	TEMPORARY Destroy 2 years after action completed

<b>01.04.00</b>	<b>Compliance (AUTHORITY MANAGEMENT)</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series	
01.04.01	Records documenting internal reviews and surveys of the whole organisation that are not part of normal compliance internal audits and reviews	TEMPORARY Destroy 10 years after date of last audit or review
01.04.02	Records documenting the Authority's compliance with external standards	TEMPORARY Destroy 7 years after action completed
<b>01.05.00</b>	<b>Policy (AUTHORITY MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.  <i>See 01.04.00 for government policy that the organisation is obligated to adopt under legislative or regulatory requirements.</i>	
01.05.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>01.06.00</b>	<b>Reporting (AUTHORITY MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.  <i>For final version of the agency annual report see DA No. 2157.</i>	
01.06.01	Records documenting reporting by the Governing Body to the Minister.	PERMANENT
01.06.02	Records documenting reporting by the Governing Body to federal agencies.	TEMPORARY Destroy 10 years after date of last action
01.06.03	Records documenting reporting to the governing body by the agency.	TEMPORARY Destroy 5 years after date of last action
<b>02.00.00</b>	<b>COURSE DEVELOPMENT</b> The function of developing and managing courses. Includes the activities of developing and reviewing courses, including training packages.	
<b>02.01.00</b>	<b>Advice (COURSE DEVELOPMENT)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.  <i>See DA No. 2157 for:</i> <ul style="list-style-type: none"> <li>• <i>advice given to individuals on personnel matters;</i></li> <li>• <i>responses to the Government's request for advice or comments; and</i></li> <li>• <i>legal advice furnished to the organisation by external and internal sources.</i></li> </ul>	

02.01.01	Records documenting advice provided and received by the agency regarding the development of courses. Includes both advice received, and given by the organisation.  <i>See 02.02.00 for advice relating to specific course preparation projects.</i>	TEMPORARY Destroy 10 years after action completed
<b>02.02.00</b>	<b>Course Preparation (COURSE DEVELOPMENT)</b> The activities associated with the preparation of Tasmanian Qualifications Authority (TQA) courses and support materials for delivery. These may include course documents, syllabus, standards and supplementary material.  <i>See 05.01.00 for Accreditation of courses.</i>	
02.02.01	Master copies of examination papers.  <i>See 02.02.05 for records documenting the development of examination papers.</i>	PERMANENT
02.02.02	Record documenting course modifications for TQA facilitated courses, including proposed modifications that are not proceeded with.  <i>For externally developed/facilitated courses and accreditation of the modification use 05.01.00.</i>	TEMPORARY Destroy 11 years after superseded
02.02.03	Records documenting the facilitation of the development of new senior secondary syllabuses and courses by the agency. Includes meetings with subject experts and industry and educational stakeholders.  <i>For records documenting externally developed/facilitated courses and the accreditation of the finalised course by the agency, use 05.01.00</i>	TEMPORARY Destroy 11 years after superseded
02.02.04	Records documenting projects to improve course development	TEMPORARY Destroy 10 years after action completed
02.02.05	Records documenting the drafting and publication of examination papers.  <i>See 02.02.01 for records documenting the final versions of examination papers.</i>	TEMPORARY Destroy 1 year after exam is held
<b>02.03.00</b>	<b>Distribution (COURSE DEVELOPMENT)</b> The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.	
02.03.01	Records documenting the distribution of course development aids and material.  Includes records relating to the distribution of newsletters, brochures, library materials, catalogues and webpages containing distributed information and documents. Also includes mailing and address lists.	TEMPORARY Destroy 5 years after action completed
<b>02.04.00</b>	<b>Joint Ventures (COURSE DEVELOPMENT)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.  <i>See 02.01.00 for formal advisings.</i> <i>See 02.05.00 for other collaboration between organisations that are not considered joint ventures.</i>	

02.04.01	Records documenting joint ventures with other organisations to assess and improve assessment processes and course development.	TEMPORARY Destroy 10 years after action completed
<b>02.05.00</b>	<b>Liaison (COURSE DEVELOPMENT)</b> The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 02.01.00 for formal advisings. See 02.04.00 for collaboration between organisations that involves contracts, joint contributions of time and/or funding. See 02.06.00 for liaison through meetings. See 02.02.00 for liaison with course developers. See 04.00.00 for liaison with course providers and trainers. See DA No. 2157 for relationships with Government agencies.</i>	
02.05.01	Records documenting liaison with course providers.	TEMPORARY Destroy 2 years after action completed
02.05.02	Records documenting liaison with other State and Federal agencies for the development and endorsement of national training packages	TEMPORARY Destroy 1 year after action completed
<b>02.06.00</b>	<b>Meetings (COURSE DEVELOPMENT)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.	
02.06.01	Records documenting course development meetings. Includes agenda, briefing papers, and minutes.  <i>See 02.02.00 for meetings relating to specific course preparation projects.</i>	TEMPORARY Destroy 2 years after action completed
<b>02.07.00</b>	<b>Planning (COURSE DEVELOPMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 for overall planning to achieve corporate objectives</i>	
02.07.01	Records documenting course development meetings. Includes agenda, briefing papers, and minutes.  <i>See 02.02.00 for meetings relating to specific course preparation projects.</i>	TEMPORARY Destroy 2 years after action completed
02.07.02	Records documenting the setting of objectives of the organisation regarding course development	TEMPORARY Destroy 10 years after superseded.
<b>02.08.00</b>	<b>Policy (COURSE DEVELOPMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.  <i>See DA No. 2157 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements.</i>	
02.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT

<b>02.09.00</b>	<b>Procedures (COURSE DEVELOPMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
02.09.01	Records documenting the development of procedures and final versions of agency manuals and instructions governing course development.	TEMPORARY Destroy 7 years after action completed
<b>02.10.00</b>	<b>Reporting (COURSE DEVELOPMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
02.10.01	Records documenting periodic reporting against plans, objectives and standards governing course development activities and processes. Includes reporting against quality standards, statistics and surveys. Also includes regular reporting on course development activities to central agencies and the Minister's office.	TEMPORARY Destroy 5 years after action completed
<b>02.11.00</b>	<b>Reviewing (COURSE DEVELOPMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
02.11.01	Records documenting curriculum and assessment framework reviews for senior secondary school syllabuses.	TEMPORARY Destroy 11 years after action completed
02.11.02	Records documenting reviews of training packages.	TEMPORARY Destroy 4 years after date of last action
02.11.03	Records documenting the review of Australian Quality Training Framework (AQTF) standards.	TEMPORARY Destroy 1 year after action completed
<b>03.00.00</b>	<b>DATA AND STATISTICS</b> The function of collecting, reporting and analysing data under relevant law.  <i>See DA No. 2157 for the maintenance of the systems containing the data.</i>	
<b>03.01.00</b>	<b>Data Administration (DATA AND STATISTICS)</b> The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.  <i>See DA No. 2157 for the management of the system that supports the data.</i>	
03.01.01	Records documenting the administration of access to the data in the system. Includes passwords, security and access permissions and classifications.	TEMPORARY Destroy 7 years after action completed
03.01.02	Records documenting the maintenance and use of data held in systems including data migrating strategies and the application of processes to protect data from accidental loss or corruption.  Includes requests for changes to data, maintenance of data dictionaries/metadata, classification, thesauri, indexing and disposal tools. Also includes counter disaster and vital records procedures and policies. Also includes manuals explaining how to use the data.	TEMPORARY Destroy 2 years after action completed

<b>03.02.00</b>	<b>Data Analysis (DATA AND STATISTICS)</b> The activities associated with the analysis of data.  <i>See 03.10.00 for reports resulting from analysis of the data.</i>	
03.02.01	Records documenting analysis of raw data for reporting, monitoring or quality management purposes. Includes statistical data queries and formulae.	TEMPORARY Destroy 5 years after action completed
<b>03.03.00</b>	<b>Data Collection (DATA AND STATISTICS)</b> The activities associated with collecting and capture of data in agreed formats. Data includes senior secondary results and Vocational Education and Training (VET) in schools results.	
03.03.01	Records documenting the outcomes and analysis of studies and trials into the Vocational Education and Training (VET) sector that are undertaken by the agency either alone or in cooperation with other stakeholders/regulators.	PERMANENT
03.03.02	Records documenting other studies and trials conducted into the education sector by the agency, either alone or in cooperation with other stakeholders/regulators.  <i>See 03.10.01 for records documenting reports.</i>	TEMPORARY Destroy when reference ceases
<b>03.04.00</b>	<b>Distribution (DATA AND STATISTICS)</b> The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.	
03.04.01	Records documenting the distribution of data and statistical reports from the databases.	TEMPORARY Destroy 2 years after action completed.
<b>03.05.00</b>	<b>Enquiries (DATA AND STATISTICS)</b> The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.  <i>See DA No. 2157 for investigations of inquiry by parliamentary committees.</i>	
03.05.01	Records documenting enquiries from other agencies and stakeholders seeking data and statistics on various matters related to the core functions of the agency, such as education providers and Tasmanian Certificate of Education (TCE) statistics.	TEMPORARY Destroy 7 years after action completed.
<b>03.06.00</b>	<b>Joint Ventures (DATA AND STATISTICS)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
03.06.01	Records documenting joint venture agreements and contracts for the sharing and/or joint production of data and statistics.	TEMPORARY Destroy 7 years after termination of contract or agreement.
<b>03.07.00</b>	<b>Meetings (DATA AND STATISTICS)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.	

03.07.01	Records documenting meetings concerning collection and maintenance of data on education providers, qualifications management and student results. Includes discussion agenda, minutes, meeting papers.	TEMPORARY Destroy 5 years after action completed.
<b>03.08.00</b>	<b>Policy (DATA AND STATISTICS)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
03.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	TEMPORARY Destroy 10 years after superseded.
<b>03.09.00</b>	<b>Procedures (DATA AND STATISTICS)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
03.09.01	Records documenting current procedures and associated documents including internal guidelines, checklists, proformas, questionnaires, forms approved by management.	TEMPORARY Destroy 10 years after superseded
03.09.02	Records documenting draft procedures and associated documents including internal guidelines, checklists, pro formas, questionnaires forms.	TEMPORARY Destroy 5 years after action completed.
<b>03.10.00</b>	<b>Reporting (DATA AND STATISTICS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
03.10.01	Records documenting statistical reports.  <i>See 03.03.02 for records documenting studies and trials.</i>	TEMPORARY Destroy 10 years after action completed
03.10.02	Records documenting reporting to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
<b>03.11.00</b>	<b>Research (DATA AND STATISTICS)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.  <i>See 03.08.00 for research into the formulation of policy.</i>	
03.11.01	Records documenting research supporting the data and statistics function. Includes surveys and publications.	TEMPORARY Destroy 5 years after action completed
<b>03.12.00</b>	<b>Reviewing (DATA AND STATISTICS)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
03.12.01	Records documenting formal reviews of data and statistics, methods of collection, analytical techniques and tools, dissemination methods, including proposals for improvements and quality reviews.	TEMPORARY Destroy 10 years after action completed



<b>04.00.00</b>	<b>EDUCATION AND TRAINING PROVIDER MANAGEMENT</b> The function of formal approval and recognition of organisations to provide education and/or training services under Australian/Tasmanian policy and regulatory framework for education and training providers. Includes the activities of audits/assessments, compliance management, registration and complaints handling.  <i>See 05.01.00 for course accreditation.</i>	
<b>04.01.00</b>	<b>Compliance (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.  <i>For compliance processes resulting in administrative or legal appeals or prosecutions see DA No. 2157.</i>	
04.01.01	Records documenting the audit of training/education providers. Includes records of investigations that arise from the audit.	TEMPORARY Destroy 7 years after accreditation of the training provider ceases
04.01.02	Records documenting complaints against and any subsequent investigations of a training or education provider whether substantiated or not.	TEMPORARY Destroy 7 years after accreditation of the training provider ceases
<b>04.02.00</b>	<b>Distribution (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.	
04.02.01	Records documenting the distribution of publications to training organisations/education providers and other stakeholders.	TEMPORARY Destroy 2 years after action completed
<b>04.03.00</b>	<b>Implementation (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  <i>See 04.12.00 to re-evaluate the objectives of the plan, procedures etc., that was implemented. See DA No. 2157 for records documenting the implementation of the agency's business plan.</i>	
04.03.01	Records documenting the implementation of standards such as Australian Quality Training Framework (AQTF).	TEMPORARY Destroy 5 years after standard superseded
<b>04.04.00</b>	<b>Liaison (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 04.05.00 for liaison through meetings. See DA No. 2157 for relationships with Government agencies.</i>	

04.04.01	Records documenting liaison related to collaborative and cooperative recognition functions.  <i>For other liaison with education and training providers see 04.04.02</i>	TEMPORARY Destroy 10 years after action completed.
04.04.02	Records documenting liaison with education and training providers	TEMPORARY Destroy 5 years after date of last action.
<b>04.05.00</b>	<b>Meetings (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.  Includes arrangements, agenda, taking of minutes etc.	
04.05.01	Records documenting meetings convened by the agency with stakeholders and other federal and State agencies.	TEMPORARY Destroy 10 years after action completed.
<b>04.06.00</b>	<b>Planning (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 for overall planning to achieve corporate objectives</i>	
04.06.01	Records documenting planning to support the function of education and training provider management. Includes the formulation of planning objects, planning new projects and planning for quality improvement.	TEMPORARY Destroy 5 years after superseded.
<b>04.07.00</b>	<b>Policy (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.  Includes arrangements, agenda, taking of minutes etc.	
04.07.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>04.08.00</b>	<b>Procedures (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
04.08.01	Records documenting the development of guidelines for the approval of new universities and the recognition of overseas universities.	TEMPORARY Destroy 10 years after superseded.
04.08.02	Guidelines for the approval of new universities and the recognition of overseas universities	PERMANENT
04.08.03	Records documenting procedures and guidelines laid down by the organisation for the conduct of audits and registration processes, including both internal guidelines and guidelines produced for education providers	TEMPORARY Destroy 10 years after superseded.
<b>04.09.00</b>	<b>Registration (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities associated with the registration and ongoing monitoring of education and training providers under Australian/Tasmanian policy and regulatory framework. Includes audits/assessments against National/State requirements, formal processes, issuing of certificates, ongoing maintenance, scope amendments and setting conditions.	

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04.09.01	Records documenting the issue of certificates to training and education providers.	PERMANENT
04.09.02	Records documenting the revocation, suspension or amendment of the registered status of a training or education provider where a new certificate is NOT issued. Includes reports by training and education providers of any changes in name, legal status, location, ownership, mode of delivery.  <i>See 04.09.05 for records of revocation, suspension or amendment of registered status where a certificate is issued.</i>	PERMANENT
04.09.03	Records documenting applications for the successful registration, renewal of registration or variation of registration as a training provider.  <i>See 04.09.05 for records of revocation, suspension or amendment of registered status where a new certificate is issued.</i> <i>See 04.09.02 for records of revocation, suspension or amendment of registered status where a new certificate is issued.</i>	TEMPORARY Destroy 10 years after registration ceases.
04.09.04	Records documenting applications for the unsuccessful registration, renewal of registration or variation of registration as a training provider.	TEMPORARY Destroy 10 years after application.
04.09.05	Records documenting the revocation, suspension or amendment of the registered status of a training or education provider where a new certificate is issued. Includes reports by training and education providers of any changes in name, legal status, location, ownership, mode of delivery.  <i>See 04.09.02 for cases where is new certificate is not issued.</i> <i>See 04.09.03 for Registration of Education and Training Providers.</i> <i>See 04.09.01 for amended certificates issued.</i>	TEMPORARY Destroy 10 years after action completed.
04.09.06	Records documenting entries made on the National Training Information Service (NTIS) register.	TEMPORARY Destroy when reference ceases.
<b>04.10.00</b>	<b>Reporting (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
04.10.01	Records documenting reports issued to or received from other registering bodies concerning registered training organisation or applicants for registration.	TEMPORARY Destroy 10 years after action completed.
<b>04.11.00</b>	<b>Research (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.  <i>See 04.07.00 for research into the formulation of policy.</i>	
04.11.01	Records documenting research supporting the regulation and management of education and training providers. Includes surveys, projects, business cases.	TEMPORARY Destroy 10 years after action completed.

<b>04.12.00</b>	<b>Reviewing (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
04.12.01	Records documenting external reviews of education and training provider regulation and management.	PERMANENT
04.12.02	Records documenting internal reviews of education and training provider regulation and management. Includes business cases, quality improvement, surveys. Includes reviews commissioned from external consultants.	TEMPORARY Destroy 5 years after action completed.
<b>04.13.00</b>	<b>Standards (EDUCATION &amp; TRAINING PROVIDER MANAGEMENT)</b> The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
04.13.01	Records documenting the process of implementing industry benchmarks and standards operating in the provider management area. Includes the actual guidelines and the monitoring of their operation.	TEMPORARY Destroy 10 years after superseded
<b>05.00.00</b>	<b>QUALIFICATION MANAGEMENT</b> The function of managing qualifications granted by senior secondary institutions and registered training providers. Includes the activities involved in accreditation of courses and qualifications, moderation of courses to improve consistency of assessment results and standards, assessment of senior secondary students and issuing qualifications, including investigations and inspections. Also includes the recognition of informal learning, and recognition of overseas or interstate qualifications.	
<b>05.01.00</b>	<b>Accreditation (QUALIFICATION MANAGEMENT)</b> The activities associated with formally certifying that courses meet a required standard. Includes the accreditation of higher education courses, senior secondary courses, Vocational Education and Training (VET) accreditation and new qualifications.	
05.01.01	Records documenting student academic results transferred to the agency as a result of an education or training provider ceasing operation. Includes the issue of statements of attainment for incomplete qualifications.	PERMANENT
05.01.02	Records documenting successful applications for the accreditation of courses.	PERMANENT
05.01.03	Records documenting changes to accredited courses, including cancellation of accreditation.	PERMANENT
05.01.04	Records documenting unsuccessful applications for the accreditation of courses.	TEMPORARY Destroy 7 years after action completed
05.01.05	Records documenting advice provided to course developers seeking accreditation of their courses.	TEMPORARY Destroy 7 years after action completed
05.01.06	Records documenting entries made on the National Training Information Service (NTIS) register.	TEMPORARY Destroy when reference ceases

<b>05.02.00</b>	<b>Assessment (QUALIFICATION MANAGEMENT)</b> The activities associated with assessment and examination of senior secondary students. Includes conduct of exams.	
05.02.01	Records documenting equivalence assessment of overseas and interstate results of individual candidates for inclusion in the Tasmanian Certificate of Education (TCE).  <u>See</u> 05.02.03 for assessments of overseas qualifications using the National Office of Overseas Country Education Profiles.	PERMANENT
05.02.02	Records documenting student enrolment details.  <i>Note This is a report generated annually (a snapshot of each individual) from the database.</i> <u>See</u> 05.02.07 for the live data.	PERMANENT
05.02.03	Records documenting the assessment of overseas qualifications using the National Office of Overseas Country Education Profiles.  <u>See</u> 05.02.01 for assessments of overseas and interstate results of individual candidates for inclusion in the Tasmanian Certificate of Education (TCE).	PERMANENT
05.02.04	Records documenting assessment panel determinations. Includes subject awards and criteria ratings for Tasmanian Certificate of Education (TCE) subjects, marking examination papers, Tertiary Education Rank (TER) scores and rankings, collection of Vocational Education and Training (VET) in schools outcomes.	TEMPORARY Destroy 7 years after action completed
05.02.05	Records documenting student requests for exemption from compulsory assessments such as examinations. Includes both rejected and accepted requests.	TEMPORARY Destroy 7 years after date of last action
05.02.06	Records documenting the administrative conduct of exams, including arranging venues, obtaining invigilators, issuing timetables, the delivery of exam materials to the venue, checking candidate eligibility and attendance, and the collection and delivery of papers from the exam venue once the examination process is finalised.	TEMPORARY Destroy 2 years after action completed
05.02.07	Enrolment and student academic results held in the live database.  <u>See</u> 05.02.02 for the annual snapshots of the live data. <u>See</u> 05.04.01 for the final student results.	TEMPORARY Destroy 1 year after date of last action
05.02.08	Tasmanian Certificate of Education (TCE) examination scripts and work submitted by candidates for assessment which is not returned to the candidate.	TEMPORARY Destroy 6 months after exam date
05.02.09	Records documenting investigations of candidates for suspected misconduct that are proven, including follow-up disciplinary action.  <u>See</u> 01.02.01 for decisions of the Senior Assessment Review Committee (SARC) for determinations on student misconduct	TEMPORARY Destroy 7 years after action completed

05.02.10	Records documenting investigations of candidates for suspected misconduct that are not proven.  <i>See 01.02.01 for decisions of the Senior Assessment Review Committee (SARC) for determinations on student misconduct.</i>	TEMPORARY Destroy 2 years after action completed
<b>05.03.00</b>	<b>Ceremonies (QUALIFICATION MANAGEMENT)</b> The activities associated with arranging and managing a formal act performed for a special occasion.	
05.03.01	Records documenting annual awards ceremonies to celebrate outstanding achievement by Tasmanian students. Includes certificate of achievement presented to students.  <i>See 05.04.00 for Tasmanian Certificate of Education (TCE) certificates.</i>	PERMANENT
05.03.02	Records documenting administrative arrangements for ceremonies including: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>05.04.00</b>	<b>Certification (QUALIFICATION MANAGEMENT)</b> The activities associated with issuing of qualifications certified by the Tasmanian Qualifications Authority (TQA). Includes changes recorded in the Qualification Databases	
05.04.01	Records documenting students final Tasmanian Certificate of Education (TCE) subject awards and personal information, including name, address, date of birth. Includes subject awards and criteria ratings for TCE subjects, marking examination papers, Tertiary Education Rank (TER) scores and rankings, collection of Vocational Education and Training (VET) in schools outcomes.	PERMANENT
05.04.02	Records documenting requests for result data to be changed.	TEMPORARY Destroy 25 years after date of last action
05.04.03	Records documenting the certificates and transcripts of results issued by the agency. Including Tasmanian Certificate of Education (TCE) and Vocational Education and Training (VET) in Schools certificates and statements of attainment.	TEMPORARY Destroy 6 months after date of last action
<b>05.05.00</b>	<b>Committees (QUALIFICATION MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.	
05.05.01	Records documenting meetings concerned with the development of assessment procedures and standards. Includes marking schemas and scaling committees.	PERMANENT
<b>05.06.00</b>	<b>Complaints - assessment (QUALIFICATION MANAGEMENT)</b> The activities associated with handling complaints about Assessment decisions.	

05.06.01	<p>Records documenting complaints against assessment processes or results that result in significant changes to policy or procedure.</p> <p>Examples include complaints that</p> <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes.</li> </ul>	PERMANENT
05.06.02	Records documenting complaints against assessment processes or results that do not result in significant changes to agency policy or procedure.	TEMPORARY Destroy 7 years after action completed
05.07.00	<p><b>Distribution (QUALIFICATION MANAGEMENT)</b></p> <p>The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.</p>	
05.07.01	Records documenting request for transcripts.	TEMPORARY Destroy 1 year after action completed
05.07.02	<p>Records documenting requests for copies of examiners' assessments, including marked copies of exam scripts or other assessable work submitted.</p> <p><i>See 05.06.00 where these records are part of a complaints process and sentence them with the other records of the complaint/review.</i></p>	TEMPORARY Destroy 1 year after action completed
05.08.00	<p><b>Enquiries (QUALIFICATION MANAGEMENT)</b></p> <p>The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.</p> <p><i>See DA No. 2157 for investigations of inquiry by parliamentary committees.</i></p>	
05.08.01	Records documenting the provision of information and referrals to people with overseas qualifications seeking recognition of their skills in Australia	TEMPORARY Destroy 7 years after action completed or when student reaches the age of 25 years, whichever is the later.
05.09.00	<p><b>Liaison (QUALIFICATION MANAGEMENT)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p>	
05.09.01	<p>Records documenting liaison concerning the management of qualifications in the Tasmanian secondary school sector. Includes liaison with professional bodies such as teachers, educators.</p> <p><i>See 02.05.00 for liaison with professional bodies and industry over the actual design of courses.</i></p>	TEMPORARY Destroy 2 years after action completed.
05.10.00	<p><b>Moderation (QUALIFICATION MANAGEMENT)</b></p> <p>The activities associated with improving consistency of assessment results and ensuring the consistency of standards. Includes appointments of moderators.</p> <p><i>See 05.13.00 for procedures governing the moderation process</i></p>	

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05.10.01	Records documenting moderation of assessment processes for Registered Training Organisations delivering training packages.	TEMPORARY Destroy 7 years after action completed.
05.10.02	Records documenting secondary school subject moderation reports.	TEMPORARY Destroy 7 years after action completed
05.10.03	Records documenting moderation tasks	TEMPORARY Destroy 7 years after date of last action
05.10.04	Records documenting correspondence with moderators and schools regarding participation in the moderation process and completion of moderation tasks. Includes situation where schools or teachers fail to adequately participate by lack of attendance or failure to complete the moderation task.	TEMPORARY Destroy 7 years after date of last action
05.10.05	Records documenting the arrangement of moderation meetings	TEMPORARY Destroy 1 year after action completed
05.10.06	Records documenting the selection and appointment of moderators	TEMPORARY Destroy 1 year after appointment ceases
<b>05.11.00</b>	<b>Planning (QUALIFICATION MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 for overall planning to achieve corporate objectives</i>	
05.11.01	Records documenting the plans to improve the assessment of qualifications and the granting of certification under the TCE. Includes the TCE-VET equivalence project.	TEMPORARY Destroy 10 years after superseded.
<b>05.12.00</b>	<b>Policy (QUALIFICATION MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.  <i>See DA No. 2157 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements.</i>	
05.12.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>05.13.00</b>	<b>Procedures (QUALIFICATION MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy	
05.13.01	Records documenting guidelines issued to external course developers on how to gain accreditation for their courses.	TEMPORARY Destroy 11 years after superseded
05.13.02	Records documenting procedures for handling grievances against assessment processes or results.	TEMPORARY Destroy 10 years after action completed.
05.13.03	Records documenting procedures for the conduct of examinations	TEMPORARY Destroy 10 years after superseded



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05.13.04	Records documenting moderation procedures. Includes the Tasmanian Qualifications Authority (TQA) senior secondary handbook.	TEMPORARY Destroy 5 years after superseded.
<b>05.14.00</b>	<b>Production (QUALIFICATION MANAGEMENT)</b> The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.	
05.14.01	Records documenting the production of Tasmanian Certificate of Education (TCE) Certificates.	TEMPORARY Destroy 1 year after action completed
<b>05.15.00</b>	<b>Recognition (QUALIFICATION MANAGEMENT)</b> The activities associated with recognising informal learning for inclusion on the Tasmanian Certificate of Education (TCE).	
05.15.01	Records documenting the assessment and final decisions on applications seeking recognition of informal learning.	PERMANENT
<b>05.16.00</b>	<b>Reviewing (QUALIFICATION MANAGEMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
05.16.01	Records documenting external reviews of qualification management	PERMANENT
05.16.02	Records documenting internal reviews of qualification management. Includes business cases, quality improvement, surveys. Includes reviews commissioned from external consultants.	TEMPORARY Destroy 5 years after action completed.
<b>05.17.00</b>	<b>Standards (QUALIFICATION MANAGEMENT)</b> The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
05.17.01	Records documenting standards used to determine compliance of course facilitators and developers with accreditation requirements.	TEMPORARY Destroy 11 years after superseded